

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**NOVEMBER 13, 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

PUBLIC HEARING 2019-20 BIENNIAL WORK PLAN & BUDGET

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

CITIZEN COMMENTS

MINUTES

(5-12) **MINUTES OF THE OCTOBER 22, 2018 REGULAR BOARD MEETING**

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



CONSENT AGENDA

- (13-14) **RESOLUTION NO. C86-18**: APPROVAL OF WARRANTS CLAIM FUND FOR OCTOBER 2018
(Contact: Erwin Vidallon, Chief Financial Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (15-18) **RESOLUTION NO. P87-18**: AUTHORIZING PURCHASE OF GOOD AND SERVICES FOR METRO PARKS TACOMA
1. STATE OF WASHINGTON AUDITOR'S OFFICE FOR 2017 FINANCIAL AUDIT SERVICES IN AN AMOUNT NOT TO EXCEED \$65,000
(Contract: Erwin Vidallon, Chief Financial Officer)
 2. DURHAM SCHOOL SERVICES FOR SHUTTLE BUS SERVICES IN THE AMOUNT OF \$90,000
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

- (19-22) **RESOLUTION NO. RR88-18**: AUTHORIZING 2018 GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2019
(Contact: Erwin Vidallon Chief Financial Officer)
- (23-26) **RESOLUTION NO. RR89-18**: AUTHORIZING EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION
(Contact: Erwin Vidallon Chief Financial Officer)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

November 14, 2018	Joint ZTA/Board Meeting	5:00 PM	Point Defiance Zoo
November 19, 2018	Committee of the Whole	5:30 PM	Park Headquarters
November 26, 2018	Regular Park Board Meeting	6:00 PM	Park Headquarters
November 26, 2018	Public Hearing	6:00 PM	Park Headquarters
November 28, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters

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





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

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

ABSENT: Jessie Baines

IN THE CHAIR: Andrea Smith

PLACE: 4702 South 19th Street

FLAG SALUTE: Commissioner Baines

STUDY SESSION 3RD QUARTER DISTRICT FINANCIAL REPORT

Erwin Vidallon, CFO opened the study session by commenting that the district-wide (all funds) year to date variance after the 3rd quarter is favorable by \$2.14M. A general fund summary of revenues and expenditures was reviewed. He noted the largest portion of revenue comes in from earned revenue, with benefits and salaries making up the largest amount of expenditure for the district. Within the general fund, actual revenue earnings are favorable compared to projection. Specifically, property and sales tax, combined, are favorable compared to projection. Expenses are under budget by 6.4% year to date, with a favorable total savings from vacant positions and delayed recruitments associated with the opening of Eastside Community Center. Other savings occurred in supplies and services & charges. Mr. Vidallon stated that most of the savings was related to the delayed opening of Eastside and normal operations compared to planned expenses. Overall, net savings was approximately \$1.7 million compared to projection. A graph of sales tax history was then reviewed. Staff commented that 2018 sales tax remains strong.

Zoo attendance through September was ahead of budget by approximately 39,600 approximately 81% higher than budget. Mr. Vidallon stated that overall, actual revenue earnings are favorable compared to projection. Specifically, favorable results in sales tax, memberships and admissions earnings, combined, compared to projection. Expenses were reported to be over budget by 2.1% year to date largely due to the opening of the new aquarium requiring one-time salary and benefits expenses in part-time and overtime.

At NW Trek, attendance through September was ahead of budget by approximately 3,200. Staff remarked that actual revenue earnings were unfavorable compared to projection, primarily driven by admissions being below budget. Expenses were reported as being under budget by 4.8% year to date, with a favorable total savings from vacant positions and timing of hiring key vacant and new positions.

At the Point Defiance Marina, actual revenue earnings were favorable compared to projection. Launch fees exceeded expectations due to the new parking lot, improved communications and good fishing.

Despite the tidal and smoky conditions and construction activities, boat rentals were up 50% over budget to date. In addition, merchandise, gas and food were ahead of budget. Expenses were reported to be over budget by about 9.0% year to date. This was primarily due to the timing of one-time purchases of kayaks for rentals, required safety equipment and appliances. It was also noted that part-time employees were needed for staffing the boat launch shuttle and increase kayak rentals.

