

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**JANUARY 14, 2019  
6:00 P.M. MPT HEADQUARTERS  
4702 S. 19<sup>TH</sup> 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 SWAN CREEK MASTER PLAN**

**6:00 P.M. CALL TO ORDER**

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

**PRESIDENT'S REPORT**

**FINAL NOMINATIONS AND VOTING FOR 2019 BOARD OFFICERS**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

**REGULAR MEETING**

**CITIZEN COMMENTS**

**MINUTES**

**(5-8) MINUTES OF THE DECEMBER 10, 2018 REGULAR BOARD MEETING**

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



**CONSENT AGENDA**

- (9-10)        **RESOLUTION NO. C1-19:** APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2018  
(Contact: Erwin Vidallon, Chief Financial Officer)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (11-20)        **RESOLUTION NO. P2-19:** AUTHORIZING PURCHASE OF GOODS AND SERVICE FOR METRO PARKS TACOMA
1. TYLER TECHNOLOGIES, INC, MUNIS DIVISION FOR SOFTWARE MAINTENANCE, TECHNICAL SUPPORT, AND OTHER SERVICES AS REQUESTED FOR 2019-20 IN AN AMOUNT NOT TO EXCEED \$345,000  
(Contact: Erwin Vidallon, Chief Financial Officer)
  2. ACTIVE NET FOR RECREATION MANAGEMENT & POS SOFTWARE SERVICE FEES FOR 2019-20 IN AN AMOUNT NOT TO EXCEED \$160,000  
(Contact: Erwin Vidallon, Chief Financial Officer)
  3. PISCES SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$92,467.00  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
  4. ATLANTIC PACIFIC SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$78,754.20  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
  5. LAKES O'LAKES PURINA FOR ANIMAL FEED IN THE AMOUNT OF \$57,000  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
  6. PIERCE COUNTY SECURITY FOR SECURITY SERVICES FOR PARKS AND FACILITIES FOR 2019-20 IN AN AMOUNT NOT TO EXCEED \$158,000  
(Contact: Marina Becker, Director of Parks & Recreation)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (21-24)        **RESOLUTION NO. PW3-19:** POINT DEFIANCE OWEN BEACH IMPROVEMENTS CONTRACT AMENDMENT #2 TO SITEWORKSHOP  
(Contact: Debbie Terwilleger, Director of Planning & Development)

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

**FIRST READINGS:**

*(Requiring two readings for adoption)*

- (25-27)      **RESOLUTION NO. RR4-19:** ACCEPTING THE SWAN CREEK MASTER PLAN  
UPDATE (LISTER UPLANDS)  
(Contact: Debbie Terwilleger, Director of Planning & Development)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

January 16, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters
January 25, 2019	Annual Board Retreat	8:30 AM	Eastside Community Center
January 28, 2019	Regular Park Board Meeting	6:00 PM	Park Headquarters
January 30, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters

\* Committee Meetings are subject to change - please check the Metro Parks Website, [www.metroparkstacoma.org](http://www.metroparkstacoma.org) for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
December 10, 2018**

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

**IN THE CHAIR:** Andrea Smith

**PLACE:** 4702 South 19<sup>th</sup> Street

**FLAG SALUTE:** Commissioner Pointer

**REGULAR MEETING**

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

**SPECIAL PRESENTATIONS** TACOMA POLICE REPORT OUT

Officer Sean Gustafson commented on several items of mutual interest including homelessness in parks. He commented that the City council has extended the emergency declaration and funding. Captain Gustafson further noted that the City is also working on ordinance changes relative to the issue.

Officer Gustafson also briefly commented on the partnership the police have with the Park Rangers at Point Defiance.

Commissioner Reid commented that the Board has received some complaints about police response time in parks in the peak season.

**PRESIDENTS REPORT**

President Smith commented positively on the recent Auditors Exit conference. She noted that there were no findings. Shon Sylvia commented that staff has corrected procedures related to QUALICB as noted by the State Auditor's office.

**STANDING COMMITTEE AND COUNCIL REPORTS** None

**NOMINATIONS FOR 2019 BOARD OFFICERS**

Commissioner Reid nominated Commissioner Pointer for the position of president, seconded by Commissioner Smith.

