

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: November 5, 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: October 2014 revenues were \$14,948. Bringing the Y-T-D revenues to \$205,282 or 82% of the annual revenue goal of \$249,310.

Swimming Education Programs: 129 registrations were received for swimming lessons held in October, totaling \$3,971. Tukwila Residents made up 66% of the registrants for this lesson session.

Pass Purchases: Pass sales totaled \$2,704 with 53 passes sold. 17 individuals took advantage of the \$41 three month pass that was offered on the Pool's 41st Birthday October 21st. The average pass price for October 2014 was \$5 more than the average pass price for October 2013.

Special Events: The Lap-A-thon in honor of the pool's 41st Birthday garnered 9 registered participants and participants helped raise a total of \$815 for the Pool's Scholarship fund. Community members turned out with cakes for a fun party in the lobby during the Lap-A-thon and subsequent free swim.

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 31st, will allow staff to continue to do outreach work related to the grant and ensure a long term positive impact for the Tukwila Community.

Maintenance: City Staff met with the new MPD Aquatics Manager, Dave Perkins on Tuesday, November 4, 2014 at the Tukwila Pool and discussed maintenance items in further detail. It was a great opportunity for Dave to be further familiarized with the maintenance side of the pool operations. The Parks and Recreation Department is working with the City IT Department on some issues with the web-based facility controls system for the pool and should have those resolved in the near future. The issues are arising from the vendor side so staff are working with the contractor on this.

Support Services Transition: City Staff continues to perform duties to ensure a smooth transition of support services and operations functions. Weekly meetings that were occurring with the MPD Executive Director is now occurring with TPMPD Logistics Chair, Verna Seal and the new MPD Aquatics Manager, Dave Perkins.

City Staff continue to meet with the MPD ED weekly to touch base on the matrix task list. Good progress is being made on the City's task list as each department is working on items pertaining to their involvement with the MPD. A brief summary of the weekly meetings is outlined below:

- *October 21, 2014:* Robert Eaton met with Dave Perkins at the Tukwila Pool Due and provided an orientation and tour of the facility.
- *October 28, 2014:* Verna Seal, Rick Still, Robert Eaton, and Stephanie Gardner met to review the work being completed to facilitate the transition. A box of files provided by the former Executive Director was reviewed. Everyone agreed that information requests regarding the transition would be channeled through Robert Eaton and Rick Still via Verna Seal or ad hoc committee chairs and vice versa.
- *November 4, 2014:* Verna Seal, Dave Perkins, Rick Still, Robert Eaton, and Stephanie Gardner reviewed the transition matrix (Attachment A). The group also discussed communication with current part-time pool staff regarding employment in 2015. An employment application was reviewed and a letter will be drafted by Verna Seal and distributed to staff.

ATTACHMENTS

A. Transition Matrix

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, ILAs, 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>FUTURE RECORDS CONSIDERATIONS FOR THE MPD:</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>	<p>A. 11/30/14 Documents have been reviewed and logged and will be ready for transfer by 11/30/14</p> <p>B. 11/30/14 Electronic documents and records currently in the Digital Records Center are being copied to a repository for transfer to the MPD. Transfer will be ready by 11/30/14</p>	[Redacted]	<p>Completed ✓</p>
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>FUTURE MEETING CONSIDERATIONS FOR THE MPD:</p> <p>A. Determine method for producing paper copies of agenda packets.</p>	<p>A. Clerk's staff will provide a contract template for the MPD to use for these services.</p>	[Redacted]	<p>Attachment B</p>

