

INFORMATIONAL MEMORANDUM
Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners
FROM: Jennafer Price Cargill, TPMPD Executive Director
DATE: August 20, 2014
SUBJECT: Executive Director's Report

ISSUE

Update on TPMPD operations

FINANCIAL IMPACT

None

BACKGROUND

This informational memorandum is to update the Board on the work of the Executive Director

DISCUSSION

Between July 18 and August 20, the following has been accomplished:

- a. Held a Special Meeting of the Board of Commissioners to decide operational model
- b. Developed new MPD meeting materials to allow the Board to take immediate action on operational decision
- c. Issued notification letters and a press release to publicize the Board's decision
- d. Created an Aquatics Manager position description, posted the position on the NRPA website, reviewed resumes and contacted highly qualified potential candidates to draw attention to the posting
- e. Organized and facilitated a meeting of the Ad Hoc Hiring Committee
- f. Handled the appointment logistics for the Budget, Hiring and Logistics committees
- g. Revised the ED's Work Plan (attached)
- h. Met with various Tukwila City staff members regarding transition planning and tools
- i. Conducted preliminary research of options for a new Treasurer for the MPD
- j. Created minutes from July 19th Special Meeting notes provided by a community member
- k. Reviewed audio and revised minutes from the July 23rd regular meeting
- l. Drafted reports, memos & related documents to create the packet for August meeting
- m. Facilitated the Executive Director Committee (EDC) meeting & prepared minutes

RECOMMENDATION

None

ATTACHMENTS

- TPMPD 2014 Work Plan, draft 2 revised

TUKWILA POOL METROPOLITAN PARK DISTRICT

WORK PLAN 2014

Submitted by JENNAFER PRICE CARGILL

Executive Director

August 2014 – Draft 2

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Budget & Finance		Partners	Deliverables (key: h= hour, m= per month, q= per quarter)	Timeframe	Completion Date
In support of TPMPD Goal: A. To operate a financially self-sustaining aquatics program Primary Capacity Area: <u> X </u> Legal <u> </u> Enforcement/Compliance <u> </u> Communications <u> </u> Administrative <u> </u>					
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014): <ul style="list-style-type: none"> Implement 2014 Budget Develop 2015 Budget 					
Commitment					
A.1.	Using the 2014 Budget as a guide, monitor costs and maintain financially sound operations.	City Finance Staff	a. Review all vouchers and expenses (1h/m) b. Submit monthly financial reports (1h/m) c. Submit quarterly financial reviews (2h/q) d. Submit annual financial report (4h)	a. Monthly b. Monthly c. May, Aug, Dec 2014 d. Feb 2015	
A.2.	Develop Requests for Proposals (RFPs) or Quotes (RFQs) standards and management	Board of Commissioners	a. Define priorities and standards for the pool as approved by the Board (20h) b. Develop a process for application, including timelines (20h) c. Publish RFP/RFQ (5h) d. Develop a quote/proposal for a self-operated model (20h)	a. September b. November c. December d. December	
A.3.	Oversee compliance with fiduciary and regulatory requirements	Pool Operator, WCIA staff	a. Submit audit materials to WCIA (3h) b. Implement a risk assessment review (2h) c. Attend 3 educational opportunities (20h)	a. April b. April c. December By year-end	a. 4/16/2014 b. 4/24/2014
A.4.	Identify cost savings and operational efficiencies	All City Staff	a. Transition meeting duties from Clerk's staff to ED, including review of minutes (8h) b. Transition monthly packet development from Park staff & Clerk's office to ED (4h) c. Research services and financial savings offered by County Treasurer and submit a recommendation to the Board (8h)	a. September b. October c. November	a. March 2014 b. March 2014
A.5.	Develop 2015 Budget for Board approval	Budget Committee	a. Submit preliminary budget priorities, including proposed programs & fees for Board direction (20h) b. Submit proposed budget to Board for review (20h) c. Prepare Budget Resolution for adoption (5h)	a. November b. Year-end a. Mid. Sept. b. Early Oct. c. Oct 22	
A.6.	Develop/sign new rental agreements	Aquatics Mgr.	a. Contact all current renters (including TSD) to assess standing b. Draft and sign new contracts/agreements a. Develop & publish scope of responsibilities by early September b. Interviews completed by early October c. Final candidate approved by full Board		
A.7.	Decide/implement financial accounting system (Engage accountant)	Hiring committee, approved by full Board			