At Meadow Park Golf Course, revenue earnings were favorable compared to projection. Specifically, golf rounds increased by approximately 9% compared to 2017 activities. Staff noted the success of Glow Golf as it had 581 participants that generated approximately \$23,000 of new revenue. Additionally, junior golf programming participation was up approximately 80% compared to 2017 activities. In response to the increase in driving range usage and introduction of glow golf, additional part-time help was needed, however, overall expenses was still under budget by 1.8% year to date. There was brief Board and staff discussion about the increase of rounds due to weather, driving range improvements and enhanced marketing. Mr. Vidallon highlighted a capital funding summary noting that about \$28M will rollover to the 19-20 biennium.

Mr. Vidallon commented that the current stable outlook in the economy reflects positive revenue momentum and continued budgetary discipline, will translate into a positive general fund variance for the remainder of the biennium. However, there are circumstances that could negatively impact the District's current favorable budget position into the new biennium including ensuring Eastside Community Center and the Waterfront Project operating budgets are fully funded for the ensuing biennium, which naturally will create additional subsidy needs. Staff will continue to assess priorities that were not contemplated in the original budget, including unexpected or additional project costs and/or emergencies. Staff will also be monitoring the effects of on-lining of the new facilities and we will also conduct an analysis of the implementation plan compared to original pro-forma.

REGULAR MEETING

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

Commissioner Hanberg moved to excuse commissioner Baines; the motion failed due to lack of a second.

PUBLIC HEARING

2019 Regular Property Tax

2019 Excess Property Tax

Erwin Vidallon opened the public hearing by giving a bit of history related to the District's levy rates. He stated that Metro Parks Tacoma has a regular tax levy rate limit that totals \$0.75 per \$1,000 of assessed value. Originally, the tax levy authority was \$0.50 per \$1,000 until the levy lid lift occurred in April of 2010, which gave the District another \$0.25 capacity.

Also, in November 2007, the State Legislature approved new legislation that imposed a one percent annual property tax growth limitation. The impact is that regardless of assessed valuation growth, revenues cannot grow more than the 1% limit. This limit prohibits a taxing district from levying regular property taxes in any year more than 101% of the highest amount of regular property taxes that could have been lawfully levied in that taxing district, plus taking into consideration any additional amount calculated for new construction, improvements to property and the increase in the value of state assessed property, which is calculated by the Assessor's Office at the end of the year. For Metro Parks, the highest levy prior to 2017 occurred in 2011. Metro Parks has now surpassed the previous highest levy in 2011 to \$15,374,709 in 2018. This is an important number since this will be the new highest regular tax

used to apply the 1% limit factor in order to establish property tax collection for the ensuing year.

Mr. Vidallon noted that besides the 1% revenue growth limitation, there is also another protection for property owners. At any point in time, no taxing districts combined can have a tax rate higher than \$5.90 per property. This does not including school districts, ports, public utilities, conservation districts, and emergency management service. The \$5.90 only includes senior taxing districts such as the City of Tacoma and Pierce County; and junior taxing districts like Metro Parks, flood control, etc. This is where the MPT maximum levy rate of \$0.75 is taken into consideration. In addition, taxing districts with a population of over 10,000 are limited to the lesser of 1% or inflation as defined by the Implicit Price Deflator. If the IPD rate is less than 1%, the taxing district could increase its levy up to the allowable 1% with what is referred to as “A Finding Of Substantial Need” which is passed through a second resolution by a super majority vote of the governing body. Metro Parks actually executed this resolution in 2016 when the IPD was at 0.95%. Current IPD stands at 2.169%, so this resolution is not needed at this time.

A bubble chart shown by Mr. Vidallon pointed out that MPT receives approximately 10% of property taxes paid by each property owner. The Regular Tax Levy Rate is \$0.68333 and the Excess Tax Levy Rate in 2018: \$0.89372 for a total levy rate \$1.54. A slide giving the Metro Parks Historical Tax levies was then reviewed 2019 levy rates are projected to be \$0.529-regular property tax and \$0.8345-excess property tax for a total of \$1.4274

Next steps include first reading for property tax resolutions on November 13th with second reading planned for November 26th. In addition, the first public hearing for the 19/20 budget is scheduled for November 13th, with the second public hearing along with the first reading on the budget resolution on November 26th. Second reading and final adoption of the budget is scheduled for December 10th.

