

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**December 11, 2023  
6:00 P.M.**

**People's Community Center  
1602 MLK Jr. Way  
Tacoma, WA 98405**

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 829 1511 2824

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/82915112824>

MEETINGS ARE RECORDED  
AND MAY BE HEARD UPON REQUEST

**COMMISSIONERS**

**ANDREA SMITH, PRESIDENT**

**AARON POINTER, CLERK**

**TIM REID**

**ROSIE AYALA**

**MATTHEW MAUER**

5:30 P.M. **OPEN HOUSE** PECK SPORTS PARK MASTER PLAN

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

**LAND ACKNOWLEDGEMENT**

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

HONORING HILLTOP EQUITY ACCESS COMMITTEE, PEOPLES CENTER STEERING  
COMMITTEE & HILLTOP ACCESS COALITION

2024 LEGISLATIVE SESSION PREVIEW

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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."



**PRESIDENT’S REPORT**

**NOMINATIONS FOR 2024 BOARD OFFICERS**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR’S REPORT**

**REGULAR MEETING**

**COMMUNITY COMMENTS**

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 4 p.m. on December 11, 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 December 11, 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 NOVEMBER 27, 2023 REGULAR BOARD MEETING

**CONSENT AGENDA**

(11-12) **RESOLUTION NO. C102-23:** APPROVAL OF WARRANTS CLAIM FUND FOR NOVEMBER 2023

(Contact: Tania Wink, Chief Financial Officer)

(13-14) **RESOLUTION NO. C103-23:** REAPPOINTING BRITT MCGRATH TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL

(Contact: Mark Knowlden, Interim Director of Parks and Recreation)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SINGLE READING RESOLUTION**

*(Requiring one reading for adoption)*

(15-16) **RESOLUTION NO. R104-23:** AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE A CONTRACT WITH DELTRAIN FOR THE PURCHASE OF TWO ELECTRIC TRAMS FOR NORTHWEST TREK WILDLIFE PARK

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

(17-18)      **RESOLUTION NO. R105-23:** AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE THE 2024 OPERATING AGREEMENT WITH THE TACOMA PARKS FOUNDATION  
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

(19-20)      **RESOLUTION NO. R106-23:** ENDORSEMENT OF THE TACOMA PUBLIC SCHOOL DISTRICT PROPOSITION 1: NEIGHBORHOOD SCHOOL IMPROVEMENTS AND SAFETY UPGRADES  
(Contact: President Smith)

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

(21-24)      **RESOLUTION NO. RR100-23:** ACCEPTING THE 2023 PECK COMMUNITY SPORTS PARK MASTER PLAN  
(Contact: Debbie Russell, Director of Business Administration & Planning)

(25-40)      **RESOLUTION NO. RR101-23:** ADOPTION OF NEW AND REVISED DISTRICT HUMAN RESOURCES POLICIES  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

December 13, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
December 18, 2023	Committee of the Whole	5:30 PM	District Headquarters
December 25, 2023	Regular Park Board Meeting	Canceled	
December 27, 2023	Capital Improvement Committee	Canceled	

\*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  
November 27, 2023**

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

REMOTE: Aaron Pointer

IN THE CHAIR: Andrea Smith

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

**STUDY SESSION PECK SPORTS PARK MASTER PLAN**

Debbie Russell introduced Brian Bishop of Walker Macy to share details of the Peck Sports Park Master Plan with the Park Board. Mr. Bishop began by reminding the Board of the planning process for this site that began in June 2023. He described the public meetings along with coordination with both Tacoma Public Schools and the City of Tacoma in order to get to a preferred concept plan to inform the final master plan for the site. Board members were informed that the guiding principles for the plan developed through public engagement are as follows: connect to the community, be flexible, make it comfortable, reintroduce nature, and make it safer.

Mr. Bishop reviewed two concept plans that were developed based on community input, work with TPS and the COT, as well as the guiding principles that were developed. He then spoke about the zones of the site ranging from passive to active and the types of programming to be supported in each of the zones. Site renderings of each zone were then shared with the Board. The Board and staff then engaged in a brief discussion regarding parking capacity at the site. Commissioner Reid noted the public comments he received about including a dog park at the site. Staff noted that they are aware of the demand for dog parks in the city, however the programming planned for this sports park is not conducive to dog park activities. Debbie Russell noted that a December 13<sup>th</sup> meeting is planned with dog park stake holders to address the issue.

**REGULAR MEETING**

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

Commissioner Liang was named as acting clerk as Commissioner Pointer attend the meeting remotely.

**SPECIAL PRESENTATIONS None**

**PRESIDENTS REPORT**

President Smith acknowledged and thanked Commissioner Liang on the occasion of his last Board meeting.

**STANDING COMMITTEE AND COUNCIL REPORTS**

Nature & Environment Advisory Council

Commissioner Ayala commented that this council will meet tomorrow at Point Defiance Zoo & Aquarium.

Arts & Heritage Advisory Council

Commissioner Liang noted that agenda items at this month’s meeting included information about the mobile teaching kitchen, the ADA transition plan, and a public art update.

Joint Municipal Action Committee

President Smith commented that at this month’s meeting the legislative agendas were shared by participating agencies.

Business & Responsive Agency Advisory Council

Commissioner Reid stated that at this month’s council meeting members discussed their 2024 workplan, received information about Q3 financials, and received a policy and legislative update.

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Debbie Russell introduced new employee Ryan Huffman
- Commissioner Liang was thanked by staff for all his contributions during his time as a commissioner

**COMMUNITY COMMENTS**

Written comments regarding Peck Master Plan were submitted by Jeffrey Sargent and Courtney Davis.

Austin Goble thanked the Board for the outreach efforts during the Peck Master Plan process. He commented that street parking around the complex would likely be sufficient for the planned uses of the space.

**MINUTES OF THE NOVEMBER 13, 2023 REGULAR BOARD MEETING**

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

**CONSENT AGENDA**

**RESOLUTION NO. C95-23:** REVISING DECEMBER 2023 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS

**RESOLUTION NO. C96-23:** STEWART HEIGHTS POOL IMPROVEMENTS, BOILER REPLACEMENT & SOLAR LOOP PROJECT- BID NO. J2022-29 FINAL ACCEPTANCE TO APEX MECHANICAL, LLC

**RESOLUTION NO. C97-23:** POINT DEFIANCE PARK LOOP TRAIL IMPROVEMENTS, PHASE 1- BID NO. J2022-28 FINAL ACCEPTANCE TO SOUND PACIFIC CONSTRUCTION, LLC

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

**PURCHASING RESOLUTIONS**

**RESOLUTION NO. P98-23:** AUTHORIZING THE PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. ELEMENTS OF EDUCATION FOR BEYOND THE BELL PROGRAMS IN THE AMOUNT OF \$198,000
2. JOY RIOT FOR BRAND UPDATE AND VISUAL IDENTITY IN THE AMOUNT OF \$79,246 ( INCLUDING WSST)
3. GOVERNMENTJOBS.COM DBA NEOGOV FOR SUBSCRIPTIONS FOR HUMAN RESOURCES EMPLOYMENT PLATFORM FOR 2024-2025 IN THE AMOUNT OF \$302,657.33 (INCLUDING WSST)

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

Mark Knowlden commented that Elements of Education will provide multiple Science, Technology, Engineering, Arts & Mathematics programs for Beyond the Bell and Club B programs within the Tacoma Public School locations. This is for the 2023-24 school year. He also noted that Elements of Education staff will provide training to high school students who will be interns.