Commissioner Pointer nominated Commissioner Reid for the position of clerk, seconded by Commissioner Baines.

Final nominations and voting are scheduled for the January 14, 2019 regular board meeting

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Specialized Recreation Annual Holiday Cruise at Foss Waterway Seaport held on Saturday, December 1<sup>st</sup> had 159 participants and 29 boats.
- Elementary Sports Program is reporting 1200 soccer participants. Basketball registration has begun with 850 children thus far.

**CITIZEN COMMENTS**

Scott Hansen commented that he is not in favor of the ideas and recommendations about the future planning for the Ruston Way waterfront as presented by the UW Tacoma students last month.

**MINUTES OF THE NOVEMBER 26, 2018 REGULAR BOARD MEETING**

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

**CONSENT AGENDA**

**RESOLUTION NO. C93-18: APPROVAL OF WARRANTS CLAIM FUND FOR NOVEMBER 2018**

Commissioner Hanberg moved adoption of the consent agenda as presented; seconded by Commissioner Pointer.

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

**PURCHASING RESOLUTIONS**

**RESOLUTION NO. P94-18: AUTHORIZING PURCHASE OF GOODS AND SERVICE FOR METRO PARKS TACOMA**

1. GATEWAY TICKETING SYSTEMS FOR POS MAINTENANCE, SUPPORT AND ENHANCEMENTS FOR 2019 & 2020 IN THE AMOUNT OF \$230,000
2. DEEP FOREST CHALLENGE FOR ROPES COURSE /ZIP LINE EXPERIENCE FOR 2019 & 2020 IN THE AMOUNT OF \$650,000
3. ANIMAL RIDES UNLIMITED, LLC FOR CAMEL RIDE REVENUE SHARE PROGRAM FOR 2019 & 2020 IN THE AMOUNT OF \$400,000
4. KING FEED FOR ANIMAL FOR 2019 & 2020 IN THE AMOUNT OF \$250,000
5. MILIKEN MEAT FOR CARNIVORE DIET FOR 2019 & 2020 IN THE AMOUNT OF \$150,000
6. ASSOCIATED PETROLEUM PRODUCT INC. FOR BULK FUEL IN THE AMOUNT OF \$214,000

Commissioner Hanberg moved adoption of the resolution as presented; seconded by Commissioner Pointer.

Alan Varsik commented that items 1 through 5 biennial are purchases for NW Trek and Point Defiance Zoo.

Marina Becker indicted that item 6 is for bulk propane and gas including resale gas for the Boat House. Commissioner Pointer encouraged staff to continue to look for electric vehicle alternatives whenever possible. Ms. Becker indicted that the District will continue to revisit and make stretch goals relative to carbon emissions.

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

### **PUBLIC WORKS PURCHASING RESOLUTIONS**

**RESOLUTION NO. PW95-18:** POINT DEFIANCE PARK WATERFRONT PHASE 1 GUY F. ATKINSON CONSTRUCTION, LLC CONTRACT CHANGE ORDER NO. 24 FOR TRAIL, BRIDGE, AND PENINSULA

Commissioner Hanberg moved adoption of the resolution as presented; seconded by Commissioner Pointer.

Debbie Terwilleger commented that this resolution is needed to complete work related to fire suppression system at the TYC Dock.

Project Manger, Roger Stanton provided additional detail on the location of the system.

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

### **SINGLE READING RESOLUTIONS**

**RESOLUTION NO. R96-18:** ADOPTING 2019-2020 STATE & FEDERAL LEGISLATIVE AGENDA FOR THE METROPOLITAN PARK DISTRICT OF TACOMA

Commissioner Hanberg moved adoption of the resolution as presented; seconded by Commissioner Pointer.

Joe Brady reminded the Board that the legislative agenda was discussed at the December 3<sup>rd</sup> COW meeting. Mr. Brady commented that the agenda supports the District's planning efforts and supports the mission and vision of the District. In addition, the agenda supports the District's capital projects and inter-governmental partnerships.

