

**REGULAR PARK BOARD MEETING AND AGENDA
NOVEMBER 22, 2021
5:30 PM STUDY SESSION
6:00 PM REGULAR MEETING**



**This meeting will be held in person
At the Metro Parks Tacoma Headquarters Building
4702 S 19th St.
Tacoma, WA 98405**

Join remotely

Join Zoom Meeting

<https://us06web.zoom.us/j/83743311140>

via telephone :1-253-215-8782

Webinar ID: 837 4331 1140 #

Park Board meetings have transitioned to a hybrid style meeting. Zoom links and telephone numbers will now be noticed on the first page of the published agenda.

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 4pm on November 22, 2021 by e-mailing them to Jennifer Bowman at 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 4pm on November 22, 2021. In person verbal comments will also be allowed during the meeting.

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**NOVEMBER 22, 2021
6:00 P.M.**

**MPT HEADQUARTERS
4702 S. 19TH ST.
TACOMA, WA 98405**

Via Telephone: 1-253-215-8782
Enter Meeting ID: 837 4331 1140
Participant ID: no ID needed just press #
Join Zoom Meeting

<https://us06web.zoom.us/j/83743311140>

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

COMMISSIONERS

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

5:30 P.M. **STUDY SESSION** WILDLIFE CHAMPIONS UPDATE

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

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



REGULAR MEETING

COMMUNITY COMMENTS

Verbal comments will be allowed in person during the meeting. Community comment is also encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 4pm on November 22, 2021 by e-mailing them to Jennifer Bowman at 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 4pm on November 22, 2021.

MINUTES

(5-10) MINUTES OF THE NOVEMBER 8, 2021 REGULAR BOARD MEETING

CONSENT AGENDA

(11-12) **RESOLUTION NO. C71-21:** REVISING DECEMBER 2021 MEETING SCHEDULE FOR BOARD OF PARK COMMISSIONERS
(Contact: President Hanberg)

(13-18) **RESOLUTION NO. C72-21:** APPOINTING MEMBERS TO ACTIVE LIFESTYLES AND COMMUNITY WELLNESS ADVISORY COUNCIL
(Contact: Mark Knowlden, Interim Director of Operations, Parks & Recreation)

(19-26) **RESOLUTION NO. C73-21:** REAPPOINTING AND APPOINTING MEMBERS TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL
(Contact: Mark Knowlden, Interim Director of Operations, Parks & Recreation)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(27-30) **RESOLUTION NO. P74-21:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. MCROBERTS SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$72,012.12
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(31-34) **RESOLUTION NO. PW75-21:** ZOOLOGICAL AND ENVIRONMENTAL EDUCATION DEPARTMENT CAPITAL FACILITIES PLAN CONTRACT AWARD TO SH|R STUDIOS
(Contact: Debbie Terwilleger, Director of Business, Administration & Planning)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (35-38) **RESOLUTION NO. RR76-21:** ACCEPTING AND APPROPRIATING CITY OF TACOMA FUNDS FOR GAS STATION PARK AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH THE CITY OF TACOMA FOR THE TRANSFER OF OWNERSHIP AND MANAGEMENT OF THE PROPERTY
(Contact: Debbie Terwilleger, Director of Business, Administration & Planning)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

- (39-42) **RESOLUTION NO. RR69-21:** AUTHORIZING GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2022
(Contact: Erwin Vidallon, Chief Financial Officer)
- (43-46) **RESOLUTION NO. RR70-21:** AUTHORIZING EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION
(Contact: Erwin Vidallon, Chief Financial Officer)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

| | | | |
|-------------------|-------------------------------|---------|-----------------------|
| November 24, 2021 | Capital Improvement Committee | 5:00 PM | Remote Meeting |
| November 29, 2021 | Committee of Whole | 5:30 PM | District Headquarters |
| December 13, 2021 | Regular Park Board Meeting | 6:00 PM | District Headquarters |
| December 15, 2021 | Capital Improvement Committee | 5:00 PM | Remote Meeting |
| December 20, 2021 | Committee of the Whole | 5:30 PM | District Headquarters |

*Remote meeting details can be found on the Metro Parks Website www.metroparkstacoma.org

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





**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
NOVEMBER 8, 2021**

PRESENT:

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

IN THE CHAIR: Erik Hanberg

PLACE: Metro Parks Tacoma Headquarters

STUDY SESSION Q3 FINANCIAL UPDATE

Erwin Vidallon began the presentation by stating that the District-wide 3rd quarter variance is \$6,185,152 he noted this is an \$832,500 favorable increase compared to 2nd quarter results. Mr. Vidallon then reviewed a table that highlighted 3rd quarter totals by fund. The general fund variance was reported as \$714,774, regional parks and attraction at \$1,783,912 and ZEED at \$3,686,787.

Mr. Vidallon then reviewed a slide that illuminated total District-wide revenue and expense summary. The Board was reminded that the District's major revenue sources come from the following areas:

- Property tax which continues to be close in line with projections increasing the District's variance by about \$98K compared to 2nd quarter.
- Sales tax which continues to perform strong compared to projections and increasing the District's variance by about \$595K compared to 2nd quarter.
- Earned revenue which, District-wide is in line with projections and showing a positive variance of about \$28K to date.

Mr. Vidallon commented that earnings in property and sales tax represents about 64% of the total favorable variance of \$2.6M compared to year-to-date projections.

It was noted that from an expenditure standpoint, the District continues to realize about a \$3.6M favorable variance to date. Most of the savings were realized in salaries and benefits as the District continues to have challenges in recruitment and continues adjusting staffing needs based on operational and business demands. Staff also stated that planned purchases of supplies and services & charges are due to timing based on programmatic and operational needs.

Detailed tables of Department financials were then reviewed.

Mr. Vidallon commented that staff approached 2021 cautiously- spending conservatively not knowing how COVID will continue to impact business operations throughout the year. He stated that departments continue to adjust staffing patterns based on programmatic and business demands. Mr. Vidallon highlighted that the District continues to feel the uncertainties of earned revenue due to consumer behaviors and demands, especially as it relates to COVID safety. Moving into 2022 Mr. Vidallon commented that based on what has been learned from 2021 and known operational and business impacts that may occur in 2022, staff will be analyzing and revising revenue and expense forecasts. He noted this may or may not require an official budget adjustment, but will certainly require adjustments within existing approved appropriation.

He further commented that as part of the mid-biennium process, staff will also be assessing the 2021-2022 work plan initiatives based on 2021 activities to determine the need for any reprioritization. Resetting of work plan initiatives will also help to inform necessary adjustments to 2022 spending plan.

