

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**November 28, 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: 824 1493 5144

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/82414935144>

MEETINGS ARE RECORDED
AND MAY BE HEARD UPON REQUEST

COMMISSIONERS

ANDREA SMITH, PRESIDENT

AARON POINTER, CLERK

TIM REID

ROSIE AYALA

MICHAEL LIANG

5:30 P.M. **STUDY SESSION**

2023-24 ZOOLOGICAL & ENVIRONMENTAL EDUCATION DEPARTMENT BUDGET
& WORK PLAN PRESENTATION

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS PROCLAMATION IN HONOR OF NATIONAL NATIVE
AMERICAN HERITAGE MONTH

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 November 28, 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 November 28, 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 NOVEMBER 14, 2022 REGULAR BOARD MEETING

CONSENT AGENDA

- (11-12) **RESOLUTION NO. C100-22**: REVISING DECEMBER 2022 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS
(President Smith)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (13-16) **RESOLUTION NO. P101-22**: AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA
1. ASSOCIATED PETROLEUM PRODUCTS INC. FOR BULK FUEL CHANGE ORDER IN THE AMOUNT OF \$30,000
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
 2. R&D SUPPLY FOR CUSTODIAL SUPPLIES CHANGE ORDER IN THE AMOUNT OF \$15,000
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (17-20) **RESOLUTION NO. PW102-22**: POINT DEFIANCE MARINA COMPLEX BOATHOUSE BUILDINGS UTILITY & FACILITY REPAIRS – WESTMARK CONSTRUCTION CHANGE ORDER #2
(Contact: Debbie Russell, Director of Business Administration & Planning)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

- (21-24) **SUBSTITUTE RESOLUTION NO. RR98-22:** AUTHORIZING GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2023
(Contact: Debbie Russell, Director of Business Administration & Planning)
- (25-28) **RESOLUTION NO. RR99-22:** AUTHORIZING EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION
(Contact: Debbie Russell, Director of Business Administration & Planning)

FIRST READINGS:

(Requiring two readings for adoption)

- (29-36) **RESOLUTION NO. RR103-22:** ADOPTING A DISTRICT ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) POLICY
(Contact: Debbie Russell, Director of Business Administration & Planning)
- (37-50) **RESOLUTION NO. RR104-22:** ADOPTING REVISIONS TO THE COMPREHENSIVE FINANCIAL MANAGEMENT POLICY 100.011
(Contact: Debbie Russell, Director of Business Administration & Planning)
- (51-58) **RESOLUTION NO. RR105-22:** ADOPTING THE 2023-2024 BIENNIAL BUDGET
(Contact: Debbie Russell, Director of Business Administration & Planning)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

November 30, 2022	Capital Improvement Committee	5:00 PM	District Headquarters
December 5, 2022	Public Hearing #2- 23/24 Biennial Budget	12:00 PM	District Headquarters
December 12, 2022	Regular Park Board Meeting	6:00 PM	District Headquarters
December 14, 2022	Capital Improvement Committee	5:00 PM	District 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
NOVEMBER 14, 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

PUBLIC HEARING

- GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2023
- EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION

Tania Wink opened the Public Hearing by reviewing the District's sources of funding including property tax, sales tax and earned revenue. She noted the total Operating budget of the District is \$170.1M.

Ms. Wink then highlighted RCW 84.52.020 & RCW 84.52.070 related to the legislative authority and certification of levies by the county. Ms. Wink continued by commenting on the levied amounts and restrictions noting that MPT has a \$.75 cent maximum levy per \$1000 of assessed value. Restrictions noted include the state law that limits annual property tax revenue growth to 1% plus new construction, the \$5.90 limit, and the finding for substantial need at 1% revenue growth vs. Implicit Price Deflator (IPD)

Ms. Wink then described the differences between the regular levy and excess levy.

A 2022 Property Tax Distribution chart was shown to highlight the distribution of property tax amongst Metro Parks Tacoma and other local agencies. Bar graphs showing home value and average assessed value comparing 2021 and 2022 were discussed. Ms. Wink then reviewed a historical financial table showing the levy rate collections since 2015. She highlighted that in 2023 the District is seeking approval to set a regular levy collection rate of \$.75 and the excess levy rate of \$.29.

There were no public comments on the General or Excess Levy.

• 2023/2024 DISTRICT BUDGET

Ms. Wink stated that this will be the first public hearing of the 2023-2024 Biennial Budget. Ms. Wink commented on the in-person and on-line budget opportunities occurring since April to inform and engage with the public about the 23-24 budget and community priorities. Shon Sylvia then described the sections of the preliminary draft budget book that was distributed to the Board.

Staff then briefly reviewed a high level District organization chart.

Ms. Wink then reviewed several financial tables outlining the revenue drivers, including property tax, sales tax and earned revenue for the 23/24 budget. Expenditure assumptions including salaries and benefits, general inflation, property & liability insurance were then briefly discussed. A personnel summary table was highlighted noting the net budget change being proposed is an increase FTE count of 11% over the last biennium.

Ms. Wink then shared graphs illustrating a 6-year financial forecast related to sales tax, property tax, and earned revenues for both the District's general fund and the enterprise funds. Ms. Wink then reviewed a table indicating the proposed allocation of the 2023-2024 general fund operating budget totaling \$78.5M. The proposed allocation for the 2023-2024 enterprise funds operating budget was then reviewed, totaling of \$91.M

Staff then reviewed the District's Capital Improvement Program noting that of the \$198M (2014 Bond), \$40M remains to be issued. A capital bond financial table organized by bond project category was briefly discussed.

Staff then noted that the 23-24 capital program will focus on the following:

- Trails and connectivity
- Equity and evolving community needs
- Sustainability, resiliency & operational efficiency
- Align with future leveraging opportunities

A financial table summarizing the 23-24 proposed Capital Budget by major category totaling \$74.4M was reviewed by staff. Maps indicating the location of the proposed 2 -year and 6-year CIP projects were reviewed.

Staff also briefly highlighted a proposed 6-year capital improvement plan and the areas of focus for that proposal.

A schedule outlining the next steps of District Budget approval was reviewed as follows:

- November 16, 2022 Committee of the Whole - Department Budget Presentation (BAP & Capital Budget)
- November 21, 2022 Committee of the Whole - Department Budget Presentation (Parks & Recreation)
- November 28, 2022 Study Session - Department Budget Presentation (ZEED)
- November 28, 2022 First Reading of Budget Resolution
- December 5, 2022 Public Hearing #2 2023-2024 District Budget
- December 12, 2022 Board Meeting Second Reading and Adoption - 2023-2024 District Budget

Being no public comments the Public Hearing was closed.

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. President Smith read a land acknowledgement.

SPECIAL PRESENTATIONS None

PRESIDENT’S REPORT

Commissioner Smith commented that the Zoo Trek Authority met with the Park Board on November 9th to discuss and approve the 2023-2024 sales tax portion for the ZEED Budget.

STANDING COMMITTEE AND COUNCIL REPORTS

Active Lifestyle & community Wellness Advisory Council

Commissioner Pointer commented that the council met on October 27th. Agenda items included a presentation regarding the District’s system planning efforts & related survey work to be done. Staff also updated the council on efforts around the neighborhood parks. Commissioner Pointer further commented that the council discussed the need to diversify its membership.

Zoo Liaison Committee

Commissioner Reid commented that the committee discussed the Wildlife Champions Program occurring at Lister Elementary, and the 2023-24 proposed Zoo budget & work plan. The committee also received an update on the Zoo Society staff. It was noted at the meeting that Zoolights opens on November 28th.

Business & Responsive Agency Advisory Council

Commissioner Reid commented that at this month’s meeting there was a staff presentation on the MWBE Program. The committee also received information about the District’s facility rental rates. The council was also reminded about the District’s Budget adoption process and dates.

Nature & Environment Advisory Council

Commissioner Ayala stated that council discussed the District’s proposed legislative agenda. Commissioner Ayala commented that the council is continuing to develop its 2023 work plan.

Joint Municipal Action Committee

The next meeting of the JMAC is Friday, November 18, 2022

EXECUTIVE DIRECTOR’S REPORT

Executive Director Shon Sylvia commented on the following:

- The following new ZEED employees were introduced: Jackie Beatty, Diamond Guthrie, Denise Stanton & Sabrina Brentin.

COMMUNITY COMMENTS

Juel Lugo submitted a written comment related to the grass and turf conditions at Baltimore Park.

Hannah Basha submitted written comment requesting that District build a dog park at Franklin Park.

Allison Cook submitted a written comment requesting that the District consider building a dog park next to the community garden at Franklin Park.

MINUTES OF THE OCTOBER 24, 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 None

RESOLUTION NO. C90-22: APPROVAL OF WARRANTS CLAIM FUND FOR OCTOBER 2022

RESOLUTION NO. C91-22: APPOINTING MEMBER TO THE ARTS & HERITAGE ADVISORY COUNCIL

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. P93-22: AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA

1. UNITED SITE SERVICES OF NEVADA, INC. FOR PORTABLE TOILETS AND HAND WASHING STATIONS CHANGE ORDER IN THE AMOUNT OF \$15,000

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

Mark Knowlden indicated that this change order is requested to cover remaining costs that increased for this service for 2022.

