



Des Moines Pool Metropolitan Park District

September 13, 2022

7:00 p.m.

Special “Hybrid*” Meeting (MRHS Library)

*Meetings are being held remotely using Zoom and in-person at the Mount Rainier High School Library (22450 19th Avenue So. – Second floor). If you wish to listen in, please do so at 1-253-215-8782 Meeting ID: 811 2078 5101 Passcode: 666161. Any questions or comments should be directed to Lauryne Thurmond, District Clerk at (206) 429-3852 or by email at lauryne.thurmond@desmoinespool.org. Public comments will be due by email to info@mtrainierpool.com by noon on the day of each meeting. This is due to the hybrid format of the meetings.

AGENDA

7:00 1. CALL TO ORDER ROLL CALL

7:01 2. PLEDGE OF ALLEGIANCE

7:03 3. ADOPTION/MODIFICATIONS OF AGENDA

7:04 4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

7:05 5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)

Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, September 13th. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting.

6. EXECUTIVE SESSION

7:15 a. HSD Lease Update

7. NEW BUSINESS

7:25 a. Master Plan Review

7:35 b. 2022-2023 Programming

7:45 c. Staffing Plan

7:55 d. Budget

22450 19th Avenue South, Des Moines WA 98198 (Meeting Physical Location)

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

To enhance our community's quality of life by providing access to and promoting participation in aquatics programs

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's meetings are hybrid (remote and in-person) due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Lauryne Thurmond, District Clerk, 206.429.3852.

8:55 e. Office Move/Admin Changes

8. UPCOMING MEETINGS

- a. September 20, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library
- b. October 18, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library
- c. November 15, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library

ADJOURNMENT

22450 19th Avenue South, Des Moines WA 98198 (Meeting Physical Location)

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

To enhance our community's quality of life by providing access to and promoting participation in aquatics programs

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's meetings are hybrid (remote and in-person) due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Lauryne Thurmond, District Clerk, 206.429.3852.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a **Assigned to:** District G.M./Legal **Meeting Date:** 09/13/22

Under: Executive Session Business **Attachment:** None

Subject: HSD Lease Extension

Background/Summary:

At the January 18, 2022, regular meeting, the board of commissioners directed the District General Manager to reach out to the Highline School District about the lease extension, which a letter to renew was due by April 30, 2022.

At the March 15 regular meeting, the board directed the District GM to send a letter to extend the Mount Rainier Pool lease. This letter was sent and confirmed to be received from the Highline School District before the deadline. The District General Manager and Highline School District have met and will continue to meet on the lease extension.

Since this is a contract negotiation, the District GM is notifying the board of progress, but no proposed agreement will be presented. This is to ensure the District GM negotiations reflect the direction of the board.

At the July 19 Regular Board Meeting, it was requested that all board members make comments and edits by August 2, 2022. The District GM met with the Capital and Contracts Committee on August 3 to go over all edits for recommendations to the full board. The board will go over the proposed edits at the meeting to go back to the school district for negotiations.

UPDATE: I met with HSD on Monday, August 29, where a DRAFT of the agreement was first gone over by the school district's AD and myself. We were supposed to schedule a meeting last week, but I have not heard back (as of September 6). On September 6, I also received edits back from changes discussed in the meeting from legal and sent it onto HSD. Since this is a fluid situation, I will update the board of any changes at the September 13 Board Retreat.

Fiscal Impact: N/A

Chair Announcement: Executive Session: We will now go into executive session pursuant to RCW 42.30.110(1)(b) to meet with legal counsel to discuss to consider the lease of real property.

- The executive session will be for _____ minutes until ____:____.
- Any direction made by the board will be in open session and noted in the minutes.

Reviewed by District Legal Counsel: **Yes** X **No** _____ **Date:** Various

| | | |
|------------------------|-------------------------|--|
| Two Touch Rule: | <u>8/03/22</u> | Committee Review |
| | <u>3/15/22</u> | First Board Meeting (Informational) |
| | <u>To be determined</u> | Second Board Meeting (Action) |

Action Taken: **Adopted** _____ **Rejected** _____ **Postponed** _____

Follow-up Needed: **Yes** _____ **No** _____ **Report back date:** _____

Notes:

- No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: District GM

Meeting Date: 09/13/22

Under: Business

Attachment: Yes

Subject: Master Plan

Background/Summary:

At the July 19, 2022, regular board meeting, a draft of the Master Plan which will be the first section and the foundation for the Master Plan and Aquatic Feasibility Study.

The Board of Commissioners reviewed the document and sent edits in by Tuesday, August 2nd. The Capital and Contracts met with the staff on August 2nd and edited all information into the current attached draft.

This Master Plan information will build into the Aquatic Feasibility Study to help guide and support decision-making.

The District GM met with the Capital and Contracts Committee on August 2 and 9 to discuss edits. There was trouble with editing, so the District GM will send a draft of the plan to board members with a due date one week before the retreat. It will include information copied into a word format to better be edited.

A second round of edits was put out for August 31, and I extended it to September 5. No edits were received (as of September 6).

The hope is to bring a final draft to the September 20th meeting.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Present at September 20 meeting.

Reviewed by District Legal Counsel: Yes _____ No _____ Date: N/A

Two Touch Rule: 8/2/22 Cap & Contracts Committee Review
7/19/22 First Board Meeting (Informational)
To Be Determined Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes _____ No _____ Report back date: _____

Notes:

- Attachment – Master Plan (Canva)

The background features a topographic map with blue and cyan contour lines. A large cyan circle is positioned in the lower right, and a smaller dark blue circle is in the upper right. A solid red vertical bar is on the left edge.

**DES MOINES POOL
METROPOLITAN PARK DISTRICT**

**MT. RAINIER POOL
MASTER PLAN and
FEASIBILITY STUDY**

JULY 2022



DES MOINES POOL METROPOLITAN PARK DISTRICT MT RAINIER POOL MASTER PLAN AND FEASIBILITY STUDY

Submitted To:

Scott Deschenes, District General Manager
22722 19th Ave. S., Des Moines, WA 98198

BOARD OF COMMISSIONERS

Joe Dusenbury, Clerk of the Board
Shane Stender, Commissioner
Shane Young, President
Holly Campbell, Commissioner
Gene Achziger, Commissioner

Prepared By:

STEMPER  ARCHITECTURE
COLLABORATIVE

In Association With:

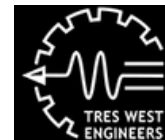


TABLE OF CONTENTS

I MASTER PLAN

- a. Introduction
- b. Missions, Vision, Core Values
- c. Project Goals and Objectives
- d. Needs Assessment

II EXECUTIVE SUMMARY

III EXISTING BUILDING INVESTIGATION AND FINDINGS

- a. Civil/Site Evaluation
- b. Architectural Evaluation
- c. Structural Evaluation
- d. Mechanical Evaluation
- e. Electrical Evaluation
- f. Hazardous Materials Evaluation

IV FEASIBILITY REVIEW

- a. Option 1
- b. Option 2
- c. Cost Evaluation

V CONCLUSIONS AND RECOMMENDATIONS

VI APPENDICES

- a. Appendix A
- b. Appendix B
- c. Appendix C

HISTORY

Opened in 1975, Mount Rainier Pool was constructed as part of the King County Forward Thrust initiative, offering public indoor aquatic services to the City of Des Moines and its greater geographic areas.

Specific services offered to the community include swimming lessons, water exercises, recreational, and high school swim team events.

These services have been provided since the opening of the pool.