	<ul style="list-style-type: none"> B. Determine location for meetings and make any contractual arrangements. C. Make decision about a recording system, if any. D. Meeting needs: microphone system, electronic presentation capabilities, flag (if desired), podium (if needed), speaker sign-up sheets, Executive Session record sheet. E. Have nameplates made for Commissioners and/or other officials, if desired. F. Establish procedure for meeting set-up and take-down. G. Collaboration with Board Attorney and WCIA regarding Open Public Meetings Act (OPMA). 			
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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"> 1. Notify King County that the City will no longer be providing administrative services for the MPD. Vicky has made contact with King County and will provide contact info. to Jennafer. 2. Coordinate with King County to transfer tax deposits from the City bank account to King County. * See note below 3. Coordinate with King County to set up process to issue accounts payable and payroll checks * See note below 4. Reconcile final tax deposits received from King County <p>*A resolution regarding treasurers change with a Jan 1, 15 effective date must be completed 1st to perform items 2 and 3. ** Jennafer had indicated that she would be working through items 2 and 3. Vicky has emailed King County to find out what progress, if any, has been made. Finance will work to transition the MPD to King County prior to December 31, 2011.</p> <p>transfer remaining items</p> <ol style="list-style-type: none"> 1. Update mailing address 2. Update contact information 	<p>August</p> <p>August</p> <p>August</p> <p>After transition</p> <p>December</p> <p>December</p>	<p>Vicky</p> <p>MPD</p> <p>MPD</p> <p>Vicky</p> <p>Vicky</p>	<p>✓</p>
Cashier/POS System	<p>What steps need to be taken for City to conclude these services</p> <ol style="list-style-type: none"> 1. Transfer records related to MPD from Class to MPD City will provide recommendations regarding types of info. that could be transferred. Agreed info. created within past two years is sufficient. New POS system may have additional parameters for how info could be provided, Jen to provide as soon as they learn – sooner the better. 2. Remove MPD from armored car contract, provide contact to Jennafer. ** Vicky will contact Dunbar to have the MPD removed from the City's pick up schedule. <p>Future considerations for the MPD</p> <ol style="list-style-type: none"> 1. How to transport deposits from pool to bank 	<p>October</p> <p>December</p> <p>December</p>	<p>Steph</p> <p>MPD</p> <p>Vicky</p>	
Finance records	<p><input type="checkbox"/> Determine types of records to transfer: invoices, vouchers, receipts, reports, etc. 2011 to present **Most invoices and vouchers have been scanned into a folder for the MPD. Receipts and reports will be worked on in November and December.</p>	Ongoing	Vicky	

SUPPORT SERVICES TRANSITION - FINANCE

	<input type="checkbox"/> Determine desired format of records electronic		Vicky	✓
Audit	EOY Audit? 1. Notify State Auditor about change in provider of administrative services. Vicky will complete initial contact. 2. Provide State Auditor contact information to MPD	August September	Vicky	
P-Cards	List actions or steps to facilitate City responsibilities 1. Any credit cards issued by the City to MPD staff cancelled 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? 2. Provide information to MPD so they can set up their own PCard system.	December August October	Vicky	✓
Banking	List actions or steps to facilitate City responsibilities 1. Coordinate with King County to begin accepting MPD deposits. **Resolution is required by King County to recognize a new treasurer. This has been drafted and approved by the Board in November. Future considerations for the MPD 1. Decide if staying with King County for banking services or open own bank account 2. Develop RFP for banking services or piggy back off an existing contract 3. Consider coordinating with King County to invest cash reserves	September	Vicky	
Payroll	List actions or steps to facilitate City responsibilities 1. Coordinate with King County to begin issuing checks n/a 2. Provide MPD with all benefit provider information. ** This information will be communicated to the new ED or bookkeeper. 3. Transition benefit administration to MPD Future considerations for the MPD 1. Decide if staying with King County, issue own payroll checks, 3 rd party, accountant, etc 2. Deferred compensation provider	August November December	n/a Vicky	n/a
Payroll	Temporary employees during transition? 1. Coordinate with King County to begin issuing checks	August	n/a	n/a
Reporting	List actions or steps to facilitate City responsibilities 1. Provide MPD with templates for current reporting model 2. Provide MPD with final year-end financial statement Future considerations for the MPD	November January February	Vicky Vicky	✓

SUPPORT SERVICES TRANSITION - FINANCE

	1. Consider what year-end reporting model to use: cash basis or GAAP MPD to determine reporting model.			
Bond	List actions or steps: ILA, Revenue Pledge 1. Coordinate with Legal to draft ILA that secures revenue to ensure repayment of loans City and MPD Attorneys to review and make contact.	August		
Excise Tax	List actions or steps to facilitate City responsibilities 1. Provide MPD with all excise tax returns 2. Determine who will prepare final excise tax return. Due in January 2015 City will prepare 3. Notify WA State Dept of Revenue of change in administrative services provider 4. Provide information on reporting excise tax	December December December/ January	Vicky Vicky Vicky Vicky	✓
Unclaimed Property	List actions or steps to facilitate City responsibilities 5. Provide MPD with final unclaimed property report 6. Provide reporting documentation from WA State Unclaimed Property division MPD to adopt resolution for unclaimed property.	November November		✓
Final	List actions or steps to facilitate City responsibilities 1. Process final check to MPD after EOY reconciliations (fund balance) 2 step process 2. Provide assistance with final audit, if needed	1 st step = December 2 nd step = closeout	Vicky	