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

SINGLE READING RESOLUTIONS

RESOLUTION NO. R94-22: APPROVING AN INTERLOCAL AGREEMENT BETWEEN METRO PARKS TACOMA AND TACOMA SCHOOL DISTRICT NO. 10 FOR THE JENNIE REED ELEMENTARY COMMUNITY SCHOOLYARD PROJECT

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

Debbie Russell commented both resolutions R94 & R95 will allow for an Interlocal Agreement that provides for the funding and construction of the Jennie Reed Elementary & the Helen B. Stafford Elementary Community Schoolyard Project pursuant to this Board's earlier adoption of Resolution R39-21 that set forth the terms of a three-way working agreement between the Trust for Public Land (TPL), TPS and MPT for the development of five (5) Community School Yards projects on Tacoma's East Side.

Ms. Russell noted that the overall vision for the Community School Yards Program was established within the Green Schoolyards for Tacoma Implementation Plan dated March 2020.

Staff stated that the Helen B. Stafford Elementary and Jennie Reed Elementary School represent the first two projects to be constructed under this visionary program that is intended to increase public access to parks and open space in underserved areas of our community.

Commissioner Liang asked about funding for on-going operations of the sites once built. Ms. Russell noted that MPT & TPS are in discussion about setting aside funds for future replacement costs.

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

RESOLUTION NO. R95-22: APPROVING AN INTERLOCAL AGREEMENT BETWEEN METRO PARKS TACOMA AND TACOMA SCHOOL DISTRICT NO. 10 FOR THE HELEN B. STAFFORD ELEMENTARY COMMUNITY SCHOOLYARD PROJECT

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

Ms. Russell commented that this resolution authorizes the Interlocal for the Stafford Elementary site that was discussed during the reading of R94-22.

President Smith requested an additional map of the site.

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

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO. PW96-22: MELANIE DRESSEL PARK IMPROVEMENTS BID#: J2022-26 CONTRACT AWARD TO PEASE CONSTRUCTION INC.

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

Staff commented that this resolution authorizes the contract award to Pease Construction Inc. for the construction of Melanie Dressel Park Improvements in the amount not to exceed \$3,706,080.00. Staff noted there were five responsive bidders for the project. Marty Stump noted that the City has finished its work on the site and this phase of construction is ready to begin.

Tresa Evans commented that she is pleased to see that this project is about to get underway.

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

RESOLUTION NO. PW97-22: MEADOW PARK GOLF COURSE STRATEGIC DESIGN CONTRACT AWARD TO ICON GOLF STUDIO

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

Debbie Russell reminded the Board that staff made a presentation several weeks ago related to the future planning work to begin at Meadow Park Golf Course. Ms. Russell noted that 9 firms

submitted proposals. Staff noted that work under this contract is expected to be completed by the end of the 1st quarter of 2023.

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

RESOLUTION NO. RR98-22: AUTHORIZING GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2023

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

Debbie Russell commented that information pertaining to the District’s Regular Property Tax rate was presented during the 5:00pm Public Hearing.

Being no additional comments, the resolution was moved to second reading at the November 28, 2022 Regular Board Meeting.

RESOLUTION NO. RR99-22: AUTHORIZING EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION

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

Debbie Russell commented that information pertaining to the District’s Excess Property Tax rate was presented during the 5:00pm Public Hearing.

Being no additional comments, the resolution was moved to second reading at the November 28, 2022 Regular Board Meeting.

UNFINISHED BUSINESS None

NEW BUSINESS

BOARD COMMENTS

Commissioner Ayala commented that she is interested in future meetings with the ZTA Board.

ADJOURN

Being no further business, the meeting was adjourned at 7:15p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners

FROM: Andrea Smith, Board President

SUBJECT: Revising December 2022 Board Meeting Schedule

DATE: November 18, 2022

EXECUTIVE SUMMARY: It is requested that the Board of Park Commissioners revise its meeting schedule for the month of December 2022. It is requested that the December 26th 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 26, 2022 Regular Board Meeting be cancelled.

FISCAL IMPACT: None.

ADDITIONAL INFORMATION: For additional information, contact President Smith at (253) 305-1091 or asmith@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C100-22

**REVISING DECEMBER 2022 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 26, 2022; 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 26, 2022 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 _____, 2022.

ATTEST:

President

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Director of Parks and Recreation Department

SUBJECT: Purchasing Resolution

DATE: November 22, 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.	Associated Petroleum Product Inc.	Bulk Fuel (Resale and Operating)	\$30,000.00 Change Order
2.	R & D Supply	Custodial Supplies	\$15,000.00 Change Order

Item No. 1

VENDOR Associated Petroleum Product Inc.

GOODS OR SERVICES Bulk Fuel (Resale and Operating)

PRICE \$30,000.00 Change Order

SOURCE OF FUNDING 2022 Parks and Recreation Operating Budget

CONTACT Mark Knowlden- (253) 255-2487

BACKGROUND: Associated Petroleum holds the State Contract (#00311) for bulk propane and fuel, which was originally awarded in 2011; APP has been supplying both gasoline and propane for resale and operations for several years. The Boathouse Marina is the primary user of Associated Petroleum which is used for resale. Meadow Park Golf Course has a fuel tank on site and uses fuel for their vehicles and equipment for maintenance and operations.

Purchase Order #2200328 in the amount of \$250,000 was approved by the Board on February 15, 2022. The PO is virtually exhausted due to the significant increase in the price of fuel throughout the year. The Marina will require at least one more purchase before year end.

Change Order #1 on 10/31/22 for \$50,000.00 was needed to increase this PO to meet the demands that are being requested for fuel resale.

Change Order #2 in the amount of \$30,000.00 is being requested, per our purchasing policy 100.003 "C.2.a" (page 12) Board Approval is required when spending over \$50,000.00. The current change order that we are requesting will allow us to purchase additional fuel for resale at the Pt Defiance Marina. This will bring the purchase order total to \$330,000.00 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. 2

VENDOR	R & D Supply
GOODS OR SERVICES	Custodial and Janitorial Supplies
PRICE	\$15,000.00 Change Order
SOURCE OF FUNDING	2022 Parks and Recreation Operating Budget
CONTACT	Mark Knowlden- (253) 255-2487

BACKGROUND: R & D Supply provides custodial and janitorial supplies primarily for the Centers but also for other District facilities. This includes sanitation products, custodial equipment and tools, and other related items.

Purchase Order #2200389 in the amount of \$50,000 was approved by the Board on May 10, 2022. The volume of supplies has increased as participation at the Centers have increased and inflation has caused prices to rise. The purchase order is completely expended at this point.

Change Order #1 in the amount of \$15,000.00 is being requested, per our purchasing policy 100.003 "C.2.a" (page 12) Board Approval is required when spending over \$50,000.00. The current change order that we are requesting will allow us to purchase additional custodial and janitorial supplies. This will bring the purchase order total to \$65,000.00 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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P101-22

**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. P101-22**

Item No. 1

VENDOR	Associated Petroleum Product Inc.
GOODS OR SERVICES	Bulk Fuel (Resale and Operating)
PRICE	\$30,000.00 Change Order
SOURCE OF FUNDING	2022 Parks and Recreation Operating Budget
CONTACT	Mark Knowlden (253) 255-2487

Item No. 2

VENDOR	R & D Supply
GOODS OR SERVICES	Custodial and Janitorial Supplies
PRICE	\$15,000.00 Change Order- Parks and Recreation
SOURCE OF FUNDING	2022 Parks and Recreation Operating Budget
CONTACT	Mark Knowlden- (253) 255-2487



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Point Defiance Marina Complex Boathouse Buildings Utility & Facility Repairs
Bid #J2022-02 Westmark Construction, Inc. Change Order #2**

DATE: November 23, 2022

EXECUTIVE SUMMARY: This resolution authorizes contract Change Order #2 for the Point Defiance Marina Complex Boathouse Building Utility & Facility Repairs construction contract to Westmark Construction, Inc in the amount of \$368,201.90 (includes 10% Washington State Sales Tax).

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday November 16, 2022, and forwarded on to the full Board with a recommendation for approval.

BACKGROUND: Metro Parks manages Point Defiance Marina Complex. This project implements some of the recommendations made in the March 1, 2016, Facility Condition Assessment Report (FCAR) completed for the Point Defiance Boathouse Complex by BergerAbam (since acquired by WSP). The study evaluated the buildings' interior and exterior structural components, mechanical/electrical/plumbing (MEP) systems and included the pier and piles; provided recommended corrective actions for all violations and deficiencies and prioritized capital repair projects at the Point Defiance Boathouse Complex. The buildings include: the Old Boathouse, which is comprised of the concrete structure (built 1921) and wood piling structure (built 1949), and the New Boathouse facility which includes the 2-story Boathouse, Tackle Shop, Anthony's restaurant and the associated common pier areas completed in 1988.

Utilizing the 2016 FCAR, the work was advanced in two different phases. The first phase was a piling replacement project. The in-water work was completed first, as it required different permitting processes with differing requirements for when the work could be completed. That scope of work is now complete and included installing new piling, repairing damaged piling, and revising the capping on select piles.

The second phase of marina complex work included under this contract with Westmark Construction Inc. features updates to the new boathouse building, the tackle shop, and upgrades to the utilities under the complex. This scope of work includes re-decking the 2nd floor boathouse deck, replacing existing boathouse entryways, siding replacement at the tackle shop, painting the

facility, and upgrading utilities under the deck of all the buildings in the complex. As this work is not considered in-water work, it was not held to the same construction constraints as the piling portion of the project. The project is planned to be completed in 2022.

