

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**JANUARY 22, 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.**

6:00 P.M. CALL TO ORDER

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

PROCLAMATION HONORING EMPLOYEE SERVICE

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

CITIZEN COMMENTS

MINUTES

(3-10) MINUTES OF THE JANUARY 8, 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

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (11-14) **RESOLUTION NO. P11-18:** APPROVAL OF GOODS AND SERVICES FOR METRO PARKS TACOMA
 - 1. WASHINGTON CITIES INSURANCE AUTHORITY FOR PROPERTY, LIABILITY AND AUTO INSURANCE IN THE AMOUNT OF \$615,787.00
(Contact: Erwin Vidallon, Chief Financial Officer)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (15-18) **RESOLUTION NO. R12-18:** EASTSIDE TACOMA COMMUNITY CENTER ACCEPTING AND APPROPRIATING \$ 5,000,000 FROM THE CITY OF TACOMA
(Contact: Debbie Terwilleger, Director of Planning & Development)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

- (19-21) **RESOLUTION NO. RR10-18:** ADOPTION OF THE DISTRICT STRATEGIC ACTION PLAN
(Contact: Joe Brady, Chief Strategy Officer)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

January 24, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters
January 29, 2018	Committee of the Whole	5:30 PM	Park Headquarters
February 12, 2018	Regular Board Meeting	6:00 PM	Park Headquarters
February 14, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters

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



**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
JANUARY 8, 2018**

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

IN THE CHAIR: Andrea Smith

PLACE: 4702 South 19th Street

FLAG SALUTE: Commissioner Smith

COMMISSIONER SWEARING IN

Commissioners Hanberg and Smith were both administered the oath of office.

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.

FINAL NOMINATIONS & ELECTIONS OF 2018 OFFICERS

Being no additional nominations Commissioner Smith was elected as Board President.
Being no additional nominations Commissioner Pointer was elected as Board Clerk.

SPECIAL PRESENTATIONS None

PRESIDENTS REPORT

President Smith commented on the complimentary letter she received from TPU regarding MPT Headquarters staff involved with assisting the TPU Board with hold meetings at the MPT HQ this past fall.

STANDING COMMITTEE AND COUNCIL REPORTS

Active Lifestyle & community Wellness Advisory Council

Commissioner Reid stated that the council met last on December 21st. New Member applications were reviewed. The group also appointed Brian Lupert as acting chair for the next three months.

Baseball Committee

Commissioner Pointer indicated that the Pierce County Old Timers Baseball Hall of Fame induction slated for May of 2018 will be moved to a date to be determined in 2020

President Smith made 2018 Committee Assignments:

- Capital Improvement Committee –Commissioner Pointer, Commissioner Baines
(Commissioner Hanberg Alternate)

- Joint Municipal Action Committee – Commissioner Reid, Commissioner Baines (Commissioner Hanberg Alternate)
- Zoo Liaison—Commissioner Pointer, Commissioner Hanberg (Commissioner Reid Alternate)
- MPT/TPS Coordinating Committee—Commissioner Reid, Commissioner Baines (Commissioner Pointer Alternate)
- MPT/COT Interlocal Policy Committee—Commissioner Pointer, Commissioner Smith (Commissioner Baines Alternate)
- Greater Metro Parks Foundation – Commissioner Smith
- Active Lifestyles and Community Wellness Advisory Council—Commissioner Reid
- Nature and Environment Advisory Council—Commissioner Hanberg
- Arts and Heritage Advisory Council—Commissioner Pointer
- Business and Responsive Agency Advisory Council—Commissioner Baines

EXECUTIVE DIRECTOR’S REPORT None

CITIZEN COMMENTS None

MINUTES OF THE DECEMBER 11, 2017 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C1-18: APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2017

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 5-0.

PURCHASING RESOLUTIONS

RESOLUTION NO. P2-17: APPROVAL OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. PISCES SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$84,402.66
2. ATLANTIC SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$68,332.41

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

Alan Varsik indicated that that these two items are part of the annual seafood purchase for zoo animals. He commented that staff supports the highest of quality standards and sustainable product available. Mr. Varsik stated that the quantity purchased is higher than last year due to new species now on site for the new aquarium.

Commissioner Smith asked for some additional detail about the total amount of product being purchase from these two vendors as compared to the total amount of seafood to be purchased.

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

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO PW3-18: POINT DEFIANCE WATERFRONT PHASE 1 MANAGEMENT SUPPORT SERVICES CONTRACT AMENDMENT NO. 4 FOR OAC SERVICES, INC.

