

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**September 12, 2022
6:00 P.M.
Metro Parks Headquarters
4702 S 19th St.
Tacoma, WA 98405**

Or
Join Remotely
Via Telephone: 1-253-215-8782
Enter Meeting ID: 841 5733 7792
Participant ID: no ID needed just press #
Join Zoom Meeting
<https://us06web.zoom.us/j/84157337792>

MEETINGS ARE RECORDED
AND MAY BE HEARD UPON REQUEST

COMMISSIONERS

**ANDREA SMITH, PRESIDENT
AARON POINTER, CLERK
TIM REID
ROSIE AYALA
MICHAEL LIANG**

5:00 P.M. **STUDY SESSION** SUSTAINABILITY & PREVENTATIVE PRACTICES / GREEN
AGENDA REVIEW

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS TACOMA UTILITIES RATES PRESENTATION

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

"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 4 p.m. on September 12, 2022 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 4 p.m. on September 12, 2022. Verbal comments will also be allowed during the meeting both in-person and remotely. 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 AUGUST 22, 2022 REGULAR BOARD MEETING

CONSENT AGENDA

- (11-12) **RESOLUTION NO. C71-22:** APPROVAL OF WARRANTS CLAIM FUND FOR AUGUST 2022
(Contact: Debbie Russell, Director of Business Administration & Planning)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (13-22) **RESOLUTION NO. P72-22:** AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA
1. SKYHAWKS SPORTS ACADEMY FOR SPORTS CAMPS AND CLINICS FOR YOUTH IN THE AMOUNT OF \$100,000
(Contact: Mark Knowlden, Interim Director of Parks and Recreation)
 2. MACDONALD MILLER FACILITY SOLUTIONS INC. FOR REPAIR AND MAINTENANCE ON BOILERS AND HVAC UNITS- DISTRICT WIDE- CHANGE ORDER IN THE AMOUNT OF \$67,966.37
(Contact: Mark Knowlden, Interim Director of Parks and Recreation)
 3. AT PRODUCTIONS LLC FOR EVENT MOBILE STAGES -CHANGE ORDER IN THE AMOUNT OF \$3,645.16
(Contact: Mark Knowlden, Interim Director of Parks and Recreation)
 4. STATE OF WASHINGTON DEPARTMENT OF ECOLOGY – WASHINGTON CONSERVATION CORP. FOR HABITAT RESTORATION AND VEGETATION MANAGEMENT IN AN AMOUNT NOT TO EXCEED \$79,360.00
(Contact: Mark Knowlden, Interim Director of Parks and Recreation)
 5. SEATTLE’S FINEST SECURITY & TRAFFIC CONTROL LLC FOR SECURITY SERVICES - CONTRACT AMENDMENT IN THE AMOUNT OF \$200,000
(Contact: Mark Knowlden, Interim Director of Parks and Recreation)

- 6. ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC. (ESRI) FOR LICENSED SOFTWARE IN THE AMOUNT OF \$210,000
(Contact: Debbie Russell, Director of Business Administration & Planning)

- 7. CDW-G MICROSOFT FOR SOFTWARE MAINTENANCE TECHNICAL SUPPORT AND OTHER SERVICES AS REQUESTED –CONTRACT AMENDMENT FOR \$210,000
(Debbie Russell, Director of Business Administration & Planning)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (23-24) **RESOLUTION NO. R73-22:** GRANTING AN EXCEPTION TO DISTRICT PURCHASING POLICY 100.003 EXTENSION OF CONTRACT WITH JG MCDONALD AND ASSOCIATES
(Debbie Russell, Director of Business Administration & Planning)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

- (25-29) **RESOLUTION NO. RR74-22:** AMENDMENT TO THE 2021-2022 BIENNIAL OPERATING BUDGET
(Contact: Debbie Russell, Director of Business Administration & Planning)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

September 13, 2022	Capital Improvement Committee	5:00 PM	Park Headquarters
September 19, 2022	Committee of the Whole	5:30 PM	Park Headquarters
September 26, 2022	Regular Park Board Meeting	6:00 PM	Park Headquarters
September 28, 2022	Capital Improvement Committee	5:00 PM	Park Headquarters

*Remote Option 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
AUGUST 22, 2022**

PRESENT: Andrea Smith, President
Aaron Pointer, Clerk
Tim Reid
Rosie Ayala
Michael Liang

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters, 4702 S. 19th St. Tacoma, WA

STUDY SESSION DISTRICT LEGISLATIVE AGENDA

Hunter George was present to inform the Board about the District's legislative agenda. Mr. George noted that the items being discussed tonight are in draft form and that he looks forward to Board input as the agenda is being finalized before its adoption this fall.