Mr. Vidallon stated that 2022 will also be a negotiating year for a new 3-year collective bargaining agreement, and this will also help inform the 2023-24 biennium budget.

Staff remarked that both ZEED and Parks and Recreation will continue to develop their respective strategic plans that will help inform the MPT strategic plan, which will require updating during the latter part of 2022. In addition, Mr. Vidallon commented that capital project activities have increased in 2021 and the momentum will continue into 2022.

President Hanberg requested additional information on the funding in the land acquisition fund as well as clarification on the GMPF contributions. He also requested a more detailed presentation in 2002 as it relates to work plan and projected funds and spending levels.

REGULAR MEETING

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

SPECIAL PRESENTATIONS None

PRESIDENTS REPORT

President Hanberg commented that he recently toured the proposed loop trail at Point Defiance Park with staff. He noted he was pleased to hear that staff has suggested ways of making trail improvements while lessening the impact to trees and the old growth forest.

STANDING COMMITTEE AND COUNCIL REPORTS

Active Lifestyles & community Wellness Advisory Council

Commissioner Pointer commented that the committee is welcoming two new members who will be formally appointed by the Park Board at the next Board meeting. The committee also received a report on the activities at Meadow Park Golf Course and the efforts underway to promote more diverse participation at the course.

EXECUTIVE DIRECTOR’S REPORT None

COMMUNITY COMMENTS None

MINUTES OF THE OCTOBER 25, 2021 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C67-21: APPROVAL OF WARRANTS CLAIM FUND FOR OCTOBER 2021

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

PURCHASING RESOLUTIONS None

RESOLUTION NO. P68-21: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. PACIFIC GOLF & TURF FOR GOLF CARTS IN AN AMOUNT NOT TO EXCEED \$648,500
2. SKYHAWKS SPORTS ACADEMY FOR YOUTH SPORTS CAMPS AND CLINICS CONTRACT AMENDMENT NO.1 IN THE AMOUNT OF \$163,000

Commissioner Pointer moved to adopt the resolution seconded by Commissioner Smith.

Mark Knowlden commented on the success of the golf course over the past 18 months. He stated that the golf carts being ordered will be both gas and electric and are needed to continue to serve the public using the course. Staff noted that at this time gas carts need to part of the fleet as the current infrastructure at the Meadow Park is unable to support an all-electric fleet. Staff stated that the District will receive \$92,720 through a trade-in program for 38 of the old carts.

Commissioner Baines commented that he would also like to see improvements to the club house made in the future.

Commissioner Hanberg commented that he would like the Board to consider adopting a policy that addresses the District's formal position on dealing with climate change and promoting a green agenda.

Mr. Knowlden then stated that this purchasing resolution also authorizes amendment No. 1 to Skyhawks Sports Academy. He noted that amendment is necessary to continue to respond to the increase in demand for various camps and clinics since COVID.

Commissioner Baines commented that he would like to see the District using a local vendor to provide these services. Shon Sylvia commented that this contract helps to support the work of community partners led through the OSTI to provide these services to youth in Tacoma.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None**SINGLE READING RESOLUTIONS** None**SECOND READINGS RESOLUTIONS** None**FIRST READING RESOLUTIONS****RESOLUTION NO. RR69-21:** AUTHORIZING GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2022

Commissioner Pointer moved to adopt the resolution seconded by Commissioner Smith.

Staff noted that pursuant to RCW 84.52.020 & 070, this is an annual requirement for governing bodies to certify the preliminary values and levy rates set by their respective county assessor's offices. All taxing Districts receive their respective preliminary levy sometime in mid-

September and taxing districts have until November 30th to certify through a resolution and then return it to the County Assessor-Treasurer's Office by November 30th. Mr. Vidallon explained that final values will be set by the county by the end of December.

A slide illustrating where MPT's major funds come from was reviewed by Mr. Vidallon. He highlighted that the largest funding sources received come from property taxes at about 29%; sales taxes at 20% and earned revenue at 43%. A graph outlining the 2021 property tax distribution by agency / district was reviewed. The graph illuminated that MPT receives approximately \$0.91 for every \$1,000 assessed home value paid by each property owner, which represents about 7% of the total. Of the \$0.91, regular tax levy is approximately \$0.5107 and excess tax levy is about \$0.3973. Mr. Vidallon then explained the IPD factor noting that this is the first year since 2016 that the IPD inflation factor has declined; however, it is still above the 1% inflation mark, which means that local government entities that levy property taxes do not have to be concerned about adopting a separate ordinance and/or resolution for substantial need.

A table giving details of the last ten years of levy rates and amounts was then reviewed. Staff commented that based on information provided by the County Assessor, the projected regular tax levy for 2022 is at \$17,231,948 for MPT and the projected excess tax levy for 2022 is \$14,279,000 based on the District's debt payment schedule. This is about the same level in 2021 but continues to be a lot less compared to previous years due to not issuing any new bonds in 2020 and 2021. Mr. Vidallon followed up by noting that depending on the progress of the capital projects and cash flow needs, the District is anticipating issuing its last remaining bonds of \$34M sometime in late spring of 2022.

Mr. Vidallon stated that staff will be recommending approval of the regular and excess levy tax resolutions by the Board at the November 22nd Board meeting. This action will certify the highest lawful levy allowable and authorizes excess tax levy for District debt service payments of District issued bonds.

Being no additional comments the resolution was moved to second reading on November 22, 2021.

**RESOLUTION NO. RR70-21: AUTHORIZING EXCESS TAX LEVY
FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION**

Commissioner Pointer moved to adopt the resolution seconded by Commissioner Smith. Being no additional comments the resolution was moved to second reading on November 22, 2021.

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

Commissioner Pointer commented positively on the Dia de Muertos held at the Eastside Community Center.

Commissioner Baines commented that he is inspired by the planning work being done at the trails at Point Defiance Park.

President Hanberg commented that he is disappointed in the lack of amenities at the SERA complex noting that the parking lots are small and don't provide connectivity along Adams St. to the STAR Center.

ADJOURN

Being no further business, the meeting was adjourned at 6:30p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary





MEMORANDUM

TO: Board of Park Commissioners

FROM: Erik Hanberg, Board President

SUBJECT: Revising December 2021 Board Meeting Schedule

DATE: November 15, 2021

EXECUTIVE SUMMARY: It is requested that the Board of Park Commissioners revise its meeting schedule for the month of December 2021. It is requested that the December 27th meeting be cancelled.

BACKGROUND: The Park Board of Commissioners passed resolution RR75-19 that states meetings of the Board of Park Commissioners are to be on the 2nd and 4th Mondays of each month unless changed by Board action and announced to the public. The Board is requesting that the December 27, 2021 Regular Board Meeting be cancelled.