Created by voters in 2009 to keep the aquatic center doors open, the Des Moines Pool Metropolitan Park District (DMPMPD) currently operates and maintains the pool through a lease agreement with Highline School District. Additionally, both Highline School District and the City of Normandy Park remain as active stakeholders in the operations of the pool.

With Mount Rainier Pool being located in a waterfront community, water safety is a concern, and the Des Moines Pool Metropolitan Park District's primary goal is to ensure everyone, especially children, know how to swim.

GENERAL INFORMATION

Mount Rainier Pool was originally jointly operated by the cities of Des Moines, Normandy Park, Sea-Tac, King County Parks, and the Highline School District from its opening in September of 1975 until it was slated for closure in 2009. It was then that The Des Moines Pool Metropolitan Park District was formed in 2009 by public citizen vote to acquire and maintain operations of the pool. From 2009 to present, Mount Rainier Pool underwent renovations and improvements to extend the life of the existing building, but with the building starting to age out, considerations for replacing the building became a priority.

In 2014, DMPMPD hired BLRB to perform an existing condition review (non-comprehensive) and report on deficiencies and needs for the existing building. The report summation was a precursor for determining future improvements and building upgrades with consideration for designing a new facility. At that time, only building repairs were made. Subsequently in 2017, DMPMPD tasked Barker Rinker Seacat to provide feasibility studies reviewing the existing aquatic building for improvement and expansion versus a new aquatic facility located on new property site based on census data review and projections for increase and influx of population in the Des Moines areas due to positive economic growth in the last ten years. While a new facility was favored for consideration, other similar facilities located in secondary service areas of Des Moines offered both aquatic services and additional amenities already being utilized by those communities. In order to recover the new building costs, a significant demographic of users would be required to contribute the revenue needed. Based on the consultant's economic modeling, it was determined that a new facility and its operations revenue would not be able to recover such costs. Additionally, it did not appear that support would come from other agencies or key community members for this facility. DMPMPD did not feel this option was worth pursuing and did not commission the completion of the report.

With the recent social and economic impacts of the pandemic, reviewing options for renovating the existing aquatics building has come to the forefront. This Master Plan establishes a framework for possible future improvements and expansion of the existing building and property, as well as focusing on programs which enhance and promote the unique function of Mount Rainier Pool as a learning and teaching facility for aquatic programs.

Additionally, this Master Plan reviews DMPMPD's need to establish relationships and linkages with other businesses, organizations, and agencies which may utilize these facilities for the longer term. These partnerships will assist in accomplishing a more successful economic goal than if DMPMPD were to move forward alone.

MISSION STATEMENT

The Des Moines Pool Metropolitan Park District is the operator of Mount Rainier Pool.

- We provide aquatic programs and services for our constituents, affiliates and the interested public
- We value all members of the swimming community, and the staff and volunteers who serve them.
- We are committed to excellence and the proliferation of swimming.
- We are committed to providing a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief, or economic circumstance.

VISION STATEMENT

To create a healthy community by embracing swimming as an essential life skill.

CORE OBJECTIVES

The Des Moines Pool Metropolitan Park District's mission is to grow and strengthen the activity of swimming. Specifically we seek to:

- Rigorously strive to eliminate implicit bias in swimming
- Increase our reach by expanding participation in swimming throughout the community. Our goal is that every child will have the opportunity to swim.
- Promote swimming as a healthy lifestyle and encourage participation in aquatic endeavors.
- Restore and sustain the competitive success of local swimming affiliated teams on both local and regional levels.

CULTURAL VALUES AND OPERATIONAL PRINCIPLES

The organizational and business culture of the Des Moines Pool Metropolitan District is founded upon a strong value system. This value system is the cornerstone for the attitude and work ethic to which we are all committed.

CULTURAL VALUES AND OPERATIONAL PRINCIPLES

- Embrace the responsibilities of leadership and strive for excellence in everything we do
- Conduct business with integrity, transparency, and a spirit of stewardship; act in the best interests of swimming and our constituents
- Be service-oriented with our constituents, customers, and each other
- Engage in disciplined planning but not be afraid to act intuitively to confront challenges and seize opportunities
- Identify clear priorities and allocate our time and resources accordingly
- Hold ourselves and each other accountable to the highest standards of professionalism and transparency; treat others fairly and with respect
- Exhibit and entrepreneurial spirit, enthusiasm for expanding access, and a positive "I can do" attitude
- Encourage environments in which our patrons are safe
- Eliminate implicit bias and promote the importance of diversity and inclusion
- Strive to learn and improve, always be open to questions, and maintain a willingness to change

QUALITY PROGRAMS, ACTIVITIES, AND SERVICES

The Des Moines Pool Metropolitan Pool District (DMPMPD) intends for Mount Rainier Pool (MRP) to provide more comprehensive and quality swim services and space to serve multi-function programs within the immediate community they serve. DMPMPD aligns with the community values and their history together, and the commitment to education, teaching, accessibility, diversity, and inclusion. This includes improvement of the current MRP facilities to accommodate future growth and expansion of swim programs and services.

Existing services which include open programs, swim classes, facility rentals, and special events are currently maximized for scheduling. MRP is also at physical capacity for program services based on availability of its existing building space. DMPMPD endeavors to add additional programming that elevates MRP as an educational aquatic facility which offers programs such as master swimming, pairing swim classes with the school district curriculum, and creating district-wide swim lessons to name a few.

COMMUNITY and PARTNERSHIP

MRP is an important community builder in Des Moines as it is the only public local aquatic facility available in the area. Located in Central Des Moines and situated on the same campus site as Mount Rainier High School, Pacific Middle School, and Midway Elementary, it is directly leased by the Highline School District, and partners with the adjacent schools for swim classes when school is in session. MRP has maintained a long term reciprocal relationship with the school district, and continues to actively find opportunities to connect with other groups and organizations in the immediate and surrounding community.

MRP's presence serves to cultivate a hub for educational and social enrichment. DMPMPD is committed to providing a facility that promotes a healthy community by embracing swimming as an essential life skill. This pool is a center for the immediate neighborhood to gather and share experiences and activities which engage the community at large. MRP is sustained and strengthened by community support, and in turn, intends to maximize its value and investment with its excellence in instructional swim services.

DIVERSITY, EQUITY, AND INCLUSION

A core value for DMPMPD is to ensure that MRP is a facility which is equitable and inclusive in all of its program and facility offerings. Part of this is designing program curricula and building spaces which promote diversity of nationalities, culture, and thought. Additionally, providing a safe and positive environment for all members of the community, regardless of race, gender, ethnicity, belief or economic circumstance is priority.

Another critical aspect of inclusion is ensuring that the building facility is physically accessible to all. Accessibility is most commonly characterized as resolving a physical barrier for users; however, not all disabilities are visibly seen. Therefore, it is critical that the physical attributes of the building and functions of the spaces be up to date in accessibility compliance. As this is a fifty plus year old building, the Master Plan will consider DMPMPD's DEI goals with holistic design in mind. This includes all aspects of the exterior property and site, and building in its entirety.

MASTER PLAN PROCESS

The purpose of the Mount Rainier Pool Master Plan is to guide the development of the existing aquatics facility and associated property over the next five to ten years with regards to infrastructure development, building, land, and property use in support of the core objectives. This is necessary to accommodate projected growth within the primary service areas in the City of Des Moines, and allow for flexibility to changing programmatic needs. The mission and vision of The Des Moines Pool Metropolitan Park District is the basis for this master plan. These principles shall guide the decision making processes and provide a pathway for implementing the objectives and goals. A site analysis, comprehensive assessment, and feasibility study follows this narrative.