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

Debbie Terwilleger commented that this change order is for OAC Services who was brought on board for the waterfront Phase I project to assist with GCCM delivery method and application of the project. Ms. Terwilleger commented that OAC would be need on site for longer than originally anticipated, as their management support is needed because the project has extended beyond the estimated completion date.

The resolution was reviewed by the CIC at their December 13, 2017 meeting.

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

RESOLUTION NO PW4-18: AUTHORIZING A CONTRACT AMENDMENT #6 FOR ARCHITECTURAL & ENGINEERING SERVICES WITH SITEWORKSHOP, LLC

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

Debbie Terwilleger commented that this change order is for contract amendment #6 for additional A&E Services for the Waterfront Phase 1 Project.

Additional project scope includes:

- Additional Geo-technical inspection services
- City of Tacoma Permitting for Peninsula, Triangle and the Roundabout.
- Scope adjustments including; Design for Tacoma Yacht Club, Expanded Construction Administration for Peninsula and Trail & Bridge.
- Design revisions attributed to the elimination of ramp and stair dock access and replacement with gangway and ramp access
- Scope adjustments to develop entry signage for the roundabout that also required structural engineer services.
- Re-design of Roundabout Plans and Specifications from GC/CM to Design, Bid, Build.

Ms. Terwilleger commented that the notice to proceed for the roundabout project will be happening very soon, and robust outreach to the city and neighbors will be occurring.

This items was discussed at the December 13, 2017 CIC meeting.

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

RESOLUTION NO PW5-18: NW TREK BEAR FENCE INSTALLATION BID#: T2017-04
CONTRACT AWARD TO MASSANA CONSTRUCTION INC.

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

Ms. Terwilleger commented staff completed that phase 1 of the project. This contract for Phase 2 will include the installation of new fence components, posts, rails, gates and all other components construction of a 12-foot tall exhibit perimeter fence for the grizzly bear enclosure, which connects to the existing holding dens. Staff commented there were five bidders for the project. The project is scheduled for 100 days of work.

Commissioner Hanberg inquired as to when grizzlies will be on display; staff indicated that plan is by this summer.

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

RESOLUTION NO PW6-18: POINT DEFIANCE ZOO & AQUARIUM – ARCTIC TUNDRA
EXHIBIT RENOVATIONS CONTRACT AWARD TO PGAV DESTINATIONS

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

Staff indicated this item was discussed at the CIC meeting on December 13, 2017.

Debbie Terwilleger stated this contract is for updating the current polar bear exhibit to meet the recommendations of the AZA and Manitoba Polar Bear Protection Act of 2002.

Six bids were received for the project.

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

RESOLUTION NO PW7-18: TITLOW PARK MASTER PLAN UPDATE RFQ NO J2017-
13 CONTRACT AWARD TO SITE WORKSHOP

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

Staff indicated this item was discussed at the CIC meeting on December 13, 2017.

This project will involve master planning consulting services to help MPT determine the best use for the Hidden Beach area at Titlow Park.

Commissioner Reid suggested exploring the idea of opening the former TOA site at the Park for use. Staff indicated that the future use of that site will be part of the planning process.

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

RESOLUTION NO PW8-18: POINT DEFIANCE WATERFRONT PHASE 1 PROJECT
ACCEPTING AND APPROPRIATING ADDITIONAL FUNDING AND AMENDING THE
ENVIRONMENTAL PROTECTION AGENCY COOPERATIVE AGREEMENT AND THE
CAPITAL IMPROVEMENT PLAN

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

Staff indicated this item was discussed at the CIC meeting on December 13, 2017.

Debbie Terwilleger commented that the Cooperative Agreement is the inter-agency financial agreement that created a way for the EPA to reimburse Metro Parks for the cost of the environmental remediation included in the Waterfront Phase I project. This resolution authorizes the Executive Director to amend the Cooperative Agreement with the Environmental Protection Agency (EPA) and the 2017-2018 Capital Improvement Plan.

This amendment, by increasing the EPA funding commitment by \$4.5M will increase the Cooperative Agreement to the amount of \$ 25,397,227. The estimated amount will continue to fluctuate to match the actual cost of remediation upon completion of the project. The Cooperative Agreement will also establish the process and requirements for all transactions and payments between the EPA and Metro Parks.