FISCAL IMPACT: None.

ADDITIONAL INFORMATION: For additional information, contact President Hanberg at (253) 305-1091.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C71-21

**REVISING DECEMBER 2021 MEETING SCHEDULE FOR
THE BOARD OF PARK COMMISSIONERS**

WHEREAS, the Metropolitan Park District of Tacoma’s Board of Park Commissioners established its meeting schedule with the adoption of Resolution No. RR75-19; and

WHEREAS, Resolution No. RR75-19 provides the meeting of the Board of Park Commissioners are to be on the 2nd and 4th Mondays of each month unless changed by Board action and announced to the public; and

WHEREAS, from time to time the Board of Park Commissioners desires to revise and amend its meeting schedule; and

WHEREAS, the second Board Meeting in December falls on December 27, 2021; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that it hereby revise its meeting schedule by canceling the December 27, 2021 regularly scheduled Board Meeting.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2021.

ATTEST:

President

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Commissioner Aaron Pointer, ALCW Board Liaison

FROM: Garry Lindsay, ALCW Advisory Council Chair

SUBJECT: **Appointing Member to the Active Lifestyle and Community Wellness Advisory Council (ALCW)**

DATE: November 15, 2021

EXECUTIVE SUMMARY: The members of the ALCW Advisory Council recommend that the Board of Park Commissioners approve this resolution to appoint Brian Davern and Christina Schuck to a first term on the Active Lifestyle and Community Wellness Advisory Council. A copy of the candidate applications are attached.

BACKGROUND: The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory councils roles to be better align with the District's four mission-driven areas. The District maintains these Councils in order to have citizen engagement in Park District functions and to foster a broad range of citizen input and expertise in strategic decision-making and policy-development. Citizen advisory councils are important vehicles for the implementation of the District's participation policy and are aligned with best practices in the industry.

Throughout their terms on the Council, all members and first term member(s), Brian Davern and Christina Schuck will demonstrate:

1. Knowledge, interest and skills related to the Advisory Council Charter.
2. Interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. Have made a good addition to the existing composition of the Council.
4. Are willing and able to commit to the charter, schedule and goals of the Council.

These appointments will put the council at nine members.

FISCAL IMPACT: None.

ADDITIONAL INFORMATION: For additional information, contact Mark Knowlden, Interim Director of Operations for Parks & Recreation at (253) 305-1024 or Mark.knowlden@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C72-21

**APPOINTING MEMBERS TO THE ACTIVE LIFESTYLES AND
COMMUNITY WELLNESS ADVISORY COUNCIL**

WHEREAS, the Metropolitan Park District of Tacoma created the Active Lifestyles and Community Wellness Advisory Council to assist in recommendations to the Board regarding Adult and Youth Sports, Outdoor Adventures, Aquatics, Youth Development, Adaptive and Specialized Recreation, Fitness and Camps for the Metropolitan Park District of Tacoma; and

WHEREAS, Brian Davern and Christina Schuck have applied to serve on the Council;
and

WHEREAS, the board and staff liaison to the Active Lifestyles and Community Wellness Advisory Council, as well as the entire council membership, support this appointment; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to appoint the following citizen to serve on the Active Lifestyles and Community Wellness Advisory Council:

Brian Davern, Term Expires on November 30, 2024
Christina Schuck, Term Expired on November 30, 2024

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2021.

ATTEST:

President

Secretary

Clerk

Christina M. Schuck

EDUCATION

Lewis & Clark Law School, Portland, OR
Juris Doctor, *magna cum laude*, May 2011
Lewis & Clark Law Review; Top Evening Student Award

Luther College, Decorah, IA
Bachelor of Arts, *cum laude*

MUNICIPAL LAW EXPERIENCE

City of Kent, WA *Assistant City Attorney*, Jan. 2017 - Present

City of Mercer Island, WA *Assistant City Attorney*, Jan. 2014 – Jan. 2017

Provide legal services and advice in contract, land use, real estate, employment, public works, code enforcement and the Public Records Act matters. Draft contracts, leases, resolutions, ordinances, and franchise agreements. Litigate LUPA, SEPA, and contract disputes before the Growth Management Hearings Board, King County Superior Court, and the Court of Appeals. Present to City Council. Advise Planning Commission, Design Commission, Transportation Benefit District, Public Work Committee, and Utility Board. Negotiate franchise agreements. Coordinate with outside counsel on discovery requests, briefs and case resolution. Monitor state legislation, provide updates and communicate the City's position to legislators and committees.

City of Shoreline, WA *Contract Attorney Civil and Criminal*, Nov. 2011 – Aug. 2012;
Jan. 2013 – May 2013

Represented the City as general and litigation counsel in contract disputes, eminent domain, real estate, employment, land use, gambling, criminal matters, the Public Records Act and taxation matters. Drafted contracts, policies and ordinances. Prosecuted misdemeanors and gross misdemeanors. Worked as domestic violence advocate. Interviewed witnesses and victims. Appeared in court for arraignments, review hearings, sentencing and motion hearings.

ADDITIONAL LEGAL EXPERIENCE

United States Attorney's Office, Portland, OR *Head Law Clerk*, June 2010 – May 2011

Prosecuted misdemeanors as a certified law student in federal court. Presented oral argument in motion hearings and sentencings. Researched administrative law, qualified immunity, employment and discovery issues. Drafted response brief in Ninth Circuit appeal. Managed law clerks and externs. Planned and led training for federal law enforcement.

Federal District Court, Portland, OR *Judicial Extern to Judge Michael Mosman*, Jan. 2010 – May 2010

Worked closely with the Judge and his law clerks researching and drafting bench memoranda and opinions on wage and hour class certification case, habeas, criminal, social security, civil rights and evidentiary issues. Observed jury and bench trials, motion hearings and sentencing.

Hoffman Angeli, LLP, Portland, OR *Law Clerk*, March 2008 – Jan. 2010

Completed complex document review in environmental, mortgage fraud, securities fraud and other complex litigation. Researched and drafted memoranda on taxation, sentencing, legislative history, state and federal law. Co-wrote articles on environmental crimes, computer searches and Fourth Amendment issues.

VOLUNTEER ACTIVITIES

WSBA Legislative Committee 2016–2017 Term
WSAMA Civil Topics Committee 2015 – 2021

Contributor, King County Bar Association Bar Bulletin
Volunteer, Housing Justice Project

2011 – Present
2011– 2013

LANGUAGE - *Conversant in German*

Brian Davern

Experience

Management Analyst II – City of Tacoma Venues & Events, Tacoma, WA

February 2019 – Present

- Provide technical advice and support to our managers and staff.
- Track and analyze major partner contracts and monthly reporting of financial activities. Discover discrepancies and work with managers/partners on solutions.
- Manage department data, projects, and create KPI's to track progress on quarterly goals.
- Manage Greater Tacoma Convention Center and Tacoma Dome software systems.
- Cover office manager duties that include record retention, public disclosure requests and staff trainings.
- Provide recommendations on continuous improvement to Deputy Director.