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

**RESOLUTION NO. R97-18:** APPROVING MOUs WITH DISTRICT FOUNDATIONS FOR 2019

Commissioner Hanberg moved adoption of the resolution as presented; seconded by Commissioner Pointer.

Sandra Eliason commented that staff is currently working with the Alford Group and is learning how the District can best support its five foundations. Because work is still being done staff is requesting that the current MOUs with the five foundations be extended one additional year. Work with the Alford Group should be finishing up and presenting recommendations in early 2019.

Ms. Eliason commented that the District is continuing to secure outside funds for Eastside Community Center. It was noted that overall during the 17-18 biennium the District raised \$16M.

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

**SECOND READINGS RESOLUTIONS**

**RESOLUTION NO. RR92-18: ADOPTING THE 2019-2020 BIENNIAL BUDGET**

This resolution was moved and seconded on November 26, 2018.

Being no additional comments the resolution passed on a vote of 5-0.

**FIRST READING RESOLUTIONS** None

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS:**

Commissioner Hanberg stated that staff may want to contact the individual that spoke during citizens comment to let him know the UWT student projects were a visioning process but not likely to be implemented as recommended by the students.

Commissioner Pointer thanked staff for good work in 2018

President Smith wished staff Happy Holidays.

**ADJOURN:**

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

**APPROVED:**

\_\_\_\_\_

President

\_\_\_\_\_

Clerk

Submitted by: Jennifer Bowman, Board Secretary



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C1-19**

**APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2018**

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

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

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

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

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

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

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers 325841 to 326223 AMOUNT: \$5,177,511.78

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 048589 to 048799 AMOUNT: \$74,795.97

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

TOTAL \$5,252,307.75

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Finance and Accounting Auditing Officer  
Metropolitan Park District of Tacoma

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



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Erwin Vidallon, Chief Financial Officer  
Alan Varsik, Director of Zoological & Environmental Education  
Marina Becker, Director of Parks & Recreation

**SUBJECT: Purchasing Resolution**

DATE: January 7, 2019

**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.

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price (Without Sales Tax)</u>
1.	Tyler Technologies, Inc., Munis Division	Software Maintenance, Technical Support, Other Services as Requested for 2019-20	Not to exceed \$345,000
2.	Active Network	Recreation Management & POS Software Service Fees for 2019-20	Not to exceed \$160,000
3.	Pisces Seafood	Various Seafood (animal food)	\$92,467.00
4.	Atlantic Pacific Seafood	Various Seafood (animal food)	\$78,754.20
5.	Lakes O'Lakes Purina	Animal Feed	\$57,000.00
6.	Pierce County Security (Pacific Coast Security)	Security Services for Parks and Facilities for 2019-20	Not to exceed \$158,000.00

## ITEM No. 1

- **VENDOR** Tyler Technologies Inc., Munis Division
- **GOODS OR SERVICE** Software Maintenance, Technical Support, Other Services as Requested
- **PRICE** 2019 & 2020 - \$345,000
- **SOURCE OF FUNDING** Business & Innovation/Finance & Business Development/IT Operating Funds  
2014 Bond, System Efficiencies/Technology Upgrades
- **CONTACT** Erwin Vidallon, 305-1081

**BACKGROUND:** Staff requests that the Board of Park Commissioners authorize the purchase of software licensing, maintenance and consulting services from Tyler Technologies, Inc., Munis Division, at a cost not to exceed \$345,000.00 for 2019-2020 biennium.

The District uses Munis Software, owned and supported by Tyler Technologies, as its Enterprise Resource Planning (ERP) software system. Munis is used for all aspects of financial transaction processing — general ledger, budgeting, accounts payable and purchasing, accounts receivable, payroll, personnel management, etc. Our annual software maintenance contract with Munis provides access to Munis customer support services for general assistance and technical troubleshooting, and also provides ongoing software upgrades, patches, and year-end releases for tax reporting. It is important that we continue our maintenance contract to ensure essential financial services are provided without interruption and can be restored in the event of a system failure. To continue receiving upgrades and technical support, the District must pay a biennial maintenance and support fee of \$213,000.

