

**REGULAR PARK BOARD MEETING AND AGENDA  
DECEMBER 14, 2020  
6:00 PM REGULAR MEETING  
REMOTE MEETING**

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**ATTENTION:**

Protecting the public, our partners, and our staff are of the utmost importance.

Due to recent health concerns with the novel coronavirus and in compliance with the Governor's Executive Order 20-28.2 (amending 20-05, 20-28, 20-28.1 , 20-28.2, 20-28.3, 20-28.4, 20-28.7 , 20-28.8, 20-28.9, 20-28.10), this meeting will be held remotely.

The public is encouraged to participate via telephone or Zoom and will be given opportunities to comment, as noted below.

Regular Park Board Meeting via telephone by  
following the instructions below:

**Telephone Instructions:**

**Dial: 253-215-8782#**

**Enter Meeting ID: 976 4702 2826**

**Participant ID: no ID needed just press #**

You can listen and view presentations of the  
Regular Park Board Meeting via the Zoom link:

**Join Zoom Meeting**

**<https://zoom.us/j/97647022826>**

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 5pm on December 14, 2020 by e-mailing them to Jennifer Bowman at [jenniferb@tacomaparks.com](mailto:jenniferb@tacomaparks.com). Comments will be compiled and sent to Board members in advance of the meeting. Comments may also be left on voicemail at 253-305-1091 by 5pm on December 14, 2020. Verbal comments will also be allowed during the meeting. To request to speak during community comments, please press the Raise Hand button near the bottom of your Zoom window or \*9 on your phone. All speakers will have up to three minutes to speak once called upon.

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**DECEMBER 14, 2020  
6:00 P.M.  
REMOTE MEETING**

Via Telephone  
**Dial: 253-215-8782  
Enter Meeting ID: 976 4702 2826**

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**MEETINGS ARE RECORDED AND MAY BE HEARD AT THE  
PARK DISTRICT OFFICES UPON REQUEST**

**COMMISSIONERS**

**TIM REID, PRESIDENT  
ERIK HANBERG, CLERK  
AARON POINTER  
ANDREA SMITH  
JESSIE BAINES, JR.**

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

**ROLL CALL**

**SPECIAL PRESENTATIONS**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**NOMINATIONS FOR 2021 BOARD OFFICERS**

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



**EXECUTIVE DIRECTOR’S REPORT**

**REGULAR MEETING**

**COMMUNITY COMMENTS**

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 5pm on December 14, 2020 by e-mailing them to Jennifer Bowman at [jenniferb@tacomaparks.com](mailto:jenniferb@tacomaparks.com) Comments will be compiled and sent to Board members in advance of the meeting. Comments may also be left on voicemail at 253-305-1091 by 5pm on December 14, 2020. Verbal comments will also be allowed during the meeting. To request to speak during community comments, please press the Raise Hand button near the bottom of your Zoom window or \*9 on your phone. All speakers will have up to three minutes to speak.

**MINUTES**

(5-10) MINUTES OF THE NOVEMBER 23, 2020 REGULAR BOARD MEETING

(11-14) MINUTES OF THE NOVEMBER 30, 2020 PUBLIC HEARING

**CONSENT AGENDA**

(15-16) **RESOLUTIONS NO. C57-20:** APPROVAL OF WARRANTS CLAIM FUND FOR NOVEMBER 2020  
(Contact: Erwin Vidallon, Chief Financial Officer)

(17-20) **RESOLUTION NO. C58-20:** AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY  
(Contact: Marina Becker, Director of Parks & Recreation)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(21-30) **RESOLUTION NO. P59-20:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. ZOO ADVISORS FOR STRATEGIC AND BUSINESS SERVICES IN THE AMOUNT OF \$98,275.00  
(Contact: Alan Varsik, Director of Zoological and Environmental Education)

2. DEEP FOREST CHALLENGE FOR ROPES COURSE/ZIP LINE EXPERIENCE FOR 2021 & 2022 IN THE AMOUNT OF \$620,000  
(Contact: Alan Varsik, Director of Zoological and Environmental Education)

3. GATEWAY TICKETING SYSTEMS FOR POS MAINTENANCE, SUPPORT & ENHANCEMENTS FOR 2021& 2022 IN THE AMOUNT OF \$230,000  
(Contact: Alan Varsik, Director of Zoological and Environmental Education)
4. KING FEED FOR ANIMAL FEED FOR 2021 & 2022 IN THE AMOUNT OF \$250,000  
(Contact: Alan Varsik, Director of Zoological and Environmental Education)
5. MILLIKEN MEAT FOR CARNIVORE DIET FOR 2021& 2022 IN THE AMOUNT OF \$150,000  
(Contact: Alan Varsik, Director of Zoological and Environmental Education)
6. LAND O’LAKES PURINA FOR ANIMAL FOOD 2021&2022 IN THE AMOUNT OF \$130,000  
(Contact: Alan Varsik, Director of Zoological and Environmental Education)
7. PHOENIX CENTRAL LABS FOR DIAGNOSTIC LAB SERVICES FOR 2021&2022 IN THE AMOUNT OF \$105,000
8. CENTRAL NEBRASKA PACKGING INC. FOR CARNIVORE DIET FOR 2021&2022 IN THE AMOUNT OF \$155,000  
(Contact: Alan Varsik, Director of Zoological and Environmental Education)
9. BERRY DUNN MCNEIL FOR ORGANIZATIONAL PLANNING SERVICES FOR 2020 & 2021 IN THE AMOUNT OF \$80,000  
(Contact: Shon Sylvia, Executive Director)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (31-34)      **RESOLUTION NO. PW60-20**: W.W. SEYMOUR BOTANICAL CONSERVATORY REHABILITATION REJECTION OF BIDS FOR BID J2020-13  
(Contact: Debbie Terwilleger, Director of Business Administration & Planning)

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (35-38)      **RESOLUTION NO. R61-20**: OWEN BEACH PARK IMPROVEMENTS (PAVILION), ACCEPTING AND APPROPRIATING \$1,050,000 FROM TACOMA PUBLIC SCHOOLS  
(Contact: Debbie Terwilleger, Director of Business Administration & Planning)
- (39-46)      **RESOLUTION NO. R62-20**: ADOPTING THE 2021-2022 STATE & FEDERAL LEGISLATIVE AGENDA FOR THE METROPOLITAN PARK DISTRICT OF TACOMA  
(Contact: Pete Mayer, Deputy Executive Director)

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

(47-52)        **RESOLUTION NO. RR56-20:** ADOPTING THE 2021-2022 BIENNIAL BUDGET  
(Contact: Erwin Vidallon Chief Financial Officer)

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

December 16, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting
December 21, 2020	Committee of the Whole	Canceled	
December 28, 2020	Regular Park Board Meeting	Canceled	
December 30, 2020	Capital Improvement Committee	Canceled	

\*Remote meeting details can be found on the Metro Parks Website [www.metroparkstacoma.org](http://www.metroparkstacoma.org)

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



**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
November 23, 2020**

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

IN THE CHAIR: Tim Reid

PLACE: Remote call in meeting

**STUDY SESSION**

**2021/2022 DISTRICT BUDGET- ZOO & ENVIRONMENTAL EDUCATION**

Alan Varsik Commented that the Board has seen most of the Zoological & Environment Environmental education budget at the ZTA meeting held in November. Erwin Vidallon commented that ZEED makes up 45% of the total District budget equating to \$51M. Mr. Vidallon then reviewed a table and commented on the sources and uses of the funds in the department noting that \$1.5 million is set aside for operating reserves.

Mr. Varsik then reviewed a Department organizational chart, he noted that the Department is made up of several divisions including Point Defiance Zoo and Aquarium, Northwest Trek Wildlife Park, business and customer relations, planning and asset management, and business support (made up of marketing and communications). Staff then commented on the specific allocation and funds in each division as follows: Point Defiance Zoo and Aquarium \$30.4M, Northwest Trek Wildlife Park \$9.4 million dollars, and ZEED business support \$9.9M

Mr. Varsik commented that there are several historic and current operating variables effecting the budget including weather, sales tax, animal activity, new programs and COVID. Sarah Oliver then commented on the unpredictable challenges of animal collections such as TB treatment for Suki and changes at the walrus exhibit. Rick Dietz noted similar challenges at Trek with the moose population. Staff also commented on new opportunities that have developed due to COVID such as enhanced virtual programming and Wild Drive. Work plan initiatives within the department were then highlighted by Deputy Directors, Rick Dietz and Sara Oliver as follows:

- Advance Process for Projects and Major Maintenance
  - Update ZEED Strategic, Business, and Master Plan
- Conservation Center
  - Explore and develop a potential new division of ZEED that focuses on in-situ, and ex-situ conservation as well as direct conservation research
- Support Organization Evolution
  - Develop a vision of what and how a single support organization for ZEED may function
- Enhance Safety and Security
  - Identify and implement enhancements to safety and security

- Refine Animal Operations and Planning
  - Refine zoological organizational structure and associated changes in the animal collection
- Advance Diversity, Equity and Inclusion and anti-racism internally and externally
- Tram Replacement at Northwest Trek
  - Implement the transition to a new free roaming area/tram vehicle, along with necessary infrastructure adjustments.
- Explore and Implement Learning Opportunities with Local School Districts
  - Increase and explore additional virtual programs and refinement of existing educational programming

### **REGULAR MEETING**

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

### **SPECIAL PRESENTATIONS** MPT RETIREE RECOGNITION

Board members and staff recognized and thanked Vickie Cowan as she is retiring from Metro Parks Tacoma. Ms. Cowan has worked 24 years at Point Defiance Zoo.