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Public Safety					
TPMPD Goal: B. To operate a pool that is a safe haven					
Primary Capacity Area: <input type="checkbox"/> Legal <input checked="" type="checkbox"/> Enforcement/Compliance <input type="checkbox"/> Communications <input type="checkbox"/> Administrative					
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014):					
<ul style="list-style-type: none"> Limit TPMPD Liability Develop policies that support the safe operation of the pool 					
Commitment	Partners	Deliverables (key: h= hour, m= per month, e= each incident)	Timeframe	Completion Date	
B.1. Monitor operations with an eye toward compliance in all standard safety methodologies	Pool Operator, EDC	<ul style="list-style-type: none"> As safety concerns are identified, deliver in writing to Pool Operator, cc'd to EDC (2h/e) Request a response addressing concern within two business days (.5h/e) Follow-up and support operator in resolving concerns that are not closed within 2 business days (1-2h/e) 	Ongoing, as needed		
B.2. Establish policies supportive of Board objectives	Logistics Committee, Board of Commissioners	<ul style="list-style-type: none"> Prioritize policy needs and set a schedule for development with Logistics Committee Research and refine those with highest priority with the Logistics Committee Submit highest priority policies to full Board 	<ul style="list-style-type: none"> September October Nov 26 		
B.3. Establish benchmarks that allow for comparison of the TPMPD against substantially similar aquatic operations	EDC	<ul style="list-style-type: none"> Research safety statistics for similar aquatic operations and submit findings and recommendations to the EDC (1.5h) As guided by the EDC, identify 3 benchmarks measuring TPMPD's record of safety comparable to similar aquatic operations for inclusion in the 2015 Work Plan (1.5h) 	<ul style="list-style-type: none"> July August 		Postponed until 2015
B.4. Establish multiple avenues for the public to share safety concerns and relay them to the operator	Pool Operator	<ul style="list-style-type: none"> Establish & post TPMPD phone number and email address at the pool and website (10h) Respond to concerns in 1 business day (1h/e) Collect public comments from suggestion box monthly (3h/m) Relay all comments to Board (1h/m) Relay concerns to Pool Operator as appropriate following process outlined in B.1.a-c. (1-2h/e) 	<ul style="list-style-type: none"> February Ongoing, as needed Monthly Ongoing, as needed Ongoing, as needed 		<ul style="list-style-type: none"> a. Feb (pool), April (website)

Project/Priority: Community Development					
TPMPD Goal: C. To be welcoming and inclusive to all					
Primary Capacity Area: Legal Enforcement/Compliance X Communications Administrative					
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014):					
<ul style="list-style-type: none"> Meet the requirements of the Open Public Meetings Act (OPMA) Ensure that the TPMPD is responsive and accessible to the public 					
Commitment	Partners	Deliverables (key: h= hour, m=per month, e=each incident)	Timeframe	Completion Date	
C.1 Community and user concerns and inquiries are handled appropriately	City IT staff, Board of Commissioners, Pool Operator	<ul style="list-style-type: none"> Post TPMPD phone number and email address at the pool and website (10h) Respond to concerns within 1 business day of receipt (1h/e) Collect public comments from suggestion box monthly (3h/m) Relay all comments to Board (1h/m) Relay concerns to Pool Operator as appropriate following processes outlined in B.1.a-c (1-?h/e) 	<ul style="list-style-type: none"> February Ongoing, as needed Monthly Ongoing, as needed Ongoing, as needed 	<ul style="list-style-type: none"> Feb (pool), April (website) 	
C.2. Special meetings and public records requests are noticed and answered appropriately, TPMPD complies with OPMA	City Clerk's staff	<ul style="list-style-type: none"> ED will know OPMA requirements (3h) Special meetings will be noticed within required timeframes (2h/e) Public Disclosure Requests will be responded to within required timeframes (1-?h/e) 	<ul style="list-style-type: none"> March As needed As needed 	<ul style="list-style-type: none"> March, 2014 	
C.3. All members of the community are treated with respect by TPMPD staff and Operator	Pool Operator	<ul style="list-style-type: none"> ED will meet with Global to Local staff to develop a positive relationship (2h) ED will make time to meet with any community groups or individuals who request it, or will request meetings or seek other opportunities to develop positive relationships (1-?h/e) ED will support the Pool Operator to allow patrons to learn staff names and develop positive relationships (5-?h) 	<ul style="list-style-type: none"> April, ongoing As requested or opportune May, ongoing 	<ul style="list-style-type: none"> April 	