Mr. George noted the following items are being considered at the state level:

- % Property Tax Cap: Partner with other local government organizations /associations to support modernizing the 1 percent property tax limit so that it can be more accurately adjusted for growth and inflation.
- Parks Rx: Provide resources to support Parks Rx pilot projects under a framework recommended by the state Parks Rx Task Force. Metro Parks is the leading advocate, and is supported by allies across the state who served on the Task Force and its Regional Advisory Committees.
- Childcare: Participating in year 2 of DCYF's multi-site organizational childcare licensing project.
- Derelict Vessels (part 2): Following up on last session's funding increase, Rep. Dan Bronoske proposes to reduce the 30-day waiting period before taking custody of a derelict vessel on MPT property.
- Joint Municipal Action Committee (JMAC): Monitoring topics that address supports and barriers for minority- and women-owned businesses that contract with public agencies; apprenticeships and other access to careers; public health and safety; and dismantling systems that perpetuate systemic racism.
- Maintenance Backlog Grant Fund: Support WRPA's request for a grant fund to address maintenance backlogs at the local parks department level (matching the 2022 decision to fund state-agency maintenance backlogs). Would probably result in a grant of +/- \$50,000.
- Restoring Biodiversity: The state Fish & Wildlife Commission is including \$47 million in its budget request for habitat protection and restoration, population recovery of species of

greater conservation need, and increased capacity for fish and wildlife conservation education.

- Capital Projects under consideration:
 - Portland Avenue Park sprayground – construction dollars
 - Dash Point Pier, Swan Creek pedestrian bridge, Hidden Beach bridge

Mr. George then commented on the following items be considered at the federal level:

- America COMPETES Act (H.R. 4521)
Omnibus bill that includes environmental and wildlife conservation measures. The Association of Zoos & Aquariums (AZA) supports provisions from the Preventing Future Pandemics Act; the Shark Fin Sales Elimination Act; the Eliminate, Neutralize, and Disrupt (END) Wildlife Trafficking Reauthorization and Improvements Act; and the Tropical Forest and Coral Reef Conservation Reauthorization Act.
Mr. George noted that AZA has concerns over a proposed edit of the Lacey Act that would “presumptively prohibit” the importation of non-native species that have not been previously imported or transported across state lines “in more than minimal” quantities during the past year.
- Polar Bear Rescue Act of 2022 (not yet filed)
This proposal would amend the Marine Mammal Protection Act of 1972 to clarify that polar bears may be imported and placed at accredited zoos to benefit the health and welfare of individual animals and provide research supporting the conservation of the species in the wild.
- Recovering America’s Wildlife Act (HR 2773 and S 2372)
The bill would provide nearly \$1.4 billion in conservation funding to states and tribes. Additionally, \$750 million would also go toward establishing the Endangered Species Recovery and Habitat Conservation Legacy Fund to aid getting species off the federal endangered list. Passed the House on June 14, 2022.
- Big Cat Public Safety Act- H.R. 263/S.1210
This bill would prohibit keeping tigers, lions and other big cat species as pets, and ban direct public contact like cub petting. Passed the House on July 29, 2022.
- Inflation Reduction Act of 2022
Support reducing greenhouse gas emissions by 40% by 2030. Staff noted that there are concerns about comprehensive permitting reform legislation, which should be monitored during implementation.

Mr. George then commented that next steps include coordinating with JMAC and community partners to identify areas for collaboration. He also commented that additional internal vetting and analysis with MPT staff and the lobbyist team will occur prior to a final presentation for adoption by the Board in late fall.

Commissioner Reid requested staff consider adding an item to the legislative agenda that would help address urban wildfire prevention and protection.

REGULAR MEETING

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

SPECIAL PRESENTATIONS None

PRESIDENT’S REPORT

President Smith commented that she attended the NW Trek Foundation fundraising event last Thursday.

STANDING COMMITTEE AND COUNCIL REPORTS

Commissioner Ayala commented that she recently met with staff out at NW Trek. She recognized the animal care staff that do so much on site at Trek.

Nature & Environment Advisory Council

Commissioner Ayala commented that the council met on-site at Owen Beach. The meeting included new membership on the council.

Arts & Heritage Advisory Council

Commissioner Liang stated that this committee recently met at Charlotte’s Blueberry Park. He noted that the committee spent time defining *heritage*.

Summer Bash

Commissioner Liang commented positively on the Stewart Heights Summer Bash. He thanked staff for putting together the event.

Business & Responsive Agency Advisory Council

Commissioner Reid commented that the council met on August 9th. He noted that the agenda included a pre-statement on the capital program and a budget update.

