TO: Tumwater Metropolitan Park District (TMPD)

FROM: Chuck Denney, Parks & Recreation Director

DATE: October 13, 2026

SUBJECT: Administration Position

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1) Recommended Action:

Funding approval to hire a Parks and Recreation Department Administrative Assistant as outlined in the TMPD schedule.

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2) Background:

The Parks and Recreation Department's five divisions and administration are supported by one Department Assistant and a Management Analyst. With thousands of people participating in our programs, events and golf each quarter and management of all City parks and buildings, administrative support is frequently incapable of maintaining the work schedule. This creates inefficiencies, lack of service to the public and delays in programs, work plans and schedules.

As approved by voters in the creation of the TMPD, an Administrative Position was included in the funding package for 2026. With TMPD Board approval, the process for filling this position will begin immediately.

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3) Policy Support:

- Strategic Goals and Priorities: Build a community recognized for quality, compassion and humanity.
- Vision Mission Beliefs-Excellence:
    - Continue implementation of the Tumwater Metropolitan Parks District initiatives.
    - Refine and sustain a great organization

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4) Alternatives:

- ❑ Do not approve

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5) Fiscal Notes:

2027 Salary/Benefits/IT/Office Equipment: $125,000

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6) Attachments:

A. Budget Request