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

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

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

Debbie Terwilleger commented that this resolution provides recommendations for the naming of two features that are part of the Waterfront Phase I project at Point Defiance Park: a new 11-acre waterfront development and pedestrian trail. After an extensive branding process, which incorporated analysis by a cross-departmental team of MPT employees and extensive public solicitation for names, staff is recommending that the 11 acre waterfront site shall be named: Dune Peninsula at Point Defiance Park. A further recommendation is for the loop trail on the peninsula to be designated: Frank Herbert Trail. Over 500 submittals were received from the public.

Ms. Terwilleger noted the criteria for the recommendation included the following:

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

Ms. Terwilleger commented on the background of the Dune series written by Frank Herbert.

Commissioner Pointer requested additional discussion of this recommendation at a Committee of the Whole Meeting. Commissioner Pointer voiced concern over the lack of parks in the District named for African Americans and Native Americans. Mr. Pointer stated that he has support for the Black Collective, NAACP and several other organizations in the community to name the Park after Jack Tanner, the first African American Federal Judge who was born in Tacoma.

Commissioner Hanberg indicated he is excited about the recommended name but is also interested in looking at naming parks with an equity lenses. He noted adding that criteria to current policy should be discussed by the Board.

Luke Malkiovitch commented that Dune is his favorite book and he is supportive of the staff recommendation.

Russel Sherman commented that he has read Dune and is excited about the recommended name of the park.

Cody Bakken commented he has read Dune and the environmental story told through the book has influenced his life. He noted he is supportive of the recommended name but also respects the comments made by Commissioner Pointer. He stated that he would be available to volunteer for any future work with park naming.

Marguerite Martin commented that she recently read Dune and indicated the recommended name would provide distinction in Tacoma.

Ms. Mitchell commented that she is a librarian in the area and that Herbert's readership is still alive and well. She spoke in favor of the recommended name but noted that the District should look into naming more parks in Tacoma after people of color.

Commissioner Smith moved the Resolution to the January 29th COW for additional board discussion. Second reading will occur on February 12th

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS

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

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

Joe Brady indicated that the pln has been developed over the past 7 months including a 25 day public comenent period. He noted that he has visted advisory councils, neighborhhod councils and the Board has had several study session on the plan's development.

Being no addional comment the resoluion was moved to second reading on February 12th.

UNFINISHED BUSINESS None

NEW BUSINESS DISTRICT HUMAN RESOURCES POLICIES

Paul Weed gave a presentation outlining the polices beeing updated. Asummary of the changes is as follows:

Title/Policy Number

Purpose of Proposed Edits

MS CLASSIFICATION

Revises Title to “Exempt” Classification to align with state and FLSA classifications.

Policy 515.003

Adds language that changes “MS-1 and MS-2” classification to “exempt”.

Section I

Deletes additional administrative leave for employees hired prior to May 1, 1998.

Section II

Creates uniformity in exempt employee benefits regardless of hire date.

PAY INCREASES

Policy 515.002

Adds language to include financial resources as a determining factor in offering pay increases

Section II

Adds discretionary pay adjustments outside of the merit system when considering such factors as internal/external alignment, retention, performance & experience and special skills.

Section V

JOB CLASSIFICATION AND COMPENSATION

Adds language that clarifies the purpose of the policy and makes explicit the philosophy of total compensation and the goal of compensating employees at or near the market average.

Policy 515.001

Section II

Aligns language, “organizational impact factors” with the language of the Total Compensation Program.

Section III

Delineates the organizational impact factors used to determine job classification.

Section V

Adds language to include interim compensation level.

PROMOTIONS

Policy 511.007

Defines a promotion. Adds requirement for approval by the Executive Director prior to recruitment or placement in the new position.

Section I

Section IV

Adds employee serving in an interim role as an additional criteria for a non-competitive appointment.

Section VI

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.

Section VII

Limits promotional increases to 10% or the minimum of the new job range, whichever is greater.

VACATION ACCRUAL

Policy #514.002

Imposes a hard cap not to exceed two years of vacation accrual. Clarifies that accrual stops until the accrued number of hours is reduced below the maximum.

Section III

Section IV

Changes MS term to exempt & MS-1 term to Directors. Aligns service-year accrual rate for exempt staff. Increases Director leave by one additional day for each service year category.

Section VII

Allows Executive Director to advance vacation (to align with recruitment policy).

COMPENSATORY TIME USE & ACCRUAL

Policy #514-003

Section IX

Changes maximum accrual from 100 to 80 hour to align with current collective bargaining agreement.