### **PRESIDENTS REPORT**

President Reid urged the community to continue wearing masks, practice social distancing and recreate responsibly.

### **STANDING COMMITTEE AND COUNCIL REPORTS**

#### Joint Municipal Action Committee

President Reid commented that JMAC met on November 13<sup>th</sup>. CEOs were present at the meeting to report on each agency's budget. The committee was also updated on the status of the RFP for the Rainforest Strategy work. Commissioner Smith commented that the Rainforest Strategy approach will allow for the joint agencies to prioritize common issues and needs related to COVID and beyond to best serve the citizens of Tacoma

#### Zoo Liaison Committee

Commissioner Smith noted that the committee met earlier today. The committee learned that the NW Trek Foundation has recently received a \$150,000 anonyms donation. Members were informed that the Zoo Society recently raised about \$150,000 at its first virtual Zoobilee Gala.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia reported on the following:

- DISTRICT DEI UPDATE  
Pat Coleman and Annie Jones-Barnes of Coleman and Associates were introduced. Ms. Coleman commented on the work being done in relationship to the development of a District equity council. She noted that the community will help design and build this committee. Ms. Coleman informed the Board that during the week of December 14th an orientation of 25 community members will take place who will help design this council. The process is expected to take four to six months. Commissioner Hanberg expressed his frustration about the pace of the project and had hoped it might be happening sooner. Commissioner Hamburg also voiced concerned over possible conflicts related to the relationship of the committee's work and the Park Board's governance.

Commissioner Baines expressed support for the model that was introduced by Coleman and Associates.

- Green Tacoma School Yards: Last Tuesday, partners at the Trust for Public Land officially launched their philanthropic campaign to assist in implementing the Tacoma Green Schoolyards Program. \$50,000 dollars were raised, which will support the first of two projects, located at Stafford and Jennie Reed Elementary schools.
- Mckinney- Vento Grant: The District has recently been awarded \$110,000 through Greater Metro Parks Foundation to support our McKinney-Vento Day Camps; A \$50,000 grant from Pierce County Connected; A \$50,000 gift from The Bamford Foundation; And a \$10,000 grant from Windows of Hope Foundation
- Art Banners Highlighting People of Color - Adika Bell, one of the trainee artists from MPT's PARC (Public Art Reaching Community) art training program installed his temporary art project this past weekend. The project consists of banners attached to light poles at five parks, including McKinley Park, Wright Park, People's Park, Sheridan Park, and Wapato Park. The banners highlight people of color who have contributed to Tacoma, with a brief written description on a sign below. They will be up through the middle of December, with the remaining temporary public art projects will debut in

**COMMUNITY COMMENTS**

Roxanne Miles, Executive Director of Pierce County Parks and Recreation spoke in support of the partnership between Metro Parks Tacoma and Pierce County as it relates to the Specialized Recreation program as proposed in the 21-22 proposed budget.

Antonio McLemore, representing the Tacoma Urban League spoke in support of the work that was described by Coleman and Associates earlier in the meeting. He also recognized the work of Metro Parks in reaching out to underserved communities during budget development.

Taj Jensen representing Tacoma Public Schools commented on the successful McKinney-Vento partnership with Metro Parks. He stated that though the partnership homeless youth are able to attend virtual school and get access to basic needs like showers and food at the STAR Center and People’s Community Center.

**MINUTES OF THE NOVEMBER 9, 2020 REGULAR BOARD MEETING**

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

**CONSENT AGENDA**

**RESOLUTION NO. C55-20: REVISING DECEMBER 2020 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS**

Commissioner Pointer moved adoption of the resolution; seconded by Commissioner Hanberg. Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**PURCHASING RESOLUTIONS** None



**PUBLIC WORKS PURCHASING RESOLUTIONS** None

**SECOND READINGS RESOLUTIONS**

**RESOLUTION NO. RR50-20:** ESTABLISHING A FINDING OF SUBSTANTIAL NEED TO ALLOW FOR 2020 GENERAL TAX LEVY OF REGULAR PROPERTY TAX OR COLLECTION IN 2021 AT THE AMOUNT ALLOWED UNDER RCW 84.55.0101

This resolution was moved and seconded at the November 9th regular board meeting. Being no additional comments, the question was called, and the resolution passed on a vote of 5-0.

**RESOLUTION NO. RR51-20:** AUTHORIZING 2020 GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2021

This resolution was moved and seconded at the November 9th regular board meeting. Being no additional comments, the question was called, and the resolution passed on a vote of 5-0.

**RESOLUTION NO. RR52-20:** AUTHORIZING ACCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION

This resolution was moved and seconded at the November 9th regular board meeting. Being no additional comments, the question was called, and the resolution passed on a vote of 5-0.

**RESOLUTION NO. RR53-20:** AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE TRANSFER AGREEMENT FOR FOSS WATERWAY PARKS

Debbie Terwilleger commented that the FWDA Board voted to authorize the transfer agreements at their November 18<sup>th</sup> meeting.

This resolution was moved and seconded at the November 9th regular board meeting. Being no additional comments, the question was called, and the resolution passed on a vote of 5-0.

**FIRST READING RESOLUTIONS**

**RESOLUTION NO. RR56-20:** ADOPTING THE 2021-22 BIENNIAL BUDGET

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

Executive Director, Shon Sylvia opened the presentation by noting that first reading serves as a second public hearing through the 2021 - 2022 District budget. Chief financial officer Erwin Vidallon then reviewed the District's budget engagement and development critical path that began in July and will conclude with a second reading of the budget on December 14<sup>th</sup>. Shon Sylvia then noted that the elements of the District budget book include a District overview, a section on budget development and a section on the agency budget and departmental highlights. Staff then reviewed several pie charts and graphs that outlined and highlighted the total preliminary biennium operating budget of 115.5 million dollars as well as the sources and uses of those dollars.

Debbie Terwilleger was introduced and reminded the Board that \$40M still remains from the \$198M 2014 Bond. Ms. Terwilleger then commented on the two-year plan highlights as follows: projects moving into construction for 2021; focus on critical infrastructure; neighborhood parks in southeast, southwest and central planning areas; equity index and 10-

minute walk standard; expanded outreach for neighborhood; and community park projects and synchronized project implementation with TPS bond program. A table highlighting the two-year capital funds distribution was reviewed by staff

Mr. Vidallon then reviewed the timeline of formal budget proceeding that began on November 9<sup>th</sup> and will conclude on December 14<sup>th</sup>.

Being no additional comments the resolution was moved to second reading on December 14<sup>th</sup>.

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS:**

Commissioner Pointer indicated that he was displeased in the manner in which the City of Tacoma gave notice of the public hearings or future use of the Heidelberg Sports Complex land designation. He noted he has since followed up with Metro parks Tacoma legal counsel and has had his questions answered and clarified

**ADJOURN:**

Being no further business, the meeting was adjourned at 7:35p.m.

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: Jennifer Bowman, Board Secretary





**MINUTES OF PUBLIC HEARING #2  
BOARD OF PARK COMMISSIONERS  
November 30, 2020**

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

ABSENT: Jessie K. Baines, Jr.

PLACE: Remote Meeting

The hearing was called to order by President Reid at 12:30pm.

**PUBLIC HEARING # 2 2021-22 DISTRICT BUDGET**

CFO, Erwin Vidallon started the presentation by commenting on the agenda for presentation. He noted that today serves as the second public hearing for the 21-22 District Budget Mr. Vidallon then commented on the budget development timeline and process as well as the schedule and opportunities for public comment and review between now and December 14".

Executive Director, Shon Sylvia commented on the sections of the District Budget Book that provides all the details and specifics of the 21-22 Budget. The budget book is available on-line for public review.

Mr. Vidallon then commented on the revenue forecast and distribution of funds with a total operating budget of \$115M for 21-22 . Staff then reviewed pie charts that represented the distribution of \$115, 500M of 21/22 operating funds by revenue source- Property tax at 29%, Sales tax at 20%, Earned Revenue at 43 % and other sources at 8%. Staff then reviewed a detailed table that highlighted expenditure assumptions for the 21/22 biennium. Tables detailed expenditures by fund within each department.

