

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**May 22, 2023**

**6:00 P.M.**

**Metro Parks Headquarters**

**4702 S 19<sup>th</sup> St.**

**Tacoma, WA 98405**

**Or**

**Join Remotely**

**Via Telephone: 1-253-215-8782**

**Enter Meeting ID: 886 5978 9298**

**Participant ID: no ID needed just press #**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/88659789298>

**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** PORTLAND AVENUE PARK MASTER PLAN

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

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



**REGULAR MEETING**

**COMMUNITY COMMENTS**

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 May 22, 2023 by e-mailing them to [jenniferb@tacomaparks.com](mailto: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 May 22, 2023. 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**

(5-8) MINUTES OF THE MAY 8, 2023 REGULAR BOARD MEETING

**CONSENT AGENDA**

(9-10) **RESOLUTION NO. C42-23:** AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (11-16) **RESOLUTION NO. P43-23:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. CDW-G (BARRACUDA) FOR CLOUD-TO-CLOUD BACKUP SERVICE FOR MS OFFICE 365 INCREASE IN THE AMOUNT OF \$28,291.95 (INCLUDING SALES TAX)  
(Contact: Debbie Russell, Director of Business Administration & Planning)
  2. CARTEGRAPH SYSTEMS FOR EAM SOFTWARE PROCUREMENT, IMPLEMENTATION, AND SUPPORT SERVICES IN THE AMOUNT NOT TO EXCEED \$375,000.00 (INCLUDING SALES TAX)  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SINGLE READING RESOLUTION**

*(Requiring one reading for adoption)*

(17-20) **RESOLUTION NO. R44-23:** MEMORANDUM OF UNDERSTANDING BY AND BETWEEN TACOMA PUBLIC SCHOOLS AND THE METROPOLITAN PARK DISTRICT OF TACOMA FOR FIELD PLANNING AND DESIGN AT PECK ATHLETIC COMPLEX  
(Contact: Debbie Russell, Director of Business Administration & Planning)

(21-24) **RESOLUTION NO. R45-23:** SHORT TERM LEASE BY AND BETWEEN THE ASIA PACIFIC CULTURAL CENTER AND THE METROPOLITAN PARK DISTRICT OF TACOMA FOR THE PORTLAND AVENUE COMMUNITY CENTER  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

**FIRST READINGS:**

*(Requiring two readings for adoption)*

(25-26) **RESOLUTION NO. RR46-23:** ACCEPTING THE 2023 PORTLAND AVENUE PARK MASTER PLAN  
(Contact: Debbie Russell, Director of Business Administration & Planning)

(27-34) **RESOLUTION NO. RR47-23:** ADOPTION OF REVISED FORT NISQUALLY COLLECTIONS PLAN POLICY  
(Contact: Mark Knowlden, Interim Director of Parks and Recreation)

(35-40) **RESOLUTION NO. RR48-23:** ADOPTION OF SOCIAL MEDIA POLICY  
(Contact: Hunter George, Policy & Government Relations Officer)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

May 24, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
June 12, 2023	Regular Park Board Meeting	6:00 PM	Center at Norpoint
June 14, 2023	Capital Improvement Committee	5:00 PM	District Headquarters

\*Remote Option meeting details can be found on the Metro Parks Website [www.metroparkstacoma.org](http://www.metroparkstacoma.org)

\*Committee Meetings are subject to change - please check the Metro Parks Website, [www.metroparkstacoma.org](http://www.metroparkstacoma.org) for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
MAY 8, 2023**

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

IN THE CHAIR: Aaron Pointer

PLACE: District HQ, 4702 S. 19<sup>th</sup> St. Tacoma, WA 98405

**REGULAR MEETING**

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by Commissioner Pointer at 6:00p.m. Commissioner Liang read a land acknowledgement.

A motion was made to excuse President Smith; seconded and passed unanimously.

**SPECIAL PRESENTATIONS**

ASIAN AMERICAN, NATIVE HAWAIIAN AND PACIFIC ISLANDER HERITAGE  
MONTH PROCLAMATION

Following a brief staff introduction, Commissioner Liang read a proclamation that recognized and honored May as Asian American & Pacific Islander Heritage Month.

Lua Pritchard of the APCC accepted the proclamation and a Korean women's dance troop performed a short dance.

**PRESIDENT'S REPORT** None

**STANDING COMMITTEE AND COUNCIL REPORTS**

Active Lifestyle & Community Wellness Advisory Council

Commissioner Pointer commented that the council met on April 27<sup>th</sup>. At the meeting staff gave a presentation on the Loop Trail project.

Business & Responsive Agency Advisory Council

Commissioner Reid commented that the council meets tomorrow morning.

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Dash Point Park & Pier Community Meeting will be May 23rd, 6-7:30 pm. The Meeting will be held at Norpoint.
- Congratulations to MPT community center asst. supervisor, Lisa Ellson who was recently elected to the Board of Directors for WRPA.
- Debbie Russell introduced new HR employees Amanda Rhymes and Detrek Jones.
- Mark Knowlden showed a video introducing many new Parks & Recreation Staff.

**COMMUNITY COMMENTS**

Curt Mehlhaff commented he was glad for the opportunity to visit the Eastside Community Center at the last Board Meeting. Mr. Mehlhaff noted his concern over the federal debt ceiling dispute.

**MINUTES OF THE APRIL 24, 2023 REGULAR BOARD MEETING**

Commissioner Liang moved to adopt the minutes as presented; seconded by Commissioner Ayala and passed on a vote of 4-0 (President Smith being excused).

**CONSENT AGENDA**

**RESOLUTION NO. C38-23:** APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2023

**RESOLUTION NO. C39-23:** APPOINTING MEMBER TO THE ACTIVE LIVING AND COMMUNITY WELLNESS ADVISORY COUNCIL

**RESOLUTION NO. C40-23:** POINT DEFIANCE SANITARY SEWER LIFT STATION IMPROVEMENTS PROJECT NO J2021-22 FINAL ACCEPTANCE TO AWARD CONSTRUCTION, INC.

**RESOLUTION NO. C41-23:** POINT DEFIANCE PARK OWEN BEACH ACCESS ENTRY ROAD PROJECT NO. J2022-05 FINAL ACCEPTANCE TO WILDWOOD CARPENTRY, LLC

Commissioner Liang moved to adopt the consent agenda as presented; seconded by Commissioner Ayala and passed on a vote of 4-0 (President Smith being excused).

