



# Meeting Agenda

## Metropolitan Park District Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8068

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**Tuesday, November 14, 2017**

**5:30 PM**

**Council Chambers**

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**1. ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. PUBLIC COMMENT**

*(Estimated Time: 0 - 10 minutes). During this portion of the meeting, citizens may address the Board regarding only items related to the Olympia Metropolitan Park District, including items on the Agenda. Individual comment is limited to 3 minutes.*

**4. BOARD BUSINESS**

- 4.A**     [17-1179](#)     Approval of September 12, 2017 Olympia Metropolitan Park District Board Meeting Minutes

**Attachments:**     [Minutes](#)

- 4.B**     [17-1151](#)     Approval of Proposed Minor “Clean-Up” Changes to Olympia Municipal Park District (OMPD) Advisory Committee Charter

**Attachments:**     [Charter with Proposed Changes](#)

- 4.C**     [17-1147](#)     Report from the Olympia Municipal Park District (OMPD) Advisory Committee on 2018 Preliminary Budget

**Attachments:**     [Advisory Committee Letter](#)

- 4.D**     [17-1148](#)     Public Hearing on the 2018 Olympia Metropolitan Park District (OMPD) Ad Valorem Tax

- 4.E**     [17-1150](#)     Public Hearing on the 2018 Preliminary Olympia Metropolitan Park District (OMPD) Budget

**5. REPORTS**

**6. ADJOURNMENT**

*The Olympia Metropolitan Park District (OMPD) is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the OMPD Board meeting, call 360.753-8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## **Metropolitan Park District Board**

### **Approval of September 12, 2017 Olympia Metropolitan Park District Board Meeting Minutes**

**Agenda Date:** 11/14/2017  
**Agenda Item Number:** 4.A  
**File Number:** 17-1179

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**Type:** minutes   **Version:** 1   **Status:** OMPD Agenda Ready

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#### **Title**

Approval of September 12, 2017 Olympia Metropolitan Park District Board Meeting Minutes



# Meeting Minutes - Draft

## Metropolitan Park District Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8068

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**Tuesday, September 12, 2017**

**5:30 PM**

**Council Chambers**

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**1. ROLL CALL**

**Present:** 7 - President Jim Cooper, Vice President Jeannine Roe, Boardmember Jessica Bateman, Boardmember Clark Gilman, Boardmember Julie Hankins, Boardmember Nathaniel Jones, and Boardmember Cheryl Selby

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. PUBLIC COMMENT - None**

**4. BOARD BUSINESS**

- 4.A** [17-0535](#) Approval of May 2, 2017 Olympia Metropolitan Park District Board Meeting Minutes

The minutes were approved.

- 4.B** [17-0794](#) Parks Americans with Disabilities Act (ADA) Assessment Update

Senior Engineer Kip Summers updated the Board on the facilities component of the ADA assessment that was recently completed. He proposed increasing the Olympia Metropolitan Park District tax rate to generate \$200,000 annually to fund park ADA upgrades.

Boardmembers discussed the proposal and asked clarifying questions.

The discussion was completed.

- 4.C** [17-0906](#) 2018 Preliminary Olympia Metropolitan Park District (OMPD) Budget

Associate Director Jonathon Turlove briefed the Board on components of the 2018 preliminary budget. He discussed upcoming meetings to further discuss the budget before coming back to the Board for approval on November 21.

Boardmembers discussed the proposed budget and asked clarifying questions.

The Board directed staff to come back with two budget options around the proposed

2018 levy at 57.1 cents and at 54 cents.

**The discussion was completed.**

**5. REPORTS - None**

**6. ADJOURNMENT**

The meeting was adjourned at 6:30 p.m.