Debbie Terwilleger was then introduced to speak about the proposed 2-year capital budget and program. Ms. Terwilleger commented that the 2014 Bond totaled \$198M. To date \$58M has been issues with \$90M remaining to be issued. Staff then reviewed charts that outlined each bond project category and the planned funding distribution within each of them for 2021-22. The biennium total for planned spending ( all funds including grants, donations and bond) total \$49.8M

Staff commented that the 2-year proposed program will include the following:

- Projects Moving into Construction 2020/2021
- Focus Upon Critical Infrastructure
- Neighborhood Parks in SE/SW/C Planning Areas
- Equity Index & 10 Minute Walk Standard are Key Drivers
- Expanded Outreach for Neighborhood/Community Park Projects

- Synchronized Project Implementation with TPS Bond Program

Maps of the City that highlight where projects are planned overlaid with the City's equity index were briefly discussed.

Debbie Terwilleger then spoke about the challenges and opportunities that will be faced in the Business Administrative & Planning Department through the 21-22 biennial budget.

Ms. Terwilleger noted the following challenges:

- COVID 19 Related Impacts to Programs, Operations, Planning & Project Implementation
  - Material and equipment supply chain impacts
  - Supporting departmental initiatives
  - Workforce Impacts
- Long-Term economic stability to sustain the system
  - Uncertain revenue generation
  - M&O Considerations
  - Partnerships & Leveraging
- Social Changes & Community Needs
  - Evolution of community needs and aspirations
  - Changing priorities require constant innovation

Opportunities were highlighted as follows:

- Enhanced Community Engagement
  - Opening new paths for communication/imagination
  - Building a foundation of mutual trust for future collaboration
- Renewed emphasis on Safety/Security & Equitable access
  - Re-Framing the Level of Services (LOS) Study
  - Focused investment in park safety/security
  - IT improvements to support rapid response and expand access
- Conservation & Sustainability
  - Re-imagining park development/operations standards
  - Conservation ethic as common thread in program and facility development
  - Changes to improve financial sustainability—new fund structure, taxing authorities

Marina Becker was introduced and outlined the challenges the department will be facing as the new biennium approaches including

- COVID Restrictions and Impacts
  - Uncertain & Unpredictable Times - The District must be Nimble, Flexible and Constantly Innovative
  - Safety is Highest Priority
  - Economic impacts
  - Serve shifting community needs
  - Increase in numbers of people experiencing homelessness
- Childcare – Critical for Recovery
  - Provide safe, accessible spaces for youth to engage in learning, social & emotional connections and recreation
  - COVID and post-COVID differences

Ms. Becker described opportunities in the following areas:

- Renewed emphasis on safe/secure & green infrastructure and equitable access
  - Level of Services (LOS) study
  - Green School Yards
  - Expanded investment in park and facility safety/security
  - Park Access Enhancements
- Conservation & Sustainability
  - Asset management/preventative maintenance
  - Environmentally responsible maintenance equipment and best practices
  - Expand tree canopy focused on parks in historically underserved areas
- Future of Community Centers and Programs
  - Serve community needs in a safe and responsible manner
  - Offer pertinent and timely programs given restrictions and public comfort, utilize outdoor spaces and virtual platforms
  - Serve shifting needs of community---Youth, Wellness Centers, Virtual Recreation Center, Needs of Membership. Ms. Becker noted the McKinney- Vento program operating out of People’s Center that is currently serving as safe learning space for children experiencing homelessness

Alan Varsik Director of Zoological & Environmental Education was then introduced. Mr. Varsik comment on the historic and new challenges and opportunities being faced by both the Zoo and NW Trek. He stated that challenges always include the weather and its impact on visitorship. He noted that sales tax revenues will continue to be watched as they can fluctuate due to economic circumstances and specially those related to impacts of COVID 19. In addition animal activity at both attractions will be something that will be watched as species plan change. He noted that zoo staff will continue to adapt through COVID 19 to give visitors safe experiences, such as enhanced virtual program and continuation of the Wild Drive and a modified Zoolights experience.

The Board was reminded of the remaining budget meetings.

December 14, 6pm                      Board Meeting                      Second Reading & Adoption for 21/22  
District Budget

**COMMUNITY COMMENT** None

**ADJOURNMENT**

Being no further business, President Reid closed the public hearing at 1:03 p.m.

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by:  
Jennifer Bowman, Secretary



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C57-20**

**APPROVAL OF WARRANTS CLAIM FUND FOR NOVEMBER 2020**

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2019-2020 Biennial Budget in Resolution No. RR92-18, dated December 10, 2018 to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2020; 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 \_\_\_\_\_, 2020.

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 NOVEMBER 1, 2020 AND ENDING NOVEMBER 30, 2020.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

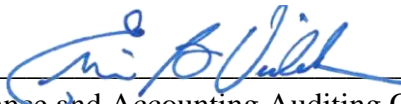
Warrant Serial Numbers 333085 to 333272 AMOUNT: \$3,360,874.18

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 053208 to 053242 AMOUNT: \$29,398.38

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

TOTAL \$3,390,272.56

  
\_\_\_\_\_  
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

FROM: Marina Becker, Director of Parks & Recreation

**SUBJECT: Authorizing Surplus and Disposal of Personal Property**

DATE: December 7, 2020

**EXECUTIVE SUMMARY:** This resolution authorizes the surplus and disposal of personal property no longer in service or required for future operations from the Department of Parks and Recreation.

**BACKGROUND:** Section V. RCW 35.61.132 authorizes Metro Parks Tacoma to sell, exchange or dispose of any personal property acquired for park purposes when such property is no longer suitable for park or other recreational purposes. The items requested to be surplus are no longer in acceptable condition or required for operations. Staff routinely evaluates equipment to determine on-going operating and maintenance costs as compared to the cost of replacement. Replacement equipment is evaluated for cost efficiency, environmental standards, and durability. Staff is requesting that the following items be listed as surplus:

Description	Serial #	Date Aqc	Model and MPT #
Dodge ½ ton pickup	3B7KC26Z12M245696	2002	2002 Dodge Pickup M4296
Toyota Prius	JTDKB20U277634140	2007	2007 Toyota Prius P207
Chevy ½ ton pickup	1GCGK24J9WZ248999	1998	1998 Chevy ½ ton M4424
Chevy ¾ ton truck	1GCGC29KXPE225268	1993	Chevy truck #M4392
Toyota Prius	JTDKB20U277634140	2007	Toyota Prius P107
Chevy twelve passenger Van	1GAHG39G711216044	2007	Chevy Van M4777
John Deere 5410 Tractor 000782	LV5410 S341671	2001	John Deere 5410 Tractor
John Deere 5310 Loader M7808	LV5310S130443	2003	John Deere 5310 Loader

<b>Greensmaster 3100</b>	<b>310000249</b>	<b>2010</b>	<b>Greensmaster</b>
<b>Gossen Sweeper/Vac</b>	<b>N/A</b>	<b>1997</b>	<b>Gossen Sweeper/Vac</b>
<b>Ford Super Duty Van w/lift 33944D</b>	<b>1FDXE45SX2HB11415</b>	<b>2002</b>	<b>Ford E-450 Van 4659</b>
<b>Chevrolet Express Van 29157D</b>	<b>1GAHG39G911216191</b>	<b>2001</b>	<b>Chevrolet Van M4775</b>
<b>Chevrolet 3500 Express Van 29158D</b>	<b>1GAHG39G011216984</b>	<b>2001</b>	<b>Chevrolet Van 4776</b>
<b>E-450 Super Duty El Dorado 15 passenger 15 passenger 45638D</b>	<b>1FDXE45S27DA69594</b>	<b>2007</b>	<b>Ford Van R0107</b>
<b>Chevrolet Express Van 33941D</b>	<b>1GCGG25R521231616</b>	<b>2002</b>	<b>Chevrolet Van M4658</b>

**FISCAL IMPACT:** Per District policy, 000.003 Disposal of Real Property, Section I, Property may be traded, sold or conveyed when the Board reasonably believes such trade, sale or conveyance is in the best interest of Metro Parks Tacoma.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker, Director of Parks & Recreation at 253.305.1024

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C58-20  
AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY**

WHEREAS, the Metropolitan Park District of Tacoma wishes to surplus and dispose of personal property which is no longer in service, having been replaced with new units or due to age and condition are no longer required for operations; therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the following real property items be declared surplus:

