

METROPOLITAN PARK DISTRICT
OF TACOMA



AGENDA

FEBRUARY 26, 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 JOHNSON CONTROLS PROJECT UPDATE

6:00 P.M. CALL TO ORDER

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

CITIZEN COMMENTS

MINUTES

(5-12) MINUTES OF THE FEBRUARY 12, 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

- (13-20) **RESOLUTION NO. C20-18:** APPOINTING MEMBERS TO THE BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL
(Contact: Erwin Vidallon, Chief Financial Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (21-24) **RESOLUTION NO. P21-18:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. LAMAR ADVERTISING FOR BILLBOARDS, DIGITAL AND TRANSIT ADVERTISING IN AN AMOUNT NOT TO EXCEED \$120,000
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
 2. MERLINO MEDIA GROUP FOR MEDIA BUYING SERVICES IN AN AMOUNT NOT TO EXCEED \$675,000
(Contacts: Alan Varsik, Director of Zoological & Environmental Education & Sandra Eliason, Chief Marketing & Development Officer)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (25-30) **RESOLUTION NO. PW22-18:** POINT DEFIANCE PARK WATERFRONT PHASE 1 GUY F. ATKINSON CONSTRUCTION, LLC CONTRACT CHANGE ORDER NO. 15 FOR TRAIL, BRIDGE, AND PENINSULA
(Contact: Debbie Terwilleger, Director of Planning and Development)
- (31-34) **RESOLUTION NO. PW23-18:** FOSS WATERWAY PARKS CONTRACT AMENDMENT #1 AWARD TO SITEWORKSHOP
(Contact: Debbie Terwilleger, Director of Planning and Development)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (35-38) **RESOLUTION NO. R24-18:** EASTSIDE COMMUNITY CENTER ACCEPTING AND APPROPRIATING \$2,500,000 FROM THE WASHINGTON STATE DEPARTMENT OF COMMERCE 2017-2019 CAPITAL BUDGET, LOCAL AND COMMUNITY PROJECTS
(Contact: Debbie Terwilleger, Director of Planning and Development)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

- (39-58) **RESOLUTION NO. RR19-18:** ADOPTION OF REVISED AND REPEALED DISTRICT HUMAN RESOURCES POLICIES
(Contact: Paul Weed, Chief Administrative Officer)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

February 28, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters
March 12, 2018	Regular Board Meeting	6:00 PM	Park Headquarters
March 14, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters
March 19, 2018	Committee of the Whole	5:30 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
FEBRUARY 12, 2018**

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

EXCUSED: Jessie Baines

IN THE CHAIR: Andrea Smith

PLACE: 4702 South 19th Street

FLAG SALUTE: Commissioner Pointer

STUDY SESSION South Sound Alliance

Pete Mayer stated that he is currently serving as a member of the South Sound Alliance. The South Sound region is currently a four county area with 82 cities and towns. Mr. Mayer gave a bit of context to the South Sound area relative to the current and projected population, economic growth and labor. Mr. Mayer stated that of more than 3,100 counties in the nation, no one saw a bigger increase in net migration than Pierce County. He noted that the south sound offers many things including diverse and thriving employment, live near where you work, housing affordability, access to transit, reduced commute times, affordable education options, quality of life, diverse cultures and greater equity, and health & wellness.

Mr. Mayer stated that the SSA is a collaborative that provides a non-partisan platform to discuss, build and implement actionable strategies to increase the competitiveness of the South Sound region. He noted the mission to be: "The South Sound Alliance (SSA) is a leadership council consisting of Pierce and South King County cities and towns together with public and private organizations that pursue data-driven collaborative strategies leading to healthier communities, an improved environment, and an innovative and thriving economy." The alliance is supported by the University of Washington Tacoma Urban Studies Program. The purpose of the alliance is to share and learn about current issues that are of common interest, learn about "Best Practices", develop regional strategies to improve the well-being of current and future residents, build a support network for regional policies that elevate the entire South Sound, reduce competition, create regional alignments and increase on going collaboration. Mr. Mayer commented that the current governance model is voluntary, no by-laws or voting but is an environment to build coalitions around specific policy issues. The SSA is now focusing on three main areas: healthier communities, improved environment, and an innovative & thriving economy. Staff noted that being involved with the SSA will help MPT understand implications of population shifts, increased densities & changes to school enrollment. Involvement will also align MPT level of service standards with community needs & regional growth targets, also advocate, and inform on Vision 2050 and Regional Conservation Plan.

Next steps for the alliance include continued work on tactics for the three goal areas. Staff plans to come back to the Board with periodic updates.

Commissioner Hanberg commented that this involvement will help with regional planning efforts.

Commissioner Pointer suggested involving JMAC when necessary.

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.

Commissioner Hanberg moved to excuse Commissioner Baines, seconded by Commissioner Pointer and passed unanimously.

SPECIAL PRESENTATIONS - Greater Metro Parks Foundation

Martha Lantz, President of the Greater Metro Parks Foundation reported on annual highlights of the Board including their work on the Imagine Eastside Campaign, board recruitment with an emphasis on equity and partnership work. Ms. Lantz thanked Metro Parks Resource Development staff for their continued support. Board members Katie Johnston, Tod Treat and Julie Dugan were introduced. A check for \$91,956.94 was presented to the Board for multiple projects and programs.

President Smith thanked the Foundation for their continued work in supporting Metro Park Tacoma.

PRESIDENTS REPORT

President Smith commented favorably about the Environmental Learning Center Opening held two weekends ago. She also commented on the great attendance of the Point Defiance Open House held last weekend.

STANDING COMMITTEE AND COUNCIL REPORTS

Active Lifestyle & Community Wellness Advisory Council

Commissioner Reid commented that the committee met on January 25th. The committee discussed their upcoming parks audit. The group also received an update on the status of the condition of Wapato Lake noting it is in excellent condition.

Joint Municipal Action Committee

Commissioner Reid commented that the last meeting occurred on February 8th. Items discussed included a budget report out by agency CEOs. Commissioner Reid noted that the Puyallup Tribe also sent representation to the meeting.

Commissioner Reid commented additionally that he attended the Zoo's volunteer event. He stated that the Zoo's volunteers donated over 31,000 hours of time in the past year.

Nature & Environment Advisory Council

Commissioner Hanberg stated that at the last meeting the council heard a presentation related to the City's bio-diversity corridors.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Mr. Sylvia introduced Mary Anderson and Michele Cardinaux. Ms. Anderson and Ms. Cardinaux informed the Board about the *Agents of Discovery* interactive nature experience for families at the Tacoma Nature Center.
- The City of Tacoma's recent survey results have been released indicating that 92% of all residents reported being somewhat or very satisfied with parks.

