

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**FEBRUARY 12, 2018
6:00 P.M. MPT HEADQUARTERS
4702 S. 19TH STREET
TACOMA, WA 98405**

**MEETINGS ARE RECORDED AND MAY BE HEARD AT THE
PARK DISTRICT OFFICES UPON REQUEST**

COMMISSIONERS

**ANDREA SMITH, PRESIDENT
AARON POINTER, CLERK
ERIK HANBERG
TIM REID
JESSIE BAINES, JR.**

5:30 P.M. STUDY SESSION SOUTH SOUND ALLIANCE

6:00 P.M. CALL TO ORDER

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS GREATER METRO PARKS FOUNDATION

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

CITIZEN COMMENTS

MINUTES

(5-8) MINUTES OF THE JANUARY 22, 2018 REGULAR BOARD MEETING

"Park District meeting sites are accessible to people who require special accommodations, please contact 305-1091 48 hours prior to the meeting time."



CONSENT AGENDA

- (9-10) **RESOLUTION NO. C13-18:** APPROVAL OF WARRANTS CLAIM FUND FOR JANUARY 2018
(Contact: Erwin Vidallon, Chief Financial Officer)

- (11-12) **RESOLUTION NO. C14-18:** ACCEPTING \$91,956.94 IN CONTRIBUTIONS FROM THE GREATER METRO PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS
(Contact: Sandra Eliason, Chief Marketing & Development Officer)

- (13-14) **RESOLUTION NO. C15-18:** ACCEPTING \$17,628.62 IN FUNDS FROM THE W.W. SEYMOUR CONSERVATORY FOUNDATION
(Contact: Sandra Eliason, Chief Marketing & Development Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (15-18) **RESOLUTION NO PW16-18:** POINT DEFIANCE ZOO & AQUARIUM PICNIC SHELTER CONTRACT AWARD W.S. CONTRACTORS, LLC. BID NO. J2017-28
(Contact: Debbie Terwilleger, Director of Planning & Development)

- (19-22) **RESOLUTION NO PW17-18:** SWAN CREEK MASTER PLAN UPDATE AND TRAIL NETWORK CONTRACT AWARD TO MITHUN
(Contact: Debbie Terwilleger, Director of Planning & Development)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (23-24) **RESOLUTION NO. R18-18:** RENAMING MARINE PARK “JUDGE JACK TANNER PARK”
(Contact: Debbie Terwilleger, Director of Planning & Development)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

- (25-28) **RESOLUTION NO.R9-18:** NAMING THE PENINSULA AND TRAIL AT POINT DEFIANCE: “DUNE PENINSULA AT POINT DEFIANCE PARK” AND “FRANK HERBERT TRAIL”
(Contact: Debbie Terwilleger, Director of Planning & Development)

FIRST READINGS:

(Requiring two readings for adoption)

- (30-49) **RESOLUTION NO.RR19-18: ADOPTION OF REVISED AND REPEALED DISTRICT HUMAN RESOURCES POLICIES**
(Contact: Paul Weed, Chief Administrative Officer)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

February 14, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters
February 16, 2018	Annual Board Retreat	8:30 AM	Point Defiance Zoo
February 26, 2018	Regular Board Meeting	6:00 PM	Park Headquarters
February 28, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters

* Committee Meetings are subject to change - please check the Metro Parks Website, www.metroparkstacoma.org for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
JANUARY 22, 2018**

PRESENT: Andrea Smith, President
Aaron Pointer, Clerk
Tim Reid
Erik Hanberg
Jessie Baines

IN THE CHAIR: Andrea Smith

PLACE: 4702 South 19th Street

FLAG SALUTE: Commissioner Smith

REGULAR MEETING

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by Commissioner Smith at 6:00p.m.

SPECIAL PRESENTATIONS PROCLAMATION HONORING EMPLOYEE SERVICE

Debbie Terwilleger recognized Melissa McGinnis on her 27 years of service to Metro Parks Tacoma in her roles at Fort Nisqually and Historic Assets Manger. President Smith read a proclamation in honor of Ms. McGinnis on her retirement from Metro Parks. Ms. McGinnis thanked the Board and commented briefly on her career at Metro Parks Tacoma. Board members commented on the great work done by Ms. McGinnis

PRESIDENTS REPORT

President Smith commented favorably on the Fort Nisqually Burns Volunteer Appreciation Dinner held last weekend. Commissioner Reid commented that volunteers donated over 6000 of hours last year to the Fort.

STANDING COMMITTEE AND COUNCIL REPORTS

Business & Responsive Agency Advisory Committee

Commissioner Baines stated that the council met last on January 9th. The council discussed District year-end financials and 2018 work plan.

Art & Heritage Advisory Council

Commissioner Pointer indicated the committee met last week. The committee agenda included discussion on Art scopes for waterfront Phase 1, portable artwork for the Eastside Community Center, and artwork for Dickman Mill Park. The committee also elected their officers and discussed work plan for 2018.

Joint Municipal Action Committee

Commissioner Reid commented that chair for 2018 will be County Council Member Connie Ladenburg and Clare Petrich of the Port of Tacoma was named Vice Chair. The committee

discussed annual agenda items for future discussion. February's meeting will be a quarterly meeting to include budget status reports.

Greater Metro Parks Foundation

President Smith commented she attended the January GMPF Board meeting. At the meeting the board elected to set aside funding for the Eastside Community Center Endowment, with a goal of \$7M. The Because Parks Matter Lunch is scheduled for February 28th.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Debbie Terwilleger, Director of Planning has been appointed to serve on the Puyallup Watershed Initiative Board for a 3-year term.
- Pete Mayer, Deputy Executive Director has been appointed to the Puget Sound Regional Council Growth Management Policy Board.
- State Capital Budget passed late last week. The Eastside Community Center was fully funded with \$2.55M in local projects and \$1.2M from the Youth Recreational Facilities grant for the B&GC portion of the building as part of the private fundraising campaign.
- Environmental Learning Center Celebration, Joint effort between TPS/SAMI and MPT planning and hosting the ELC grand opening this Saturday, January 27, 2018 from 11am-2pm. The Zoo and Fort Nisqually are offering free admission to those who show proof of Tacoma residence and photo ID.

CITIZEN COMMENTS

David Caintlin commented on the current parking conflicts on E 60th St. along Stewart Heights Park. He noted the parking along that street creates an unsafe environment as the neighbors are continuing to work with police regarding the enforcement.

Wolf Patton commented that it is essential that Portland Avenue Park continue to have safe and functional playground equipment and bathrooms.

Luetta Patton commented that she does not see specific detail related to Portland Avenue Park in the Strategic Master Plan being adopted by the Board tonight. She commented that playground at the park should be replaced with a sprayground.

Stephanie Smith commented that there are maintenance issues at Portland Avenue Park with playground equipment and fencing. Ms. Smith also commented that she has observed rusty play equipment at Cloverdale Park. She commented that equitable maintenance in the District needs to be addressed.

Curt Mehlhaff commented that he has read the meeting minutes from January 9th regarding Resolution No. R9-18. He commented that District staff has followed policy and procedures in the naming process for the park on the peninsula at Point Defiance. He further stated that the District does not need the distraction of equity politics when choices have been made that reflect current policy in this naming process.

Shon Sylvia stated that staff will look into the concerns raised during citizens comments.

MINUTES OF THE JANUARY 8, 2017 REGULAR BOARD MEETING

Commissioner Hanberg moved to adopt the minutes as presented; seconded by Commissioner Pointer and passed on a vote of 5-0.

CONSENT AGENDA None

PURCHASING RESOLUTIONS

RESOLUTION NO. P11-17: APPROVAL OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. WASHINGTON CITIES INSURANCE AUTHORITY FOR PROPERTY, LIABILITY AND AUTO INSURANCE IN THE AMOUNT OF \$615,787.00

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Erwin Vidallon, Chief Financial Officer commented that this is the annual payment to WCIA for the District's insurance. He noted the WCIA has been in existence for 30 years and has over 150 members. Mr. Vidallon also stated that the MPT joined WCIA in 2008. Through WCIA the District receives services related to risk assessment, risk management, and litigation as well as access the MRSC.