Board members requested additional dialogue on these policy recommendations at the COW on January 29th.

BOARD COMMENTS:

Commissioner Hanberg thanked staff for his recent tour at the zoo.

Commissioner Baines commented that he is enjoying coaching at Grant Elementary.

ADJOURN:

Being no further business, the meeting was adjourned at 7:30p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Sylvia*

FROM: Erwin B. Vidallon, Chief Financial Officer, Finance & Business Development

SUBJECT: Purchasing Resolution

DATE: January 10, 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** Washington Cities Insurance Authority
- **GOODS OR SERVICE** Property, Liability and Auto Insurance
- **PRICE** \$615,787.00
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Erwin B. Vidallon – (253) 305-1081

BACKGROUND: Insurance is considered a sole source service by the State and is exempt from bid requirements per statute. As a member owned pool, the coverage and services are provided per the terms of an Interlocal Agreement. The initial term of the Interlocal Agreement was through the end of 2008; the District has the ability to opt out on an annual basis thereafter.

One significant advantage of being a WCIA member is the cost savings realized through cutting out broker's commissions (the District previously paid approximately \$25,000 annually), as well as eliminating the need to record a "profit". WCIA determines its rate structure based upon claims experience and the need to maintain adequate reserves and pay excess coverage premiums, without bottom line pressure to maximize profits. Following is a snapshot of the last several years of premiums. The decrease in premium is due to a decrease in total worker hours which are used to calculate the liability premium. Our liability and property rates are staying the same, which is another advantage of being a member of an insurance pool.

Rate History:

2013	\$657,808
2014	\$593,065
2015	\$645,524
2016	\$633,402
2017	\$637,710
2018	\$615,787

Additional property coverage that we realize through WCIA includes many lower cost facilities such as picnic shelters and older restrooms, as well as our zoological animals if they are lost in an accident; animals were not covered by the old program. WCIA also provides coverage for crimes such as computer fraud, forgery and theft that were not provided by our old coverage. Employment practices and public officials liability limits are also significantly higher with WCIA.

WCIA provides free services such as trainings on many different topics, pre-defense legal reviews, a contracts and agreements database, and risk audits. Several of the trainings are required annually in order to remain a member. The pre-defense counseling and legal assistance services are provided by WCIA to help members address potential personnel, land use and other legal issues, at no additional cost to members.

FISCAL IMPACT: Funds for insurance coverage are provided for in the 2017-2018 biennial budget under the various operating units.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P11-18

**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 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 _____, 2018.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P11-18

ITEM NO. 1

- **VENDOR** Washington Cities Insurance Authority
- **GOODS OR SERVICE** Property, Liability and Auto Insurance
- **PRICE** \$615,787.00
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Erwin B. Vidallon – (253) 305-1081



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

**SUBJECT: Eastside Tacoma Community Center
Accepting and Appropriating \$5,000,000 from the City of Tacoma**

DATE: January 17, 2018

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$5,000,000 from the City of Tacoma for the Eastside Tacoma Community Center and authorizes the Executive Director to enter into an agreement with the City of Tacoma for the funding. The source of funding is from the City of Tacoma's 2017-2018 Biennium Budget.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: The Capital Improvement Committee reviewed this resolution at their meeting on January 10, 2018 and approved forwarding this item on to the full Board with a recommendation for approval.

BACKGROUND: The City and Metro Parks have agreed that a new community center is desired on the Eastside of Tacoma, to provide for athletic facilities, youth oriented facilities, programming, and community meeting areas. The Parties, therefore, have worked jointly to secure funding for the planning, design, and construction of the center. Each party has separately agreed to provide funding from their agencies.

Successful leveraged funding efforts include:

- 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 Admin. 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 July, 2017, Metro Parks Tacoma secured New Market Tax Credits funding of \$7,032,140 for the Eastside Tacoma Community Center Project Construction.

In addition, the agencies have provided funding as follows:

- To date, Metro Parks Tacoma has committed \$10,100,000 in 14UTGO Bond Funds.
- 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. This resolution finalizes that commitment.

