

## INFORMATIONAL MEMORANDUM

### Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: September 18, 2014

SUBJECT: Operations Report

---

#### **ISSUE**

Staff update on pool operations

#### **FINANCIAL IMPACT**

No financial impact

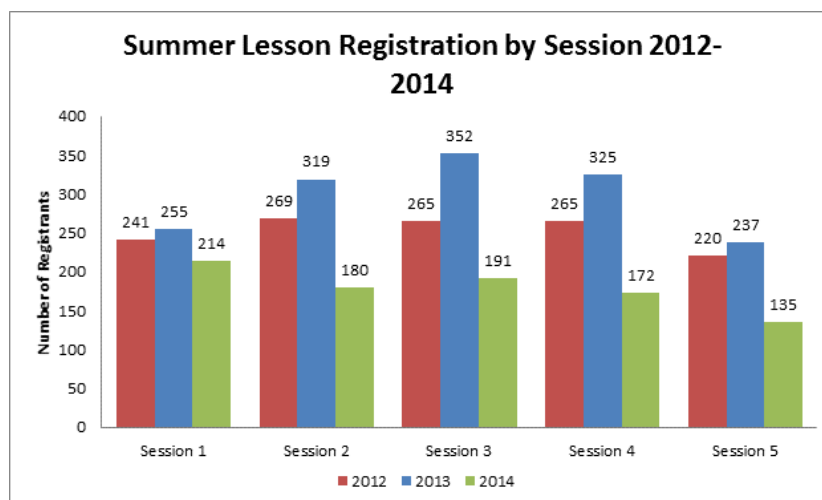
#### **BACKGROUND**

This memo is intended to provide the Board and Community with an update on activities, operations and issues that have occurred at the Tukwila Pool.

#### **DISCUSSION**

**Revenues:** August 2014 revenues were \$18,051. Year to date revenues total \$157,238 or 63% of the annual revenue goal of \$249,310.

**Swimming Programs: Lessons:** 307 registrations were received for swimming lessons held in August, totaling \$12,855.00. Registrations are down due to a number of factors including changes in the economy including families' ability to travel increasing, instructor turnover, decreases in Non-Resident participations.



**Special Olympics:** The Tukwila Tiger Sharks hosted the Summer League Championship Meet at the Tukwila Pool on August 16<sup>th</sup>. 13 Tukwila athletes competed in events at the meet alongside athletes from the Auburn Pool, Auburn YMCA, Federal Way Community Center Stingrays, and the Sumner Pool. Attachment A demonstrates finish times for Tukwila athletes in a variety of events, overall the times are impressive – staff wanted to share the accomplishments with the Board.

**Single Gender Swim:** Participation in this program has steadily been increasing since the middle of August.

**Swim Teams:** Kennedy and Foster High School swim team practices started in late August. The Kennedy swim team is comprised of over 35 swimmers and the Foster team has 13 swimmers. New athletes to the Foster team for 2014 include participants from last year’s high school swim classes. Foster Captain Matea Ferencak is also a lifeguard and swim instructor at the Tukwila Pool.

**Pass Purchases:** Pass sales totaled \$2,115 with 36 passes sold. While the number of passes sold is lower than the previous two Augusts, the average pass price is much higher than in previous years. This indicates in August 2014 individuals purchasing passes are selecting longer pass terms with a higher initial cost. Youth pass purchases were especially high in 2013 accounting for the majority of the decrease in pass purchases for August 2014 compared with August 2013.

August Pass Sales by Age Group	2014		2013		2012	
	youth	7	\$251	35	\$982	6
adult	19	\$1,330	17	\$1,131	30	\$1,569
senior	10	\$534	22	\$1,479	13	\$636

August Pass Sales	Resident		Non Resident		Total		Average pass price
	#	\$	#	\$	#	\$	
2012	30	\$1,368	22	\$1,134	52	\$2,502	\$48.12
2013	44	\$1,860	30	\$1,732	74	\$3,592	\$48.54
2014	21	\$1,032	15	\$1,083	36	\$2,115	\$58.75

**Partnerships:** Seattle Children’s Hospital and Seattle/King County Health Department granted a no cost extension for Community Transformation Grant work. The extension, until December 31<sup>st</sup>, will allow staff to continue to perform outreach work related to the grant and ensure a long term positive impact for the Tukwila Community.

**Marketing:** In late August staff worked to coordinate fliers for distribution at Tukwila Schools, distribution will occur in September. Staff have contacted McMicken Heights to determine participation.