President Smith commented that rates did decrease from last year. Mr. Vidallon stated it's likely they will increase once the new assets under construction are completed.

Being no additional comments the question was called and the resolution passed on a vote of 5-0

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS

RESOLUTION NO. R12-18: EASTSIDE TACOMA COMMUNITY CENTER ACCEPTING AND APPROPRIATING \$ 5,000,000 FROM THE CITY OF TACOMA

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Debbie Terwilleger commented funding for the Eastside project began back in 2013. In 2015 the City provided the District with a letter of intent agreeing to contribute \$5M to the project.

Being no additional comments the question was called and the resolution passed on a vote of 5-0.

SECOND READINGS RESOLUTIONS

RESOLUTION NO RR10-18: ADOPTION OF THE DISTRICT STRATEGIC ACTION PLAN

This resolution was moved and seconded at the January 8,2017 Board meeting. Commissioner Baines thanked staff for making equity such an integral piece of this plan.

Being no additional comments the question was⁷ called and the resolution passed on a vote of 5-0.

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS:

Commissioner Reid commented that maintenance at Portland Avenue should be addressed.

Commissioner Bines requested an update on the Tacoma sub-area plan.

ADJOURN:

Being no further business, the meeting was adjourned at 7:00p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C13-18

APPROVAL OF WARRANTS CLAIM FUND FOR JANUAR 2018

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2017-2018 Biennial Budget in Resolution No. RR115-16, dated December 12, 2016 to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2018; and

WHEREAS, the Board of Park Commissioners has authorized the Executive Director to establish procedures to meet the fiscal year public debt, to maintain accountable records of all transactions, and to provide certification that labor and debt claims have been met; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the warrants issued to meet obligations in the Warrants Claim Fund and the Disbursements by Funds in the amounts and for the period indicated on Attachment "A" have been audited and certified by the auditing officer as required by RCW.42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, be approved for payment.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2018.

ATTEST:

President

Secretary

Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Metropolitan Park District of Tacoma, and that I am authorized to authenticate and certify to said claim.

FOR THE PERIOD STARTING JANUARY 1, 2018 AND ENDING JANUARY 31, 2018.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers 321718 to 322029 AMOUNT: \$9,830,264.21

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 045697 to 045875 AMOUNT: \$39,696.91

(Most employees receive payment through direct deposit advices, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL \$9,869,961.12



Finance and Accounting Auditing Officer
Metropolitan Park District of Tacoma

- Warrant summary reports are available with the board secretary.
- Detail reports and claim vouchers are available in the Finance and Administrative Services Office.



MEMORANDUM

TO: Board of Park Commissioners

FROM: Shon Sylvia, Executive Director *Sylvia*

SUBJECT: **Accepting 2017 Year-End Funds from Greater Metro Parks Foundation**

DATE: February 12, 2018

EXECUTIVE SUMMARY: A resolution is requested to accept funds from the Greater Metro Parks Foundation, the second of two 2017 fund distributions. The Greater Metro Parks Foundation (GMPF) made its first distribution of \$66,494.18 to Metro Parks in July 2017. This year-end 2017 fund distribution is to support the following Metro Parks Tacoma programs and projects:

<u>Parks & Recreation Department</u>	
Scholarships – Active Kids Fund	\$ 4,705.59
Specialized Recreation	\$ 3,827.75
Metro Arts	\$ 6,187.50
Memorials	\$ 3,533.03
Scholarships – Marina	\$ 590.00
Eastside Community Center Lease & Operations Contribution	<u>\$ 73,113.07</u>
	\$ 91,956.94

BACKGROUND: The Greater Metro Parks Foundation is a private, nonprofit organization that has been serving the Tacoma area since 1991. The mission of the Greater Metro Parks Foundation is “Inviting you to build a healthier, more vibrant community by investing in people and parks”. The Greater Metro Parks Foundation is comprised of a group of community board volunteers who are all committed to improving parks and recreation in our community.

Metro Parks Tacoma staff members play an active role in raising funds with the Resource Development Office and the Greater Metro Parks Foundation to benefit Metro Parks Tacoma. Support from MPT program and project staff is vital to the success of private philanthropy.

The Greater Metro Parks Foundation distributes funds to Metro Parks Tacoma semiannually for specifically earmarked programs.

FISCAL IMPACT: Metro Parks Tacoma will accept \$91,956.94. The total contributed funds from Greater Metro Parks Foundation for 2017 is **\$158,451.12**.

ADDITIONAL INFORMATION: For additional information, please contact Sandra Eliason, Chief Marketing & Development Officer at 253-305-1016.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C14-18

**ACCEPTING \$91,956.94 IN CONTRIBUTIONS FROM THE GREATER METRO
PARKS FOUNDATION
FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS**

WHEREAS, the Greater Metro Parks Foundation was established to promote financial support for Metro Park's programs, services and projects conducted by Metro Parks; and

WHEREAS, the Greater Metro Parks Foundation desires to provide Metro Parks Tacoma with year-end disbursement of \$91,956.94 in contributed funds for the following programs and projects:

Parks & Recreation Department

Scholarships – Active Kids Fund	\$ 4,705.59
Specialized Recreation	\$ 3,827.75
Metro Arts	\$ 6,187.50
Memorials	\$ 3,533.03
Scholarships – Marina	\$ 590.00
Eastside Community Center Lease & Operations Contribution	<u>\$ 73,113.07</u>
	\$ 91,956.94

Now, therefore, be it

RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts the cash contributions of \$91,956.94 from the Greater Metro Parks Foundation.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2018.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

FROM: Shon Sylvia, Executive Director *Shon Sylvia*

SUBJECT: **Accepting 2017 Annual Fundraising Commitment from W.W. Seymour Conservatory Foundation**

DATE: February 12, 2018

EXECUTIVE SUMMARY: A resolution is requested to accept funds from W.W. Seymour Conservatory Foundation. This year-end 2017 fund distribution is made in accordance with the Memo of Understanding that Metro Parks Tacoma has with the W.W. Seymour Conservatory Foundation regarding a revenue split for Conservatory Foundation memberships and an annual fundraising commitment towards Conservatory operating expenses.

Memberships (25% of total memberships sold)	\$ 1,673.75
Annual commitment for Operating Expenses (as per MOU)	\$ 1,000.00
Education Programs	<u>\$ 14,954.87</u>
	\$ 17,628.62

BACKGROUND: The WW. Seymour Conservatory Foundation is a private, nonprofit organization that has been serving the Seymour Conservatory since 1996. The WWSCF board supports the horticultural and educational vision of the Conservatory, ensuring that future generations will continue to enjoy the unparalleled oasis for discovery, enjoyment and appreciation that the Seymour Conservatory offers. WWSCF maintains the "Friends of the Conservatory" memberships, fundraises for special Conservatory projects and programs, and encourages interest and investment in the Conservatory and its offerings through events, grants and individual donations. WWSCF consists of a group of community volunteers, with assistance from MPT staff, who are committed to improving parks and recreation in our community.

FISCAL IMPACT: Metro Parks Tacoma will accept \$17,628.62.

ADDITIONAL INFORMATION: For additional information, please contact Sandra Eliason, Chief Marketing & Development Officer at 253-305-1016.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C15-18

**ACCEPTING \$17,628.62 IN FUNDS FROM THE W.W. SEYMOUR
CONSERVATORY FOUNDATION**

WHEREAS, the W.W. Seymour Conservatory Foundation was established to promote financial support for the Metro Parks W.W. Seymour Conservatory and its programs, services and projects; and

WHEREAS, the W.W. Seymour Conservatory Foundation desires to provide Metro Parks Tacoma with a 2017 year-end disbursement of \$17,628.62:

Memberships (25% of total memberships sold)	\$ 1,673.75
Annual commitment for Operating Expenses (as per MOU)	\$ 1,000.00
Education Programs	\$ 14,954.87
	<u>\$ 17,628.62</u>

Now, therefore, be it

RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts and appropriates the cash contributions of \$17,628.62 from the W.W. Seymour Conservatory Foundation.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2018.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **PDZA Picnic Shelter – Construction Contract Award to W.S. Contractors, LLC.**

DATE: February 7, 2018

EXECUTIVE SUMMARY: This resolution authorizes contract award for the PDZA Picnic Shelter Project to W.S. Contractors, LLC. in the amount of \$422,784.00 (includes Washington State Sales Tax).