CITIZEN COMMENTS

Karen Herde commented that she is a member of the Metro Parks Swim Team Boosters. Ms. Herde spoke to the Board about the success of the Metro Swim Team and the neighborhood swim teams that were formed this past summer. She invited commissioners to come to a swim meet.

Ms. Edea commented that her son swims for the Metro Swim Team. She commented on his positive experience with swimming.

MINUTES OF THE JANUARY 22, 2017 REGULAR BOARD MEETING

Commissioner Hanberg moved to adopt the minutes as presented; seconded by Commissioner Pointer and passed on a vote of 4-0 (Commissioner Baines being excused).

CONSENT AGENDA

RESOLUTION NO. C13-18: APPROVAL OF WARRANTS CLAIM FUND FOR JANUARY 2018

RESOLUTION NO. C14-18: ACCEPTING \$91,956.94 IN CONTRIBUTIONS FROM THE GREATER METRO PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS

RESOLUTION NO. C15-18: ACCEPTING \$17,628.62 IN FUNDS FROM THE W.W. SEYMOUR CONSERVATORY FOUNDATION

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

Being no additional comments the question was called and the consent agenda passed on a vote of 4-0 (Commissioner Baines being excused).

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO PW16-18: POINT DEFIANCE ZOO & AQUARIUM PICNIC SHELTER CONTRACT AWARD W.S. CONTRACTORS, LLC. BID NO. J2017-28

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

Ms. Terwilleger commented that this item was discussed at the last CIC meeting. It was noted by staff that this structure will replace the temporary tented picnic shelter on zoo grounds.

Being no additional comments the question was called and the resolution passed on a vote of 4-0 (Commissioner Baines being excused).

RESOLUTION NO. PW17-18: SWAN CREEK MASTER PLAN UPDATE AND TRAIL NETWORK CONTRACT AWARD TO MITHUN

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

Ms. Terwilleger commented that this project will update the park master plan adopted by the Board in the summer of 2011. She noted the transformation and major increase in use at the park since that time. The scope of services will include providing public process, master plan update, schematic design, design development, permitting and construction documents.

Kristi Evans stated that plan update is scheduled to take about 3 months.

Commissioner suggested that staff consider discussing a possible DRA with the City.

Commissioner Pointer commented that he is pleased to see more improvements happening on the Eastside of Tacoma.

Being no additional comments the question was called and the resolution passed on a vote of 4-0 (Commissioner Baines being excused).

SINGLE READING RESOLUTIONS

RESOLUTION NO. R18-18: RENAMING MARINE PARK “JUDGE JACK TANNER PARK”

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

Debbie Terwilleger commented that at the Committee of the Whole on January 29th the Board discussed their desire to move forward with honoring local leaders of color. At the Board's request a resolution to rename Marine Park in honor of Federal Judge Jack Tanner was presented by staff.

Commissioner Pointer commented that Judge Tanner was born in Tacoma in 1919, attended Stadium High School and UW Seattle. He also commented that Judge Tanner worked as a longshoreman. Judge Tanner worked to support native tribal fishing rights in the region, supported women's & human rights, was a leader in the NAACP, and served as an advisor to President Kennedy.

President Smith read a statement of support for the resolution submitted by Commissioner Baines.

Commissioner Hanberg supported the resolution by commenting that Marine Park is a beautiful spot to honor Judge Tanner.

Commissioner Reid thanked Commissioner Pointer for bringing this issue forward and noted his support for the resolution.

Jim Walton spoke in favor of the resolution. He thanked the Board for their leadership in recognizing this blind spot in the community. Mr. Walton commented that it is most appropriate that this action is being taken by the Board during Black History Month.

Being no additional comments the question was called and the resolution passed on a vote of 4-0 (Commissioner Baines being excused).

SECOND READINGS RESOLUTIONS

RESOLUTION NO. R9-18: NAMING THE PENINSULA AND TRAIL AT POINT DEFIANCE: “DUNE PENINSULA AT POINT DEFIANCE PARK” AND “FRANK HERBERT TRAIL”

This resolution was moved and seconded at the January 8th regular Board Meeting.

Commissioner Hanberg commented that the story of Dune is emblematic in representing and inspiring the youth in the community.

Being no additional comments the question was called and the resolution passed on a vote of 4-0 (Commissioner Baines being excused).

FIRST READING RESOLUTIONS

RESOLUTION NO. RR19-18: ADOPTION OF REVISED AND REPEALED DISTRICT HUMAN RESOURCES POLICIES

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

Paul Weed indicated to the Board that 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 of one policy. He further noted that the policies were first brought to the Board as a new business item and then further discussed at a Committee of the Whole meeting. Mr. Weed commented that the policy revisions are intended to provide clarity for facilitating day-to-day operations; ensure consistency and inclusion with existing policies, procedures, and agreements; and align policies with best practices as an employer of choice. Mr. Weed then reviewed the following recommendations:

- **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.

- o Allow Paid Time Off hours to roll over but sets limit.
- o Provides a payout of Paid Time Off upon separation.
- **511.002 Responsibilities to Administer HR Policies**
 - o Updates designated individual of Human Resources and Organizational Development to administer, interpret and enforce HR policies.
 - o Adds additional language assuring HR policies don't conflict or replace provisions in the Collective Bargaining Agreement.
- **517.002 Position Review- recommended for repeal**
 - o Eliminates policy to align with current compensation/classification structure and practice.

Commissioner Reid inquired about 514.003, and the alignment of represented and non-represented comp. time and accrual.

Being no additional comment the resolution moved to second reading on February 26th.

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS:

Commissioner Smith Commented that the Board retreat is being postponed until March.

Commissioner Pointer commented on the recent Auditors Exit Conference and thanked staff for the continued good work.

ADJOURN:

Being no further business, the meeting was adjourned at 7:10p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary





MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Jessie K. Baines Jr, Park Board Commissioner
FROM: Peter Kram, Business & Responsive Advisory Council Vice-Chair
SUBJECT: **Appointing New Member to the Business & Responsive Agency Advisory Council**
DATE: February 20, 2018

EXECUTIVE SUMMARY: The applications for membership of the Business & Responsive Agency Advisory Council have been reviewed by the board liaison, staff and the council. It is the recommendation of the entire council that the Board of Park Commissioners appoint the candidates for a three-year term to conclude in 2021. A copy of the candidates applications are attached.

BACKGROUND: The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory councils roles to be better align with the District's four mission-driven areas. The District maintains these Councils in order to have citizen engagement in Park District functions and to foster a broad range of citizen input and expertise in strategic decision-making and policy-development. Citizen advisory councils are important vehicles for the implementation of the District's participation policy and are aligned with best practices in the industry.

The Business & Responsive Agency Advisory Council has reviewed the applications submitted by **Blake Smith & Zachary Christin** and interviewed the candidate. We have determined that the candidates:

Blake Smith & Zachary Christin have shown they:

1. Have knowledge, interest and skills related to the Advisory Council Charter.
2. Have interests related to the parks, programs, and facilities operated by Metro Parks Tacoma.
3. Would make a good addition to the existing composition of the Council.
4. Are willing and able to commit to the Charter and goals of the Council.

