

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

July 23, 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** QUARTERLY CAPITAL PROJECT UPDATE

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

GREATER METRO PARKS FOUNDATION

PROCLAMATION DESIGNATING JULY 28, 2018 AS PIERCE COUNTY TRAILS DAY

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

CITIZEN COMMENTS

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



MINUTES

(5-8) MINUTES OF THE JULY 9, 2018 REGULAR BOARD MEETING

CONSENT AGENDA

(9-10) **RESOLUTION NO. C62-18:** ACCEPTING \$1, 848,000 IN CONTRIBUTIONS FROM THE GREATER METRO PARKS FOUNDATION FOR EASTSIDE COMMUNITY CENTER
(Contact: Sandra Eliason, Chief Marketing & Development Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(11-14) **RESOLUTION NO. P63-18:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. SITECRAFTING, INC. FOR WEBSITE DESIGN IN AN AMOUNT NOT TO EXCEED \$200,000
(Contact: Hunter George, Chief Communications & Public Affairs Officer)
2. ANIMAL RIDES UNLIMITED, LLC FOR CAMEL RIDE REVENUE SHARE PROGRAM IN THE AMOUNT OF \$140,000
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(15-17) **RESOLUTION NO. PW64-18:** HEIDELBERG SPORTS VILLAGE FEASIBILITY STUDY CONTRACT AWARD TO POPULOUS INC.
(Contact: Joe Brady, Chief Strategy Officer)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

EXECUTIVE SESSION PERSONNEL ISSUE

ADJOURNMENT

UPCOMING BOARD MEETINGS

July 25, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters
July 26, 2018	Board Retreat	9:00 AM	NW Trek
August 13, 2018	Regular Park Board Meeting	6:00 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.

Financial Review

2010-2011 Financial Review

2010-2011 Financial Review
2010-2011 Financial Review
2010-2011 Financial Review
2010-2011 Financial Review





**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
July 9, 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

STUDY SESSION TACOMA CREATES- CULTURAL ART TAX PROPOSAL

Amy McBride commented that the City Council recently voted to approve placing a cultural art sales tax on the November ballot. Courtenay Chamberlin commented that arts and culture in the city of Tacoma generates \$137 million a year in total economic activity. This spending supports 3,600 jobs, generates \$86 million in household income and creates \$14 million in local and state government revenue. In a bipartisan effort in 2015, the Washington Legislature passed a law that allows local communities to invest in their arts, culture, science and heritage by raising funds through a modest increase to the community's sales or property tax. Ms. Chamberlin further commented that State lawmakers recognized the numerous economic and educational benefits of cultural organizations that transcend politics and wanted local communities to be able to support them. She stated that Tacoma Creates builds on the significant public and private investments our community has already made in our future. Tacoma Creates would be funded by a modest sales tax increase under this 2015 state law. The Board was informed that Tacoma Creates will cost \$13 a year for the average Tacoma household, an increase to the sales tax of 0.1 percent. Ms. Chamberlin noted that sales tax increase would raise \$5 million a year in critical funding for Tacoma's arts, culture, science and heritage. The tax increase would not be permanent and would instead last seven years.

Ms. Chamberlin stated that Tacoma Creates will help improve educational outcomes for youth by supporting social and emotional growth by building on the foundations of the city's diverse arts, heritage, science, and culture programs. Tacoma Creates also complements and reinforces Tacoma's strong network of successful youth, education and equity initiatives, such as Graduate Tacoma, the early childhood learning programs at the Children's Museum, Metro Parks' Whole Child Access Pass, Communities In Schools and the community partnerships of Tacoma Public Schools.

Ms. Chamberlin commented that the City's Office of Arts & Cultural Vitality would administer Tacoma Creates. They have the systems and processes to support arts and culture activities within the City and have experience working with non-profit and community-based organizations to administer grants, manage contract and oversee compliance in the use of public funds. A newly established committee appointed by City Council would oversee the program, including development of criteria and funding guidelines, monitoring and evaluating program results. It was stated that funds would be awarded through a competitive application process for non-profits, as either a percent of annual operating budget or for a project or program. Annual reporting of program results and evaluation to City Council would be part of the criteria. Costs to administer the program will be capped at 8% of total funds.

Commissioner Hanberg inquired who would be eligible for the funding. Ms. Chamberlin commented 501C3 organizations with an arts mission, and proven 2-year track record are eligible to apply for the funds.

Ms. McBride and Ms. Chamberlin requested that Board continue to spread the work and educate others about the tax proposal.

Board members commented that they would be likely to consider a formal endorsement in the near future.