The improvements were designed to anticipate current and future loads. Construction is being sequenced to minimize service interruption to existing facilities to the extent possible.

The bid opening was held on March 7th, 2022, at 11:05 am. Three (3) bids were received with three (3) considered responsive. The contract was awarded to Westmark Construction, Inc. by the Board of Park Commissioners on March 28, 2022, Resolution PW20-22 for a total amount of \$2,070,640.00 (including Washington State Sales Tax).

Change Order #1 added a total amount of \$151,732.90 (includes 10% Washington State Sales Tax) and 80 construction days to the project. It was approved administratively on October 6, 2022 and covered additional unforeseen costs that included; demolition and replacement of deterioration at the exterior walls of the boathouse, damaged beam replacement at the exterior wall of the building, temporary access, and painting revisions.

Change Order #2 for the amount of \$368,201.90 (includes 10% Washington State Sales Tax) is now being requested. It was discovered that excessive deterioration had occurred in some utilities, portions of the Anthony’s building, and main structural members of the boathouse deck. This change will pay for applicable beam repair, select beam replacement, mezzanine decking adjustments, and repairs and necessary repainting.

FISCAL IMPACT: The funds for the Point Defiance Marina Complex Boathouse Building Utility and Facility Repairs will be accounted for in three 2014 UTGO bond categories (Marina, Point Defiance Park, Districtwide) as well as the Point Defiance Marina Operating fund. For project implementation purposes, the following is a breakdown of the funding sources and project budgets.

Funding:

2014 UTGO Bond Funds (Point Defiance Marina)	\$1,397,957
2014 UTGO Bond Funds (Regional: Point Defiance Park)	\$1,300,000
2014 UTGO Projects (F349 District Wide 34906005.397000.63700)	\$750,000
Point Defiance Marina Operations (034388131.59700)	\$300,000
1 % for Art	(\$24,987)
Total	\$3,722,970

Budget:

Planning & Design	\$316,942
Construction-Pier Work (includes tax)	\$598,681
Construction-Building Work (includes tax)	\$2,222,373
Construction-Building Work CO#2 (includes tax)	\$368,202
Other-Permitting, Bid Services, Ads	\$40,000
Contingency	\$176,772
Total	\$3,722,970

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW102-22

**POINT DEFIANCE MARINA COMPLEX BOATHOUSE BUILDINGS UTILITY &
FACILITY REPAIRS BID #J2022-02 WESTMARK CONSTRUCTION, INC.
CHANGE ORDER #2**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to improve the Point Defiance Marina Complex Boathouse Building Utilities and Facilities; and

WHEREAS, the contract was approved by the Board of Park Commissioners on March 28, 2022, Resolution PW20-22, for a total amount of \$2,070,640.00 (including Washington State Sales Tax); and

WHEREAS, Change Order #1 was issued in the amount of \$151,732.90 (including Washington Sales Tax) for unforeseen building repairs and access adjustments; and

WHEREAS, Change Order #2 was submitted by WESTMARK CONSTRUCTION, INC in the amount of \$368,201.90 (including Washington State Sales Tax) for unforeseen structural deficiencies; and has been reviewed by contract compliance and is recommended by staff; Now, therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize Change Order #2 with WESTMARK CONSTRUCTION, INC, in the amount of \$368,201.90 (including Washington State Sales Tax), for a total contract amount of \$2,590,574.80 (including Washington State Sales Tax).

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.

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Tania Wink, Chief Financial and Administrative Officer

SUBJECT: **Authorizing General Tax Levy of Regular Property Tax for Collection in 2023**

DATE: November 23, 2022

EXECUTIVE SUMMARY: This resolution establishes the 2023 levy of regular property tax for Metro Parks that will be collected during 2023.

BACKGROUND: Metro Parks Tacoma (MPT) has regular property tax levy authority that totals \$0.75 per \$1,000 of assessed value.

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. The approval of a levy lid lift on April 27, 2010 restored our levy to the maximum allowable amount of \$0.75 per \$1,000 of assessed value.

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 decreasing significantly during this time. Assessed valuations have continued to increase since 2014.

On November 8, 2022, voters approved a levy lid lift to restore MPT's levy to the maximum allowable amount of \$0.75 per \$1,000 of assessed value. Metro Parks has now surpassed the previous highest levy in 2022 to \$33,289,211.39 in 2023.

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

Collection Year	2016		2017		2018		2019	
Assess Value	\$	19,407,365,221	\$	21,207,605,958	\$	23,662,776,999	\$	27,079,667,861
Percent		6.3%		9.3%		11.6%		14.4%
Levy Rate		0.7500		0.7073		0.6533		0.5892
Tax Collection		14,555,523.92		15,000,139.69		15,458,892.21		15,955,340.30

Collection Year	2020		2021		2022		2023	
Assess Value	\$	30,330,574,762	\$	33,024,517,373	\$	37,804,920,641	\$	44,385,615,187
Percent		12.0%		8.9%		14.5%		17.4%
Levy Rate		0.5525		0.5107		0.4558		0.7500
Tax Collection		16,757,399.00		16,866,742.87		17,231,948.03		33,289,211.39

During the first reading on November 14 at the 2022 Board meeting, it was noted that the percent change compared to the previous year was 117%; however upon further review, it was identified that this calculation was erroneously presented and the percent change in assessed value when compared to previous year is 17.4%.

The County has adjusted their assessed property tax values and the total tax collection percentage to 93% compared to 2022.

FISCAL IMPACT: Metro Parks Tacoma levies its property tax on an annual basis even though it has adopted a biennial budget. With the pass of the recent levy the preliminary collection amount is **\$33,289,211.39** for 2023.

ADDITIONAL INFORMATION: If you have any questions before the Board meeting, please contact Tania Wink, Chief Financial & Administrative Officer, at 253-305-1081 or tania.wink@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

SUBSTITUTE RESOLUTION NO. RR98-22

**AUTHORIZING 2023 GENERAL TAX LEVY
OF REGULAR PROPERTY TAX FOR COLLECTION IN 2023**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has met and considered its budget for the 2023-2024 biennium; and

WHEREAS, the District's actual levy from the previous year was \$17,231,948; 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 2023 tax year.

The dollar amount of the levy shall be \$33,289,211. This is an increase of \$16,057,263 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, or 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 _____, 2022.

ATTEST:

President

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Tania Wink, Chief Financial and Administrative Officer

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

DATE: November 22, 2022

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 2022 for collection in 2023.

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 2022 for collection in 2023 for the following principal and interest payments associated with the referenced bonds:

Issue	Principal & Interest Due in 2023	Total Tax Collection Required in 2023	Assessed Value for Excess Levy for Bonds	Estimated Levy Rate for Bond Debt Service
2012 Refunding UTGO	1,238,100	1,247,000	44,086,821,712	0.0283
2014 UTGO A	447,325	411,000	44,086,821,712	0.0093
2014 UTGO B	2,860,500	2,883,000	44,086,821,712	0.0654
2015 Refunding UTGO	2,011,500	2,026,000	44,086,821,712	0.0460
2016 UTGO	4,002,150	3,062,000	44,086,821,712	0.0695
2018 UTGO	3,058,600	3,023,000	44,086,821,712	0.0686
2019 Refunding UTGO	914,800	895,000	44,086,821,712	0.0203
Total	14,532,975	13,547,000		0.3073

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.

During the first reading on November 14, 2022, Board meeting, it was noted that the column "Total Tax Collection Required" had referenced the wrong year and the amounts were incorrectly presented. The table has been updated to reflect the correct tax collection year and the totals reflect what is required to be collected in 2023.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR 99-22

**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 2022 excess property tax levy for collection in 2023 is as follows, based on property values provided by the Pierce County Assessor-Treasurer:

2012 UTGO Refunding	\$1,238,100
2014 UTGO A	\$447,328
2014 UTGO B	\$2,860,500
2015 UTGO Refunding	\$2,011,500
2016 UTGO	\$4,002,150
2018 UTGO	\$3,058,600
2019 UTGO Refunding	\$914,800
TOTAL	\$14,532,975

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 _____, 2022.

ATTEST:

President

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business, Administration & Planning

SUBJECT: Adopting a District Illicit Discharge Detection and Elimination (IDDE) Policy

DATE: November 23, 2022

EXECUTIVE SUMMARY: The IDDE Policy is being presented for Board review and approval. The proposed policy is a requirement of Washington State Department of Ecology's NPDES Permit, as part of the District's Stormwater Management Program.

BACKGROUND: On August 1, 2019, the Washington State Department of Ecology issued the 2019-2024 National Pollutant Discharge Elimination System (NPDES) Stormwater Permit for Phase I Municipalities (the "Permit") to all Phase I Municipalities including the City of Tacoma. The permit is available online at: <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits/Municipal-Stormwater-Phase-I-Permit>.

The Permit regulates the discharge of stormwater to surface waters and groundwaters of the state from Tacoma's Municipal Separate Storm Sewer System (MS4). The Permit is designed to protect and improve the water quality of receiving waters by requiring the City of Tacoma (City) to implement a variety of stormwater management activities.

