

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: De'Sean Quinn, TPMPD Board President

DATE: April 23, 2014

SUBJECT: **Preparing for upcoming Board Retreat discussion**

ISSUE

Teeing up agenda items for the TPMPD's Board Retreat.

FINANCIAL IMPACT

None

BACKGROUND

The TPMPD Board of Commissioners have agreed to gather for a Board Retreat in May 31, 2014.

DISCUSSION

A Board Retreat has been scheduled on May 31st from 9:00am to 4:00pm and the City of Tukwila is generously providing the Social Hall at the Tukwila Community Center free of charge for the Board to use. The President of the Board would like to provide advance notice of some of the topics that will be discussed to give the Commissioners time to prepare.

RECOMMENDATION

none

ATTACHMENTS

- KJ Designs Priorities
- KJ & ED Recommendations
- Status Report on KJ Recommendations

Tukwila Recommendations, Priorities & Return on Investment

Page reference		Priority	Relative Cost of Implementation	Cost Control (savings)	Level of Risk	Return on Investment	Operational or Policy?	Implementation Date
Membership Recommendations								
15, 23	Adopt a membership based philosophy	High	Low	NA	Low	High	Operational & Pol	2015
23, 50	2 or more annual membership promotions	High	Medium	NA	Low	High	Operational	2014
23	Adding a family membership (flexible definition)	Moderate	Low	NA	Low	Moderate	Operational	May-14
24	Create membership benefits (at least program discounts and free special events)	High	Low	NA	Moderate	Moderate	Operational	Jan-03
24	Create an all inclusive membership	Low	Low	NA	Low	Moderate	Operational	Jan-16
24, 46	Cross market and advertise the TCC joint membership	Low	Low	NA	Low	Moderate	Operational	Sep-14
24	Change terminology to memberships instead of passes	High	Low	NA	Low	Low	Operational	May-14
24	Change terminology to visits instead of punches	High	Low	NA	Low	Low	Operational	May-14
24	Add the same disclaimer for multi-visits and membership that is listed with TCC memberships	High	Low	NA	Low	Low	Operational	Sep-14
24	Create an "other club card" fee for TCC and/or other club memberships - \$2	High	Low	NA	Low	Moderate	Operational	2014
24	Eliminate 6 month membership	Moderate	Low	NA	Low	NA	Operational	May-14
25	Create a pricing formula (chart on page 25)	High	Low	NA	Low	High	Operational	2013
Budgeting considerations								
37	Offer rewards and incentives to employees who teach FF, semi private and private lessons	Moderate	Moderate	NA	Low	High	Operational	Jan-03
38, 39	FT professional staff should not be assigned as regular instructors unless specifically hired into that role or mentoring new employees	Moderate	Low	High	Low	Moderate	Operational	ongoing
38, 39	Add another lifeguard during peak instruction times	High	Moderate	NA	High	Low	Operational	as needed since 2013
41, 50	Verify rental fees for pool space cover costs	Moderate	Low	NA	Low	Moderate	Operational	2012
46	Review the Cost of hiring a marketing person / firm	High	High	NA	Low	High	Policy	
50	Allocate funds for marketing and advertising	High	High	NA	Low	High	Policy	2013
46	Determine pay rate for person in Mascot costume (double time)	Low	Low	NA	Low	Low	Operational	
47	Fill the vacant 3/4 time position w/ a Head Guard or Lead Manager	High	Moderate	NA	Moderate	Low	Policy/ Operational	
47	Consider hiring a custodial maintenance person / firm	Moderate	High	NA	Low	Moderate	Policy/ Operational	
50, 54	Utilize an enterprise fund	High	Low	High	Moderate	High	Policy	
53	Fundraise and/or allocate scholarship money	Moderate	High	NA	Low	Low	Operational	Oct-13
54	Permit all funds that are remaining at year end to be rolled forward into the next fiscal year	Moderate	High	NA	Low	Low	Operational	
62	Clarify the bond payment as an annual capital expense (separate capital budget)	Moderate	High	NA	Low	Low	Policy	
63	Increase lifeguard, swim instructor and water fitness instructor's hourly rates	High	High	NA	Low	Low	Policy	Feb-14
64	Allocate a revolving replacement equipment fund (based on lifecycle analysis and cost amortization)	Moderate	High	NA	Low	Moderate	Policy	
62	Amending pay rate for FT staff	Low	Low	Moderate	Low	Low	Policy/ Operational	
Scheduling Recommendations								
13	Stagger start program times	High	Low	NA	Low	High	Operational	
14, 19, 21	Minimum of one lap lane during all operational hours	High	Low	NA	Low	High	Operational	
14, 21, 26	Shallow wex space during all operational hours	Low	Low	NA	Low	High	Operational	