Joint Municipal Action Committee

Commissioner Ayala commented that the committee met August 12th. The agenda included updates from committee members and their CEOs about their safety and security approaches.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Shon Sylvia commented on the following:

- There will not be a Board CIC meeting this week.
- On August 25, from 2-6pm, Metro Parks will host the first Eastside Community Market Resource Fair at Portland Avenue Park in farmer’s market-style. There will 31 vendors, including Food Lifeline, Emergency Food Network and Food is Free WA, at Portland Avenue Park to provide free food to the Eastside community. The first 300 families to

attend will receive a \$50 Safeway gift card. In addition to receiving goodie bags and healthy fruit and vegetables, Eastside families are invited to meet with community providers, where they can learn how to access free resources like public assistance paying utility bills or finding jobs. The Eastside Community Market Resource Fair is presented by Coordinated Care and Metro Parks Tacoma, in partnership with Goodwill of the Olympics and Rainier region.

COMMUNITY COMMENTS

Rueben Lawrence explained to the Board that his organization is having a back to school basketball event and are in need of borrowing a few backboards. He inquired as to whether the District may have some to lend.

Erin Guinup, Executive Director of the Tacoma Refugee Choir noted that she has become frustrated with Metro Parks Tacoma as her organization has been trying to establish a partnership for a video shoot project that they are planning to hold at Dune Peninsula in September. Ms. Guinup requested the Board consider both the systems and budgetary considerations that are limiting access to Metro Parks facilities in order to foster better partnerships in the community.

Heidi Stephens commented that currently the District is not meeting the 10-minute walk to a park goal for all that live in the city of Tacoma. She highlighted the need to preserve and protect open space from private sales. Ms. Stephens urged Metro Parks to work with the Port of Tacoma to protect cottonwoods and wetlands in that area. Ms. Stephens also inquired about the no parking signs that have been removed along the street at Wapato Hills Park.

MINUTES OF THE AUGUST 22, 2022 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C65-22: APPOINTING MEMBER TO THE ARTS & HERITAGE ADVISORY COUNCIL

RESOLUTION NO. C66-22: APPOINTING MEMBERS TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL

RESOLUTION NO. C67-22: METRO PARKS TACOMA HEADQUARTERS FACILITY UPGRADES PROJECT NO. J2020-04 FINAL ACCEPTANCE TO PIONEER HUMAN SERVICES

RESOLUTION NO. C68-22: ACCEPTING \$620,884.60 IN CONTRIBUTIONS FROM THE GREATER METRO PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS

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

PURCHASING RESOLUTIONS**RESOLUTION NO. P69-22:** AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA

1. T E WALRATH TRUCKING FOR GROUND SUPPLIES, SAND, GRAVEL & DIRT IN THE AMOUNT OF \$65,000

2. TYLER TECHNOLOGIES INC., MUNIS DIVISION FOR SOFTWARE MAINTENANCE, TECHNICAL SUPPORT, OTHER SERVICES AS REQUESTED IN THE AMOUNT OF \$706,442

3. WASHINGTON STATE AUDITORS OFFICE FOR UP TO \$290,000 FOR FINANCIAL STATEMENT, FEDERAL SINGLE, AND ACCOUNTABILITY AUDITS FOR 2018, 2019, AND 2020

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

Mark Knowlden commented that the TE Walrath purchase is for gravel and sand for paths and bunkers at Meadow Park Golf Course.

Debbie Russell commented that the Tyler Technology purchase is for the District's suite of financial software modules subscriptions including general ledger, budgeting, accounts payable , purchasing, accounts receivables, and payroll.

Debbie Russell then commented that the Washington State Auditors items is for an increase of \$150,00 for the completion of multiple audits (2018-2021).

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

PUBLIC WORKS PURCHASING RESOLUTIONS None**SINGLE READING RESOLUTIONS****RESOLUTION NO. R70-22:** AUTHORIZING ALLOCATION OF UP TO \$54,500 FROM 2014 UTGO BOND FUNDS & AUTHORIZING THE EXECUTIVE DIRECTOR APPROVING PURCHASE AND SALE AGREEMENT FOR TACOMA SCHOOL DISTRICT PROPERTY ADJACENT TO CHARLOTTE'S BLUEBERRY PARK

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

Debbie Russell commented that staff has negotiated the terms of a Purchase and Sale Agreement with Tacoma Public Schools for five parcels of property adjacent to Charlotte's Blueberry Park. Ms. Russell commented that acquisition of the property by Metro Parks Tacoma was first proposed in 2018 when TPS sought to surplus and sell several parcels it owned adjacent to and near the park. TPS conducted an appraisal on the property in 2017.

Ms. Russell noted that many of the TPS parcels were sold to a private developer. The remainder of the parcels, often referred to as the “pan handle” or “chair back”, abut the western edge of the park. The Board was informed that these parcels include blueberry farm plants such as those in the park and a portion of the trail that provides access through the park. These pan handle parcels also include a wetlands area that required mitigation work be performed by TPS per the City of Tacoma’s SEPA process. Ms. Russell stated that TPS concluded the wetlands mitigation in 2019. Ms. Russell indicated that per the 2017 appraisal, the value of the parcels in the pan handle has been estimated at \$.30 per square foot.