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 None

RESIDENTS REPORT

President Smith commented on a youth art camp being held at and led by SOTA students.

STANDING COMMITTEE AND COUNCIL REPORTS None

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Swan Creek Public meeting being held on Thursday July 12th 6pm, Salishan Family Investment Center
- CIC meeting scheduled for Wednesday, July 11th has been canceled.
- Fort Nisqually Living History Museum, Friday at the Fort featuring the Beatniks is Friday, July 20th
- The Tacoma Food Truck Fest is Sunday, July 22 at Wright Park from 10:30am-6pm. The Food Truck Fest will feature 24 food trucks, the Keep Tacoma Beered Garden and live music by Baking with Julie and Kristen Marlo. Admission is free.
- Special Olympics USA Games were held this week in Seattle. MPT had two athletes competing; Aaron Cozzie in swimming, and Andrew Fowler in track. Aaron got 4th in 25 M Backstroke, Silver in 25 M Freestyle, and Gold in 4x 25 M Freestyle Relay. Andrew took home Silver in the standing long jump, and Gold in both the 50 and 100 M race-walking events.

MINUTES OF THE JUNE 25, 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. C58-18: APPROVAL OF WARRANTS CLAIM FUND FOR JUNE 2018**

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

PURCHASING RESOLUTIONS**RESOLUTION NO. P59-18: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA**

1. WESTERN WASHINGTON BASEBALL UMPIRES ASSOCIATION
COMPETITIVE BASEBALL OFFICIALS IN THE AMOUNT \$70,000.00
EXCLUDING SALES TAX

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

Marina Becker commented that this additional funding is need to finish out the remainder of the contract with the umpires association for 2018. She commented that staff will be going out for bid on the contract next year.

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

PUBLIC WORKS PURCHASING RESOLUTIONS**RESOLUTION NO. PW60-18: PACIFIC SEAS AQUARIUM MANAGEMENT SUPPORT SERVICES CONTRACT AMENDMENT NO. 2 FOR OAC SERVICES, INC.**

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

Marty Stump commented that Amendment 2, in the amount of \$100,125, is for specialized engineering services to evaluate concrete cracks and water leaks in tanks and for contract auditing services.

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

RESOLUTION NO. PW61-18: AUTHORIZATION FOR AMENDMENT #12 WITH ESHRICK, HOMESY, DODGE, AND DAVIS ARCHITECTS (EHDD) FOR THE AQUARIUM PROJECT AT POINT DEFIANCE ZOO & AQUARIUM

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

Marty Stump indicated that Amendment 12, in the amount of \$107,732, is for additional construction administration services necessary due to the extended construction schedule for this project.

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

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS:

Commissioner Hanberg suggested a complimentary kayak rental incentive for individuals that participate in garbage clean up on the beach. He also requested follow up on the Tacoma Yacht Club ramp issue.

ADJOURN:

Being no further business, the meeting was adjourned at 6:15 p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Peter Mayer, Assistant Executive Director

SUBJECT: Accepting Funds from Greater Metro Parks Foundation for Eastside Community Center

DATE: July 16, 2018

EXECUTIVE SUMMARY: A resolution is requested to accept funds from the Greater Metro Parks Foundation. This particular fund distribution is to support the Eastside Community Center with \$1,848,000.

BACKGROUND: The Greater Metro Parks Foundation (GMPF) is a private, nonprofit organization that has been serving the Tacoma area since 1991. The mission of the Greater Metro Parks Foundation is “Inviting you to build a healthier, more vibrant community by investing in people and parks”. The Greater Metro Parks Foundation is governed by a board of community volunteers and work with an Executive Director as well as MPT resource development, planning and program staff. All are committed to improving parks and recreation in our community through private philanthropy.

In July of 2015 the board of the GMPF authorized a joint fundraising campaign with the Boys & Girls Club of South Puget Sound (BGCSPS) to raise \$3 million dollars towards capital construction costs for the Eastside Community Center and \$7 million for the Eastside Youth Development Program Endowment to ensure sustainable programing in perpetuity. GMPF is managing the Eastside Youth Development Program Endowment and will make separate annual distributions of proceeds to Metro Parks to support youth programing at the Eastside Community Center.

Distribution of funds today fulfill \$1,848,000 of GMPF’s and BGCSPS’s commitment of the \$3 million towards capital construction. The remainder - \$1,152,000 – will come by the end of the year from the State Department of Commerce through a Youth Recreation Facilities Grant secured by the Boys & Girls Club of South Puget Sound.

FISCAL IMPACT: Metro Parks Tacoma will accept \$1,848,000.