Additionally, in 2019 Metro Parks plans to purchase and implement two new Tyler modules:

1. **Tyler Content Manager (TCM)** – to digitize financial records such as invoices and payroll documents. With TCM, copies of documents will be directly attached to relevant transaction records, thus streamlining business processes and eliminating the need for some paper copies. The cost to purchase and implement TCM using Tyler consulting services will be approximately \$37,000, and will be funded by the 2019 Business & Innovation operating budget.
2. **Executime** – to fully automate and manage employee time entry and scheduling. Executime is a product of Tyler Technologies and offers full integration with the Munis payroll and personnel management modules. The cost to purchase and implement Executime using Tyler consulting services for a pilot project will be approximately \$80,000, and will be funded by the 2014 Bond, using funds allotted for System Efficiencies/Technology Upgrades. As a result of the pilot project, the implementation team, through the IT Committee, will determine and recommend next steps. If all goes well, the IT Committee will discuss funding for a district-wide implementation.

Otherwise, the IT Committee will benefit from the lessons-learned of the pilot project and determine options to proceed through an open competitive process.

Other services we anticipate purchasing from Tyler Technologies include conference registration fees, and other training and/or consulting services. These additional expenses should not exceed \$15,000 for 2019-2020.

**FISCAL IMPACT:** Funds for Munis software support and maintenance and the TCM project are provided for in the 2019-2020 biennial budget under Business & Innovation, Finance & Business Development, Information Technology Division. The cost to purchase and implement Executime using Tyler consulting services for a pilot project will be approximately \$80,000, and will be funded by the 2014 Bond, using funds allotted for System Efficiencies/Technology Upgrades.

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

**ITEM NO. 2**

- **VENDOR** Active Network LLC
- **GOODS OR SERVICE** Software Subscription Fees, Other Services as Requested
- **PRICE** 2019 & 2020 - \$160,000.00
- **SOURCE OF FUNDING** Business & Innovation/Finance & Business Development/IT Operating Funds
- **CONTACT** Erwin Vidallon, 305-1081

**BACKGROUND:** Staff requests that the Board of Park Commissioners authorize the payment of software transaction and consulting fees to Active Network, LLC, at a cost not to exceed \$160,000.00 for the 2019-2020 biennium.

The District uses ActiveNet, a SaaS (software as a service) product hosted and maintained by Active Network, LLC, for all areas of recreation management and POS operations, including memberships, facility rentals, activities, leagues and camps. ActiveNet is licensed on a subscription basis, and Active Network charges a fee for each transaction processed, equal to 1.5% of the transaction. Based on fees incurred during six months of 2018, staff estimates that annual fees in 2019 and 2020 will be approximately \$60,000 annually (without Eastside CC); plus an additional \$15,000 per year to accommodate for Eastside activities, anticipated increase in participation, transitioning the Conservatory to use ActiveNet, and ongoing training and consulting services.

Additionally, in 2019 Metro Parks plans to purchase and implement two new ActiveNet modules to improve customer support: 1) FlexReg, which will streamline the registration process for camps and child care; and 2) Private Lessons, which will provide support for customers

accessing private instruction offerings. Each module will cost approximately \$5,000 to implement.

**FISCAL IMPACT:** Funds for ActiveNet fees are built in to the pricing structure for memberships, activity registration and facility rental fees, and POS items. Funds for additional ActiveNet modules and other services are provided for in the 2019-2020 biennial budget under Business & Innovation, Finance & Business Development, Information Technology Division.

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

**ITEM No. 3**

- **VENDOR** Pisces Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$92,467.00 Base bid excluding WSST
- **SOURCE OF FUNDING** 2019 ZEED Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634

**BACKGROUND:** Point Defiance Zoo & Aquarium supports a variety of fish-eating species in the Rocky Shores exhibit area and the North and South Pacific Aquariums. The species exhibited are fed a variety of raw and blanched fresh and frozen seafood totaling over 119,903 pounds per year. We received bids from five (5) seafood vendors for forty-eight types of seafood for a total of \$190,427.95. Only purchases from two vendors will exceed the \$50,000 purchasing threshold requiring Park Board approval.

Pisces Seafood was the vendor that submitted the lowest bid for thirteen varieties of seafood for a total of 86,650 lbs. that met the stated guidelines. We are recommending the purchase 86,500 lbs. of seafood for animal consumption from Pisces Seafood for a total of \$92,467.00 excluding Washington State Sales Tax.