New council members were recognized and thanked.

**PURCHASING RESOLUTIONS** None

**PUBLIC WORKS PURCHASING RESOLUTIONS** None

**SINGLE READING RESOLUTIONS** None

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS** None

**NEW BUSINESS** None

**UNFINISHED BUSINESS** None

**BOARD COMMENTS**

Commissioners Reid & Ayala commented on the NW Trek Volunteer Recognition event they attend last Saturday.

Commissioner Pointer stated that he attended the memorial service for community member Tom Dickson, noting his Mr. Dickson’s impact on the local community.

**ADJOURN**

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: Jennifer Bowman, Board Secretary







**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

**SUBJECT: Authorizing Surplus and Disposal of Personal Property**

DATE: May 10, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes the surplus and disposal of personal property no longer in service or required for future operations from the Zoological & Environmental Education Division.

**BACKGROUND:** Section V. RCW 35.61.132 authorizes Metro Parks Tacoma to sell, exchange or dispose of any personal property acquired for park purposes when such property is no longer suitable for park or other recreational purposes. RCW 35.61.130 authorizes the Board of Park Commissioners to conduct and manage the sale of merchandise and conduct such forms of business production of revenue or expenditures for park purposes. The items requested to be surpluses are in poor condition and costs to repair and maintain them would exceed the value of the property itself. Staff routinely evaluates equipment to determine on-going operating and maintenance costs as compared to the cost of replacement. Replacement equipment is evaluated for cost efficiency, environmental standards, and durability. Replacement and/or disposal of obsolete equipment is part of the comprehensive asset management program and includes the fleet funding plan that was approved by the Park Board Staff is requesting that the following items be listed as surplus:

ASSET #	DESCRIPTION	MAKE	ID NUMBER
002377	2015 Vantage (EV) 48V Electric Truck, EXT CAB EVX1000	Vantage Vehicle International	1V94B1118FC113517
002446	2016 E-Z-GO Terrain 250e utility vehicle	E-Z-GO	3184792
	Spectre 3 Axle Flatbed Trailer	Unknown	
	Wuling Micro Truck	Wuling	LZWCAAGAX72000209
	Greenhouse 18' x 24' w/ Electric Heater, Controls & 4 benches	Greenhouse Megastore	

**FISCAL IMPACT:** Per District Property & Equipment Policy 100.001, Section VII, items of surplus or unsuitable property may be traded or exchanged for like property.

**ADDITIONAL INFORMATION:** For additional information, please contact Alan Varsik, Director of Zoological & Environmental Education at [alan.varsik@pdza.org](mailto:alan.varsik@pdza.org) or 253-404-3634.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C42-23**

**AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY**

WHEREAS, the Metropolitan Park District of Tacoma wishes to surplus and dispose of personal property which is no longer in service, having been replaced with new units or due to age and condition are no longer required for operations; therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the following real property items be declared surplus:

ASSET #	DESCRIPTION	MAKE	ID NUMBER
002377	2015 Vantage (EV) 48V Electric Truck, EXT CAB EVX1000	Vantage Vehicle International	1V94B1118FC113517
002446	2016 E-Z-GO Terrain 250e utility vehicle	E-Z-GO	3184792
	Spectre 3 Axle Flatbed Trailer	Unknown	
	Wuling Micro Truck	Wuling	LZWCAAGAX72000209
	Greenhouse 18' x 24' w/ Electric Heater, Controls & 4 benches	Greenhouse Megastore	

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_ 2023.

\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Purchasing Resolution**

DATE: May 15, 2023

**EXECUTIVE SUMMARY:** The attached Purchasing Resolution seeks Board approval to enable the Executive Director to enter into the necessary agreements for the purchase and acquisition of the goods and services detailed in Exhibit A to the Resolution and in the supporting information below.

Proposed goods and services for purchase and/or acquisition:

<b><u>Item Number</u></b>	<b><u>Proposed Vendor</u></b>	<b><u>Proposed Purchase</u></b>	<b><u>Price (With Sales Tax)</u></b>
1.	CDW-G (Barracuda)	Cloud-to-Cloud Backup Service for MS Office 365	Increase of \$28,291.95 for a Total of \$68,741.45 (including sales tax)
2.	Cartegraph Systems / (OpenGov.)	EAM Software Procurement, Implementation, and Support Services	Not to exceed \$375,000.00 (including sales tax)

**ITEM NO. 1**

- **VENDOR** CDW-G (Barracuda)
- **GOODS OR SERVICE** Cloud-to-Cloud Backup Service for MS Office 365
- **PRICE** Increase of \$28,291.95 for a Total of \$68,741.45 (including sales tax)
- **SOURCE OF FUNDING** Business, Administration and Planning IT Budget
- **CONTACT** Debbie Russell at (253) 305-1086 or [debbie.russell@tacomaparks.com](mailto:debbie.russell@tacomaparks.com)

**BACKGROUND:** Staff requests that the Board of Park Commissioners authorize the purchase of Barracuda Cloud-to-Cloud backup service from CDW-G for Microsoft Office 365 (MSO365) software.

Metro Parks has used Barracuda solutions to safeguard our cloud e-mail data for several years, and Business Administration and Planning would like to add additional services to protect all remaining Microsoft Office 365 data.

This will be purchased through the Washington State Department of Enterprise Services NASPO ValuePoint Software Resellers buying program (Contract No. 06016).

**FISCAL IMPACT:** This approval will allow for an additional \$28,291.95 for a total contract of \$68,741.45 (including sales tax). Funds for this purchase will come from the Business, Administration & Planning IT budget.

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

## **ITEM NO. 2**

- **VENDOR** Cartegraph Systems //(OpenGov.)
- **GOODS OR SERVICE** EAM Software Procurement, Implementation, and Support Services
- **PRICE** Not to exceed \$375,000.00 (including sales tax)
- **SOURCE OF FUNDING** 2014 Bond (Fund 342, 14UTGO) Operating Funds (06110135.541130)
- **CONTACT** Debbie Russell (253) 305-1086

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This item was reviewed by the Capital Improvement Committee at their meeting on Wednesday, May 10, 2023, and forwarded on to the full Board with a recommendation for approval.