Production Assistant – Chump Change Productions, Kirkland, WA

June 2018 – September 2018

- Contract based position with Kirkland Summerfest three-day music festival event and Kirkland Oktoberfest.
- Managed beer garden operations for 10,000 attendees, volunteers and staff.
- Assisted with two City of Kirkland lodging tax advisory committee grants to secure funding for promotions in 2019.

Recreation and Tourism Manager – City of Mill Creek, Mill Creek, WA

April 2016 – April 2018

- Managed, implemented and administered comprehensive recreation, event and tourism department for Mill Creek citizens to include 1,400+ annual classes, 39 annual events, facility rentals, digital and print marketing, human resources and networking. Reviewed, analyzed and recommended short and long range planning to enhance and improve programs. Developed tourism marketing and public relations strategy. Managed customer service interaction and implemented LEAN principles.
- Managed two full time employees, 36 part-time staff and 1,000+ volunteers.
- Developed and monitored annual \$1.2 million dollar department budget, resources, city goals, cost benefit analysis, etc.
- Researched alternative sources of funding and wrote grants. Received \$390,000.
- Developed and implemented operational procedures and polices for recreation programs, events, facility use, instruction, budgeting and risk management.
- Managed special event permitting, and led annual Veterans Day and Memorial Day events, which included 1,000 participants in the parades and averaged 8,000 spectators.
- Prepared data, created recommendations for Department Director and City Manager and gave presentations to City Council.
- Designed and Implemented new City Website, and stand-alone Tourism Website.
- Staff Management Team Liaison to Parks and Recreation Board, Arts and Beautification Board, Youth Advisory Board and Mill Creek Town Center Business Association. Board of Directors for Snohomish County Tourism Bureau and Secretary for Snohomish County Sports Commission.
- Negotiated 60 annual professional service and instructor contracts; coordinated use of 13 school facilities for city use.

Recreation Coordinator – City of Mill Creek, Mill Creek, WA

December 2010 – April 2016

- Promoted to Recreation and Tourism Manager Position
- Plan, organize, implement and continually evaluate city events: Easter Eggstravaganza, Tree Lighting, Trunk-or-Treat, Children's summer concert in the park, Mill Creek Festival, 3-on-3 Basketball Tournament and park dedications.
- Supervise 30+ Part-time staff members and hundreds of volunteers throughout the year in various programs.
- Manage program budgets and achieve 90% cost recovery through acquiring community sponsors.
- Network with various groups, assist in grant application preparation, and spearheading local tourism initiatives.
- Create, develop and implement city image with marketing materials through: recreation guides, brochures, logos, registrations, posters, T-shirts, digital media, press releases, relationships with news outlets, etc.
- Create, design and maintain parks and recreation department web pages on city website (80+ pages).
- Coordinate all athletic programs: youth basketball league (72 teams with 720 players), 3-on-3 basketball tournament (62 teams with 248 players) and adult coed softball league.
- Conduct volunteer trainings; recruit, interview and train part-time employees; on-site supervision of employees; evaluate program success, employee evaluations, ensure employees are following safe working procedures and maintain human resource/payroll records.
- Coordinate bookings for all indoor and outdoor city facilities.
- Serve on committees: Employee Recognition, Record Management, Digital Signage, Website Team, Green Team, Mill Creek Festival, Get Movin', Youth Advisory Board, City Employee Appreciation Events.
- Spearheaded recreation department records management policies and archiving procedures.

- Manage purchasing of department supplies through various vendors.
- Respond to customer requests/complaints and consistently seek citizen input through surveys, emails and phone calls.
- Answer phones, register participants for programs and collect fees using CLASS/ActiveNet registration software.

Recreation Assistant – City of Mill Creek, Mill Creek, WA February 2008 – December 2010

- Promoted to Recreation Coordinator Position
- Answer phones, register participants for programs and collect fees using CLASS/ActiveNet registration software.
- Coordinate bookings for all indoor and outdoor city facilities.

Ski and Snowboard Instructor – Webbski Inc., Snoqualmie Pass, WA November 2003 – April 2013

- Lead staff training clinics for approximately 20 first-year and experienced snowboard instructors.
- Taught classes of 6-10 advanced ski and snowboard students.

Site Supervisor – Alderwood Boys and Girls Club, Lynnwood, WA August 2007 – February 2008

- Plan, organize and supervise educational recreation for 20+ boys and girls.
- Plan and supervise weekly schedules that include physical and artistic activities.
- Register clientele in sports programs, process paperwork and collected fees.
- Complete and submit incident/accident reports and behavior reports.

Special Events and Marketing Intern – City of Lynnwood, Lynnwood, WA November 2007 – December 2007

- Assisted Marketing Director in preparing and distributing publications.
- Helped Events Coordinator organize supplies and equipment.
- Purchased supplies for “Civic Lights” holiday community event.
- Worked with Community Development and Public Works departments.

Co-Director of Summer Day Camp – City of Lynnwood, Lynnwood, WA June 2007 – August 2007

- Planned, organized and supervised educational recreation for 80+ campers.
- Daily supervision of 16 Day Camp Counselors and + 15 Junior Counselors.
- Researched, planned and supervised field trips and group activities; including arts and crafts.
- Complete staff evaluations and submit incident/accident reports.

Youth Programs Intern – City of Lynnwood, Lynnwood, WA March 2007 – June 2007

- Planned, organized and implemented activities for the South Snohomish County “Get Movin” event.
- Participated in interviews and assisted in hiring summer staff.
- Prepared brochures, training materials and other flyers to advertise summer programs.
- Attended staff/department meetings, purchased supplies and equipment.