<b>Description</b>	<b>Serial #</b>	<b>Date Aqc</b>	<b>Model and MPT #</b>
<b>Dodge ½ ton pickup</b>	<b>3B7KC26Z12M245696</b>	<b>2002</b>	<b>2002 Dodge Pickup M4296</b>
<b>Toyota Prius</b>	<b>JTDKB20U277634140</b>	<b>2007</b>	<b>2007 Toyota Prius P207</b>
<b>Chevy ½ ton pickup</b>	<b>1GCGK24J9WZ248999</b>	<b>1998</b>	<b>1998 Chevy ½ ton M4424</b>
<b>Chevy ¾ ton truck</b>	<b>1GCGC29KXPE225268</b>	<b>1993</b>	<b>Chevy truck #M4392</b>
<b>Toyota Prius</b>	<b>JTDKB20U277634140</b>	<b>2007</b>	<b>Toyota Prius P107</b>
<b>Chevy twelve passenger Van</b>	<b>1GAHG39G711216044</b>	<b>2007</b>	<b>Chevy Van M4777</b>
<b>John Deere 5410 Tractor 000782</b>	<b>LV5410 S341671</b>	<b>2001</b>	<b>John Deere 5410 Tractor</b>
<b>John Deere 5310 Loader M7808</b>	<b>Lv5310s130443</b>	<b>2003</b>	<b>John Deere 5310 Loader</b>
<b>Greensmaster 3100</b>	<b>310000249</b>	<b>2010</b>	<b>Greensmaster</b>
<b>Gossen Sweeper/Vac</b>	<b>N/A</b>	<b>1997</b>	<b>Gossen Sweeper/Vac</b>
<b>Ford Super Duty Van w/lift 33944D</b>	<b>1FDXE45SX2HB11415</b>	<b>2002</b>	<b>Ford E-450 Van 4659</b>
<b>Chevrolet Express Van 29157D</b>	<b>1GAHG39G911216191</b>	<b>2001</b>	<b>Chevrolet Van M4775</b>
<b>Chevrolet 3500 Express Van 29158D</b>	<b>1GAHG39G011216984</b>	<b>2001</b>	<b>Chevrolet Van 4776</b>
<b>E-450 Super Duty El Dorado 15 passenger 15 passenger 45638D</b>	<b>1FDXE45S27DA69594</b>	<b>2007</b>	<b>Ford Van R0107</b>
<b>Chevrolet Express Van 33941D</b>	<b>1GCGG25R521231616</b>	<b>2002</b>	<b>Chevrolet Van M4658</b>

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2020.

\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

**SUBJECT: Purchasing Resolution**

DATE: December 7, 2020

**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** Zoo Advisors
- **GOODS OR SERVICE** Strategic and Business Planning Services
- **PRICE** \$98,275.00
- **SOURCE OF FUNDING** ZEED Administration Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND:** Unlike previous planning, the largest challenge facing Point Defiance Zoo & Aquarium and Northwest Trek today is the creation of a sustainable business model that assures the continued evolution of a culturally relevant conservation organization that influences our community on environmental sustainability while providing much needed recreation and connection with animals. While changes in the animals we share, and substantial repairs, replacements, and modifications to existing facilities will be necessary in the future, these capital investments must be based on a sound plan for continued financial and operational health of our facilities. In February 2020, staff published a Request for Proposal (RFP) in the Tacoma Daily Index and the Daily Journal of Commerce. The solicitation contained a general description of the project and a summary of the desired range of services. We received six submittals from firms expressing an interest in the project, see attached score sheet. ZEED Manager reviewed and scored the submittals and unanimously recommended Zoo Advisors.

## **Item No. 2**

- **VENDOR** Deep Forest Challenge
- **GOODS OR SERVICE** Ropes Course/Zip Line Experience
- **PRICE** 2021 & 2022 \$620,000.00
- **SOURCE OF FUNDING** 2021 & 2022 NWT Operating Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND:** On February 1, 2012 staff entered into a revenue share agreement with Deep Forest Challenge to operate high ropes courses at Northwest Trek and Point Defiance Zoo & Aquarium in exchange for a graduated percentage of the revenue and an annual minimum guaranteed. The course at Point Defiance was closed in 2016 to make way for the construction of the Environmental Learning Center. The operating arrangement with DFC allows for Metro Parks to collect all the revenue and pay DFC the revenue less our annual percentage and an additional amount to cover administrative costs, not including the admissions revenue for participants, we receive a guarantee of \$49,992 per year plus an average of \$9k per year for managing the sales in-house. In 2019 we had 8765 participants and sales totaling \$295k. Current purchasing policy requires board approval when payments on revenue share programs exceed \$50,000 annually.

Contract period:	10 years (2012 - 2022) extended to 2023
MPT collection percent:	5% in year 1 increasing to 10% in year 10/11
Annual minimum guarantee:	\$26,400 year 1 - \$49,992 year 10
Initial Capital investment by DFC:	\$350,000

## **Item No. 3**

- **VENDOR** Gateway Ticketing Systems
- **GOODS OR SERVICE** POS Maintenance, support and enhancements
- **PRICE** 2021 & 2022 \$230,000.00 (\$135k PDZA - \$95k NWT)  
Includes annual software/hardware support and upgrades, ticket stock, hardware and product enhancements.
- **SOURCE OF FUNDING** 2021 & 2022 PDZA & NWT Technology Services Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND:** In 2001 Metro Parks Tacoma purchased its Point of Sale Ticketing System from Gateway Ticketing Systems for Point Defiance Zoo & Aquarium and Northwest Trek Wildlife Park. ZEED uses Gateway Ticketing System as its point of sale system for admissions,

membership, group sales, web sales, mobile ticketing and program registrations. To stay current with emerging technology, product enhancements and receive 24/7 support we pay an annual maintenance and support fee of \$75,500 for both sites, purchase ticket and card stock for \$20k and include \$19k to replace POS hardware at the gates to provide a uniform, cleaner sales experience with compact touch screens.

**Item No. 4**

- **VENDOR** King Feed
- **GOODS OR SERVICE** Animal Feed
- **PRICE** 2021 & 2022 - \$250,000
- **SOURCE OF FUNDING** 2021 & 2022 NWT Zoological Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND:** Several years ago, vet staff worked with an animal nutritionist to develop a dietary plan to meet the unique dietary needs of the animals in our care. Based on this review, Northwest Trek utilizes several specialized grains developed by Mazuri Brand to feed the animals in the Free Roaming area. The diet is used to supplement the natural browse for moose, whitetail deer, bighorn sheep, caribou and mountain goats. While other vendors can supply this product, it would require Trek staff to drive further than the 8 miles to King Feed, load over \$6500 worth of product and then unload at Trek we receive a weekly delivery. Since King Feed delivers to Northwest Trek at no additional charge, purchasing from any other vendor would increase the overall cost and be an inefficient use of staff time.

King Feed is also the closest (8 miles) feed and livestock supply store for staff to purchase misc. items like salt blocks, straw and shaving for animal bedding.

**Item No. 5**

- **VENDOR** Milliken Meat
- **GOODS OR SERVICE** Carnivore Diet
- **PRICE** 2021 & 2022 - \$150,000 (\$110k PDZA - \$40k NWT)
- **SOURCE OF FUNDING** 2021 & 2022 NWT & PDZA Zoological Budgets
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND** Currently there are only a few companies that make zoo-animal specific meat diets (enriched with appropriate vitamins and minerals, etc.), the Toronto Feline diet is equine-based, leaner than the Nebraska diet, but it comes in cube pieces instead of ground. For most of our cats, the lean meat is important because we have had issues with fats in their urine and too much fat can lead to liver and kidney issues. We carry a permit through USDA to import the meat.



**Item No. 6**

- **VENDOR** Land O'Lakes Purina
- **GOODS OR SERVICE** Animal Feed
- **PRICE** 2021 & 2022 - \$130,000
- **SOURCE OF FUNDING** NWT Zoological Budget
- **CONTACT** Alan Varsik, (253) 404-3634

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

**Item No. 7**

- **VENDOR** Phoenix Central Labs
- **GOODS OR SERVICE** Diagnostic Lab Services
- **PRICE** 2021 & 2022 - \$105,000
- **SOURCE OF FUNDING** ZEED Vet Services
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND** Phoenix Labs is a veterinary diagnostic laboratory. The cost listed covers multiple samples (blood, urine, feces, tissues, etc.) which are submitted from the zoo's animals almost daily throughout the year.

Different diagnostic labs use different equipment or different techniques which can influence results. The zoo has been submitting samples to this particular lab for around 15 years so we have those baseline values for the animals are based on results derived from this laboratory. With different labs results can vary and that is why it is so important to stick with 1 lab. Additionally, this lab has clinical pathologists skilled in zoo animal diagnostics. This is important because there are species-specific differences in clinical pathology. It is important for clinical pathologists to interpret results in light of the species and for them to be well versed in differences across taxa. This laboratory also provides services for other regional zoos.

**ITEM NO. 8**

- **VENDOR** Central Nebraska Packing Inc.
- **GOODS OR SERVICE** Carnivore Diet
- **PRICE** 2020, 2021 & 2022 - \$155,000
- **SOURCE OF FUNDING** 2021 & 2022 PDZA Zoological Budgets
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND** Currently there are only a few companies that make zoo-animal specific meat diets (enriched with appropriate vitamins and minerals, etc.), the equine meat from Central Nebraska is all ground, so it has a higher fat content than the cubed foods we get from Milliken. These ground meats work well for canids and birds because they can swallow them easily and they are blended in a way that optimizes their unique needs. The 2020 purchases from this vendor will exceed the \$50,000 annual threshold, the current purchasing policy requires board approval when purchases exceed \$50,000 annually.

**ITEM NO. 9**

- **VENDOR** Berry Dunn McNeil
- **GOODS OR SERVICE** Organizational Planning Services
- **PRICE** \$80,000
- **SOURCE OF FUNDING** 2020 & 2021 Governance & Direction Budget
- **CONTACT** Shon Sylvia, (253) 305-1072

**BACKGROUND:** Executive Director is requesting an amendment to a current \$50,000 contract. The District originally contracted with Berry Dunn in 2019 to assess organizational structure related to the District's goals and objectives. Due to COVID 19, the firm reassessed and revised its recommendations from the original project based on new circumstances being faced by the district.