Being no public comments the public hearing was closed by President Smith.

SPECIAL PRESENTATIONS

Trillium Inclusive Employer Award

Representatives from Trillium Employment Services presented the District an award to honor the District’s commitment to providing employment opportunities for individuals with disabilities. It was noted that the District currently employees three employees at the STAR Ctr. that work through Trillium. Metro Parks’ employee Andrew Youngchild was acknowledged for the lead role he has taken to coordinate with Trillium. A video highlighting the partnership was shown.

Tacoma Kiwanis 100th Anniversary Proclamation

President Smith read a proclamation into the record honoring the Tacoma Kiwanis on their 100th Anniversary. President Smith commented on several projects and programs that the District and the Kiwanis have collaborated as far back as 1936. Gary Brackett representing the Tacoma Kiwanis received the proclamation on behalf of the club.

PRESIDENTS REPORT

President Smith thanked staff for the fantastic public grand opening of the new Eastside Community Center.

STANDING COMMITTEE AND COUNCIL REPORTS

Joint Municipal Action Committee

Commissioner Reid commented that JMAC met on October 12th. The Committee received a presentation from The Foss Water Way Development Authority on the status of two waterfront parks on the Foss.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Envision Our Waterfront Charrettes are being held October 29th & 30th, Courthouse Square: Visioning Workshop Monday, Oct. 29; 5-8 pm, Drop-in Open House Tuesday, Oct. 30; 5:30-7:30 pm
- Green Tacoma Day resulted in 131 volunteers working at five of MPT parks; they planted 181 trees and shrubs. City-wide there were a total of 270 volunteers at 11 sites who planted 685 plants

CITIZEN COMMENTS

Cynthia Grunke commented that she feels that Portland Avenue Community Center is being taken away from her. She commented that the bus ride to the new Eastside Center is too expensive for her to get there with her children. Ms. Grunke further commented that her children frequent the Portland Avenue as it is in walking distance from their home.

Catherine Ushka thanked the Board and the District for opening the new Eastside Community Center. She commented that Metro Parks made the heavy lift on this project to serve the community.

Paula VanPul commented that she feels the concerns of her neighborhood have not been heard and requested that MPT keep Portland Avenue Community Center open. She commented that issues brought forward to the Board have had no impact on decisions that were made. Dr. VanPul commented that kids in her neighborhood will not have place to go if the center is not kept open.

Wolf Patton commented that the opening of the new Eastside Community Center on Saturday was tremendous. He noted that concern over the name of the center and designated usage of the center by the Boys and Girls Club. He requested that the District address safety issues at Cloverdale Park.

Natalie Dam thanked the Board for the new community center. She commented she was pleased to be part of the ribbon cutting ceremony. Ms. Dam noted that she has been involved with the eastside neighborhood since 2004 and was a member of TEAM.

Nick Grunke commented that he likes to play at the Portland Avenue Community Center and Park. He commented that the walk and fees at the new center are barriers for residents in his neighborhood.

Luetta Patton comment that there is a lack of investment of 2014 bond funds in Portland Avenue Park. Ms. Patton commented that she expected a third public meeting relative to the lease of Eastside to occur before the RFP was made public.

Stephanie Smith commented that HUD funds require that Metro Parks continue to run the Portland Avenue Community Center. She stated that there has been no improvements made to the Center in four years. Ms. Smith commented that the Board needs to find funding to keep the existing center open and operating.

Susanne Marten stated that MPT should seek to make equitable assets easy to access and available to the entire community. Ms. Marten urged the Board to seek cross-cultural opportunities to make space available to all.

Theresa Evans stated that she is a member of the Portland Avenue community Center RFP steering committee. She thanked the Board for listening to the community by choosing not sell the field and center. She commented that the proposed lease meets the exaptation's as expressed by the community, as it is not a property sale, the center footprint is staying the same, MPT will continue with managing the green-space, and no housing will be allowed. She commented that the 6-month review period of the lease will allow for evaluation. She comment that she feels Korean Women's Association is an appropriate vendor for this site.

