

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

August 14, 2023

6:00 P.M.

District Headquarters

4702 S 19th St.

Tacoma, WA 98405

Or

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 827 8844 5535

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/82788445535>

**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 FIRE STATION 7

6:00 P.M. CALL TO ORDER

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

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



REGULAR MEETING

COMMUNITY COMMENTS

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 August 14, 2023 by e-mailing them to 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 August 14, 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

(5-10) MINUTES OF THE JULY 24, 2023 REGULAR BOARD MEETING

CONSENT AGENDA

(11-12) **RESOLUTION NO. C61-23**: APPROVAL OF WARRANTS CLAIM FUND FOR JULY 2023

(Contact: Tania Wink, Chief Financial Administrative Officer)

(13-24) **RESOLUTION NO. C62-23**: APPROVAL OF QUARTERLY FINANCIAL REPORTS FOR PERIOD JANUARY 1, 2023 THROUGH JUNE 30, 2023

(Contact: Tania Wink, Chief Financial Administrative Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(25-27) **RESOLUTION NO. P63-23**: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. MERCEDES BENZ OF SPOKANE FOR 2023 SPRINTER 3500 CARGO VAN 9,990 GVWR IN THE AMOUNT OF \$75,617.25 (including WSST)

(Contact: Alan Varsik, Director of Zoological & Environmental Education)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTION

(Requiring one reading for adoption)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

EXECUTIVE SESSION REAL ESTATE

ADJOURNMENT

UPCOMING BOARD MEETINGS

August 16, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
August 21, 2023	Committee of the Whole	5:30 PM	District Headquarters
August 28, 2023	Regular Park Board Meeting	6:00 PM	District Headquarters
August 30, 2023	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
July 24, 2023**

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

REMOTE: Rosie Ayala

IN THE CHAIR: Andrea Smith

PLACE: District Headquarters
4702 S 19th St.

STUDY SESSION CAPITAL PROGRAM UPDATE

Marty Stump began the presentation by highlighting the Board priorities and capital program priority divers that determine the CIP. He then noted that the 23/24 CIP spending plan is approximately \$50M. Mr. Stump commented that there currently 42 live projects under way in either design/planning or construction.

Mr. Stump then briefly reviewed the projects competed in 2023 as:

- Gas Station Park
- Meadow Park Hole 13 Bridge
- PDZA Polar Bear Exhibit Minor Improvements
- PDZA Baja Bay Exhibit Repairs
- Portland Avenue Park – Master Plan

Mr. Stump showed several photos of Gas Station Park and remarked that the grand opening celebration is planned for August 13th.

Projects in construction were then highlighted including:

- Melanie's Park
- PDZA South Pacific Aquarium Renovation
- PDZA Polar Bear Exhibit Improvements Phase 2
- Community School Yards
- Jennie Reed Elementary
- Stafford Elementary
- Rocky Shores Filtration Infrastructure
- NW Trek New Well at Conservation Center
- Stewart Heights Aquatics Facility Renovation

Several Photos highlighting Melanie’s Park and the Point Defiance Park Loop Trail Phase 1 were shown.

Mr. Stump then reviewed the projects in design including :

- TPS Community School Yards
- Mann, Whitman and Larchmont
- Titlow Park North Hidden Beach Bridge
- Titlow Park Lagoon Restoration & RR Trestle
- Fort Nisqually Clerks House and Building Renovation
- NWT Animal Operations Facility
- Pt. Defiance Park Loop Trail Phase 2
- Jefferson Park Fieldhouse – Fire Remediation

The Board was shown several renderings related to the design work for Titlow Park including North hidden beach and Titlow Lagoon restoration.

The Board was then informed about projects in the planning phase including:

- Dash Point Pier and Park Renovation
- Pt. Defiance Park – 5 Mile Drive Outer Loop
- Peck Community Sports Park
- Point Defiance Utilities (Water/Elec.) Assessment
- Ferry Park Play Equipment Replacement

Mr. Stump noted that Peck Field is in the planning phase and staff is working closely with community to develop guiding principles and design options.