In August the Pool's Facebook page had a 10% increase in page "likes." The increase in likes has spurred more activity on the page and the trend has continued into September.

**Staffing:** Staff feel uncertainty around the impending transition and many staff members are seeking other employment opportunities. A staff meeting is scheduled for staff to meet with Parks and Recreation Leadership and the TPMPD Executive Director to learn more about the transition and future employment opportunities.

**Maintenance:** As outlined in last month's report, the defective expansion tank connected to the domestic hot water system was replaced and the final boiler inspection was completed on Friday, September 5, 2014. Staff are preparing to replace the filter grid covers as well and plan to have this completed in the next two months. A closure of approximately one day can be expected for this project and it will be scheduled to occur between 12/24/14 and 12/31/14.

**Support Services Transition:** City staff continues to be committed to facilitating a professional and efficient transition of support services. In September staff initiated weekly meetings weekly with the MPD Executive Director to coordinate transition items. Attachment B is a working draft document of City's transition matrix which provides an in-depth view of all support services the City is working to transition to the MPD. The following is a brief overview of each week's meeting:

- *August 28, 2014:* Initial meeting with City staff leads, Robert Eaton and Stephanie Gardner. Reviewed transition matrix, set meeting dates for September.
- *September 4, 2014:* Meeting with City of Tukwila Deputy Finance Director, reviewed Finance Department specific support services to be transitioned. Discussed items for TPMPD's consideration.
- *September 10, 2014:* Meeting at the Pool with City of Tukwila's Information Technology Department's Senior IT Specialist, Mike Marcum. Reviewed IT Department specific support services to be transitioned, discussed items for the TPMPD's consideration. Reviewed items located at the pool to provide additional clarifications.
- *September 16, 2014:* Meeting with Parks and Recreation Department Staff, Robert Eaton, Stephanie Gardner, and Amy Kindell. Reviewed Parks and Recreation Department specific support services to be transitioned and items for the TPMPD's consideration regarding future services. A topic of note is the City's intention to close the pool to the public on the evening of 12/24/14 to perform necessary maintenance, deep cleaning, equipment removal, and other functions to ensure a successful transition.

**Follow Up:** A question arose at the August MPD meeting regarding the invoice amount for Support Services in July. Upon further review there was a formula error which has been corrected. The corrected invoice for July is included in the financial report.

## **ATTACHMENTS**

- A. Tukwila Tiger Sharks
- B. City of Tukwila Support Services Transition Matrix – Working Draft

**Tukwila Tiger Sharks – August 16, 2014 Meet Results**
**Attachment A**

<b>Event</b>	<b>Athlete(s)</b>	<b>Time</b>	<b>Meet Finish Place</b>
10 & under 200 yard Freestyle Relay	Tukwila Relay Team	03:44.98	3rd
11-21 200 yard Freestyle Relay	Tukwila Relay Team	02:36.03	4th
11-21 50 yard Backstroke	Delsin Allison	21:36.00	3rd
9-10 50 yard Butterfly	Alisha Rangel	26:24.00	3rd
9-10 50 yard Butterfly	Fernando Recinos	01:14.88	8th
9-10 50 yard Butterfly	Jaq Foster	01:19.04	9th
9-10 50 yard Butterfly	Benjamin Woods	01:28.41	11th
11-12 50 yard Butterfly	Carmel Cook	45:36.00	6th
13-21 50 yard Butterfly	Kenneth Nishino	26:24.00	1st
13-21 50 yard Butterfly	Laila McKinley	28:48.00	6th
10 & under 100 yard Breaststroke	Angel Duong	02:00.80	4th
10 & under 100 yard Breaststroke	Gwendolyn Shaeffer	02:03.57	5th
11 -21 100 yard Breaststroke	Trinity Doung	01:43.32	3rd
9-10 50 yard Freestyle	Angel Doung	45:36.00	4th
11-12 50 yard Freestyle	Delsin Allison	57:36.00	13th
13-21 50 yard Freestyle	Kenneth Nishino	36:00.00	1st
13-21 50 yard Freestyle	Trinity Doung	52:48.00	7th
10 & Under 100 yard Backstroke	Gwendolyn Shaeffer	01:31.28	1st
10 & Under 100 yard Backstroke	Jacqueline Foster	01:45.72	3rd
10 & Under 100 yard Backstroke	Alisha Rangel	01:51.51	6th
10 & Under 100 yard Backstroke	Fernando Recinos	02:16.31	7th
10 & Under 100 yard Backstroke	Jaq Foster	02:30.83	9th
10 & Under 100 yard Backstroke	Benjamin Woods	02:51.12	11th
11-21 100 yard Backstroke	Laila McKinley	01:43.39	3rd
11-21 100 yard Backstroke	Delsin Allison	01:52.47	5th
11-21 100 yard Backstroke	Carmel Cook	02:08.26	9th
9-10 50 yard Breaststroke	Jacqueline Foster	19:12.00	2nd
9-10 50 yard Breaststroke	Angel Doung	00:00.00	3rd
11-12 50 yard Breaststroke	Delsin Allison	01:02.93	11th
11-12 50 yard Breaststroke	Carmel Cook	01:02.96	12th
13-21 50 yard Breaststroke	Kenneth Nishino	31:12.00	1st
13-21 50 yard Breaststroke	Trinity Doung	07:12.00	2nd
10 & under 100 yard IM	Jacqueline Foster	01:47.12	4th
10 & under 100 yard IM	Gwendolyn Shaeffer	01:52.90	6th
10 & under 100 yard IM	Alisha Rangel	02:00.53	7th
10 & under 100 yard IM	Fernando Recinos	02:22.83	9th
10 & under 100 yard IM	Jaq Foster	02:29.71	11th
10 & under 100 yard IM	Benjamin Woods	02:35.71	13th
11-21 100 yard IM	Kenneth Nishino	01:20.28	1st