Dakota Grunke commented that the Portland Avenue center is a safe place for her to play with other kids in the neighborhood.

Kris Blondin asked the Board to consider and off-leash fenced area at Franklin Park. She commented that Franklin Park has a need, is in a good location and has adequate parking. She comment that she feels the cost would be minimal to maintain and operate an off leash area in Franklin Park. She noted that she has started a support group for the cause.

MINUTES OF THE OCTOBER 8, 2018 REGULAR BOARD MEETING

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

CONSENT AGENDA None

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO. PW82-18: PARKS & RECREATION, BOILER/HVAC MAINTENANCE & REPAIR PROJECTS, BID NO. P2017-18(10) CONTRACT AWARDED TO MACDONALD-MILLER FACILITY SOLUTIONS INC.

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Pointer. Commissioner Reid recused himself from the discussion because of a possible conflict of interest.

Marina Becker commented that this is a change order for \$100,000. Ms. Becker reported that MacDonald Miller has a contract with the District to take care of all HVAC systems and boilers. The District has a contact with MacDonald Miller through the end of 2018 with the option to renew for 2019/20.

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

RESOLUTION NO. PW83-18: WATERFRONT PHASE 1 SAIL MOUND B CONTRACT AWARD FOR CALL TO ARTISTS#:J2018-20 TO NICHOLE RATHBURN FOR COMMISSIONING OF ART

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

Debbie Terwilleger commented that this item was discussed at the last COW meeting. Ms. Terwilleger commented that 16 local artists responded to a call to artists for the project. A selection panel interviewed four artists. Installation is planned for spring 2019.

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

SINGLE READING RESOLUTIONS

RESOLUTION NO. R84-18: LONG TERM LEASE BY AND BETWEEN THE KOREAN WOMEN’S ASSOCIATION AND THE METROPOLITAN PARK DISTRICT OF TACOMA FOR THE PORTLAND AVENUE COMMUNITY CENTER

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

Dave Lewis commented that that the District has done their best to conduct a transparent, fair and equitable process for the lease of Portland Avenue Community Center.

Mr. Lewis summarized the three public meetings held by the District. Meeting 1 was a listening session with public. Meeting 2 allowed the community to prioritize their needs in relationship the center and park. Mr. Lewis comment at that point the community data and community priorities were used to develop and RFP. The RFP was open for 60 days for community response. Three interested parties submitted and RFP and were interviewed by a panel that included members of the public. The panel unanimously selected the Korean Women’s Association (KWA). Mr. Lewis further stated that at that point a third public meeting was held to introduce KWA to the community. Following the meeting the RFP comment period was held open for public comments. Mr. Lewis stated that no public comments were received.

Mr. Lewis stated that the draft lease before the Board contains the elements the community was asking for including no housing, no sale, no amphitheater, and no improvements to the building without notification to Metro Parks. KWA will be keeping the center open and making capital investment in the center. He stated that a written check-in will take place in six months. The lease is for 50 years with a termination clause of 365 days. Mr. Lewis also stated KWA plans to have an office at the center but is not moving their headquarters to the center.

Troy Christensen Director of KWA was introduced. Mr. Christensen commented that KWA is honored to be considered as a lessee for the Portland Avenue Community center. He stated that KWA’s goal is work side by side with the neighborhood, which will include a neighborhood advisory council. Mr. Christensen commented that his agency is working with Nourish Pierce County Food Bank, committed to improving transportation to the center, increasing number of meals served, holding job fairs and continuing in-home services. KWA plans to make improvements such as new paint, new floors & kitchen improvements. Mr. Christensen stated that the he sees the services to be provided by KWA as an extension of the work of Metro Parks.

Commissioner Pointer commented that he approves of staff recommendation of KWA and feels they will be a good fit along with the other services and providers on the eastside.

Commissioner Hanberg inquired about flexible space and walk in youth opportunities. Mr. Christensen commented that he will be working with his leadership team and advisory council to develop strategies to meet these sort of needs.

Catherine Ushka commented that she served on the RFP steering committee. Ms. Ushka stated that Park Board has done as the community has asked relative to the lease and they continue to listen. She further stated that KWA will have work to do but seem like a good fit for that community.