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

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

Commissioner Ayala commented positively on the Summer Bash at Norpoint held earlier in the month.

President Smith thanked the Greater Metro Parks Foundation for their contributions to the District.

Commissioner Liang thanked the community members that commented during the meeting.

ADJOURN

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

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C71-22

APPROVAL OF WARRANTS CLAIM FUND FOR AUGUST 2022

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2021-2022 Biennial Budget in Resolution No. RR56-20, dated December 14, 2020, to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2022: 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 _____, 2022.

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 AUGUST 1, 2022 AND ENDING AUGUST 31, 2022.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>337743</u> to <u>337975</u>	AMOUNT:	<u>\$6,774,578.12</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>055450</u> to <u>055705</u>	AMOUNT:	<u>\$184,539.19</u>
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(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$6,959,117.31</u>
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Finance and Accounting Auditing Officer
Metropolitan Park District of Tacoma

- Warrant summary reports are available with the board secretary.
- Detail reports and claim vouchers are available in the Finance and Administrative Services Office.



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Director of Parks and Recreation Department
Debbie Russell, Director of Business Administration & Planning

SUBJECT: Purchasing Resolution

DATE: September 8, 2022

EXECUTIVE SUMMARY: This resolution authorizes 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 for purchase and/or acquisition:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price</u>
1.	Skyhawks Sports Academy	Sports Camps and Clinics for youth	\$100,000
2.	MacDonald-Miller Facility Solutions Inc.	Repair and maintenance on boilers and HVAC units – District wide	Change order in the amount of \$67,966.37
3.	AT Productions LLC	Event Mobile Stages	Change order in the amount of \$3,645.16
4.	State of Washington Department of Ecology - Washington Conservation Corps	Habitat Restoration and Vegetation Management	Not to exceed \$79,360.00
5.	Seattle's Finest Security & Traffic Control LLC	Security Services	Contract amendment in the amount of \$200,000
6.	Environmental Systems Research Institute, Inc. (ESRI)	Licensed Software	\$210,000
7.	CDW-G (Microsoft)	Software Maintenance, Technical Support, Other Services as Requested	Contract amendment in the amount of \$210,000

Item No. 1

- **VENDOR** Skyhawks Sports Academy
- **GOODS OR SERVICES** Sports Camps and Clinics for Youth
- **PRICE** \$100,000.00 - Parks and Recreation
- **SOURCE OF FUNDING** 2022-23 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden- (253) 255-2487

BACKGROUND: Skyhawks has worked with Metro Parks since 2010 offering various sports camps and clinics throughout Tacoma. The contract with Skyhawks is a 70/30 revenue split (70% Skyhawks/30% MPT). In July of 2022 Metro Parks released an RFP for Youth Sports Camps and Classes (Request for Proposal R2022-02) and received one (1) response and one (1) incomplete submission that was considered unresponsive. Staff is looking forward to the variety of programs that will be offered in the upcoming months.

FISCAL IMPACT: Funding for this purchase comes from the 2022-23 Parks and Recreation Operating Budget.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, interim Director of Parks & Recreation at (253) 255-2487 or mark.knowlden@tacomaparks.com

Item No. 2

- **VENDOR** MacDonald-Miller Facility Solutions Inc.
- **GOODS OR SERVICES** Repair and maintenance on boilers and HVAC units – District wide
- **PRICE** Change order in the amount \$67,966.37
- **SOURCE OF FUNDING** 2022 Parks and Recreation Department Operating Funds
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Metro Parks Tacoma has multiple boilers and HVAC units that require routine and quarterly inspection, maintenance, and repair. In 2020 the Parks Department advertised the Boiler/HVAC Maintenance and Repairs Project Bid No. P2020-06 in the Tacoma Daily Index and the Seattle Daily Journal of Commerce. MacDonald-Miller Facility Solutions was the only company to submit a bid and was awarded the contract in an amount not to exceed \$360,000. The cost of materials in 2021-2022 has seen a significant increase, and Metro Parks has several aging facilities which require additional maintenance and repairs to keep our systems in good working condition.

Change order #1 to increase the sales tax by \$255.90 was approved administratively to adjust the tax rate from 10.2% in City of Tacoma to 10.3%.

Change order #2 in the amount of \$67,996.37 is being requested to address unforeseen repairs and preventive maintenance scheduled repairs that happen quarterly at multiple locations. This brings the contract total to \$435,000 including Washington State Sales Tax.