Berry Dunn assisted the Executive Director and created a report that illustrated a flatter organizational structure with a consolidated book of business and streamlined functions to help reduce MPT's costs without jeopardizing the integrity of the agency. The scope of work included:

- Executive Summary of current Covid-19 situation. Quote information and data that has an impact on government and sets the stage for a new reality.
- Organizational Structure was informed by the immediate response of Covid-19 and the findings of the original OD scope.
- Recalibrating the Park System will help MPT to adjust program delivery/level of service via a demand management and equity criteria within ZEED and Parks & Recreation departments; refine any recommendations from Information Technology plan and incorporate into how to redefine business support for the new park system.

Additional scope: facilitated conversations with managers, developing implementation strategies and highlighting next steps are necessary to support leadership with transitioning the organization. This phase of work should be completed by March 31, 2021.

The original contract was awarded for \$50,000. Change Order #1 of \$30,000 will increase the total contract amount of \$80,000 to complete the scope of work.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P59-20**

**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 December 14, 2020.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A**  
**to**  
**Purchasing Resolution No. P59 -20**

**Item No. 1**

- **VENDOR** Zoo Advisors
- **GOODS OR SERVICE** Strategic and Business Planning Services
- **PRICE** \$98,275.00
- **SOURCE OF FUNDING** ZEED Administration Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**Item No. 2**

- **VENDOR** Deep Forest Challenge
- **GOODS OR SERVICE** Ropes Course/Zip Line Experience
- **PRICE** 2021 & 2022 \$620,000.00
- **SOURCE OF FUNDING** 2021 & 2022 NWT Operating Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**ITEM NO. 3**

- **VENDOR** Gateway Ticketing Systems
- **GOODS OR SERVICE** POS Maintenance, support and enhancements
- **PRICE** 2021 & 2022 \$230,000.00 (\$135k PDZA - \$95k NWT)  
  
Includes annual software/hardware support and upgrades, ticket stock, hardware and product enhancements.
- **SOURCE OF FUNDING** 2021 & 2022 PDZA & NWT Technology Services Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**Item No. 4**

- **VENDOR** King Feed
- **GOODS OR SERVICE** Animal Feed
- **PRICE** 2021 & 2022 - \$250,000
- **SOURCE OF FUNDING** 2021 & 2022 NWT Zoological Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**Item No.5**

- **VENDOR** Milliken Meat
- **GOODS OR SERVICE** Carnivore Diet
- **PRICE** 2021 & 2022 - \$150,000 (\$110k PDZA - \$40k NWT)
- **SOURCE OF FUNDING** 2021 & 2022 NWT & PDZA Zoological Budgets
- **CONTACT** Alan Varsik, (253) 404-3634

**Item No. 6**

- **VENDOR** Land O'Lakes Purina
- **GOODS OR SERVICE** Animal Feed
- **PRICE** 2021 & 2022 - \$130,000
- **SOURCE OF FUNDING** NWT Zoological Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**Item No. 7**

- **VENDOR** Phoenix Central Labs
- **GOODS OR SERVICE** Diagnostic Lab Services
- **PRICE** 2021 & 2022 - \$105,000
- **SOURCE OF FUNDING** ZEED Vet Services
- **CONTACT** Alan Varsik, (253) 404-3634

**Item No. 8**

- **VENDOR** Central Nebraska Packing Inc.
- **GOODS OR SERVICE** Carnivore Diet
- **PRICE** 2020, 2021 & 2022 - \$155,000
- **SOURCE OF FUNDING** 2021 & 2022 PDZA Zoological Budgets
- **CONTACT** Alan Varsik, (253) 404-3634

**ITEM NO. 9**

- **VENDOR** Berry Dunn McNeil
- **GOODS OR SERVICE** Organizational Planning Services
- **PRICE** \$80,000
- **SOURCE OF FUNDING** 2020 & 2021 Governance & Direction Budget
- **CONTACT** Shon Sylvia, (253) 305-1072



## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Business Administration and Planning

**SUBJECT: W.W. Seymour Botanical Conservatory Rehabilitation,  
Rejection of Bids for Bid J2020-13**

DATE: December 8,2020

**EXECUTIVE SUMMARY:** This resolution authorizes rejection of the bids received for the W.W. Seymour Botanical Conservatory Rehabilitation for Bid J2020-13.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their special session meeting held on Tuesday, November 24, 2020 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** A bid package was advertised for improvements at W.W. Seymour Botanical Conservatory Rehabilitation as part of the 2014 Park Improvement Bond Program. Improvements described in bidding documents included an entry drive accessible parking stall, construction of 3 facades, and rehabilitation of the existing Conservatory including upgrades to the existing structure, envelope, interior partitions, casework, HVAC systems, plumbing fixtures, controls and lighting, custom metal fabrications, and rock walls.

Two (2) responsive bids for the W.W. Seymour Botanical Conservatory Rehabilitation capital project were opened on September 25, 2020. The bids had a base bid in excess of the architect's estimate and the project budget. The Maximum Allowable Construction Cost base bid set for the project was \$1,598,000.00. See the attached bid tabulation. The lowest base bid exceeds the project budget by over \$902,580.00.

The architect and Metro Parks Staff have been in contact with contractors, subcontractors, and vendors to understand the significant difference between the project estimate and prices bid. Reasons for the lack of bidders and higher-than-anticipated bids that have been given include the labor inefficiencies due to Covid-19 protocols (for inside) and work within a historic building. Other factors were the cost of structural steel, fabrications and their availability.

**FISCAL IMPACT:** Staff is reviewing options to reduce the scope of the project and communicate with The State Heritage Grant Agency for a re-bid. The primary goal for a new bid package is to focus on structural (life safety) and mechanical improvements, and have items removed and or made alternates that are not vital and can be easily packaged for bid at a later date.

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Business Administration and Planning at (253) 305-1086 or debbiet@tacomaparks.com



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW60-20**

**W.W. SEYMOUR BOTANICAL CONSERVATORY REHABILITATION  
REJECTION OF BIDS FOR BID J2020-13**

WHEREAS, On September 25, 2020 bids were received by Metro Parks for W.W. Seymour Botanical Conservatory Rehabilitation and two (2) responsive bids were received; and

WHEREAS, the bids were in excess of the architect's estimate and the project budget; and

WHEREAS, it is felt to be in the best interest of the Park District that the Board of Park Commissioners reject the bids; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to to reject the W.W. Seymour Botanical Conservatory Rehabilitation bids for Bid J2020-13.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_2020.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**DEPARTMENT OF PLANNING, DESIGN & DEVELOPMENT  
W.W. SEYMOUR CONSERVATORY REHABILITATION  
PROJECT #:J2020-13 SEPTEMBER,**

**BID RESULTS**

**FRIDAY SEPTEMBER 25TH, AT 100PM**

BIDDER NAME:		Sunset Pacific	Pease Construction Inc	Eagle Asphalt Sealcoating		
Address		9500 Front St.	3815 100th St. SW #3A	P.O.Box 1564		
City, State Zip		Lakewood, WA 98499	Lakewood, WA 98499	Sumner, WA 98390		
Contact		Ed Brooks	Loren Pease	Darrel Wood		
Telephone		253.722.2777	253.584.6606	253.862.9554		
Fax		253.588.9090	253.581.78.55	253.862.3855		
Email		<a href="mailto:ed@sunpac.net">ed@sunpac.net</a>	<a href="mailto:loren@peaseinc.com">loren@peaseinc.com</a>	<a href="mailto:Charlie@eagle-asphalt.com">Charlie@eagle-asphalt.com</a>		

**BID COMPLIANCE:**

Contractor Name:	Sunset Pacific	Pease Construction Inc	Eagle Asphalt Sealcoating		
Bidder's Proposal:	X	X	X		
Certification of Compliance:	X	X	X		
Non-Collusion Affidavit:	X	X	X		
Subcontractors List:	X	X			
Special Provisions:	X	X	X		
Bid Bond/Money Order:	X	X			
MWBE Utilization Form:	X	X	X		
Receipt of Addendum #01:	X	X			
Receipt of Addendum #02:	X	X			

Base Bid Amount:	\$ 2,620,620.00	\$ 2,500,580.00	\$ 23,800.00		
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Alternate No 1	\$ 42,077.00	\$ 97,930.00	\$ -		
Alternate No 2	\$ 18,022.00	\$ 49,390.00	\$ -		
Alternate No 3	\$ 61,927.00	\$ 54,810.00	\$ -		
<b>Total</b>	<b>\$ 2,742,646.00</b>	<b>\$ 2,702,710.00</b>	<b>\$ 23,800.00</b>		
WA State 10.2%	\$ 279,749.89	\$ 275,676.42	\$ 2,427.60		
<b>GRAND TOTAL</b>	<b>\$ 3,022,395.89</b>	<b>\$ 2,978,386.42</b>	<b>\$ 26,227.60</b>		

BIDS OPENED & READ BY: Debbie Hall

BIDS VERIFIED BY: Kristi Evans

SIGNED BY:

*Debbie Hall*

SIGNED BY:

*Kristi Evans*





## **MEMORANDUM**

**TO:** Board of Park Commissioners

**THROUGH:** Shon Sylvia, Executive Director

**FROM:** Debbie Terwilleger, Director of Business Administration and Planning

**SUBJECT: Owen Beach Park Improvements, Accepting and Appropriating \$1,050,000 from Tacoma Public Schools**

**DATE:** December 8, 2020

**EXECUTIVE SUMMARY:** This resolution accepts and appropriates \$1,050,000 from the Tacoma Public Schools (TPS) 2020 Bond Program for the Owen Beach Park Improvements (Pavilion) Construction and authorizes the Executive Director to enter into an agreement with TPS for the funding.