Sheree Cooks commented that she is in support of the KWA lease. She noted that the agency is a good fit for providing social services in the community, and is confident that they will listen to the community. She stated that she is committed to being a part to help solve the transportation issues on the eastside of Tacoma.

Natalie Dam voiced concern over major building improvement changes that could be made to the center.

Luetta Patton commented that she continuous to have concerns about the public process related to the RFP.

Wolf Patton voiced concern over building improvement changes that are planned by KWA, specifically if the kitchen changes will affect meal service.

Stephanie Smith commented she appreciates KWA but is disappointed that MPT cannot fulfill the needs of the community at this site. She further commented that communication was not transparent. Ms. Smith commented that her tax money pays the salaries of the Board.

Susanne Marten commented that a community advisory board to the KWA will be critical in the first six months of the lease.

Commissioner Hanberg commented that the KWA lease is a win for all involved. He noted he feels some of the frustration of the public process as expressed by some citizens but is hopeful to earn back neighborhood trust.

Commissioner Reid commented that Commissioners are not paid; but receive a per diem for meetings attended. He commented that the Board has met the requests of the neighborhood by not selling the park, not allowing housing on the site, and continuing to have the District maintain the green space and park.

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

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

RESOLUTION NO. R85-18: ENDORSEMENT OF TACOMA CREATES

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

President Smith commented that several weeks ago the Board received a presentation on this issue. In November, the 1/10 of 1% percent sales tax increase will raise \$5 million a year in critical funding for Tacoma’s arts, culture, and science and heritage programs. Tacoma Creates is not permanent.

Commissioner Hanberg commend that he is excited for dedicating funding for arts and sciences.

David Fischer commented thanked the Park Board for consideration of the resolution. He commented that he is eager to see partnerships with arts, science and heritage, including those with Metro Parks. Mr. Fischer stated that the tax sunsets after seven years.

Wes Wenhardt of the Seaport Waterway Museum commented that this funding would bring many opportunities to increase programming.

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

UNFINISHED BUSINESS None

NEW BUSINESS

BOARD COMMENTS:

Commissioner Hanberg complimented staff for the opening day of the Eastside Community Center.

He commented that he would love to see another dog park in the system

Commissioner Pointer commented on the success of the Eastside community Center Opening. He further stated he was proud to be a part of the event.

Commissioner Reid commented that the Eastside opening was awesome.

ADJOURN:

Being no further business, the meeting was adjourned at 8:10 p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C86-18

APPROVAL OF WARRANTS CLAIM FUND FOR OCTOBER 2018

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

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

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

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

ATTEST:

President

Secretary

Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

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

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

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>325072</u> to <u>325526</u>	AMOUNT:	<u>\$6,107,564.26</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>048149</u> to <u>048381</u>	AMOUNT:	<u>\$73,743.49</u>
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(Most employees receive payment through direct deposit advices, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$6,181,307.75</u>
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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 B. Vidallon, Chief Financial Officer, Finance & Business Development
Alan Varsik, Director of Zoological & Environmental Education
SUBJECT: **Purchasing Resolution**
DATE: November 5, 2018

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

Proposed goods and services for purchase and/or acquisition:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price (Without Sales Tax)</u>
1.	State of Washington Auditor's Office	2017 Financial Audit Services	Not to Exceed \$65,000.00
2.	Durham School Services	Shuttle Bus Services	\$90,000.00

Item No. 1

- **VENDOR** State of Washington Auditor's Office
- **GOODS OR SERVICE** 2017 Financial Audit Services
- **PRICE** Not to exceed \$65,000.00
- **SOURCE OF FUNDING** 2017-18 Administrative Budget
- **CONTACT** Erwin B. Vidallon (253) 305-1081

BACKGROUND: The current purchase order authorization for the District's annual audit needs to be increased above the original estimate due to an increase in total audit hours

performed. The original approved purchased order was \$50,000 plus travel reimbursement. This request will be an increase of \$15,000 which brings the total amount to \$65,000 plus travel reimbursement.

In addition to year-over-year billing rate increases by the State Auditor's office, the District was required to have a Federal Single Audit performed due to the increased level of Federal Grant Funding the District received beginning in 2016 for a capital project and the State Auditor required a Financial Audit component unit that included the Greater Metro Parks Foundation and the Eastside Community Center QALICB.

