



**MINUTES OF COMMITTEE OF THE WHOLE
BOARD OF PARK COMMISSIONERS
November 16, 2020**

PRESENT: Tim Reid, President
Erik Hanberg, Clerk
Andrea Smith
Erik Hanberg
Jessie K. Baines, Jr.

PLACE: Remote Meeting

The meeting was called to order by President Reid at 5:30pm.

APPROVAL OF THE MINUTES

November 2, 2020

It was moved and seconded to adopt the minutes as presented; approved unanimously.

COVID-19 UPDATE

As a result of the Sunday's announcement by the Governor on rolling back COVID restrictions, staff commented on the following impacts to District operations:

Point Defiance Zoo & Aquarium

- The Zoo will remain open for daytime visits on its winter schedule and for Zoolights, which begins Nov. 27 .
- All indoor and high-touch public areas, including the two aquariums, Rocky Shores underwater viewing area, playground, carousel and goat area, will be closed.
- The Zoo will continue to operate at less than 25% capacity with a one-way, open-air pathway and advance timed tickets to ensure a safe experience for everyone.

Northwest Trek Wildlife Park

- Northwest Trek will remain open for daytime visits on its winter schedule.
- Guests will continue to be able to walk the pathways around the park's central animal exhibits to meet wolves, wolverines, bears, beavers, and more
- To experience the park's 435-acre Free-Roaming Area, guests can choose a Wild Drive experience in their own personal vehicle or a Keeper Adventure Tour in a specially-designed Jeep with a keeper.
- Tram tours will not be offered.

Point Defiance Marina

- The Marina will remain open with social distancing guidelines implemented.
- Tackle Shop will reduce to indoor capacity from 30% to 25%.

Meadow Park Golf Course

- Remain open for business with touchless golf and social distancing guidelines implemented.
- Pro Shop will reduce indoor capacity from 30% to 25%.
- Foley Sports Bar is closed.

Fort Nisqually

- Open Fri-Sun 11 am-4 pm. Pre-purchased tickets required.
- Access to outdoor public areas only.

Tacoma Nature Center

- Trails, parking and the Discovery Pond playground are open. The Nature Center building is not open to the public.
- Turtle Time programs postponed until January.
- Family Nature Experiences limited to 4 participants.
- Cancelling in-person meetings for virtual preschool classes through end of year.

Conservatory

- Closed
- Online and curbside retail sales offered.

Park Restrooms

- Restrooms that are open now will remain open in accordance with posted hours.

Park Gates

- Gates that are open now will remain open in accordance with posted hours.

Childcare

- Childcare programs not impacted.

Community Centers

- All community centers will remain closed at least through the end of 2020.

2021- 22 DISTRICT BUDGET- BUSINESS ADMINISTRATION & PLANNING DEPARTMENT

Debbie Terwilleger opened the presentation by noting that the District is combining the business administration and planning departments. Ms. Terwilleger commented on the revised organization structure which merges the two departments. Staff noted that this department makes up \$8.7M (7%) of the District's operating budget equating to 35 FTEs. A table providing details of the allocation of the \$8.7M was reviewed, staff noted that most of the funding goes towards salaries/ benefits, and contract services. Ms. Terwilleger then commented on the three divisions within the department and their portion of the budget as follows: Finance & Business Operations \$5.9M, Marketing & Communications \$1.7 M and Planning \$852K.

Staff noted that there are many challenges and opportunities that will be encountered over the next biennium. Challenges include COVID 19 related impacts to programs, operations, planning & project implementation, and long-term economic stability to sustain the system, as well as social changes and community needs. However staff is looking at opportunities in the areas of enhanced community engagement, renewed emphasis of safety/security and equitable access, and conservation & sustainability.

Sandra Eliason was then introduced to speak about the work plan priorities of the marketing and communications division. She highlighted the following areas for emphasis in 21/22:

Expand Outreach & Engagement to Under-Represented Populations

- Support development of the Outreach & Engagement Team as they build authentic community relationships to help guide and influence agency's priorities, decision-making, and practices.
- Ensure all community members have equitable access to the benefits of parks, programs, and facilities.
- Deploy more inclusive outreach strategies for budget/CIP development, park operational and master plan updates, and for conceptual/design development for neighborhood/community park improvements.