The Metropolitan Park District of Tacoma (MPT) is a Secondary Permittee under the Permit with independent responsibility for discharges from small municipal separate storm sewers contained on its property. As a Secondary Permittee, MPT is required to provide its own plans including public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site runoff controls, good housekeeping, and source control requirements for operations and maintenance activities.

The purpose of this policy is to comply with Permit Section S6.D.3 - Illicit Discharge Detection and Elimination. This policy shall regulate discharges to MPT's Municipal Separate Storm Sewer System (MS4) and shall prohibit illicit discharges into MPT's MS4 as required by state and federal law, including illicit connections, non-stormwater discharges, spills, improperly disposing of hazardous materials, pet waste, and litter.

FISCAL IMPACT: There is no direct fiscal impact.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR103-22

**ADOPTING A DISTRICT ILLICIT DISCHARGE DETECTION AND ELIMINATION
(IDDE) POLICY**

WHEREAS the Board of Park Commissioners recognizes the importance of protecting and improving the water quality of receiving waters; and

WHEREAS the Board seeks compliance with the Department of Ecology's NPDES Permit; and

WHEREAS the attached policy has been reviewed by staff and legal counsel to ensure it complies with Permit Section S6.D.3 - Illicit Discharge Detection and Elimination; Now, therefore be it

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma approves the policy as attached in Exhibit A.

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

Exhibit A

ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) POLICY

Policy No.: 200.024	Resolution No.: RR103-22	Date Approved:	Supersedes the following Resolutions & Policies:
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Approved by the Board of Park Commissioners)

Purpose: On August 1, 2019, the Washington State Department of Ecology issued the 2019--2024 National Pollutant Discharge Elimination System (NPDES) Stormwater Permit for Phase I Municipalities (the "Permit") to all Phase I Municipalities including the City of Tacoma. The permit is available online at: <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits/Municipal-Stormwater-Phase-I-Permit>.

The Permit regulates the discharge of stormwater to surface waters and groundwaters of the state from Tacoma's Municipal Separate Storm Sewer System (MS4). The Permit is designed to protect and improve the water quality of receiving waters by requiring the City of Tacoma (City) to implement a variety of stormwater management activities.

The Metropolitan Park District of Tacoma (MPT) is a Secondary Permittee under the Permit with independent responsibility for discharges from small municipal separate storm sewers contained on its property. As a Secondary Permittee, MPT is required to provide its own plans including public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site runoff controls, good housekeeping, and source control requirements for operations and maintenance activities.

The purpose of this policy is to comply with Permit Section S6.D.3 - Illicit Discharge Detection and Elimination. This policy shall regulate discharges to MPT's Municipal Separate Storm Sewer System (MS4) and shall prohibit illicit discharges into MPT's MS4 as required by state and federal law, including illicit connections, non-stormwater discharges, spills, improperly disposing of hazardous materials, pet waste, and litter.

DEFINITIONS:

"Control Authority" means the City of Tacoma and/or the Washington State Department of Ecology.

"Illegal dumping to the MS4" means placement of pet waste and trash in areas exposed to precipitation or otherwise resulting in a discharge to MPT's MS4.

"Illicit Connection" means any infrastructure connection to MPT's MS4 that is not intended, not permitted, or not used for collecting and conveying stormwater or non-stormwater discharges allowed as specified in the Permit (Condition S6.E.3). Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets or outlets that are connected directly to MPT's MS4.

Exhibit A

“Illicit Discharge” means any discharge to the MPT’s MS4 that is not composed entirely of stormwater or of non-stormwater that is allowed pursuant to this policy.

“Local Jurisdictions” includes the City of Tacoma and Pierce County.

“MPT” means the Metropolitan Park District of Tacoma

“MS4” means MPT’s Municipal Separate Storm Sewer System. MPT’s MS4 is a small storm sewer system, not a “large” or “medium” system as defined in 40 CFR 122.26(b)(4) and (7) or designated under 40 CFR 122.26 (a)(1)(v).

“NPDES” means the National Pollutant Discharge Elimination System which is the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and imposing pretreatment requirements, under sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of surface waters of the state from point sources. These permits are referred to as NPDES permits and, in Washington State, are administered by the Washington Department of Ecology.

“Permit” means the Washington State Department of Ecology 2019--2024 National Pollutant Discharge Elimination System (NPDES) Stormwater Permit for Phase I Municipalities.

“Secondary Permittee” means an operator of a regulated small MS4 that is not a city, town or county. MPT is a Secondary Permittee.

Policy Requirements:

Section I.

Illicit Discharges. Illicit Discharges to MPT’s MS4, whether directly or indirectly, are either allowed, conditionally allowed, or prohibited, as each term is defined below.

Section II.

Allowable Discharges: Clean, uncontaminated stormwater from rain, snowmelt, and other types of precipitation is an allowed discharge to the municipal stormwater system. In addition to the above, the following are not prohibited discharges for the purposes of this policy unless the Control Authority determines that the discharge, whether alone or in combination with other discharges, is causing or is likely to cause a violation of the Permit:

- a) Diverted stream flows;
- b) Rising groundwaters;
- c) Uncontaminated groundwater infiltration (as defined at 40 CFR 35.2005(B)(20));
- d) Uncontaminated pumped groundwater;
- e) Foundation drains;
- f) Air conditioning condensation;
- g) Irrigation water from agricultural sources that is commingled with urban stormwater;
- h) Springs;
- i) Uncontaminated water from crawl space pumps;

Exhibit A

- j) Footing drains;
- k) Flows from riparian habitats and wetlands;
- l) Discharges from emergency firefighting activities in accordance with S2- *Authorized Discharges*; and
- m) Non-stormwater discharges authorized by another NPDES or State Waste Discharge Permit.

Section III. **Conditionally Allowable Discharges:** The following are not prohibited discharges for the purposes of this policy if the applicable discharge requirements outlined below are met; unless the Control Authority determines that the discharge, whether alone or in combination with other discharges, is causing or is likely to cause a violation of the Permit:

- a) Discharges from potable water sources, including but not limited to water line flushing hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be de-chlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4.
- b) Discharges from lawn watering and other irrigation runoff. These discharges shall be minimized through public education and water conservation efforts.
- c) Dechlorinated swimming pool, spa, and hot tub discharges. With a residual chlorine concentration of 0.1ppm or less. The discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted and reoxygenated if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4. Discharges shall be thermally controlled to prevent an increase in temperature of the receiving water. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.
- d) Street and sidewalk wash water, water used to control dust, and routine external building washdown that does not use detergents. MPT shall reduce these discharges through public education activities and/or water conservation efforts. To avoid washing pollutants into the MS4, MPT shall minimize the amount of street wash and dust control water used.
- e) Other non-stormwater discharges shall be in compliance with requirements of the pollution prevention plan.

MPT shall address any category of discharges above if they are identified as a significant source of pollutants to waters of the State of Washington.

Section IV. **Prohibited Discharges:** No person shall throw, drain, spill, or otherwise discharge, cause, or allow others under their control to throw, drain, spill, or otherwise discharge any substance not specifically allowed or conditionally allowed into the MS4 or receiving waters. By way of example and not limitation, discharges that are contaminated with the following substances are prohibited:

- a) Petroleum products including, but not limited to, oil, gasoline, grease, fuel oil, and

Exhibit A

- heating oil;
- b) Antifreeze and other automotive products;
- c) Metals in either particulate or dissolved form;
- d) Flammable or explosive materials;
- e) Radioactive material;
- f) Batteries;
- g) Acids, alkalis, or bases;
- h) Paints, stains, resins, lacquers, or varnishes;
- i) Degreasers and/or solvents;
- j) Drain cleaners;
- k) Pesticides, herbicides, or fertilizers unless preapproved as set forth at TMC 12.08D.150(F);
- l) Soaps, detergents, or ammonia;
- m) Steam-cleaning wastes;
- n) Swimming pool or spa filter backwash;
- o) Chlorine, bromine, or other disinfectants;
- p) Heated water;
- q) Domestic animal wastes;
- r) Sewage;
- s) Recreational vehicle waste;
- t) Animal carcasses;
- u) Food wastes or products, trash, or debris not otherwise enumerated in this section;
- v) Bark and other fibrous materials;
- w) Lawn clippings, leaves, or branches;
- x) Silt, sediment, concrete, cement, gravel, asphalt, or construction materials, including track-out;
- y) Chemicals not normally found in uncontaminated water;
- z) Any other process-associated discharge, except as otherwise allowed in this section;

Exhibit A

- aa) Any other material that is regulated as a hazardous substance or hazardous or dangerous waste by federal, state, or local laws and regulations; and
- bb) Discharge or overflow from fountains or other outdoor water features.

Section V. **Illicit Connections Prohibited:** The construction, use, maintenance, or continued existence of illicit connections to MPT's MS4 is prohibited, regardless of whether such connection was lawful at the time it was made. It shall be a violation of this policy to connect a pipe, or other conveyance, conveying sewage or any other prohibited substance enumerated in this policy to MPT's MS4 or receiving waters, or to allow discharge through such a connection to continue.

Section VI. **Requirement to Report Spills, Releases, or Illicit Discharges:** Any MPT employee that becomes aware of any spill, release, illicit discharge, or other incident causing a discharge that has contributed or is likely to contribute pollutants to MPT's MS4 or a receiving water shall immediately, but no later than twenty-four (24) hours after first becoming aware of such an event, report to the MPT Stormwater Management Program Coordinator or Designee and the Control Authority. This reporting requirement is in addition to any other reporting requirements imposed pursuant to federal and/or state laws and regulations, local ordinances and the Administrative Procedures and Plans implemented under this Policy.