FISCAL IMPACT: This request will bring the total purchase order amount to \$65,000 plus travel reimbursement.

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

Item No. 2

- **VENDOR** Durham School Services
- **GOODS OR SERVICE** Shuttle Bus Services
- **PRICE** \$90,000.00
- **SOURCE OF FUNDING** PDZA Admissions Budget
- **CONTACT** Alan Varsik, (253) 404-3634

Point Defiance Zoo & Aquarium has limited parking to accommodate all our visitors on high volume weekends, during the peak summer season and Zoolights. When visitors are required to park in remote locations, away from the main Zoo parking lots, it requires them to walk on roadways for long distances and through dark forested areas to get to and from their cars. During these times the Zoo provides free shuttle service from these remote parking areas to the front entry.

In April of this year staff advertised for bids for the 2018 shuttle season. At that time, due to the delay opening the Pacific Seas Aquarium, it was determined that we would most likely not go over the \$50,000 threshold for purchasing. We received bids from three companies (see score sheet). Durham School Services scored highest on price, capacity and availability. Based on prior years' service levels, we did a contract for \$49,000. Due to higher utilization during the opening of the New Pacific Seas Aquarium we will exceed \$50,000 for services during regular zoo hours. In addition to this, we will be providing shuttle service during Zoolights, which will require an additional \$35,000. Bringing our total for 2018 to \$90,000 which is over the \$50,000 requiring Park Board approval.

FISCAL IMPACT: These expenses are budgeted in the PDZA Admissions budget.

ADDITIONAL INFORMATION: For additional information, contact Alan Varsik at (253) 404-3634.

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P87-18

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

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma have established policies governing the purchase of goods and services through the adoption of Resolution No. RR21-15, Authorizing Amendment of the Purchasing Policy; 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 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 Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2018.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P87-18

ITEM NO. 1

- **VENDOR** State of Washington Auditor's Office
- **GOODS OR SERVICE** 2017 Financial Audit Services
- **PRICE** Not to exceed \$65,000.00
- **SOURCE OF FUNDING** 2017-18 Administrative Budget
- **CONTACT** Erwin B. Vidallon (253) 305-1081

ITEM NO. 2

- **VENDOR** Durham School Services
- **GOODS OR SERVICE** Shuttle Bus Services
- **PRICE** \$90,000.00
- **SOURCE OF FUNDING** PDZA Admissions Budget
- **CONTACT** Alan Varsik, (253) 404-3634



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Erwin Vidallon, Chief Financial Officer

SUBJECT: **Authorizing 2018 General Tax Levy of Regular Property Tax for Collection in 2019**

DATE: November 13, 2018

EXECUTIVE SUMMARY: This resolution establishes the 2018 levy of regular property tax for Metro Parks that will be collected during 2019.

BACKGROUND: Metro Parks Tacoma (MPT) has regular property tax levy authority that totals \$0.75 per \$1,000 of assessed value composed of two separate levies as shown below:

- \$0.50 per \$1,000 of assessed value levy; and
- \$0.25 per \$1,000 of assessed value levy.

MPT's levy rate history over the last ten years shows a period of decreasing levy rates as a result of the imposition of a one percent growth in property tax revenue along with significant growth in assessed property values, followed by the recession and declining property values and the approval of a levy lid lift on April 27, 2010, to restore our levy to the maximum allowable amount of \$.75.

In November 2007, the State Legislature approved new legislation that imposed a one percent annual property tax growth limitation, following voter approval of I-747 in 2001. The legislation limits annual property tax revenue growth to 1%, plus new construction. The impact is that regardless of assessed valuation growth, revenues cannot grow more than the limit.

The passage of a levy lid lift in 2010 and the subsequent decline in assessed valuations in 2012 and 2013 resulted in Metro Parks' property tax revenue to decrease significantly during this time period. However, with five years of increasing assessed valuations since 2014, Metro Parks has now surpassed the previous highest levy in 2017 to \$15,459,636 in 2018.

The chart below provides a ten-year history of our assessed value and levy rates.

