



Photo Credit: Mel Fechter

City of Etna's Dotty Olson Pool Operational Guidelines: 2024 Season

MISSION STATEMENT

The City of Etna, Friends of the Pool and the Etna Police Activities League (PAL) are dedicated to fostering a thriving swimming community within Scott Valley. The pool serves as a vital resource for all residents, acting as a focal point for community gatherings that enhance our sense of unity. Together, we outreach to various groups, such as those eager to learn swimming, individuals looking to establish healthy habits through aquatic exercise, and those with aspirations to represent our community in competitive swimming. Our joint goal is to contribute to the well-being of the community and collaborate to minimize expenses while maximizing the pool's utility. Together, we aspire to build and sustain a swim community that instills pride, both in the present and the future.

POOL PARTNERS: ROLES & RESPONSIBILITIES

City of Etna: The City of Etna is the proud owner and manager of the Dotty Olson Pool. Recognizing its role as a landowner, the City is committed to the thorough maintenance, operation, and oversight of every aspect of the pool's functions. Furthermore, the City recognizes and appreciates its valued partners, whose crucial contributions significantly contribute to the overall success and service to the Scott Valley Community.

Friends of the Pool: The Friends of the Pool is a locally rooted community service group with the objective of mobilizing extra resources and fostering a strong sense of community involvement to bolster the Dotty Olson Pool. Through their voluntary initiatives, the Friends of the Pool recognize the City's pivotal role and strive to consistently contribute to the success of all individuals benefiting from this vital community asset.

Etna Police Activities League (PAL): The specific and primary mission of the Etna PAL is to promote a constructive relationship between law enforcement officers, young people, and citizens of the community to develop the young people into responsible and mature adults/citizens. PAL programs are designed to develop activities which act as a deterrent to delinquent behavior among young people and keep them occupied with constructive organized activities. The Etna PAL plays a vital role as a key ally to the Dotty Olson Pool,

contributing supplementary resources and a continued steadfast commitment to our community.

City Council: The City Council holds several key responsibilities pertaining to the Dotty Olson Pool, including policy setting. The Council is tasked with establishing policies that govern the operation, maintenance, and accessibility of the pool. Additionally, they are responsible for ensuring financial accountability, overseeing regulatory compliance, providing contract oversight, and promoting accessibility and inclusivity within the pool's operations and facilities.

Pool Commissioner: The Pool Commissioner is a liaison between the daily operations of the Pool and the City Council. This involves offering guidance and support to the Pool Manager, ensuring effective communication and coordination between the operational aspects of the pool and the policies and decisions of the City Council. This collaborative role helps maintain a smooth and efficient functioning of the pool while aligning with the broader objectives set by the City Council.

Pool Manager: The Pool Manager will collaborate with the Pool Commissioner and other City staff to undertake a diverse set of management and supervisory responsibilities related to the overall operations. This includes overseeing lifeguards, as well as planning, organizing, coordinating, developing, implementing, promoting, and evaluating activities and programs designed to cater to all age groups. The collaborative efforts of the Pool Manager with all the Partners will contribute to the effective and well-rounded management of the Dotty Olson Pool.

City Hall: The City Hall plays a crucial role in supporting the Pool Manager by overseeing various responsibilities related to financial accountability and administrative functions. This includes managing financial matters such as payroll, tax accounting, and ensuring adherence to hiring procedures. City Hall also ensures that all employment documentation and compliance requirements are met. Additionally, it is responsible for accounting for the funds raised by the Pool and its partners, incorporating these financial aspects into the City of Etna's annual operating budget. This collaborative effort helps maintain transparency, compliance, and effective financial management within the context of the city's overall operational framework.

Public Works Department: The Public Works Department will play a supportive role, collaborating directly with the Pool Manager to carry out comprehensive maintenance tasks. This includes maintenance of the pool itself, pool equipment, outdoor and lawn areas, restrooms, office space and snack shack, as well as ancillary buildings and surrounding areas. By working in tandem with the Pool Manager, the Public Works Department will ensure the proper upkeep and functionality of the entire pool facility, contributing to a well-maintained and safe environment for all staff and all patrons.

Lifeguards: The primary responsibility of the City of Etna's lifeguards is to ensure the safety of individuals enjoying the pool area, emphasizing the critical role of water safety. In addition to this core duty, lifeguards may engage in various other tasks such as assisting with swimming lessons, operating the snack shack, interacting with the public, and maintaining the cleanliness of the facilities. Lifeguards will work directly under the supervision of the Pool Manager, ensuring a coordinated effort to provide a safe and enjoyable environment for all pool visitors.

Community Volunteers/donors: The enduring success of the Dotty Olson Pool relies heavily on the integral role played by the Scott Valley community. The reliable support, whether through financial contributions, generous donations of time and resources, or active participation in community events and programs, constitutes the fundamental pillar that preserves the Pool as a cherished and invaluable community asset.