SUPPORT SERVICES TRANSITION – CLERKS OFFICE

Department: City Clerk’s Office

Primary Goal: Transition City Clerk support services responsibilities to MPD.

Task	List Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
Records	<p>A. City to transfer custody of paper records produced on behalf of the MPD to the MPD to include but not limited to original Resolutions, IAs, Contracts and Agreements, Agendas, Minutes, legal notices, and public records request files.</p> <p>B. City to transfer custody of electronic documents produced on behalf of the MPD to the MPD, to include but not limited to WORD documents, PDF files, public records responsive records, and all documents contained in the “Metropolitan Park District (MPD) Pool” directory in the Digital Records Center.</p> <p><b>FUTURE RECORDS CONSIDERATIONS FOR THE MPD:</b></p> <p>A. Establish appropriate storage area (away from moisture and humidity), particularly for storage of records with long-term or archival requirements.</p> <p>B. Collaborate with local Washington State Archives office regarding retention and disposition of records.</p> <p>C. Name a public records official as required by RCW 4.56.</p> <p>D. Create a public records request policy and form (examples available on City of Tukwila website and through MRSC.org)</p> <p>E. Post information on MPD website as required by law (RCW 42.56).</p> <p>F. Establish procedures for 5-day responses, tracking, and exemptions.</p> <p>G. Adopt legislation eliminating requirement for MPD to maintain a central index of records. (Examples at MRSC.org)</p> <p>H. Research a document imaging tool.</p> <p>I. Work with MPD attorney and WCIA regarding processing of claims for damages, litigation and bidding.</p>	A. 11/30/14		✓
Meeting Support Services	<p>A. Enter into a contract for minute taking and/or transcription services. (Currently the contract with the vendor the MPD is using for minutes is with the City.)</p> <p><b>FUTURE MEETING CONSIDERATIONS FOR THE MPD:</b></p> <p>A. Determine method for producing paper copies of agenda packets.</p>			

Attachment B

	<ul style="list-style-type: none"> <li>B. Determine location for meetings and make any contractual arrangements.</li> <li>C. Make decision about a recording system, if any.</li> <li>D. Meeting needs: microphone system, electronic presentation capabilities, flag (if desired), podium (if needed), speaker sign-up sheets, Executive Session record sheet.</li> <li>E. Have nameplates made for Commissioners and/or other officials, if desired.</li> <li>F. Establish procedure for meeting set-up and take-down.</li> <li>G. Collaboration with Board Attorney and WCIA regarding Open Public Meetings Act (OPMA).</li> </ul>			
--	---	--	--	--