ADDITIONAL INFORMATION: For additional information, please contact Sandra Eliason at 253-305-1016.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C62-18

**ACCEPTING \$1,848,000 IN CONTRIBUTIONS FROM
THE GREATER METRO PARKS FOUNDATION
FOR EASTSIDE COMMUNITY CENTER**

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

WHEREAS, the Greater Metro Parks Foundation desires to provide Metro Parks Tacoma with a disbursement of \$1,848,000 in contributed funds towards the construction of the Eastside Community Center; Now, therefore, be it

RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts the cash contributions of \$1,848,000 from the Greater Metro Parks Foundation towards the construction of the Eastside Community Center.

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

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Sylvia*

FROM: Hunter George, Chief Communications & Public Affairs Officer
Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: **Purchasing Resolution**

DATE: July 16, 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** SiteCrafting, Inc.
- **GOODS OR SERVICE** Website Design
- **PRICE** Not to exceed \$200,000 (Business & Innovation)
- **SOURCE OF FUNDING** Business & Innovation Operating Budget
- **CONTACT** Hunter George, (253) 305-1065

The main Metro Parks website and its affiliated non-ZEED subsites — Meadow Park, Fort Nisqually, the Conservatory, Tacoma Nature Center, and Point Defiance Marina — are based on an outdated platform that is driving customers away. The sites are not “mobile responsive,” which means they do not adjust text, photos and other content to ensure maximum readability regardless of whether a customer uses a desktop computer, smartphone or tablet. Some two-thirds of our website visitors are using mobile devices, and our website metrics show they have a higher “bounce rate” — meaning they quickly leave our site, presumably because it’s too difficult to do business on our site from a mobile device. We believe this is costing us tens of thousands of dollars in revenue — perhaps hundreds of thousands — in lost business. Upgrading our websites

to a modern, mobile responsive platform and design will enable us to reach and communicate with visitors, partners and others in the community on the devices they prefer.

Sitecrafting was selected through a Request for Proposals (RFP), completed in June 2018, to develop new responsive websites for Metro Parks and five non-ZEED attractions. Sixteen firms submitted proposals, and staff interviewed three finalists.

Sitecrafting, located here in Tacoma, has been a partner with Metro Parks since 2004. They offer state-of-the-art technical expertise in user experience and research. No other vendor matched Sitecrafting's ability to determine the best ways to reach our customers or the firm's ability to integrate third-party systems, such as ActiveNet and golf registration. Their other customers include MultiCare, YMCA of Pierce and Kitsap Counties, Princess Alaska Lodges, and Washington Athletic Club.

Sitecrafting will work with staff to launch the new sites in the first half of 2019.

ADDITIONAL INFORMATION: For questions, please contact Hunter George at 253-305-1065-.

ITEM No. 2

- **VENDOR** Animal Rides Unlimited, LLC
- **GOODS OR SERVICE** Camel Ride Revenue Share Program
- **PRICE** 2018 - \$140,000
- **SOURCE OF FUNDING** 2018 PDZA Camel Budget
- **CONTACT** Alan Varsik, (253) 404-3634

On December 12, 2016, the Park Board of Commissioners approved Resolution P117-16 for the revenue share partnership with Animal Rides Unlimited a Washington LLC located in Spanaway, Washington for the 2017 & 18 season in the amount of \$228,000. This program continues to be very successful and will surpass the projected sales. Staff is requesting approval of an additional \$140,000 to continue the experience through the balance of 2018, including Zoolights. Point Defiance Zoo & Aquarium sells the ride tickets and photos and retains 35% of the gross revenues for rides and 80% for photos. The current purchasing policy requires board approval when payments on revenue share programs exceed \$50,000 annually.

FISCAL IMPACT: Funds will come from department operating budgets.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P63-18

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. P63-18

Item No. 1

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ITEM No. 2

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- **CONTACT** Alan Varsik, (253) 404-3634



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Joe Brady, Chief Strategy Officer

SUBJECT: **Contract award to Populous Inc. for the Heidelberg Sports Village Feasibility Project**

DATE: July 19, 2018

EXECUTIVE SUMMARY: This resolution authorizes contract award with Populous Inc. to provide feasibility analyses for three (3) distinct major improvements: a soccer specific stadium, an athletic field complex for Heidelberg Sports Village Project in the amount of \$450,000.00, with a Metro Parks Tacoma financial commitment of \$150,000.

BACKGROUND: A joint venture partnership (“JV”) brought together two of the Northwest’s premier professional sports organizations to reach a first-of-its-kind relationship to operate a United Soccer League (USL) franchise within the same regional market as a Major League Soccer (MLS) franchise.