Funds will provide for the completion of a fully enclosed, multi-use pavilion building for a structure that would otherwise be limited to an open air picnic shelter if funding was limited to that available in MPT's current budget.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their special session meeting held on Tuesday, November 24, 2020 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** Owen Beach has historically been a popular destination for public enjoyment. It provides one of the few places within Pt. Defiance Park for direct contact with Puget Sound waters in a natural beach environment. This degree of accessibility also benefits SAMI students. Collaboration in the planning phases has resulted in the design of a pavilion building that will serve both general public and student needs. The 2,025 s.f. building provides enclosed, flexible space that has the dual benefit of providing a sheltered classroom environment during inclement weather, and the supplemental benefit of roll up doors for open air circulation.

The overall site development for this area is driven by the need to replace aging infrastructure to meet expanded program need and for climate resilience (accounting for future sea level rise). This project provides a unique opportunity to provide a landmark facility for both public use and for the experiential learning opportunities for SAMI students.

Below is the overall project scope:

- New Pavilion Building (classroom/picnic shelter, concessions, restroom, storage)
- New 4-Unit Public Restroom Building (with removal of obsolete restroom building)
- Renovated bath house for kayak rental use
- Outdoor plaza spaces
- ADA compliant connecting walks

- Renovated picnic shelter (existing)
- Hand launch for non-motorized craft and improvements for beach accessibility
- Small beach-themed children’s play area
- Parking development with drop-off zone
- Landscaping
- New utilities: power, sewer, storm, water, communications

Staff is requesting that the Board of Park Commissioners Accept and Appropriate \$1,050,000 from the Tacoma Public Schools for costs associated with the design and full construction of the pavilion facility, and authorize the Executive Director to enter into an agreement with TPS.

**FISCAL IMPACT:** The total funding for the Owen Beach Park Improvement project is \$6,351,140. Funds come from 14TUGO Bond Funds, Recreation Conservation Office (RCO), and our Tacoma Public School (TPS) partners.

MPT 2014 Bond	\$3,082,205
RCO Grant	\$2,250,000
TPS	\$1,050,000
<u>Art Fund</u>	<u>\$ (31,065)</u>
Total Funding	\$6,351,140

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Business Administration and Planning at (253) 305-1086 or [debbiet@tacomaparks.com](mailto:debbiet@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R61-20**

**OWEN BEACH PARK IMPROVEMENTS (PAVILION), ACCEPTING AND APPROPRIATING \$1,050,000 FROM TACOMA PUBLIC SCHOOLS**

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

WHEREAS, Metro Parks Tacoma has committed \$3,082,205 in 14UTGO Bond Funds, and secured \$2,250,000 in an RCO Grant for the Owen Beach Park Improvement Project; and

WHEREAS, Tacoma Public Schools desires to have classroom space at Owen Beach, and has included funding in their 2020 Bond for a improvements at Point Defiance Park to support the SAMI curriculum; and

WHEREAS, The Owen Beach Improvement project allows Metro Parks to leverage the Tacoma Public Schools bond funds and jointly fund and efficiently deliver the proposed pavilion building at Owen Beach; Now, therefore, be it

RESOLVED, that the Board of Park Commissioners accept and appropriate \$1,050,000 from Tacoma Public Schools for the Owen Beach Park Improvement Project(pavilion); Now, therefore, be it

FURTHER RESOLVED, by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Executive Director is authorized to execute an agreement for the \$1,050,000 contribution to the Owen Beach Park Improvement Project(pavilion) with Tacoma Public Schools.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_2020.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Pete Mayer, Deputy Executive Director  
Joe Brady, Deputy Director, Parks and Recreation

**SUBJECT: 2021-2022 State and Federal Legislative Agenda**

DATE: December 8, 2020

**EXECUTIVE SUMMARY:** This resolution provides for the adoption of a 2021-22 Legislative Agenda based upon discussions with Board Members, the executive cabinet, and local agency partners.

**BACKGROUND:** The enclosed legislative agenda was developed by MPT government affairs staff with input and feedback from our partner agencies, contracted lobbyists, the executive cabinet and the Board of Commissioners. We have also consulted the WRPA legislative committee and partners, both governmental and non-profit, in the community in developing and this two year legislative agenda. With the continued collaboration of Johnna White, Health Policy & Government Relations Coordinator with Tacoma-Pierce County Health, we continue to more deeply integrate health in all policies strategies to the District's endeavors and elevate shared legislative interests.

The capital request for the upcoming 2021 session include seeking funds for a new park project that will be jointly funded by Metro Parks and the City of Tacoma in the 27<sup>th</sup> Legislative District to assist MPT in closing critical gaps associated with our 10 minute Level of Service (LOS) goals. In the realm of policy advocacy, MPT will work to advance the Tacoma Whole Child Initiative by working to streamline child care permitting and ensure that funds from the Puget Sound Taxpayer Accountability Act are protected and distributed equitably. In addition, we will heavily advocate for robust transportation funding for projects that will help Tacoma realize its goals for Vision Zero and deliver safe streets and infrastructure for our community.

Of particular interest, MPT will begin the work to formalize the connection between public health and parks and recreation. In doing so, MPT will seek to establish a statewide pilot parks prescription program that will knit recreation service providers, the health care industry and insurers together with a common goal of improving public health.



Additionally, the agenda supports various state and federal grant programs that we will benefit from in the years ahead. We will also position ourselves positively for any other granting opportunities that arise on the state or federal level. We will closely monitor legislative activity as it relates to municipal finance for cities and counties and work with local government partners across the state to proactively discuss the operating revenue challenges we collectively face, made particularly poignant by the Covid-19 pandemic. To these ends, MPT supports the WRPA initiative to allow parks and recreation agencies to take a 0.1 percent sales tax increase to our voters and to bond against new sales tax proceeds upon voter approval, as well as efforts led by municipalities and counties to address ongoing revenue shortfalls due to our state taxing structure.

On the federal front, the legislative agenda is committed to urging Congress to support units of state and local government- particularly special purpose districts like MPT- as we begin to recover from the Covid-19 pandemic. Issues around infrastructure, tax parity and credits and access to funding structures highlight our needs.

The 2021-22 Legislative Agenda directly supports the District's mission, vision and values, and provides direction to staff, contractors and agency partners as we engage with elected officials at the local, state and federal levels. Continued state and federal support for our capital projects and strong inter-governmental partnerships are crucial for our agency's success.

**ADDITIONAL INFORMATION:** If you have any questions, please contact Pete Mayer at [peterm@tacomaparks.com](mailto:peterm@tacomaparks.com) or 253.260.2802.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R62-20**

**ADOPTING THE 2021-2022 STATE & FEDERAL LEGISLATIVE AGENDA FOR  
THE METROPOLITAN PARK DISTRICT OF TACOMA**

WHEREAS, it is incumbent on the Board of Park Commissioners of the Metropolitan Park District of Tacoma to formally adopt a legislative agenda that conveys the Park District's position on issues that may come before Congress, the Washington State Legislature, the Governor, and various state and federal agencies; and

WHEREAS, the adoption of the revised legislative agenda will assist and guide Commissioners, staff and our legislative liaisons in seeking support for the Park District's position on various legislative and administrative actions that could potentially impact the Park District; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that they hereby adopt the attached Exhibit "A" as the official legislative agenda for the Metropolitan Park District of Tacoma for 2021-2022.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Metropolitan Park District of Tacoma held on \_\_\_\_\_, 2020.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

### CREATING EQUITABLE PARKS AND RECREATION SERVICES

#### Five Key Washington State Policy Initiatives

##### Strengthening Community Safety

MPT, together with the City of Tacoma, seeks to advance reforms that address the disparate impacts of our systems and institutions on Black, Indigenous and People of Color. Local agencies are exploring how resources may be better deployed to reduce reliance on traditional police and fire services and to respond with the most effective and appropriate service provider. From Park Rangers, school patrol, transit security and homelessness outreach teams, efforts are underway to transform and align safety and security services across multiple agencies and service sectors.

##### Improving Public Health

MPT is committed to increasing the community's health through equitable access to recreation programs and the outdoors. MPT will lead an effort to create a Parks Prescriptions Pilot Program that will serve as a local case study to inform a future statewide initiative. By partnering with public health, doctors, and other health care providers, patients will be prescribed time to pursue experiences for healthier lifestyles and improved mental and physical well-being.