USE OF THE FACILITY and IMPROVEMENTS

DMPMPD aims to enhance the mission and vision of Mount Rainier Pool in services, programs, and outreach. Comprehensive assessment and feasibility review will determine the best way to integrate funding resources that become available in to multiple objectives for the facility and property. This will also be reviewed for best practices and use in short, mid, and long term goals. Areas and issues which will be reviewed for viability shall include but not be limited to:

Physical Attributes:

- code allowances, occupancy review
- exterior property boundaries and utilities
- general grounds and landscaping
- parking spaces, capacity, and area
- pedestrian walkways and pathways
- universal accessibility and wayfinding
- security and safety
- building exterior envelope
- building interior spaces and floor plan efficiency
- building systems such as electrical and mechanical
- building condition such as seismic and structural
- relevant technology

Programmatic:

- organization of programs, classes, activities equitable to funds
- scheduling and staffing to maximize programs and classes
- accommodations for functions for private lessons, rentals, special use, staff offices, locker rooms, meeting areas, gathering spaces and other auxiliary support spaces

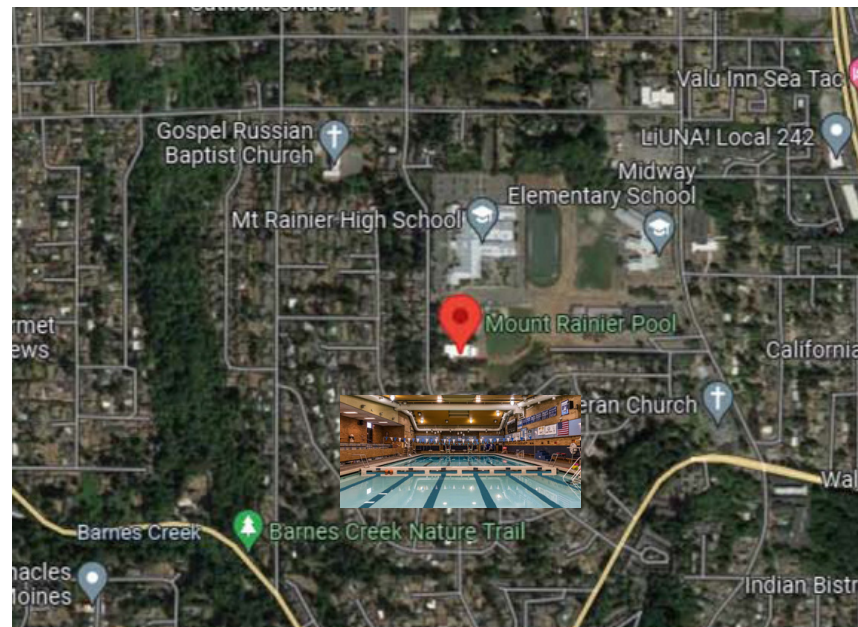
Feasibility Study:

- Review property site and building for viability of improvements/modernization, expansion or additions
- Review options and designs which consider creating functions and features that cultivate gathering, community life, community participation and growth, and partners in the mission and vision of DMPMPD
- Create visually impacting and inviting spaces

OUTREACH AND RESOURCE ACQUISITION

DMPMPD and MRP are committed to developing an outward focus and engagement with the immediate Des Moines community, and are dedicated to strengthening existing relationships and communications with the City of Des Moines, City of Normandy Park, Highline School District, local businesses, and primary stakeholders and users with similar goals and mission.

General increase of public visibility and exposure will also be necessary to garner public interest and leverage resource support. Pursuing opportunities and partnerships with other businesses and community organizations for joint events will also galvanize similar mission and vision goals while establishing connections that enrich the general community in the importance and value of swimming and aquatic activities as a healthy and important life safety skill.



Mount Rainier Pool demographics illustrate diverse user groups and stakeholders within a limited geographic area. The current existing programs and services offered is at or beyond capacity. Proportionate to the programs and service, the building facility is also at capacity.

Based on an existing population of approximately 32,000 and projected growth for the Des Moines and greater area expected to increase continuously over the next five years plus, DMPMPD is reviewing the options for providing additional programming over a 2-10 year period. This in turn requires a comprehensive review of the existing building occupancy, utilization, and capacity to accommodate the forecasted plans at the existing property.

STAKEHOLDERS

Highline School District
Highline College
City of Des Moines
Des Moines Residents
King County
City of Normandy Park
PNS Swimming
Legacy Foundation
Alpha Dive
Seattle Metropolitan
Aquatic Club (SMAC)
Yacht Club
Local SCUBA businesses
Local outdoor pools
Private Clubs

Physical Therapists
Sensory Classes
Boating Community
Dive Shops
Fire District
Port of Seattle

NEIGHBORHOODS SERVED

DES MOINES
NORTH FEDERAL WAY
KENT WEST HILL
NORMANDY PARK

USER GROUPS

FAMILIES
SENIORS
MOTHERS
KIDS
DISABLED
PERSONS W/ DISABILITIES
PNS SWIMMING
MASTERS PROGRAM
DIVE TEAMS
MRHS, PACIFIC
RECREATIONAL FITNESS

EXISTING PROGRAMS AND SERVICES

- Mount Rainier Pool operating hours:
 - Monday/Wednesday/Friday 8am-7pm
 - Tuesday/Thursday 9am-7pm
 - Saturday 8:30am-1pm
 - Sunday Closed (except for large rentals)
- SERVICES (offered at varied times and days):
 - swim lessons
 - water exercise
 - Lifeguard Prep
 - Water walking
 - Open Swim
 - special events
 - swim teams (contract
 - MRP Swim Club
 - MRHS Swim and HSD Dive Teams
 - Lap swimming
 - Family Swim
 - Rentals (birthdays and first responder training)

MOUNT RAINIER POOL FACILITY UTILIZATION

The current building is 14,918 sf, with a total property area of 45,850 sf.. There are 39 existing parking stalls, and 4 accessible stalls for 42 total parking stalls. The parking entry has a drop off loop which flows into the main parking area, and Highline School District offers overflow parking at the Mount Rainier High School lot. There currently no activities that occur at the building exterior, and pedestrian friendly areas are minimal to non-existent. Excluding the parking lot, the remaining property is undeveloped.

The building interior is at maximum usage capacity. While the natatorium is used for swim-related programs and events, the Lobby is used for certification classes (eg: lifeguard), babysitter trainings, PTSA swims, registration, special events, and family waiting areas as there are no other meeting rooms available. Special events utilize the entire facility. The existing building comprises of: natatorium, Lobby (w/ reception), staff locker rooms, public men's and women's locker rooms, first aid office, small storage, men's and women's small changing room, manager's office, and pool operations and mechanical spaces. This building compared with other Forward Thrust pools lacks amenities to effectively serve the user groups and activities associated with the aquatics programs.

PROGRAM AND SERVICE SPACES

Programmatically, Mount Rainier Pool provides a comparable level of instructional swim services and activities to other nearby area pools. The primary focus at MRP is to provide education, instruction, training, and safety for water related activities. While the pool offers some recreational classes and events at their facility, the core goal is to be an aquatic venue that provides learning opportunities to all children and adults in the Des Moines area and region.

Current programming includes but is not limited to: community swims (MRP Swim Club and lifeguard prep), swim lessons, water exercise, swim teams (SMAC), lap swimming, water walking, family swims, open swims, and Witbit swim. The programming includes school classes and team events. Facility rentals are also available for events such as birthday parties, special events for summer and holidays, PTSA, private swims, and service training (police, fire and divers).