After this appointments is made, the total number of the council will be ten members.

FISCAL IMPACT: None

ADDITIONAL INFORMATION: For additional information, contact Erwin Vidallon, Chief Financial Officer at (253) 305-1081.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C20-18

**APPOINTING MEMBERS TO THE
BUSINESS & RESPONSIVE ADVISORY COUNCIL**

WHEREAS, Metro Parks Tacoma seeks to provide quality programs and services to all its customers and residents; and

WHEREAS, Metro Parks Tacoma wishes to utilize the input and expertise of a broad base of community members for guidance in the development of its programs and services; and

WHEREAS, the Board of Park Commissioners has established four Citizen Advisory Councils for the purpose of aiding the Board of Park Commissioners by assessing and recommending policy and program decisions that influence mission-led interest areas; and

WHEREAS, there are current vacancies on the advisory council; and

WHEREAS the applications were reviewed by the chair of the council, staff and board liaison and the appointment is recommended by the entire membership in order to sustain functional councils; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to appoint the following citizens to serve on the Business & Responsive Agency Advisory Council.

Blake Smith, Term Expires on February 26, 2021.

Zachary Christin, Term Expires on February 26, 2021.

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

President

ATTEST:

Secretary

Clerk



Advisory Council Application

Please attach resume if available.

Thank you for your interest in serving on a Metro Parks Tacoma Advisory Council.

Council members serve in an advisory capacity, making recommendations to staff and the Board of Park Commissioners. This may include reviewing studies to assess community needs and making recommendations on topics such as policies, budget, programming, operations, etc. Members may also represent their programs to the larger community in garnering support and recognition.

Advisory council members serve three year terms.

I am interested in serving on the following Advisory Council:

- Arts & Heritage Advisory Council:** will address historic preservation, special events, arts programming, and other programs, facilities and services in the Metro Parks Tacoma inventory which celebrate our heritage, culture, and community living.
- Active Lifestyles & Community Wellness Advisory Council :** will address youth and adult sports, swimming and aquatic programs, youth programming, specialized recreation and other programs, facilities and services in the Metro Parks Tacoma inventory which promote active lifestyles and community wellness.
- Nature & Environment Advisory Council:** will address environmental education, marine and shoreline issues, open space, garden management and our neighborhood, community and regional parks in the Metro Parks Tacoma inventory which foster an appreciation of our natural world and role as environmental stewards.
- Business & Responsive Agency Advisory Council:** will address business planning, financial sustainability, revenue development and quality assurance activities of the organization.

Name: Zachary Christin

Phone (H): 253 282 2664 (W): _____

Employer: City of Tacoma

Occupation: Continuous Improvement Analyst

(If retired, please indicate former occupation)

E-mail Address: zchristin@cityoftacoma.org

Home Address: 2526 N Narrows Dr. Tacoma WA, 98406

Work Address: 747 Market St. Tacoma WA, 98403

(Please indicate preferred mailing address with an asterisk)

Education: Master Public Administration - University of Washington 2015-17

B.S. Economics - University of Puget Sound 2006-11

(Name of high school; college/university; year graduated/degree)

Why are you interested in serving on this Advisory Council?: I am a frequent visitor of MPT parks throughout Tacoma; from Charlotte's Blue Berry Park to Point Defiance near my home. Having grown up in Tacoma, I would love to contribute to the sustainability and quality of the parks by giving back to our community's assets. I have a keen interest in the subject of fiscal analysis and planning, and I hope to contribute to the quality improvement of existing and new programs. Bringing together people is a passion, especially when it is for the benefit of our neighborhood parks.

Qualifications related to this position: _____
Budget Analyst with the City of Tacoma (2017 to current);
Continuous Improvement (Quality Assurance) Analyst with the City of Tacoma (2017 to current);
Certified Lean Six Sigma Green Belt (Quality Assurance Certificate, 2017);
Former Project Manager and Economist with Earth Economics (2010 – 2017);

Professional/Community Activities: _____
Volunteer work party for trail restoration (2015 to current - through Washington Trails Association);
EDRR Citizen Science Program – PNW Invasive Plant Council – 2015 – current;
Visiting Lecturer – Evergreen State College Master of Environmental Studies and Public
Administration – 2015 & 2016 Spring Quarter;
“Late Night” Program Volunteer, Tacoma Center YMCA – 2009-2015

List past and/or current involvement with Metro Parks Tacoma programs or operations: _____
On two of the last three Earth Days, I volunteered to remove invasive species at Oak Tree Park.
I was able to attend and provide public feedback on early stages of the capital improvements at
Point Defiance. Finally, in my first years at Earth Economics, I worked with MPT staff to coauthor
the report “Economic Impact of Metro Parks Tacoma Ecosystem Services: Economic Impact Study
Phase II.”

Signature Chalisa Date 1/3/2018

References

Name: Johnny Mojica
Address: 107 N. Tacoma Ave - Tacoma, WA (work address)
Phone (H): 425-293-6859 (W): 253-539-4801

Name: Kathryn Johnston
Address: 737 S Market St. - Tacoma, WA (work address)
Phone (H): _____ (W): 253-591-5063

— Return completed form to —
Chief Communications & Public Affairs Office
Metro Parks Tacoma
4702 South 19th Street Tacoma, WA 98405
Phone: 253-305-1065 • Fax: 253-305-1098

RESUME

Zachary Christin

2526 N Narrows Dr. Tacoma Washington, 98406

zac.christin@gmail.com

(253) 282-2664

Education

University of Washington, MPA - Evans School of Governance and Policy (Environmental Management)
September 2015 to June 2017

Relevant Courses

- *Finance: Public Sector Finance (Spring '17), Management & Public Capital Markets (Winter '17), Financial Management and Budget (Autumn '16)*
- *Capstone: Implementation of Project Controls in Seattle City Light's Project Management Framework*

University of Puget Sound - BS in Economics, Minor in Math and Philosophy
September 2006 to June 2011

Employment

City of Tacoma – Tacoma, WA

Continuous Improvement Analyst – May 2017 to current

- *Project Manager: Leads projects budgets for contracts and grants, and invoice clients.*
- *Budget Analyst: Coordinates budget office prepare biennial budget*
- *Fiscal Impact: Reports on impact of budget adjustments to internal service assessments*
- *Quality Assurance Project Facilitator: Works with City departments on process improvements*

Earth Economics – Tacoma, WA

Project Director – December 2013 to June 2017

- *Project Lead: Manage project budgets for contracts and grants, and invoice clients.*
- *Fundraising: Write contract proposals and successful obtain competitive grants*
- *Organizational Capacity Building: Built organization's first GIS computer & staff, and SharePoint Site*

Research Analyst – June 2011 to December 2013

Volunteer Research Assistant – April 2010 to June 2011

Certified Training

Lean Six Sigma Certified Green Belt – University Washington Tacoma KeyBank Professional Development Center

Completed October 19 2017

40 Contact Hours or 4.0 CEUs

Environmental Systems Research Institute (ESRI) ArcGIS Desktop II: Tools and Functionality Certificate

Completed May 17 2012

Event ID: 50126733

Awards and Honors

2017 Local Government Management Fellowship Finalist - ICMA

2016 ASLA Professional Award – As a partner on the Central Puget Sound Regional Open Space Strategy.

Roles and Research Contributions

Research Economist - FEMA BCA Tool and Hazard Mitigation Program – 2012-current

Led research on the derivation of monetary values used in formal FEMA BCA, resulting in FEMA Policy FP-108-024-01.