Education

Central Washington University, Ellensburg, WA September 2003 - June 2007

B.S. Recreation and Tourism | Specialization in Recreation Management

Achievements/Projects:

- International Association of Venue Management Conference Committee 2021
- Certified Parks and Recreation Planner (CPRP) 2019
- Certified Emergency Medical Technician 2019
- Volunteer for Special Olympics USA Games 2018
- Received \$5,000 from Snohomish County LTAC Grant 2018
- Board of Directors – Snohomish County Tourism Bureau 2015 – 2018
- Secretary – Snohomish County Sports Commission 2015 – 2018
- City Liaison – Mill Creek Town Center Business Association Board 2015 – 2018
- Received \$250,000 from Washington State RCO-YAF Grant 2017
- Received \$10,000 from Snohomish County LTAC Grant 2017
- Leadership Snohomish Young Professional Program Graduate 2017
- Received \$7,500 from Small Fund County Grant 2016
- City of Mill Creek Employee of the Year 2014
- Volunteer – Relay for Life 2012 – 2014



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Tim Reid, Park Board Commissioner

FROM: Jessica Stone, Nature & Environment Advisory Council Chair

SUBJECT: Re-Appointing & Appointing Members to the Nature & Environment Advisory Council

DATE: November 15, 2021

EXECUTIVE SUMMARY: The applications for membership of the Nature & Environment Advisory Council was reviewed by the board liaison, staff and the council. It is the recommendation of the entire council that the Board of Park Commissioners appoint the candidates for a three-year term to conclude in 2024. A copy of the candidates application is attached. In addition the members of the NEAC Advisory Council recommend that the Board of Park Commissioners approve this resolution to reappoint three members to the Advisory Council to a second term on the council.

BACKGROUND: The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory councils roles to be better align with the District’s four mission-driven areas. The District maintains these Councils in order to have citizen engagement in Park District functions and to foster a broad range of citizen input and expertise in strategic decision-making and policy-development. Citizen advisory councils are important vehicles for the implementation of the District’s participation policy and are aligned with best practices in the industry.

The Nature & Environment Advisory Council has reviewed the applications submitted by **Lindsay Walker & Romey Haberle** and have interviewed the candidates. We have determined that they:

1. Has knowledge, interest and skills related to the Advisory Council Charter.
2. Has interests related to the parks, programs, and facilities operated by Metro Parks Tacoma.
3. Would make a good addition to the existing composition of the Council.
4. Is willing and able to commit to the Charter and goals of the Council.

According to Resolution No. RR201-14, nomination of an advisory council member for a consecutive term may be made by a majority of the council’s members without advertising the position and may be forwarded to the Board of Park Commissioners for appointment. **Brett Johnson, Pam Ketzner & Jennifer Stebbings** are valued member of the Nature & Environment

Advisory Council and have expressed a desire to serve a second term. The board and staff liaison to NEAC, as well as the entire council membership, support the reappointment.

After the appointments are made, the total number of the council will be eleven members.

FISCAL IMPACT: None

ADDITIONAL INFORMATION: For additional information, contact Mark Knowlden, Interim Director of Operations for Parks & Recreation at (253) 305-1024 or Mark.knowlden@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C73-21

**RE-APPOINTING AND APPOINTING NEW MEMBER TO THE
NATURE & ENVIRONMENT ADVISORY COUNCIL**

WHEREAS, Metro Parks Tacoma seeks to provide quality programs and services to all its customers and residents; and

WHEREAS, Metro Parks Tacoma wishes to utilize the input and expertise of a broad base of community members for guidance in the development of its programs and services; and

WHEREAS, the Board of Park Commissioners has established four Citizen Advisory Councils for the purpose of aiding the Board of Park Commissioners by assessing and recommending policy and program decisions that influence mission-led interest areas; and

WHEREAS, there are current vacancies on the advisory council; and

WHEREAS an application was reviewed by the chair of the council, staff and board liaison and the appointment is recommended by the entire membership in order to sustain functional councils; now, therefore be it

RESOLVED that Board of Park Commissioners of the Metropolitan Park District of Tacoma appoint the following citizens to serve on the Nature & Environment Advisory Council;

Lindsay Walker, Term Expires on November 30, 2024
Romey Haberle, Term Expires on November 30, 2024

and, therefore, be it

FURTHER RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to reappoint following Advisory Council Members to a second three year term on the Nature & Environment Advisory Council ending November 2024.

Brett Johnson, Term Expires on November 30, 2024
Pam Ketzner, Term Expires on November 30, 2024
Jennifer Stebbings, Term Expires on November 30, 2024

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2021.

ATTEST:

President

Secretary

Clerk

Lindsay Walker

Dashboard



Contact Information

Name: Lindsay Walker

History

This Year 0.00 Hours

Lifetime 0.00 Hours

Last Login Friday, November 05, 2021

Contact Information

Name Lindsay Walker

Username

Email Address

Cell Phone

Phone Preference

Linkedin Profile URL <https://www.linkedin.com/in/lindsay-walker-6621081b/>

Date of Birth

Region English (USA)

Address



General Availability

| | Mornings | Afternoons | Evenings | Nights |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|
| Monday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Friday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Saturday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sunday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Custom Fields

| Custom Field | Value |
|--------------|-------|
|--------------|-------|

Agreements and Acknowledgements

| | |
|---|---------------------------------|
| I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field. | Current: Pending: 1. I agree |
|---|---------------------------------|

| | |
|---|---------------------------------|
| I agree to the COVID-19 Safety Expectations found in the information box to the right of this field | Current: Pending: 1. I agree |
|---|---------------------------------|

Additional Questions

| | |
|---|----------------------|
| I wish to serve on the following Advisory Council | Nature & Environment |
|---|----------------------|

| Custom Field | Value |
|--|---|
| Occupation (If retired, please indicate former occupation) | Program Coordinator, Sound Policy Institute |
| Current Employer (or state Retired) | University of Puget Sound |
| Education (Name of high school; college/university; year graduated/degree) | Western Washington University; 2014, MEd Environmental Education, Certificate of Non-profit Management, Northwest Naturalist Certification Belmont University, 2010, BS Environmental Studies; Dean's List, David R. Hill Environmental Service Award. Additional certifications/trainings: US Coast Guard Merchant Mariner Credential, Wilderness First Responder, Cyber Tracker Track and Sign Level II |
| Please describe your interests and qualifications as related to this position | I am interested in ensuring equitable access to parks and natural spaces, ensuring that parks reflect the interests and needs of community members, enhancing habitat for birds and wildlife, landscaping with native plants, collaborating with stakeholders and learning more about our parks and natural landscapes. I have worked for the last 9 years as an educator on public lands including national, state, and local parks. I am passionate and experienced in creating place based education programs for youth through adults and getting people outside and in our parks. |
| Please list any involvement in professional/community activities, including any current/past involvement with MPT programs | I have led and participated in multiple habitat restoration projects in Tacoma and beyond that have included invasive species removal, out planting, rain garden maintenance and more. I am also active in public comments and grassroots lobbying efforts in support of public lands, nature and the environment. I have created and organized public and community events including starting a speaker series about inclusiveness in the outdoor community, and assisting in hosting the Children's Water Festival. |
| References (Name/Address/Phone) | Professor Peter Wimberger Director, Slater Museum of Natural History Professor, Biology University of Puget Sound 1500 N Warner St Tacoma, WA 98416 Professor Dan Sherman Director, Sound Policy Institute Professor, Environmental Policy and Decision Making University of Puget Sound 1500 N. Warner st Tacoma, WA 98416 University of Puget Sound |
| Resume (Please upload your resume if available) | Lindsay Walker Nature and Environment Advisory Council.pdf |

Qualifications

Qualifications

No qualifications specified.