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: The Capital Improvement Committee reviewed this resolution at their meeting on January 24, 2018 and approved forwarding this item on to the full Board with a recommendation for approval.

BACKGROUND: A Scope Definition for PDZA Picnic Shelter was approved by the Capital Projects Group on 1/6/2017 and amendments on 3/31/17 and 1/19/18, with a total project budget of \$558,902.00 earmarked for the PDZA Picnic Shelter Project. This project involves constructing a modern steel-frame prefabricated structure. This structure will have the following characteristics:

- Approximately 2,000 square feet of usable space, replacing tents of the same size used in that space currently throughout the visitor season, and constructed on a new ADA accessible concrete slab.
- Ceiling mounted lighting in order to accommodate after hours events.
- Electrical outlets located on support poles of structure
- Color scheme to match the new aquarium where possible (metal roof color, etc.)

A competitive bid announcement was run in December of 2017. Five (5) bids were received, four (4) were considered responsive and the lowest responsive bidder was W.S. Contractors, LLC. Staff is recommending award of the contract to W.S. Contractors, LLC.

FISCAL IMPACT: The funds for this project are from the 2014 UTGO Bond Funds, PDZA Misc. Small Capital Improvements.

Point Defiance Zoo & Aquarium Picnic Shelter:

2014 UTGO Bond, PDZA; Misc. Small Caps	\$ 467,750.00
2014 UTGO Bond, PDZA; RS Improvements	\$95,000.00
1% for Art	-\$3,848.00
Total	\$ 558,902.00

Project Budget:

Planning & Design	\$50,000.00
Building Construction (includes tax)	\$422,784.00
Owner Cost	\$ 9,148.40
FF&E (Picnic Tables)	\$20,000.00
Contingency	\$56,969.60
Total	\$ 558,902.00

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning and Development at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

**RESOLUTION NO. PW16-18
PDZA PICNIC SHELTER CONTRACT AWARD W.S. CONTRACTORS, LLC.
BID NO. J2017-28**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to the Point Defiance Zoo and Aquarium Picnic Shelter; and

WHEREAS, funds for the project consist of Metro Parks Tacoma 2014 Bond; Point Defiance Zoo and Aquarium Misc. Small Capital Improvements; and

WHEREAS, the advertisement for formal bids was used to solicit the bids required and five (5) bids were received with four (4) being considered responsive; and

WHEREAS, the low bid was submitted by W.S. Contractors, LLC. in the amount of \$422,784.00 (includes Washington State Sales Tax), has been reviewed by contract compliance, and is considered a responsive bid; and

WHEREAS, the staff has checked the references of W.S. Contractors, LLC. and find them to be responsible; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the contract Base Bid to W.S. Contractors LLC., in the amount of \$422,784.00 (includes Washington State Sales Tax); and be it

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2018.

ATTEST:

President

Secretary

Clerk



**DEPARTMENT OF PARKS AND BUILDING SERVICES
POINT DEFIANCE ZOO & AQUARIUM - PICNIC SHELTER
PROJECT #J2017-28**

BIDS OPENED: January 8, 2018 @ 1:15 PM

BID RESULTS

BIDDER NAME:	Beisley	Berschauer	Construct, Inc	McClure & Sons	W.S. Contractors
Address	PO Box 2355	730 O'Leary Rd. NW,	855 Trosper Rd SW #108-345	15714 Country Club Dr.	PO Box 2300
City, State Zip	Bellevue, WA 98528	Olympia, WA 98502	Tumwater, WA 98512	Milli Creek, WA 98012	Buckley, WA 98321
Contact	William Beisley	Jake Berschauer	Andrew Christeson	Les McClure	Heather Wilson
Telephone	253-514-6057		360-236-8200	425-316-6999	253-630-4500
Fax	844-645-0487		.360-236-0265	425-316-6789	206-374-2934
Email	bids@beisleyinc.com		andrew@constructinc.biz	bids@mcclureandsons.com	rob@wscontract.com

BID COMPLIANCE:

Bidder's Proposal:	X		X	X	X
Certification of Compliance with Wage Payment Statutes	X	X	X	X	X
Non-Collusion Affidavit:	X	X	X	X	X
Bid Bond/Money Order:	X	X	X	X	X
Contractor Listing Form:	NA	NA	NA	NA	NA
MWBE Utilization Form	X	X	X	X	X
Receipt of Addendum #01:	X	X	X	X	X

BID AMOUNTS:

All bid amounts listed below do not include HSSST.

Base Bid Amount:	\$484,000.00	\$434,900.00	\$440,000.00	\$422,981.00	\$384,000.00
Additive Alternate #01:	N/A	N/A	N/A	N/A	N/A
Unit Cost (Per Square Foot):	N/A	N/A	N/A	N/A	N/A

Non-Responsive



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **Swan Creek Master Plan Update and Trail Network Contract Award to Mithun**

DATE: February 7, 2018

EXECUTIVE SUMMARY: This resolution authorizes contract award for Mithun to provide Architectural & Engineering services for the Swan Creek Park Master Plan Update and Trail Network in the amount of \$706,318.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: The Capital Improvement Committee reviewed this resolution at their meeting on January 24, 2018 and approved forwarding this item on to the full Board with a recommendation for approval.

BACKGROUND: Swan Creek Park is located in the east side of Tacoma – one of the City’s most diverse and economically challenged neighborhoods. The park borders the Salishan Housing Development, which is the Tacoma Housing Authority’s Hope 6 redevelopment project. Salishan households tend to have a higher number of children living in them, and many are first generation US residents.

The 250-acre portion of Swan Creek Park that is owned by Metro Parks Tacoma is identified in the Strategic Parks and Program Services Plan as a “Greenspace” within the park system. This area has two major sections – Swan Creek and its associated wooded canyon, and an upland area with a second growth Douglas fir forest and an old housing project site complete with roads and utilities. Both Lister Elementary School and First Creek Middle School abut the park property. The Park will also be a destination for future users of both Eastside Community Center that will be constructed on the Campus of First Creek Middle School, and the Pipeline Trail which will connect the Tacoma Dome/Sounder Station to the Foothills Trail.

This project will update the Park Master Plan, adopted by Metro Parks Tacoma in summer of 2011. The original plan included a vision that blends a desire for recreation with a need to protect the wildlife habitat and natural resources, and identified high-priority projects for implementation. Several of those project have been constructed, including the community garden, the gathering area renovation, and two phases of the mountain bike course.

Given an increase in the number of residents surrounding the park, there is a need to update the current uses proposed for the park, as well as to refine the spatial configuration and how they relate to each other.

Mithun is a Seattle based company and was selected based upon the team's experience with projects featuring environmental and sustainability objectives.

The scope of service for Mithun will include, but not be limited to: providing public process, a master plan update, schematic design, design development, environmental/permitting, construction documents and on-site construction review for these proposed improvements, but not limited to:

- Dog Park
- Parking lot
- Restroom
- Picnic shelter (2)
- Signage- Entry/kiosk, interpretive
- Site Furniture
- Landscaping
- Trail development
- Utilities

FISCAL IMPACT: A scope of services has been negotiated with Mithun in the amount of \$706,318.00. The funds allocated to this project in the amount of \$4,921,777 are: \$720,323 of Land and Water Legacy Fund (RCO/National Parks), \$21,389 of 2005 Bond Funds, \$4,162,565 of 2014 Bond Funds and \$17,500 of Greater Metro Parks Foundation.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning and Development at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW17-18

**SWAN CREEK MASTER PLAN UPDATE AND TRAIL NETWORK
CONTRACT AWARD TO MITHUN**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to renovate the Swan Creek Park; and

WHEREAS, Mithun was selected to provide design, permitting and construction services from a review of five (5) Statements of Qualifications (SOQs) that were obtained from qualified architect / engineer / landscape architect teams in response to Metro Parks public solicitation, with three (3) teams being interviewed; and

WHEREAS, a scope of services was developed with Mithun to provide a Master Plan Update, design plans, permitting, environmental review, construction documents and construction review for Swan Creek Park; and

WHEREAS, funds for the project are provided in the full amount of \$4,921,777: \$720,323 of Land and Water Legacy Fund (RCO/National Parks), \$21,389 of 2005 Bond Funds, \$4,162,565 of 2014 Bond Funds and \$17,500 of Greater Metro Parks Foundation; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the contract for Architectural and Engineering Services to Mithun in the amount of \$706,319.00.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2018.