The existing building size has limited DMPMPD's curriculum; however, the desire is to increase the capacity of instructors to offer more early morning and evening classes for training and certification programs. Other priorities include the addition of lifeguard class for Mount Rainier High School, a warm body therapy pool, zero depth entry, gender neutral facilities, family changing rooms, and dedicated multi-use space for training classes, birthday parties, and miscellaneous functions.

Ideally, MRP's facilities would include additional recreational features for interactive play and be a safe place for swimmers and families. Reorganizing infrastructure for the building dictates that reconfiguration of the spaces, ensuring accessibility for all, modernizations such as updated technologies, security, energy efficiency, and water safety features (UV System) will be necessary to bring the vision of becoming an optimal aquatic facility to the community.

DMPMPD TERM GOALS

CRITICAL TERM (CURRENT - 2 YEARS)

- build staff capacity
- renegotiate HSD Lease
- build grassroots support for facility modifications
- partnerships with schools (PE - HS, PTSAs, PE Credits, Water Safety/Lessons)
- Meetings with legislators and county for funding support
- develop partnerships with other local pools for support during closure
- maintain free swim lessons
- swim lessons for Des Moines community
- offer balanced, community-based, lifelong swim program
- become local training center for staff to reduce barriers and increase programming capacity
- develop stakeholders/partnerships for aquatics, youth enrichment, and overall youth programming for recreation

SHORT TO MID TERM (3 - 5 YEARS)

- form partnerships with other schools
- form partnerships with private sector and government agencies
- develop citizen advisory commission
- continue maximizing swim lessons
- maximize lifeguard swim instructor training
- develop therapy pool program and include in renovations
- create a competition pool
- facility design meetings/study with bond vote
- facility remodel, redesign (or new building in new location)

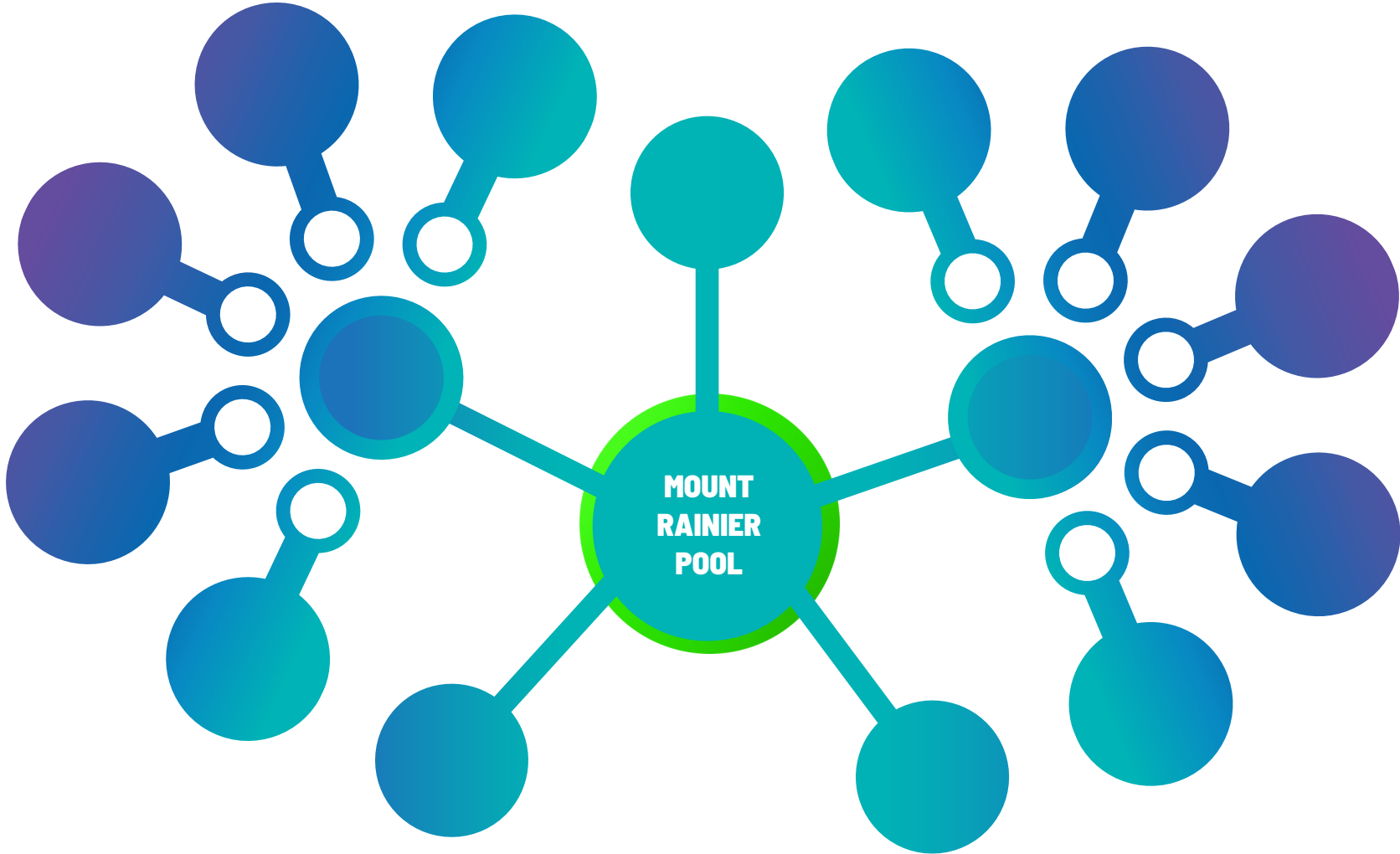
LONG TERM (6+ YEARS)

- discuss regional approach to aquatics (proposed pool)
- work with King County and other to: 1] develop a public facilities district or 2] expand DMPMPD footprint outside of Des Moines
- develop regional partnership with other government agencies
- get new regional facility built and operating
- develop grassroots support for aquatics scholarship funding
- work with schools to develop curriculum for swim lessons, staffing, and other water-related programs
- gain support and funding for replacement facility that meets the functional and physical needs
- find home for competitive aquatic teams

AQUATICS PROGRAM REQUIREMENTS

Programmatically, Mount Rainier Pool provides

...



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b Assigned to: District GM

Meeting Date: 09/13/22

Under: Business

Attachment: Yes

Subject: 2022-2023 Programming

Background/Summary:

2022 will be the first year, since Covid-19 that the district will have uninterrupted programming. The goal is to develop an outline for 2023 to better utilize resources, marketing, and communications.

Fiscal Impact: N/A

Proposed Motion: No motion necessary.