14, 21, 26	Deep wex space during all operational hours	Low	Low	NA	Low	High	Operational	
19	Review rental times and adjust space use. Provide lap / wex space, add facility hours	Moderate	Low	NA	Low	High	Operational	ongoing
20, 21	Adjust open swim and family swim to open recreation with a broader definition, expand times	High	Low	NA	Low	High	Operational	
21	Reduce special interest rentals to accommodate general membership and drop in visits	Moderate	Low	NA	Low	High	Operational	ongoing
21	Review camp use and determine if all space is needed	Low	Low	NA	Low	Low	Operational	
21	Review team use (time, day of week, length of practice, space use)	Moderate	Low	NA	Low	NA	Operational	ongoing
21	Change advertising times of party (pool) rentals	Moderate	Low	NA	Low	High	Operational	May-14
20	Deep water open recreation includes board or slide	High	Low	NA	Low	High	Operational	Jan-03
41, 44	Evaluate special interest rental needs	Moderate	Low	NA	Low	Moderate	Operational	ongoing
Facility Layout & Building Changes								
13, 38	Create a spectator area during instructional classes	High	Moderate	Moderate	Low	Low	Operational	Jan-73
13	Dry land space for teams	Low	High	NA	Moderate	Low	Operational	
13	Dry instructional space	Low	High	NA	Moderate	Low	Operational/Police	Capital funds have not been
39, 45	Remove benches on pool deck adjacent to WLR	Moderate	Low	NA	Low	High	Operational	Sep-13
45	Move all instructional equipment to wall adjacent to WLR	Low	Low	NA	Low	Low	Operational	Sep-13
45	Rearrange classroom / storage / breakroom	Low	Moderate	NA	Low	Low	Operational	ongoing
45	Rearrange Amy's office	Low	Moderate	NA	Low	Low	Operational	ongoing
45	Partition dry / wet pathway on pool deck	Moderate	Moderate	Moderate	Low	High	Operational	Sep-13
47	Install disposable glove racks in all LR (repeat from purchases)	Low	Moderate	NA	Moderate	Moderate	Operational	
45	bungee folding table to wall or remove from spectator space	High	Low	NA	High	Low	Operational	Sep-13
45	lane lines tighter for safety	High	Low	NA	High	Low	Operational	ongoing
Items to Purchase								
20	Consider the purchase of an inflatable fun run	Moderate	High	NA	Moderate	Moderate	Operational	2015
29	Fanny packs with water proof pouches and supplies	Low	Moderate	NA	Low	Moderate	Operational	Jan-2003
45	Lap lane speed signs (large and placed on bulkhead)	Moderate	High	NA	Moderate	Moderate	Operational	Jan-2003
39	Tot dock for PS lessons	Moderate	High	NA	High	Low	Operational	
45	Elevated lifeguard stands	Low	High	NA	Low	Low	Operational	
45	Additional sound panels	Low	High	NA	Low	Low	Operational	
46	Wet / Dry Mascot costume	Low	High	NA	Low	Moderate	Operational	
47	Wi-Fi hot spot	Moderate	Low	NA	Low	Moderate	Operational	2014
39	e-readers with translator programs	Low	Moderate	NA	Low	Low	Operational	2015
47	Disposable glove racks for all LR	Moderate	Low	NA	Low	Moderate	Operational	
38	on line registration system	Moderate	High	NA	Low	High	Operational	
63	Whentowork.com	High	Low	Moderate	Low	High	Operational	