Projects being done in partnership were then reviewed including the Swan Creek Restoration and First Creek Park and Trail improvements.

Staff then commented on confirmed project funding awards for 2023 including:

- Stewart Heights Park – Skate Park Phase II, -\$195k - Washington State RCO – YAF Program
- Portland Avenue Park – Sprayground \$500k - Washington State Commerce Funds
- First Creek Park and Trail Improvements - \$500k - Washington State RCO - Local Program with Trust for Public Land

Other projects in the planning stages were noted by staff as:

- Parks and Recreation System Comprehensive Plan
- ADA Transition Plan
- MPT Climate Action Plan
- Enterprise Asset Management System
- MPT Future Bond Planning

REGULAR MEETING

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

SPECIAL PRESENTATIONS

RECOGNITION OF EMPLOYEE RETIREMENTS

Zoo Employee Paul Sackmann was honored by the Board & staff after 28 years of employment at Point Defiance Zoo. Dave Hortsman was also honored by the staff and Board after a career of 45 years with the parks department.

PRESIDENT’S REPORT

President Smith reported that the Board is postponing their August 4th retreat, new date to be announced.

STANDING COMMITTEE AND COUNCIL REPORTS

Arts & Heritage Advisory Council

Commissioner Liang commented that council held their last meeting at the Conservatory. He commented that meeting agenda items included discussion around public art projects.

Business & Responsive Agency Advisory Council

Commissioner Reid commented that this council met last Thursday at Meadow Park Golf Course. Meeting agenda items included learning about possible funding models for future improvements at Meadow Park. The council’s next meeting is scheduled for 17th, planned agenda items will include policy review.

Join Municipal Action Committee

Commissioner Smith noted that JMAC met on July 14th. Agenda items included updates on behavioral health outreach and alternative response initiatives being introduced by JMAC agencies including MPT’s Park Ranger & Guide Program. Commissioner Smith requested staff share dashboard data on the program at a future meeting. Commissioner Ayala commented that all agencies are doing good work but there is a need for agency coordination to provide alignment and simplification for the community to access these resources.

EXECUTIVE DIRECTOR’S REPORT

Acting Executive Director, Alan Varsik commented on the following:

- Point Defiance Park 8:30 p.m. entry closure time has been extended through the summer. Park hours at Point Defiance Park will return to normal beginning August 26 with closure occurring at a half hour after sunset. The need for any special events, rentals and permitted activities will be addressed on a case-by-case basis.
Staff have determined the earlier closure time has had a positive impact on the feeling of safety at Point Defiance Park. Evening security patrols from Pacific Northwest Finest will continue, and temporary security cameras have been placed at the entrance of Point Defiance Park to help aid police investigations, should needs arise.
- Northwest Trek celebrated the 40th anniversary of Slugfest over the weekend. Attendance was high.

- Meadow Park hosted the 92nd Tacoma City Amateur Golf Tournament this past weekend. This event was established in 1931 by the Tacoma Golf Association, which now calls Meadow Park home.
- Mosaic, A celebration of multicultural history, traditions, art & food is being held this coming weekend in Wright Park. The free community event highlighting traditional dance, music, art and food marks its 35th year. Event runs Saturday and Sunday from noon-7pm.
- National Night out will be held at Peoples Center on August 1st 3-8pm. Admission is free. There will be indoor and outdoor family activities, 3-on-3 basketball tournament, Museum of Glass Mobile Hot Shop, vendors, community partner booths.
- This Wednesday's CIC meeting is canceled.
- Debbie Russell made the following staff introductions: Dee Bennett, Jay Kim, Carole Wagner.

COMMUNITY COMMENTS

Austin Goble submitted a written comment related to the Peck Field redesign process and progress. His comments encouraged the Board to relook at parking, bike & pedestrian safety and contract transparency.

Curt Mehlhaff commented that the July 10th minutes need to be updated to reflect Commissioner Ayala's absence from the meeting. Mr. Mehlhaff also commented that he was recently at Point Defiance and was grateful for staff who turned around a wrong-way driver. He also encouraged the District to consider ADA updates to the parking lot above the picnic near the aquarium.