Reviewed by District Legal Counsel: Yes _____ No _____ Date: N/A

Two Touch Rule:

| | |
|-------------------------|--|
| <u>To Be Determined</u> | Committee Review |
| <u>9/13/22</u> | First Board Meeting (Informational) |
| <u>To Be Determined</u> | Second Board Meeting (Action) |

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes _____ No _____ Report back date: _____

Notes:

- Attachment – Fall 2022 and 2023 Programming (PowerPoint Presentation)

2022-2023 Programming

September 13, 2022 Retreat

1

Overview

- Swim Lessons
- Fall 2022/ 2023 Programming
- Saturday – Open Swim/Rentals
- Other Programming
- Estimated Schedules
- Training Schedules
- Partnerships
- Positioning Questions

2

Fall Swim Lessons

- October Session:
 - Monday/Wednesday (one session)
 - 5-7pm (After Practices)
 - Saturdays through December
 - 8-11:15am
- Registration:
 - Wednesday, September 23:
 - Current Student – Starts at 4pm
 - Waitlist calls afterwards
- Add Parent & Child, Level 2-**NEW**
- Keep Wait List thru end of 2022
 - Talk about new system at retreat
- November and December – Trainings and Holidays (Focus on better services for 2023)
- Quality vs. Quantity

3

2023 Swim Lesson Dates

| Season | Weekday | Weekend | Other/Notes |
|---------------------------------|---|---------------------|--|
| Winter 2023 (Jan-March) | Mon & Wed, 5-7pm | Saturday, 8-11:15am | Private Lessons Start in March |
| Spring 2023 (April-June) | Mon & Wed, 4:30-7pm | Saturday, 8-11:15am | Spring Break April 3-7 No Mem. Day Wknd End before mid-June. |
| Summer 2023 (July-September) | Mon-Thu, 9:30-11:30am M/W/Th (CK), 1-3pm Tue, 4-6pm (staff avail) | No Saturdays | No 7/4, 7/23 & Sept Classes |
| Fall 2023 (Oct-Dec) | Mon & Wed, 5-7pm | Saturday, 8-11:15am | No Classes after mid-Dec. |

Exact dates will be provided later to ensure staffing levels are met.

4

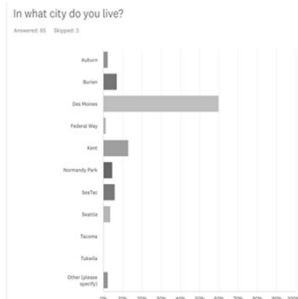
NEW REGISTRATION PROCESS

- **Effective - Starts Registration Dates for 2023 classes**
- **CURRENT STUDENT – (Weekday Example)**
 - Monday, December 12 –
 - Resident Student Registration
 - Current Students – 4:30pm
 - Non-Current – Next day
 - Wednesday, December 14 -
 - Non-Resident Student Registration
 - Current Students – 4:30pm
 - Non-Current – Next day (if spots available)
 - **Waitlist Change –** Back to old system, but only allowing people to:
 - Register for one waitlist
 - Maximum of 10 per waitlist
 - Justification: Have waitlists with old system of up to 100 people (even with sending email updates, people still called constantly, and we did not have staff to handle volumes of calls)

5

Capacity: Resident vs. Non-Resident

- **Problem:** Have many people outside district signing up for lessons? (60/40 Split) - 5% /NP
 - Signup for free, but do not consistently attend (or at all)
 - Upset stakeholders that cannot get into our lessons
- **Suggestion:** Develop resident/non-resident registration in 2023.
 - There will be a wave of current student complaints
 - Can put out notice that effective a certain date, we will be doing this, but will still have backlash
 - Not enough pools to serve current needs



6

Year-Long Programming (Fall 2022 – 2023)

- Fall 2023
 - October – Halloween Event (Bring Back Wibit)
 - November – First PTSA Saturday
 - December –
 - Utilize most school out for trainings and certifications
 - No PTSA swim (too close to holidays)
- January 2023
 - Bring back swim lessons
 - Open Sundays (staff availability)
 - PTSA Event
- February 2023
 - End of MRHS Swim Teams
 - PTSA Swim
 - Bring back birthday parties (staff availability)
- March 2023
 - PTSA Swim
 - Add private swims back

7

Y.L. Programming (Continued)

- April 2023 – Spring Break (First week)
 - Certification class(es)
 - No PTSA (April Pool's Day)
- May 2023 –
 - Finalize and advertise summer programming
 - Last PTSA Swim of Year
- June 2023 –
 - One week closure (last week) for trainings of staff (lifeguard and WSI)
- July 2023 –
 - Start summer classes
 - Mon-Thu (AM)
 - Mon, Wed, Thu (PM) – Camp KHAOS
 - Tue? (formerly SAT) evening?, 4-6pm
- August 2023 –
 - Close third week for maintenance (staff availability)
 - MRHS Practices start
- September 2023
 - Slowdown for school acclimation
 - Hopefully build up so less impact
- Fall (October – December) –
 - Repeat Fall 2022 (Staffing Levels)

8



Open Swims/Rentals

- Saturdays 1-3pm
 - First, \$1.00
 - Third, Wibit
 - Second and Fourth, Regular Open Swims
- 1st Saturdays, 3:15-4:15pm (Lobby until 4:45pm) – Birthday Parties (start in Feb)
 - Can shorten Open Swims to allow for another rental?
- 3rd Saturdays, 3:15-4:30pm
 - Events - October 21 – Halloween Event, April 7? April Pool's Day 15
 - PTSA Swims – November, January, February, March, May
 - Focus on Des Moines Elementaries – Des Moines, Midway, North Hill, Parkside and Woodmont
- No Events on Second and Fourth Saturday
 - Focus on Trainings, In-Services and Have a Weekend staff is not optimally staffed
 - Build and improve staff for more capacity and quality of programming

9

Other Programming

- Water Exercise:
 - Weekday Mornings:
 - Until Oct. 9:30-10:30am
 - Evenings:
 - Tue/Thu, 6-7pm
- Classes pretty full, but not so much to add additional classes at this time
- It is quality to have more people which cultivates a positive atmosphere

- Swim Teams vs. Lap Swimming:
 - Focus on Swim Teams to meet contractual needs
 - Limited to no lap swim in evenings

Rentals:

- Hold 1-5pm, M/W/F & 1-4pm, T/TH
- Corporate Trainings (AK Airlines)
- Meets on Sundays (and occasional Saturday)
 - Need notice before programming

10



Training Schedules (Estimated)

- December (Break) – Lifeguard Training (if enough interest)
- April (Spring Break) – Lifeguard Training
- June (Last Week/Start of Summer Break) -
 - Lifeguard Training
 - Lifeguard Recertification
 - Swim Instructor Certification
- August (After Lessons) –
 - Lifeguard Training
 - Lifeguard Recertification (if interest)

Staff will continue to work with applicants who need to improve skills.

11

Partnerships/Summer Programming

| MRP Swim Club: | Junior Lifeguard Training: | Additional Training/Certification Space: |
|---|--|--|
| <ul style="list-style-type: none"> • Approach SMAC (or outdoor pool) to takeover MRP Swim Club • Focus more on stroke development | <ul style="list-style-type: none"> • See if we can partner with one of the local outdoor pools • Change program to Junior Lifeguard Program • Staff focus on training to improve skills | <ul style="list-style-type: none"> • Work with other facilities to host joint programming/training • Outdoor Pools, FWCC & KCAC (Help with outreach to FWSD) |

12

Free versus Paid

- Problem: How do we balance quality with quantity?
 - High-levels of drop off on free lessons
 - Do not have any stakes (\$) in game
 - See info from ARC survey that included free lessons
- Suggestions:
 - Make reduced/not free (scholarships)
 - Focus more on local/resident
 - Write penalty into language for not showing up
 - Be okay with not 100% fill rates-late cancellations
 - Perception vs. Reality



Lessons Learned

- Swim lessons were available at no charge to the participants, which may have been a factor in the lack of commitment to show up to every lesson.
- The difference between the "Typical" and "Modified" program was negligible in relation to study outcomes.
- We do not know if training to the Modified program influenced delivery of the Typical program.
- The findings raised the need for future research addressing the impact of the following in skill acquisition in developmentally appropriate group lessons:
 - Number of lessons.
 - Length of lessons.
 - Number of participants in each class.
 - Types of teaching techniques.
 - Social-emotional readiness of the children.