	Marketing							
14	Evaluate cost recovery and market potential with prices of services (membership, programs)	High	Moderate	NA	Low	High	Operational	2014
40	Co-market (cross market) partnership programs (camps, special interest, etc)	Moderate	Low	NA	Low	Moderate	Operational	ongoing/2003
41	Gross market special programs	High	Moderate	NA	Low	High	Operational	ongoing/2003
39	Count participants for every admission (for example, 8 days in a LTS class, child is counted 8 times)	High	Low	NA	Low	High	Operational	ongoing/2003
41, 46	Target market special programs	Moderate	Moderate	NA	Low	High	Operational	ongoing/2003
42	Offer one major family event per quarter	Moderate	Moderate	NA	Moderate	High	Operational	2014
42	Offer monthly themed events around holidays and seasonal activities	Moderate	Moderate	NA	Moderate	High	Operational	2014
46, 50	Develop and implement a marketing plan	High	Moderate	NA	Low	High	Operational	2013
46	Continue to brand the Metropolitan Park District	Moderate	Low	NA	Low	Moderate	Operational	ongoing
	change to new colors as items are replaced						Operational	ongoing
46	Be a visible presence at all community events (pass out free visits passes)	Moderate	Moderate	NA	Low	High	Operational	2014
46	Utilize TPAC and STP as the positive voice for the pool	High	Low	NA	Moderate	High	Policy	ongoing
46	Create a pool mascot	Low	High	NA	Low	Moderate	Operational	
50	Offer membership promotions (see list on page 23)	Moderate	Low	NA	Low	High	Operational	2013
	Custodial Services							
15	Locker rooms (clean, hot water, dry floors, paper supplies)	High	Low	NA	Low	High	Operational	onoging/2003
15, 16, 47	Custodial services (paper supplies, clean sinks and drains, light bulbs,)	High	Low	NA	Low	High	Operational	onoging/2003
31	Train all staff in custodial services (repeat from staff training)	High	Low	NA	Low	High	Operational	onoging/2003
47	Ensure that lifeguard rotation includes a locker room walk through	High	Low	NA	Low	High	Operational	onoging/2003
47	Determine frequency of broom brigade on high traffic areas of pool deck	High	Moderate	NA	Low	High	Operational	onoging/2003
47	Consider hiring a custodial maintenance person / firm (repeat from budget considerations)	Moderate	High	NA	Low	Moderate	Policy	