BCA Subject-Matter Expert - HUD Natural Disaster Resilience Competition (NDRC) - 2015

Participated in HUD's NDRC as a subject-matter expert on BCA. Coached and trained many of the 40 applicants during the Phase II application period.

Publications

Christin, Z. Kline, M. 2017. Why We Continue to Develop Floodplains: Examining the Disincentives for Conservation in Federal Policy. Earth Economics. Tacoma, WA.

Christin, Z.L., Bagstad, K.J., Verdone, M.A. 2016. A Decision Framework for Identifying Models to Estimate Forest Ecosystem Service Gains from Restoration. Forest Ecosystems. 3(3).

Christin, Z. 2014a. Return on Investment Analysis of North Wind's Weir. Earth Economics. Tacoma, WA.

Christin, Z., Flores, L., Stanton, T. 2014. Nature's Value from Cities to Forests: A Framework to Measure Ecosystem Services along the Urban-Rural Gradient, Earth Economics. Tacoma, WA.

Batker, D., Christin, Z., Schmidt, R., de la Torre, I. 2013. The Economic Impact of the 2013 Rim Fire on Natural Lands. Earth Economics. Tacoma, WA.

Harrison-Cox, Batker, D., Christin, Z., Rapp, J. 2012. Puget Sound: Washington State's Best Investment. Earth Economics. Tacoma WA.

Christin, Z., Batker, D., Harrison-Cox, J. 2011. Economic Impact of Metro Parks Tacoma Ecosystem Services: Economic Impact Study Phase II. Earth Economics. Tacoma WA.

Volunteering

Washington Trails Association Work Party - 2015-Current

Participated in trail restoration on multiple sites in the Pierce and King County. These sites include Swan Creek Park in Tacoma, Mount Baker-Snoqualmie National Forest, and Okanogan-Wenatchee National Forest.

EDRR Citizen Science Program – PNW Invasive Plant Council - 2015-Current

Participated in training and reporting of invasive species. This entailed joining workshops and trips to learn about regional invasive species, identification, and reporting through eddmaps.org.

“Late Night” Program Lead Tacoma Center YMCA – 2009-2015

Acted as part of the leadership group to initiate and administer evening programs, participate in study (homework) sessions, and provide academic lessons.



Advisory Council Application

Please attach resume if available.

Thank you for your interest in serving on a Metro Parks Tacoma Advisory Council.

Council members serve in an advisory capacity, making recommendations to staff and the Board of Park Commissioners. This may include reviewing studies to assess community needs and making recommendations on topics such as policies, budget, programming, operations, etc. Members may also represent their programs to the larger community in garnering support and recognition.

Advisory council members serve three year terms.

I am interested in serving on the following Advisory Council:

- Arts & Heritage Advisory Council:** will address historic preservation, special events, arts programming, and other programs, facilities and services in the Metro Parks Tacoma Inventory which celebrate our heritage, culture, and community living.
- Active Lifestyles & Community Wellness Advisory Council:** will address youth and adult sports, swimming and aquatic programs, youth programming, specialized recreation and other programs, facilities and services in the Metro Parks Tacoma Inventory which promote active lifestyles and community wellness.
- Nature & Environment Advisory Council:** will address environmental education, marine and shoreline issues, open space, garden management and our neighborhood, community and regional parks in the Metro Parks Tacoma inventory which foster an appreciation of our natural world and role as environmental stewards.
- Business & Responsive Agency Advisory Council:** will address business planning, financial sustainability, revenue development and quality assurance activities of the organization.

Name: Blake Smith

Phone (H): 509-432-3384 (W): 253-830-5450

Employer: The Doty Group

Occupation: CPA with tax emphasis
(If retired, please indicate former occupation)

E-mail Address: blake.justin.smith@gmail.com

Home Address: 4939 N Scenic View Lane, Tacoma, WA 98407

Work Address: 1102 Broadway STE 400, Tacoma, WA 98402
(Please indicate preferred mailing address with an asterisk)

Education: B.A. Washington State University
MST (Masters in Taxation) Golden Gate University
(Name of high school; college/university; year graduated/degree)

Why are you interested in serving on this Advisory Council?: _____

I am passionate about the value that the public parks system provides to our society, as a whole. Green space and parks are the backbone to any thriving community, in my opinion. I have the pleasure of living next to Point Defiance park and spending a vast amount of my free time exploring the forest with my two year old and four year old daughters. To see them explore and imagine in that park proves to me how valuable parks are to quality of life. I plan on giving the bulk of my estate to organizations like Metro Parks, and there is no time like the present to encourage inter vivos gifts (as opposed to testamentary giving)

Qualifications related to this position: I've spent the bulk of my time at RSM assisting large family groups
navigate the complex world of income taxation, gift taxation, estate taxation and GST taxation. I do believe
that my skillset could very well help the Metro Parks Foundation increase giving, sooner than later. I am
at the point in my career where I take joy in tax planning between estate vs during life; there is no time better
than now to advance charitable giving to enjoy the income tax benefits AND estate tax benefits with the
increased estate tax and gift tax exemption (now up to \$11,000,000 as of 1.1.2018)

Professional/Community Activities: _____
 Greater Tacoma Community Foundation advisory committee.

 South Sound Planned Giving Treasurer and Board Member

 Tacoma Estate Planning Council Member

 American Institute of Certified Public Accountants

List past and/or current involvement with Metro Parks Tacoma programs or operations: _____
 My wife and I enjoy the offerings from the new park ranger. We are slated to "Walk Amongst the Giants"
 this upcoming weekend. My daughters and I also enjoy programs like Peer at the Pier. As my daughters
 exit their toddler years, I look forward to getting them more involved in volunteer activities at the park.