Debbie Russell commented that Joy Riot will provide the following deliverables:

- Visual identity and positioning for Metro Parks Tacoma brand and recommended visual representation for sub-brands that guide message development and design.
- Comprehensive Brand Style Guide that provides clarity and direction for brand alignment, including positioning framework, logo standards, brand color systems, typography system and templates.

- Rollout and training plan to explain the brand update to people inside and outside of Metro Parks Tacoma.

Staff noted that eight firms submitted responsive proposals for this project.

Debbie Russell stated that the NEOGOV purchase is for contract renewal for HR software that includes modules for employee applications, onboarding, training and evaluation, eForms, and integration from Munis software.

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

### **PUBLIC WORKS PURCHASING RESOLUTIONS**

#### **RESOLUTION NO. PW99-23: POINT DEFIANCE ZOO & AQUARIUM SOUTH PACIFIC EXHIBIT IMPROVEMENTS PHASE II CONSTRUCTION CONTRACT AWARD TO PEASE CONSTRUCTION**

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

Debbie Russell commented that this resolution authorizes a construction contract with Pease Construction for the completion of the work identified under the Point Defiance Zoo & Aquarium South Pacific Aquarium Exhibit Improvements Phase 2 project.

The Board was informed that the bid opening was held on October 20, 2023 and three responsive bids were received.

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

### **SINGLE READING RESOLUTIONS**

#### **SECOND READINGS RESOLUTIONS**

#### **RESOLUTION NO. RR92-23: AUTHORIZING 2023 GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2024**

This resolution was moved and seconded at the November 13, 2023 Regular Board Meeting. Being no additional comments, the question was called, and the resolution passed on a vote of 5-0.

#### **RESOLUTION NO. RR93-23: AUTHORIZING EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION**

This resolution was moved and seconded at the November 13, 2023 Regular Board Meeting. Being no additional comments, the question was called and the resolution passed on a vote of 5-0.



**RESOLUTION NO. RR94-23:** A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT OF TACOMA, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF UNLIMITED TAX GENERAL OBLIGATION BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$42,000,000 TO CONSTRUCT, EQUIP, RENOVATE, ACQUIRE, AND MAKE CAPITAL IMPROVEMENTS TO THE FACILITIES OF THE DISTRICT, TO REFUND CERTAIN OUTSTANDING GENERAL OBLIGATION BONDS OF THE DISTRICT, TO CAPITALIZE INTEREST, AND TO PAY COSTS OF ISSUANCE OF THE BONDS; PROVIDING FOR THE ANNUAL LEVY OF TAXES TO PAY THE BONDS; AND DELEGATING THE AUTHORITY TO DETERMINE THE FINAL TERMS OF THE BONDS UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

This resolution was moved and seconded at the November 13, 2023 Regular Board Meeting. Being no additional comments, the question was called, and the resolution passed on a vote of 5-0.

### **FIRST READING RESOLUTIONS**

**RESOLUTION NO. RR100-23:** ACCEPTING THE 2023 PECK COMMUNITY SPORTS PARK MASTER PLAN

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

Debbie Russell commented about the approaches that were taken in the development of this master plan as were noted during the Study Session.

Commissioner Ayala commented that she was appreciative of the ways that staff navigated through this process.

Being no additional comments, the resolution was moved to second reading at the December 11, 2023 Regular Board Meeting.

**RESOLUTION NO. RR101-23:** ADOPTION OF NEW AND REVISED DISTRICT HUMAN RESOURCES POLICIES

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

Debbie Russell indicated that these policies were discussed with staff in detail at the November 20, 2023 Committee of the Whole meeting.

Board members were reminded of the following recommended changes to existing and new Human Resources policies:

511.007 Promotions:

- Update inclusive language and best practices
- Adds language to allow for temporary or interim appointments to last longer than 120 days.
- Clarifies confusion around salary placement for non-represented staff when promoted.
- Aligns section IX to Probation Policy.

512.002 Probationary Period:

- Update inclusive language and best practices

- Reduces the probationary period from nine (9) to six (6) months for new hires and from three (3) to six (6) months for promoted employees.
- Moved several sections to the Pay Increase Policy.
- Add new section VIII to clarify what would happen if a promoted employee does not pass probation.
- Add new section IX to denote credit for time in a temporary or interim appointment.

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- Add new section VIII to clarify what would happen if a promoted employee does not pass probation.
- Add new section IX to denote credit for time in a temporary or interim appointment.

## NEW Volunteer Time Off:

- Grant Volunteer Time Off per year for employees to participate in MPT/TPS/COT events and programs
- Can be a template for a consistent policy across MPT, TPS, COT

## NEW Washington Paid Family and Medical Leave:

- Establish a policy regarding paid leave provided by the Washington Paid Family and Medical Leave program (PFML)
- State program began in 2020
- Provides information to employees about how MPT, state and federal leave policies interact

Being no additional comments, the resolution was moved to second reading at the December 11, 2023 Regular Board Meeting.

**NEW BUSINESS** None

**UNFINISHED BUSINESS** None

**BOARD COMMENTS**

Board members thanked Commissioner Liang on the occasion of his last meeting. Commissioner Liang thanked the Commissioners, staff and volunteers for their support during his tenure as a Board member.

**ADJOURN**

Being no further business, the meeting was adjourned at 6:54pm.

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President

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Clerk

Submitted by: Jennifer Bowman, Board Secretary

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C102-23**

**APPROVAL OF WARRANTS CLAIM FUND FOR NOVEMBER 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 NOVEMBER 1, 2023 AND ENDING NOVEMBER 30, 2023.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers 341788 to 342154 AMOUNT: \$8,430,362.59

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 57958 to 58078 AMOUNT: \$95,185.24

(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL \$8,525,547.83

Finance and Accounting Auditing Officer  
Metropolitan Park District of Tacoma

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



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Rosie Ayala, Park Board Commissioner

FROM: Jennifer Crump, Nature & Environment Advisory Council Chair

**SUBJECT: Re-Appointing Britt McGrath to the Nature & Environment Advisory Council (NEAC)**

DATE: December 5, 2023

**EXECUTIVE SUMMARY:** The members of the NEAC Advisory Council recommend that the Board of Park Commissioners approve this resolution to reappoint Britt McGrath to a second term on the council.