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **Renaming Marine Park to Honor Judge Jack Tanner**

DATE: February 5, 2018

EXECUTIVE SUMMARY: This resolution recommends the renaming of Marine Park as “*Judge Jack Tanner Park*” in honor of United States District Court Judge Jack Tanner, a Tacoma leader known for his significant contributions to civil rights and environmental protection, and who became the first African American in the Pacific Northwest to serve on the federal bench.

BACKGROUND: Over the past year, Metro Parks Tacoma has embarked on significant planning and construction projects, which have brought forth important policy discussions around sustainability, conservation, social equity, inclusion and diversity.

Specifically, the Park Board of Commissioners adopted the Metropolitan Park District of Tacoma Strategic Master Plan on January 25, 2018, which sets forth strategic goals related to Three Pillars of Sustainability--Social, Environmental and Economic. The Social Pillar of Sustainability calls for Metro Parks Tacoma to “inspire our community and achieve equity in our parks, programs, service delivery, decision-making, and community engagement.” This strategic direction has led to Board consideration of ways to better incorporate social equity considerations in the application of MPT policies and procedures.

Recently, three new facilities under construction have gone through naming processes, according to procedures set forth in MPT Park Board Policy No 000.004—*Naming Parks, Recreation Areas, Facilities and Grounds*. Through these discussions, it became apparent that many local leaders who are also persons of color have not been well represented in naming processes to date.

Accordingly, the Park Board of Commissioners requested that staff bring forth a resolution to honor a specific local leader of color—Judge Jack Tanner—through the renaming of Marine Park. Judge Tanner’s contributions to the City of Tacoma, civil rights and environmental protection meet the criteria in MPT Park Board Policy No 000.004.

RECOMMENDATION: re-designate Marine Park as “*Judge Jack Tanner Park*”

FISCAL IMPACT: The only anticipated financial impact to this action is the cost for new signage and District marketing and collateral that identifies the location of the park.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning & Development, at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R18-18

**RENAMING MARINE PARK
“JUDGE JACK TANNER PARK”**

WHEREAS, the Park Board of Commissioners adopted the Metropolitan Park District of Tacoma Strategic Master Plan on January 25, 2018, which sets forth strategic goals related to Three Pillars of Sustainability (Social, Environmental and Economic); and

WHEREAS, the Social Pillar of Sustainability calls for Metro Parks Tacoma to “inspire our community and achieve equity in our parks, programs, service delivery, decision-making, and community engagement”; and

WHEREAS, the Park Board of Commissioners desire to expand MPT’s commitment to social equity in the application of policies and procedures; and

WHEREAS, a primary goal of Board Policy No. 000.004 Naming Parks, Recreation Areas, Facilities and Grounds is to recognize and affirm citizens, employees and organizations that have contributed significantly to Metro Parks Tacoma or the community, through notable volunteer and in-kind efforts, outstanding service or financial contributions by naming parks, recreation areas, facilities or features in their honor; and

WHEREAS, persons of color have provided significant contributions to the City of Tacoma throughout its history; and

WHEREAS, Judge Jack Tanner, a Tacoma native, became the first African American federal judge in the Pacific Northwest and has been credited with significant advancements in civil rights, comparable worth, and environmental protection; now therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that Marine Park shall be hereby named “Judge Jack Tanner Park.”

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2018.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: Naming the Peninsula and Trail at Point Defiance

DATE: January 2, 2018

EXECUTIVE SUMMARY: This resolution provides recommendations for the naming of two features that are part of the Waterfront Phase I project at Point Defiance Park: a new 11-acre waterfront development and pedestrian trail. After an extensive branding process, which incorporated analysis by a cross-departmental team of MPT employees and extensive public solicitation for names, staff is recommending that the 11 acre waterfront site shall be named: ***Dune Peninsula at Point Defiance Park***. A further recommendation is for the loop trail on the peninsula to be designated: ***Frank Herbert Trail***.

BACKGROUND: The Waterfront Phase I project features the environmental remediation and creation of a new 11-acre waterfront park on what was previously known as the “slag” peninsula—a man-made breakwater composed of by-products from the ASARCO copper smelter. The new waterfront recreation area will provide a unique experience on a site that has been transformed into a place for people to experience sweeping views and meandering trails on a scale much different than other parks in the MPT system. As the site is considered part of Point Defiance Park, its name will refer to the land as a peninsula, and not a separate park.

MPT Park Board Policy No 000.004—*Naming Parks, Recreation Areas, Facilities and Grounds* provides guidance and criteria for the naming of new parks and facilities. MPT uses this policy as the basis for naming decisions, and has the ability to augment the process to expand public input and consider branding implications for selected locations.

In addition to the criteria set forth in the policy, staff recommended that additional criteria be considered to address branding considerations, the site’s scale, and program-friendly amenities such as the event lawn, uniqueness and visibility. The criteria were published as part of a public survey in the summer of 2017, which resulted in over 500 names being submitted for the peninsula. Using the criteria, the cross departmental team narrowed down the list of names for the Executive Director’s consideration, noting the following key elements which proved to be deciding factors:

- The name should evoke the unique geography/landforms of this unusual landscape;
- “People” names should have a direct connection to Point Defiance Park. (Many submittals would honor individuals with significant contributions to Tacoma as a whole, but not specific to Point Defiance.)
- The name should be broad (and simple) enough to encompass specific features with the peninsula, which might have their own sponsored names.

The variety and creativity of the names proposed were impressive. Ultimately, the names most compelling to the team were those related to the work of Frank Herbert—author of the award-winning series of books (*Dune*.)

RECOMMENDATION #1: *Dune Peninsula at Point Defiance Park*

Over 300 entries related to the book or the author were submitted for consideration. The recommendation provides a simple, evocative identifier that highlights the uniqueness of the peninsula remediation and new park features. On a literary level, it honors the name of the book series by Frank Herbert, a famous Tacoma author, which was inspired by the environmental history of Tacoma’s Asarco copper smelter site, directly adjacent to the peninsula. Further, from a branding perspective, the name’s simplicity offers many advantages in the future marketing of programs and activities at the site.

RECOMMENDATION #2: “*Frank Herbert Trail*”

In making this recommendation, staff considered that the author himself warranted recognition. Several nameable elements were also identified; of these, the trail—which meanders around the site with secondary side trails that climb to the top of the sail mounds for sweeping water views—offers that opportunity to further showcase the contribution that Frank Herbert has made to Tacoma. Future efforts could also include commissioning of artworks along the trail using the District’s 1% for the Arts program.

FISCAL IMPACT: The name of the peninsula will be an important element for the overall brand, which will in turn contribute to a sustainable revenue source to support ongoing programming, rentals and maintenance and operations at Point Defiance Park.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning & Development, at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R9-18

**NAMING THE PENINSULA AND TRAIL AT POINT DEFIANCE:
“DUNE PENINSULA AT POINT DEFIANCE PARK”
AND
“FRANK HERBERT TRAIL”**

WHEREAS, the Waterfront Phase I project at Point Defiance Park features the environmental remediation and creation of a new 11-acre waterfront site on what was previously known as the “slag” peninsula—a man-made breakwater composed of by-products from the ASARCO copper smelter; and

WHEREAS, the new waterfront site will provide a unique experience on a site that has been transformed into a place for people to experience sweeping views and meandering trails; and

WHEREAS, per Board Policy No. 000.004 Naming Parks, Recreation Areas, Facilities and Grounds, the Board retains the authority to approve the naming or renaming of a park or facility; and now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the new 11-acre waterfront site be hereby named Dune Peninsula at Point Defiance Park; and further, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the loop trail within the site be hereby named Frank Herbert Trail.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2018.