MINUTES OF THE JULY 10, 2023 REGULAR BOARD MEETING

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

CONSENT AGENDA None

PURCHASING RESOLUTIONS

RESOLUTION NO. P60-23: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES CARS FOR ISUZU CAB-CHASSIS NOT TO EXCEED \$70,000.00 (WSST INCLUDED)
2. WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES CARS FOR 2 FORD F150 2WD EXTENDED CAB PICKUPS NOT TO EXCEED \$80,000.00 (WSST INCLUDED)
3. WESTERN EQUIPMENT WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES #05218 FOR 2 TURF MOWERS Z MASTER 6000 ZERO TURN NOT TO EXCEED \$40,00.00 (WSST INCLUDED)

Commissioner Pointer moved adoption of the resolution; seconded by Commissioner Ayala.

Mark Knowlden stated all three of these items follow the District fleet and equipment replacement plan.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

NEW BUSINESS DISTRICT POLICY UPDATE

Debbie Russell reminded that Board of the comprehensive policy review scheduled for 2023-24. Board members were also reminded of the process including staff team reviews and updating, equity note analysis, and invitation to advisory councils to participate in the review.

Ms. Russell noted the following policy review status for Q2:

Q2 2023 Reviewed, No Changes:

200.011 Smoking Policy

Q2: NEW Policies:

NEW Concussion Policy

NEW WA Paid Family Leave

Q2 2023 Review Extended into Q3 2023:

100.003 Purchasing Policy

Q2 2023 Proposed Policy Changes:

000.001 Policy and Procedures of the Board of Park Commissioners

000.004 Naming Parks, Recreation, Areas, Facility and Grounds

100.002 Travel and Expense Reimbursement

200.002 Authorizing the Use of a Small Works Roster Process

200.004 Records Management Policy

500.001 Authority of the Board and Executive Director

511.007 Promotions

512.002 Probationary Period

513.001 Benefit Eligibility

513.004 Part-Time Benefits Eligible Classification

505.001 Job Classification and Compensations

515.002 Pay Increases

Ms. Russell stated that a Committee of the Whole Meeting is being scheduled for August 21st to discuss these policies.

Commissioner Liang suggested that due to the volume of policies to be reviewed Board members may want to divide them up amongst all members for in-depth review to occur.

UNFINISHED BUSINESS None

BOARD COMMENTS

ADJOURN

Being no further business, the meeting was adjourned at 6:52p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C61-23

APPROVAL OF WARRANTS CLAIM FUND FOR JULY 2023

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2023-2024 Biennial Budget in Resolution No. RR 105-22, dated December 12, 2022, to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2024: and

WHEREAS, the Board of Park Commissioners has authorized the Executive Director to establish procedures to meet the fiscal year public debt, to maintain accountable records of all transactions, and to provide certification that labor and debt claims have been met; now, therefore, be it.

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the warrants issued to meet obligations in the Warrants Claim Fund and the Disbursements by Funds in the amounts and for the period indicated on Attachment "A" have been audited and certified by the auditing officer as required by RCW.42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, be approved for payment.

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

ATTEST:

President

Secretary

Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Metropolitan Park District of Tacoma, and that I am authorized to authenticate and certify to said claim.

FOR THE PERIOD STARTING JULY 1, 2023 AND ENDING JULY 31, 2023.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>340690</u> to <u>340965</u>	AMOUNT:	<u>\$8,125,021.69</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>057280</u> to <u>057502</u>	AMOUNT:	<u>\$139,266.99</u>
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(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$8,264,288.68</u>
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Finance and Accounting Auditing Officer
Metropolitan Park District of Tacoma

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C62-23

**APPROVAL OF QUARTERLY FINANCIAL REPORTS FOR PERIOD
JANUARY 1, 2023 THROUGH JUNE 30, 2023**

WHEREAS, the Board of Park Commissioners approved, appropriated, and adopted the 2023-2024 Biennial Budget in Resolution No. RR 105-22, dated December 12, 2022, to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2024; and

WHEREAS, the Chief Financial & Administrative Officer, on August 14th, 2023, submitted the Quarterly Financial Reports for period January 1, 2023, through June 30, 2023 to the Board of Park Commissioners of the Metropolitan Park District of Tacoma.