Staff Training, Development & Certifications						
16	Guest services should be well over 50% of every employees job (management team, lifeguard, swim instructor, fitness instructor, information desk)					
26	Provide water fitness certification to FT or long term employees	High	Moderate	NA	Low	High
31	Support professional staff attendance at local and national trainings & conferences	High	High	NA	High	Moderate
29	Consistent color for uniform bottoms (shorts or pants)	Low	Moderate	NA	Low	High
29	Lifeguards should wear fanny packs	High	Moderate	NA	High	Moderate
29 - 30	Shadow guard or shadow instructor and mentoring program for all new employees (not based on previous experience)	High	Moderate	NA	High	High
30 - 31	Determine average weekly hours worked for PT employees and set minimum training hours	High	Low	High	Moderate	High
31	Provide LGT certification every year	Low	Moderate	NA	Low	Low
31	2 hours of training per month per employee	High	Low	NA	Low	High
31	Train staff in custodial responsibilities	High	Moderate	NA	High	High
31, 34, 36, 39	Provide swim lessons workshop(s) for instructor development	High	Low	NA	Low	High
63	Train employees in efficient placement and removal of pool covers	High	Low	NA	Low	High
Reporting of Services						
20	Special interest partnerships need documentation (counting) of services offered, bridging to memberships, etc	Moderate	Low	NA	Low	High
47	Accurately document time associated with MPD projects and requests (employees, board members, volunteers)	Low	Moderate	NA	Low	Moderate
Policies and Signage						
22	Revise and post supervision policy	Moderate	Low	NA	Moderate	Moderate
22	Revise and post space use policy	Moderate	Low	NA	Low	Low
22	Post circle swimming and lane use guidelines	High	Low	NA	Low	High
39	Create a formal swim screening process (repeat from Learn To Swim)	Moderate	Low	NA	Low	High
47	Create an evaluation system for members, guests and students (comment box)	Moderate	Low	NA	Low	High
48	Amend current job descriptions to reference WAC requirements for each position	High	Low	NA	High	Low
44	Create a priority of use statement	High	Low	NA	Moderate	Moderate
65	Remove "3rd party operator" terminology and identify the operator by their name - Tukwila Parks and Recreation	Low	Low	NA	Low	Moderate
Programming recommendations						
24	Determine resident discount formula and remain consistent	Moderate	Low	NA	Low	High
26	Change terminology of water aerobics to water exercise or water fitness	Moderate	Low	NA	Low	High
47	Create an evaluation system for students and/or their caregivers (repeat)	Moderate	Low	NA	Low	High
	Operational					Jan-2003
	Operational					Jun-2014
	Operational/ Policy					
	Operational					Jan-2014
	Operational					alternate option 1/2003
	Operational					Jan-2014
	Operational					Jan-2003
	Operational					additional funding needed
	Operational					additional funding needed
	Operational					ongoing
	Operational					ongoing
	Operational					Feb-2013
	Operational					ongoing
	Operational					ongoing
	Operational					
	Operational					
	Operational					Jan-2003
	Operational					Jan-2003
	Operational					Jan-2014
	Operational					Human Resources
	Operational/Policy					Outlined in Goals, etc.
	Policy					
	Policy					2013
	Operational					May-14
	Operational					Jan-14

Advertising and Print Material									
32	Provide days, times and costs of non-progressive swim programs (specialty classes)	Moderate	Low	NA	Low	Moderate	High	Operational	2003 via filers
39	Include safety skills taught during learn to swim in all print material	Moderate	Low	NA	Moderate	High		Operational	Jan-03
Learn To Swim Recommendations									
38	Provide days, times and costs of non-progressive swim programs (i.e. parent-tot, adult lessons, etc) (repeat)	Moderate	Low	NA	Low	Moderate		Operational	2003 via filers
32	Consider on line registration zrepeat from purchases)	High	Moderate	NA	Low	High		Operational	2016
35	Establish general class guidelines (page 35 has a list)	High	Low	NA	Low	Low		Operational	Jan-03
35, 39	Begin and end classes on time at the gallery entrance	Moderate	Low	NA	Low	Low		Operational	Jan-03
33	Provide daily feedback to caregivers	Moderate	Low	NA	Low	High		Operational	Jan-03
33	Stagger start (and end) the class times	High	Low	NA	Low	High		Operational	
33, 38	Adjust the length of classes based on skills and level	High	Moderate	NA	Low	Low		Operational	
33, 38	Offer Saturday lessons as an independent session (6 or 8 classes)	High	Moderate	NA	Low	High		Operational	2012
34	Ensure that safety skills are taught during each lesson	High	Low	NA	Low	Moderate		Operational	ongoing
34, 39	Permit children with little or no water experience to enroll in the first level	Moderate	Low	NA	Low	Moderate		Operational	2003
34	Adjust student teach ratio as necessary (see page 34 for recommendations)	Moderate	Moderate	NA	Low	Moderate		Operational	
39	Modify class registration if a child is inappropriately placed	High	Low	NA	Moderate	Moderate		Operational	2003
35	Clearly designate lesson space per instructor (depth, dividers and signage)	High	Low	NA	Moderate	Moderate		Operational	2003
35	Equipment choices need to be appropriate for skills and age of user	Moderate	Low	NA	Moderate	High		Operational	ongoing
36 - 37, 39	Add programs and times offered (preschool, kinder, family & friend),	High	Low	NA	Low	High		Operational	ongoing
39	Create a formal swim screening process	Moderate	Low	NA	Low	High		Operational	2003
39	Create a program evaluation system for caregivers	Moderate	Low	NA	Low	High		Operational	Jan-14
Partnership Opportunities									
27	Develop partnerships for bridging rehabilitation with long term exercise habits (list on page 27)	Moderate	Low	NA	Low	High		Operational	2008
40	Continue partnerships with camps, foundations, and special interests	High	Low	NA	Low	High		Operational	ongoing/2003
40	Partner with programs for PS and Homeschool programs	High	Low	NA	Low	Moderate		Operational	ongoing/2015
40	Continue grant writing and program delivery with High School	High	Moderate	NA	Low	High		Operational	ongoing
41, 46	Partner with programs for active adult and retirement communities	Moderate	Low	NA	Low	Moderate		Operational	ongoing
42	Determine appropriate partners for Special Events	Moderate	Low	NA	Low	Moderate		Operational	ongoing
41, 44	Evaluate special interest rental needs (repeat from scheduling)	Moderate	Low	NA	Low	Moderate		Operational	ongoing
46	Utilize TPAC and STP as the passive voice for the pool (repeat from marketing)	High	Low	NA	Moderate	High		Policy	
MPD Commissioners									
61	Re-evaluate an independent MPD Board of Commissioners	High	Low	NA	Low	Moderate		Policy	