FISCAL IMPACT: Funding for this purchase comes from the 2022 Parks and Recreation Operating Budget.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, interim Director of Parks & Recreation at (253) 255-2487 or mark.knowlden@tacomaparks.com

Item No. 3

- **VENDOR** AT Productions LLC
- **GOODS OR SERVICES** Event Mobile Stages
- **PRICE** Change order in the amount of \$3,645.16
- **SOURCE OF FUNDING** 2022 Parks and Recreation Department Operating Funds
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Metro Parks Tacoma has put on multiple events this year where staging has been required. In early March an RFP (Request for Proposal- R2022-01) for Event Mobile Stages was advertised in the Tacoma Daily Index and the Seattle Daily Journal of Commerce. There was only one proposal received, the original PO was written for \$49,354.84 based on the proposal received. During the events, staging options were changed and upgraded, which added additional staging based on event needs and last-minute Artist requests.

Change order #1 in the amount of \$3,645.16 is being requested to cover unforeseen costs that were caused by last minute changes to the staging at the Dune Concerts. This brings will bring the contract total to \$53,000.00.

FISCAL IMPACT: Funding for this purchase comes from the 2022 Parks and Recreation Operating Budget.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, Interim Director of Parks & Recreation at (253) 255-2487 or mark.knowlden@tacomaparks.com

Item No. 4

- **VENDOR** State of Washington Department of Ecology - Washington Conservation Corps
- **GOODS OR SERVICES** Habitat Restoration and Vegetation Management
- **PRICE** 2022/2023 – Not to exceed \$79,360.00
- **SOURCE OF FUNDING** 2022/2023- Parks and Recreation Department Operating Funds
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Metro Parks has been successful in our partnership with the Department of Ecology/Washington Conservation Corps (WCC) since 2009, we have and would like to continue to utilize crews for habitat restoration and vegetation management projects throughout our natural areas.

Metro Parks is committed to providing healthy parks and natural areas for our citizens to enjoy, as well as providing urban wildlife habitats. The WCC Crew consists of a fully equipped six-person field crew with leadership, tools, transportation, training and health insurance.

The WCC's mission is to conserve and enhance the natural resources of Washington State and provide young adults an opportunity to enrich themselves through meaningful work in service to the community. The partnership benefits the district in many ways, as the WCC shares and promotes many of the same values as MPT: natural resource stewardship, volunteerism, community service, and youth enrichment. This is an excellent opportunity which helps us achieve our continued environmental stewardship and habitat restoration goals. There are currently no work crews which represent a functional equivalent relative to alignment of mission and cost savings for the district. WCC is the only practical provider to assist in achieving our environmental stewardship goals for habitat restoration and vegetation management.

FISCAL IMPACT: Funding for this purchase comes from the 2022-23 Parks and Recreation Operating Budget.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, interim Director of Parks & Recreation at (253) 255-2487 or mark.knowlden@tacomaparks.com

Item No. 5

- **VENDOR** Seattle’s Finest Security & Traffic Control LLC
- **GOODS OR SERVICES** Security Services
- **PRICE** Contract Amendment in the amount of \$200,000
- **SOURCE OF FUNDING** 2022 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden- (253) 255-2487

BACKGROUND: A request for bids was advertised on 10/16/20 and 10/23/20 and we received four proposals. A panel comprised of staff from Parks & Recreation and ZEED independently reviewed the proposals and ranked all four that were received. The proposals contained two scopes of service, Scope A for PDZA and Scope B for the Parks & Recreation Department. On November 24, 2020 two companies were interviewed: Seattle's Finest and Allied Universal Security. Seattle's Finest was ranked as number one by reviewers based on their experience in similar facilities of size and type, pricing, electronic monitoring technology, and the resumes of their key employees.

Seattle's Finest has served the northwest since 2002 and provides traffic control, armed and unarmed uniform security for construction sites, retail locations, parking garages, hospitals, and sporting events.

Seattle's Finest is currently assisting the Parks and Recreation Department with various tasks throughout the park system (examples include closing and locking gates and restrooms, outreach and assistance to individuals experiencing homelessness, etc.) acting as rental monitors at our community centers and rental venues, and providing security services during major events and festivals. In addition, these guards are utilized for specialty emphasis patrols on an as needed basis to provide assistance and outreach in locations throughout the park system where necessary. Currently, we are using 2 guards in our Community & Neighborhood Parks Division and 2 guards in our Regional Parks & Attractions Division.

Amendment #1 for an amount of \$500,000.00 was approved by the Board on February 22, 2021 (P15-21) to add security to the Community Parks and the Regional Parks, and to also assist with rentals/events.

Amendment #2 for an amount of \$40,000.00 was approved administratively to add additional services to Point Defiance Park.

Amendment #3 in the amount of \$200,000.00 is being requested to add additional security guards throughout our parks to support staff as needed. This bring will bring the contract total to \$1,014,486 including Washington State Sales Tax.