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has received and reviewed the Quarterly Financial Reports for period January 1, 2023 through June 30, 2023,

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma hereby approves the Quarterly Financial Reports for period January 1, 2023 through June 30, 2023 as presented in the form before the Board.

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

ATTEST:

President

Secretary

Clerk

2023 Second Quarter Financial Report
As of June 30, 2023

	General Fund									
	Office of the Executive Director		Business Administration & Planning		Community Parks & Recreation		Regional Parks & Attractions		Total General Fund	
	2023 Budget	2023 YTD Actuals	2023 Budget	2023 YTD Actuals	2023 Budget	2023 YTD Actuals	2023 Budget	2023 YTD Actuals	2023 Budget	2023 YTD Actuals
SOURCES										
Property Tax	7,023,205	3,713,130	10,752,419	5,658,102	15,513,587	8,310,338	-	-	33,289,211	17,681,570
Sales Tax	-	-	-	-	-	-	3,084,696	1,433,629	3,084,696	1,433,629
Intergovernmental Funding	-	135,622	-	-	547,600	51,317	361,788	90,448	909,388	277,387
Grants	-	-	-	-	39,236	-	10,000	-	49,236	-
City of Tacoma	-	-	-	-	1,413,546	711,225	2,132,712	740,541	3,546,258	1,451,766
Donations - Private	-	15,000	-	-	1,325	-	23,600	7,695	24,925	22,695
Donations - Foundation	-	-	-	50,000	2,091,200	-	440,000	19,050	2,531,200	69,050
Earned Revenue & Other	-	-	10,500	3,915	5,825,316	3,659,060	1,739,699	743,443	7,575,515	4,406,418
Transfer In	-	-	522,404	-	-	150,322	-	-	522,404	150,322
Total Revenues	7,023,205	3,863,752	11,285,323	5,712,018	25,431,810	12,882,262	7,792,495	3,034,805	51,532,833	25,492,836
USES										
Salaries & Benefits	1,017,913	519,189	6,205,332	2,519,813	18,639,103	7,635,652	5,544,232	2,380,554	31,406,580	13,055,207
Supplies	15,000	11,276	414,560	104,587	2,017,914	780,964	486,304	185,994	2,933,778	1,082,821
Services & Charges	1,560,443	122,667	3,640,759	1,765,891	4,724,610	1,784,246	1,675,528	775,393	11,601,340	4,448,197
Intergovernmental Charges	278,000	-	300	2,295	89,223	39,324	18,431	4,495	385,954	46,114
Capital	-	-	-	-	74,500	-	68,000	-	142,500	-
Debt Services	-	-	-	-	-	-	-	-	-	-
Interfund Transfer - Out	-	380,000	-	-	-	20,227	-	-	-	400,227
Operating Reserves	4,032,006	-	-	-	-	-	-	-	4,032,006	-
Total Expenditures	6,903,362	1,033,132	10,260,951	4,392,585	25,545,350	10,260,414	7,792,495	3,346,435	50,502,158	19,032,567

	Enterprise Funds					
	Pt. Defiance		Meadow Park		Zoological &	
	2023 Budget	2023 YTD Actuals	2023 Budget	2023 YTD Actuals	2023 Budget	2023 YTD Actuals
SOURCES						
Property Tax	-	-	-	-	-	-
Sales Tax	-	-	-	-	13,019,574	6,078,163
Intergovernmental Funding	-	-	-	-	72,000	72,000
Grants	-	-	-	-	24,000	9,000
City of Tacoma	-	-	-	-	-	-
Donations - Private	-	-	-	-	203,500	17,093
Donations - Foundation	-	-	-	-	816,500	247,894
Earned Revenue & Other	1,435,472	585,694	3,561,000	1,809,948	17,749,367	7,558,873
Transfer In	-	-	-	-	-	-
Total Revenues	1,435,472	585,694	3,561,000	1,809,948	31,884,941	13,983,022
USES						
Salaries & Benefits	898,925	340,686	1,599,872	675,627	20,611,072	9,630,653
Supplies	504,160	236,620	484,300	243,310	2,073,540	1,489,757
Services & Charges	260,980	153,548	738,400	257,628	9,182,881	2,427,986
Intergovernmental Charges	22,540	18,209	26,000	31,459	218,475	71,388
Capital	-	-	500,000	-	7,950	237,797
Debt Services	-	-	-	-	-	-
Interfund Transfer - Out	-	-	7,500	-	-	1,300,000
Operating Reserves	-	-	110,741	-	284,007	-
Total Expenditures	1,686,605	749,063	3,466,813	1,208,023	32,377,925	15,157,581