FINANCIAL COMMITMENT

In an effort to establish trust, transparency, and accountability, both the City of Etna and the Friends of the Pool are dedicated to furnishing precise, current information, and comprehensive documentation regarding the financial aspects of the Pool. The Etna PAL also acts as a financial collaborator for the Pool. All Partners are committed to undertaking its responsibility to supply the necessary information for the creation of annual budgets, provide overall financial oversight, all while recognizing the fiduciary responsibility undertaken when handling community donations and contributions.

Revenue Generation Methods

The following pool services are currently recognized as crucial revenue streams, essential for sustaining the operational costs of Dotty Olson Pool. It's important to highlight that historically, the collective efforts have not proven adequate to cover all related costs. Consequently, the City of Etna has utilized general funds to supplement the required finances, ensuring the continued operation of the pool for the Scott Valley Community. The objective of all Partners is to work towards achieving financial independence and strive to reduce the overall financial burden on the residents of the City of Etna.

Swim Lessons: The City of Etna, along with its staff, including the Pool Manager and lifeguards, is responsible for offering swim lessons. Fees for these services are intended to offset the costs and must be paid in advance before the service is rendered.

Snack Shack: The goal of this service is to offer food services to Dotty Olson Pool patrons. The responsibility for ensuring the smooth operation of this service lies with the following:

- Pool Manager:

- Ensure proper oversight to guarantee that the food service adheres to all County, State, and/or Federal food handling standards.
- Oversee the development of food menus, pricing and purchase of all food and food related products.
- Create work schedules to ensure the proper function, cleanliness and appropriate custom service protocols.
- Collaborate closely with Friends of the Pool, Etna PAL, and other City of Etna personnel to guarantee the effective operation of the food service.
- Create, train, and provide supervision for all financial accounts pertaining to the revenue and expenses associated with the food service.
- Lifeguards:
 - Follow the directives of the Pool Manager to ensure that customer service, food service, and facility management are carried out with the highest expectation of excellence.
- Friends of the Pool:
 - Collaborate directly with the Pool Manager to support the food service in a manner aligned with the Pool Manager's discretion.
- City Hall:
 - Collaborate with the Pool Manager to validate the accuracy of all financial documentation and generate weekly accounting reports, facilitating the identification and resolution of any discrepancies.

Entrance Fees: The Pool Manager will work closely with the Friends of the Pool, utilizing fundraising activities to alleviate the impact of daily pool admittance fees. However, the determination of fees for Dotty Olson Pool usage will be a collaborative effort between the Pool Manager, City Hall and the City Council's Pool Commissioner and will take into account the feedback and input from both the Friends of the Pool and the Etna PAL. The goal is to cover pool-related expenses without imposing costs so high that they hinder community enjoyment.

Private or Special Events: Fees for special and private events will be established through collaboration among the Pool Manager, City Hall, and the City Council's Pool Commissioner. The objective is to cover pool-related expenses without excessively impacting community enjoyment. A comprehensive fee schedule will be formulated, taking into consideration equity, cost-related factors, and the overall impact on the summer's pool schedule including swim lessons, swim team and public hours.

Annual Fundraising: Fundraising is pivotal for sustaining the Dotty Olson Pool, and all Partners acknowledge and are dedicated to the required collaboration to maximize these vital resources. Consequently, a comprehensive record of funds raised for the Pool will be documented and shared as part of the annual season financial report. The Pool

Manager will facilitate coordination between the City of Etna and the Friends of the Pool, as well as Etna PAL, for their fundraising efforts.

Grant Funding: All partners acknowledge that grant funding presents an opportunity to secure substantial financial resources for necessary upgrades to the Dotty Olson Pool. The partners commit to collaborative efforts in developing projects that will be submitted for grant funds.

City of Etna General Funds: Despite not being the preferred situation, the City of Etna has consistently supplied the necessary funding to manage the Pool's financial deficit throughout the years. Even though the City aims for the Pool to achieve self-sufficiency, it recognizes the intrinsic value it contributes to both Etna residents and the Scott Valley community at large.

Operational Expense

Annual Operating Expenses: The City of Etna assumes the primary responsibility for covering the operational expenses incurred by the Dotty Olson Pool. The vital support offered by both the Friends of the Pool and Etna PAL serves as essential components, securing the City's capacity to sustain this valuable community asset.

Supplies and Equipment: The Pool Manager will be responsible for supervising the procurement of all supplies and equipment essential for the daily operations of the Pool. The Pool Manager will also coordinate with the Public Works Department when deemed appropriate. Any substantial equipment purchases exceeding a specified amount will necessitate approval from either the Pool Commission or the City Council. Additionally, the Pool Manager will act as a liaison, facilitating communication and collaboration with both the Friends of the Pool and Etna PAL in the procurement of items for the Pool.

Facility Improvement/Expansion Projects: Any facility improvement or expansion projects will undergo thorough coordination with the City of Etna's City Council, Pool Commissioner, Pool Manager, Public Works Department, City Hall and Partners. All decisions related to these types of projects will be made under the direction and supervision of the City's engineer or contractor to ensure effective and compliant execution. This collaborative approach aims to ensure comprehensive planning and successful implementation of any enhancements or expansions to the facility.