FISCAL IMPACT: Funding for this contract comes from the 2022 Parks and Recreation Operating Budget.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden at (253) 255-2487 or mark.knowlden@tacomaparks.com

Item No. 6

- **VENDOR** Environmental Systems Research Institute, Inc. (ESRI)
- **GOODS OR SERVICE** Licensed Software
- **PRICE** \$210,000
- **SOURCE OF FUNDING** Business, Administration, and Planning -IT Department Budget
- **CONTACT** Debbie Russell 253-305-1086

BACKGROUND: Staff requests that the Board of Park Commissioners authorize the purchase of GIS software licensing in the amount of \$210,000 for a three-year contract renewal. The current purchase order has reached the limit of authorization without Board approval.

Staff is also seeking professional services from ESRI Consulting to assist with two planned upgrades. These upgrades will occur in 2022 and 2024. This will prepare the district for the upcoming asset management implementation and integration with ESRI software.

The expense is budgeted in the Business, Administration, and Planning IT Department operating budget.

FISCAL IMPACT: The total three-year contract renewal cost is \$150,000 (\$50,000 annually). The cost of the upgrades is \$30,000 in 2022 and 2024. Below is a breakdown of the cost by year:

YEAR	COST
2022	\$30,000 (Upgrade)
2023	\$50,000 (Annual maintenance fee)
2024	\$30,000 (Upgrade) + \$50,000 (Annual maintenance fee)
2025	\$50,000 (Annual maintenance fee)
TOTAL	\$210,000

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business Administration & Planning, (253)305-1086 or Debbie.russell@tacomaparks.com.

Item No. 7

- **VENDOR** CDW-G (Microsoft)
- **GOODS OR SERVICE** Software Maintenance, Technical Support, Other Services as Requested
- **PRICE** Contract Amendment in the amount of \$210,000
- **SOURCE OF FUNDING** Business Administration and Planning IT Budget
- **CONTACT** Debbie Russell 253-305-1086

BACKGROUND: Staff requests that the Board of Park Commissioners authorize the purchase of additional software licensing, maintenance, and web hosting services from CDW-G for Microsoft Office 365 (MSO365) software licensing at a cost of \$210,000 over three years (\$70,000 per year). Purchasing Resolution P81-21 was signed by the Board on December 13, 2021, and authorized staff to enter a three-year agreement with CDW-G for \$480,000 total (\$160,000 per year). That amount was insufficient due to the impact of seasonal hires. This upgrade and increase in licenses are a priority project that was identified in the IT Strategic Plan.

MPT will make the purchase through the Washington State Department of Enterprise Services NASPO ValuePoint Software Resellers buying program (Contract No. 06016).

FISCAL IMPACT: Funds for the Microsoft software support and maintenance are provided for in the 2021-2022 biennial budget under the Business Administration and Planning IT Budget. Below is a breakdown of the cost by year:

YEAR	COST
2022	\$70,000 (Summer hire annual maintenance fee) + \$160,000 (Annual maintenance fee)
2023	\$70,000 (Summer hire annual maintenance fee) + \$160,000 (Annual maintenance fee)
2024	\$70,000 (Summer hire annual maintenance fee) + \$160,000 (Annual maintenance fee)
TOTAL	\$690,000

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business Administration & Planning, (253) 305-1086 or Debbie.russell@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P72-22

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

WHEREAS, the Board of Park Commissioners have established polices governing the purchase of good and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of Purchasing Policy for Metropolitan Parks 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 Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2022.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P72-22

Item No. 1

- **VENDOR** Skyhawks Sports Academy
- **GOODS OR SERVICES** Sports Camps and Clinics for Youth
- **PRICE** \$100,000.00
- **SOURCE OF FUNDING** 2022-23 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 2

- **VENDOR** MacDonald-Miller Facility Solutions Inc.
- **GOODS OR SERVICES** Repair and maintenance on boilers and HVAC units – District wide
- **PRICE** Change order in the amount of \$67,966.37
- **SOURCE OF FUNDING** 2022 Parks and Recreation Department Operating Funds
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 3

- **VENDOR** AT Productions LLC
- **GOODS OR SERVICES** Mobile Event Stages
- **PRICE** Change order in the amount of \$3,645.16
- **SOURCE OF FUNDING** 2022 Parks and Recreation Department Operating Funds
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 4

- **VENDOR** State of Washington Department of Ecology - Washington Conservation Corps
- **GOODS OR SERVICES** Habitat Restoration and Vegetation Management
- **PRICE** 2022/2023 – Not to exceed \$79,360.00
- **SOURCE OF FUNDING** 2022/2023- Parks and Recreation Department Operating Funds
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 5

- **VENDOR** Seattle's Finest Security & Traffic Control LLC
- **GOODS OR SERVICES** Security Services
- **PRICE** Contract amendment in the amount of \$200,000
- **SOURCE OF FUNDING** 2022 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 6

- **VENDOR** Environmental Systems Research Institute, Inc. (ESRI)
- **GOODS OR SERVICE** Licensed Software
- **PRICE** \$210,000
- **SOURCE OF FUNDING** Business, Administration, and Planning -IT Department Budget
- **CONTACT** Debbie Russell (253) 305-1086