Metro Parks Tacoma
Quarterly Financial Report
Operating - General Fund # 101
Quarter Ending June 30, 2023

	2023 - 2024	2023	YTD	Available	%
	Biennium Budget	Budget	Actual	Budget	Over/Under
SOURCES					
Property Tax	67,377,364	33,289,211	17,681,570	15,607,641	6.2%
Sales Tax	6,261,932	3,084,696	1,433,629	1,651,067	-7.0%
Intergovernmental Funding	1,467,013	909,388	277,387	632,001	
Grants	91,986	49,236	-	49,236	
City of Tacoma	7,181,370	3,546,258	1,451,766	2,094,492	
Donations - Private	49,875	24,925	22,695	2,230	
Donations - Foundation	5,062,400	2,531,200	69,050	2,462,151	
Earned Revenue & Other	16,542,570	7,575,515	4,406,418	3,169,097	
Transfer In/Overhead Allocation	1,065,524	522,404	150,322	372,082	
Total Sources (Revenues)	105,100,034	51,532,833	25,492,836	26,039,997	-1.1%
USES					
Salaries & Benefits	65,056,063	31,406,580	13,055,207	18,351,373	
Supplies	5,610,168	2,933,778	1,082,821	1,850,957	
Services & Charges	23,355,709	11,601,340	4,448,197	7,153,143	
Intergovernmental Charges	498,079	385,954	46,114	339,840	
Capital	242,152	142,500	-	142,500	
Debt Services					
Interfund Transfer - Out	-	-	400,227	(400,227)	
Operating Reserves	8,064,012	4,032,006	-	4,032,006	
Total Uses (Expenditures)	102,826,183	50,502,158	19,032,567	31,469,591	-24.6%



Metro Parks Tacoma
Quarterly Financial Report
Office of the Executive Director - GF #101
Quarter Ending June 30, 2023

	2023 - 2024 Biennium Budget	2023 Budget	YTD Actual	Available Budget	% Over/Under
SOURCES					
Property Tax	15,803,690	7,023,205	3,713,130	3,310,075	5.7%
Sales Tax	-	-	-	-	
Intergovernmental Funding Grants	-	-	135,622	(135,622)	
City of Tacoma Donations - Private	-	-	15,000	(15,000)	
Donations - Foundation Earned Revenue & Other Transfer In/Overhead Allocation					
Total Sources (Revenues)	15,803,690	7,023,205	3,863,752	3,159,453	10.0%
USES					
Salaries & Benefits	2,077,041	1,017,913	519,189	498,724	
Supplies	27,800	15,000	11,276	3,724	
Services & Charges	3,082,986	1,560,443	122,667	1,437,776	
Intergovernmental Charges Capital	278,000	278,000	-	278,000	
Debt Services					
Interfund Transfer - Out	-	-	380,000	(380,000)	
Operating Reserves	8,064,012	4,032,006	-	4,032,006	
Total Uses (Expenditures)	13,529,839	6,903,362	1,033,132	5,870,230	-70.1%



Metro Parks Tacoma
Quarterly Financial Report
Business Administration & Planning - GF #101
Quarter Ending June 30, 2023