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Marketing & Public Relations					
TPMPD Goal: D. To maintain and support community involvement in the pool					
Primary Capacity Area: Legal Enforcement/Compliance X Communications Administrative					
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014):					
<ul style="list-style-type: none"> • The pool is being marketed to the community • Community members are actively engaged with the pool 					
Commitment		Partners	Deliverables (key: h= hour, m=per month, e=each incident)	Timeframe	Completion Date
D.1.	Engage and manage the development of marketing and advertising activities	Pool Operator, City IT staff	<ul style="list-style-type: none"> a. Gain access to the Pool website and provide updates, revisions and editing as needed (20h) b. Facilitate Attend the Marketing Committee meetings (2h/m?) c. Support the implementation of Marketing projects and advertising by the Pool Operator as needed (5h/m) 	<ul style="list-style-type: none"> a. April, on-going b. Bi-Monthly(?) c. On-going, year-round 	<ul style="list-style-type: none"> a. April
D.2.	Work collaboratively with TPAC to garner ideas, concerns, and issues that require attention	TPAC	<ul style="list-style-type: none"> a. Attend monthly TPAC meetings and provide reports as requested (2h/m) b. Incorporate TPAC recommendations into EDC agendas as needed (1-?h/e) c. Address operational concerns as they arise using process outlined in B.1.a-c (1-?h/e) d. Support TPAC in developing recommendations for the Board as needed (1-?h/e) 	<ul style="list-style-type: none"> a. Monthly b. As needed c. As needed d. As needed 	
D.3.	Act as representative for the MPD as needed	Board of Commissioners	<ul style="list-style-type: none"> a. As directed by the Board President, identify the representative of the TPMPD in response to each inquiry by the public or media (2h/e) b. If directed to by Board President, act as the Public Information Officer for the TPMPD, issuing statements or press releases as required (1-?h/e) 	<ul style="list-style-type: none"> a. As needed b. As directed 	

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Quality Pool Operations		Communications	Administrative
TPMPD Goal: E. To provide creative and relevant programs Primary Capacity Area: Legal X Enforcement/Compliance			
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014): <ul style="list-style-type: none"> Establish a new operational model to be implemented by January 2015 Seek opportunities to improve user experience 			
Commitment	Partners	Deliverables (key: h= hour, m=per month, e=each incident)	Timeframe
E.1. Assist the Board in identifying a preferred operational model	Board of Directors, Steve Burke	a. Research various operational models b. Create a presentation and materials showing options in an “apples to apples” comparison c. Organize a Special Meeting for the Board to review the materials and vote on a model d. Establish Ad Hoc Committees to implement newly developed model	a. July b. July c. July d. July
E.2. Hire an Aquatics Manager	Hiring Committee	a. Post position by August 1 b. Interviews completed c. Final candidate approved at Board meeting	a. August 1 b. Early Sept. c. Sept 24
E.3. Hire additional staff	Aquatics Manager	a. Develop and post position descriptions b. Interviews completed c. Successful candidates are processed and paperwork is completed	a. Early Nov b. End of Nov c. December 31
E.4. Decide/implement a POS software program to replace the City-owned CLASS software	Aquatics Manager, Logistics Cmte? Aquatics Manager	a. Complete review of POS options b. Decision c. Testing, training and implementation wrap-up	a. Mid Nov b. End of Nov c. December 31
E.4. Replace all City-owned equipment (phones, computers, printers, etc.)	Aquatics Manager	a. Inventory current property and create a list of needed equipment by early November b. Research options and choose vendors by end of November c. Schedule delivery/installation and any necessary training for first week of January(?)	a. Early Nov b. End of Nov c. December
E.5. Decide/implement maintenance and/or service contracts	Aquatics Manager	a. Review current vendors and assess need for additional vendors b. Research additional vendors and choose as needed c. Draft and sign new contracts/agreements	a. Early Nov b. End of Nov c. By year-end