Item No. 7

- **VENDOR** CDW-G (Microsoft)
- **GOODS OR SERVICE** Software Maintenance, Technical Support, Other Services as Requested
- **PRICE** Contract amendment in the amount of \$210,000
- **SOURCE OF FUNDING** Business Administration and Planning -IT Budget
- **CONTACT** Debbie Russell (253) 305-1086



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration & Planning

SUBJECT: **Extension of agreement with JG McDonald and Associates for Risk Management Services**

DATE: September 7, 2022

EXECUTIVE SUMMARY: This resolution requests that the Board of Park Commissioners grant an exception to District Purchasing Policy 100.003 to authorize JG McDonald and Associates to provide Risk Management services to Metro Parks through March 2023.

BACKGROUND: JG McDonald and Associates has been providing risk management services to Metro Parks for many years on a contracted basis. The primary consultant, James McDonald, has extensive experience working in the field of risk management and providing efficient and thorough responses to the District.

The contract with JG McDonald and Associates was extended in 2021 due to the COVID pandemic as the Risk & Safety Officer needed to focus their attention in supporting the District in the required COVID response and the District needed the consistency of services that James McDonald could provide. The extended contract expired August 31, 2022.

District Policy 100.003 Section G states that non-public works professional services contracts require an RFP whenever the expected cost of a service exceeds \$30,000. Staff is requesting that the Board waive the Purchasing Policy requirement allowing for a contract extension through March 31, 2023 and authorize up to an additional \$25,350.43 for continued risk management services.

Staff intends to issue an RFP and have a new contract for risk management services within the first quarter of 2023.

FISCAL IMPACT: This resolution would authorize an additional \$25,350.43 bringing the total contract amount to \$54,322.35

ADDITIONAL INFORMATION: For additional information, please contact Jenna Richardson Human Resources & Risk Manager at (253) 305-3949 or jenna.richardson@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R72-22

**GRANTING AN EXCEPTION TO DISTRICT PURCHASING POLICY 100.003
EXTENSION OF CONTRACT WITH JG MCDONALD AND ASSOCIATES**

WHEREAS, Metropolitan Park District of Tacoma has been working with JG McDonald and Associates for many years to provide risk management consulting services; and

WHEREAS, the contract with JG McDonald and Associates was extended in 2021 through August 31, 2022 to provide continuity of risk and safety services; and

WHEREAS, District Purchasing Policy 100.003 requires an RFP for personal services contracts over \$30,000; and

WHEREAS, the expense of the current contract is nearing maximum of the Purchasing Policy threshold and will need special approval by the Board of Park Commissioners to be extended; and

WHEREAS, an RFP is anticipated to be issued and staff will begin the review and process to award a contract within the first quarter of 2023; now, therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma grant an exception Policy 100.003 and authorize an additional \$25,350.23 for a total contract amount of \$54,322.35 and extend of the contract with JG McDonald and Associates through March 31, 2023, to provide risk management services

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2022.

ATTEST:

President

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business, Administration & Planning;
Tania Wink, Chief Financial Administration Officer

SUBJECT: Amending the 2021-2022 Biennial Operating Budget

DATE: September 8, 2022

EXECUTIVE SUMMARY: Staff is requesting the Board approve resolution RR73-22- Amending the 2021-2022 Biennial Operating Budget for both the Zoological & Environmental Education (ZEED) Enterprise Fund #404 and General Fund #101 as itemized in Exhibit A. This budget amendment increases total revenues to \$13,764,952 and total expense to \$13,287,965 based on 2021 actual results and the projected 2022 year-end forecast.

BACKGROUND: On December 14, 2020, the Board adopted the 2021-2022 Biennial Budget through Resolution No. RR56-20. Staff has closely monitored revenues and expenditures to stay within the adopted spending authority. However, as the District reemerged from the pandemic, staff noted the need for potential budget adjustments and/or amendments within the biennium in order to support shifts in community demand for programs or an increase in the overall business operations. The increase of enrollment for recreational activities and visitations to the District's parks, trails and facilities impacted the costs of operations and maintenance, plus anticipating accepting one-time relief funds has made it necessary to consider a budget amendment in 2022.

The General Fund operating revenues has experienced an increase to original 2021-2022 Biennium Budget. The amendment increases the General Fund operating revenue by \$6,704,382 primarily due to estimated increases in property tax, sales tax, and grants/intergovernmental revenues compared to budget.

The General Fund operating expenditures are increased by \$5,779,761 for the biennium to reflect operational changes related to the costs for wages and benefits, supplies, services and other charges required to carry out the District's day-to-day operations. The amendment also re-establishes the budgeted fund balance with an increase of \$476,987 resulting in an anticipated ending fund balance amount of \$3,778,304 and 6%.