American Red Cross
Training Services

47

13

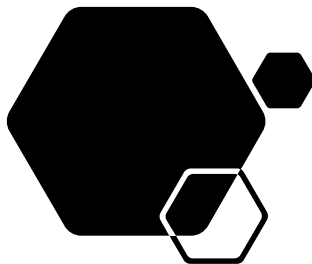
Quality vs. Quantity

- Problem: Need consistent training and resources to offer quality lessons.
 - Lots of pools say certified, but they are not
 - Requires training of staff and not just offering the most lessons possible
 - Too many offerings have multiple people teach same class to meet needs, some uncertified = inconsistent quality
- Suggestion: Work to certify more staff
 - Start with moderate number of classes that are manageable and grow from there
 - Offer more trainings and focus on what makes a quality programming
 - Focus on trying to get all instructors certified
 - Work with partners to best serve community

14

Questions

September 13, 2022 Board Retreat



15

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c Assigned to: District GM

Meeting Date: 09/13/22

Under: Business

Attachment: Yes

Subject: Staffing Plan

Background/Summary:

Over the past couple of years, there has been a national lifeguard shortage with many pools having to cut back their services and increase benefits to match private organizations.

A report will be made on issues and recommendations from staff on how to counteract them in the hopes of increasing staffing capacity.

Fiscal Impact: N/A

Proposed Motion: No motion necessary.

Reviewed by District Legal Counsel: Yes No Date: N/A

Two Touch Rule:

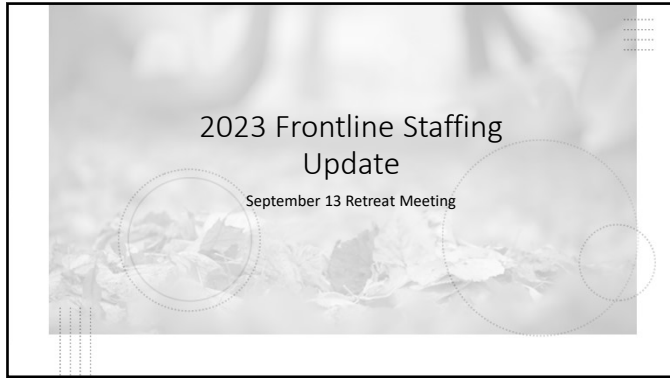
| | | | |
|---------------|-------------------------|---------------|--|
| <u> </u> | <u>To Be Determined</u> | <u> </u> | <u>Committee Review</u> |
| <u> </u> | <u>9/13/22</u> | <u> </u> | <u>First Board Meeting (Informational)</u> |
| <u> </u> | <u>To Be Determined</u> | <u> </u> | <u>Second Board Meeting (Action)</u> |

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

- Attachment – Staffing Plan (PowerPoint Presentation)



1

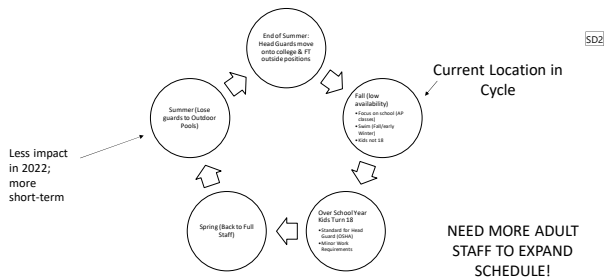
| Summer (At-A-Glance) | | |
|---|---|--|
| Certifications: | Training of Non-Traditional Swimmers: | New System: |
| <ul style="list-style-type: none"> • 20 (New) Lifeguard Certified • 12 Lifeguard Recertifications • 8 Completed Water Safety (Swim Instructor) Certification | <ul style="list-style-type: none"> • 11 Participated in Two Sessions of Lifeguard Prep • Jared and Quentin consistently trained and coached potential staff | <ul style="list-style-type: none"> • Job Interest Card/Certification Interest Lists • Pre-Interview with Jared – Filter to right opportunities |

2

| Where We Stand/Suggestions | |
|---|--|
| Since Last Discussion | Outlook/Recommendations |
| <ul style="list-style-type: none"> • New coordinator and manager • Started with 6 guards + 2 managers in Fall 2021 • Grew to over 44 active guards • Have 15+ guards including head guards graduating and moving onto university or career • King County Aquatic Center, Shore Aquatic Center, Federal Way Community Center and City of Seattle adding benefits for daytime, certain frontline staff • Most pools on limited schedule and/or services | <ul style="list-style-type: none"> • Fall better than 2021 (6 vs. 26) • Still need older guards (effects) <ul style="list-style-type: none"> • 2014 Affordable Healthcare Act-Require Benefits (See later slide) • Applicant market – How do we compete? • General/Temporary (evening and weekend) Lifeguard and Swim Instructor – Salary Scale Increase, but do not need to any drastic increases • Continue limited hours until we can find early morning, daytime and later evening staff <ul style="list-style-type: none"> • Need to hire adult staff for flexibility • Continue FREE training programs and staff support of skills enhancement • Restructure staffing/tables to better take advantage of meeting current and future needs |

3

Annual Staffing Cycle (Changeover)



4

General Regulations on Minor Work

15 Year Olds

- 7am-7pm, All seven days
- No more than **16 hours**
- Max: 3 hours/day - weekdays

Afternoon/Evening Scheduling:

- Try to frame **3-4-hour** window.
- Maximize peak time and availability of staff
- 4-7pm Best, but during extracurricular activities cut into prime times

Doesn't include time kids are in school or activities. (7:30am-3pm?)

16 & 17 Year Olds

- 7am-10pm, All seven days
- No more than **20 hours**
- Max: 4 hours/day - weekdays
- *Note-Headstart students have less regulations.*

18 Year Olds:

- Two managers
 - Ideally cover over 90 hours
 - Covering should be exception, not rule=burnout
- No other adult staff in September 22
- Birthdays for eligible (mostly Winter 23)
 - Go through same cycle in future years

5

OSHA Limits on Minor Work (Under 18)

- Cannot work in equipment or boiler rooms (checks and breakdowns)
 - i.e. - All equipment rooms (Equipment, Boiler, Air Handling, & Roof)
- Cannot perform duties with hazardous materials (chlorine) and other chemicals.
 - Chemical Room, Adding when levels low, etc.
- (16 & 17) Cannot work without an adult past 8:00 p.m. (Service occupations if a minor works past 8:00 p.m., unless the minor is supervised by a responsible adult employee who is on the premises at all times.) <15 Cannot work past 7pm> Both cannot work before 7am
 - Limit evening hours
 - Need **adult staff** to cover early mornings (before 7am) and evenings after 7pm.

6

How do we avoid burnout?

Managers covering shifts should be the exception and not the rule. (Burnout & Closures)

Scheduling, Payroll, Managing, Programming, Process Management, Maintenance, Daily Closeouts, Deposits, Scholarship Management, Swim Lesson Planning, In-Services, Trainings, Leading, Recruitment, Interviewing, Customer Service, Custodial Oversight, Filling Shifts, Organization, Certifications, Fixing Breakdowns, Other Duties as Assigned, etc.

7

TRENDS (Key Frontline w/ Full-time *Benefits)



- Affordable Healthcare Act requires all adults to have health insurance or pay 2.5% penalty.
- Many former adult lifeguards now working in other fields with benefit packages.
- Difficult for consistency and staff to cover early morning, during school hours and after 7pm.