**BACKGROUND:** The Metropolitan Park District of Tacoma Board passed this Purchasing Resolution No. P2-23 on January 9, 2023, for the purchase of the new EAM software which includes professional services for implementation and only the first year of the software subscription. The original resolution had a price not to exceed \$250,000 and did not account for Washington State sales tax. After entering negotiations with the vendor, MPT has determined that it is in its best interest to set the initial software term for 3 years, instead of 1. The revised

amount accounts for this increase in the software subscription term and factors in Washington State sales tax, for a total not-to-exceed cost of \$375,000.

Background from the Original Resolution:

Early in 2022, an EAM Steering Committee was assembled, representing the cross-departmental team that would be supporting the program. Several stakeholder sessions were conducted with the various user groups and departments to finalize the functional requirements of the EAM software.

After evaluating MPT's EAM system need, it was determined that the agency required a robust district-wide EAM system that would be:

- Intuitive and easy to use
- Highly configurable without the need for an in-house programmer
- Able to track asset information and work order history
- Capable of integrating with GIS and financial systems.

On June 17, 2022, a Request for Proposal (RFP) (J2022-22) was publicly advertised by Daily Journal of Commerce and Tacoma Daily Index. It was also posted on Metro Park's website. MPT received seven proposals; however, two were missing key components of their submissions and were therefore considered non-responsive. After a thorough review, based on the submittal scoring criteria, an interview and demonstration, software trial, and reference checks, MPT selected Cartegraph Systems as its EAM software vendor, which was also the low bid.

Cartegraph has extensive experience providing EAM software, implementation services, and on-going support to City, County, and State Government entities. The scope of services for this proposal includes procuring the software fees (for an initial term of 3 years), implementation services (including data migration, configuration of the software, and training), and on-going technical support. The ongoing software licensing costs were considered during the selection process.

In July 2022, an addendum to the RFP was released, clarifying the scope of this project. MPT identified elements of the EAM implementation that can be phased in as capacity allows. Those include an asset inventory and condition assessment to capture and enter any outstanding asset information into the EAM software; integrations with financial system (Tyler Munis), which is undergoing an upgrade; and as-built GIS data conversion to get the GIS data into a useable format for the GIS and EAM systems.

**FISCAL IMPACT:** The funds for this purchase are from the 2014 technology improvement bond (Fund 342, 14UTGO) and Operating Funds.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P43-23**

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

WHEREAS, through the adoption of Resolution No. R51-02, Adopting Board Policies and Procedures, the Board of Park Commissioners authorized the use of a Purchasing Resolution for consolidation of all purchases seeking approval by the Board of Park Commissioners; and

WHEREAS, the Board of Park Commissioners established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR34-05 Adopting Revised Purchasing Policy; and

WHEREAS, Metro Parks staff recommends the Board of Park Commissioners authorize the purchase of goods and services detailed below; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize the Executive Director to enter into the necessary agreements to purchase or acquire the following goods and services as detailed in Exhibit A to this resolution.

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A**  
**to**  
**Purchasing Resolution No. P43-23**

**ITEM No. 1**

- **VENDOR** CDW-G (Barracuda)
- **GOODS OR SERVICE** Cloud-to-Cloud Backup Service for MS Office 365
- **PRICE** Increase of \$28,291.95 for a Total of \$68,741.45  
(including sales tax)
- **SOURCE OF FUNDING** Business, Administration and Planning IT Budget
- **CONTACT** Debbie Russell at (253) 305-1086 or  
[debbie.russell@tacomaparks.com](mailto:debbie.russell@tacomaparks.com)

**ITEM No. 2**

- **VENDOR** Cartegraph Systems/(OpenGov.)
- **GOODS OR SERVICE** EAM Software Procurement, Implementation,  
and Support Services
- **PRICE** Not to exceed \$ 375,000.00  
(including sales tax)
- **SOURCE OF FUNDING** 2014 Bond (Fund 342, 14UTGO)  
Operating Funds
- **CONTACT** Debbie Russell at (253) 305-1086 or  
[debbie.russell@tacomaparks.com](mailto:debbie.russell@tacomaparks.com)







## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Memorandum of Understanding with Tacoma Public Schools for Field Planning and Design at Peck Athletic Complex**

DATE: May 16, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes the Executive Director to enter into a Memorandum of Understanding with Tacoma Public Schools for the purpose of constructing an all-season, multi-use sports field and related improvements at the Peck Athletic Complex.

**BACKGROUND:** MPT and Tacoma Public Schools (TPS) have worked cooperatively for many years to coordinate the use, programming and scheduling of athletic field facilities throughout Tacoma. This has included joint investment in athletic field upgrades to provide high quality facilities that serve community and school usage, under the authority of Interlocal Agreement No. TSD-21-092, signed by TPS/MPT on August 12, 2013.

The 2020 TPS Capital bond issue included funding for field construction/improvements at several sites, with the possibility of co-locating fields on adjacent park sites. A proposal to construct two fields (baseball field/fastpitch softball) at Stanley Playfield to serve as the home fields for Stadium High School was presented in March at a community meeting. Significant community opposition prompted the Park Board to reject the proposal and instruct staff to identify alternative locations for the fields and related improvements. Subsequent conversations between MPT and TPS staff resulted in the selection of the Peck Athletic Complex as the preferred site for the baseball field. (The fastpitch softball field will be constructed at Hilltop Heritage Middle School.)

MPT and TPS staff have been coordinating site feasibility activities and have identified initial areas of coordination and responsibility, as documented in this Memorandum of Understanding. This agreement is expected to be executed in May 2023, and will guide activities through schematic design process which is expected to be completed no later than Fall of 2023. An Interlocal Agreement will ultimately be created for this project to outline construction details and specific funding responsibilities, as well as operations assumptions and a covenant.

The MOU outlines individual and shared roles and responsibilities for both MPT and TPS in the areas of funding, community engagement, design and construction and provides the schedule for completion of the feasibility phase.

Key assumptions include:

- MPT will lead a master planning process for the Peck Athletic Complex to develop a community-based schematic plan that will guide development of active field and court facilities, along with neighborhood park amenities.
- MPT and TPS will coordinate their community engagement processes necessary in order to arrive at a consensus location for the baseball field, and subsequent phasing plans;
- MPT and TPS will jointly conduct due diligence throughout the process to ensure that the recommended locations are feasible;
- MPT commits to using the Peck Athletic Complex for TPS priority use as a high school all-season sports field with associated amenities, assuming that feasibility has been verified
- MPT commits to giving the District approval to proceed with the permitting and construction phases of the project.
- TPS will be responsible for the payment, procurement, and project management of all District directed feasibility activities related to the high school baseball field and field related amenities, including field surfaces, fencing, dugouts, restrooms, and spectator seating
- The MOU will become effective on the date of signature by all parties and will remain in effect through January 1, 2025, unless terminated prior to this date by any of the parties by resolution of their respective Boards with at least one month prior written notice.