Signature  Date 1.16.18

References

Name: Noreen Plum, CPA and current committee member
 Address: 1145 Broadway #900, Tacoma WA, 98406
 Phone (H): _____ (W): 253-572-7111

Name: Deborah Wittmers
 Address: 5801 Soundview Dr, Glg Harbor, WA 98335
 Phone (H): 253-686-9958 (W): 253-514-8114

Return completed form to
 Chief Communications & Public Affairs Office
 Metro Parks Tacoma
 4702 South 19th Street Tacoma, WA 98405
 Phone: 253-305-1065 • Fax: 253-305-1096



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*
FROM: Alan Varsik, Director of Zoological & Environmental Education
SUBJECT: **Purchasing Resolution**
DATE: February 20, 2018

EXECUTIVE SUMMARY: The attached Purchasing Resolution seeks Board approval to enable the Executive Director to enter into the necessary agreements for the purchase and acquisition of the goods and services detailed in Exhibit A to the Resolution and in the supporting information below.

Proposed goods and services proposed for purchase and/or acquisition:

ITEM No. 1

- **VENDOR** Lamar Advertising
- **GOODS OR SERVICE** Billboards, Digital and Transit Advertising
- **PRICE** Not to Exceed \$120,000
- **SOURCE OF FUNDING** ZEED Marketing Budget
- **CONTACT** Alan Varsik, (253) 404-3634

On July 23, 2012 the Park Board of Commissioners approved resolution RR71-12; Billboard Advertising policy 200.010. The policy states that “the District will not advertise on billboards that do not comply with the City of Tacoma Municipal Code sign ordinance”. On December 12, 2017 the Tacoma City Council passed Ordinance 28476, amending Chapter 13.06 of the Municipal Code that clarified which billboards are legal. The change allows Metro Parks Tacoma to place fair market advertisements on billboards that fall within the City of Tacoma.

Billboard and transit production and advertising for Point Defiance Zoo & Aquarium (including Zoolights) and Northwest Trek Wildlife Park.

Item No. 2

- **VENDOR** Merlino Media Group
- **GOODS OR SERVICE** Media Buying Services
- **PRICE** Not to exceed \$645,000 (ZEED)
Not to exceed \$30,000 (P&R)
Total: \$675,000
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Sandra Eliason, (253) 305-1016

Merlino Media Group was selected through a Request for Proposals (RFP), to provide media buying services for Metro Parks Tacoma. Merlino Media Group advised Point Defiance Zoo and Northwest Trek on digital advertising strategies, developed and executed media plans which helped us meet our attendance goals.

The total cost, not to exceed \$675,000.00, includes both the fee paid to Merlino Media Group and the cost of the actual advertising they purchase. Merlino's commission rate, ranging from 7.5 to 11.0 percent, is much lower than the standard 15 percent commission rate charged by most media buying firms.

FISCAL IMPACT: Funds will come from department operating budgets.

ADDITIONAL INFORMATION: for additional information, contact Alan Varsik at 253.404.3634 or Sandra Eliason at 253.305.1016.

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P21-18

**AUTHORIZING PURCHASE OF
GOODS AND SERVICES FOR METRO PARKS TACOMA**

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of the Purchasing Policy for the Metropolitan Park District of Tacoma; and

WHEREAS, the Board of Park Commissioners through the adoption of Resolution No. R51-02, Adopting Board Policies and Procedures, authorized the use of a Purchasing Resolution for consolidation of all purchases seeking approval by the Board of Park Commissioners; and

WHEREAS, Metro Parks staff recommends the Board of Park Commissioners authorize the purchase of goods and services detailed in Exhibit A; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize the Executive Director to enter into the necessary agreements to purchase or acquire the identified goods and services.

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

ATTEST:

President

Secretary

Clerk

**Exhibit A
to
Purchasing Resolution No. P21 -18**

ITEM No. 1

- **VENDOR** Lamar Advertising
- **GOODS OR SERVICE** Billboards, Digital and Transit Advertising
- **PRICE** Not to Exceed \$120,000
- **SOURCE OF FUNDING** ZEED Marketing Budget
- **CONTACT** Alan Varsik, (253) 404-3634

Item No. 2

- **VENDOR** Merlino Media Group
- **GOODS OR SERVICE** Media Buying Services
- **PRICE** Not to exceed \$645,000 (ZEED)
Not to exceed \$30,000 (P&R)
Total: \$675,000
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Sandra Eliason, (253) 305-1016



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **Point Defiance Park Waterfront Phase 1
Guy F. Atkinson Construction, LLC Contract Change Order No. 16 & 17 for
Trail, Bridge, and Peninsula**

DATE: February 20, 2018

EXECUTIVE SUMMARY: This resolution authorizes contract Change Order No. 16 & 17 to Guy F. Atkinson, LLC for the Point Defiance Park Waterfront Phase 1 Project-Trail and Bridge & Peninsula, in the amount not to exceed \$228,518,58 to be directly reimbursed by EPA and the Tacoma Yacht Club, bringing the contract total to an amount not to exceed \$54,229,216.53 (including tax).

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: The Capital Improvement Committee reviewed this resolution at their meeting on February 14, 2018 and approved forwarding this item on to the full Board with a recommendation for approval.

BACKGROUND: Metro Parks continues to advance the improvements to the Point Defiance Park Waterfront Phase I project that includes the Trail & Bridge, Boat Trailer Parking, Park on the Peninsula, Roundabout and all associated utility and site improvements. Point Defiance Park Waterfront Phase I includes a complex set of sub-projects including capping of a contaminated site that will continue to be used for public park purposes.

Work under this Change Order generally includes additional project costs attributed to: Premium time to maximize weather in March 2017, Reach D drainage changes, 51st Street shutdown impacts, Power and Water to TYC boat parking, Dock water service weather protection, Ultra block wall back fill, an extension to the Builder's Risk Insurance to 5/31/18, Change in the sewer tank covers, TYC Plantings, TYC lot A penetration repairs and Ultra block wall fencing base plates.