**BACKGROUND:** The Nature & Environment Advisory Council consists of a maximum of thirteen members and assists in recommendations to the Board concerning the facilities and services in the Metro Parks Tacoma inventory which address environmental education, zoological and wildlife conservation, open space, trails, garden management and our neighborhood, community and regional parks in order to foster our role as environmental stewards. Recruitment occurs through direct contact, news releases and on Metro Parks Tacoma’s website. This reappointment will maintain the council at thirteen members.

Throughout their term on the Council, this member has shown:

1. Knowledge, interest and skills related to the Advisory Council Charter.
2. Interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. That they are a good addition to the existing composition of the Council.
4. That they are willing and able to commit to the charter, schedule and goals of the Council.

According to Resolution No. RR201-14, nomination of an advisory council member for a consecutive term may be made by a majority of the council’s members without advertising the position and may be forwarded to the Board of Park Commissioners for appointment. Britt McGrath is a valued member of the Nature & Environment Advisory Council and has expressed a desire to serve a second term. The board and staff liaison to NEAC, as well as the entire council membership, support the reappointment.

**FISCAL IMPACT:** None.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C103-23**

**REAPPOINTING BRITT MCGRATH TO THE  
NATURE & ENVIRONMENT ADVISORY COUNCIL**

WHEREAS, the Metropolitan Park District of Tacoma created the Nature & Environment Advisory Council to assist in recommendations to the Board concerning the facilities and services in the Metro Parks Tacoma inventory which address environmental education, zoological and wildlife conservation, open space, trails, garden management and our neighborhood, community and regional parks in order to foster our role as environmental stewards.; and

WHEREAS, Britt McGrath has completed a first term on the Council; and

WHEREAS, the Board and staff liaison to the Nature & Environment Advisory Council, as well as the entire council membership, support the reappointment; and

WHEREAS, the by-laws adopted through Resolution No. RR20-14 allow for the reappointment of members to a consecutive term upon a favorable vote by the current members now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to reappoint Britt McGrath to a second three year term on the Nature & Environment Advisory Council ending December 2026.

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



## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: **Authorization for the Executive Director to negotiate a contract with Deltrain for the purchase of two electric trams for Northwest Trek Wildlife Park**

DATE: December 1, 2023

**EXECUTIVE SUMMARY:** Staff requests that the Board of Park Commissioners authorize the Executive Director to negotiate and execute a contract with Deltrain of Portugal for the direct purchase and shipment of trams five (5) and six (6) for Northwest Trek Wildlife Park.

**BACKGROUND:** On August 12, 2019, the Park Board of Commissioners approved Purchasing Resolution P48-19 for the purchase of Six (6) Deltrain Vision Electric Trams from TDI Production Services. Northwest Trek has taken delivery of four (4) of the six (6) trams, however, due to the termination of the partnership between TDI Production Services and the manufacturer, Deltrain, trams five (5) and six (6) are currently being held at the Deltrain factory in Portugal.

Since TDI Production Service was the shipping broker, Deltrain would like to finalize the purchase of the last two trams by working directly with Metro Parks Tacoma for the purchase and shipping of trams five (5) and six (6).

This partnership supports ZEED's Strategic Plan & the District Master Plan objective of reducing its carbon footprint as well as demonstrating the District's commitment as a recognized regional leader in sustainable practices.

**FISCAL IMPACT:** Based on Deltrain's proposal, staff anticipates that Metro Parks would pay approximately 850,000 euros which equates to \$932,250.25 in US dollars based on the current exchange rate for the last two trams from the 2019 order.

**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. R104-23**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE A CONTRACT WITH DELTRAIN FOR THE PURCHASE OF TWO ELECTRIC TRAMS FOR NORTHWEST TREK WILDLIFE PARK**

WHEREAS, on August 12, 2019, the Park Board of Commissioners approved Purchasing Resolution P48-19 for the purchase of Six (6) Deltrain Vision Electric Trams from TDI Production Services; and

WHEREAS, Northwest Trek has taken delivery of four (4) of the six (6) trams; and

WHEREAS, Northwest Trek wants to complete the acquisition of the remaining trams, trams five and six; and

WHEREAS, due to the termination of the partnership between TDI Production Services and the manufacturer, Deltrain, Deltrain and Metro Parks Tacoma would like to finalize the purchase of the last two trams by coordinating with each other directly for the purchase and shipment of trams five (5) and six (6). Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Executive Director is authorized to negotiate and execute a contract with Deltrain for the purchase and shipment of the remaining two electric trams for delivery at Northwest Trek Wildlife Park.

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





## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia Executive Director

FROM: Mark Knowlden, Interim Director of Parks & Recreation

**SUBJECT: Operating Agreement with the Tacoma Parks Foundation (TPF) for 2024**

Date: December 4, 2023

**EXECUTIVE SUMMARY:** Staff recommends the Board of Park Commissioners approve this resolution to allow the Executive Director to update the fundraising expectations and to extend the Operating Agreement with the Tacoma Parks Foundation through December 2024. Although not anticipated, any necessary fiscal changes outside of our budget authority for the current biennium will be highlighted during our next budget amendment.

**BACKGROUND:** Metro Parks Tacoma is grateful for the independent 501(c)3 foundations that support fundraising, advocacy, and education of our programs and places for the district. TPF is responsible for coordinating with the other foundations and for leading, developing, implementing fundraising initiatives, and managing foundation operations. In partnership with MPT, the foundation shall oversee the park district's philanthropic opportunities, major donor and donor relations, fundraising events, capital campaigns, endowments, and private grantmaking to help support district-wide programs, services, and projects.

Acknowledging the foundation has just hired a new Executive Director and that they are in a rebuilding phase, we realize this agreement is being executed during highly unusual, dynamic, times that will likely necessitate adjustments. It is our intent for the MPT Executive Director to work with the new Tacoma Parks Foundation Executive Director to finalize the terms of the operating agreement with a new fundraising goal, plus additional funds necessary for administrative support to further advance the foundation and/or the park district.

**FISCAL IMPACT:** Collaborating with and supporting the foundations will have a positive fiscal impact on Metro Parks Tacoma through the solicitation of philanthropic dollars and services for the benefit of Metro Parks programs, capital projects and services. This resolution will allow for the MPT Executive Director to extend the term of the agreement and develop a new revenue target between 1 to 1.5 times the base expense.

**ADDITIONAL INFORMATION:** For additional information, please contact Mark Knowlden, Interim Director of Parks and Recreation at 253-305-1024 or [mark.knowlden@tacomaparks.com](mailto:mark.knowlden@tacomaparks.com) .