The Tacoma Rainiers are an award-winning baseball franchise that has been a staple of the South Sound community for over 50 years, operating as the top affiliate of Major League Baseball’s Seattle Mariners. The Rainiers successfully operate the City of Tacoma (COT) owned Cheney Stadium under an agreement with COT. Under their arrangement, the JV will become the master (anchor) tenant of the proposed stadium, the Rainiers will manage and operate the proposed stadium and the day to day operations of the soccer team, and the Sounders will pledge to deliver a professional soccer team operating as its second (or reserve) team (known as “Sounders 2” or simply “S2) to play all of its home matches in the proposed stadium. The Rainiers, through one of their senior executives, will also manage the business and affairs of the JV.

While the proposed new stadium is in design and construction, S2 will play in Cheney Stadium, which is capable of being converted from baseball to soccer and back to baseball in a short turnaround time. Both Cheney Stadium and the proposed new stadium will provide a first-class match day experience for a professional soccer franchise which operates at the same level of play in professional soccer as the Tacoma Rainiers, and gives Sounders FC the platform to evaluate and develop young professionals from the age of ten, locally training and playing in a professional environment in route to a call into the first team, mirroring the relationship between the Mariners’ and the Rainiers.

The MPT Board of Park Commissioners and the Tacoma City Council directed staff in December 2017 (via Resolution 107-17 and Resolution 39900, respectively) to proceed with the

necessary feasibility work to ensure that the Heidelberg Sports Village Project is a logical and needed asset for the citizens of Tacoma.

The Heidelberg Sports Village Project is made up of three distinct major improvements: a soccer specific stadium, an athletic field complex and a mixed-use development.

Populous Inc. is a worldwide company that focuses on sports stadium architecture and design, that is experienced in assessing the long-term viability of sports-anchored mixed use developments. In addition, Populous has assembled a talented team of sub consultants (several of which are local Tacoma firms) and was selected by a six (6) member panel consisting of representatives from the City of Tacoma, Tacoma Rainiers, Sounders FC, Thompson Consulting Group, and MPT staff. The panel reviewed Statements of Qualifications (SOQs) from six (6) firms responding to our Request for Qualifications (RFQs) and four (4) firms were interviewed.

Populous Inc. will be providing feasibility studies that clearly articulate the costs for construction and operation, projected revenues and program plans for each of the Project's components, along with preliminary concept designs.

FISCAL IMPACT: A scope of services has been negotiated with Populous Inc. in the amount of \$450,000.00. Furthermore, a Funding Agreement has also been negotiated between Metro Parks Tacoma, City of Tacoma and the Seattle Sounders FC/Tacoma Rainiers Joint Venture that equitably distributes the total contract cost amongst the three parties. The Metro Parks portion will not exceed \$150,000.00, and funds have been allocated to this project from the Metro Parks General Operating funds.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW64-18

**HEIDELBERG SPORTS VILLAGE FEASIBILITY STUDY CONTRACT AWARD TO
POPULOUS INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with the feasibility study of the Heidelberg Sports Village Project; and

WHEREAS, The Board of Park Commissioners and the Tacoma City Council directed staff in December 2017 via Resolution 107-17 and Resolution 39900, respectively to proceed with the necessary feasibility work to ensure that the Heidelberg Sports Village Project is a logical and needed asset for the citizens of Tacoma; and

WHEREAS, Populous Inc. was selected to provide feasibility analyses for three (3) distinct major improvements: a soccer specific stadium, an athletic field complex and a mixed-use development that is the Heidelberg Sports Village Project.

WHEREAS, Populous Inc. was selected from a review of five (5) Statements of Qualifications (SOQs) that were obtained from qualified consulting firm teams in response to Metro Parks public solicitation(RFQ#: J2018-13), with four (4) teams being interviewed; and

WHEREAS, Metro Parks Tacoma, City of Tacoma and the Seattle Sounders FC/Tacoma Rainiers Joint Venture agree to share all costs associated with this contract in an equitable manner between the three entities; and

WHEREAS, the City of Tacoma and the Seattle Sounders FC/Tacoma Rainiers Joint Venture agree to reimburse Metro Parks Tacoma for their respective shares of the contract costs; and

WHEREAS, the portion of the funds for which Metro Parks Tacoma is responsible for the contract are provided from the Metro Parks Tacoma General Operating Funds and are not to exceed \$150,000.00; now, therefore, be it

RESOLVED, by the Board of Park Commissioners of the Metropolitan Park District of Tacoma authorize the Executive Director to negotiate terms and enter into and a contract for Consulting Services with Populous Event Inc. in the amount not to exceed \$450,000.00.

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

PHILOSOPHY

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