	2023 - 2024	2023	YTD	Available	%
	Biennium Budget	Budget	Actual	Budget	Over/Under
SOURCES					
Property Tax	19,911,886	10,752,419	5,658,102	5,094,317	5.2%
Sales Tax	-	-	-	-	
Intergovernmental Funding	-	-	-	-	
Grants	-	-	-	-	
City of Tacoma	-	-	-	-	
Donations - Private	-	-	-	-	
Donations - Foundation	-	-	50,000	(50,000)	
Earned Revenue & Other	21,600	10,500	3,915	6,585	
Transfer In/Overhead Allocation	1,065,524	522,404	-	522,404	
Total Sources (Revenues)	20,999,010	11,285,323	5,712,018	5,573,305	1.2%
USES					
Salaries & Benefits	13,127,221	6,205,332	2,519,813	3,685,519	
Supplies	596,027	414,560	104,587	309,973	
Services & Charges	7,275,162	3,640,759	1,765,891	1,874,868	
Intergovernmental Charges	600	300	2,295	(1,995)	
Capital					
Debt Services					
Interfund Transfer - Out					
Operating Reserves					
Total Uses (Expenditures)	20,999,010	10,260,951	4,392,585	5,868,366	-14.4%



Metro Parks Tacoma
Quarterly Financial Report
Parks & Recreation - Community & Neighborhood Parks, Programs, & Facilities - GF #101
Quarter Ending June 30, 2023

	2023 - 2024 Biennium Budget	2023 Budget	YTD Actual	Available Budget	% Over/Under
SOURCES					
Property Tax	31,661,788	15,513,587	8,310,338	7,203,249	7.1%
Sales Tax					
Intergovernmental Funding	1,105,225	547,600	51,317	496,283	
Grants	81,986	39,236	-	39,236	
City of Tacoma	2,851,974	1,413,546	711,225	702,321	
Donations - Private	2,675	1,325	-	1,325	
Donations - Foundation	4,182,400	2,091,200		2,091,200	
Earned Revenue & Other	12,451,214	5,825,316	3,659,060	2,166,256	20.2%
Transfer In/Overhead Allocation	-	-	150,322	(150,322)	
Total Sources (Revenues)	52,337,262	25,431,810	12,882,262	12,549,548	1.3%
USES					
Salaries & Benefits	38,414,680	18,639,103	7,635,652	11,003,451	
Supplies	4,011,459	2,017,914	780,964	1,236,950	
Services & Charges	9,614,983	4,724,610	1,784,246	2,940,364	
Intergovernmental Charges	181,988	89,223	39,324	49,899	
Capital	114,152	74,500	-	74,500	
Debt Services					
Interfund Transfer - Out	-	-	20,227	(20,227)	
Operating Reserves					
Total Uses (Expenditures)	52,337,262	25,545,350	10,260,414	15,284,936	-19.7%



Metro Parks Tacoma
Quarterly Financial Report
Parks & Recreation - Regional Parks & Attractions - GF #101
Quarter Ending June 30, 2023

	2023 - 2024	2023	YTD	Available	%
	Biennium Budget	Budget	Actual	Budget	Over/Under
SOURCES					
Property Tax	-	-	-	-	
Sales Tax	6,261,932	3,084,696	1,433,629	1,651,067	-3.2%
Intergovernmental Funding	361,788	361,788	90,448	271,340	
Grants	10,000	10,000	-	10,000	
City of Tacoma	4,329,396	2,132,712	740,541	1,392,171	
Donations - Private	47,200	23,600	7,695	-	
Donations - Foundation	880,000	440,000	19,050	420,951	
Earned Revenue & Other	4,069,756	1,739,699	743,443	996,256	-1.5%
Total Sources (Revenues)	15,960,072	7,792,495	3,034,805	4,741,785	-18.4%
USES					
Salaries & Benefits	11,437,121	5,544,232	2,380,554	3,163,678	
Supplies	974,882	486,304	185,994	300,310	
Services & Charges	3,382,578	1,675,528	775,393	900,136	
Intergovernmental Charges	37,491	18,431	4,495	13,936	
Capital	128,000	68,000	-	68,000	
Total Uses (Expenditures)	15,960,072	7,792,495	3,346,435	4,446,059	-14.1%



Metro Parks Tacoma
Quarterly Financial Report
Parks & Recreation - Pt. Defiance Marina Complex - Enterprise Fund #401
Quarter Ending June 30, 2023