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Sylvia*

FROM: Paul Weed, Chief Administrative Officer

SUBJECT: Adoption of Policies

DATE: February 12, 2018

EXECUTIVE SUMMARY: A comprehensive process of reviewing the District’s Human Resources policies has resulted in a recommendation to update nine policies to provide clarity in direction and repeal one policy.

BACKGROUND: As part of the District’s efforts to attract, retain, develop and engage high-performing employees, the OD/HR department is recommending some minor and a few substantive changes to the attached Human Resources policies. These policies were reviewed by the Human Resource Staff, by MPT’s Executive Cabinet, legal counsel and our labor partners. Rationale for changes were described during New Business at the January 8th Board Meeting and January 29 Committee of the Whole meeting.

The policies being recommended for amendment and adoption include:

- **515.003 MS Classification**
 - Policy name change.
 - Adds language that changes “MS-1 and MS-2” classification to “exempt”.
 - Deletes additional administrative leave for employees hired prior to May 1, 1998.
- **515.002 Pay Increases**
 - Adds language to include financial resources as one of the factors in offering pay increases.
 - Adds discretionary pay adjustments outside of the merit system when considering such factors as internal/external alignment, retention, performance, experience, and special skills.
- **515.001 Job Classification and Compensation**
 - Clarifies the policy and total compensation philosophy with the goal of compensating employees at or near the market average.
 - Aligns “Organizational Impact Factors” with the language of the Total Compensation Program.

- Uses “Organizational Impact Factors” to help determine job classification.
- Adds language to include interim compensation levels.
- **511.007 Promotions**
 - Defines a promotion. Adds requirement for approval by the Executive Director prior to recruitment or placement in the new position. Requiring a National Background check for all new hires to be thorough and consistent.
 - Adds employee serving in an interim role as an additional criteria for a non-competitive appointment.
 - Allows up to 10% increase to current base salary or minimum of new position for interim assignments. Imposes a 120-day limit on interim appointments before recruitment or permanent appointment decision must be made.
 - Limits promotional increases to 10% or the minimum of the new job range, whichever is greater.
- **514.002 Vacation Use and Accrual**
 - Provides vacation accrual hard cap of two years for all employees.
 - Changes “MS-1” and “MS-2” classification terms to “Exempt” classification employees.
 - Aligns service-year accrual rate for all exempt staff. In an equitable exchange for slow accrual rate, Director’s vacation leave amount is adjusted by one additional day for each service year category.
 - Allows Executive Director to advance vacation (to align with recruitment policy).
- **514.003 Compensatory Time Use and Accrual**
 - Adjusts career non-exempt maximum accrual from 100 to 80 hour to align with current collective bargaining agreement.
 - Deletes mention of administrative leave for exempt employees. This benefit is addressed in the EXEMPT Policy.
- **512.001 Recruitment**
 - Eliminates requirement of at least three candidates for an internal only opening.
 - Eliminates two criteria that can be used for the Executive Director to authorize a non-competitive appointment for a position.
 - Adds wording to allow Executive Director to offer additional benefits, such as banked hours, at time of job offer.
- **513.004 Part-Time Benefits Eligible**
 - Changes how Paid Time Off is accrued and increase hours from 80 to 96.
 - Allow Paid Time Off hours to roll over but sets limit.
 - Provides a payout of Paid Time Off upon separation.
- **511.002 Responsibilities to Administer HR Policies**
 - Updates designated individual of Human Resources and Organizational Development to administer, interpret and enforce HR policies.
 - Adds additional language assuring HR policies don’t conflict or replace provisions in the Collective Bargaining Agreement.

This policy is being recommended for repeal:

- **517.002 Position Review**
 - Eliminates policy to align with current compensation/classification structure and practice.

FISCAL IMPACT: There are no direct financial impacts to the policy amendments. Accrued Paid Time Off can either be paid out (resulting in a financial impact) or employees may continue to use their leave prior to departure. Policy changes impact how existing resources are allocated.

ADDITIONAL INFORMATION: For additional information, please contact Paul Weed, Chief Administrative Officer at 253-404-3949.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR19-18

ADOPTION OF REVISED AND REPEALED

DISTRICT HUMAN RESOURCES POLICIES

WHEREAS, the Board of Park Commissioners recognizes the importance of maintaining a current comprehensive policy package that is relevant for decision-making; and

WHEREAS, the policies being brought forward have been thoroughly reviewed in order to provide clear direction for application; and

WHEREAS, the adjustments to policies will not compromise the quality of service provided to the community, now, therefore be it,

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma repeal policy 517.002 Position Review and amend policy 515.003 MS Classification ; policy 515.002 Pay Increases; policy 515.001 Job Classification and Compensation; policy 511.007 Promotions; policy 514.002 Vacation Use and Accrual; policy 514.003 Compensatory Time and Accrual; policy 512.001 Recruitment; policy 513.004 Part-Time Benefits Eligible; policy 511.002 Responsibilities to Administer HR Policies.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2018.

ATTEST:

President

Secretary

Clerk

COMPENSATORY TIME USE AND ACCRUAL

Policy No.: 514.003	Resolution No.: RR6-10	Date Approved: 2/22/10	Supersedes the following Resolutions & Policies: R23-94; R100-98
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy regarding use and accrual of compensatory time (comp time) for non-exempt career employees.

Policy Requirements:

- Section I. Metro Parks Tacoma recognizes that employees may be called upon to work in excess of their normal working hours in providing service to the public, responding to emergencies, or in performing work necessary to the maintenance and operations of Metro Parks Tacoma that cannot be performed during their normal working hours. As permitted under the Fair Labor Standards Act ("FLSA"), and at the employee's option, comp time may be granted to employees in lieu of monetary overtime compensation.
- Section II. For employees covered the overtime provisions of the FLSA (non-exempt), comp time will accrue at a rate of one and one-half (1.50) hours for each hour worked in excess of forty hours worked per week.
- Section III. Employees classified as exempt are not eligible to accrue compensatory time.
- Section IV. Comp time shall accrue and be utilized in one-quarter hour segments for eligible employees.
- Section V. To be eligible for accrual of compensatory time, all work hours in excess of the employee's normal work schedule must be approved by the employee's supervisor prior to performance of the additional work or accrual of comp time.
- Section VI. Comp time may not be used until accrued. Requests for use of comp time must be made in advance and approved by the employee's supervisor.
- Section VII. When possible, comp time should be used in the current pay period or subsequent pay period in which it is earned.
- Section VIII. Metro Parks Tacoma may restrict use of comp time whenever granting a request that would cause an undue burden on Metro Parks Tacoma.
- Section IX. Comp time accrual will not exceed 80 hours. Any time accrued after 80 hours will be paid out in the next pay period as overtime pay.

- Section X. Metro Parks Tacoma may elect, at its sole option, to pay employees at the appropriate overtime rate in lieu of granting comp time to avoid the accrual of comp time by employees.
- Section XI. Upon separation from Metro Parks Tacoma, the employee will be paid at their current hourly rate of pay for all hours of accrued comp time.
- Section XII. Only career employees are eligible to earn comp time.
- Section XIII. Nothing in this policy shall supplant, replace, or supersede conflicting provisions in collective bargaining agreements.

RECRUITMENT

Policy No.:	Resolution No.:	Date Approved:	Supersedes the following Resolutions & Policies:
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy on filling a position vacancy and applicant review and selection.

Policy Requirements:

Section I. Requests to fill new or vacant career or part-time benefits eligible positions within Metro Parks Tacoma shall be done on forms developed by Human Resources and shall require the written approval of the Executive Director prior to any recruitment. The Department Director shall determine whether a position will be opened internally/externally or internally only.

Section II. The Department Director of the hiring department is authorized to extend offers of employment to seasonal, part-time and part-time benefits eligible employees following an open recruitment process. All open positions must be posted through the Metro Parks Tacoma employment website. The department may give preference to former employees provided they left employment with Metro Parks Tacoma in good standing.