Executive Director's Priorities for KJ Designs Report Recommendations

Submitted February 2014

Each of the items below (exceptions noted) was labeled as "High Priority" by KJ Designs. Highlighted items are considered "Highest Priority" by the TPMPD Executive Director.

Key: (p) = policy only, (po) = policy optional, (o) = operational only

Item numbers correspond to the document called "Tukwila Staff Responses to Recommendations in the KJ Designs Pool Administrative and Program Assessment October 2013" Attachment B.

Items marked "n/a" were not included in that document and therefore not assigned an item number.

Item#	Topic: Learn To Swim	Additional info:	Status or Recommendation:
74	On-line registration (po)	Currently being researched for all Tukwila P&R programs. Independently purchased software would require a \$3000-\$5000 annual financial commitment.	City is reviewing online software options, implementation scheduled for 2016 once current software becomes obsolete
46-53	Establish and maintain standards of general class guidelines (po)	Some instructors may be achieving these standards, but obviously KJ saw that some were not.	Continuing education and increased accountability strongly recommended
42	Stagger class start & end time (o)	Hidden labor costs with little ROI	Not recommended at this time, additional funding would be required, slate for re-consideration in 2015.
43 & 76	Saturday lessons with 6-8 classes (o)	Current option allows patrons to sign up for two sets Saturday sessions back-to-back (8 classes) for same cost as 8 weekday classes	Implemented June 2013
75	Adjust the length of classes based on skills and levels (o)	Significant hidden labor costs with little ROI	Not recommended at this time, additional funding would be required, slate for re-consideration in 2015.
n/a	Ensure that safety skills are taught during each lesson (po)	Some instructors may be achieving this standard, but obviously KJ saw that some were not.	Continuing education and increased staff accountability strongly recommended