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Serving the Public Interest				
TPMPD Goal: F. To provide annual performance reporting to the community				
Primary Capacity Area: <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Enforcement/Compliance <input type="checkbox"/> Communications <input type="checkbox"/> Administrative				
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014):				
<ul style="list-style-type: none"> • Support the Board in holding monthly public meetings • Manage the assets of the TPMPD • Deliver an annual report to the community 				
Commitment				
	Partners	Deliverables (key: h= hour, m=per month, e=each incident)	Timeframe	Completion Date
F.1.	Board of Commissioners, Pool Operator, City Finance Staff, others as needed	<ul style="list-style-type: none"> a. Provide a draft agenda to the Board President (2h/m) b. Email BP-approved draft agenda and all available materials to stakeholders (Board, TPAC, Pool Operator) (3-15h/m) c. Submit a PDF version of the complete packet to the City for publication on the Records Center and copying (5h) d. Receive draft minutes, review audio, revise as needed (5h/m) e. Define MPD meeting location for 2015 	<ul style="list-style-type: none"> a. Monthly, 2nd Tuesday b. Monthly, 3rd Wednesday c. Monthly, the Friday prior to the 4th Wednesday d. Monthly e. Year-end 	
F.2.	City IT staff, TPMPD Attorney, Pool Operator	<ul style="list-style-type: none"> a. Maintain TPMPD records and documents on the TPMPD computer, backing up regularly (25h) b. Collaborate with the TPMPD Attorney on creation or review of legal documents relating to the maintenance and protection of the assets belonging to the TPMPD (50-?h) c. Provide the Board of Commissioners with reports, Resolutions or other legal documents that relate to the maintenance or protection of assets belonging to the TPMPD (30-?h) d. Identify new system for records management to be implemented in new year e. Engage a Clerk 	<ul style="list-style-type: none"> a. Year-round, ongoing b. Year-round, ongoing c. Year-round, ongoing d. Year-end e. Year-end 	
F.3.	EDC, City financial staff, City IT staff, Pool Operator, Board of Commissioners, others as needed	<ul style="list-style-type: none"> a. Research reports provided by similar aquatics programs or special purpose districts (5h) b. Establish Board consensus on timeline and reporting priorities (10h) c. Communicate with support services personnel on what data will be needed to ensure that it will be available by year-end (5-10h) 	<ul style="list-style-type: none"> d. Summer e. December 	

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Strategic Planning				
TPMPD Goal: G. Continue to review governance				
Primary Capacity Area: <input type="checkbox"/> Legal <input type="checkbox"/> Enforcement/Compliance <input type="checkbox"/> Communications <input checked="" type="checkbox"/> Administrative				
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014):				
<ul style="list-style-type: none"> • Establish a planning process • Support Board in governance goals 				
Commitment	Partners	Deliverables (including time estimates) (key: h= hour, m=per month, e=each incident)	Timeframe	Completion Date
G.1. Develop and facilitate an active short and long term planning process		<ul style="list-style-type: none"> a. Organize a Board Retreat (30h) b. Review planning process options for the Board's consideration (5h) c. Identify future planning priorities and establish a long-term planning process (10h) 	<ul style="list-style-type: none"> a. May 31 b. EDC or Board? c. By year-end 	<ul style="list-style-type: none"> a. May 31 b. Postponed until 2015
G.2. Set organizational goals for 2015		<ul style="list-style-type: none"> a. Review current goals with EDC (1h) b. Identify any revisions as needed (3h) c. Propose revisions for Board approval (4h) 	<ul style="list-style-type: none"> a. September b. As needed c. November? 	
G.3. Identify Board's priorities for governance		<ul style="list-style-type: none"> a. Research options and make recommendations as requested (1.5h) b. Establish Board consensus on timeline and implementation process (1.5h) 	<ul style="list-style-type: none"> a. As requested b. As requested 	Postponed until 2015
G.4. Implement governance revisions if directed		<ul style="list-style-type: none"> a. Establish a definite timeline for implementation (5h) b. Take action as needed according to the timeline (1-2h) 	<ul style="list-style-type: none"> a. As requested b. As requested 	Postponed until 2015
G.5. Coordinate the Executive Director Committee (EDC)		<ul style="list-style-type: none"> a. Create draft agendas and summary minutes for the monthly meetings (3h) b. Attend and facilitate the monthly meetings (3h/m) c. Research and present information and materials as requested by EDC members (2-10h/m) 	<ul style="list-style-type: none"> a. Monthly b. Monthly c. Monthly 	