**FISCAL IMPACT:** MPT will hire a design consultant to assist with the site masterplan, which will inform the final location of the athletic fields and associated amenities. This contract is estimated to be \$100,000 and will be funded through the 2014 UTGO bond, and as authorized in the adopted 2023-2024 Capital Improvement Plan.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R44-23**

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN TACOMA PUBLIC SCHOOLS AND THE METROPOLITAN PARK DISTRICT OF TACOMA FOR FIELD PLANNING AND DESIGN AT PECK ATHLETIC COMPLEX**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to plan and implement improvements at the Peck Athletic Complex; and

WHEREAS, Metro Parks and Tacoma Public Schools share an overall goal to provide youth athletic field facilities and amenities in an economical and efficient manner for the benefit of Tacoma community; and

WHEREAS, Metro Parks and TPS entered into Interlocal Agreement TSD-14-110 regarding the Joint Use and Development of Facilities and Open Spaces, which encourages the expansion of joint and cooperative capital ventures and efficient management of the use of the parties' properties and facilities for the benefit of Tacoma's community members; and

WHEREAS, the Peck Athletic Complex has long served the Tacoma community as a place for youth and adult athletics, beginning as Tacoma's first baseball stadium in 1907; and

WHEREAS, TPS, through funding provided by their 2020 capital bond program seeks to provide an all-season, multi-sport field to support interscholastic programs at Stadium High School and Hilltop Heritage Middle School; and

WHEREAS, Metro Parks desires to develop athletic facilities to serve current and future demand for youth athletic programs; and

WHEREAS, there is an opportunity to expand the diversity of uses at the Peck facility to better serve the neighborhood and community needs; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma, that they authorize the Executive Director to sign the Memorandum of Understanding for Field Planning and Design at Peck Athletic Complex.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_ 2023.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk





## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Lease of Portland Avenue Community Building by Asia Pacific Cultural Center**

DATE: May 15, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes the Executive Director to negotiate final terms and enter into a short-term lease of the Portland Avenue Community building with Asia Pacific Cultural Center (APCC). As part of the lease agreement, APCC shall provide services as needed by the community at that location.

**BACKGROUND:** In 2018, Metro Parks shifted programming from the former Portland Avenue Community Center to the newly constructed Eastside Community Center. The transition prompted significant community concerns about the future of the park and building, which resulted a Park Board commitment to maintain public ownership of the park and assets. Metro Parks subsequently engaged the community in discussions to determine potential uses of the community building.

As a result of those discussions, Metro Parks entered into a lease agreement with the Korean Women's Association (KWA) in 2018 to provide capital improvements and programming services at the Portland Avenue Community building. This lease was terminated in February, 2020 and— with the exception of COVID-related support programs-- the building has remained vacant. It was damaged by an arson fire in May, 2021 and was closed for insurance-funded remediation efforts. The remediation project was completed early in 2023, prompting MPT to resume conversations about the future of the building.

APCC is a long-term non-profit organization, and partners with Metro Parks to provide complementary programming services to the community. APCC is expected to begin construction of their new building at South Park in August 2023 and requires a temporary building and location to operate and provide programming during the construction phase, which is expected to be completed by the end of 2024.

Given the recently completed fire remediation, the Portland Avenue Community building is in good condition, and can provide a suitable location to meet the needs of both Metro Parks and APCC. The Portland Avenue Community Center will be activated, and the community will have access to building and programming until APCC moves to their new permanent home. The lease will become effective upon signature by both parties, and is projected to be in effect for approximately 16 months, with an option for month-to-month leasing after that. This timeline allows Metro Parks to find a long-term solution to program the space at the Portland Avenue Community building after 2024.

**FISCAL IMPACT:** APCC agrees to provide the non-profit rental rate of \$1.00 on a monthly basis in exchange for providing public access, programming services, and complementary activities for the community. Staff believe this short-term programmed use of the building at a non-profit rate provides a significant benefit to the taxpayers, rather than to have the building remain vacant.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R45-23**

**SHORT TERM LEASE BY AND BETWEEN THE ASIA PACIFIC CULTURAL CENTER  
AND THE METROPOLITAN PARK DISTRICT OF TACOMA  
FOR THE PORTLAND AVENUE COMMUNITY BUILDING**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to maintain quality facilities at Portland Avenue Park; and

WHEREAS, Metro Parks shifted most community center programming from the former Portland Avenue Community Center to the newly opened Eastside Community Center in 2018; and

WHEREAS, Metro Parks is committed to explore future uses of the Portland Avenue Community building for the benefit of the community; and

WHEREAS, the Asia Pacific Cultural Center is a non-profit organization and long-term partner with Metro Parks providing complementary community programming services; and

WHEREAS, the Asia Pacific Cultural Center requires a short-term space and building to provide services during the construction of their new building at South Park; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize the Executive Director to negotiate final terms and enter into a short-term lease with Asia Pacific Cultural Center for the Portland Avenue Community building.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_ 2023.

\_\_\_\_\_

President

ATTEST:

\_\_\_\_\_

Secretary

\_\_\_\_\_

Clerk







## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

**SUBJECT: 2023 Portland Avenue Park Master Plan -Final Acceptance**

DATE: May 10, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes acceptance of the 2023 Portland Avenue Park Master Plan.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday, May 10, 2023, and forwarded on to the full Board with a recommendation for approval.

**BACKGROUND:** Portland Avenue Park has served a key role in recreation for Tacoma's Eastside residents for many years. The park opened in the 1930s, with significant—and passionate--neighborhood involvement which drove park improvements. The Portland Avenue Improvement Club rented a bulldozer from the Park District in 1939 to level the ground themselves. Later on, the installation of the wading pool in 1949 was made possible by Kiwanis fundraising, as was the playground added the following year. The Community Center, opened in 1989, was the result of a Development Block Grant from the City combined with Metro Parks.