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R105-23**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE THE 2024 OPERATING AGREEMENT WITH THE TACOMA PARKS FOUNDATION**

WHEREAS, Metro Parks Tacoma (MPT) continue to honor the uniqueness and independence of each of the foundations; and

WHEREAS, one agreement with the Tacoma Parks Foundation (TPF) is an efficient means of operations and will provide continued support for Fort Nisqually and W.W. Seymour Botanical Conservatory Foundations; and

WHEREAS, TPF is responsible for coordinating with the other foundations and for leading, developing, implementing fundraising initiatives, and managing foundation operations; and

WHEREAS, the foundation shall oversee the park district's philanthropic opportunities, major donor and donor relations, fundraising events, capital campaigns, endowments, and private grantmaking to help support district-wide programs, services, and projects; and

WHEREAS, the TPF board recognizes this agreement is being executed during highly unusual, dynamic, times that will likely necessitate adjustments and shall authorized the new Executive Director to finalize the terms of the operating agreement; and

WHEREAS, the current agreements expires December 31, 2023 and the MPT Executive Director shall extend the term of agreement and develop a new revenue target between 1 to 1.5 times the base expense; and 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 the above-mentioned terms and any administrative support necessary within the operating agreements for the period of January 1, 2024 through December 31, 2024.

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

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**MEMORANDUM**

TO: Board of Park Commissioners

FROM: President Smith

**SUBJECT: 2024 Tacoma Public School District Capital Improvement Bond**

DATE: December 5, 2023

**EXECUTIVE SUMMARY:** This resolution provides for the endorsement of the Tacoma Public School District Capital Improvement Bond.

**BACKGROUND:** Tacoma Public Schools continues to plan for the capital needs of the school district to provide Tacoma's students, teachers and staff members with adequate and safe facilities that create opportunities for educational excellence for every student, regardless of background, economic circumstances or neighborhood.

The citizens of the City of Tacoma will see this ballot measure in the election on February 13, 2024. If passed, the bond measure will address the School District's capital needs including improvements to existing educational facilities and replacement of schools to provide safe learning environments - including clean air and water, safe access, alarm and sprinkler systems seismic upgrades, ADA improvements, technology updates and to assure that playgrounds and athletic facilities meet current standards - for some of our oldest and most deteriorating schools.

Metro Parks Tacoma remains committed in participating with the school district to ensure that School District facilities that result from this bond serve the entire community and are accessible to all who live in Tacoma. As a result of our inter-local agreement and partnership with the Tacoma School District, both indoor and outdoor facilities are available for our programming and for parks and recreation purposes that greatly benefit the broader public.

**FISCAL IMPACT:** There is no apparent cost to MPT related to this resolution and support of Tacoma Public Schools.

**ADDITIONAL INFORMATION:** For additional information, please contact President Smith at 305-1091.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R106-23**

**ENDORSEMENT OF THE TACOMA PUBLIC SCHOOL DISTRICT  
PROPOSITION 1: NEIGHBORHOOD SCHOOL IMPROVEMENTS AND SAFETY UPGRADES**

WHEREAS, Metro Parks Tacoma believes our entire community benefits from our children receiving a quality education at neighborhood schools that are safe and provide the best possible environments for teaching, learning and extracurricular activities; and

WHEREAS, Tacoma Public Schools, Metro Parks Tacoma and other community partners are investing in what’s working, with graduation gaps closing and high school graduation rates reaching a record-high 90% and surpassing the state average; and

WHEREAS, Metro Parks Tacoma and other community partners have joined Tacoma Public Schools to provide access to programming throughout the District and help close gaps for students of color and students from families living in poverty so that every child in Tacoma has the opportunity to succeed and achieve their potential; and

WHEREAS, the Tacoma Public Schools prioritize basic health, safety and security issues such as providing facilities to prepare nutritious foods, fixing or replacing roofs, upgrading buildings for earthquake safety, implementing modern security systems and installing energy efficiency and sustainable technology to make school buildings greener, healthier and energy efficient so our kids can learn and play in a safe environment; and

WHEREAS, Proposition 1 will address upgrades to heating, ventilation and plumbing to maintain clean air and safe water; and

WHEREAS, investments in neighborhood schools throughout our community benefit the entire community by providing dedicated community meetings spaces, access to playing fields for youth and adult sports, and partnerships with Metro Parks Tacoma, YMCA, City of Tacoma, Greater Tacoma Community Foundation, Boys and Girls Club and numerous other partners to provide recreation and summer and after-school programs and activities; and

WHEREAS, Proposition 1 will fund District-wide renovations, upgrades, and replacements of athletic facilities, including, playgrounds, playfields, tracks and fields

WHEREAS, taking care of basic school improvements and upgrades means buildings will last longer and save money in the long run; now, therefore, it be

RESOLVED, that the Board of Park Commissioners of the Metropolitan Park District of Tacoma endorses Tacoma Public Schools Proposition 1 to fund \$650 million in Neighborhood School Improvements and Safety Upgrades General Obligation Bonds, which will appear on a special election ballot February 13, 2024; and hereby encourages the voters within the boundaries of Tacoma School District No. 10 to support this investment in all neighborhood schools.

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:  
\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President  
\_\_\_\_\_  
Clerk



## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

**SUBJECT: Peck Community Sports Park Master Plan -Final Acceptance**

DATE: November 20, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes acceptance of the 2023 Peck Community Sports Park Master Plan.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on November 15, 2023, and accepted for forwarding on to the full Board with a recommendation for approval.

**BACKGROUND:** The site of Peck Athletic Complex is historically the location of Tacoma's first baseball stadium, called Tacoma Athletic Field. Completed in 1907, with a 7,500 person capacity, it was the premiere stadium for amateur baseball and softball in Tacoma at the time. Following a brief six-year stint as a racetrack for midget autos, in 1950 work began to transform it into the Peck Field we know today. Park District programming began in 1954, and the property transfer to Metro Parks was completed in 1956. Peck Athletic Complex has been since managed as a traditional four field natural grass ballfield complex.

The Peck Community Sports Park Master Plan is intended to provide a long range plan with the potential for design development and construction document phases for the implementation of improvements at Peck Community Sports Park (formerly known as the Peck Athletic Complex). This effort is intended to provide a comprehensive vision and broader context to concurrent re-development efforts at this park location. The Metro Parks Board of Commissioners asked for Metro Parks Tacoma to work with Tacoma Public Schools to plan, design, construct and program an all-season multi-use sport field at the existing Peck Athletic Complex site for TPS and MPT sports teams. In partnership, the all-season multi-use field will serve as the home field for Stadium High Schools baseball team, and also be available for soccer, lacrosse, and other community sports needs. The full Peck Community Sports Park master plan includes amenities representative of a community/neighborhood park and embodies the emerging principles of Community Sports Parks, informed by community feedback gathered through public meetings and on-line dialog.