Resolution & Date	Action	Amount Approved	Amount Executed	Total	Reason
10/12/15 PW66-15	GC/CM Contract	\$ 370,440.00	\$ 370,440.00	\$ 370,440.00	Pre-Construction
5/12/2016	Change Order 1 &	\$ 35,252.59	\$ 35,252.59	\$ 405,692.59	Add WSST to contract
5/23/16 PW52-16	Change Order 3	\$ 21,427,820.87	\$ 14,243,592.69	\$14,649,285.28	Early Work/Earthmoving
8/15/2017	Change Order 4	** SEE NOTE 1**	\$ 6,983,889.00	\$21,633,174.28	Slag Excavation, Armoring & Clearing of grub
8/22/16 PW78-16	Change Order 5	\$ 26,935,000.00	\$ 26,934,999.82	\$48,568,174.10	T/B, Armoring and completion of earthwork
1/23/17 PW7-17	Change Order 6	\$ 261,599.84	\$ 221,580.77	\$48,789,754.87	Add'l work requested by EPA to be Reimbursed by EPA
3/27/17 PW27-17	Change Order 7	\$ 312,810.79	\$ 312,810.79	\$49,102,565.66	Add'l work requested by EPA & TYC on the peninsula to be reimbursed by EPA & TYC
4/24/17 PW36-17	Change Order 8	\$ 1,413,953.73	\$ 1,358,195.75	\$50,460,761.41	Add'l work requested by EPA to be Reimbursed by EPA
5/12/17 PW50-17	Change Order 9	\$ 462,483.60	\$ 462,483.60	\$50,923,245.01	Add'l work requested by EPA to be Reimbursed by EPA
6/26/17 PW58-17	Change Order 10	** SEE NOTE 2**	\$ -	\$50,923,245.01	Add'l Work for Pearl St. Roundabout in Orginal Scope
7/12/17 PW62-17	Change Order 11	\$ 1,153,688.64	\$ 1,153,688.64	\$52,076,933.65	Add'l work requested by EPA to be Reimbursed by EPA
8/14/17 PW72-17	Change Order 12	\$ 814,837.69	\$ 814,837.69	\$52,891,771.34	Add'l work requested by EPA & TYC to be Reimb. by EPA & TYC
9/20/2017	Change Order 13	\$ -	\$ -	\$52,891,771.34	No Cost Change Order
10/23/17 PW89-17	Change Order 14	\$ 714,994.31	\$ 708,926.61	\$53,600,697.95	Add'l work requested by EPA & TYC to be Reimb. by EPA & TYC
11/27/17 PW105-17	Change Order 15	\$ 400,000.00	\$ 400,000.00	\$54,000,697.95	Add'l Owner Contingency needed for construction
02/26/18 PW	Change Order 16 & 17	\$ 228,518.58		\$54,000,697.95	Add'l work requested by EPA & TYC to be Reimb. by EPA & TYC
TOTAL		\$ 54,531,400.64	\$ 54,000,697.95		

NOTE 1 Change Order 3 was approved for \$21,427,820.87 spending authority, but after negotiations the executed amount of CO 3 was \$14,243,592.69. Using the remaining authorized amount, additional negotiated work was executed on Change Order # 4 in the amount of \$6,983,889.00.

** NOTE 2 ** Change Order 10 was approved for \$3,600,000 spending authority for the Roundabout. Atkinson Construction subsequently withdrew their proposal. The funds were never added to their contract.

FISCAL IMPACT: The costs for Point Defiance Park Waterfront Phase I will be accounted for in multiple funds from multiple funding sources including the Metro Parks Tacoma 2005 & 2014 UTGO Capital Improvement Bond, ASARCO Settlement, Department of Ecology, Recreation Conservation Office Grants, the Environmental Protection Agency, and Department of Transportation. The following is a breakdown of the funding sources and project budget:

Project Funding:	
ASARCO Settlement, Preliminary Planning & Interim Construction	\$ 381,242
2005 UTGO Bond, Ruston Way	\$ 2,746,250
2005 UTGO Bond, Point Defiance	\$ 58,750
ASARCO Settlement, Park on the Peninsula	\$ 785,000
RCO WWRP 12-1549D, Point Defiance Missing Link	\$ 2,500,000
RCO LWCF 12-1553D, Point Defiance Missing Link	\$ 500,000
WA State DOE, 2013-2015 Capital Budget, IAA No. C1600009, Point Defiance Trail	\$ 5,000,000
RCO LWCF 12-1555D, The Peninsula at Point Defiance	\$ 500,000
2014 UTGO Bond, Regional Parks & Attractions, Regional Parks, Point Defiance Park	\$ 26,792,828
2014 UTGO Bond, Regional Parks & Attractions, Regional Parks, Point Defiance Park, Roundabout	\$ 1,800,000
2014 UTGO Bond, Regional Parks & Attractions, Waterfront Parks, Peninsula at Point Defiance	\$ 1,860,000
2014 UTGO Bond, Regional Parks & Attractions, Waterfront Parks	\$ 200,000
U.S. EPA Cooperative Agreement V-01J12201-0, Superfund Remediation of the Peninsula	\$ 20,897,227
<i>U.S. EPA Cooperative Agreement V-01J12201-0, Superfund Remediation of the Peninsula Amendment#5 Estimate</i>	<i>\$ 4,500,000</i>
WSDOT, Agreement Number LA-8889, Point Defiance Roundabout and Bicycle Connection	\$ 2,500,000
City of Tacoma, Environmental Services, Stormwater	\$ 409,155
Tacoma Yacht Club	\$ 250,000
Total Project Funding:	\$ 71,680,453
Project Budget:	
Preliminary Planning & Construction	\$ 381,242
Planning & Design	\$ 7,412,806
Construction, Soil removal/Stockpiling w/Stormwater Facility (including tax)	\$ 3,000,000
Pre-Construction (including tax)	\$ 405,693
Construction, Early Work Package/Earthmoving (including tax) C/O 3&4	\$ 21,227,482
Construction, Trail, Bridge & Peninsula (including tax) C/O 5	\$ 26,935,000
Construction on Peninsula (including tax) C/O 6 to be reimbursed by EPA	\$ 221,581
Construction on Peninsula (including tax) C/O 7 to be reimbursed by EPA & TYC	\$ 312,811
Construction on Peninsula (including tax) C/O 8 to be reimbursed by EPA	\$ 1,358,196
Construction on Peninsula (including tax) C/O 9 to be reimbursed by EPA	\$ 462,484
Construction of Pearl St. Roundabout C/O 10, WSDOT to Reimb 2.5 Mill	\$ -
Construction on Peninsula (including tax) C/O 11 to be reimbursed by EPA	\$ 1,153,689
Construction on Peninsula (including tax) C/O 12 to be reimbursed by EPA & TYC	\$ 814,838
Construction on Peninsula (including tax) C/O 13 & 14 to be reimbursed by EPA & TYC	\$ 708,927
Owner Contingency Increase for construction on Trail, Bridge & Peninsula C/O 15	\$ 400,000
Construction on Peninsula (including tax) C/O 16 to be reimbursed by EPA	\$ 196,860
Construction on Peninsula (including tax) C/O 17 to be reimbursed by EPA & TYC	\$ 31,659
Construction on SR163 N 46th St to N 54th St. (Roundabout)	\$ 2,281,552
Future Construction	\$ 2,718,225
Other Costs	\$ 1,422,343
1% for the Art	\$ 235,067
Total Project Funding:	\$ 71,680,453

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW22-18

**POINT DEFIANCE PARK WATERFRONT PHASE 1
GUY F. ATKINSON CONSTRUCTION, LLC
CONTRACT CHANGE ORDER NO. 15
FOR TRAIL, BRIDGE, AND PENINSULA**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with the construction of the Point Defiance Park Waterfront Phase 1 project at a total project budget of \$71,630,453; and