Section VII. **Enforcement:** MPT shall enforce all applicable laws, ordinances, rules, and regulations of federal, state, and local jurisdictions to comply with the Permit requirements and ensure compliance with this illicit discharge, detection and elimination policy.





MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director
FROM: Debbie Russell, Director of Business, Administration & Planning
SUBJECT: **Adopting Revisions to the Comprehensive Financial Management Policy (100.011)**
DATE: November 23, 2022

EXECUTIVE SUMMARY: Sound business practice and good government dictates that the Board establishes policies regarding the fiscal activities of Metro Parks Tacoma in accordance with applicable local, state, and federal laws and regulations. MPT's Finance & Business Operations team recommends amendments to Section X of the Comprehensive Financial Management policy (#100.011) to provide more clarity and transparency with regard to MPT's accounting, auditing, and Financial Reporting.

BACKGROUND: Metro Parks Tacoma has been working with the Washington State Auditor's Office to complete the audit of MPT's 2018 financial statements. On September 12, 2022, the Auditor's office published the 2018 Financial Statement and Federal Single Audit Report for Metro Parks Tacoma.

While the audit found no significant deficiencies in the financial statements or in the federal awards, they noted material weaknesses in the area of internal financial controls. In MPT's Corrective Action Plan to address the material weaknesses, MPT worked with the State Auditor's Office to develop stronger policy language to guide future activities.

The proposed amendments to Policy #100.011 Comprehensive Financial Management Policy more clearly define expectations for timely reporting of financial information.

FISCAL IMPACT: There is no direct fiscal impact.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR104-22

**ADOPTING REVISIONS TO THE COMPREHENSIVE FINANCIAL MANAGEMENT
POLICY (Policy #100.011)**

WHEREAS, the Board of Park Commissioners recognizes the importance of aligning district policy with Federal and State laws and regulations; and

WHEREAS, consistent with 000.001 Policy and Procedures of the Board of Park Commissioners, the Board retains authority to authorize, amend and repeal policies; and

WHEREAS the attached policy amendments have been reviewed by staff and legal counsel; Now, therefore be it

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma update Policy 100.011 Comprehensive Financial Management Policy attached hereto.

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.

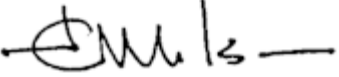
ATTEST:

President

Secretary

Clerk

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY

Policy No.: 100.011	Resolution No.: RR94- 05RR104- <u>22</u>	Date Approved: 11/28/05 <u>12/12/22</u>	Supersedes the following Resolutions & Policies: RR94- <u>05</u>
Date procedures adopted by the Executive Director: 7/24/07	Procedure revision date:	Procedures approved by the Executive Director: 	

POLICY: (Approved by the Board of Park Commissioners.)

Purpose: The Metropolitan Park District of Tacoma (Metro Parks Tacoma) is accountable to its citizens for its use of public dollars. The establishment and maintenance of wise financial policies enables Metro Parks Tacoma’s officials to protect public interest and ensure public trust.

This Comprehensive Financial Management Policy incorporates past financial practices in defining the current policies to be used by Metro Parks Tacoma to meet its immediate and long term service goals and operate in a financially prudent manner. The individual policies contained herein serve as general guidelines for both the financial planning and internal financial management of Metro Parks Tacoma.

Comprehensive Financial Management Policy Outline:

- I. Purpose
- II. Policy Objectives
- III. Financial Planning Policy
- IV. General Budget Policy
- V. Capital Improvement Planning & Budgeting Policy
- VI. Cash Policy
- VII. Expenditure Policy
- VIII. Revenue Policy
- IX. Investment Policy
- X. Accounting, Auditing, & Financial Reporting Policy
- XI. Debt Management Policy
- XII. Current Budget Resolution
- XIII. Policy Changes

Policy

Requirements:

Section I. The Board of Park Commissioners is charged with establishing the policy direction for Metro Parks Tacoma under Washington State law. Sound business practice and good government dictates that the Board establishes policies regarding the fiscal activities of Metro Parks Tacoma in accordance with applicable local, state, and federal laws and regulations.

Section II. The objectives of the Comprehensive Financial Management Policy are as follows:
 A. To guide the Board of Park Commissioners and management policy decisions having significant fiscal impact.

- B. To set forth operating principles to minimize the cost of government and financial risk.
- C. To employ balanced and fair revenue policies to provide adequate funding for desired programs.
- D. To maintain appropriate financial capacity for bonded indebtedness for present and future needs.
- E. To promote sound financial management by providing accurate and timely information on Metro Parks Tacoma's financial condition.
- F. To protect Metro Parks Tacoma's credit rating and provide for adequate resources to meet the provisions of Metro Parks Tacoma's debt obligations.
- G. To ensure the authorized and legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.

Section III. Financial Planning Policy. Metro Parks Tacoma (MPT) shall develop and update biennially a financial forecast for the General Fund and Enterprise funds that estimates fund resources and uses for the three biennia beyond the current biennium. This forecast will provide MPT's decision makers with an indication of the long-term fiscal impact of current policies and budget decisions. It is the goal of MPT to achieve a strong financial condition with the ability to:

- Adjust to local and regional economic impacts
 - Adjust efficiently to the community's changing service requirements
 - Effectively maintain and improve MPT's infrastructure
- A. To this end, the forecast should differentiate between revenue associated with one-time economic activities and revenues derived as a result of base economic growth. MPT financial planning should ensure the delivery of core services by assuring adequate reliance on ongoing resources in order to support continued MPT services during economic downturns.
 - B. The financial planning and subsequent budgeting for all funds will be based on the following principles:
 1. Revenues should be budgeted in a conservative manner that allows for the greatest probability of collection. Expenditures should be budgeted to include all normally foreseeable costs.
 2. Revenues should be forecast to consider comparable market rate factors, competition from other service providers, and will exclude one time resources. The expenditure forecast should include inflationary projections, and should include use of resources available from the state forecasting as well as economic forecasting available for Pierce County.

Section IV. General Budget Policy.

- A. Budget Development Policies
 1. These comprehensive financial management policies will be updated during each biennial budget cycle.
 2. MPT will adopt a 24-month balanced budget. The balanced budget means budgeted expenditures will not exceed the estimated available resources of beginning fund balance plus new revenues for the budget period. Although revenue estimates are made only at the fund level, expenditure budgets are prepared at the department level for the purpose of administrative control. The adopted budget is for a 24-month fiscal period with annual financial reporting against the entire biennial budget.
 3. The intent of the budget is that one-time as well as routine expenditures be financed with current resources.
 4. The MPT budget will be developed with consideration given first to ongoing mission-led programs before adding new programs.
 5. MPT will conduct public hearings to request public input to the budget process.

6. New proposals for ongoing services must be economically feasible, that is, revenue funding sources must be identified to cover continued maintenance and operations support.
 7. Reinvestment in capital assets is a necessity to a going concern. Budget consideration must be given to the varying life cycles of assets and therefore must include major repair and replacement of capital assets.
 8. The budget includes all anticipated resources and outlays for the biennium, including those funds for which appropriated budgets are not required. The budget will include estimates of the biennial portion of the continuing appropriations.
- B. Reserve Levels. Adequate reserve levels are a necessary component of MPT's overall financial management strategy and a key factor in measuring MPT's financial strength.
1. MPT will strive to maintain a fund balance sufficient to meet its seasonal cash flow needs and allow for unexpected expenditures and/or revenue declines. A target of not less than 5% nor more than 10% of general fund biennial expenditures will be designated as fund balance for cash flow related to the cyclical nature of some revenues, such as property tax receipts. To reduce the fund balance to less than 5% or to increase it above 10% shall require a super-majority approval of the entire Board of Park Commissioners.
- C. Basis of Budgeting. It is the intent of MPT to budget each fund on the basis of accounting used for financial reporting, full accrual or modified accrual.
1. In full accrual, revenues are budgeted when expected to be earned, expenses are budgeted when the related liability is expected to be incurred.
 2. In modified accrual, revenues are budgeted in the period in which they are anticipated to be both measurable and available to finance expenditures of the fiscal period. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are budgeted when the related liability is expected to be incurred.
- D. Budget Amendments & Adjustments. The budget may be adjusted or amended during the biennium in order to address unanticipated needs, emergencies, or changes in work plan. Adjustments or amendments will occur through a process coordinated by Management & Budget.
1. Adjustments. The budget is adopted at the fund level with allocations made for administrative control. Reallocation of existing appropriations does not change the budget "bottom line." From time to time there may be a need to shift allocations between line items, programs or even departments. If a category requires additional budget authority to cover unanticipated or increased costs, departments are encouraged to determine if a reallocation can be made from existing appropriation authority. As long as the total fund budget is not changed, the adjustment can be done administratively using the following procedures:
 - a. Adjustments between line items in a program can be authorized by the department director (ex: between Supplies and Advertising).
 - b. Adjustments between divisions within a department can be authorized by the department director if under \$35,000, and authorized by the executive director if over \$35,000 (ex: between Aquatics and Adult Athletics).
 - c. Adjustments between departments in a fund can be authorized by the executive director (ex: between Point Defiance Zoo & Aquarium and Northwest Trek, or between Management & Budget and Recreation & Community Services).
 - d. Adjustments between funds require Board approval.
 2. Amendments. Formal amendment of the budget is required when a fund's total budget changes. The change can either be when existing budget authority is moved between funds or when new budget authority is needed, such as MPT receiving additional grant funding. The amendment is done by

Board-approved resolution and amends the expenditure appropriation and the related funding source.