The Walker/Macy consultant team assimilated information garnered through the public process and developed a range of long-term site redevelopment concepts, including illustrative graphics, brief program and project narrative, and rough order of magnitude costs for future development. The proposed 2023 Peck Community Sports Park Master Plan represents the culmination of a

community-driven program for a Sports Park with high activity sports, neighborhood play, walking paths and passive green space.

**FISCAL IMPACT:** The construction cost estimate for full implementation of the master plan is estimated to be approximately \$10M to \$12M. The implementation of the plan is likely to be phased, as funds are made available. The Master Plan funding was allocated from Planning Department operational funds in the amount of \$131,000.

**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. RR100-23**

**ACCEPTING THE 2023 PECK COMMUNITY SPORTS PARK MASTER PLAN**

WHEREAS, the Metropolitan Park District of Tacoma owns and operates Peck Athletic Complex located at 1425 S State Street, Tacoma; and

WHEREAS, an in-house staff team in conjunction with the landscape architectural consulting firm Walker/Macy, led an effort to develop a Master Plan for the Peck Athletic Complex (Peck Community Sports Park); and

WHEREAS; Metro Parks Tacoma worked with our partner organizations; and conducted public outreach to gather input, develop design criteria, review development options, and identify a preferred development concept for the new Peck Community Sports Park; and

WHEREAS, the Master Plan for the Peck Community Sports Park includes provisions for improvements including a high school baseball / multi-use field, flex sport field, restrooms, playground, covered areas for shade, sport courts, trails, parking and drainage upgrades and landscaping; passive play and garden areas; and

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

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept and adopt the 2023 Peck Community Sports Park 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



- Key**
- 1 Community Connection
  - 2 Orchard
  - 3 Existing Trees
  - 4 Community Green
  - 5 Walking Loop
  - 6 Garden Building
  - 7 Native Plant Garden
  - 8 Parking Lot
  - 9 Traffic Garden & Wave Wheels Track
  - 10 De-pave Program Raingarden
  - 11 Raised Crossing
  - 12 On-street Parking
  - 13 Playground, Garden, & Exercise Equipment
  - 14 Picnic Shelter
  - 15 Passive Lawn
  - 16 Comfort Station
  - 17 Sport Courts
  - 18 Green Edge
  - 19 Flex Field
  - 20 TPS Multi-use Field

Peck Athletic Fields & Park Master Plan

# Preferred Plan





## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

**SUBJECT: Adoption of Human Resources Policies**

DATE: November 21, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes the amendment of four policies and the adoption of two new policies to provide updated Human Resource guidance after a comprehensive process of review, including equity impacts.

The policies being recommended for amendment and adoption include:

- **511.007 Promotions**
  - Updates inclusive language and best practices.
  - Adds language to allow for temporary or interim appointments to last longer than 120 days.
  - Clarifies confusion around salary placement for non-represented staff when promoted.
  - Aligns section IX to Probation Policy.
  
- **512.002 Probationary Period**
  - Updates inclusive language and best practices.
  - Reduces the probationary period from nine (9) to six (6) months for new hires and promoted employees.
  - Moves several sections to the Pay Increase Policy.
  - Adds new section VIII to clarify what would happen if a promoted employee does not pass probation.
  - Adds new section IX to denote credit for time in a temporary or interim appointment.
  
- **515.001 Job Classification and Compensation**
  - Updates inclusive language and best practices.
  - Updates language referring to Compensation Philosophy.
  - Moves Section VI to the Pay Increase Policy.
  
- **515.002 Pay Increases**
  - Updates inclusive language and best practices.
  - Adds several sections that were moved from the Probationary Period and Job Classification and Compensation Policies.

- Adds language allowing non-represented employees that were promoted, but still on probation, to receive a merit increase.
- Adds language noting pay increase process for represented staff members and eligibility for premium pay for non-represented staff that are working out of their job classification.

New policies recommended for adoption include:

- **Volunteer Time Off (NEW)**
  - Allows for Volunteer Time Off per year for employees to participate in MPT/TPS/COT events and programs;
  - Can be used as a template for a consistent policy across other partner agencies.
- **Washington Paid Family and Medical Leave (NEW)**
  - Establishes a policy regarding paid leave provided by the Washington Paid Family and Medical Leave program (PFML.)
  - Provides information to employees about how MPT, state and federal leave policies interact.

**FISCAL IMPACT:** There will be minor fiscal impacts to the remaining 2023 budget and future 2024 budget associated with a few of the revisions; some may slightly increase costs, while others may slightly decrease costs. Any significant fluctuations will be noted in future quarterly reports.

**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. RR101-23**  
**ADOPTION OF NEW AND REVISED**  
**DISTRICT HUMAN RESOURCES POLICIES**

WHEREAS, the Board of Park Commissioners recognizes the importance of maintaining a current comprehensive policy package that is relevant for decision-making; and

WHEREAS, the policies being brought forward have been thoroughly reviewed in order to provide clear direction for application; and

WHEREAS, the adjustments to policies will not compromise the quality of service provided to the community, now, therefore be it,

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma amend policy 511.007 Promotions; policy 512.002 Probationary Period; policy 515.001 Job Classification and Compensation; policy 515.002 Pay Increases; and adopt NEW policy Volunteer Time Off; and NEW policy WA Paid Family Leave.

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

**PROMOTIONS**

<b>Policy No.:</b> 511.007	<b>Resolution No.:</b> RR75-19	<b>Date Approved:</b> 12-9-19	<b>Equity Review Date:</b> <u>10/11/2023</u>	<b>Supersedes the following Resolutions &amp; Policies:</b> R23-94; RR6-10; RR19-18
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>		<b>Procedures approved by the Executive Director:</b>

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

**Purpose:** To establish a policy regarding promotion of a current employee based on the employees' education, skills, ability, previous work record and other applicable factors to fill a position.

**Policy Requirements:**

- Section I. Promotion: A promotion is defined as upward movement for a career ~~non-represented~~ employee to a newly created or ~~open~~vacant position in a higher ~~job~~classification and pay range that has been approved by the Executive Director or designee for recruitment, career appointment, or interim appointment.
- Section II. Requests to fill a promotional position within Metro Parks Tacoma shall be ~~done on forms~~completed through a process developed by Human Resources and shall require the written approval of the Executive Director or designee prior to any recruitment/~~placement or appointment~~.
- Section III. Promotions made on a competitive basis shall be designed to:
- A. Offer qualified employees the opportunity for advancement.
  - B. Provide an opportunity for an employee to demonstrate skills, abilities, training, and other factors to Metro Parks Tacoma.
  - C. Assure maximum utilization of qualified employees for the best interests of Metro Parks Tacoma.
  - D. Foster a culture of internal development and investment in employees as an intentional succession planning strategy.
- Section IV. The Executive Director or designee, with recommendation from Human Resources, may authorize a non-competitive appointment to a promotional position when it is in the best interests of Metro Parks Tacoma provided two or more of the criteria listed below have been met:
- A. The employee meets all ~~of~~ the minimum qualifications for the job.
  - B. It would create a hardship on Metro Parks Tacoma to undertake a competitive recruitment process due to the need for immediate filling of the position.
  - C. The employee has served successfully in an interim role.
  - D. Other factors regarding the promotion are deemed in the best interests of Metro Parks Tacoma.
- Section V. Promotions may be on a temporary or an interim basis. Appointment to a temporary or interim promotion shall not give the ~~affected~~selected employee any vested right to ~~fill~~ the position during a competitive recruitment ~~process, to fill the position~~ or should the

Executive Director or designee ~~elect~~decide to fill the vacancy ~~through~~en a non-competitive ~~basis~~process.