Section III. The Executive Director may authorize a non-competitive appointment for a position, provided two or more of the criteria listed have been met:

- A. The employee possesses all of the necessary qualifications expected of the job.
- B. It would create a hardship on Metro Parks Tacoma to undertake a competitive recruitment due to the need for immediate filling of the position.
- C. A reclassification of a part-time benefits eligible employee to career status that is in the same or similar position at the same rate of pay.
- D. Other factors deemed in the best interests of Metro Parks Tacoma.

Section IV. Falsification by an applicant of any material contained on his/her application, including any resume or supporting materials attached or included with the application, shall be grounds for termination of employment at any time the falsification is discovered by Metro Parks Tacoma. The applicant's electronic signature on the application certifies that all information supplied on the application, including resume and supporting materials, is true and correct.

Section V. Metro Parks Tacoma has no obligation to consider any non-solicited applications and/or resumes, nor does it have a duty or obligation to inform any such applicant of current or future vacancies.

Section VI. In connection with any competitive examination, Metro Parks Tacoma will grant a percentage increase to applicants who are covered veterans as required by RCW 41.04.010. Additionally, in accordance with RCW 73.16.010, Metro Parks Tacoma will

afford a hiring preference to honorably discharged veterans, their widows/widowers, or the spouse or registered domestic partner of an honorably discharged veteran who has a service connected permanent and total disability. The preference shall function as a tie breaker where applicants are equal as to all other relevant hiring considerations.

Section VII The Executive Director has the authority to offer additional benefits, such as banked leave hours, upon offer of employment. Such benefits shall be included in the offer of employment.

ADMINISTRATIVE PROCEDURES: (Adopted by the Executive Director.)

- A. Human Resources, in coordination with the vacant position's supervisor shall determine the recruitment schedule and advertising area for each career vacancy taking into consideration skill level, labor market availability, and other pertinent factors and shall prepare and post the appropriate job announcements and advertisements. Human Resources, following discussion with the hiring supervisor, may extend the application deadline and may re-advertise for the position.
- B. The Executive Director may approve the use of executive placement or "head-hunter" firms in the filling of specific vacancies.
- C. Applicants for any position in Metro Parks Tacoma must complete an official online application prior to being eligible for consideration for any career, project, or temporary position. Resumes may supplement an official application but may not substitute for an application.
- D. Human Resources may establish eligible rosters of applicants for the filling of positions within Metro Parks Tacoma. The creation of an eligible roster does not preclude the ability of Metro Parks Tacoma to conduct specific or additional recruitment for positions for which an eligible roster may exist.
- E. Applications showing an applicant does not possess minimum qualifications, or is otherwise unable or unfit for the position, may be disqualified by Human Resources. Among the grounds for disqualification are:
 - 1. An applicant does not possess minimum qualifications for the position.
 - 2. An applicant is unable to perform an essential function of the job and no reasonable accommodation can be made.
 - 3. An applicant has falsified statements, failed to disclose pertinent information, or has used deception on the application or on any supportive materials to that application.
 - 4. An applicant has had prior separation from Metro Parks Tacoma service for cause or is not in good standing.
 - 5. Other reasons considered essential by Metro Parks Tacoma in making evaluations of candidates for their fitness for employment with Metro Parks Tacoma.
- E. Human Resources shall establish evaluative procedures to assist in the selection process. Metro Parks Tacoma may contract with any other agency or individual to prepare and administer examinations. Examinations are intended to test the ability of the candidates to perform the essential functions of the position. Among the techniques or procedures that may be utilized are the following:
 - A. Supplementary questionnaire.
 - B. Achievement examinations.
 - C. Aptitude examinations.

- D. Performance examinations.
 - E. Work sample examinations.
 - F. Oral interview.
 - G. Reference checking with previous and current employers.
 - H. Personal reference checks.
 - I. Polygraph examinations to the extent permitted by law.
 - J. Other examination procedures as deemed necessary by Metro Parks Tacoma.
- F. When appointment of the selected candidate has been approved as noted above, the official written offer of employment to the candidate, specifying a starting date, salary, and other conditions, if required, shall be prepared by Human Resources. Any starting salary higher than the mid-point of the position salary range (or higher than step 3 if represented) must be approved in writing by the Executive Director prior to extending the offer. If the candidate fails to respond to the offer of employment, or fails to appear on the designated starting date, then the candidate is presumed to have declined the appointment.

PAY INCREASES

Policy No.: 515.002	Resolution No.: RR6-10	Date Approved: 2/22/10	Supersedes the following Resolutions & Policies: R23-94, R178-96, R100-98, R28-00; RR21-04
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy for granting pay increases for career employees within Metro Parks Tacoma.

Policy Requirements:

- Section I. The Executive Director shall establish the necessary administrative procedures for carrying out the intent of the Board's policy direction for employee compensation. The Executive Director shall comply with applicable local, state or federal laws and regulations in establishing the administrative procedures required.
- Section II. Career non-represented employees of Metro Parks Tacoma may be eligible on an annual basis for a pay increase. The decision whether to grant a pay increase will be dependent on the following: (a) whether the employee has met the job requirements and goals established through their work plans as determined by the employee's supervisor, (b) and have not reached the top of their specific salary range, and (c) whether Metro Parks Tacoma has the financial resources to afford pay increases. Seniority and length of service are generally not considered in deciding whether an employee shall receive a pay increase. Represented employees shall be eligible with acceptable performance for one step increase after one year following the date of hire, then one step increase every two years thereafter until the top step is reached.
- Section III. If an employee is denied a pay increase due to his/her failure to meet job requirements and goals established by the work plan, the employee's supervisor may be tasked with establishing and monitoring a development plan for the next annual period in an effort to improve the employee's performance sufficient to merit a future pay increase,
- Section IV. Employees who reach the top of the salary range for their position shall not be entitled to pay increases unless and until the top of the salary range increases. Should employees be at the top of the salary range for their position, the Executive Director or their designee may authorize a lump sum payment.
- Section V. Employees may be eligible for pay increases under the provisions of the Promotion Policy. The Executive Director may also grant wage adjustments deemed essential to the best interest of Metro Parks when considering such factors as internal/external alignment, retention, performance & experience and special skills.
- Section VI. Nothing in this policy shall supplant, replace, or supersede conflicting provisions in collective bargaining agreements.

RESPONSIBILITIES TO ADMINISTER HR POLICIES

Policy No.: 511.002	Resolution No.:	Date Approved:	Supersedes the following Resolutions & Policies:	R23-94
Date procedures adopted by the Executive Director:		Procedure revision date:		Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy regarding responsibility to administer Metro Parks Tacoma human resource policies and procedures.

Policy Requirements:

Section I. As designated by the Executive Director, the individual with responsibilities over the human resources and organizational development functions will be charged with the responsibility to administer, interpret, and enforce the human resource policies of Metro Parks Tacoma.

Section II. Nothing in human resources policies shall supplant, replace, or supersede conflicting provisions in collective bargaining agreements. Also, Metro Park's human resources policies shall be interpreted to comply with federal, state, and local laws.

Section III. The Executive Director is authorized to approve the necessary administrative procedures to carry out the intent of all policies of Metro Parks Tacoma related to human resources.

Section IV. Individual departments or divisions may establish separate work rules for their own operations when necessary to address operations issues unique to their department or division. The rules must be consistent with the intent and not conflict with the language of any policy or administrative procedure. If conflicts arise between provisions of the policies and administrative procedures of Metro Parks Tacoma and a particular departmental/divisional work rule, the Executive Director shall have sole authority to determine whether a conflict exists and what modifications, if any, to the work rule are necessary to remove the conflict.

PROMOTIONS

Policy No.: 511.007	Resolution No.: RR6-10	Date Approved: 2/22/10	Supersedes the following Resolutions & Policies: R23-94
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy regarding promotion of a current employee based on his/her education, skills, ability, previous work record and other applicable factors to fill a position.