Section V. Capital Improvement Planning and Budgeting Policy. Capital improvement planning and budgeting policies will be accomplished by a separate policy adopted by the Board of Park Commissioners.

Section VI. Cash Policy.

- A. The department of Management & Budget will develop, maintain, and constantly seek to improve cash management systems which ensure the accurate and timely accounting, investment, and security of all cash assets. Management & Budget will periodically update written cash handling procedures and distribute them to all departments.
- B. Ongoing operations are funded from ongoing revenues. Accounting funds experiencing temporary cash deficits may obtain Board-approved interfund loans at interest rates determined by current outside investments.

Section VII. Expenditure Policy.

- A. The Management and Budget Department will maintain a system for monitoring MPT's budget performance. This system will provide the Board with quarterly financial information at the fund level, and will provide the Executive Director and department directors with monthly information at the fund and department level.
- B. Department heads are responsible for managing their budgets within the total appropriation for their department. Expenditures will also be within current resource projections.
- C. Purchase of goods and services will be accomplished by a separate Purchasing Policy adopted by the Board of Park Commissioners.
- D. Payroll costs are authorized by budget adoption. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. MPT will invest in technology and other efficiency tools to maximize productivity.
- E. Compensation planning and budgeting will focus on the total cost of compensation which includes all costs for salary, health care benefits, pension contributions, training costs, and other benefits of a non-salary nature.
- F. The Director of Management & Budget will develop a cost allocation plan which addresses inter-fund and intra-fund charges for services between funds and departments. The estimated direct and indirect costs of service will be budgeted and charged to the fund receiving the service. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund. A review of the method for determining the amount of the interfund assessment will be made during the biennial budget development process.

Section VIII. Revenue Policy.

- A. To the extent possible, a diversified and stable revenue system will be maintained to avoid impacting services due to short-run fluctuations in any one revenue source. Metro Parks will seek to avoid dependence on temporary or unstable revenues to support ongoing services
- B. Metro Parks will seek to avoid dependence on federal or state grants to support ongoing services. All potential governmental grants shall be analyzed for matching requirements. Acceptance of grants should support MPT's core and priority programs and services. Grants may be rejected if expenditure of local matching funds cannot be justified or if program continuation is not economically feasible without continued grant support.
- C. Metro Parks will develop a comprehensive list of fees and charges and shall consider cost recovery levels for differing service deliveries. This will be accomplished by a

separate Pricing & Cost Recovery Policy adopted by the Board of Park Commissioners.

- D. Revenue estimates for biennial budget purposes should be conservative yet realistic.
- E. Deficit financing and borrowing to support on-going operations should not be used.
- F. MPT must be sensitive to the balance between the need for services and MPT's ability to raise fees, charges, and taxes to support those services.
- G. A separate policy entitled Golf Course Capital Surcharge Policy will provide direction on the purpose and use of those surcharge funds.

Section IX. Investment Policy.

- A. It is the policy of Metro Parks Tacoma to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of MPT and conforming to all state and local statutes governing the investment of public funds.
- B. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
- C. The primary objectives, in priority order, of MPT's investment activities shall be:
 - 1. Safety: Safety of the principal is the foremost objective of the investment program. Investments of MPT shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
 - 2. Liquidity: MPT's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might be reasonably anticipated.
 - 3. Return on Investment: MPT's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account MPT's investment risk constraints and the cash flow characteristics of the portfolio.
- D. The Board of Park Commissioners has established an Investment Committee by resolution (RR37-05). The investment committee is authorized to develop procedures to administer the distribution of investment interest earnings.
- E. Per RCW 35.61.180, Pierce County is the ex-officio treasurer of MPT. Investment policies of Pierce County are consistent with the above policies, and county procedures exist to ensure compliance with these policies.

Section X. Accounting, Auditing, and Financial Reporting Policy.

- A. For accounting and financial reporting, MPT will follow generally accepted accounting principles (GAAP) for local governmental entities as set forth by the Governmental Accounting Standards Board (GASB). These principles include:
 - 1. Maintaining an accounting system adequate to provide all of the data needed to allow for the timely preparation of financial statements for the entire financial reporting entity in conformity with GAAP;
 - 2. Hiring, training, developing, and retaining accounting staff with the knowledge and capability to produce GAAP financial statements and other related financial management documents;[1]
 - A-3. Issuing timely[2] financial statements for the entire financial reporting entity in conformity with GAAP as part of an annual comprehensive financial report; and
- B. MPT will also follow budgeting, accounting and reporting requirements of the Washington State Auditors Office.
 - 1. Budget Monitoring & Reporting: After the budget has been approved, it is the responsibility of the governing board, chief financial and administrative officer, and department directors to see that services are delivered within limits provided in the budget.

2. MPT will closely monitor the progress of actual revenues and expenditures through the year and identify any variances that might cause the District to result with a significant surplus or deficit.
3. MPT will prepare and make available to management and the governing board on a quarterly bases financial reports to include:
 - a. Statement of Net Position
 - b. Statement of Revenue
 - c. Statement of Cash Flow
 - B-d. Budget to actual reports detailing significant variances of sources and uses of funds as a management tool.
- C. MPT's annual financial statements will be audited in accordance with state statutes and bond requirements.

Section XI. Debt Management Policy.

- A. The amount of debt issued by MPT is an important factor in measuring financial performance and condition. Proper use and management of borrowing can yield significant advantages. From a policy perspective, debt can be used as a mechanism to equalize costs of needed improvements to both present and future citizens and as a way to reduce the costs of substantial public improvements.
- B. The following policies apply to the issuance and repayment of debt:
 1. The Board of Park Commissioners approval is required prior to issuance of debt.
 2. MPT will comply with all statutory debt limitations imposed by the Revised Code of Washington (RCW).
 3. The Director of Management and Budget, or designee, has the authority to act as debt manager in the duties of debt issuance and related repayment activities.
 4. MPT will use the services of a legally certified and credible bond counsel in the preparation of all bond representations.
 5. A financial advisor may be used to provide MPT with objective advice and analysis on debt issuance.
 6. A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders. As provided by chapter 43.80 RCW, MPT will use the fiscal agent appointed by the state.
 7. An underwriter will be used for all debt issued in a negotiated or private placement sale method. The underwriter is responsible for purchasing negotiated or private placement debt and reselling the debt to investors.
 8. MPT will generally issue its debt through a competitive process but may use a negotiated process.
 9. MPT will not use long-term debt to support current operations.
 10. Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.
 11. Short-term borrowing (one year or less) will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received.
 12. The issuance of bonds shall be financed for a period not to exceed a conservative estimate of the asset's useful life, or a maximum of 20 years.
 13. MPT will seek to maintain or improve its bond rating through financial policies, budgets, and forecasts.
 14. MPT may use refunding bonds where appropriate, when restructuring its current outstanding debt. A debt refunding is a refinance of debt typically done to take advantage of lower interest rates. Unless otherwise justified, such as a desire to remove or change a bond covenant or restructure debt repayment due to cash flow needs, a debt refunding will require a present value savings of five percent of the principal amount of the refunding debt being issued.
 15. MPT will use bond proceeds pursuant to the bond resolutions, contracts, and Internal Revenue Codes applicable to government bonds. MPT will maintain a

system of recordkeeping and reporting to meet and satisfy calculations necessary for yield restriction requirements and arbitrage rebate requirements on the District's tax-exempt bonds.

16. The Management & Budget Director shall be responsible for providing annual disclosure information to established national information repositories and for maintaining compliance with disclosure statements as required by state and national regulatory bodies.
- C. MPT shall develop and maintain a capital planning process such as the strategic plan for consideration and adoption by the Board of Park Commissioners as part of the budget process. Coordination and review of the debt requirements shall be performed by Management & Budget staff who will analyze the timing of debt, calculation of debt outstanding, debt limitation calculations and compliance, impact on future debt burdens, and current revenue requirements.
- D. Prior to issuance of debt, MPT will prepare revenue projections to ensure there is adequate revenue to make principal and interest payments.
- E. Debt Repayment. MPT shall pay all interest and repay all debt in accordance with the terms of the bond resolutions. The maturity of bonds issued should be the same or less than the expected life of the project for which the bonds were issued.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR105-22

ADOPTING THE 2023-2024 BIENNIAL BUDGET

WHEREAS, the Executive Director of the Metropolitan Park District of Tacoma has recommended a budget and estimate of monies required to meet public expenses, bond retirement, interest and expenses for Metro Parks Tacoma for the 2023-2024 biennium beginning on January 1, 2023 and ending on December 31, 2024; and

WHEREAS, the detail budget is specified in the Executive Director's Recommended 2023-2024 Biennial Operating and Capital Budget, and

WHEREAS, the secretary of the Board did cause to be published in official legal notices of the local newspaper and posted online that the Board of Park Commissioners would meet on November 14, 2022 at the regular meeting place of the Board of Park Commissioners of the Metropolitan Park District of Tacoma giving taxpayers an opportunity to be heard regarding the proposed biennial budget; and

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

November 14, 2022	Public Hearing on 2023-2024 Biennial Budget First Reading Regular & Excess Property Tax Levies
November 28, 2022	First Reading on 2023-2024 Biennial Budget Second Reading Regular & Excess Property Tax Levies
December 5, 2022	Public Hearing on 2023-2024 Biennial Budget
December 12, 2022	Second Reading and Adoption of 2023-2027 Biennial Budget

WHEREAS, the proposed biennial budget does not exceed the lawful limit of taxation as allowed to be levied by the Metropolitan Park District of Tacoma for the purposes set forth in the biennial budget, and estimated expenditures in the biennial budget are deemed necessary to provide park and recreation services to the citizens and residents of Metro Parks Tacoma during the 2023-2024 biennial period; now therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the 2023-2024 Biennial Budget for the period of January 1, 2023 – December 31, 2024 be approved and appropriated as follows:

Section 1. The required expenditures for departmental needs and operations of Metro Parks Tacoma for the 2023-2024 biennium as noted above are fixed in the

following amounts as noted in Exhibit A attached to and incorporated in this resolution.