Section VI. Temporary or interim promotional appointments which are reasonably expected to be greater than one month in duration may be eligible for a temporary adjustment in salary. The adjustment shall not exceed 10% of the employee's current base salary or the minimum salary range of the new position, whichever is greater. ~~Temporary increases are not adjusted by cost of living or merit increases.~~ Temporary or interim promotional appointments may end at any time, with or without notice, but shall not exceed 120 days unless a recruitment is underway and/or express permission from the Executive Director has been granted.

Section VII. Career non-represented ~~E~~e employees promoted to a new position will move to the appropriate job ~~group~~ classification and pay range. Promoted employees are eligible for an adjustment in salary up to 10% of the employee's current base salary. If the minimum of the new position's pay range exceeds 10% the employee will be placed at the minimum. ~~, or will be moved to the minimum of the new job range, whichever is greater.~~

Section VIII. ~~The promoted employee shall serve a six (6) month promotional probationary period during which time their performance in the promoted position will be evaluated. Evaluation of the promoted employee shall be in a similar manner to a newly hired employee. Probationary period timeframes and procedures for promoted employees are determined by the Probationary Period policy or Collective Bargaining Unit Agreement as appropriate.~~

Section IX. ~~Should an employee fail to successfully pass the promotional probationary period, Metro Parks Tacoma may elect to:~~  
~~Return the employee to their former or similar position at their former rate of pay.~~  
~~Transfer the employee to another vacant position for which the employee is qualified.~~  
~~Lay off the employee if Metro Parks Tacoma cannot identify a position to which they can transfer the employee and assure continued productive operations. Metro Parks Tacoma is not required to create a position for the employee who fails a promotional probationary period.~~

Section X. Nothing in this policy shall supplant, replace, ~~supersede, or supersede~~ conflicting provisions in collective bargaining agreements.

Section XI. The Board of Park Commissioners authorizes the Executive Director to create the necessary procedures within three months to implement these policies.

**PROBATIONARY PERIOD**

<b>Policy No.:</b> 512.002	<b>Resolution No.:</b> RR81-15	<b>Date Approved:</b> 12/14/15	<b>Equity Review Date:</b> <u>10/11/2023</u>	<b>Supersedes</b> R17-96; RR6-10 <b>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>

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

**Purpose:** To establish a policy regarding probationary periods.

**Policy Requirements:**

- Section I. All newly hired career employees, new classification to a career position, promoted career employees, or former employees who have been re-hired as career employees, enter a probationary period. The probationary period which is an integral part of the selection process. During the probationary period an employee is required to demonstrate suitability for the position by actual their ability to meet expectations, job standards, and workplan goals through performance of their work.
- Section II. The probationary period shall be ~~nine-six~~ (96) months from the date of hire or promotion effective date for all career employees. During the probationary period, the employee's supervisor shall observe and evaluate the employee's work performance and shall counsel the employee regarding performance concerns where appropriate.
- Section III. A new-hire probationary employee is considered an at-will employee and may be terminated at any time during the probationary period with or without cause and without the right of appeal. Metro Parks Tacoma is not required to counsel a probationary employee prior to termination. Successful completion of the probationary period does not modify at-will status unless ~~modification is provided for~~ otherwise stated in a written employment agreement or labor agreement.
- Section IV. The new-hire probationary period may be extended for up to an additional ~~ninesix~~ (96) months if extenuating circumstances have prevented Metro Parks Tacoma from adequately determining the employee's ~~suitability~~ ability to meet expectations for their position. Extension of the probationary period is at Metro Parks Tacoma's sole option.
- Section V. ~~Probationary non-represented career employees are not eligible for yearly pay for performance awards without department director approval. Pay increases are granted in accordance with the Pay Increase Policy and Collective Bargaining Unit Agreement.~~
- Section VI. Probationary career employees are eligible for holiday pay. Floating holiday hours will not be granted until the probationary period has been completed. ~~Vacation and sick leave will be granted in accordance with the Collective Bargaining Unit Agreement, Vacation Use and Accrual Policy and Sick Leave Use and Accrual Policy.~~
- Section VII. ~~The probationary period for a non-represented career employee receiving a promotion shall be six (6) months from date of the promotion effective date. During the probationary period, the employee's supervisor shall observe and evaluate the employee's work~~

~~performance and shall counsel the employee regarding performance concerns where appropriate. Prior to completion of the promotional probationary period, employees shall be evaluated on their work performance. A probationary employee is considered an at-will employee and may be terminated at any time during the probationary period with or without cause and without the right of appeal. Metro Parks Tacoma is not required to counsel a probationary employee prior to termination. Successful completion of the probationary period does not modify at-will status unless modification is provided for otherwise stated in a written employment agreement or labor agreement. The promotional probationary period and procedures for a represented career employee is determined by the Collective Bargaining Unit Agreement.~~

Section VIII. Should an employee fail to successfully pass the promotional probationary period, Metro Parks Tacoma may elect to:  
A. Return the employee to their former or similar position at their former rate of pay.  
B. Transfer the employee to another vacant position for which the employee is qualified.  
C. Lay off the employee if Metro Parks Tacoma cannot identify a position to which they can transfer the employee and assure continued productive operations. Metro Parks Tacoma is not required to create a position for the employee who fails a promotional probationary period.

~~Section VIII — Employees may be returned to a probationary status based on poor work performance or other work-related factors considered essential by Metro Parks Tacoma.~~

Section IX. Employees that receive a promotion to a classification that they held in a temporary or interim capacity may receive credit towards the probationary period, or have the probationary period waived, if they performed the full scope of the classification's job duties.

~~Section IX — Following the end of a successful 9 month new hire probationary period for non-represented positions, and for an additional period not to exceed 3 months, the department director may submit a wage adjustment to the base salary if the employee's performance warrants either a pay increase that does not exceed the midpoint of the pay band or pay adjustment supported by an improvement plan approved by Human Resources.~~

~~Section X — Following the end of a successful six month promotion probationary period for non-represented positions, and for an additional period not to exceed 6 months, the department director may submit an additional wage adjustment to the base salary if the employee's performance warrants either a pay increase or a pay decrease. The Executive Director must approve any pay increase that would provide more than a 20% increase (including any original promotion increase) to the employee's pre-promotion salary.~~

Section X. Nothing in this policy shall supplant, replace, or supersede conflicting provisions in collective bargaining agreements.