Policy Requirements:

- Section I. Promotion: A promotion is defined as upward movement to a newly created or open position in a higher job group classification or job range that has been approved by the Executive Director for recruitment, career appointment, or interim appointment.
- Section II. Requests to fill a promotional position within Metro Parks Tacoma shall be done on forms developed by Human Resources and shall require the written approval of the Executive Director prior to any recruitment/placement.
- Section III. Promotions made on a competitive basis shall be designed to:
- A. Offer qualified employees the opportunity for advancement.
 - B. Provide an opportunity for an employee to demonstrate skills, abilities, training and other factors to Metro Parks Tacoma.
 - C. Assure maximum utilization of qualified employees for the best interests of Metro Parks Tacoma.
 - D. Foster a culture of internal development and investment in employees as an intentional succession planning strategy.
- Section IV. The Executive Director may authorize a non-competitive appointment to a promotional position when it is in the best interests of Metro Parks Tacoma provided two or more of the criteria listed below have been met:
- A. The employee meets all of the minimum qualifications for the job.
 - B. It would create a hardship on Metro Parks Tacoma to undertake a competitive recruitment process due to the need for immediate filling of the position.
 - C. The employee has served successfully in an interim role.
 - D. Other factors regarding the promotion are deemed in the best interests of Metro Parks Tacoma.
- Section V. Promotions may be on a temporary or an interim basis. Appointment to a temporary or interim promotion shall not give the affected employee any vested right to the position during a competitive recruitment to fill the position or should the Executive Director elect to fill the vacancy on a non-competitive basis.
- Section VI. Temporary or interim appointments which are reasonably expected to be greater than one month in duration may be eligible for a temporary adjustment in salary. The

adjustment shall not exceed 10% of the employee's current base salary or the minimum salary range of the new position, whichever is greater. Temporary increases are not adjusted by cost of living or merit increases. Temporary or interim promotions may end at any time, with or without notice, but shall not exceed 120 days unless a recruitment is underway.

- Section VII. Employees promoted to a new position will move to the appropriate job group classification and pay range. Promoted employees are eligible for an adjustment in salary up to 10% of the employee's current base salary, or will be moved to the minimum of the new job range, whichever is greater.
- Section VIII. The promoted employee shall serve a six (6) month promotional probationary period during which time their performance in the promoted position will be evaluated. Evaluation of the promoted employee shall be in a similar manner to a newly hired employee.
- Section IX. Should an employee fail to successfully pass the promotional probationary period, Metro Parks Tacoma may elect to:
- A. Return the employee to their former or similar position at their former rate of pay.
 - B. Transfer the employee to another vacant position for which the employee is qualified.
 - C. Lay off the employee if Metro Parks Tacoma cannot identify a position to which they can transfer the employee and assure continued productive operations. Metro Parks Tacoma is not required to create a position for the employee who fails a promotional probationary period.
- Section X. Nothing in this policy shall supplant, replace, supersede conflicting provisions in collective bargaining agreements.

PART TIME BENEFITS ELIGIBLE CLASSIFICATION

Policy No.:	Resolution No.:	Date Approved:	Supersedes the following Resolutions & Policies:
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy regarding a Part-time Benefits Eligible classification.

Policy Requirements:

- Section I. Positions included in the classification of Part-time Benefits Eligible must be non-represented positions identified and approved in the MPT budget or by the Executive Director.
- Section II Employees will be placed in this classification with a Personnel Action Request (PAR) approved by the Department Director and submitted to Human Resources. Effective date may not be retroactive.
- Section III Employees in this classification must work an average of at least 25 hours per week and average no more than 35 hours per week.
- Section IV. Employees within the Part-time Benefits Eligible Classification will be offered the following benefits:
 - A. A contribution towards a health plan. Specific plans and contributions amounts will be determined on an annual basis by Metro Parks Tacoma. The employee must complete any required enrollment form at time of hire or before the enrollment year begins in order to participate. Enrollment will be effective the first of the month following the date of employment or change in classification.
 - B. Enrollment in the Metro Parks Tacoma's Employee Assistance Program.
- Section V Employees within the Part-time Benefits Eligible Classification will accrue 4 hours of Paid Time Off (PTO) hours every pay period.
 - A. PTO hours can be utilized for sick leave, vacation or holiday leave with supervisor approval.
 - B. Maximum accrual of PTO shall be equal to the amount of PTO leave that an employee may accrue based on their accrual rate for a two (2) year period. An employee who has reached the maximum accrual amount will not accrue additional vacation until his or her balance has been reduced below the maximum amount.
 - C. At separation of employment from Metro Parks Tacoma, all PTO hours will be paid out at his/her regular hourly rate of pay in effect at time of retirement or separation.

- D. Part-time Benefit Eligible employees are only eligible for PTO and are not eligible for leave included in the Vacation Use and Accrual Policy, Holiday Use and Accrual Policy or Compensatory Time Use and Accrual Policy.
- Section VI: Part-time Benefits Eligible employees are not eligible for any Cost of Living Adjustments (COLA) or for pay increases as stipulated in the Pay Increase Policy, the Job Classification and Compensation Policy, and Promotion Policy. Pay increases may be awarded as determined by the department director.
- Section VII: Part-time Benefits Eligible employees are not eligible for bereavement or jury duty pay as provided in the Special Leave Policy, or supplemental pay as included in the Supplemental Workers Compensation Policy. Part-time Benefits Eligible employees are eligible for donating and receiving shared PTO with other employees within this classification for qualified sick leave circumstances as outlined in the procedures.
- Section VIII: Part-time Benefit Eligible employees are not afforded any additional benefits not specified in this policy.
- Section IX: Metro Parks Tacoma retains the right to modify benefits offered to this classification at any time.

ADMINISTRATIVE PROCEDURES: (Adopted by the Executive Director.)

A. REQUEST TO FILL

1. Department Directors must initiate the request to fill a position within this classification by completing a "Request for Approval to Fill as a Part-time Benefit Eligible Position" form and submitting to the Human Resources department.
2. Positions can be requested to be filled by any of the following methods:
 - a. An appointment, with accompanying PAR
 - b. An internal recruitment, open to current MPT employees only
 - c. An open recruitment
3. Once approval signatures are received on this required form, a HR representative will contact the hiring supervisor and/or department director to initiate the recruitment process or submit the PAR to payroll.

B. SHARED PTO

1. Employees in this classification are eligible to donate and receive donated PTO for the purpose of permitting employees, at no additional cost to Metro Parks Tacoma other than the costs of administering the program, to come to the aid of a fellow employee who is suffering from, or has a child, spouse, domestic partner, parent, parent-in-law or grandparent suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or to terminate his or her employment.
2. The employee must establish that the following circumstances exist:
 - 1) The employee suffers from, or has a child, spouse, domestic partner, parent, parent-in-law or grandparent suffering from, an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to take leave without pay or to terminate his or her employment with Metro Parks Tacoma; this excludes routine, planned or elective surgeries or family leave not considered extraordinary or of severe nature, such as family leave proceeding a normal birth of a child.

- 2) The employee's absence and the use of shared leave are justified and meet the conditions under the Family Medical Leave Act (FMLA), which may require providing appropriate medical documentation.
 - 3) The employee has depleted or will shortly deplete that employee's accrued PTO leave.
 - 4) The employee has diligently pursued, and been found to be ineligible for, state industrial insurance benefits, disability insurance benefits, and any other benefits which might be available.
 - 5) The employee has abided by Metro Parks Tacoma's leave and attendance policies, prior to requesting shared leave.
3. Employees are eligible for shared PTO provided that they have been employed by Metro Parks Tacoma on a continuous basis for the last 12 months.
 4. Employees must complete the required request forms from the Human Resources Department and obtain approval signatures from their direct supervisor, Department Director, Human Resources Director and Executive Director before any shared sick leave can be granted. The use of donated PTO leave can only be used after all the employee's PTO is exhausted and runs concurrent with, not in addition to, any FMLA approved leave. The donated leave can only be accessed as needed and will not be directly transferred to employee's PTO bank.
 5. No employee shall receive more than 480 hours of shared PTO during their entire employment with Metro Parks Tacoma.
 6. Only employees in the same classification of Part-time Benefits Eligible may request the transfer of a specified amount of accrued PTO to an employee who has been authorized to receive shared leave, subject to the following conditions:
 - A. The recipient must have completed the required PTO donation request from the Human Resources department and received approval signatures from their direct supervisor, Department Director, Human Resources Director and Executive Director.
 - B. Transfers shall be in increments of 8 hours of PTO and shall not exceed 40 hours per donation.
 - C. The donating employee must remain on active status.
 - D. Shared PTO will be deleted from the leave bank of the employee donating the leave only as it is needed; it will not be transferred directly to the bank of the employee requesting the PTO leave.
 - E. All donations of shared leave shall be entirely voluntary.
 - F. Resigning or retiring employees who have donated shared leave shall not be eligible to receive payment for such donated leave.
 7. While an employee is using shared leave, he or she shall continue to be classified as an employee and shall receive the same treatment in respect to FMLA, salary and employee benefits as he or she would normally receive if using accrued leave. All salary payments made to an employee while using shared leave shall be made by the department to which that employee is assigned. The salary rate, total salary, and earned benefits of an employee using shared leave shall not change as a result of the employee being on shared leave, but shall continue as if the employee were using his/her own accrued sick leave or vacation leave.