**FISCAL IMPACT:** Funds will come from department operating budgets.

**ADDITIONAL INFORMATION:** for additional information please contact Alan Varsik at 253-404-3634.

**ITEM No. 4**

- **VENDOR** Atlantic Pacific Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$78,754.20 Base bid excluding WSST
- **SOURCE OF FUNDING** 2019 ZEED Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634

**BACKGROUND:** Point Defiance Zoo & Aquarium supports a variety of fish-eating species in the Rocky Shores exhibit area and the North and South Pacific Aquariums. The species exhibited are fed a variety of raw and blanched fresh and frozen seafood totaling over 119,903 pounds per year. We received bids from five (5) seafood vendors for forty-eight types of seafood for a total of \$190,427.95. Only purchases from two vendors will exceed the \$50,000 purchasing threshold requiring Park Board approval.

Atlantic Pacific Seafood was the vendor that submitted the lowest bid for twelve types of seafood for a total of 27,250 lbs. that met the stated guidelines. We are recommending the purchase 27,250 lbs. of seafood for animal consumption from Atlantic Pacific Seafood for a total of \$78,754.20 excluding Washington State Sales Tax.

**FISCAL IMPACT:** Funds will come from department operating budgets.

**ADDITIONAL INFORMATION:** for additional information please contact Alan Varsik at 253-404-3634.

**Item No. 5**

- **VENDOR** Lakes O'Lakes Purina
- **GOODS OR SERVICE** Animal Feed
- **PRICE** \$57,000.00 excluding WSST
- **SOURCE OF FUNDING** NWT Zoological Budget
- **CONTACT** Alan Varsik, (253) 404-3634

In 2017 staff worked with an animal nutritionist to develop a dietary plan to meet the unique dietary needs of the animals in our care. Based on this review, Northwest Trek utilizes several specialized grains one of which is a bulk blend manufactured by Lakes O'Lakes Purina to feed the animals in the Free Roaming area. The diet is used to supplement the natural browse for and an additional grain that's purchased from King Feed to moose, whitetail deer, bighorn sheep, caribou and mountain goats. No other local mills produce this bulk grain formula for delivery to Trek.

**FISCAL IMPACT:** Funds will come from department operating budgets.

**ADDITIONAL INFORMATION:** For additional information please contact Alan Varsik at 253-404-3634.

**Item No. 6**

- **VENDOR** Pierce County Security (Pacific Coast Security)
- **GOODS OR SERVICES** Security Services for Parks and Facilities
- **PRICE** 2019 & 2020 – Not to exceed \$158,000.00
- **SOURCE OF FUNDING** 2019 & 2020- Parks and Recreation Department Operating Funds
- **CONTACT** Marina Becker, (253)305-1024

**BACKGROUND:** Pierce County Security has been providing security services for our parks and facilities since they were selected through a Request for Proposal in 2015. On November 19, 2018 a new Request for Proposal RFP (P2019-02) was issued for security services for our parks and facilities, Pierce County Security was the only bid proposal received. The contract will be valid for the biennium through December 31, 2020, with the option to renew for two 1-year contracts. The total anticipated cost is not to exceed \$158,000.00 through the end of the biennium.

**FISCAL IMPACT:** These expenses are budgeted in the department operating funds.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024.



**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P2-19**

**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 below; 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 following goods and services as detailed in Exhibit A to this resolution.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on \_\_\_\_\_ 2019.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A  
to  
Purchasing Resolution No. P2-19**

**ITEM NO. 1**

- **VENDOR** Tyler Technologies Inc., Munis Division
- **GOODS OR SERVICE** Software Maintenance and Technical Support
- **PRICE** Not to exceed \$345,000.00 excluding WSST for 2019-2020 biennium
- **SOURCE OF FUNDING** 2019-2020 Business & Innovation/Finance & Business Development/IT Operating Funds  
2014 Bond – System Efficiencies/Technology Upgrades
- **CONTACT** Erwin Vidallon – (253) 305-1081