##### Supporting Children, Youth and Families

Together with Tacoma Public Schools, Graduate Tacoma, Tacoma-Pierce County Health Department (TPCHD), Washington State Department of Children, Youth and Families (DCYF) and others, MPT is committed to ensuring that our community's youth and children are provided safe, dependable and healthy places to play, learn and grow...all day and every day so families can thrive.

- **Childcare Licensing:** MPT supports legislation that streamlines childcare licensing processes and strengthens the ability to leverage existing public infrastructure and expertise in the childcare sector.
- **Puget Sound Taxpayer Accountability Account (PSTAA):** MPT supports development of a collaborative expenditure plan for PSTAA funds authorized to improve educational outcomes in early learning, K-12, higher education and for programs for children and youth that are low-income, homeless, in foster care, or among other populations experiencing inequities. MPT urges Pierce County to adopt a transparent and equitable process to disburse these funds for their intended purpose across the greater Tacoma-Pierce County area.

##### Increasing Resiliency and COVID-19 Recovery

Partnering with the Association of Washington Cities (AWC) and the Washington State Association of Counties (WSAC) at the state and federal levels, MPT seeks more resilient tools to enable recovery from millions of dollars in revenue losses associated with the COVID-19 pandemic.

##### Enabling Greater Local Discretion

A recent statewide survey of public park and recreation providers noted between a 17% to 33% average increase in demand over the past 5 years. Yet, the average increase in resources for the same time period was only 4.5% year-over-year. With restrictions on property taxes combined with COVID-19 impacts, local agencies need resources to address vital maintenance and operations and preservation needs. MPT supports a Washington Recreation and Park Association (WRPA) initiative enabling parks and recreation agencies to take a 0.1 percent sales tax increase to their voters and to bond against the new sales tax proceeds upon voter approval.



## Three Key Washington State Budget Initiatives

### Addressing Inequities and Transforming Toxic Land

The City of Tacoma and MPT seek a capital request of \$500,000 to leverage more than \$300,000 of combined local funds to transform a formerly contaminated site into an accessible neighborhood park reflecting a community-led design process.

MPT is committed to addressing inequities and disparities in the provision of parks and recreation services and facilities across Tacoma, particularly in East and South Tacoma where the community has been historically deprived of public investments. MPT is partnering with the City of Tacoma to plan and re-develop a formally contaminated south-end park property - Gas Station Park, in addition to launching a new Green Schoolyards program with the Trust for Public Lands and Tacoma Public Schools that will transform portions of five school properties into parks, enabling over 25,000 people within the surrounding community to be within a 10-minute walk from their home.

### Increasing Wildlife Conservation & Outdoor Wellness

MPT supports the Washington Wildlife and Recreation Coalition's (WWRC) request of \$140 million for the Washington Wildlife and Recreation Program (WWRP) and supports \$20.4 million in other critical outdoor recreation and conservation programs.

Joining the Washington Recreation and Parks Association (WRPA) and many other coalition partners, MPT seeks robust investments in grant programs that are critical for the vitality of local parks and recreation and the great outdoors. These include the Washington Wildlife & Recreation Program (WWRP) - \$140 million, Youth Athletic Facilities (YAF) - \$11.3 million, and Aquatic Lands Enhancement Account (ALEA) - \$9.1 million.

### Supporting safe recreational and active transportation networks

Multiple jurisdictions in Tacoma have partnered around the Vision Zero, Complete Streets, and Safe Routes to School initiatives which promote a citywide, safe multimodal transportation network to eliminate pedestrian and traffic related fatalities and serious injuries. Additionally, MPT has partnered with the Washington State Department of Transportation, Puyallup Tribe of Indians, the cities of Fife, Puyallup, and Tacoma and Pierce County to study options to create a new regional trail connecting communities between downtown Tacoma and downtown Puyallup.

MPT supports the City of Tacoma's efforts to address critical missing trail links by fully funding the Schuster Parkway Promenade, the final phase of the Prairie Line Trail and secure funding to facilitate the Tacoma to Puyallup Regional Trail (T2P). MPT urges the Legislature to continue to support grant programs that will deliver safe streets and infrastructure for the community as well as urges support for capital investments in the preferred SR167 alignment of the T2P.





## Key Federal Policy & Budget Related Initiatives

### MPT strongly urges Congress to address a comprehensive Coronavirus fiscal relief package

As a special purpose district, Metro Parks Tacoma has received no direct infusion of fiscal relief from the federal government. MPT derives roughly half of its operating budget from sources of earned revenue (program fees, rentals, admissions, memberships, etc.) - all of which have been decimated. The loss of this revenue has had devastating effects on the agency's ability to offer services and programs to the Tacoma community, particularly during the pandemic. MPT supports the Special Districts Provide Essential Services Act (H.R. 7073/S.4308) which will include special districts in the Coronavirus Relief Fund (CRF) established by the CARES Act and directs the Secretary to include special districts as an eligible issuer under the Municipal Liquidity Facility.

### As an alternative, MPT supports the HEROES Act, which provides \$238 billion in additional direct fiscal assistance to State governments and \$179 billion to “metropolitan cities, counties, and other units of general local government to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19)”

Specifically, the legislation enables State and local recipients to transfer funds to a private nonprofit organization (as that term is defined in paragraph (17) of section 401 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(17)); or, a special-purpose unit of local government; or, a multi-state entity involved in the transportation of passengers or cargo.

- **Paid Sick and Paid Emergency Leave Tax Credits** - MPT needs and supports legislation aimed at parity. Section 145 of Division F of The Heroes Act would remove the exclusion disallowing federal tax credits to public-sector employers or “any State or political subdivision thereof” providing emergency paid sick and paid emergency leave to employees required under the Families First Coronavirus Response Act (FFCRA). Section 147 of the bill would exclude employers with 500 or more employees from the tax credits, but provides an exception to “any State or political subdivision thereof.”
- **Employee Rehiring and Retention Tax Credits** - MPT seeks support for Section 201 of Division F of the Heroes Act that would allow “any State government, Indian tribal government, or any agency, instrumentality, or political subdivision of the foregoing” to claim the employee rehiring and retention credit under the Coronavirus Aid, Relief, and Economic Security (CARES) Act in the event they are paying wages to employees while operations are fully or partially shut down.
- **Municipal Liquidity Facility** - MPT endorses Section 801 of Division O of the Heroes Act which would expand the eligibility of the Federal Reserve Municipal Liquidity Facility to include “a political subdivision of a State with a population of more than 50,000 residents” as an eligible issuer. This provision addresses the two main components of the Special Districts Provide Essential Services Act (S. 4308 / H.R. 7073).

### MPT urges Congress to address comprehensive investment in infrastructure.

Parks and recreation providers across the nation rely on strategic investments to build the necessary buildings and facilities that enable communities to thrive. These types of investments will help stimulate the economy while putting our country on a path toward zero carbon emissions, making communities and roads safer, and addressing long-standing disparities. MPT strongly supports the Moving Forward Act (H.R. 2), House leadership's proposal to spend \$1.5 trillion to rebuild American infrastructure, including roads, bridges, and transit systems, water infrastructure, housing, schools, housing, and broadband access projects.



## Key Federal Policy & Budget Related Initiatives (continued)

Specifically, MPT advocates for the following:

- **BUILD Program** - authorize the program currently known as BUILD Transportation Discretionary Grant Program, formerly known as the TIGER Program, which provides \$9 billion for the newly named Projects of National and Regional Significance (PNRS) Program
- **Trails funding** - boost the set-aside for recreational trails in the Transportation Alternatives Program
- **Active transportation funding** - institute a \$250 million active transportation connectivity grant program;
- **Vision Zero funding** - provide critical resources for planning and improvements to connected active transportation networks
- **Park access funding** - implement the tenants of the Outdoors for All Act (H.R. 4512), to establish a guaranteed funding source to enhance access to greenspace and develop recreational infrastructure in park-poor urban areas and traditionally underserved communities.

### Support Tacoma's veterans and most vulnerable populations - restore and increase grant funding

Through our partnerships at Joint Base Lewis-McChord, MPT has received Adaptive Sports Grants from the U.S. Department of Veterans Affairs in support of our award-winning and unique adaptive recreation programs for veterans in our region. This program connects veterans who have disabilities with their community and each other and improves their quality of life. MPT supports restoring and increasing this grant to fully fund and expand our local adaptive veterans programming, in order to serve this significant community in our region.



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## BOARD OF PARK COMMISSIONERS

Jessie Baines, Jr.  
Erik Hanberg  
Aaron Pointer  
Tim Reid  
Andrea Smith

METRO PARKS TACOMA IS ACCREDITED BY:



ASSOCIATION  
OF ZOOS &  
AQUARIUMS







## MEMORANDUM

TO: Board of Park Commissioners

FROM: Shon Sylvia, Executive Director

**SUBJECT: 2021-2022 Biennial Budget**

DATE: November 23, 2020

**EXECUTIVE SUMMARY:** Staff is requesting the Board to review for approval the accompanying resolution, which adopts the 2021-2022 Biennial Operating and Capital Budgets. The District's \$115.5 million proposed operating budget, plus an additional \$49.9 million for capital projects, reflects a continued commitment to respond to community needs, and to ensure resources are prudently and strategically allocated to programs at the expected level of services.