MPT's 2005 UTGO Capital bond included funding to update selected features at the park, including a new playground, restroom renovation, turf renovation, drainage improvements, and new fencing. Improvements to the community center building were also included. These elements were incorporated into a design study completed in 2007, which informed the subsequent improvements.

While the building ceased to function as a community center when Eastside Community Center opened in 2018, the park itself has continued to be an important space for the Eastside community. The wading pool was demolished in 2020, and other elements—such as the restrooms—are aging require replacement. Accordingly, MPT initiated a formal community master planning effort in Fall, 2022 to explore opportunities to discover, enhance and diversify the park's recreational, open space, public health and cultural value to the community. The proposed 2023 Portland Avenue Park Master Plan represents the culmination of the community-driven plan.

**FISCAL IMPACT:** The construction cost estimate for full implementation of the master plan is estimated to be \$10-11 million dollars. The implementation of the plan can be phased, as funds are made available. The Master Plan funding was allocated from the 2014 Bond in the amount of \$200,000.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. RR46-23**

**ACCEPTING THE 2023 PORTLAND AVENUE PARK MASTER PLAN**

WHEREAS, the Metropolitan Park District of Tacoma owns and operates Portland Avenue Park located at 3513 Portland Ave. E., Tacoma; and

WHEREAS, an in-house staff team in conjunction with the landscape architectural consulting firm Bruce Dees and Associates, led an effort to develop a Master Plan for Portland Avenue Park; and

WHEREAS; Metro Parks Tacoma worked with our partner organizations; a community steering committee; and conducted public outreach to gather input, develop design criteria, review development options, and identify a preferred development concept for Portland Avenue Park; and

WHEREAS, the Master Plan for the Portland Avenue Park includes provisions for improvements including a spray ground, skatepark, restrooms, covered areas for shade, an event space, sport courts, improved rugby fields, improved entries and future trail connections to Eastside Community Center, paved trails, interpretive signage, parking and drainage upgrades and landscaping; and

WHEREAS, The Master Plan supports a wide variety of outdoor amenities, sports, natural landscapes, and gathering spaces; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the Portland Avenue Master Plan.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_ 2023.

\_\_\_\_\_

President

ATTEST:

\_\_\_\_\_

Secretary

\_\_\_\_\_

Clerk



## **MEMORANDUM**

**TO:** Board of Park Commissioners

**THROUGH:** Shon Sylvia, Executive Director

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

**SUBJECT:** **Revised Fort Nisqually Living History Museum Collections Policy (200.005)**

**DATE:** May 16, 2023

**EXECUTIVE SUMMARY:** This resolution adopts the revised Fort Nisqually Living History Museum Collections Policy (200.005).

**BACKGROUND:** The Fort Nisqually Living History Museum's current Collections Policy was adopted by the Board of Park Commissioners in 2019. The current revision is needed to update language contained within the policy. Proposed revisions to the Policy include:

- Removing procedures from the policy document and per best practices, places these into the Fort Nisqually Collection Plan
- Adding a sentence clarifying potential donations must be approved for drop-off by the curator in advance
- Clarifying that Living History collection items are a different classification than Permanent collection items and are therefore not accessioned as artifacts
- Clarifying language around deaccession review requirements

Recommended changes to this policy were brought forward by staff during new business at the April 24, 2023 Regular Board Meeting and were discussed at the May 15, 2023 Committee of the Whole. These recommendations were also reviewed by the Arts & Heritage Advisory Council and have undergone an equity review. Several additional edits were made following requests by Commissioners at the May 15th Committee of the Whole meeting.

**FISCAL IMPACT:** No financial considerations.

**ADDITIONAL INFORMATION:** For additional information, please contact Mark Knowlden, Interim Director of Parks & Recreation at (253) 305-1067 or [Mark.knowlden@tacomaparks.com](mailto:Mark.knowlden@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. RR47-23**

**ADOPTING REVISED FORT NISQUALLY COLLECTION POLICY**

WHEREAS, the Board of Park Commissioners recognizes the importance of maintaining current policies; and

WHEREAS, the Board of Park Commissioners recognizes the value of being an accredited organization and appreciates the value of Fort Nisqually Living History Museum being accredited by the American Alliance of Museums; and

WHEREAS, the attached Fort Nisqually Collection Policy (200.005) has been reviewed to meet the standards set by the American Alliance of Museums; and

WHEREAS, the attached Exhibit A Fort Nisqually Collection Policy (200.005) has been reviewed and accepted by the Arts and Heritage Advisory Council; now, therefore, be it

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma approves the revised policy;

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

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**FORT NISQUALLY COLLECTIONS POLICY**

<b>Policy No.:</b> 200.005	<b>Resolution No.:</b> RR20-14	<b>Date Approved:</b> 3/10/14	<b>Equity Review Date:</b> 4/18/23	<b>Supersedes the following Resolutions &amp; Policies:</b> 79-81; 9-85
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>		<b>Procedures approved by the Executive Director:</b>

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

**PERMANENT COLLECTION:**

**Purpose:** The purpose of Fort Nisqually Living History Museum (FNLHM) permanent collection is to provide public education through the acquisition, preservation, research, interpretation and exhibition of artifacts, documents, and photographs relevant to these primary and secondary themes:

1. The Hudson’s Bay Company (HBC) and its historical role in regional settlement and development.
2. The Puget Sound Agricultural Company (PSAC) and its historical role in the further development of the region.

The period between 1832 and 1869 will be recognized as the chronological scope within which the collections will be maintained. This era saw HBC and PSAC control of the Puget Sound post and the territory it claimed. With the thematic scope, this chronological scope establishes limits for the collections, guards against random and indiscriminate expansion, while establishing goals for future acquisitions. Additionally, items outside the period of 1832 through 1869 will be considered for permanent collection status on a case-by-case basis if the item(s) has provenance to HBC employees or people connected with the historic Fort Nisqually. Subsidiary to the primary and secondary themes listed above, Fort Nisqually Living History Museum will also maintain documentation of its relocation and reconstruction history from 1933-1940 as a local project of federal work relief programs such as the Civilian Conservation Corps (CCC) and the Works Progress Administration (WPA).