Similar to the General Fund, the Enterprise Fund operations also adjust spending plans throughout the year. This budget amendment incorporates adjustments to both revenue and expense for the enterprise funds to reflect actual and forecasted results. The Point Defiance Marina Complex, Meadow Park Golf Course and ZEED funds are increasing revenue and expense to reflect higher than anticipated revenue from sales tax and admissions, operational changes and capital projects that are accounted for in the operating expense.

FISCAL IMPACT: The following budgets are impacted by this resolution:

- **General Fund #101**

Revenue increases of \$6,704,382

- \$890,533– increase sales tax based on 2021 actual and 2022 forecast.
- \$203,284 – increase property tax based on 2021 actuals and 2022 forecast.
- \$81,000 – increase in revenue from the City of Tacoma due to updated agreement
- \$2,667,831- increase in earned revenue through contracts and federal relief grants for Beyond the Bell and Club Beyond and other recreational camps.
- \$2,861,734 – increase in Transfers In and Other revenues based on 2021 actuals.

Expenditure increases of \$5,779,761

- \$741,261 – increase in Office of Executive Director for professional services contracts and operational reserves.
- \$4,619,406 - increase in Business Administration and Planning for professional services, salaries and wages, and capital costs of operating.
- \$419,093 – increase in Parks and Recreation for salaries and wages and increased costs in events and programs.

- **Point Defiance Marina Complex – Fund #401**

Revenue

- Increase of \$414,155 in earned revenue

Expenditure

- Increases of \$383,144 in maintenance and contract services

- **Meadow Park Golf Course Fund - #402**

Revenue

- Increase of \$520,255 in earned revenue

Expenditure

- Increase of \$863,860 in maintenance and contract services

- **Zoological & Environmental Education (ZEED) Fund #404**

Revenue increase of \$6,126,160

- \$2,536,825 – Sales Tax Collection higher than anticipated (2021 actuals and 2022 forecast)
- \$2,389,333 – Increase earned revenue and donations from Zoo Society/NWTF donations
- \$1,200,000 – Tram Loan received in 2022

Expenditure increases of \$6,261,199

- \$4,355,308 – Tram purchase, SPA renovation and misc. projects/improvements
- \$555,258 – Increased staffing costs
- \$1,010,577 – Increase operating and utility cost increases
- \$340,055 – AZA preparation and minor projects

ADDITIONAL INFORMATION: For additional information on this resolution, please contact Tania Wink, Chief Financial Administrative Officer at 253-305-1081 or Tania.wink@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR73-22

AMENDMENT TO THE 2021-2022 BIENNIAL OPERATING BUDGET

WHEREAS, the 2021-2022 Biennial Budget for the Metropolitan Park District of Tacoma was adopted by Resolution No. RR56-20 on December 14, 2020; and

WHEREAS, from time to time there exists a need to revise and amend the budget in order to reflect changes in the operations of Metro Parks Tacoma and to continue to provide optimum service to our citizens and customers; and

WHEREAS, this budget amendment increases total revenues to \$13,764,952 and total expense to \$13,287,965 based on 2021 actual results and the projected 2022 year-end forecast; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma adopted and amends the funds of the District for the 2021-2022 Budgets as outlined in Exhibit A and re-establishes the year-end General Fund balance to six (6.0) percent.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held _____, 2022.

President

ATTEST:

Secretary

Clerk

Exhibit A to Resolution No. RR73-22

**METRO PARKS TACOMA
2021-2022 Biennial Budget
Amendment No. 1**

District-Wide Summary (Total All Funds)					
	Original		2022	Amended	
	Biennial Budget		Amendment	Biennial Budget	% Change
Resources/Revenue					
General Fund	\$ 56,009,864	\$	6,704,382	\$ 62,714,246	12.0%
Point Defiance Marina Complex	\$ 2,317,550	\$	414,155	\$ 2,731,705	17.9%
Meadow Park Golf Course	\$ 5,623,500	\$	520,255	\$ 6,143,755	9.3%
Zoological & Environmental	\$ 51,548,096	\$	6,126,160	\$ 57,674,256	11.9%
Total Resources/Revenue	\$ 115,499,010	\$	13,764,952	\$ 129,263,962	11.9%
		\$	-		
Uses/Expenses					
General Fund	\$ 57,572,133	\$	5,779,761	\$ 63,351,894	10.0%
Point Defiance Marina Complex	\$ 2,184,974	\$	383,144	\$ 2,568,118	17.5%
Meadow Park Golf Course	\$ 4,242,893	\$	863,860	\$ 5,106,753	20.4%
Zoological & Environmental	\$ 51,500,000	\$	6,261,199	\$ 57,761,199	12.2%
Total Resources/Revenue	\$ 115,500,000	\$	13,287,965	\$ 128,787,965	11.5%
NET of Revenue/(Expenses)	\$ (990)	\$	476,987	\$ 475,997	