Section 2. The secretary of the Board is directed to transmit a certified copy of the 2023-2024 biennial budget as adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to the State Auditor of Washington, Division of Municipal Corporations.

Section 3 This resolution shall take effect January 1, 2023 at 12:01 a.m.

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

President

ATTEST:

Secretary

Clerk

METRO PARKS TACOMA
2023-2024 Biennial Budget
Exhibit A to Resolution No. RR105-22

Fund Type	Fund Name	Sources - Revenue	Uses - Expenditures
General Fund			
101	General Fund	\$ 89,139,962	\$ 86,866,111
	Additions to/(Use of) Fund Balance		2,273,851
	Total General Fund	\$ 89,139,962	89,139,962
Enterprise Funds			
403	Regional Parks	26,178,264	26,402,441
404	Zoological & Environmental Education	65,300,000	65,300,000
	Use of Working Capital / Reserves	224,177	-
	Total Enterprise Funds	\$ 91,702,441	\$ 91,702,441
Total 2023-2024 Operating Budget		\$ 180,842,403	\$ 180,842,403
Total 2023-2024 Capital Budget		\$ 74,427,137	\$ 74,427,137
Debt Service Funds			
263	2012 UTGO	2,236,300	2,236,300
240	2014A UTGO	894,650	894,650
224	2014B UTGO	5,873,250	5,873,250
264	2015 UTGO	4,408,000	4,408,000
241	2016 UTGO	8,529,550	8,529,550
242	2018 UTGO	6,280,500	6,280,500
265	2019 UTGO	1,829,600	1,829,600
	Total Debt Service Funds	\$ 30,051,850	\$ 30,051,850
Internal Service Funds			
510	Equipment Rental	725,013	991,000
520	Medical Insurance	11,569,000	11,750,000
530	Property & Liability Insurance	120,000	120,000
	Use of Working Capital / Reserves	446,987	-
	Total Internal Service Funds	\$ 12,861,000	\$ 12,861,000
Total All Funds		\$ 298,182,390	\$ 298,182,390

Section XII. Policies Changes. The development of the biennial budget provides the opportunity to review Metro Parks Tacoma’s Comprehensive Financial Management Policies and make necessary adjustments due to new or revised Metro Parks Tacoma policies, State law, or recommendations made by national accreditation and/or approval authorities. Such adjustments will be summarized utilizing the following Policy Change form and will be placed at the front of the Comprehensive Financial Management Policy.

Policy Changes:

Section	Title	Change Summary
Section XI	Current Budget Resolution	Change from 2005-2006 Biennial Budget Resolution to 2007-2008 Biennial Budget Resolution
Section XI	Current Budget Resolution	Change from 2007-2008 Biennial Budget Resolution to 2009-2010 Biennial Budget Resolution
Section XI	Current Budget Resolution	Change from 2009-2010 Biennial Budget Resolution to 2011-2012 Biennial Budget Resolution
Section XI	Current Budget Resolution	Change from 2011-2012 Biennial Budget Resolution to 2013-2014 Biennial Budget Resolution
<u>Section XI</u>	<u>Current Budget Resolution</u>	<u>2023-2024 Biennial Budget Resolution</u>
<u>Section X</u>	<u>Accounting, Auditing & financial Reporting</u>	<u>GASB & GAAP principles & accounting and reporting updates</u>





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business, Administration & Planning;

SUBJECT: 2023-2024 Biennial Budget

DATE: November 23, 2022

EXECUTIVE SUMMARY: Metro Parks Tacoma (MPT) staff is requesting the Board to review for approval the accompanying resolution, which adopts the 2023-2024 Biennial Operating and Capital Budgets. The district's \$180.8 million proposed operating budget, plus an additional \$74.4 million for capital projects, reflects a continued commitment to respond to community needs, and to ensure resources are prudently and strategically allocated to programs at the expected level of services.

BACKGROUND: As the community worked to adapt and stabilize their lives in the midst of a pandemic, MPT refocused resources to ensure that all in our community had continued access to safe and socially responsible parks and recreational experiences. The pandemic created new and urgent needs within our community, which provided us with opportunities for collaborations with other public and non-profit partners.

Economically, MPT continued to rebound in 2022 as the pandemic slowed. A major concern was the revenues which were expected to drop significantly. Step-by-step, the district incrementally re-aligned budget lines to reflect closer to actual expenditures and revenues, working on smarter service delivery models, and positioning the organization to benefit from healthier economic times.

MPT spent the past two years seeking community input on the types of programs and services needed and operational improvements that would better serve residents. This engagement has come through customer service surveys, meeting with ethnic and cultural partners, program focus groups, and advisory councils; hosting "Co-create to Recreate" events, etc. Additionally, the nonprofit Trust for Public Lands (TPL), which works with communities across the nation to increase public access to parks, programs and open space, says its own community survey shows Tacoma residents want the district to address key needs, including basic maintenance and operations to support out-of-school recreation programming and access to clean and secure facilities, parks, and open spaces.

Results from these efforts provide strong evidence that the community values the district's parks, recreation, and zoological system and understands the challenges of maintaining and increasing levels of service where necessary to meet the area's growing needs.

In July 2022, the Board of Park commissioners approved Resolution RR53-22 which placed a proposition on the November 8th ballot for consideration by the voters of MPT. MPT had asked the voters to consider what is known as a “levy lid lift,” which would restore the property tax rate to the legal limit of \$0.75 per \$1,000 of assessed value.

On November 8, 2022, Proposition 1 passed with just over 63% of the voters approving of the levy lid lift, demonstrating the clear support and confidence from voters to contribute even more to the livability of our community.

This resolution supports the 2023-24 Biennial Operating and Capital Budget Book (posted on the MPT website). The budget book is divided into four sections:

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

General Fund

The General Fund is used to account for all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from property taxes. A portion of the fund’s revenues are transferred to the Internal Service Funds to help finance the purchases and debt for fleet vehicles and equipment, medical self-insurance, and property/liability claims insurance.

Enterprise Funds

Metro Parks manages four enterprise funds; however only the Zoological and Environmental Education Fund qualifies as a major fund quantitatively.

- The Zoological and Environmental Education Fund is an enterprise fund which accounts for Point Defiance Zoo and Aquarium and Northwest Trek Wildlife Park. These facilities provide a wide array of Pacific Rim and native wildlife experiences through exhibits, on- and off-site programs, and events. Point Defiance Zoo and Aquarium is a year-round 27-acre zoological facility where visitors view wildlife species native to the Pacific Rim. Northwest Trek is a 715-acre wildlife and nature preserve where visitors are provided the rare opportunity to view animals native to the Pacific Northwest in a captive yet natural setting.

Metro Parks has elected to present the other three funds separately and along-side rather than combining them. Running regional parks under an enterprise model by grouping earned revenue and sales tax in one work unit can promote and maintain long-term financial sustainability for a governmental agency. Among the advantages to this model are that if the fund turns a profit, its revenue can carry over to fund operations in the next fiscal year, and fees might decrease, or the additional resources can be reinvested into the enterprise. For example, the funds could be used for preventative maintenance or can be devoted to additional marketing, technology, or other business support needs in order to continue to maximize the enterprise’s bottom-line and not be reliant on general fund subsidies. Under the Regional Parks Enterprise Fund financing concept:

- Regional Parks and facility operations will be managed more as a business unit.

- Like ZEED, dedicated Pierce County sales tax will be directed to this regional operation—collected from park users residing outside the city limits versus only Tacoma residents.
- Earned revenue and the COT contract for service for regional parks will be allocated to this operation, freeing up Property taxes to focus more on community assets within the general fund.

The Boathouse Marina Fund accounts for the Point Defiance Boathouse. These operations provide dry boat storage, boat and motor rentals, gas sales, tackle and gift shop sales, fishing license sales, guest moorage, parking, and free fishing piers.

The Meadow Park Golf Course Fund accounts for the Meadow Park Golf Course. These operations include golf rounds, rentals, and retail sales.

Internal Service Funds

Additionally, Metro Parks reports three Internal Service funds to account for fleet purchasing services provided to other departments on a cost reimbursement basis, medical self-insurance, and property/liability claims.

Fund Balance

Metro Parks Tacoma places a strong emphasis on managing and maintaining a strong financial condition. Having healthy reserves allows the district to weather a downturn in the economy, without sacrificing a decline in the level of service delivery or service quality to our residents.