# WORKING DRAFT

# SUPPORT SERVICES TRANSITION - FINANCE

**Department: Finance**

**Primary Goal:** Transition all finance and treasurer items/duties to MPD

Task	Actions and/or Steps	Target Date	Assigned to	Completed
Transfer Treasurer and Duties	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> <li>1. Notify King County that the City will no longer be providing administrative services for the MPD. <b>Vicky has made contact with King County and will provide contact info. to Jennafer.</b></li> <li>2. Coordinate with King County to transfer tax deposits from the City bank account to King County. <b>* See note below</b></li> <li>3. Coordinate with King County to set up process to issue accounts payable and payroll checks <b>* See note below</b></li> <li>4. Reconcile final tax deposits received from King County</li> </ol> <p><b>*A resolution regarding treasurer change with a Jan. 1, 15 effective date must be completed 1<sup>st</sup> to perform items 2 and 3.</b></p> <p>Transfer remaining items</p> <ol style="list-style-type: none"> <li>1. Update mailing address</li> <li>2. Update contact information</li> </ol> <p>What steps need to be taken for City to conclude these services</p> <ol style="list-style-type: none"> <li>1. Transfer records related to MPD from Class to MPD <b>City will provide recommendations regarding types of info. that could be transferred. Agreed info. created within past two years is sufficient.</b></li> <li>2. Remove MPD from armored car contract, <b>provide contact to Jennafer</b></li> </ol> <p>Future considerations for the MPD</p> <ol style="list-style-type: none"> <li>1. How to transport deposits from pool to bank</li> </ol>	<p>August</p> <p>August</p> <p>August</p> <p>After transition</p> <p>December</p> <p>December</p> <p>October</p> <p>December</p> <p>December</p>	<p>Vicky</p> <p>MPD</p> <p>MPD</p> <p>Vicky</p> <p>Vicky</p> <p>Steph</p> <p>MPD</p> <p>Vicky</p>	<p>✓</p>
Finance records	<p><input type="checkbox"/> Determine types of records to transfer: invoices, vouchers, receipts, reports, etc. <b>2011 to present</b></p> <p><input type="checkbox"/> Determine desired format of records <b>electronic</b></p>	Ongoing	Vicky	✓
Audit	<p>EOY Audit?</p> <ol style="list-style-type: none"> <li>1. Notify State Auditor about change in provider of administrative services. <b>Vicky will complete initial contact.</b></li> </ol>	August	Vicky	

	2. Provide State Auditor contact information to MPD	September	
P-Cards	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> <li>Any credit cards issued by the City to MPD staff cancelled <b>No MPD employees have p-cards. City is looking into how to issue an MPD specific p-card. Should City stop this effort and wait until MPD has an accountant on board?</b></li> <li>Provide information to MPD so they can set up their own PCard system.</li> </ol>	<p>September</p> <p>December August</p> <p>October</p> <p>September</p>	<p>Vicky</p> <p>Vicky</p> <p>Vicky</p> <p>Vicky</p>
Banking	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> <li>Coordinate with King County to begin accepting MPD deposits</li> </ol> <p><b>Future considerations for the MPD</b></p> <ol style="list-style-type: none"> <li>Decide if staying with King County for banking services or open own bank account</li> <li>Develop RFP for banking services or piggy back off an existing contract</li> <li>Consider coordinating with King County to invest cash reserves</li> </ol>	<p>September</p>	<p>Vicky</p>
Payroll	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> <li>Coordinate with King County to begin issuing checks <b>n/a</b></li> <li>Provide MPD with all benefit provider information</li> <li>Transition benefit administration to MPD</li> </ol> <p><b>Future considerations for the MPD</b></p> <ol style="list-style-type: none"> <li>Decide if staying with King County, issue own payroll checks, 3<sup>rd</sup> party, accountant, etc</li> <li>Deferred compensation provider</li> </ol> <p>Temporary employees during transition?</p> <ol style="list-style-type: none"> <li>Coordinate with King County to begin issuing checks</li> </ol>	<p>August November December</p> <p>August</p>	<p>n/a Vicky n/a</p> <p>n/a</p>
Reporting	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> <li>Provide MPD with templates for current reporting model</li> <li>Provide MPD with final year-end financial statement</li> </ol> <p>Future considerations for the MPD</p> <ol style="list-style-type: none"> <li>Consider what year-end reporting model to use: cash basis or GAAP <b>MPD to determine reporting model.</b></li> </ol>	<p>November January February</p>	<p>Vicky Vicky</p>
Bond	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> <li>Coordinate with Legal to draft ILA that secures revenue to ensure repayment of loans</li> </ol> <p><b>City and MPD Attorneys to review and make contact.</b></p>	<p>August</p>	
Excise Tax	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> <li>Provide MPD with all excise tax returns</li> <li>Determine who will prepare final excise tax return. Due in January 2015 <b>City will prepare</b></li> </ol>	<p>December December</p>	<p>Vicky Vicky</p> <p>✓</p>