WHEREAS, Guy F. Atkinson Construction, LLC was selected through a process consistent with the administration of the General Construction/Construction Management (GC/CM) process approved by the State and was awarded the contract for GC/CM on October 12, 2015 by Resolution# PW66-15 for \$370,440; and

WHEREAS, staff approved Change Order No. 1 and 2 to add WSST in the amount of \$35,252.59 for a total pre-construction contract amount of \$405,692.59; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 3 for up to an amount of \$21,427,820.87(including tax) for construction services of the Early Work Package/Earthmoving on May 23, 2016 by Resolution# PW52-16; and

WHEREAS, after further negotiations with the contractor, the final amount of Change Order No. 3 was issued for \$14,243,592.69 for a total contract amount of \$14,649,285.28 leaving a remaining authorized amount of \$7,184,228.18; and

WHEREAS, using the remaining authorized amount, Staff further negotiated additional work necessary to move the project forward and issued Change Order No. 4 for \$6,983,889.00 for a final Early Work Package/Earthmoving amount of \$21,227,481.69 for a total contract amount of \$21,633,174.28; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 5 for up to an amount \$26,935,000(including tax) for Trail & Bridge work, armoring and completion of earthwork services on August 22, 2016 by Resolution# PW78-16; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 6 for up to an amount of \$261,599.84(including tax) for additional work on the Peninsula per EPA requests and reimbursed by EPA, on January 23, 2017 by resolution PW7-17; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 7 for an amount not to exceed \$312,810.79(including tax) for

additional work on the Peninsula and reimbursed by EPA and The Tacoma Yacht Club, on March 27, 2017 by Resolution No.PW27-17; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 8 for an amount not to exceed \$1,413,953.73(including tax) for additional work on the Peninsula and reimbursed by EPA, on April 24, 2017 by Resolution No.PW36-17; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 9 for Guy F. Atkinson Construction, LLC for an amount not to exceed \$462,483.60 (including tax) for additional work on the Peninsula and reimbursed by EPA on June 12, 2017 by Resolution No. PW50-17; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 10 for Guy F. Atkinson Construction, LLC for an amount not to exceed \$3,600,000 (including tax) to be partially reimbursed by WSDOT on June 26, 2017 by Resolution No. PW58-17; and

WHEREAS, Change Order No. 10 was never executed, as Guy F. Atkinson Construction, LLC subsequently withdrew their proposal for the Roundabout Construction prior to formal contract amendment for the execution of work described under Resolution No. PW58-17;

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 11 for Guy F. Atkinson Construction, LLC for an amount not to exceed \$1,153,688.64 (including tax) to be reimbursed by EPA on July 10, 2017 by Resolution No. PW62-17; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 12 for Guy F. Atkinson Construction, LLC for an amount not to exceed \$814,837.69 to be reimbursed by EPA and the Tacoma Yacht Club on August 14, 2017 by Resolution No. PW72-17; and

WHEREAS, Change Order No. 13 for Guy F Construction, LLC was a no cost change order to implement Davis Bacon Language; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 14 for Guy F. Atkinson Construction, LLC for an amount not to exceed \$714,994.31, but was executed for \$ 708,926.61, to be reimbursed by EPA and the Tacoma Yacht Club on October 23, 2017 by Resolution No. PW89-17; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approved Change Order No. 15 for Guy F. Atkinson Construction, LLC for an amount not to exceed \$400,000, to increase owner's contingency on December 11, 2017 by Resolution No. PW105-17; Now, therefore, be it

RESOLVED, by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve Change Order No. 16 & 17 for Guy F. Atkinson Construction, LLC for an amount not to exceed \$228,518.58, to be reimbursed by EPA and the Tacoma Yacht Club, for a total contract amount not to exceed \$54,229,216.53 (including tax),

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



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **Foss Waterway Parks, Contract Amendment #1 to Site Workshop**

DATE: February 21, 2018

EXECUTIVE SUMMARY: This resolution authorizes approval of Contract Amendment #1 with Site Workshop for architectural and engineering design services at Central Park and Waterway Park in the amount of \$736,691. MPT and the Foss Waterway Development Authority (FWDA) are working in partnership to develop both parks, which are located along the Foss Waterway. Site Workshop will provide design development through construction plans and construction administration for Central Park; as well as design development plans and a Management and Operations Plan for Waterway Park.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: The Capital Improvement Committee reviewed this resolution at their meeting on February 14, 2018 and forwarded this item onto the full Board with a recommendation for approval.

BACKGROUND: Metro Parks has been a partner with the City and the Foss Waterway Development Authority (FWDA) since the inception of the redevelopment effort of the waterway. The concept of this urban redevelopment effort was to create a connecting esplanade along the entire frontage of the waterway that serves as a vital public place, recreational space, circulation connector, and access to the water within the downtown core. This vision included the creation of pocket park spaces along the corridor to provide recreational amenities such as public festival venues, playgrounds, picnic areas, and general open space needs. Thea Foss Park at the mouth of the Waterway is an example of this vision.

The original contract awarded to Site Workshop provided a public participation process, schematic design plans, and preparation of pre-permitting documents for shoreline and building permits with the City of Tacoma for both Central Park and Waterway Park.

- Central Park, located at the base of the 11th Street Bridge, will include an extension of the esplanade across the frontage of the site, a restroom building in partnership with the

adjoining marina, siting and picnic areas, interpretation and education signage/public art installation, and associated landscaping and site utilities.

- Waterway Park, located at the headwaters of the waterway at Dock Street and S. "D" Street, has been envisioned as a park space to provide access and support facilities for the existing human-powered boat float that could potentially include a boathouse, restrooms, picnic facilities, parking upgrades, utilities, landscape, and signage.

This contract amendment will authorize completion of a phased approach to park development. Using the results of a fundraising assessment conducted during the summer of 2017, the FWDA Board recommended the completion of Central Park first, with funding and development of Waterway Park to follow. Accordingly, this contract will provide A&E services through construction for Central Park, while stopping at design development for Waterway Park.

Additionally, a Management and Operations Plan will be generated by Site Workshop and their sub-consultant Ballard King & Associates LTD for the proposed multi-use rowing facility at Waterway Park. The planning and design team will conduct a market analysis, a park programming and management study, and a business plan for the facility in order to explore partnership opportunities that would diversify the program delivery, while providing a long-term, sustainable business plan for funding, operations and maintenance of this new attraction.

Finally, a long term partnership for sustainable park management is being formalized with the Foss Waterway Development Authority in the form of an interlocal agreement. This partnership agreement will outline an operational strategy to provide for ongoing maintenance and management expenses, in addition to FWDA's capital cost-sharing and fundraising commitment. In that spirit, the FWDA has set aside a maintenance endowment to help offset future maintenance costs.