<u>Collection Year</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Assessed Value	\$ 21,180,901,878	\$ 19,448,091,249	\$ 18,016,099,709	\$ 16,335,169,585	\$ 16,913,735,225
Percent Change	-4.21%	-8.18%	-7.36%	-9.33%	3.54%
Levy Rate	\$ 0.4870	\$ 0.7500	\$ 0.7500	\$ 0.7500	\$ 0.7500
Tax Collection	\$ 10,312,555	\$ 14,586,068	\$ 13,512,075	\$ 12,251,377	\$ 12,685,301

<u>Collection Year</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Assessed Value	\$ 18,256,338,159	\$ 19,407,365,221	\$ 21,207,605,958	\$ 23,662,776,999	\$ 26,802,835,908
Percent Change	7.94%	6.30%	9.28%	11.58%	13.27%
Levy Rate	\$ 0.7500	\$ 0.7500	\$ 0.7073	\$ 0.6533	\$ 0.6041
Tax Collection	\$ 13,692,254	\$ 14,555,524	\$ 14,999,274	\$ 15,459,626	\$ 16,190,724

FISCAL IMPACT: Metro Parks Tacoma levies its property tax on an annual basis even though it has adopted a biennial budget. The preliminary levy amount is \$16,190,724 which is an increase of 4.73 % over 2017.

ADDITIONAL INFORMATION: If you have any questions before the Board meeting, please contact Erwin Vidallon at 1-253-305-1081.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR88-18

**AUTHORIZING 2018 GENERAL TAX LEVY
OF REGULAR PROPERTY TAX FOR COLLECTION IN 2019**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has met and considered its budget for the 2019-2020 biennium; and

WHEREAS, the District's actual levy from the previous year was \$15,459,636; and

WHEREAS, the population of this district is more than 10,000; and now, therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2019 tax year.

The dollar amount of the increase from the previous year shall be \$68,820.86, which is a percentage increase of 0.445 percent from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

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

ATTEST:

President

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Erwin Vidallon, Chief Financial Officer

SUBJECT: **Authorizing Excess Tax Levy for Unlimited Tax General Obligation (UTGO) Bond Redemption**

DATE: November 13, 2018

EXECUTIVE SUMMARY:

The resolution provides for excess property taxes to be levied for debt service payments on voter-approved unlimited tax general obligation (UTGO) bonds issued for the 2005 series bond issue (one remaining issue – 2010), for the 2012 and 2015 refunding bond issues, and for the 2014 series bond issues (2014 A and B, 2016 and 2018). Similar to our regular property taxes, the Board must authorize the tax levy in 2018 for collection in 2019.

Unlike regular property taxes where the Board establishes the amount of increase in revenue (up to the statutory maximum of one percent), with excess levies the Board specifies the exact dollar amount to be collected and the Pierce County Assessor-Treasurer's Office calculates the appropriate levy rate to collect the tax. Adoption of this resolution is required by state law to enact the Metro Parks Tacoma excess property tax levy.

BACKGROUND: Voters approved an \$84.3 million bond issue in November 2005. The first two issues have been paid off through subsequent refunding bonds. The third issuance of \$19,210,000 was approved on November 10, 2008 (scheduled to be paid off on December 2018), and the fourth and final issuance of \$25,025,000 was approved on November 22, 2010.

On June 13, 2012, \$9,995,000 of refunding bonds were issued to refund a portion of bonds issued for PDZA projects in 2003 and the 2005 bonds. The remaining 2003 and 2005 bonds were paid off in December 2013 and 2015, respectively.

Following voter approval in April 2014 of a \$198,000,000 bond issue, \$33,400,000 in UTGO and \$18,040,000 in refunding (2006 issue) bonds were issued following Board approval on October 13, 2014. The remaining 2006 bonds was paid off in December 2016. In 2015, \$14,280,000 in refunding (2005 issue) bonds were issued following Board approval on July 13,

2015. Following Board approval on October 24, 2016, the district issued \$70,000,000 of UTGO bonds and \$6,290,000 of refunding (2008 issue) bonds. And most recently on April 9, 2018, the district issued \$40,020,000 of UTGO.