Background Checks

There are no background checks to display.

General Interests

No general interests selected.

Committees

Romey Haberle

Dashboard



Contact Information
Name: Romey Haberle

History
This Year 0.00 Hours
Lifetime 0.00 Hours
Last Login Sunday, September 26, 2021

Contact Information

Name Romey Haberle
Username
Email Address
Work Phone
Cell Phone
Phone Preference
Date of Birth
Region
Address



General Availability

| | Mornings | Afternoons | Evenings | Nights |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|
| Monday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Friday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Saturday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sunday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Custom Fields

| Custom Field | Value |
|---|---|
| Agreements and Acknowledgements | |
| I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field. | Current: Pending: 1. I agree |
| I agree to the COVID-19 Safety Expectations found in the information box to the right of this field | Current: Pending: 1. I agree |
| Additional Questions | |
| I wish to serve on the following Advisory Council | Nature & Environment |
| Occupation (If retired, please indicate former occupation) | Biology professor |
| Current Employer (or state Retired) | Pacific Lutheran University |
| Education (Name of high school; college/university; year graduated/degree) | Manhasset HS, NY, 1971 Skidmore College, BA History, 1975 University of Arizona, MLS (Library Science) 1984 Northern Arizona University, BS Botany, 1993 Northern Arizona University, MS Biology, 1998 University of Texas at Austin, PhD Botany, 2006 |

| Custom Field | Value |
|--|---|
| Please describe your interests and qualifications as related to this position | <p>I am deeply committed to stewardship and public outreach and education to help support the natural areas of our amazing Parks. I am a broadly trained botanist (taxonomy, ecology, field identification, propagation) and have taught a PNW native plants Springtime course at PLU since Spring 2010. As part of my university and professional service, I have worked on native plants and habitat restoration projects on campus with students and community members in both class and co-curricular contexts. I supervise our Greenhouse, and annually have students successfully propagate native plants from seed and cuttings (woodland and prairie) for on campus plantings. Recently, I've been able to secure the University commitment to honor access by Puyallup Tribe members to harvest traditional plants (camas and elderberry) on campus, which they have not had access to since the mid 1800s. I believe I would bring both professional expertise and perspective, along with a personal commitment to our other parks (I'm a Pt Defiance neighbor and in the Park 7 days a week) and a sense of obligation to help people learn the value of these natural spaces by creating connections through outreach programming (educational and also volunteer work parties - or even better, combine these). I work closely on PLU Campus in building partnerships with our Grounds staff, student organizations and across the curriculum as well as the Administration. I have cordial connections with many of the Pt Defiance grounds crew and great respect for the work they do - and recognize that we need citizen involvement and more hands ondeck to support this work of stewardship. Beyond Point Defiance, I am committed to bringing natural history and environmental science public outreach to community parks in all our neighborhoods, and make these more inclusive and welcoming experiences. Respecting and accommodating indigenous food and materials access to our public spaces is critical. We need to grow a sense of ownership and belonging to all residents as a means to inspire stewardship, across our city, and provide access to natural areas in all our neighborhoods, not just in big destination parks.</p> |
| Please list any involvement in professional/community activities, including any current/past involvement with MPT programs | <p>Over the past 13 years as a Tacoma resident, I have mapped and reported invasive weeds to Pierce Co Noxious weeds and the NWIPC, taught citizen science invasive weed ID and surveying (Mountaineers and King Co Invasive Weeds Weed Watchers), participated in multiple invasive weed surveys in King Co along the I90 corridor. I am a Rare Care rare plant population monitor and am on my 5th year of finding, mapping and evaluating rare plants for this program through the UW Botanical Garden. I am a former Garden Manager for two Tacoma community gardens, and am rejoining Garden leadership next year at Orchard and Vine Garden. I have volunteered regularly at Nourish NW Foodbank (weekly, depending on my work obligations) since August 2020. For MPT, I was a guest speaker/instructor for 2 Spring Flora walks as part of the now defunct Ranger Natural History Saturday programming at Pt Defiance, taught two Noxious Weeds sessions for ParkWatch. I also have been a Lead Taxonomist on the two BioBlitzes conducted through the Zoo. I served on the Citizens' Advisory Board for Parkland Prairie Park, Pierce Co Parks in 2016-18. Please see my CV for additional service.</p> |



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Purchasing Resolution

DATE: November 15, 2021

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** McRoberts Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$72,012.12 Base bid including WSST
- **SOURCE OF FUNDING** 2021 PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634

BACKGROUND: Point Defiance Zoo & Aquarium supports a variety of seafood-eating species in the Rocky Shores exhibit area and the Pacific Seas and South Pacific Aquariums. The species exhibited are fed a variety of raw and blanched fresh and frozen seafood totaling over 117,740 pounds per year. McRoberts Seafood was the vendor that submitted the lowest bid for eight types of seafood for a total of 4,895 lbs. that met the stated guidelines.

Our original purchase from McRoberts Seafood was for \$39,404.39 and we've done three additional purchases totally \$9,446.12 bringing our purchase YTD to \$44,911.41.

Staff needs to place an order for shrimp for \$24,570.00 plus tax of \$2,530.71 for a total of \$27,100.71. Bringing our YTD total to \$72,012.12 which will exceed the \$50,000 annual threshold for this vendor, the current purchasing policy requires board approval when purchases exceed \$50,000 annually.

FISCAL IMPACT: Funds for this purchase will come from PDZA department operating budget.

ADDITIONAL INFORMATION: for additional information, please contact Alan Varsik, Director of Zoological & Environmental Education at 253-404-3634 or alan.varsik@pdza.org

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P74-21

**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 _____, 2021.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P74-21

ITEM NO. 1

- **VENDOR** McRoberts Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$72,012.12 Base bid including WSST
- **SOURCE OF FUNDING** 2021 PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Zoological and Environmental Education Department RFQ #J2021-23
Contract Award to SH|R Studios.**

DATE: November 17, 2021

EXECUTIVE SUMMARY: This resolution authorizes contract award for the Zoological and Environmental Education Department Capital Facilities Plan A/E contract to SH|R Studios in the amount of \$162,000.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on November 10, 2021 with a recommendation to forward the action on to the full Board for approval.