	2023 - 2024 Biennium Budget	2023 Budget	YTD Actual	Available Budget	% Over/Under
SOURCES					
Property Tax					
Sales Tax					
Intergovernmental Funding					
Grants					
City of Tacoma					
Donations - Private					
Donations - Foundation					
Earned Revenue & Other	2,961,192	1,435,472	585,694	849,778	7.5%
Transfer In/Overhead Allocation					
Total Sources (Revenues)	2,961,192	1,435,472	585,694	849,778	-18.4%
USES					
Salaries & Benefits	1,767,698	898,925	340,686	558,239	
Supplies	1,031,158	504,160	236,620	267,540	
Services & Charges	539,759	260,980	153,548	107,432	
Intergovernmental Charges	42,796	22,540	18,209	4,331	
Capital					
Debt Services					
Interfund Transfer - Out					
Operating Reserves					
Total Uses (Expenditures)	3,381,411	1,686,605	749,063	937,542	-11.2%



Metro Parks Tacoma
Quarterly Financial Report
Parks & Recreation - Meadow Park Golf Course - Enterprise Fund #402
Quarter Ending June 30, 2023

	2023 - 2024 Biennium Budget	2023 Budget	YTD Actual	Available Budget	% Over/Under
SOURCES					
Property Tax					
Sales Tax					
Intergovernmental Funding					
Grants					
City of Tacoma					
Donations - Private					
Donations - Foundation					
Earned Revenue & Other	7,257,000	3,561,000	1,809,948	1,751,052	7.5%
Transfer In/Overhead Allocation					
Total Sources (Revenues)	7,257,000	3,561,000	1,809,948	1,751,052	1.7%
USES					
Salaries & Benefits	3,263,012	1,599,872	675,627	924,245	
Supplies	960,600	484,300	243,310	240,990	
Services & Charges	1,553,480	738,400	257,628	480,772	
Intergovernmental Charges	52,000	26,000	31,459	(5,459)	
Capital	1,000,000	500,000		500,000	
Debt Services					
Interfund Transfer - Out	8,125	7,500	-	7,500	
Operating Reserves	223,741	110,741	-	110,741	
Total Uses (Expenditures)	7,060,958	3,466,813	1,208,023	2,258,790	-30.3%



Metro Parks Tacoma
Quarterly Financial Report
Zoological & Environmental Education Department - Enterprise Fund #404
Quarter Ending June 30, 2023

	2023 - 2024 Biennium Budget	2023 Budget	YTD Actual	Available Budget	% Over/(Under)
SOURCES					
Property Tax					
Sales Tax	26,420,735	13,019,574	6,078,163	6,941,411	-11.2%
Intergovernmental Funding	144,000	72,000	72,000	-	
Grants	48,000	24,000	9,000	15,000	
City of Tacoma	-	-	-	-	
Donations - Private	417,741	203,500	17,093	186,407	
Donations - Foundation	1,674,025	816,500	247,894	568,606	
Earned Revenue & Other	36,595,499	17,749,367	7,558,873	10,190,494	-11.8%
Transfer In/Overhead Allocation	-	-	-	-	
Total Sources (Revenues)	65,300,000	31,884,941	13,983,022	17,901,919	-12.3%
USES					
Salaries & Benefits	42,768,247	20,611,072	9,630,653	10,980,419	
Supplies	4,250,345	2,073,540	1,489,757	583,783	
Services & Charges	17,282,783	9,182,881	2,427,986	6,754,895	
Intergovernmental Charges	447,809	218,475	71,388	147,087	
Capital	16,297	7,950	237,797	(229,847)	
Debt Services				-	
Interfund Transfer - Out	-	-	1,300,000	(1,300,000)	
Operating Reserves	534,519	284,007	-	284,007	
Total Uses (Expenditures)	65,300,000	32,377,925	15,157,581	17,220,344	-6.4%



Metro Parks Tacoma
Quarterly Financial Report
ZEED - Northwest Trek - Enterprise Fund #404
Quarter Ending June 30, 2023

