

# Vashon Park District 2014 Accomplishments

## 1) Staff Development

- a) Created and Implemented 3 new staff positions for greater efficiency and productivity.
  - a. Administrative Specialist – combined accounting clerk, office assistant, human resources, and business management responsibilities into one role.
  - b. Lodging Manager – combined booking reservationist, lodging marketing, housekeeping manager, and lodging maintenance responsibilities into one role.
  - c. Access II – combined Access 1 and facility scheduling roles into one.
  - d. 2 Maintenance staff members.
- b) Cross trained bookkeeping, scheduling, and maintenance roles.
- c) Implemented monthly staff training sessions to include full first aid/CPR certification for all staff; open and transparent government record keeping; and relevant park district RCWs.
- d) National Recreation and Park Association Maintenance Management School for director and maintenance supervisor.
- e) National Recreation and Park Association Director's School for director.
- f) Public Works Contract course training for director and maintenance supervisor.

## 2) Maintenance Planning and Development

- a) Maintenance Management Plan completed for all facilities with time/cost tracking system.
- b) Maintenance staff certifications in Playground Safety and Pesticide Management.

## 3) Park Improvement/Expansion Projects

- a) BARC Skate Park Bowl Project successfully completed for award of \$75,000 King County Youth Sports Facility Grant in 2015.
- b) Point Robinson - 4Culture Grant awarded for Point Robinson Lighthouse roof replacement.
- c) Point Robinson – contract awarded for painting the Keepers Quarters Lodging Houses.
- d) Vashon Pool – one month expansion of the 2015 pool season granted
- e) Vashon Pool – successfully managed a pool drain challenge toward a Dept of Ecology fix for 2015.

## 4) Technology and System Development

- a) On-line Lodging booking system implemented.
- b) Facility scheduling database streamlined for improved reporting and efficiency.
- c) Local server implemented resulting in \$700 per month savings.
- d) New Vashon Park District website designed and implemented.

## 5) Budget Management

- a) Successfully managed a \$1.05 million budget resulting in a planned \$50,000 reserve and a \$100,000 cash carry-over to 2015.