Item#	Topic: Learn To Swim (cont.)	Additional info:	Status or Recommendation:
92	Create formal swim screening process and modify class assignment if a child is inappropriately placed (o)	Currently, level testing is only provided when a student is transferring	Option: Create a policy requiring that instructors screen students in the first class of each session to ensure they are placed properly (add'l safety measure)
81-84	Clearly designate lesson space per instructor (depth, dividers and signage) (o)	Spaces are designated, but not visibly. Parents and others are not aware of boundaries.	Recommend that staff brainstorm options and experiment with signs or other visible dividers.
77-78	Add programs and times offered (preschool, kinder, family & friend) (o)	Pool staff continue to review programming to seek additional options and needs.	On-going
Item#	Topic: Partnership Opportunities	Additional info:	Status or Recommendation:
n/a	Partner with public and home school programs (p)	Swim lessons provided to students at Foster HS in partnership with TSD. Continuing to work out details of partnership.	Implemented 2013 w/public schools only
n/a	TPAC and STP as a positive voice for the pool (p)		Recommended
Item#	Topic: MPD Commissioners	Additional info:	Status or Recommendation:
n/a	Transition to an independent Board of Commissioners (p)		If planned for implementation by 2016 or 2017, preparations should begin as soon as possible
Item#	Topic: Staff Training, Development & Certifications	Additional info:	Status or Recommendation:
n/a	Guest services should be over 50% of the job for all employees (o)	Lifeguards are not as consistent in this area as management staff.	Allowing the patrons to learn the names of the guards would assist greatly toward improving the guest experience.
31	Lifeguards must wear fanny packs (po)	Fanny packs are kept at each guard stand	
32	Shadow guard or shadow instructor and mentoring program for all new employees regardless of prior experience (po)	Management feels that this is being done. Clearly KJ thought it should be done more.	Highly recommended by ED
34	Provide LGT certification every year (po)	Additional expense would have to be approved	Highly recommended by ED

Item#	Topic: Staff Training (cont.)	Additional info:	Status or Recommendation:
35	2 hours of training per month, per employee (po)	Additional expense would have to be approved	Highly recommended by ED
38	Train staff in custodial responsibilities (o)	Management feels that this is being done. Clearly KJ thought it could be done better.	Continuing education and increased staff accountability recommended
40	Provide swim lesson workshops for instructor development (po)	Management feels that this is being done. Clearly KJ thought it should be done more.	Highly recommended by ED
139	Train employees for efficient placement and removal of pool covers (o)	Demo 2/15/14	Recently repaired by McKinstry and ready for use.
Item#	Topic: Policies and Signage	Additional info:	Status or Recommendation:
133	Amend current job descriptions to reference WAC requirements (p)	Can be implemented by TPMPD immediately	
12	Post circle-swimming and lane use guidelines and signage (o)		Done
112	Create a Priority of Use statement (p/o)	A formal statement can be developed and implemented easily	
Item#	Topic: Membership Recommendations	Additional info:	Status or Recommendation:
13	Adopt a membership-based philosophy (p)		Reviewing for possible implementation mid-2014
20-22	2 or more annual membership promotions (o)	Birthday promotion, gift of fitness promotion, and pre-summer promotions are all in place	Currently exceeding recommendation
n/a	Create membership benefits (program discounts and free special events) (o)	Can be considered if membership program is implemented	Recommended
17	Change terminology: membership instead of passes, visits instead of punches (p)		Reviewing for possible implementation mid-2014
18	Add the same disclaimer for multi-visits and membership that is listed with TCC memberships (o)	This would allow multi-visit passes to expire before they are used up and therefore eliminate a current benefit to patrons.	Not recommended
23	Create an "other club card" fee for TCC and/or other club memberships (o)		Reviewing for possible implementation mid-2014
27	Create a pricing formula (p/o)	Management staff report that a version of this is already in place.	

