

**DES MOINES POOL METROPOLITAN PARK DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. 2017 -- 13

RESOLUTION AMENDING ADMINISTRATIVE MANUAL

WHEREAS, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District's governing body and as such is responsible for establishing administrative and operating policies and;

WHEREAS, The Board adopted its most recent Administrative Manual by Resolution No. 2017-04;


WHEREAS, the Board has determined that the Administrative Manual needs to be updated to reflect the policies and procedures set forth in the attached Exhibit A;

WHEREAS, the Board has determined that previous District policies and Administrative Plans should no longer be in force and effect and the Administrative Manual as set forth in Exhibit A establishes the District's operating policies and procedures;

NOW THEREFORE BE IT RESOLVED that the Des Moines Pool Metropolitan Park District Administrative Manual as set forth In Exhibit A is hereby established as the District's operating policies and procedures.; and

All previous District policies and procedures including the previously adopted Administrative Plan are hereby rescinded.

Adoption. ADOPTED at an open public meeting of Des Moines Pool Metropolitan Park District Board of Commissioners on the 19th day of December 2017 the following Commissioners being present and voting:


Commissioner


Commissioner


Commissioner


Commissioner


Commissioner


District Clerk

EXHIBIT A
ADMINISTRATIVE MANUAL
(District Policy and Procedures)

- 101 – ByLaws
- 201 – Mission, Vision and Core Values
- 205 – Purpose, Definitions and General Provisions
- 220 – Board and Administration
- 230 – Signature Authority
- 240 – Public Records Disclosure
- 260 – ADA Accommodations
- 270 – Technology Usage (coming soon)
- 275 – Text Messaging (coming soon)
- 276 – Organizational Effectiveness (coming soon)
- 310 – Operating Hours and Holidays (coming soon)
- 312 – Commercial Use of District Funds (coming soon)
- 315 – Facility Rental (coming soon)
- 320 – Admissions and Refunds (coming soon)
- 325 – Swim and Instruction Classes (coming soon)
- 330 – Gender Equity
- 335 – Head Injury and Concussions (coming soon)
- 340 – Financial Aid Scholarships (coming soon)
- 353 – Transgender Policy
- 355 – Sex Offender Policy
- 365 – Medical Assistance for Patrons (coming soon)
- 370 – Service Animals (coming soon)
- 422 – District Manager Position
- 415 – Legal Officer
- 430 – Criminal Background Checks
- 460 – Employee and Volunteer Recognition (coming soon)
- 505 – District Treasurer
- 520 – Procurement
- 525 – Accounts Receivable
- 530 – Accounts Payable
- 535 – Cash and Deposit Management
- 550 – Travel and Reimbursements
- 555 – Capital Assets