Section XI. The Board of Park Commissioners authorizes the Executive Director to create the necessary procedures within three months to implement these policies.

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**515.001****JOB CLASSIFICATION AND COMPENSATION**

<b>Policy No.:</b> 515.001	<b>Resolution No.:</b> RR19-18	<b>Date Approved:</b> 02/26/2018	<b>Equity Review Date:</b> <u>11/9/2023</u>	<b>Supersedes the following Resolutions &amp; Policies:</b>	R23-94; R178-96; R100-98; R28-00; RR21-04; RR6-10
<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:** (Adopted by the Board of Park Commissioners)

**Purpose:** To establish a ~~non-represented employee~~ job classification system for career non-represented positions based on a total compensation philosophy that considers both ~~cash salary~~ and benefits in the equation of compensation value.

**Policy Requirements:**

Section I. The Executive Director has the authority to create, adjust, add, or eliminate classifications in accordance with the needs and resources of Metro Parks Tacoma. Such adjustments may be based on an examination of work programs, plans or designs; administrative re-organization; technological advancements, and other factors.

Section II. A classification system shall be created to rank positions based on their comparable external market value and internal equity value within Metro Parks Tacoma and support the Total Compensation Philosophy as outlined by the Executive Director. ~~A classification system shall be created to rank positions based on their comparable external market value and internal equity value within Metro Parks Tacoma.~~ This classification system will consider organizational impact factors that differentiate employees by job group and job pay range.

Section III. The classification system shall group positions together in a classification or salary range utilizing such organizational impact factors as:

- A. Knowledge and skills utilized,
- B. Financial development or oversight,
- C. Supervision of others,
- D. Organizational risk and scope of work,
- E. Management oversight and decision-making authority,
- F. Breadth of services provided to the district or its customers,
- G. Judgement and extent of independent discretion, and
- H. Other factors deemed essential to the best interests of Metro Parks Tacoma

Section IV. The Executive Director, following consultation with HR staff, shall review and adjust the classification plan as necessary.

Section V. No employee shall be paid below the minimum rate of pay established for the salary range of ~~his/hers~~their current or interim position.

~~Section VI. Changes in the method of compensation of employees such as education pay, shift, hazardous duty or other special pay differentials will be allowed, as necessary, to recruit or retain qualified employees and when it is in the best interests of Metro Parks Tacoma.~~



Section VI† Nothing in this policy shall supplant, replace, or supersede conflicting provisions in collective bargaining agreements.

Section VII. The Board of Park Commissioners authorizes the Executive Director to create the necessary procedures within three months to implement these policies.

**PAY INCREASES**

<b>Policy No.:</b> 515.002	<b>Resolution No.:</b> RR75-19	<b>Date Approved:</b> 12/9/2019	<b>Equity Review Date:</b> <u>10/28/2023</u>	<b>Supersedes the following Resolutions &amp; Policies:</b> R23-94, R178-96, R100-98, R28-00; RR21-04; RR6-10; RR19-18
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>		<b>Procedures approved by the Executive Director:</b>

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

**Purpose:** To establish a policy for granting pay increases for career employees within Metro Parks Tacoma.

**Policy Requirements:**

- Section I. The Executive Director or designee shall establish the necessary administrative procedures for carrying out the intent of the Board’s policy direction for employee compensation. The Executive Director shall comply with applicable local, state, ~~or~~and federal laws and regulations in establishing the administrative procedures required.
- Section II. Career non-represented employees of Metro Parks Tacoma may be eligible for an annual merit pay increase on an annual basis for a pay increase after completion of a formal performance review during the designated timeframe. The decision ~~whether~~ to grant award an annual merit pay increase will be dependent on the following:
- ~~(a) A. whether~~ The employee has met the job requirements and goals established by their job description and through their work plans as determined set by the employee’s assigned supervisor.
  - ~~(b) B. and~~ The employee has not reached the top of their ~~specific position’s~~ salary range ~~.~~ and
  - ~~(c) C. whether~~ Metro Parks Tacoma has the financial resources to ~~afford~~ provide pay increases.
  - ~~D. The~~ Newly hired or re-hired career non-represented employee is not currently serving a probationary period.
  - Promoted career non-represented employees on probation are eligible for an annual merit pay increase.
- Seniority and length of service are ~~generally not factors for determining a pay increase considered in deciding whether an employee shall receive a pay increase~~
- ~~Section III.~~ Newly hired or re-hired career represented employees shall be eligible ~~with acceptable performance~~ for one step increase after one year following the date of hire with acceptable performance, then one step increase every two years thereafter until the top step is reached. Promoted career represented employees shall be eligible for one step increase after successfully passing a promotional probation, and subsequent steps are based on the promotion effective date.
- Section IV ~~H.~~ Newly hired or re-hired career non-represented may be eligible for the annual merit pay increase on a sliding scale after successfully passing probation, and a formal performance review has been completed.

Section V. If an employee is denied a pay increase due to ~~his/her failure to not~~ meeting job requirements and goals ~~established by the work plan~~, the employee's supervisor ~~may be tasked with~~ will be required to establishing and monitoring a development plan ~~for the next annual period in an effort~~ to improve the employee's performance for the next annual review period sufficient to merit a future pay increase.

Section VII.V. Employees who reach the top of the salary range for their position shall not be entitled to pay increases unless, and until, the top of the salary range increases. Should employees ~~be at reach~~ the top of the salary range for their position, the Executive Director or ~~their~~ designee may authorize a lump sum payment.

Section VIII.V. ~~E~~Career employees ~~that receive a promotion may will receive may be eligible for a~~ pay increases ~~under the provisions of the~~ as determined by the Promotion Policy.

Section VIII. Executive Director or designee may also grant wage adjustments deemed essential to the best interest of Metro Parks when considering such factors as internal/external ~~alignment~~ equity, retention, performance, ~~&~~ experience, and special skills. The Executive Director or designee may also grant temporary wage adjustments, not to exceed 10% of the employee's current salary, when the employee has taken on at least 20% higher level additional duties ~~of at least twenty percent 20% of effort~~ outside of the employee's job description positions typical duties for an extended period of time. Non-represented employees who are assigned special duties outside of their job description, may be eligible for an additional premium pay for the actual hours worked in this capacity.