**ITEM NO. 2**

- **VENDOR** Active Network LLC
- **GOODS OR SERVICE** Software Subscription Fees, Other Services as Requested
- **PRICE** Not to exceed \$160,000 for 2019-2020 biennium
- **SOURCE OF FUNDING** 2019-2020 Business & Innovation/Finance & Business Development/IT Operating Funds
- **CONTACT** Erwin Vidallon – (253) 305-1081

**ITEM NO. 3**

- **VENDOR** Pisces Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$92,467.00 Base bid excluding WSST
- **SOURCE OF FUNDING** 2019 ZEED Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634

**ITEM NO. 4**

- **VENDOR** Atlantic Pacific Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$78,754.20 Base bid excluding WSST
- **SOURCE OF FUNDING** 2019 ZEED Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

**Item No. 5**

- **VENDOR** Lakes O'Lakes Purina
- **GOODS OR SERVICE** Animal Feed
- **PRICE** \$57,000.00 excluding WSST
- **SOURCE OF FUNDING** NWT Zoological Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**Item No. 6**

- **VENDOR** Pierce County Security (Pacific Coast Security)
- **GOODS OR SERVICES** Security Services for Parks and Facilities
- **PRICE** 2019 & 2020 – Not to exceed \$158,000.00
- **SOURCE OF FUNDING** 2019 & 2020- Parks and Recreation Department Operating Funds
- **CONTACT** Marina Becker, (253) 305-1024





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Capital Development

**SUBJECT: Point Defiance Owen Beach Improvements  
Contract Amendment #2 to SiteWorkshop**

DATE: January 9, 2019

**EXECUTIVE SUMMARY:** This resolution authorizes Contract Amendment #2 for SiteWorkshop to provide design development plans, contract design documents, permitting services, and contract administration for architectural work that was not in the original agreement for improvements at Owen Beach, in the amount of \$277,322.00

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** The Capital Improvement Committee reviewed this resolution via email on December 13, 2018 and recommended forwarding this item on to the full Board for approval.

**BACKGROUND:** Owen Beach resides in Point Defiance Park, a regional park. For over 126 years Owen Beach has been one of the few true water access areas in Tacoma. In 2015 Metro Parks was awarded a grant from the Recreation and Conservation Office, (RCO) to make improvements to Owen Beach. The grant scope called for:

- Cultural resources and surveying, archeologist
- Removal of brick existing restrooms
- Providing new restroom building/investigating the use of the concession building
- Renovating the existing shelter
- Adding one new shelter
- Adding a playground
- Adding a Kayak launch and beach accessibility
- Install utilities, power, water, storm, sewer and fire suppression system
- Signs/kiosk
- Parking improvements
- Landscaping/fencing and walkways

Through the schematic design phase, the details of the project scope and overall site layout has evolved through numerous iterations, with public review and adjustment according to projected sea level rise. We are now ready to proceed into design development phase.

Original Design Contract	\$510,229	
Amendment #1	\$ 16,000	Owner initiated re-design for projected sea level rise
Amendment #2	<u>\$277,322</u>	Addition of Architectural fees
	<b>\$803,551</b>	

As described by the original project design contract authorized under Resolution PW93-16, the architectural design for building structures was for schematic design only. An amendment was anticipated to proceed with final design once the building scope was defined through the schematic design phase. This amendment is now required to authorize the full scope of final building design.

**FISCAL IMPACT:** Additional scope of services has been negotiated with SiteWorkshop in the amount of \$277,322.00 to bring the total contract to \$803,551.00. The funds allocated to this project in the amount of \$2,382,206.00 are from the Metro Parks Tacoma 2014 UTGO Bond and \$2,250,000.00 from the Recreation and Conservation Office for a full amount of \$4,632,206.00.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW3-19**

**POINT DEFIANCE OWEN BEACH IMPROVEMENTS  
CONTRACT AMENDMENT #2 TO SITEWORKSHOP**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to Owen Beach in Point Defiance Park; and

WHEREAS, on Oct. 10, 2016 the Board of Park Commissioners approved a \$510,229.00 contract with SiteWorkshop for Architectural & Engineering Services for the Owen Beach Improvements; and

WHEREAS, contract amendment #1 for SiteWorkshop was executed to provide schematic site re-design in response to projected sea-level rise and its impact up the site over the lifespan of site improvements being considered; and

WHEREAS, contract amendment #2 for SiteWorkshop is to provide, design development plans, contract design documents, permitting services, and contract administration for architectural work that was not in the original agreement; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma 2014 UTGO Capital Improvement Bond Fund and a grant through the Recreation and Conservation Office; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the contract Amendment #2 for added Architectural Services to SiteWorkshop in the amount of \$277,322.00 for a total contract of \$803,551.00.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_ 2019.