BACKGROUND: Both Northwest Trek Wildlife Park and the Point Defiance Zoo & Aquarium. owned and operated by Metro Parks Tacoma, and accredited by the Association of Zoos and Aquariums (AZA.) The PDZA and NW Trek together are the Zoological and Environmental Education Department (ZEED) of Metro Parks Tacoma and have a combined annual attendance of over one million visitors.

This project includes the facilitation of workshops and site planning discussions with ZEED staff and other stakeholders in order to develop a Capital Facilities Plan for both the PDZA and NW Trek. The plan will provide a first look at the anticipated scope of future development including cost estimates, permitting considerations, and concept sketches which can be used to begin more detailed physical planning, engineering, design, and permitting for future projects.

The Capital Facilities Plan is a part of the overall ZEED planning effort that includes a Strategic Plan, Capital Facilities Plan, Business Plan, and Collection Plan.

Responses to the RFQ were due on August 26th, 2021 at 10:00 am. Five (5) bids were received with five (5) considered responsive. A review panel selected the firm of SH|R Studios as the most qualified to perform this work.

The effort is expected to take 180 calendar days to complete after issuance of a Notice to Proceed. Fred Ramey will be Capital Program Manager for this project.

FISCAL IMPACT: The funds for the Zoological and Environmental Education Department Capital Facilities Plan are derived from ZEED Operating funds. The following is a breakdown of the funding sources and project budgets.

Funding:

| | |
|--------------------------|------------------|
| NW Trek Operating Budget | \$81,275 |
| PDZA Operating Budget | \$81,275 |
| Total | \$162,550 |

Budget:

| | |
|--------------------------|------------------|
| NW Trek Operating Budget | \$81,275 |
| PDZA Operating Budget | \$81,275 |
| Total | \$162,550 |

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Business, Administration & Planning at 253.305.1086 or debbiet@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW75-21

**ZOOLOGICAL AND ENVIRONMENTAL EDUCATION DEPARTMENT
CAPITAL FACILITIES PLAN
CONTRACT AWARD TO SH|R STUDIOS**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to create a plan for both PDZA and NW Trek for future development; and

WHEREAS, staff has developed a planning framework to include a Strategic Plan, Capital Facilities Plan, Business Plan and Collection Plan; and

WHEREAS, SH|R Studios was selected as the most qualified of the Five (5) submittals (RFQ # J2021-23) received for the development of the Capital Facilities Plan, with all Five (5) submittals being considered responsive; and

WHEREAS, funds for the project are provided from PDZA Operating Fund and NW Trek Operating Fund; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the Capital Facilities Plan A/E contract to SH|R Studios in the amount of \$162,000.00 (not including Washington State Sales Tax).

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____2021.

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: **Accepting and Appropriating City of Tacoma Funds for Gas Station Park and Authorizing the Executive Director to enter into an Agreement with the City of Tacoma**

DATE: November 17, 2021

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$320,000 in funding from the City of Tacoma for Gas Station Park and authorizes the Executive Director to enter into an agreement with the City of Tacoma for the transfer of ownership and management of the property.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on November 10, 2021 with a recommendation to forward the action on to the full Board for approval.

BACKGROUND: MPT and the City of Tacoma have worked closely together in the management of park properties for many years. One goal has been to systematically transfer properties from the City to MPT, to enhance the comprehensive park system and promote operational efficiency.

Gas Station Park, located at 4801 and 4807 South Park Avenue, is a City of Tacoma-owned property, dating to the 1920's that previously served as a neighborhood gas station. In the 2018 Strategic Master Plan, MPT adopted a 10-minute walk level of service standard. Adding this neighborhood park to the MPT inventory will help achieve that goal by filling a current gap in service.

The City has agreed to transfer the property and development funding to MPT who will, in turn, complete a community-informed design process, construction of improvements and take ownership of the park. The City of Tacoma has completed full remediation of the site and now holds a Dept. of Ecology Covenant with restrictions for new construction.

Currently the park provides on-street parking, fencing, landscape berms, bench and modest play equipment. New improvements will include improved access, signage, new children's play equipment, walking paths, play lawn and general landscape improvements. The proposed

improvements have been informed by feedback received from the community during the schematic design phase of the project. Further public outreach will be conducted during the conceptual and design development phases, including consideration of potential public art projects and park renaming.

FINANCIAL IMPACT: The project is to be funded by 2014 UTGO, Neighborhood Parks, State of Washington Commerce Grant and the City of Tacoma.

| | | | | |
|------------------------------------|--|--|-----------|------------------|
| | | | | |
| 2014 Park Bond Neighborhood parks | | | \$50,000 | |
| Open Space Fees | | | \$2,224 | |
| City of Tacoma | | | \$320,000 | |
| State of Washington Commerce Grant | | | \$504,700 | |
| Art Fund | | | -5000 | |
| TOTAL PROJECT FUNDING | | | | \$871,924 |

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. R76-21

ACCEPTING AND APPROPRIATING CITY OF TACOMA FUNDS FOR GAS STATION PARK AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH THE CITY OF TACOMA FOR THE TRANSFER OF OWNERSHIP AND MANAGEMENT OF THE PROPERTY

WHEREAS, Metropolitan Park District of Tacoma has developed a Capital Improvement Plan for the improvement of parks and facilities throughout the District; and

WHEREAS, Metro Parks Tacoma has been awarded funds from the City of Tacoma; and

WHEREAS, Metro Parks intends to re-design and construct improvements to Gas Station Park in partnership with the City; and

WHEREAS, the City of Tacoma has approved the transfer via Quit Claim deed title of both Gas Station Park parcels to MPT; and

WHEREAS, the City is willing to make a financial contribution to the Project to MPT as it will benefit the community served by both agencies; and

WHEREAS, it is the desire of Metro Parks to enter into an agreement with the City of Tacoma, now, therefore, be it

RESOLVED, by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept and appropriate \$320,000 from the City of Tacoma,

AND BE IT FURTHER RESOLVED, that the Executive Director is authorized to enter into an agreement with the City of Tacoma for the transfer of ownership and management of the property.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2021.

ATTEST:

President

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Erwin Vidallon, Chief Financial and Administrative Officer

SUBJECT: **Authorizing 2021 General Tax Levy of Regular Property Tax for Collection in 2022**

DATE: November 3, 2021

EXECUTIVE SUMMARY: This resolution establishes the 2021 levy of regular property tax for Metro Parks that will be collected during 2022.

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

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

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

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

The passage of a levy lid lift in 2010 and the subsequent decline in assessed valuations in 2012 and 2013 resulted in Metro Parks' property tax revenue to decrease significantly during this time period. However, with eight years of increasing assessed valuations since 2014, Metro Parks has now surpassed the previous highest levy in 2021 to \$17,231,948.03 in 2022.

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

| <u>Collection Year</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Assessed Value | \$ 16,335,169,585 | \$ 16,935,340,498 | \$ 18,254,065,447 | \$ 19,407,365,221 | \$ 21,207,605,958 |
| Percent Change | -9.33% | 3.67% | 7.79% | 6.32% | 9.28% |
| Levy Rate | \$ 0.7500 | \$ 0.7500 | \$ 0.7500 | \$ 0.7500 | \$ 0.7073 |
| Tax Collection | \$ 12,251,377 | \$ 12,701,505 | \$ 13,690,549 | \$ 14,555,524 | \$ 14,999,274 |

| <u>Collection Year</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>2021</u> | <u>2022</u> |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Assessed Value | \$ 23,662,776,999 | \$ 27,079,667,861 | \$ 30,330,574,762 | \$ 33,024,517,373 | \$ 37,871,407,237 |
| Percent Change | 11.58% | 14.44% | 12.00% | 8.88% | 14.68% |
| Levy Rate | \$ 0.6533 | \$ 0.5892 | \$ 0.5426 | \$ 0.5107 | \$ 0.4550 |
| Tax Collection | \$ 15,459,636 | \$ 15,954,897 | \$ 16,455,929 | \$ 16,866,743 | \$ 17,231,948 |

FISCAL IMPACT: Metro Parks Tacoma levies its property tax on an annual basis even though it has adopted a biennial budget. The preliminary levy amount is \$17,231,948 which is an increase of 2.1652 percent over 2021.

ADDITIONAL INFORMATION: If you have any questions before the Board meeting, please contact Erwin Vidallon at 253-305-1081 or erwinv@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR69-21

**AUTHORIZING 2021 GENERAL TAX LEVY
OF REGULAR PROPERTY TAX FOR COLLECTION IN 2022**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has met and considered its budget for the 2021-2022 biennium; and

WHEREAS, the District's actual levy from the previous year was \$16,866,742.87; and

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

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.

The dollar amount of the increase from the previous year shall be \$365,205.16, which is a percentage increase of 2.1652 percent from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2021.

ATTEST:

President

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Erwin Vidallon, Chief Financial and Administrative Officer

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

DATE: November 3, 2021

EXECUTIVE SUMMARY: The resolution provides for excess property taxes to be levied for debt service payments on voter-approved unlimited tax general obligation (UTGO) bonds issued for the 2012, 2015 and 2019 refunding bond issues, and for the 2014 series bond issues (2014 A and B, 2016, 2018). Similar to our regular property taxes, the Board must authorize the tax levy in 2021 for collection in 2022.

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

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

Following voter approval in April 2014 of a \$198,000,000 bond issue, \$33,400,000 in UTGO and \$18,040,000 in refunding (2006 issue) bonds were issued following Board approval on October 13, 2014. The remaining 2006 bonds was paid off in December 2016. In 2015, \$14,280,000 in refunding (2005 issue) bonds were issued following Board approval on July 13, 2015. Following Board approval on October 24, 2016, the district issued \$70,000,000 of UTGO bonds and \$6,290,000 of refunding (2008 issue) bonds. And on April 9, 2018, the district issued \$40,020,000 of UTGO. Most recently, on April 22, 2019, the Board approved the refunding of the \$25,000,000 Build America Bonds originally issued in 2010, which generated an estimated savings of \$2 million in debt payments over the remaining life of the bond.

FISCAL IMPACT: We know from our current debt service payment schedule established at the time of the bond sales the exact principal and interest due each year. Included in the levy is a small reserve in each fund to accommodate non-payment or late-payment of taxes by property

owners. Subsequent collection of delinquent taxes provides additional cash on hand which reduces the ensuing year's levy. All taxes collected remain within the bond redemption fund until we are able to make principal and interest payments. In the final years of the debt service associated with each individual issue, we may reduce the levy by any excess cash available in the fund.

The Park Board is authorizing the levy of tax on property in 2021 for collection in 2022 for the following principal and interest payments associated with the referenced bonds:

| Issue | Principal & Interest Due in 2022 | Total Tax Collection Required in 2022 | Assessed Value for Excess Levy for Bonds | Estimated Levy Rate for Bond Debt Service |
|---------------------|----------------------------------|---------------------------------------|--|---|
| 2012 Refunding UTGO | \$ 1,210,900 | \$ 1,217,000 | \$37,587,360,803 | 0.0324 |
| 2014 UTGO A | \$ 936,125 | \$ 953,000 | \$37,587,360,803 | 0.0254 |
| 2014 UTGO B | \$ 2,702,500 | \$ 2,714,000 | \$37,587,360,803 | 0.0722 |
| 2015 Refunding UTGO | \$ 1,933,750 | \$ 1,948,000 | \$37,587,360,803 | 0.0518 |
| 2016 UTGO | \$ 3,834,650 | \$ 3,790,000 | \$37,587,360,803 | 0.1008 |
| 2018 UTGO | \$ 3,048,100 | \$ 2,896,000 | \$37,587,360,803 | 0.0770 |
| 2019 Refunding UTGO | \$ 914,800 | \$ 761,000 | \$37,587,360,803 | 0.0202 |
| Total | \$ 14,580,825 | \$ 14,279,000 | | 0.3799 |

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

ADDITIONAL INFORMATION: For additional information, please contact Erwin Vidallon at 253-305-1081 or erwinv@tacomaparks.com

**METROPOLITAN PARK DISTRICT OF TACOMA
SUBSTITUTE RESOLUTION NO. RR 70-21**

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

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

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

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

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

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

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

WHEREAS, the Board of Park Commissioners authorized the issuance of \$22,970,000 in refunding the Build America Bonds originally issued in 2010 on June 26, 2019; and

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

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the amount to be levied for payment of UTGO bond principal and interest due from the 2021 excess property tax levy for collection in 2022 is as follows, based on property values provided by the Pierce County Assessor-Treasurer:

| | |
|---------------------|---------------------|
| 2012 UTGO Refunding | \$1,217,000 |
| 2014 UTGO A | \$953,000 |
| 2014 UTGO B | \$2,714,000 |
| 2015 UTGO Refunding | \$1,948,000 |
| 2016 UTGO | \$3,790,000 |
| 2018 UTGO | \$2,896,000 |
| 2019 UTGO Refunding | \$761,000 |
| | |
| TOTAL | \$14,279,000 |

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

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2021.

ATTEST:

President

Secretary

Clerk