Conduct a District-wide Level of Service Study to Inform Future Facility and Program Planning

- Engage all partners in 10 minute Walk to a Park service goal to provide equitable geographical resources across the District.
- Evaluate distribution of park amenities using equity lens and use the appropriate social and community health determinants to inform prioritization of new infrastructure development within the District's Capital Improvement Program (CIP)

Facilitate Community-wide Visioning Across Multiple Sectors to Re-imagine Ruston Way

- Summarize engagement in a community vision and action plan to inform a series of practical steps that preserve and enhance this iconic corridor.
- Ensure the action plan identifies and prioritizes challenges, opportunities, next steps, and potential funding sources

Erwin Vidallon then commented on the areas of work plan focus for the Finance & Business Services Division as follows:

Support District Staff

- Leverage personnel expertise through investments in recruitment and onboarding systems, performance management and learning systems, workforce/talent management systems.
- Deploy best practices in procurement and general purchasing that exceed customer expectations.

Technology Investments

- Carry out the recently completed IT Strategic Plan.

Sustainable Revenue Initiative

- Collaborate with other departments and review consultant's report on recommendations to identify sustainable revenue strategies and develop a feasibility and implementation plan.

Emergency Preparedness

- Update and expand the District's emergency management planning, including updating the Continuity of Operations Plan (COOP)

- Facilitate regular exercises and drills to better prepare, plan and respond to emergencies to minimize service disruptions.

Marty Stump then highlighted the work plan priorities of the Planning Division as follows:

Complete Level of Service Study to Reflect Post-COVID-19 Priorities, and Ensure Geographic Equity in the Location and Development of Parks

- Re-scope effort including additional resources such as the City of Tacoma’s Equity Index.
- Engage all partners in 10-minute walk to a park service goal to provide equitable geographical resources across the District.

Update the District-wide Sustainability Plan

- Address the effects of climate change on the park system through an equity lens.
- Continue Ruston Way Planning through continued engagement and Action Plan development.

Continue coordinated system planning with Tacoma Public Schools

- Pursue Joint Maintenance Facility with TPS.
- Implement Green School Yards Projects in Priority Areas.

Implement an Enterprise Asset Management System

- Take action to acquire and activate the initial EAM system through PAM District Team.

Direct Capital Bond Program Management

- Provide continued leadership in CIP planning and implementation.

Update the District-wide Sustainability Plan

- Reflect operational gains, select new targets and incorporate data-driven decision making to address the effects of sea level rise and global warming on the park system.

Capital Bond Management

- Provide direction, oversight and approval for bond category/subcategory shifts.

Debbie Terwilleger then reviewed information related to the proposed 2-year and 6-year capital plans. Maps showing locations of proposed projects overlaid with the city’s equity index were then discussed. Mr. Terwilleger then explained a table that gave details of the 21/22 CIP proposed spending plan of \$49.6 M. Staff noted that the 21/22 plan focus heavily on neighborhood and community parks. A budget summary of the proposed 6- year capital program (2021-2026) totaling \$74M was also reviewed.

Commissioner Pointer commented that he is most interested in seeing capital projects that allow for the District to continue to serve the youth of the community.

Commissioner Hanberg and staff engaged in conversation around the structuring and associated fundraising activities of the foundations now that they will be restructured. He emphasized the need for foundations to focus on coordinated fundraising and have less programmatic focus.

The Board was reminded of the remaining budget meetings.

November 18, 5:30pm	COW	Budget presentation - Parks & Recreation
November 23, 5:30pm 6:00pm	Study Session Board Meeting	Budget Presentation - ZEED First Reading of the 21/22 District Budget Second Reading of Property Tax
November 30, 12:30pm	Public Hearing #2	21/22 District Budget
December 14, 6pm	Board Meeting	Second Reading & Adoption for 21/22 District Budget

ADJOURNMENT

Being no further business, President Reid adjourned the meeting at 6:35 p.m.

APPROVED:

President

Clerk

Submitted by:

Jennifer Bowman, Secretary