Metro Parks has adopted a Comprehensive Financial Management Policy which effectively manages the cost of government and financial risks through sound business practices. The three main principles of this policy include: 1) revenues will be budgeted in a conservative manner, while expenditures are budgeted to include all normally foreseeable costs; 2) revenues should be forecasted to exclude one-time available resources and to consider current market rate factors and competition, while expenditure forecasts should include inflationary factors; and 3) a fund balance of 5-10% of biennial expenditures should be maintained.

Quarterly Adjustments & Review

As highlighted in the COW meetings and budget hearings, the process has allowed the district to thoughtfully and effectively plan and evaluate the programs and services that will be offered in the coming biennium, which will then be revisited and assessed on a quarterly basis. Staff will prepare any board amendments if adjustments are necessary. This will help us redevelop our community-driven, equity-based budget and deploy resources to areas impacted by decades of underinvestment; and identifying programs and services needed to better serve marginalized communities.

FISCAL IMPACT: The district's 2023-2024 Biennium Operating budget shows a balanced budget. The budget is anticipating \$180.8 million in revenues and expenditures, which includes contingencies and reserves. The budget will support 458 full-time equivalent employees and \$74.4 million in capital spending.

Revenues

Revenues for MPT are expected to increase by \$65.1 million, a 56.4% increase over previous biennium budget. The district's main sources of funding are charges for services (earned revenues) property tax, and sales tax revenues.

- Property tax revenue will see significant growth in FY 2023, primarily due to the restoration of the property tax rate to the legal limit of \$.75 per \$1,000 assessed value. When compared to 2022, revenues are projected to increase \$16.1 million (or 93%) in 2023 and \$16.8 million (or 63.3%) in 2024, which results in a total of \$67,377,364 in property tax revenue for the biennium. Property tax revenue accounts for over 37% of total revenues.
- Earned revenue is projected to increase \$4,482,788 million (or 56.3%) when compared to 2021-2022 biennium. Earned revenue accounts for over 35% of the total revenues for the biennium. The projections were developed using trends specific to existing programs and services, attendance, anticipated programming and fee changes, new programming and services, and other factors that may impact earned revenue. New revenue opportunities from new programs and services where there is little or no historical data, are projected conservatively using objective and available data.
- Sales tax revenue are projected to increase \$9,912,083 (or 43%) when compared to 2021-2022 biennium. Reflecting approximately 18.1% of total revenues, sales tax revenue is forecasted using historical and recent trends as well as up-to-date local and regional economic data, particularly as it relates to consumers' confidence and retail sales. Sales tax actual revenue collected are recognized within the Parks & Recreation and Zoological & Education Departments according to their respective statutory allocation (RCW 82.14.400).

Expenditures

Increased visitation, combined with the high-quality of service MPT provides, will continue to impact the costs of operating and maintaining both parks and trails. Increased visitation requires more maintenance costs, increased cleaning costs, and ultimately, additional staff to meet park user's needs.

Economic conditions have changed drastically over the last 18 months as record inflation combined with rapid wage growth continue to drive operating costs substantially higher than usual. Expenditures for the district's budget are projected to increase by \$54.5 million, or 47.4% when compared to the previous biennium budget.

- Salaries & Benefits: Metro Parks staff and the services they provide play a key component in attracting and retaining park users. For that reason, the hiring and retaining of highly qualified and creative staff is an annual priority. Salaries and benefits account for 65% of the Operating Budget. Increases in wages and benefits are influenced by internal factors (such as contracts, insurance premiums etc.) and external factors (labor market, wages offered by others, etc.) making it an annual challenge to stay competitive in the labor market. The 2023 budget was exceptionally challenging as rapid growth in seasonal wage rates and inflation driven wage growth from other employers required the district to take extraordinary steps to remain competitive. The 2023-2024 Budget contains increases in wage adjustments for all employees in lower pay grades and cost-of-living adjustments for all full-time represented and non-represented staff.
- Supplies, Materials, Services & Contracts: With strong demand combined with ongoing supply issues, inflation has increased and remains high. According to the Washington

State Economic & Revenue Forecast, Consumer price inflation of 9.1% outpaced national average of 8.2% in 2022. This results in increases to operational and maintenance costs which are highly uncertain given recent price inflation for fuel, construction, and services.

- **Insurance Premiums:** The Washington Cities Insurance Authority (WCIA) released that it's seen an extraordinary increase in both WCIA's reinsurance and member claim costs, therefore, its Executive Committee approved to adopt an overall rate increase of 40% for 2023. This, for Metro Parks, results in a 16% increase in 2023 and 8% increase in 2024.
- **Operating Reserves:** The additional property tax revenue is anticipated to result in a surplus for FY 2023 and FY 2024, which will provide additional reserves to address the following:
 - During the development of the budget, MPT received the finalized Class and Compensation Study results and plans to administer an updated Compensation Philosophy that may result in changes to the salary tables and classifications.
 - Resources set aside for specific future capital projects, asset management, emergency expenses, downturns in the economy, or other unforeseen needs.

Fund Balance

The General Fund Operating Budget projects \$2,273,851 of revenues over expenditures, resulting in an estimated ending fund balance of \$6,263,842 or 7% of biennial expenditures at the end of fiscal year 2024.

The 2023-2024 Operating Budget for all funds is \$180,842,403 and the Capital Budget is \$74,427,137. The General Fund Operating budget maintains a 7% fund balance target that is well within the 5%-10% policy requirement.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR105-22

ADOPTING THE 2023-2024 BIENNIAL BUDGET

WHEREAS, the Executive Director of the Metropolitan Park District of Tacoma has recommended a budget and estimate of monies required to meet public expenses, bond retirement, interest and expenses for Metro Parks Tacoma for the 2023-2024 biennium beginning on January 1, 2023 and ending on December 31, 2024; and

WHEREAS, the detail budget is specified in the Executive Director’s Recommended 2023-2024 Biennial Operating and Capital Budget, and

WHEREAS, the secretary of the Board did cause to be published in official legal notices of the local newspaper and posted online that the Board of Park Commissioners would meet on November 14, 2022 at the regular meeting place of the Board of Park Commissioners of the Metropolitan Park District of Tacoma giving taxpayers an opportunity to be heard regarding the proposed biennial budget; and

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

November 14, 2022	Public Hearing on 2023-2024 Biennial Budget First Reading Regular & Excess Property Tax Levies
November 28, 2022	First Reading on 2023-2024 Biennial Budget Second Reading Regular & Excess Property Tax Levies
December 5, 2022	Public Hearing on 2023-2024 Biennial Budget
December 12, 2022	Second Reading and Adoption of 2023-2027 Biennial Budget

WHEREAS, the proposed biennial budget does not exceed the lawful limit of taxation as allowed to be levied by the Metropolitan Park District of Tacoma for the purposes set forth in the biennial budget, and estimated expenditures in the biennial budget are deemed necessary to provide park and recreation services to the citizens and residents of Metro Parks Tacoma during the 2023-2024 biennial period; now therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the 2023-2024 Biennial Budget for the period of January 1, 2023 – December 31, 2024 be approved and appropriated as follows:

- Section 1. The required expenditures for departmental needs and operations of Metro Parks Tacoma for the 2023-2024 biennium as noted above are fixed in the following amounts as noted in Exhibit A attached to and incorporated in this resolution.
- Section 2. The secretary of the Board is directed to transmit a certified copy of the 2023-2024 biennial budget as adopted by the Board of Park Commissioners

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

Section 3 This resolution shall take effect January 1, 2023 at 12:01 a.m.

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

President

ATTEST:

Secretary

Clerk

METRO PARKS TACOMA
2023-2024 Biennial Budget
Exhibit A to Resolution No. RR105-22

Fund Type	Fund Name	Sources - Revenue	Uses - Expenditures
General Fund			
101	General Fund	\$ 89,139,962	\$ 86,866,111
	Additions to/(Use of) Fund Balance		2,273,851
	Total General Fund	\$ 89,139,962	\$ 89,139,962
Enterprise Funds			
403	Regional Parks	26,178,264	26,402,441
404	Zoological & Environmental Education	65,300,000	65,300,000
	Use of Working Capital / Reserves	224,177	-
	Total Enterprise Funds	\$ 91,702,441	\$ 91,702,441
Total 2023-2024 Operating Budget		\$ 180,842,403	\$ 180,842,403
Total 2023-2024 Capital Budget		\$ 74,427,137	\$ 74,427,137
Debt Service Funds			
263	2012 UTGO	2,236,300	2,236,300
240	2014A UTGO	894,650	894,650
224	2014B UTGO	5,873,250	5,873,250
264	2015 UTGO	4,408,000	4,408,000
241	2016 UTGO	8,529,550	8,529,550
242	2018 UTGO	6,280,500	6,280,500
265	2019 UTGO	1,829,600	1,829,600
	Total Debt Service Funds	\$ 30,051,850	\$ 30,051,850
Internal Service Funds			
510	Equipment Rental	725,013	991,000
520	Medical Insurance	11,569,000	11,750,000
530	Property & Liability Insurance	120,000	120,000
	Use of Working Capital / Reserves	446,987	-
	Total Internal Service Funds	\$ 12,861,000	\$ 12,861,000
Total All Funds		\$ 298,182,390	\$ 298,182,390