FISCAL IMPACT: We know from our current debt service schedules established at the time of the bond sales the exact principal and interest due each year. Included in the levy is a small reserve in each fund to accommodate non-payment or late-payment of taxes by property owners. Subsequent collection of delinquent taxes provides additional cash on hand which reduces the ensuing year's levy. All taxes collected remain within the bond redemption fund until we are able to make principal and interest payments. In the final years of the debt service associated with each individual issue, we may reduce the levy by any excess cash available in the fund.

The Park Board is authorizing the levy of tax on property in 2018 for collection in 2019 for the following principal and interest payments associated with the referenced bonds:

Issue	Principal & Interest Due in 2019	Total Tax Collection Required in 2019	Assessed Value for Excess Levy for Bonds	Estimated Levy Rate for Bond Debt Service
2010 UTGO	\$ 1,531,354	\$ 2,279,000	\$26,802,835,908	0.0850
2012 UTGO	\$ 1,081,475	\$ 1,068,000	\$26,802,835,908	0.0398
2014 UTGO A	\$ 484,925	\$ 382,000	\$26,802,835,908	0.0143
2014 UTGO B	\$ 1,630,300	\$ 1,658,000	\$26,802,835,908	0.0619
2015 UTGO	\$ 1,596,624	\$ 1,865,000	\$26,802,835,908	0.0696
2016 UTGO	\$ 6,410,150	\$ 5,792,000	\$26,802,835,908	0.2161
2018 UTGO	\$ 8,607,350	\$ 9,324,000	\$26,802,835,908	0.3479
Total	\$ 21,342,178	\$ 22,368,000		0.8345

The final levy rate will be determined by the Pierce County Assessor-Treasurer's office once the final property values have been established for Metro Parks Tacoma.

ADDITIONAL INFORMATION: For additional information, please contact Erwin Vidallon at 1-253-305-1081.

**METROPOLITAN PARK DISTRICT OF TACOMA
SUBSTITUTE RESOLUTION NO. RR 89-18**

**AUTHORIZING EXCESS TAX LEVY
FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION**

WHEREAS, an unlimited tax, general obligation (UTGO) bond issue of \$84,300,000 for the stated purpose of making general improvements to parks and recreation facilities was authorized by voters at the general election held on November 8, 2005; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$19,210,000 of said UTGO bonds on November 10, 2008, and a final authorization of \$25,025,000 on November 22, 2010; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$9,995,000 of refunding bonds to advance refund portions of a 2003 UTGO bond issue for the Point Defiance Zoo and Aquarium and the 2005 voter-approved UTGO bond issues on May 14, 2012; and

WHEREAS, an unlimited tax, general obligation (UTGO) bond issue of \$198,000,000 for the stated purpose of making general improvements to parks and recreation facilities was authorized by voters at the general election held on April 22, 2014; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$33,400,000 in UTGO bonds on October 13, 2014, and \$18,040,000 to refund UTGO bonds originally issued in 2006; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$14,280,000 in UTGO bonds on July 13, 2015 to advance refund portions of the UTGO bonds originally issued in 2005; and

WHEREAS, the Board of Park Commissioners authorized the issuance of up to \$80,000,000 in UTGO bonds on October 24, 2016 for new projects and to advance refund portions of the UTGO bonds originally issued in 2008; and

WHEREAS, the Board of Park Commissioners authorized the issuance of up to \$50,000,000 in UTGO bonds on April 9, 2018 for carry-over and new projects; and

WHEREAS, "unlimited annual property taxes and other available monies" were authorized as a means of paying both principal and interest on said bond issues; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the amount to be levied for payment of UTGO bond principal and interest due from the 2018 excess property tax levy for collection in 2019 is as follows, based on property values provided by the Pierce County Assessor-Treasurer:

2010 UTGO	\$2,278,000
2012 UTGO refunding	\$1,066,000
2014 UTGO A	\$376,000
2014 UTGO B	\$1,657,000
2015 UTGO refunding	\$1,860,000
2016 UTGO	\$5,788,000
2018 UTGO	<u>\$9,324,000</u>
TOTAL	\$22,349,000

BE IT FURTHER RESOLVED that this resolution be certified to the proper officials of Pierce County for collection in the same manner as other general taxes.

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

ATTEST

President

Secretary

Clerk