**Collection**

**Ethics:** The collections need continual improvement in the quality and representation of objects therein. Improvement includes growth through an active collections policy, which seeks acquisitions. It also includes the judicious removal of materials which are unrelated to the primary themes, unauthentic replicas of originals or inappropriate to the purpose of the facility. **Objects not appropriate for the permanent collection may be considered for the living history collection. The objects in the Living History Collection therefore exist to safeguard the artifacts of the Permanent Collection from harm through handling, soiling, wear, breakage, and other undue use, while still conveying an appropriate historical impression to the visiting public. These objects include, but are not limited to: furniture, clothing, metal and ceramic table wares, books, firearms, tools and equipment, personal effects, etc. of the appropriate period. It is understood that objects in the Living History**

Collection are intended for active use by FNLHM staff and volunteers while interpreting Fort Nisqually history to enhance visitor experience, and that these objects will require eventual individual replacement as use demands. See Collection Plan & Procedure Manual for additional information.

Artifacts are acquired through donation or purchase for the FNLHM permanent artifact collection only when the following conditions are met:

1. The artifact must be consistent with and relevant to FNLHM's primary and secondary themes, which emphasize the interpretation and illustration of the HBC and PSAC in the Pacific Northwest; or, with the subsidiary theme, which documents Fort Nisqually since its relocation/restoration in Point Defiance Park 1933-1940 as a local CCC/WPA project.
2. Acceptable artifacts are given as free and unrestricted gifts subject to conditions outlined in the museum's collections policy.
3. FNLHM must be able to provide for the storage, protection, and preservation of said artifacts under conditions that insure their availability for the museum's use and in accordance with prevailing professional standards.
4. FNLHM will not knowingly and willfully accept or acquire any object that was illegally imported into the United States or that was collected or recovered under circumstances that would support or encourage irresponsible damage to or destruction of collecting sites, cultural monuments, or human burial places. The museum will comply with 43 CFR 10 NAGPRA (Native American Graves Protection and Repatriation Act of 1990) in its acquisition practices.
5. Museum staff will not appraise, identify or authenticate objects under circumstances that could encourage or benefit illegal, unethical or irresponsible traffic in such materials.

**Acquisition  
Ethics,  
Procedures &  
& Record  
Keeping:**

Donations to FNLHM must be reviewed and acknowledged by the site curator before acceptance in the collections of the facility. All objects accepted for review for potential donation to FNLHM will be documented on a Temporary Custody Receipt signed by the potential donor and by a FNLHM representative. **Potential donations to FNLHM may not be left at the museum without the prior consent of the site curator. The site's curator must approve purchases of artefactual objects in advance.**

**Moved to  
Procedures  
Document:**

~~At the point of acceptance, the following procedure will be followed.~~

~~1. Deed of Gift: A Deed of Gift, listing all objects acquired with their respective provenance, will be signed by the donor, his/her representative, and the curator. In the~~

~~case of acquisition by purchase, the corresponding receipts for the purchased items will be attached. Donors will receive a copy of this document for their records.~~  
~~2. Registration: The object(s) will be listed in FNLHM's registration records and will then be assigned an accession number.~~  
~~3. Donor file: All properly acknowledged donations will be recorded in the donor file and a notation made of the disposition of the objects if an accession number is not assigned to them at this time.~~  
~~4. Disclaimer: FNLHM staff will not be held responsible for unsolicited or unacknowledged donations that have not undergone the procedures outlined in this collections policy.~~

**Deaccessions  
Ethics,  
Procedures &  
Record  
Keeping:**

Consideration for the removal of objects from the permanent collection will be a joint effort by the site's staff, MPT administrators/Advisory Council, and if necessary, legal counsel. Museum best practices will be followed, as laid out in the Collection Plan and Procedures Manual. After appropriate review procedures have been conducted, a listing of all potentially deaccessionable objects must appear before the MPT Board of Park Commissioners at a regular public meeting and meet with their approval.

An object may be removed from the site's collections if it is:

1. Determined to be a duplicate of lesser quality and surplus to current or projected needs within the permanent, living history or research collections.
2. Not relevant to the stated themes and purpose of the site.
3. Deteriorated and of an inferior quality.
4. Prohibitively expensive to restore, maintain warehouse, preserve and/or is otherwise impractical to retain.
5. Hazardous material that poses an immediate threat to the collections.
6. Unsolicited property of no redeeming quality for exhibit, living history, research or loan use.
7. Determined to be missing for five consecutive years.

Once the object is identified for removal it will undergo the following steps, insofar as it is practical to do so:

1. The manner of disposition chosen will be in the best interests of FNLHM, the public it serves, the public trust it represents in owning the collections, and the scholarly and educational communities it represents.
2. Primary consideration will be given to placing the objects through trade, sale, or gift in another tax-exempt public institution wherein they may serve a valid purpose in research, education, or exhibition.

3. A public auction of objects will take place only if all other avenues of removal have been explored, and in the manner that will best protect the interests, objectives and legal status of the site.
4. Objects will not be given or sold privately to MPT or FNLHM employees, volunteers, officers, members of the Board or their representatives.
5. Catalogs and other records of the site shall document the removal of objects from the collections and the condition of their disposal.
6. Objects that are broken, deteriorated or of other non-redeemable quality may be consigned to waste.

**Loans  
Ethics,  
Procedures  
& Records  
Keeping:**

Loans are of two types: those loaned by Fort Nisqually Living History Museum (outgoing) and those borrowed by FNLHM (incoming).

Outgoing loans require that the borrower must demonstrate an understanding of the proper environmental, exhibit, and security standards established by the museum profession. The borrower or his/her representative must complete a Loan Agreement form and abide by its conditions.

Incoming loans will be accepted for pre-arranged use only, usually exhibition, and for a definite period of time. For items loaned to the site, a loan agreement must be completed and signed by both parties.

Incoming loans require that the same degree of care is given to those objects owned by FNLHM. Loaned property will be exhibited and utilized at the full discretion of the site's curatorial staff and in accordance with the conditions of the Loan Agreement and will be properly recognized. If the loan remains unclaimed, legal procedures will be enacted to claim the object(s) as outright property of the FNLHM in accordance with RCW 63.26 (Unclaimed Property Held By Museum or Historical Society).