JOB CLASSIFICATION AND COMPENSATION

Policy No.: 515.001	Resolution No.: RR6-10	Date Approved: 2/22/10	Supersedes the following Resolutions & Policies:	R23-94; R178-96; R100-98; R28-00; RR21-04
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:	

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a non-represented employee job classification system based on a total compensation philosophy that considers both cash and benefits in the equation of compensation value.

Policy

Requirements:

- Section I. The Executive Director has the authority to create, adjust, add or eliminate classifications in accordance with the needs and resources of Metro Parks Tacoma. Such adjustments may be based on an examination of work programs, plans or designs; administrative re-organization; technological advancements and other factors.
- Section II. A classification system shall be created to rank positions based on their comparable external market value and internal equity value within Metro Parks Tacoma. This classification system will take into account organizational impact factors that differentiate employees by job group and job pay range.
- Section III. The classification system shall group positions together in a classification or salary range utilizing such organizational impact factors as:
- A. Knowledge and skills utilized,
 - B. Financial development or oversight,
 - C. Supervision of others,
 - D. Organizational risk and scope of work,
 - E. Management oversight and decision-making authority,
 - F. Breadth of services provided to the district or its customers,
 - G. Judgement and extent of independent discretion, and
 - H. Other factors deemed essential to the best interests of Metro Parks Tacoma
- Section IV. The Executive Director, following consultation with HR staff, shall review and adjust the classification plan as necessary..
- Section V. No employee shall be paid below the minimum rate of pay established for the salary range of his/her current or interim position.
- Section VI. Changes in the method of compensation of employees such as education pay, shift, hazardous duty or other special pay differentials will be allowed, as necessary, to recruit or retain qualified employees and when it is in the best interests of Metro Parks Tacoma.
- Section VII. Nothing in this policy shall supplant, replace, or supersede conflicting provisions in collective bargaining agreements.

EXEMPT CLASSIFICATION

Policy No.: 515.003	Resolution No.: RR81-15	Date Approved: 12/14/15	Supersedes the following Resolutions & Policies: R23-94;RR6-10
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy for career positions classified as salaried and exempt from overtime.

Policy Requirements:

- Section I. Exempt positions are positions that meet the salary and duty test of the Fair Labor Standards Act (FLSA). These positions are salaried and exempt from the state and federal overtime laws.
- Section II. To recognize the extra hours that exempt employees often work in order to fulfill their responsibilities, exempt employees are granted 40 hours of administrative leave each year on January 1st to be taken and utilized by the employee with the permission of their supervisor. The administrative leave earned in one calendar year shall not carry over to the next; administrative leave not used in the year it is accrued shall be lost. Accrued but unused administrative leave may not be cashed out at the end of employment regardless of circumstances of termination of employment.
- Section III. Exempt employees are paid on a salary basis and are not eligible for overtime pay or for the accrual of compensatory time off.
- Section IV. Exempt employees are expected to work a minimum of 40 hours per week. Exempt employees may be required to work beyond the normal work day or on weekends and holidays. Exempt employees are not legally entitled to additional compensation or additional time off for working additional hours or days in the work week.
- Section V. Exempt employees who have absences of less than one (1) day shall be listed as regular pay when the absence has been approved in advance by the employee's supervisor. It is also understood by Metro Parks Tacoma and the employees in these classifications that on limited occasions and when utilized with discretion, employees in these classifications may be absent for a portion of a working day provided they have sought and received approval of their supervisor.

VACATION USE AND ACCRUAL

Policy No.: 514.002	Resolution No.: RR6-10	Date Approved:	Supersedes the following Resolutions & Policies: R23-94; R100-98
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy regarding the accrual and use of vacation leave for career full-time employees.

Policy Requirements:

Section I. Vacation leave is defined as paid time off for the use of an employee for vacation or personal reasons.

Section II. Vacation leave for career full-time employees classified as non-exempt shall accrue as follows:

Less than 4 years of service	=	12 days per year
4 - 7 years of service	=	15 days per year
8 - 10 years of service	=	18 days per year
11 - 13 years of service	=	19 days per year
14 - 16 years of service	=	20 days per year
17 years of service	=	21 days per year
18 years of service	=	22 days per year
19 years of service	=	23 days per year
20 years of service	=	24 days per year
22 years of service	=	26 days per year
23 years of service	=	27 days per year
24 years of service	=	28 days per year
25 years of service	=	29 days per year
26 or more years	=	30 days per year

Section III. Maximum accrual of vacation leave for employees except Directors shall not exceed twice the number of days an employee accrues per year based on his/her current years of service. An employee who has reached the maximum accrual amount will not accrue additional vacation hours until his/her balance has been reduced below the maximum amount through use.

Section IV. Metro Parks Tacoma recognizes that in the filling of senior management positions it is often necessary to recruit highly experienced employees from outside of Metro Parks Tacoma. Therefore, for employees classified as exempt, the vacation accrual rate shall be as follows:

For all exempt employees except Directors:

Less than 5 years of service	=	20 days per year
5 - 8 years of service	=	22 days per year
9 - 13 years of service	=	25 days per year
14 or more years	=	28 days per year

For employees classified as Directors:

Less than 5 years of service	=	21 days per year
5 - 8 years of service	=	23 days per year
9 - 13 years of service	=	26 days per year
14 or more years	=	29 days per year

- Section V. Maximum accrual of vacation leave for employees classified as Directors shall not exceed three times the number of days an employee accrues per year based on his/her current years of service. An employee who has reached the maximum accrual amount will not accrue additional vacation hours until his or her balance has been reduced below the maximum amount through use.
- Section VI. Vacation hours shall be credited to an employee's leave balance each pay period in accordance with this/her current vacation accrual rate. The vacation accrual rate is calculated by dividing the number of vacation days per year by the number of pay periods in the year based on Metro Parks Tacoma's current payroll procedures.
- Section VII. Vacation leave may not be advanced to an employee without Executive Director approval.
- Section VIII. Requests for vacation shall be submitted to the employee's supervisor at least thirty (30) calendar days prior to time requested for vacation leave. The supervisor shall respond in writing to the employee within seven (7) calendar days of each vacation leave request noting its approval or denial. At the Department Director's sole discretion, the thirty (30) day notification period may be reduced.
- Section IX. Once an employee's vacation has been granted, the Metro Parks Tacoma may not rescind its approval unless a compelling situation would arise requiring the services of the employee.
- Section X. At separation from employment with Metro Parks Tacoma, all accrued but unused vacation leave shall be paid out as follows:
- A. In the event of the employee's death, vacation leave shall be paid at his/her regular hourly rate of pay, in effect at the time of death, to his/her designated beneficiary as listed on the employee's retirement account with the Public Employment Retirement System.
 - B. Upon retirement, resignation, termination or other separation, the employee's vacation accrual balance shall be paid at his/her regular hourly rate of pay in effect at time of retirement or separation.
- Section XI. Nothing in this policy shall supplant, replace, supersede conflicting provisions in collective bargaining agreements.