Item#	Topic: Budgeting Considerations	Additional info:	Status or Recommendation:
86	Add another lifeguard during peak instruction times (po)	Additional costs would be approximately four to five thousand per year. However, if KJ saw that there was a need, it means that patron safety is impacted and should be considered.	Consider as an increased safety measure
140	Allocate a replacement equipment and capital improvements fund (p)	ED modified this recommendation to incorporate long-term thinking	Highly recommended by ED
Item#	Topic: Scheduling	Additional info:	Status or Recommendation:
1, 6, +	Minimum 1 lap lane open during all operational hours (po)	Currently lap lanes are open 47 hours per week and management believes this meets the need. KJ did not seem to agree with this assessment. Certain special interest rentals are the primary limitation on lap swimming, as they take up the entire pool.	Unknown whether or not current or future members would prefer additional lap swimming hours.
7	Adjust open swim and family swim to open recreation and broader definition, expand times and include board or slide (o)	The design and placement of the slide and diving board seem to preclude this option, which is something that KJ should have noticed.	ED can reconnect with KJ to ask for clarification or more detailed suggestion.
130	Manager-on-duty during all business hours (po)	The two managers report that they are required to be on duty during weekdays to fulfill the terms of the TSD contract. "Lead" Guards cover evening and weekends. Current management staff also report that they are overextended (i.e. no days off for weeks at a time).	TPMPD could develop a policy that outlines minimum supervisory expectations for operational contractors. Additional accountability and oversight for guards is also highly recommended.
Item#	Topic: Facility Layout & Building Changes	Additional info:	Status or Recommendation:
122	Create a spectator area		Done
116	Bungee folding table to wall or remove from spectator space		Done
117	Lane lines tighter for safety		Done
Item#	Topic: Marketing	Additional info:	Status or Recommendation:

n/a	Evaluate cost recovery and market potential with prices of services (membership, programs) (o)		Further is required from the ED who has taken on primary accountability for marketing.
99	Cross market special programs (o)		Implementation planned from Spring 2014
96	Count participants for every admission (o)		Currently being done
123	Develop and implement marketing plan (p)	A preliminary marketing plan was developed by management staff.	Further input is required from the ED who has taken on primary accountability for marketing.
Item#	Topic: Custodial Services	Additional info:	Status or Recommendation:
n/a	Keep locker rooms clean and well stocked (po)	Currently the standard, however KJ seems to be indicating that additional emphasis is needed	ED's experience is that the facility is usually clean and well-stocked
n/a	Create accountability for lifeguards' custodial duties – i.e. check their work (o)	Recommendation from ED, not in KJ Designs report	Additional supervisory-level staff would make this easier to implement
128	Ensure that every lifeguard rotation includes a locker room walk through (o)	Currently the standard for all guards	ED has never personally witnessed a guard walk through the locker rooms during a rotation.
n/a	Determine frequency of broom brigade on high traffic areas of pool deck (o)		Currently being implemented approximately once a week

Status Report on Implementation of KJ Designs Report Recommendations As of Feb 2014

Created by Jennafer Price Cargill

Breakdown of all KJ Designs Report recommendation status	
For brevity, I have used the numbering system developed for the document called "Tukwila Staff Responses to Recommendations in the KJ Designs Pool Administrative and Program Assessment October 2013" Attachment B. All percentages were rounded and were calculated after the redundancies were eliminated.	
Tukwila Pool staff and the TPMPD have already implemented or are in the process of implementing 46% of the recommendations. (Items #: 5, 12-15, 17, 19-30, 32, 41, 43, 49, 72, 74, 76, 79, 82, 84, 85, 87, 94, 96-101, 104-106, 112, 114-119, 122, 123, 125, 127, 129, 131, 135, 138, 142-146)	
The pool management intended to implement another 29% of the recommendations but possibly require additional support to do so fully. (Items #: 1, 3, 31, 33, 38, 40, 44, 46-48, 51-56, 58-69, 80, 90, 92, 93, 110, 111, 128, 139)	
Approximately 11% of the recommendations would require a financial commitment that has not been funded. (Items #: 34-36, 39, 42, 45, 57, 75, 86, 95, 120, 121, 132)	
Fewer than 10% of the recommendations were evaluated and found to be unnecessary or undesirable for our facility or community at this time (Items #: 2, 7, 11, 18, 70, 71, 73, 79, 126, 130, 137)	
4% require further TPMPD action/review (Items #: 124, 133, 134, 136, 140, 141)	
Multiple items were eliminated for redundancy - FYI (Items #: 4, 6, 8-10, 16, 37, 50, 77, 78, 81, 83, 88, 89, 91, 97, 102, 103, 107-109, 113)	