

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners

FROM: Mary Miotke, City of Tukwila IT Director

DATE: April 23, 2014

SUBJECT: **TPMPD email addresses for Board members**

ISSUE

Email addresses will be established for the TPMPD Board members.

BACKGROUND

This item was included on the agenda and discussed at the March 26, 2014 TPMPD meeting. It was unanimously approved to establish email addresses for the Board members. The TPMPD Executive Director met with City Administrative and IT staff this past week to discuss implementation.

DISCUSSION

Email addresses will be established for the TPMPD Board of Commissioners within the next few weeks. Staff is preparing procedures and guidelines for proper use as well as general setup instructions for Board members for using the email addresses in compliance with RCW42.56 of the Public Records Act. Individualized setup and training by the City's IT Department will also be offered as needed. Access to the TPMPD email will be either on the hosted email server using a web browser or connected to a device specifically intended for TPMPD use. 3rd party email archiving services are being researched and suggested solutions will be brought to the Board for consideration. The standard format for the email addresses will be determined by the MPD Executive Director.

FINANCIAL IMPACT

There will be no financial impact for implementing email addresses, as the email addresses are included in the current hosting charges for the TPMPD webpage. Any 3rd party archiving solution will most likely have a slight financial impact and will be included in future discussion material.

RECOMMENDATION

Information Only.

ATTACHMENTS

None.