8

Local Others Using Benefits (Examples)

| Organization | Pay | Benefits |
|--|---|--|
| Bainbridge Island MPD | \$21.93 - \$30.36 DOE | Housing available, paid staff training, and orientation. Participation in the State Retirement Program, health benefits, long-term disability, and life insurance. Vacation and sick leave accrual, discount on most Park District classes, free pool pass at the Aquatic Center, and basic fitness membership at the Bainbridge Island Recreation Center while employed for employees and dependents. |
| Federal Way CC (City of) | \$39,780.00 - \$50,376.00 (\$19.13-\$24.22) | The City of Federal Way offers a complete benefits package to regular status full-time employees including health care, dental, vision, retirement, deferred compensation plans, flexible spending accounts, life insurance, long-term disability, holidays, vacation, and sick leave. |
| King County Aquatic Center (Temp) | Need Info. | Get from KCAC. |
| Seattle Parks & Recreation (Senior + Permanent, Part-time) | P/Pt - \$19.51-\$23.62 Sr - \$22.78-\$25.55 | The City of Seattle offers a comprehensive benefits package including vacation, holiday and sick leave as well as medical, dental, vision, life and long-term disability insurance for employees and their dependents. |

Other benefited: Lynnwood, Shore Aquatic Center (PA), Bellevue Club, Samena Club (Bellevue), YMCA of Seattle

9

Proposed Salary Schedule

| Des Moines Pool Metropolitan Park District 2023 Proposed Salary Matrix | | | | | | | |
|---|------|--------|--------|--------|--------|--------|--------|
| | | Step A | Step B | Step C | Step D | Step E | Step F |
| Grade | 1* | 13.17 | 13.69 | 14.24 | 14.81 | 15.40 | 16.02 |
| Min Wage | Rate | 15.49 | N/A | N/A | N/A | N/A | N/A |
| Grade | 2 | 17.10 | 17.79 | 18.50 | 19.24 | 20.01 | 20.81 |
| Grade | 3 | 18.30 | 19.03 | 19.79 | 20.59 | 21.41 | 22.27 |
| Grade | 4 | 19.58 | 20.37 | 21.18 | 22.03 | 22.91 | 23.83 |
| Grade | 5 | 20.95 | 21.79 | 22.66 | 23.57 | 24.51 | 25.49 |
| Grade | 6 | 22.42 | 23.32 | 24.25 | 25.22 | 26.23 | 27.28 |
| Grade | 7 | 23.99 | 24.95 | 25.95 | 26.98 | 28.06 | 29.19 |
| Grade | 8 | 25.67 | 26.70 | 27.76 | 28.87 | 30.03 | 31.23 |
| Grade | 9 | 27.47 | 28.56 | 29.71 | 30.90 | 32.13 | 33.42 |
| Grade | 10 | 29.39 | 30.56 | 31.79 | 33.06 | 34.38 | 35.76 |
| Grade | 11 | 31.45 | 32.70 | 34.01 | 35.37 | 36.79 | 38.26 |
| Grade | 12 | 33.65 | 34.99 | 36.39 | 37.85 | 39.36 | 40.94 |
| Grade | 13 | 36.00 | 37.44 | 38.94 | 40.50 | 42.12 | 43.80 |
| Grade | 14 | 38.52 | 40.06 | 41.67 | 43.33 | 45.07 | 46.87 |
| Grade | 15 | 41.22 | 42.87 | 44.58 | 46.37 | 48.22 | 50.15 |

Wait until 2023 Minimum wage is finalized

10

Recommendations

- Hire Lead Head Guard (1); Level 6 (No Second Coordinator)
 - FT – Might be easier to recruit (work experience)
- Split Lifeguard into Temporary and Permanent (like City of Seattle)
 - Temporary – no benefits
 - Permanent – benefits + 30 hours/week (2)
 - Monday-Friday, 6am-1:30pm (Shore up early morning hours)
 - Avoid hours after 7pm for now. Push for 8pm later.
- Continue to offer free trainings
 - Most other organizations have adopted this now
- 2023 – Pursue PERS and Full Benefits for Full-time Staff
 - Will have turnover and need to make positions more attractive

11

Questions

September 13
Retreat Meeting

12

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d Assigned to: District GM

Meeting Date: 09/13/22

Under: Business

Attachment: Yes

Subject: 2023 Budget Process

Background/Summary:

The presentation will be about upcoming benchmarks for budget preparation including minimum wage, preliminary levy estimates and other data, and a preliminary plan for future meetings.

Fiscal Impact: N/A

Proposed Motion: No motion necessary.

Reviewed by District Legal Counsel: Yes No Date: N/A

Two Touch Rule: To Be Determined Committee Review
9/13/22 First Board Meeting (Informational)
 To Be Determined Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

- Attachment – 2023 Budget Process (PowerPoint Presentation)

2023 Budget Process

Des Moines Pool Metropolitan Park District

September 13, 2022



1

2023 Budget Important Dates

- July 25 – Economic Forecast
- Mid-Sept. – Preliminary AV
- Sept. 25 – IPD/CPI Announced
- Sept. 30 – 2023 Minimum Wage Announced
- End of November – Levy Due* to King County
- December ?? – Budget Due* to King County

**Usually pass levy and budget at same time.*

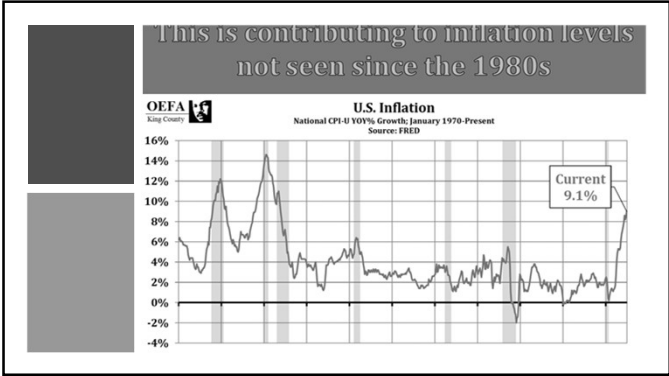


2

UPCOMING MEETING DATES

- | | |
|---|--|
| <ul style="list-style-type: none"> • TODAY <ul style="list-style-type: none"> • Staffing • Programming for 2023 • Budget Timeline | <ul style="list-style-type: none"> • November 8 (Tentative) – <ul style="list-style-type: none"> • Budget Review Retreat • Capital Reserve Update |
| <ul style="list-style-type: none"> • September 20 <ul style="list-style-type: none"> • (Items From 9/13 Retreat) | <ul style="list-style-type: none"> • November 15 – <ul style="list-style-type: none"> • Levy Hearing • Budget Hearing |
| <ul style="list-style-type: none"> • October 18 <ul style="list-style-type: none"> • Staffing Decision • Preliminary Budget • 2023 Levy Estimate • Capital Reserve Update | <ul style="list-style-type: none"> • November ?? – <ul style="list-style-type: none"> • Backup for Levy or Budget Issues <p>Work with Finance Committee on Review or Questions on Edits</p> |

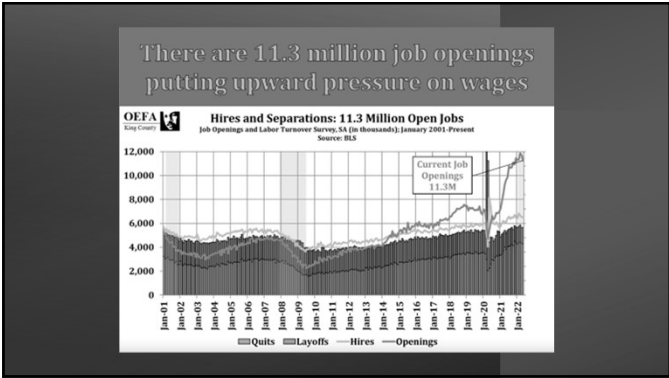
3



4



5



6







APPLY

Close

Lifeguard/WSI II Part Time

Salary** \$20.56 - \$24.25 hourly

Location** Lynnwood, WA

Job Type Regular Full Time Benefited

Department PARKS REC AND CULTURAL ARTS

Job Number 2022-00020

Closing Continuous

| DESCRIPTION | BENEFITS | QUESTIONS |
|-------------|----------|-----------|
|-------------|----------|-----------|

Summary

The City of Lynnwood has 5 openings for a Lifeguard/WSI II.