FISCAL IMPACT: A scope of work has been negotiated with SiteWorkshop in the amount of \$736,691, bringing the total contract to \$850,551. The funds allocated to this project in the amount of \$930,000 are from the 2014 UTGO Capital Improvement Bond and \$62,000 from Foss Waterway Development Authority.

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. PW23-18

**FOSS WATERWAY PARKS
CONTRACT AMENDMENT #1 AWARD TO SITE WORKSHOP**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to work with the Foss Waterway Development Authority to design two Parks along the Foss Waterway; and

WHEREAS, Site Workshop was selected for architecture and engineering services for design of the two Foss parks, Central Park and Waterway Park; and

WHEREAS, on November 9, 2015, Board Resolution No. PW73-15 was approved awarding Site Workshop the contract for schematic design in the amount of \$113,860; and

WHEREAS, after extensive public input, the Schematic Designs are now complete, and staff has developed a scope of service with Site Workshop to provide Design Development plans for both parks and a Management and Operations Plan for Waterway Park; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma 2014 UTGO Capital Improvement Bond and Foss Waterway Development Authority; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award Amendment #1 for Architectural and Engineering services to Site Workshop for Design Development plans, permitting, construction documents and construction administration for Central Park and Design Development plans and a Management and Operations Plan for Waterway Park in the amount of \$736,691.

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: **Eastside Tacoma Community Center Construction
Accepting and Appropriating \$2,500,000 from the Washington State
Department of Commerce, 2017-2019 Capital Budget, Local and Community
Projects**

DATE: February 11, 2018

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$2,500,000 (\$2,550,000 less State Administrative Fees) from the Washington State Department of Commerce, 2017-2019 Capital Budget, Local and Community Projects for Eastside Tacoma Community Center Construction and authorizes the Executive Director to enter into an agreement with the State for the funding.

BACKGROUND: The City and Metro Parks agree that a new community center is desired on the Eastside of Tacoma, to provide for athletic facilities, youth oriented facilities and programming, and community meeting areas. The Parties therefore are willing to fund the planning, design, and construction and are working together to provide funding. In February 2013, the City of Tacoma, with Representative Jake Fey as Legislative Sponsor, submitted a 2013 Legislative Session Member Requested Local Community Project Information Form. In April 2013, the 2013-2015 State Capital Budget appropriated \$388,000 (\$400,000 less State Administrative Fees) under Projects That Strengthen Communities and Quality of Life for the "Eastside Tacoma Community Center". The request stated the funding will be used to complete a programmatic study, site evaluation and initial design for a community center on the Eastside of the City of Tacoma. The State Grant was completed December 2015.

In February 2015, Metro Parks Tacoma, with Representative Jake Fey as Legislative Sponsor, submitted a 2015 Legislative Session Member Requested Local Community Project Information Form. In June 2015, the 2015-2017 State Capital Budget appropriated \$970,000 (\$1,000,000 less State Administrative Fees) under Local and Community Projects for the "Eastside Tacoma Community Center". The request stated the funding will be used for construction.

In April 2015, the City of Tacoma provided a letter of commitment agreeing to contribute \$5,000,000 towards the project construction during their 2017-2018 biennium budget development.

In December 2016, Metro Parks Tacoma, with ³⁵ Governor Jay Inslee as Legislative Sponsor, submitted a 2017 Legislative Session Member Requested Local Community Project Information

Form for construction. In January 2018, the 2017-2019 State Capital Budget appropriated \$2,550,000 (\$2,550,000 less State Administrative Fees) under Local and Community Projects for the “East Tacoma Community Center” construction.

Staff is requesting that the Board of Park Commissioners Accept and Appropriate the 2017-2019 State Funding of \$2,500,000 from Washington State Department of Commerce, and authorize the Executive Director to enter into an agreement with the State for the funding.

FISCAL IMPACT: The total cost of Eastside Tacoma Community Center project is estimated at \$31,000,000. Additional funds will come from 14TUGO Bond Funds, the Greater Metro Parks Foundation, City of Tacoma, and other partners. Funding that has been specifically identified to date includes the below:

Funding:	
MPT 2014 UTGO Bond Funds (Community Centers)	\$10,100,000
WA State 2013-2015 Capital Funds Grant, Projects That Strengthen Communities and Quality of Life	\$388,000
WA State 2015-2017, Local and Community Projects	\$970,000
New Market Tax Credits	\$7,032,140
City of Tacoma 2017-2018 Budget	\$5,000,000
WA State 2017-2019, Local and Community Projects	\$2,500,000
Greater Metro Parks Foundation - not yet appropriated	\$3,000,000
MPT 2014 UTGO Bond Funds (Other) - not yet appropriated	\$2,109,860
Total Funding	\$31,100,000

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R24-18

**EASTSIDE TACOMA COMMUNITY CENTER CONSTRUCTION
ACCEPTING AND APPROPRIATING \$2,500,000 FROM THE WASHINGTON STATE
DEPARTMENT OF COMMERCE 2017-2019 CAPITAL BUDGET LOCAL AND COMMUNITY
PROJECTS**

WHEREAS, the Eastside Tacoma Community Center will be owned and operated by Metro Parks Tacoma; and

WHEREAS, Metro Parks has worked with interested citizens, a steering committee, the City of Tacoma, and potential partners to determine the need for a community center on the Eastside of the City of Tacoma; and

WHEREAS, the City of Tacoma secured a WA State 2013-2015 Capital Funds, Projects That Strengthen Communities and Quality of Life Grant of \$388,000 (\$400,000 less State Administrative Fees) for the Eastside Tacoma Community Center Project Site Evaluation/Programmatic Study and Design; and

WHEREAS, Metro Parks Tacoma has committed \$10,100,000 in 14UTGO Bond Funds, secured a WA State 2015-2017 Capital Funds, Local and Community Projects Grant of \$970,000 (\$1,000,000 less State Administrative Fees), and secured New Market Tax Credits funding of \$7,032,140 for the Eastside Tacoma Community Center Project Construction; and

WHEREAS, in April 2015, the City of Tacoma provided a letter of commitment agreeing to contribute \$ 5,000,000 towards the project construction during their 2017-2018 biennium budget development; and

WHEREAS, the 2017-2019 State Capital Budget includes an appropriation of \$2,500,000 (\$2,550,000 less State Administrative Fees) from WA State Department of Commerce, Local and Community Projects for the Eastside Tacoma Community Center Project Construction; now, therefore, be it

RESOLVED, that the Board of Park Commissioners accept and appropriate \$2,500,000 from WA State Department of Commerce for the Eastside Tacoma Community Center Project Construction; and be it

FURTHER RESOLVED, that the Executive Director is authorized to execute an agreement for the \$2,500,000 contribution to the Eastside Tacoma Community Center Project with WA State Department of Commerce.

The foregoing resolution was adopted by the Board of 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.