- ~~1. The same degree of care is given as to those objects owned by FNLHM.~~
- ~~2. Written appraisal by a qualified third party be supplied if additional insurance is to be carried by the site.~~
- ~~3. Object(s) can be removed from the site upon reasonable notice (30 days) from the lender. The object(s) will be released after return signatures on the loan agreement form have been obtained and appropriate return arrangements have been made.~~
- ~~4. Object(s) loaned to FNLHM must be claimed on the loan termination date by the lender, his/her representatives (or the legal heir of the estate in the event of his/her death); or a new loan agreement may be formulated between the parties; or if the loan remains unclaimed, legal procedures will be enacted to claim the object(s) as outright property of the FNLHM in accordance with RCW 63.26 (Unclaimed Property Held By Museum or Historical Society).~~



- ~~5. Loaned property will be exhibited and utilized at the full discretion of the site's curatorial staff and in accordance with the conditions of the Loan Agreement, and will properly recognized.~~

#### LIVING HISTORY COLLECTION:

~~In contrast to the Permanent Collection, the purpose of the Fort Nisqually Living History Museum (FNLHM) living history collection is to provide modern or period reproductions of the objects collected and maintained in the permanent collections, as detailed in the above thematic and chronological scopes.~~

~~The objects in the Living History Collection therefore exist to safeguard the artifacts of the Permanent Collection from harm through handling, soiling, wear, breakage and other undue use, while still conveying an appropriate historical impression to the visiting public. These objects include, but are not limited to: furniture, clothing, metal and ceramic table wares, books, firearms, tools and equipment, personal effects, etc. of the appropriate period. It is understood that objects in the Living History Collection are intended for active use by FNLHM staff and volunteers while interpreting Fort Nisqually history to enhance visitor experience, and that these objects will require eventual individual replacement as use demands.~~

~~Objects in the Living History Collection:~~

- ~~1. Must be reviewed by FNLHM staff before active use to ensure that they meet the appropriate historical and safety standards.~~
- ~~2. Are **not** accessioned into the Permanent Collection, and will be marked "FNLHC (Fort Nisqually Living History Collection + (YEAR))", so that their status is apparent.~~
- ~~3. Will be replaced as required by use and wear.~~

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**ADMINISTRATIVE PROCEDURE:** (Procedures have been developed as of adoption of the Policy)  
For additional information on procedures, please see Collection& Procedure Manual.

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## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Hunter George, Policy and Government Relations Officer  
Sandra Eliason, Chief Marketing & Communications Officer

**SUBJECT: Social Media Policy**

DATE: May 16, 2023

**EXECUTIVE SUMMARY:** This proposed policy establishes procedures and expectations for the appropriate use of social media, including both work-related and personal social media usage. This policy applies to all employees, volunteers, and vendors who work for MPT. As co-chairs of the Marcom District Team, we reviewed this policy with the Executive Cabinet, Human Resources, and legal counsel (Summit Law), and we applied the new MPT Equity Note through an exercise with an ad hoc committee. This policy is designed to meet updated CAPRA accreditation standards.

**BACKGROUND:** Having an official social media policy is considered a best practice by the marketing and communications (marcom) industry and the Municipal Research Services Center (MRSC). In addition, CAPRA accreditation standards have been updated to include a requirement for a social media policy:

Standard 3.4.3.2: An agency shall have a policy on the use of social media in their public relations and marketing efforts. The policy should include how social media is issued in both community relations and marketing programs, identification of social media platforms, types of content and designated person for management and operation of the platforms.

The district has several dozen social media channels representing parks, recreation, and zoological facilities and programs. A complete list, with links, is available to the public [here](#). These are incredibly valuable tools that enable the district to share information, build relationships, encourage two-way communication, and inspire people to take action.

The policy is designed to provide guidance and set expectations in the following ways:

- Defines the district's purpose for using social media channels.
- Establishes authority for approval of channels and content.
- Notifies that social media content is considered a public record that is subject to retention.
- Establishes MPT's right to moderate, edit or delete comments in certain circumstances.
- Establishes the circumstances in which social media can be used for personal reasons during work hours.
- Describes circumstances in which personal use of social media outside of work can involve discipline at work.
- Reminds employees, volunteers and vendors that individuals are encouraged to report workplace concerns through the appropriate channels, rather than posting on social media.

An attorney from Summit Law reviewed the policy and noted that much of it follows a template published by Summit Law. The Marcom District Team assembled an ad hoc committee to review the policy using the new Equity Note, which resulted in edits that strengthened the policy's "intent" language, among other things. We shared a request for volunteers from MPT's Advisory Councils to serve on the ad hoc committee, and one member from BRAAC participated. Several additional edits were made following requests by Commissioners at the May 15 Committee of the Whole meeting.

**FISCAL IMPACT:** There is no known fiscal impact.

**ADDITIONAL INFORMATION:** Please contact Chief Marketing and Communications Officer Sandra Eliason at 253-305-1016 or [sandrae@tacomaparks.com](mailto:sandrae@tacomaparks.com), or Policy and Government Relations Officer Hunter George at 253-686-9553 or [hunterg@tacomaparks.com](mailto:hunterg@tacomaparks.com).

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. RR48-23**

**ADOPTING A DISTRICT SOCIAL MEDIA POLICY**

WHEREAS, the Board of Park Commissioners recognizes the importance of social media as a vehicle for communicating with the community; 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, standards set by the Commission for Accreditation of Park and Recreation Agencies (CAPRA) includes a requirement to establish a social media policy that defines how social media platforms should be approved, managed and maintained, and

WHEREAS, establishing a social media policy is also recommended by the Municipal Research Services Center (MRSC) and it is considered a best practice within the professional marketing and communications industry; and

WHEREAS, the policy being brought forward has been reviewed by legal counsel and staff, including a review using the District's Equity Note, now, therefore be it,

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma adopt the Social Media Policy attached hereto.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

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## SOCIAL MEDIA POLICY

<b>Policy No.:</b>	<b>Resolution No.:</b>	<b>Date Approved:</b>	<b>Supersedes the following Resolutions &amp; Policies:</b>
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>	<b>Procedures approved by the Executive Director:</b>

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

**Purpose:** This policy establishes procedures and expectations for the appropriate use of social media, including both work-related and personal social media usage. This policy applies to all employees, volunteers, and vendors who work for Metropolitan Park District of Tacoma (MPT).

For purposes of this policy, “social media” is intended to encompass all electronic sharing platforms and services. Examples include, but are not limited to, internet and intranet websites and forums, blogs or online journals, bulletin boards, chat rooms, personal websites, and social networking of affinity services (e.g., Facebook, Twitter, Instagram, LinkedIn, YouTube, Flickr, Pinterest, BeReal, TikTok, Snapchat, Reddit, etc.).