Actions Log

9/2/14: updates in red. SG

11/4/14: updates in blue. VC

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"> <input type="checkbox"/> Provide sample copies of personnel policies to MPD <input type="checkbox"/> Job Descriptions for temporary staff <input type="checkbox"/> Salary schedule for temporary staff <input type="checkbox"/> Parent/School Authorization Form <input type="checkbox"/> Sample copy of application form <input type="checkbox"/> Emergency contact form 	October 2014	HR	Nov. 2014 ✓
Staff Transition	List actions or steps to facilitate City responsibilities <ul style="list-style-type: none"> <input type="checkbox"/> Determine end date for part-time / temporary staff recruitment – Determine end date for advertising part-time/temporary staff – HR continues to work with MPD staff with background checks for life guards. Hiring is minimal. <input type="checkbox"/> Send final PAF's for temporary staff signature s final PAF's will be prepared and November for distribution to staff <input type="checkbox"/> Provide Public Employees Retirement System (PERS) withdrawal information. – To be sent along with final PAF 	Nov. & Dec 2014	HR	Nov. 2014 ✓

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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"/> Remove hardware		IT	
Social Media	List actions or steps to facilitate City responsibilities <input type="checkbox"/> Was being handled by Jennafer, still MPD's responsibility		MPD	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"/> MPD must 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, and work with IT if necessary.		Amy\Barbara MPD	
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"/> 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"/> 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	List actions or steps to facilitate City responsibilities Currently hosted by Rackspace <input type="checkbox"/> 1- MPD must obtain credit card processing capabilities before target transition date. After, they need to arrange a meeting with IT to transition the Admin account and methods of payment to MPD.	ASAP	MPD	
DNS Hosting	Currently hosted by Rackspace <input type="checkbox"/> Will be taken care of when the "email" process is complete.	ASAP	MPD	
Website	Currently hosted by Bluehost, administered by Scott Kirby <input type="checkbox"/> Payment information must be modified same time as "email" process above.	ASAP	MPD	

Server	Currently no server is assigned to MPD, will be their responsibility after transition				X
Internet connectivity	No internet after City removes network equipment. MPD must address.				X
Hardware	<input type="checkbox"/> Remove hardware		IT		
Software	<input type="checkbox"/> Will be removed with hardware		IT		
Computer peripherals	<input type="checkbox"/> Remove hardware		IT		
Network / Network Switch	<input type="checkbox"/> Remove hardware		IT		
Technical Support	<input type="checkbox"/> Technical support ends after equipment is removed				X
HVAC / Facility Monitoring	<p>Currently a SQL database hosted by City, with remote access for vendor</p> <ul style="list-style-type: none"> <input type="checkbox"/> After MPD has their own network established they must make contact with HVAC vendor to modify controller IP for web access <input type="checkbox"/> City staff to determine retention and possible transfer of relevant record series. <input type="checkbox"/> Determine date of transition. 				X

WORKING DRAFT

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

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Department: Parks and Recreation
 Primary Goal: Transition all maintenance and operations to TPM/PPD

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.			
WebCENTRAL	Provide procedures and overview of WebCENTRAL system.			
Inventory supplies and equipment	Prepare final inventory			
Health Department Permit Programs	Ensure permit is PPD name			
Emergency Plan	Provide copy of current EAP procedures.			
Marketing	Provide list of 2013 and 2014 marketing resources.			
Communications	Develop joint communications letter to communicate with contractors and services to reduce confusion and save time for each agency.	Sept. 15 th Oct. 1 st	SG- 1 st 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.			
Future Considerations for the MPD				
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			

2015 Facility Rentals				
General questions from public	<p>Receiving several questions from public such as:</p> <ul style="list-style-type: none"> • When will 2015 schedule for programs/lessons be available? • When will you registration for 2015 programs/lessons begin? Typically the City begins registrations 12/1. • 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. 			
MPD Staff Training	<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>			

WORKING DRAFT