\_\_\_\_\_  
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: **Swan Creek Master Plan Update (Lister Uplands)  
Master Plan Update- Final Acceptance**

DATE: January 9, 2019

**EXECUTIVE SUMMARY:** This resolution authorizes acceptance of the 2018 Swan Creek Master Plan Update.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** The Capital Improvement Committee reviewed this resolution at their meeting on November 28, 2018 and recommended forwarding this item on to the full Board for approval.

**BACKGROUND:** MPT initiated a master planning effort for Swan Creek Park in January, 2011. The effort sought to create a long-term vision and plan for future site development, stewardship and programming. It reflected the community's vision of the park as a greenspace offering protection for the creek and forests, while supporting outdoor programs and activities. Initial park improvements were funded through the 2005 bond program, with additional bond funding provided through the 2014 UTGO bond program to build upon the community's vision.

In 2018, MPT was successful in leveraging the 2014 bond monies through the National Park Service Legacy grant program for onsite improvements. Since the 2011 master plan, the area around Swan Creek Park has become more developed. Additionally, MPT recognized the need for more detailed planning in the uplands and to obtain a conditional use permit for the entire park.

MPT subsequently embarked upon an update to the 2011 Master Plan, integrating past goals and principles with updated feedback from area residents.

Community conversations involving a steering committee and several public meetings reviewed the priorities identified in 2011, and reconfirmed that they are still relevant to the community and in-tune with MPT's vision for Swan Creek's role within the Park's system.

During the current planning process, many of the programming elements identified for the Uplands in 2011 were still desired by the community (dog park, youth traffic garden, restrooms, and picnic shelters). In addition, new elements were identified including more opportunities for "wheeled" activities (bicycles and skateboards). Community members expressed continued interest in walking and biking along the existing road patterns on the site. There was a recurring desire to tell the cultural history of the Uplands and the need for the park to include a variety of experiences to create a regional destination. It recognizes that community and regional needs change over time, and provides a flexible, integrated framework for future phases.

**FISCAL IMPACT:** The cost estimate for implementation of the Upper Lister master plan update is set at \$12,655,300.00. The implementation of the plan will be divided into phases to facilitate implementation as funds are made available. The Master Plan update funding is allocated in the 2014 UTGO Bond, Regional Parks, Swan Creek in the amount of \$2,663,665.00.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. RR4-19**

**ACCEPTING THE SWAN CREEK MASTER PLAN UPDATE (LISTER UPLANDS)**

WHEREAS, the Metropolitan Park District of Tacoma owns and operates Swan Creek Park located at E. 42<sup>nd</sup> St. and Roosevelt Ave., Eastside Tacoma; and

WHEREAS, an in-house staff team in conjunction with the landscape architectural consulting firm Mithun, led an effort to develop a Master Plan Update for Swan Creek in the Lister Uplands; and

WHEREAS; Metro Parks Tacoma worked with our partner organizations Salishan Housing and Tacoma School District; a Citizen Steering Committee; and conducted public outreach to gather input, develop design criteria, review development options, and identify a preferred development concept for Swan Creek; and

WHEREAS, the Master Plan Update for the Lister Uplands includes provisions for development of improvements including picnic shelters/classrooms, event/multi-purpose spaces, restrooms, permaculture, a traffic garden, a ropes/challenge course, climbing features, a skate park, a dog park, paved walking/cycling paths, unpaved walking trails and parking;

WHEREAS, The Master Plan supports a wide variety of outdoor adventures, team sports, natural resource restoration, and environmental education programs. Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the Swan Creek Master Plan Update.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_ 2019.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk