



**MINUTES OF COMMITTEE OF THE WHOLE  
BOARD OF PARK COMMISSIONERS  
November 16, 2022**

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

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters 4702 S. 19<sup>th</sup> St.

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

**APPROVAL OF THE MINUTES**

November 7, 2022 COW Minutes

Commissioner Liang moved adoption of the minutes as presented; seconded & passed unanimously.

**2023-2024 BUSINESS ADMINISTRATION & PLANNING DEPARTMENT BUDGET & WORK PLAN**

Business Administration & Planning Department Director, Debbie Russell opened the meeting by noting the presentation agenda. Ms. Russell then reviewed an organization chart of the District that highlighted the divisions within BAP Department.

CFAO, Tania Wink was introduced and reviewed several graphs and tables that showed the proposed allocation of the 2023-24 Operating Budget per District Department including \$20.1M for the BAP department. Ms. Wink pointed out that the operational budget includes a required 3% operational reserve that each department must set aside, noting that this comes to a District wide reserve of \$3.4 million for the biennium.

Ms. Wink then commented on the proposed increase to the FTE's within the BAP department as being 11 FTE; an increase of 21% over the last biennium.

Debbie Russell reminded the Board of the three divisions within the BAP Department are: Marketing & Communications, Finance & Business Operations, & Planning & Asset Management.

Staff informed the Board the BAP role is to provide internal support systems, processes and expertise to support functions in the operational departments. Staff then reviewed a table breaking down the operating budget per division within the BAP department totaling \$20.9M for 2023-24.

Several slides were discussed to demonstrate how work plan initiatives within BAP, supported by the budget, align with the District's pillars of sustainability and guiding principles.

The following work plan areas were highlighted within each pillar:

#### People: The Social Pillar of Sustainability

- Internal and External focus
- 10 Minute Walk Standard—Community Schoolyards
- Access/Safe Routes/ADA Transition Plan
- Year-Round outreach & engagement with community to build trust and ensure diverse voices are heard
- Invest in technology to help employees do their jobs
- Increasing diversity in recruitments

#### Conservation: The Environmental Pillar of Sustainability

- Coastal resiliency collaborations
- Energy efficiencies and Major Maintenance program coordination
- Owen Beach Sea Level Rise Adaptations
- Maritime Washington National Heritage Area site sustainability
- Masterplans add more trees to enhance urban tree canopy

#### Financial: The Economic Pillar of Sustainability

- Asset Management and Lifecycle Cost—data driven management
- ECC New Market Tax Credit Program (alternative revenue stream)
- Operational efficiencies through utility management at Point Defiance
- Consolidate and realign business and administrative functions with ZEED and Parks and Recreation, creating a common administrative structure in both departments.

Ms. Russell stated that as the BAP Department Director her work plan goals for the biennium will be centered on change management, internal customer service, employee support & development and learning & innovation.

Tania Wink commented that within the Finance & Administrative Division of BAP, work plan areas of focus will include optimizing human capital, innovation through technology, and transparency and accountability.

Sandra Eliason, Chief Marketing Officer was introduced. Ms. Eliason commented that the divisional work plan items for Marketing & Communications include updating the Metro Parks brand, continuing equitable outreach & engagement, and the creation of online communities. Several examples of projects in these areas were briefly discussed.

Commissioners Reid and Ayala spoke about the need for investing money in website enhancements for better navigation.

Ms. Russell commented that Risk & Safety are also areas that fall into the BAP Department and staff plans to use budget resources to strengthen this area of work in the District.

Marty Stump, Deputy Director of Planning was introduced. Mr. Stump commented that the major work plan areas of focus for the Planning Division include cultivating partnerships, integrating sustainability through asset planning & management, and developing the capital improvement program.

Mr. Stump reminded the Board that over the past couple of months that staff has provided them with information through several presentations about the 2-year and 6-year capital improvement program. He further noted that the highlights of the 2023-24 capital program include:

- Trails and Connectivity Projects
- Equity & Evolving Community Needs
- Sustainability, Resiliency & Operational Efficiency
- Align with Future Leveraging Opportunities

Mr. Stump gave several examples of the projects in these categories and reviewed a financial table with the proposed capital budget to support the projects.

Commissioner Liang requested additional information that compares capital dollars spent from past years.

As it relates to the 6-year capital improvement program, Mr. Stump noted the following highlights:

- 2023 – 2025: Complete 2014 Bond Spending
- 2026 – 2028: Operational funds; future leveraged funds
- No new bond funding assumed
- Maintain flexibility to respond to emergent needs
- Prepare for a new bond
- Joint CIP Planning with TPS, COT
- Anticipated transfer of City of Tacoma park assets
- Pilot projects to address critical infrastructure & build resiliency

A proposed 6-year capital improvement plan budget summary was then reviewed.

## **OTHER**

Commissioner Liang informed the Board that he is not planning to run for his Park Board seat once his appointment is up in December of 2023.

**ADJOURNMENT**

Being no further business, Commissioner Smith adjourned the meeting at 7:05 p.m.

**APPROVED:**

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President

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Clerk

Submitted by:  
Jennifer Bowman, Secretary