### Policy Requirements:

#### Section I. Work-Related Social Media

A. Purpose: As part of its brand and public mission, MPT creates and manages a variety of social media accounts. Work related MPT social media use and engagement supports several goals:

- Sharing information, news, and updates with the public.
- Building relationships with the community by creating spaces for constructive, informative, and respectful communications.
- Encouraging two-way communication that helps MPT understand the needs of the community.
- Inspiring individuals to take action for the benefit of the community, the environment, and our natural resources.
- Engaging with employees, volunteers, vendors and interested or potential job applicants.

B. Authorization, Public Records, and Disclaimers: All work-related MPT social media accounts are managed by MPT’s Marketing and Communications division, which may delegate authority to specific departments, divisions, and individuals. All accounts must be authorized by a department or MPT’s Marketing/Communications Manager. Individual employees, volunteers, or vendors may not post content to MPT’s social media accounts unless prior authorization has been granted by MPT’s Marketing/Communications Manager or designee. Authorization will be granted only in connection with legitimate business purposes.

As a public agency, MPT is governed by Washington’s Public Records Act. All activity and information shared on MPT’s social media accounts are subject to public disclosure and retention. This includes, as examples, active posts and content, archived content,

materials that have been removed or deleted, and underlying metadata. Where possible, each MPT social media account should include a disclaimer explaining that all content is subject to public disclosure under state law.

Where possible, all MPT social media accounts shall clearly indicate they are maintained by MPT, with MPT contact information prominently displayed. Where possible, all MPT social media accounts shall include a disclaimer stating the opinions posted or expressed by third-parties do not reflect the opinions of MPT, and that MPT accepts no responsibility for content appearing on external links, pages, or accounts.

Members of the public are strongly encouraged to protect their privacy when commenting or posting. When engaging on social media for work-related purposes, all MPT employees, volunteers, and vendors shall respect the public's right to privacy.

Commercial use of MPT text, logos, photos, or other graphics shared on social media are prohibited without prior written permission from MPT's Marketing/Communications Manager or designees.

### C. Managing MPT Social Media Accounts

MPT's social media accounts are intended to provide a limited public forum. MPT monitors its social media accounts and reserves the right to moderate, edit, delete, move, restrict, close, or remove any content that is deemed to violate MPT policies or applicable law, without warning or explanation. MPT reserves the right to edit or delete posts, comments, links, or related content that contain any of the following:

- (a) Comments not topically related to the subject being commented upon.
- (b) Obscene or profane content.
- (c) Personal attacks, harassing acts, or name-calling.
- (d) Content that promotes, fosters, or perpetuates discrimination on the basis of any characteristic protected by local, state, or federal law (examples include, but are not limited to, race, gender, religion, sexual orientation, and disability status)..
- (e) Sexual content, pornography, or links to sexual content.
- (f) Conduct or encouragement of illegal activity.
- (g) Threats.
- (h) Information that may compromise the safety of the public, public systems, third-parties, or MPT's employees, volunteers, or vendors.
- (i) Content that violates the privacy policies or terms of use of the social media platform.
- (j) Spam, A.I. or bot postings, or multiple disruptive or repetitive messages.
- (k) Commercial materials, advertising, chain letters, pyramid schemes, and solicitations.
- (l) Possible copyright or DMCA violations.
- (m) Posting or requesting personal information such as last name, age, phone number, and address.
- (n) Falsely stating or otherwise misrepresenting an affiliation with a person or entity.
- (o) Support for or opposition to political campaigns or ballot measures (see RCW 42.17A.555).
- (p) Any activity prohibited by law not otherwise mentioned above.

## Section II.

### **Personal Usage of Social Media**

MPT recognizes employees, volunteers, and vendors may use social media on their own time and through their own devices and services. MPT respects the right of individuals to use personal social media, subject to the expectations stated below.

#### A. Personal Use of Social Media While at Work

MPT employees and volunteers are provided Internet access at work for the purpose of facilitating and conducting MPT business, provided that de minimis, incidental, and infrequent personal usage is permissible. With respect to social media, employees may not use paid working time for posting, checking, or otherwise using personal social media. Occasional access to social media on lunch periods or rest breaks may be permissible, provided that such access is out of public view and follows all other MPT policies and expectations, including those stated below.

#### B. Personal Use of Social Media Away from Work

MPT respects the rights of employees, volunteers, and vendors to engage in off-duty personal social media use away from work, including the right to post and discuss matters of public concern. When engaging in personal social media use, employees, volunteers, and vendors shall follow the following expectations:

- (a) Do not use personal social media to conduct MPT business or use MPT email addresses or phone numbers for personal social media.
- (b) Do not identify yourself in any manner that suggests or implies you are speaking as a representative of MPT. When a risk of confusion reasonably exists, individuals should include a disclaimer identifying their relationship to MPT, but explaining they are speaking in an individual capacity, not on behalf of MPT.
- (c) Do not publish, post, or release any confidential or non-public MPT information or images, including any confidential or non-public information or images of other MPT employees, volunteers, vendors, animals, experiences and areas not visible or accessible to the public.
- (d) Exercise discretion and good judgment when commenting upon colleagues or coworkers, either professionally or personally. This is particularly true when the comments are derogatory, harassing, or derisive, or constitute name calling or slurs. This is also true when the comments are on publicly available social media sites likely to be seen by other coworkers or the target of the comments.
- (e) Do not post, share, or support comments or other content that negatively affects MPT's operations or ability to serve the public. Prohibited content includes the types listed above in Section I C.

MPT reserves the right to investigate and impose discipline for any personal social media usage that disrupts working relationships, interferes with an individual's job duties, obstructs MPT operations or MPT's ability to serve the public, portrays MPT in a negative light or subjects MPT to negative publicity, or otherwise amounts to a violation of this or other MPT policies.

Individuals with questions about their obligations with respect to personal social media usage shall contact MPT's Human Resources Department for more information.

#### C. Reporting Workplace Concerns

MPT maintains policies that are intended to encourage employees to report workplace concerns, including but not limited to policies addressing unlawful harassment, discrimination, retaliation, and whistleblower protections. Individuals with concerns shall immediately report to their supervisor, MPT's Human Resources Department, or MPT's Executive Director. MPT encourages all individuals to report such concerns through the appropriate channels, rather than posting on social media.