Section IX.VI. Employees may be eligible for an equity pay increase after completion of a formal review process by Human Resources. ~~has been completed.~~ Equity ~~i~~ncreases are meant to ~~help~~ correct cases of salary inequity (internal or external) or ~~inappropriate-inadequate~~ salary differences between Supervisors and those they supervise (referred to as "salary compression"). Equity Increases are not meant to replace or supplement merit increases or reclassification increases, nor are they given solely on the basis of longevity, performance or increased workload. Criteria for submitting an Equity Review Request is as follows:

- A. The employee must be actively working (not on leave), ~~and-~~
- B. Have satisfactory performance for the last 3 years, ~~and-~~
- C. Been in the position for the last 3 years, ~~and~~
- D. And mMeet one or more of the following criteria:
  1. Internal salary inequity between employees in the same or similar job title.
  2. Internal salary inequity between new hires and current employees in the same or similar job title in a particular department or division of Metro Parks Tacoma.
  3. External market inequity, as evidenced by one or more of the below following situations:
    - a. Valid market data showing that our competition pays higher salaries for similar work
    - b. Recruitment difficulties
    - c. Sharp increase in turnover for similar work.
  4. Salary compression between supervisors and those whom they supervise.

Section X.VI. Nothing in this policy shall supplant, replace, or supersede conflicting provisions in collective bargaining agreements.

Section XI. The Board of Park Commissioners authorizes the Executive Director to create the necessary procedures within three months to implement these policies.

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**VOLUNTEER TIME OFF (VTO)**

<b>Policy No.:</b>	<b>Resolution No.:</b>	<b>Date Approved:</b>	<b>Equity Review Date:</b> 11/13/2023	<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>

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

**Purpose:** The purpose of this policy is to allow for Volunteer Time Off each year to participate in Beyond the Bell Afterschool Clubs/Sport Leagues/Field Trips and Tacoma Festivals/Special Events.

**Policy Requirements:**

- Section I. Volunteerism is defined as work performed voluntarily by an employee for an external organization or cause of their choice, reflecting their personal values and interests. Service refers to work performed internally within Metro Parks Tacoma that is not associated with that employee's assigned duties within their position description.
- Section II. During any volunteer or service hours, employees are expected to uphold the values and reputation of Metro Parks Tacoma as outlined in our Department and District policies. Employees engaging in volunteer service shall comply with all applicable laws, rules, and regulations.
- Section III. Metro Parks Tacoma provides eligible employees Volunteer Time Off (VTO) each calendar year. The VTO hours are non-accruing and should be used for approved volunteer events/activities.
- VTO requests should be submitted and approved in advance through the designated process outlined by Human Resources.
- Section IV. Employees must submit VTO requests to their supervisors or designated personnel for review and approval.
- Human Resources will oversee the VTO approval process and provide guidelines to ensure equitable distribution of VTO opportunities.
- Section V. Employees are responsible for accurately tracking and reporting their VTO hours through the designated time-tracking system or process.
- Human Resources will periodically review and audit VTO records to ensure compliance and provide support as needed.
- Section VI. In addition to the annual Volunteer Time Off entitlement, Metro Parks Tacoma will organize an annual Day of Service to encourage employee participation in a community-wide service event.

During the Day of Service, employees will represent Metro Parks Tacoma and are expected to adhere to our policies and code of conduct.

Section VII: The Board of Park Commissioners authorizes the Executive Director to create the necessary procedures within three months to implement these policies.

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**WASHINGTON PAID FAMILY AND MEDICAL LEAVE**

<b>Policy No.:</b>	<b>Resolution No.:</b>	<b>Date Approved:</b>	<b>Equity Review Date:</b> 10/28/2023	<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:** (Adopted by the Board of Park Commissioners)

**Purpose:** To establish a policy regarding paid leave provided for by the Washington Paid Family and Medical Leave.

**Policy Requirements:**

Section I. The Washington Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by the Washington Employment Security Department (ESD) to provide paid leave benefits and job protection where applicable to eligible employees who need leave for certain family and medical reasons. This policy provides a summary of the PFML program. Employees may obtain additional information at [www.paidleave.wa.gov](http://www.paidleave.wa.gov). To the extent an issue is not addressed in this policy, Metro Parks Tacoma will administer this benefit program consistent with applicable statutes and regulations.

Section II. Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:

- A. Monetary Benefits: In order to be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington (for any employer or combination of employers) during the year preceding the claim.
- B. Job Protection: In order to be eligible for job protection under PFML, an employee must meet eligibility requirements, specifically, the employee must have worked for Metro Parks Tacoma for at least 12 months and have worked 1250 hours in the last year.

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (e.g., outside employment or contracting).

Section III. Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of leave may be available in the event the employee's leave involves incapacity due to pregnancy. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PMFL leave may be taken for the following reasons:

- A. Medical Leave: Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the workers compensation system.

- B. Family Leave: Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse.

PFML runs concurrently with FMLA where an absence is covered by both laws. PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.

Section IV. An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to the ESD website ([www.paidleave.wa.gov](http://www.paidleave.wa.gov)). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

Section V. An employee must provide written notice to Metro Parks Tacoma of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to Metro Parks Tacoma, ESD will temporarily deny PFML benefits. After receiving the employee's notice of the need for leave, Metro Parks Tacoma will advise the employee whether the employee is eligible for job protection under PFML or FMLA or both.

If leave is being taken for the employee's or employee's covered family members planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt Metro Parks Tacoma operations.

If taking leave intermittently, an employee must notify Metro Parks Tacoma each time PFML leave is taken so that Metro Parks Tacoma may properly track leave use.

Section VI. If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit in the range of 75-90 percent of an employee's average weekly wage, subject to a maximum of \$1,000 per week. ESD's website is expected to include a benefits calculator to assist employees in estimating their weekly benefit amount.

With the exception of leave taken in connection with the birth or placement of a child, monetary PFML benefits are subject to a seven-day waiting period. The waiting period begins on the Sunday of the week in which PFML leave is first taken. The waiting period is counted for purposes of the overall duration of PFML leave, but no monetary benefits will be paid by ESD for that week. Employees may use available accrued leave to cover absences during the waiting period.

Paid leave accruals (vacation, sick leave, floating holidays, compensatory time, or any other accrued leave) are not supplemental to PFML benefits. An employee may elect to use such accrued leave during a PFML-covered absence, although the receipt of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated weekly PFML benefit. Important note: failure to report the receipt of accrued leave may result in an overpayment by ESD, which ESD may recoup from the employee.

Section VII. When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of Metro Parks Tacoma policies and benefit programs. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to Metro Parks Tacoma policy and subject to any FMLA or other legal requirements requiring continuation of coverage.

Section VIII. An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of PFML leave, unless unusual circumstances have arisen (*e.g.*, the employee's position or shift was eliminated for reasons unrelated to the leave). Metro Parks Tacoma may require a return-to-work certification from a health care provider before restoring the employee to work following PFML leave where the employee has taken leave for the employee's own serious health condition and under certain conditions, Metro Parks Tacoma may deny job restoration to a salaried employee who is among the highest paid ten percent of Metro Parks Tacoma employees. If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify Metro Parks Tacoma as soon as possible.

Section XIV. The Board of Park Commissioners authorizes the Executive Director to create the necessary procedures within three months to implement these policies.