SUPPORT SERVICES TRANSITION - FINANCE

	<ol style="list-style-type: none"> <li>3. Notify WA State Dept of Revenue of change in administrative services provider</li> <li>4. Provide information on reporting excise tax</li> </ol>	December/ January	Vicky Vicky	
Unclaimed Property	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> <li>5. Provide MPD with final unclaimed property report</li> <li>6. Provide reporting documentation from WA State Unclaimed Property division <b>MPD to adopt resolution for unclaimed property.</b></li> </ol>	November November		
Final	<p>List actions or steps to facilitate City responsibilities</p> <ol style="list-style-type: none"> <li>1. Process final check to MPD after EOY reconciliations (<b>Fund balance</b>) <b>2 step process</b></li> <li>2. Provide assistance with final audit, <b>if needed</b></li> </ol>	1 <sup>st</sup> step = December 2 <sup>nd</sup> step = closeout	Vicky	

Actions Log  
 9//2/14: updates in red. SG  
**WORKING DRAFT**

SUPPORT SERVICES TRANSITION – HUMAN RESOURCES

Department: **Human Resources**

Primary Goal: Transition Human Resources support service responsibilities to the MPD.

Task	Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
Documents to MPD	List actions or steps to facilitate City responsibilities <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide sample copies of personnel policies to MPD</li> <li><input type="checkbox"/> Job Descriptions for temporary staff</li> <li><input type="checkbox"/> Salary schedule for temporary staff</li> <li><input type="checkbox"/> Parent/School Authorization Form</li> <li><input type="checkbox"/> Sample copy of application form</li> <li><input type="checkbox"/> Emergency contact form</li> </ul>	October 2014		Completed ✓
Staff Transition	List actions or steps to facilitate City responsibilities <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine end date for part-time / temporary staff recruitment</li> <li><input type="checkbox"/> Determine end date for advertising part-time/temporary staff</li> <li><input type="checkbox"/> Send final PAF's for temporary staff signatures</li> <li><input type="checkbox"/> Provide Public Employees Retirement System (PERS) withdrawal information.</li> </ul>	Nov. & Dec 2014		

DRAFT

Department: Information Technology

Primary Goal: Transition all IT responsibilities to MPD.

Task	Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
POS (Point of Sale) System Transition	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Remove hardware			✓
Social Media	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Already being handled by Jennafer			X
CLASS Records	List actions or steps to facilitate City responsibilities <input type="checkbox"/> City staff to determine retention and possible transfer of relevant record series. <input type="checkbox"/> Jennafer, Amy, or Malcolm need to identify the type of information they'll need to continue with MPD programs after the transition. Amy may be able to print out much of that data before the transition, but she'll have to work with IT to extract.			
Analogue Phone Lines	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Determine date of transition to new phone system. <input type="checkbox"/> Transfer service of Integra account from City to MPD. <input type="checkbox"/> Determine type of phone system and features to be implemented. <input type="checkbox"/> MPD will need to install new wiring if analogue phones will be used. <input type="checkbox"/> Remove Remote Access Call Forwarding from primary phone line.			
Telephone Service	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Transfer service of alarm systems from City to MPD <input type="checkbox"/> Transfer DID lines from City to MPD (206-454-7578 through 454-7581) <input type="checkbox"/> Reclaim VOIP phones (done at time of PC/hardware reclamation)			
Cell Phone Service	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Transfer service of Verizon account from City to MPD <input type="checkbox"/> Reclaim Amy Kindell's iPhone or be reimbursed for iPhone (if not paid by MPD). It was purchased in Oct 2012 with budget 000.07.574.100.42.00			