	2023 - 2024 Biennium Budget	2023 Budget	YTD Actual	Available Budget	% Over/Under
SOURCES					
Property Tax					
Sales Tax	8,718,842	4,296,459	2,005,793	2,290,666	-10.7%
Intergovernmental Funding	-	-	-	-	
Grants	30,000	15,000	-	15,000	
City of Tacoma	-	-	-	-	
Donations - Private	11,900	5,900	6,192	-	
Donations - Foundation	2,600	1,300	23,000	(21,700)	
Earned Revenue & Other	8,004,061	3,945,263	1,954,569	1,990,694	11.7%
Transfer In/Overhead Allocation	-	-	-	-	
Total Sources (Revenues)	16,767,403	8,263,922	3,989,554	4,274,660	-3.4%
USES					
Salaries & Benefits	11,716,462	5,710,047	2,294,180	3,415,867	
Supplies	1,202,840	587,465	305,827	281,638	
Services & Charges	4,351,268	1,984,377	578,872	1,405,505	
Intergovernmental Charges	84,015	41,000	11,790	29,210	
Capital	-	-	34,842	(34,842)	
Debt Services					
Interfund Transfer - Out					
Operating Reserves	134,575	61,372	-	61,372	
Total Uses (Expenditures)	17,489,161	8,384,261	3,225,511	5,158,750	-23.1%



Metro Parks Tacoma
Quarterly Financial Report
ZEED - Pt. Defiance Zoo & Aquarium - Enterprise Fund #404
Quarter Ending June 30, 2023

	2023 - 2024 Biennium Budget	2023 Budget	YTD Actual	Available Budget	% Over/(Under)
SOURCES					
Property Tax					
Sales Tax	17,701,892	8,723,115	4,072,369	4,650,745	-11.5%
Intergovernmental Funding	144,000	72,000	72,000	-	
Grants	18,000	9,000	9,000	-	
City of Tacoma					
Donations - Private	405,841	197,600	10,901	186,699	
Donations - Foundation	1,671,425	815,200	224,894	590,306	
Earned Revenue & Other	28,591,438	13,804,104	5,604,304	8,199,800	-17.8%
Transfer In/Overhead Allocation	-	-	-	-	
Total Sources (Revenues)	48,532,597	23,621,019	9,993,468	13,627,550	-15.4%
USES					
Salaries & Benefits	31,051,785	14,901,025	7,336,472	7,564,553	
Supplies	3,047,505	1,486,075	1,183,930	302,145	
Services & Charges	12,931,515	7,198,504	1,849,115	5,349,389	
Intergovernmental Charges	363,794	177,475	59,598	117,877	
Capital	16,297	7,950	202,955	(195,005)	
Interfund Transfer - Out	-	-	1,300,000	(1,300,000)	
Operating Reserves	399,944	222,634	-	222,634	
Total Uses (Expenditures)	47,810,840	23,993,663	11,932,070	12,061,593	-0.5%





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Purchasing Resolution

DATE: August 7, 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 proposed for purchase and/or acquisition:

Item No. 1

- **VENDOR** Mercedes-Benz Of Spokane
- **GOODS OR SERVICE** 2023 Sprinter 3500 Cargo Van 9,990 GVWR
- **PRICE** \$75,617.27 (including WWST)
- **SOURCE OF FUNDING** PDZA Operations Budget
- **CONTACT** Alan Varsik, (253) 404-3634

BACKGROUND: Purchase of this Sprinter Cargo Van used by Aquarium staff replaces existing equipment that is scheduled for surplus. The cargo van is used by the aquarium staff for Rockfish and kelp surveys and for permitted species collections. The van is custom fitted with the equipment to transport staff and boat to various sites to complete this work. The vendor was chosen through the Washington State Department of Enterprise Service.

FISCAL IMPACT: These expenses are budgeted in the PDZA operating budgets.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P63-23

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

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of the Purchasing Policy for the Metropolitan Park District of Tacoma; and

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

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

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

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

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P63-23

Item No. 1

- **VENDOR** Mercedes-Benz Of Spokane
- **GOODS OR SERVICE** 2023 Sprinter 3500 Cargo Van 9,990 GVWR
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