**BACKGROUND:** Metro Parks faces budget development for the 2021-22 biennium with tremendous uncertainty. The COVID-19 pandemic presents challenges to ensure we provide a safe environment for the community and our staff. The heightened importance of social distancing in gatherings, classes, programming, activities, attractions, and events will dictate the extent of economic impact. As a result, our revenue projection remains cautiously conservative due to these uncertainties.

This resolution supports the 2021-22 Biennial Operating and Capital Budget Book (posted on the MPT website). The budget book is divided into four sections:

- District Overview
- Budget Development
- Agency Budget & Departmental Highlights
- Appendix: support data & glossary of terms

Compared to 2019-2020 budget levels, we are projecting a total operating budget funding shortfall of approximately \$10 million, which equates to about an 8% reduction of total funds. The proposed operating budget for the 2021-2022 biennium is balanced. It is also set to maintain a 7% Fund Balance. The proposed budget will continue to fund key core services at adjusted levels demanded by the community, and also provides incremental level of service adjustments in certain areas of operations to respond to the highest priorities important to the community.

As mentioned in early presentations, MPT will be implementing some key strategic initiatives in the new biennium:

- **Regional Enterprise Fund:** We will be expanding our enterprise funds by running a regional park under an enterprise model by grouping earned revenue and sales tax funds



into one business unit. We believe this will promote and maintain long-term financial sustainability for a governmental entity. Also, as revenues exceeds expenditures, the business unit will be able to reinvest back into the property and operations by addressing preventive maintenance and devote funds to expand marketing, technology and other business support needs in order to maximize its business performance.

- **Shifts in Structure:** MPT will be making some organizational shifts by flattening and repositioning the district to reduce costs and to be more nimble in order to be more responsive:
  - Combining key leadership positions and departments by merging Planning & Development with Business & Innovations into a single department that will now be called Business Administration & Planning.
  - Focusing on Intergovernmental Affairs to lead this initiative and to provide support to JMAC and to rethink and expand public-public partnerships for a better collective impact.
  - Consolidating our resource development program within a non-profit model starting in fiscal year 2021. This is implementing an earlier feasibility study and recommendation provided by Alford Group.
  
- **Quarterly Adjustments & Review:** As highlighted in the COW meetings and budget hearings, the process has allowed the District to thoughtfully and effectively plan and evaluate the programs and services that will offered in the coming biennium, which will then be revisited and assessed on a quarterly basis. Staff will prepare any board amendments if adjustments are necessary. This will help us redevelop our community-driven, equity-based budget and deploy resources to areas impacted by decades of underinvestment; and identifying programs and services needed to better serve marginalized communities.

The following illustrates our efforts to engage the board, staff and the community as an essential part of our budget development approach:

<b>July 23</b>	Metro Parks Advisory Council - District Update
<b>July 24</b>	Metro Parks All Staff Budget Development Workshop
<b>September 1 - October 31</b>	Online Survey
<b>September 29</b>	Metro Parks Advisory Council - Budget Overview/Outreach & Engagement Plan
<b>October 6</b>	Tacoma Urban League Facilitated Budget Workshop
<b>October 8</b>	Asia Pacific Cultural Center Facilitated Budget Workshop
<b>October 21</b>	Metro Parks All Staff Budget Workshop #2
<b>October 27</b>	Community Budget Workshop
<b>October 27</b>	Tacoma City Council Budget Presentation
<b>November 2</b>	Committee of the Whole -2021-2022 Operating Budget Discussion
<b>November 4</b>	Zoo Trek Authority/Board Joint Meeting -2021-2022 Sales Tax Presentation
<b>November 9</b>	Board Meeting 2021-2022 District Budget Public Hearing #1 First Reading – Property Tax
<b>November 16</b>	Committee of the Whole -Budget Presentation – Business Administration & Planning
<b>November 18</b>	Committee of the Whole -Budget Presentation – Parks & Recreation
<b>November 23</b>	Board Meeting Budget Presentation – ZEED; First Reading – 2021-2022 District Budget; Second Reading – Property Tax
<b>November 30</b>	Public Hearing #2 2021-2022 District Budget
<b>December 14</b>	Board Meeting - Second Reading and Adoption of 2021-22 District Budget

Unless there are unforeseen delays, a final adoption of the budget resolution is scheduled for December 14, 2020.

**FISCAL IMPACT:** The 2021-2022 Operating Budget for all funds is \$115,500,000 and the Capital Budget is \$49,898,128. The General Fund Operating budget maintains a 7.0% fund balance target that is well within the 5%-10% policy requirement.

**ADDITIONAL INFORMATION:** For additional information on this resolution, please contact Erwin Vidallon, Chief Financial Officer at 253-305-1081.

# METROPOLITAN PARK DISTRICT OF TACOMA

## RESOLUTION NO. RR56-20

### ADOPTING THE 2021-2022 BIENNIAL BUDGET

WHEREAS, the Executive Director of the Metropolitan Park District of Tacoma has recommended a budget and estimate of monies required to meet public expenses, bond retirement, interest and expenses for Metro Parks Tacoma for the 2021-2022 biennium beginning on January 1, 2021 and ending on December 31, 2022; and

WHEREAS, the detail budget is specified in the Executive Director's Recommended 2021-2022 Biennial Operating and Capital Budget, and

WHEREAS, the secretary of the Board did cause to be published in official legal notices of the local newspaper and posted online that the Board of Park Commissioners would meet on November 23, 2020 at the regular meeting place of the Board of Park Commissioners of the Metropolitan Park District of Tacoma giving taxpayers an opportunity to be heard regarding the proposed biennial budget; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma did meet at the time specified and offered the opportunity for interested taxpayers, citizens and residents to comment on the proposed biennial budget as detailed below:

October 26, 2020	Public Hearing on Regular & Excess Property Tax Levies
November 9, 2020	Public Hearing on 2021-2022 Biennial Budget First Reading Regular & Excess Property Tax Levies
November 23, 2020	First Reading on 2021-2022 Biennial Budget Second Reading Regular & Excess Property Tax Levies
November 30, 2020	Public Hearing on 2021-2022 Biennial Budget
December 14, 2020	Second Reading and Adoption of 2021-2022 Biennial Budget

WHEREAS, the proposed biennial budget does not exceed the lawful limit of taxation as allowed to be levied by the Metropolitan Park District of Tacoma for the purposes set forth in the biennial budget, and estimated expenditures in the biennial budget are deemed necessary to provide park and recreation services to the citizens and residents of Metro Parks Tacoma during the 2021-2022 biennial period; now therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the 2021-2022 Biennial Budget for the period of January 1, 2021 – December 31, 2022 be approved and appropriated as follows:

- Section 1. The required expenditures for departmental needs and operations of Metro Parks Tacoma for the 2021-2022 biennium as noted above are fixed in the following amounts as noted in Exhibit A attached to and incorporated in this resolution.
- Section 2. The secretary of the Board is directed to transmit a certified copy of the 2021-2022 biennial budget as adopted by the Board of Park

Commissioners of the Metropolitan Park District of Tacoma to the State Auditor of Washington, Division of Municipal Corporations.

Section 3 This resolution shall take effect January 1, 2021 at 12:01 a.m.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2020.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**METRO PARKS TACOMA**  
**2021-2022 Biennial Budget**  
**Exhibit A to Resolution No. RR56-20**

Fund Type	Fund Name	Sources - Revenue	Uses - Expenditures
<b>General Fund</b>			
101	General Fund	\$ 46,284,862	\$ 46,333,947
<b>Debt Service Funds</b>			
263	2012 UTGO	2,397,000	2,397,000
240	2014A UTGO	1,891,050	1,891,050
224	2014B UTGO	5,294,000	5,294,000
264	2015 UTGO	3,797,750	3,797,750
241	2016 UTGO	7,746,900	7,746,900
242	2018 UTGO	5,928,450	5,928,450
	2019 UTGO	1,829,600	1,829,600
<b>Enterprise Funds</b>			
403	Regional Parks	17,666,053	17,666,053
404	Zoological & Environmental Education	51,548,096	51,500,000
	Use of Working Capital / Reserves	-	-
<b>Internal Service Funds</b>			
510	Equipment Rental	504,428	800,000
520	Medical Insurance	9,013,200	9,230,000
530	Property & Liability Insurance	120,000	144,000
	Use of Working Capital / Reserves	537,361	-
<b>Total Operating Budget</b>		<b>\$ 154,558,750</b>	<b>\$ 154,558,750</b>
<b>2021-2022 Capital Budget</b>		<b>49,898,128</b>	<b>49,898,128</b>
<b>Total All Funds</b>		<b>\$ 204,456,878</b>	<b>\$ 204,456,878</b>