Email	<p>List actions or steps to facilitate City responsibilities  <b>Currently hosted by Rackspace</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MPD must obtain credit card processing capabilities before target transition date.</li> <li><input type="checkbox"/> Setup meeting with Jennafer, to transition Admin account and methods of payment to MPD</li> </ul>			
DNS Hosting	<p><b>Currently hosted by Rackspace</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Will be taken care of at the same time we transition Email above.</li> </ul>			
Server	<p>Currently no server is assigned to MPD, will be their responsibility after transition</p>			X
Internet connectivity	<p>No internet after City removes network equipment. MPD will address after transition.</p>			X
Hardware	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine date of transition</li> <li><input type="checkbox"/> Remove hardware</li> </ul>			
Software	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine date of transition</li> <li><input type="checkbox"/> Will be removed with hardware</li> </ul>			
Computer peripherals	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine date of transition</li> <li><input type="checkbox"/> Remove hardware</li> </ul>			
Network / Network Switch	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine date of transition</li> <li><input type="checkbox"/> Remove hardware</li> </ul>			
Technical Support	<ul style="list-style-type: none"> <li><input type="checkbox"/> Technical support ends after equipment is removed</li> </ul>			X
HVAC / Facility Monitoring	<p><b>Currently a SQL database hosted by City, with remote access for vendor</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> After MPD has their own network established they must make contact with HVAC vendor to modify controller IP for web access</li> <li><input type="checkbox"/> City staff to determine retention and possible transfer of relevant record series.</li> <li><input type="checkbox"/> Determine date of transition.</li> </ul>			X

## SUPPORT SERVICES TRANSITION - LEGAL

Department: **Legal**

Primary Goal: Facilitate transition of Legal matters related to the TPMPD.

Task	List Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
Loan Repayment	<ul style="list-style-type: none"> <li>A. Review ILA 11-006</li> <li>B. Develop new ILA regarding secured loan repayment</li> </ul>			✓
Transition Agreement	<ul style="list-style-type: none"> <li>A. Records transfer</li> <li>B. Continuing support services (i.e. closing books, processing future public records requests)</li> <li>C. Indemnification</li> </ul>			
Ending Document(s)	<ul style="list-style-type: none"> <li>A. Formal termination letter</li> <li>B. Terminate or amend facility use agreement</li> </ul> <p><b>FUTURE CONSIDERATIONS FOR THE MPD:</b>                      -Repeal MPD Resolution #1 regarding organization of the District to reflect operations as of January 1, 2015</p>			

WORKING DRAFT

SUPPORT SERVICES TRANSITION – PARKS AND RECREATION

Department: Parks and Recreation

Primary Goal: Transition all maintenance and operations to TPMPD

Task	Actions and Timeline	Target Date	Assigned to	Completed
Boiler	Provide procedures and operations of boiler system.			
Chemicals Monitoring	Provide procedures for operation of computerized chemical feed system.			
Water Circulation	Provide procedures and overview of water circulation system.			
Pool filtration system	Provide procedures and overview of pool filtration system.			
Maintenance Procedures	Provide schedule of weekly, monthly, quarterly and/or annual maintenance procedures.			
WebCTRL	Provide procedures and overview of WebCTRL system.			
Inventory supplies and equipment	Prepare final inventory			
Health Department Permit Programs	Ensure permit is TPMPD name			
Pool Programs	Provide copy of procedure manual			
Emergency Action Plans	Provide copy of annual program schedule			
Marketing	Provide copy of current AP procedures.			
Communications	Provide list of 2013 and 2014 marketing resources. Develop joint communications letter to communicate with contractors and services to reduce confusion and save time for each agency.	Sept. 15 <sup>th</sup> Oct. 1 <sup>st</sup>	SG- 1 <sup>st</sup> draft SG/JPC - send	
Keys/Facility Security/Codes	Transfer all keys and codes from City Staff to MPD ED			
Switch garbage service from City Contract to MPD	Work with PW staff that manages this and Waste Management.			
<b>Future Considerations for the MPD</b>				
Grounds Maintenance	Contract with a landscape maintenance company (typical tasks): Mowing, line trimming, fertilizing, spraying, blowing, weeding, pruning, garbage cans, litter p/u, etc			
Programs/Fees	Public beginning to ask questions about 2015 programming, rentals, fees			

WORKING DRAFT

2015 Facility Rentals		
<p>General questions from public</p> <p>Receiving several questions from public such as:</p> <ul style="list-style-type: none"> <li>• When will 2015 schedule for programs/lessons be available?</li> <li>• When will you registration for 2015 programs/lessons begin? Typically the City begins registrations 12/1.</li> <li>• What is the process you have in place for honoring current pass holder's passes through the end of the valid pass period? Current staff would like information to share w/ pass holders.</li> </ul>		
<p>MPD Staff Training</p> <p>Determine when MPD staff training will occur. Coordinate with City staff 2 weeks in advance so we can schedule staff in facility. Must occur outside of hours of operation.</p>	<p>Select model for programming and instruction: American Red Cross, Swim America, Star Guard, YMCA</p> <p>Deadline: October 7th</p>	

WORKING DRAFT