2 positions 5:00am to 3:30pm w/ 30 min unpaid lunch break, Monday through Fri. - total weekly to \$350

3 positions 10:00am to 3:30pm w/ 30 min unpaid lunch break, Monday through Fri. - total weekly to \$350

Candidates must be WSU of 100% able to control the position on your own and willing to teach, train, and guard.

Wage - Grade 4 - \$20.56 to \$24.25 @ 4 years of successful performance.

Individuals applying to this position have advanced certification in the work position. They are responsible for instructing swim lessons and supervising the patrons in the waterpark. The position is with the Parks, Recreation and Cultural Services Department and works under the direction of the Aquatics Supervisor and Assistant Aquatics Supervisor.

Essential Functions

- instruct, teach or train, as essential functions as listed below
- teach swim lessons to all levels and age groups assigned in accordance with the instructor objectives, curriculum and teaching policies and procedures assigned in the Aquatics Manual.
- Ability to enforce policies and procedures of the City of Lynnwood, Recreation Division and the Aquatics Program to ensure the safety of patrons of the pool and swimming program.
- Report any emergency as incidents to Aquatics Supervisory pool and lifeguarding, give first aid, and notify 911, if necessary.
- Participate in emergency as swim training sessions.

[illegible]



WE NEED YOU

SERVE YOUR COMMUNITY
WHILE BUILDING YOUR RESUME

OPEN POSITIONS:

- Lifeguard
- Swim Instructor

BENEFITS:

- Great pay
- FREE training
- Flexible schedules

APPLY NOW

CONTACT US:
Jared.Ward@SeattlePolice.org

Old and New Expense Categories (In Progress)

Old (Disappearing) Categories

- Office:
 - Rent,
 - Office Cleaning,
 - & More...

New Categories

- Meeting Rentals Space:
 - MRHS – if agreement doesn't cover

10



11

REVENUE

- Staffing/Capacity Effects
 - Est - \$180k (Conservative)
 - Early mornings –
 - More pass sales & insurance usage
 - Evenings, 7-9pm (Find rentals)
 - Weekends, 3-5pm
 - Birthday Parties
 - Occasional Meets
- Swim Lessons & Privates
 - Dependent again on capacity
 - Privates can affect availability of staff
- Corporate Rentals
 - Push to utilize 1-4pm weekday opening
- Grants
 - Go for second round of OSPi
 - KCVAS (\$100k + Programming)
 - Other? Can get grant software King County recommends (ADD)

12

CAPITAL
PROJECTS

2023 Budget



| | apr | may | jun | jul | aug | sep | oct | nov | dec |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 125,058 | 154,568 | 95,054 | 124,500 | 125,000 | 154,000 | 95,000 | 101,000 | 101,000 | 102,747 |
| 125,487 | 56,845 | 97,511 | 124,000 | 110,000 | 150,000 | 99,011 | 99,216 | 101,684 | 102,747 |
| 105,450 | 35,000 | 101,990 | 105,502 | 83,000 | 101,962 | 102,747 | 102,747 | 102,747 | 102,747 |

13

PUSH CAPITAL
PROJECTS

- Gate (Keep Delaying) - \$15k
- Fixture Replacement - \$10k
- \$100k – Miscellaneous Projects



14

LEVY PROCESS

2023 Budget



| | apr | may | jun | jul | aug | sep | oct | nov | dec |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 125,058 | 154,568 | 95,054 | 124,500 | 125,000 | 154,000 | 95,000 | 101,000 | 101,000 | 102,747 |
| 125,487 | 56,845 | 97,511 | 124,000 | 110,000 | 150,000 | 99,011 | 99,216 | 101,684 | 102,747 |
| 105,450 | 35,000 | 101,990 | 105,502 | 83,000 | 101,962 | 102,747 | 102,747 | 102,747 | 102,747 |

15

16

[illegible]

17

ENDING POINT

- Present final budget on November 8th meeting
- Have public hearing on November 15th meeting
- Can move budget public hearing to December (if needed)



18

Other
Budget-
Related
Processes

- Salary Survey
 - Matching seems outdated each year (no future estimates, only past data)
 - No longer use AWC data
 - Most cities do every three years (next 2023)
 - Use minimum wage to increase
- Feasibility Study
 - Putting together agreement
 - Will set direction and Capital Process for future
 - Should have better data for 2024 and beyond

19

Virtual Public Hearing

VIRTUAL BUDGET
PUBLIC HEARING

MCPs will hold a virtual public hearing to get comment on the 2020-21 Proposed Operating Budget. Submissions should be submitted by 5 p.m. on April 20.

- From 2021 MRSC Webinar.
- Need to learn and prepare how Hybrid meetings effect.
- Will need to work with KCT, MRSC and legal to ensure meeting legal requirements.

20

?

Questions?

21

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e Assigned to: District GM

Meeting Date: 09/13/22

Under: Business

Attachment: Yes

Subject: Office Move/Admin Changes

Background/Summary:

This will be an update on moving items from the office and potential administration changes that affect the move.

The District GM met with the Finance Committee on September 2nd. The attached presentation contains suggestions from the District GM on the process for discussion.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.

Reviewed by District Legal Counsel: Yes _____ No _____ Date: N/A

Two Touch Rule: _____ To Be Determined _____ Committee Review
_____ 9/13/22 _____ First Board Meeting (Informational)
_____ To Be Determined _____ Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes _____ No _____ Report back date: _____

Notes:

- Office/Admin Change (PowerPoint)



Office/Admin Transition

September 13, 2022 Retreat Meeting

1

Items that Must be Accounted For

- Administration Changes
- Office Changes
- Server



2

Administration Changes (Finance)

Need to overhaul finance processes. Weakest part of overall processes.


SHORT-TERM (2022)

- Find Hosting Options for Software
- Staff Training on VisionMS
 - Met this morning
 - Also explore other hosting options
- Look at consolidating payroll from Heartland to VisionMS
 - Heartland no longer supports HR
- Re-evaluate Report Processes for Annual Report

LONG-TERM (2023 & Beyond)

- Look at Changing Software to:
 - Cheaper Options
 - Quickbooks, Sage, Other, etc.
 - Expensive Options
 - Replace with bookkeeping/accountant
 - Clerk (front end)/ BK/Acct (back end)
- Allow to replace server with hosted option
- Get help with improving processes through audit or professional help

3




Office Changes Update

- Storage
 - Removing items to trash
 - Surplus all items in October
 - Start moving equipment to storage in Fall
 - All dependent on staffing
- Once get handle of hosting will discuss end of current lease with landlord
- End agreements for copier, cleaning, internet and other services

4

Server

- Figure out hosting of VisionMS.
- Meet with CMIT to discuss...
 - Moving server or,
 - Migrating information to hosted server
- If server move, figure out:
 - Internet access (including Clerk access - currently remote access)
 - Internet security (CMIT & WCIA)



5

Questions/Comments

September 13 Board Retreat

6