FISCAL IMPACT:

Funding for the Eastside Tacoma Community Center Project now includes the following:

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	7,032,140.00
City of Tacoma 2017-2018 Budget	5,000,000
Total	\$23,490,140

Additional matching funds will come from partners, WA State, the Greater Metro Parks Foundation, and others. The total project cost is estimated at \$31,100,000.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R12-18

**EASTSIDE TACOMA COMMUNITY CENTER
ACCEPTING AND APPROPRIATING \$ 5,000,000
FROM THE CITY OF TACOMA**

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

RESOLVED, that the Board of Park Commissioners accept and appropriate \$5,000,000 from the City of Tacoma for the Eastside Tacoma Community Center Project; and be it

FURTHER RESOLVED, that the Executive Director is authorized to execute an agreement for the \$5,000,000 contribution to the Eastside Tacoma Community Center Project with the City of Tacoma.

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 *Shon Sylvia*

FROM: Joe Brady, Chief Strategy Officer

SUBJECT: **Adoption of the District Strategic Master Plan**

DATE: January 2, 2018

EXECUTIVE SUMMARY: After a seven-month process including a review of all current and previous District-level strategic planning documents and their prescribed actions, key leadership interviews, an anecdotal web survey, numerous public & MPT Advisory Council meetings, staff meetings, a recommended Strategic Master Plan is being presented for a formal Board adoption.

The plan includes an Implementation Matrix with Strategies and Tactics that are designed to be integrated into the work plan and budgetary decisions of the agency over the next six years. Given high usage and satisfaction rates by residents, the vast majority of the solutions in the plan are shifts of degree and do not require major fundamental changes in how Metro Parks Tacoma programs and services are delivered to the community.

BACKGROUND: The MPT Strategic Master Plan is a planning document that requires updating every six years to provide the agency with broad policy level directions. The document affirms the agency's mission, vision and core values, as well as commitment to three mission led program areas – Active Lifestyle & Community Wellness, Culture & Heritage and Nature & Environment. In addition, the document provides a broad series of agency level performance measures, a comprehensive park classification system, and a broad target for the agency's level of service for parkland within the geography of the District.

In addition to accomplishing many of the requirements for CAPRA accreditation and ensure agency grant eligibility with the State of Washington, the project objectives included:

- Development of a document that is concise, user-friendly, and implementable with clear high level strategies for 6 years, effective in 2018.
- Review the agency's Mission, Vision, Values, Goals and Objectives regarding public expectations and performance evaluations.

- Draw upon data, findings and recommendations in Community Assessment and locally-adopted applicable Plans to update current agency and community needs.
- Evaluation and alignment of the agency's goals and objectives regarding community needs and opportunities.
- Development of policy recommendations of best practices in strategic planning for park systems, particularly in the area of performance measures and levels of service.
- Ensuring that a comprehensive suite of opportunities for park customers, elected and appointed officials, partner organizations, staff, and constituents of the District to provide feedback and direction in the development of the plan.

The MPT Strategic Action Plan serves as the top level planning document that forms the umbrella for all other MPT planning efforts. As discussed above, this plan meets several CAPRA requirements and informs the District's biennial budget development process.

In an effort to simplify the agency's planning framework, staff will combine this document with the Mission Led Comprehensive Program and the Parks and Facilities Level-of-Service Plans to form a singular MPT Comprehensive Master Plan in 2018.

FISCAL IMPACT: This Strategic Master Plan includes an Implementation Matrix with 48 tactical solution statements. These strategies will be enacted over the next six years. Many do not have budgetary implications. Those that do will be included in the budget proposals brought forth each biennium.

ADDITIONAL INFORMATION: For additional information, please contact Joe Brady, Chief Strategy Officer, at 253-305-1014.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR10-18

ADOPTION OF THE DISTRICT STRATEGIC ACTION PLAN

WHEREAS, Metro Parks Tacoma has committed to a system of planning that ensures that the agency continues to provide opportunities for residents to play, learn and grow; and

WHEREAS, CAPRA accreditation standards and guidelines from the Washington State Recreation and Conservation Office establish criteria for excellence in broad agency level planning that this plan satisfies; and

WHEREAS, Metro Parks Tacoma is committed to the constant and long term endeavor to improve and strengthen the purveyance of parks and recreation services to all District residents; and

WHEREAS, Metro Parks Tacoma is invested in making regular strategic direction as an accountable and responsive agency that contributes to a sustainable and livable city by providing a wide range of accessible, inclusive, affordable, convenient and safe opportunities to meet the diverse needs of the changing community; and

WHEREAS, the adoption of the Strategic Master Plan will advance the District's values of innovation, excellence, equity, inclusiveness, and accountability; therefore, be it

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma adopts the Strategic Master Plan to guide decisions that advance program and service delivery to District residents.

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