## Metropolitan Park District Board

### Approval of Proposed Minor “Clean-Up” Changes to Olympia Municipal Park District (OMPD) Advisory Committee Charter

**Agenda Date:** 11/14/2017  
**Agenda Item Number:** 4.B  
**File Number:** 17-1151

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**Type:** decision   **Version:** 2   **Status:** OMPD Agenda Ready

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#### **Title**

Approval of Proposed Minor “Clean-Up” Changes to Olympia Municipal Park District (OMPD) Advisory Committee Charter

#### **Recommended Action**

##### **Board Treasurer Recommendation:**

Move to approve proposed minor “clean-up” changes to Olympia Municipal Park District (OMPD) Advisory Committee Charter

#### **Report**

##### **Issue:**

Whether to approve proposed minor “clean-up” changes to OMPD Advisory Committee Charter.

#### **Staff Contact:**

Jonathon Turlove, Associate Director, Parks, Arts and Recreation, 360.753.8068

#### **Presenter(s):**

Jonathon Turlove, Associate Director, Parks, Arts and Recreation, 360.753.8068

#### **Background and Analysis:**

On September 13, 2016, the Olympia Municipal Park District (OMPD) Board adopted an Advisory Committee Charter to guide the work of the OMPD Advisory Committee. On November 1, 2017 the Advisory Committee voted unanimously for four proposed minor “clean-up” type changes to the charter to improve clarity (attached). The changes include:

- Changing the word “board” to “committee” when referring to the “Advisory Committee”. This will help reduce confusion between references to the Advisory Committee and the OMPD Board.
- Adding language about the Committee electing a chair and vice-chair
- Currently in the section on the duties of the Committee, there is a reference to the annual

report to the Board being about “adequacy of funding levels.” This is proposed to be changed to “the City’s compliance with the funding levels.” The proposed language is the language used in section 4.1.3 of the Interlocal Agreement which describes the duties of the Advisory Committee.

- Added an additional duty of the Advisory Committee to report on any proposed amendments to the Interlocal Agreement (as per section 6.3).

**Options:**

1. Move to approve proposed minor “clean-up” changes to Advisory Committee Charter
2. Do not move to approve proposed minor “clean-up” changes to Advisory Committee Charter

**Financial Impact:**

N/A

**Attachments:**

Charter with Proposed Changes



# Olympia Metropolitan Park Board

## Advisory Committee Charter

~~Adopted September 13, 2016~~ Changes Proposed at November 1, 2017 OMPD Board Meeting

<b>Purpose:</b>	The Olympia Metropolitan Park District (OMPD) Board created an advisory <del>board</del> <u>-committee</u> to create transparency and public reporting on the use of OMPD and other dedicated City of Olympia Parks funds.
<b><del>Board-Committee</del> Membership:</b>	<ul style="list-style-type: none"> <li>• Five members</li> <li>• 2 members shall be appointed from the City's PRAC</li> <li>• <u>3 members shall be citizens-at-large</u></li> <li>• <u>The committee shall elect a chair and vice-chair who shall serve 1-year terms. The term shall be April 1 – March 31.</u></li> <li>• The City Councilmember who is President of the OMPD Board will attend as Council's liaison</li> <li>• Appointments of at-large members will be recruited and recommended by the City Council's General Government Committee through it's normal appointment process</li> <li>• Members must be City of Olympia residents</li> <li>• Knowledgeable about parks budgeting, parks acquisitions and development , maintenance, park standards and funding levels</li> <li>• Serve on the Committee for four (4) years (Initially two members will have only two (2) year terms to provide staggering)</li> </ul>
<b>Duties of the Committee:</b>	<ul style="list-style-type: none"> <li>• Provide an annual report to the OMPD Board and the City Council regarding <del>adequacy of the</del> <u>the City's compliance with the</u> funding levels established in the Interlocal Cooperative Agreement between the City of Olympia and the Olympia Metropolitan Parks District (attached Section 4.1.1)</li> <li>• <u>Post the draft report on the OMPD's website and allow for public comment (at least 20 days) before the report is finalized.</u></li> <li>• <u>Report on any proposed amendments to the Interlocal Agreement (as per Section 6.3)</u></li> </ul>



## Metropolitan Park District Board

### Report from the Olympia Municipal Park District (OMPD) Advisory Committee on 2018 Preliminary Budget

**Agenda Date:** 11/14/2017  
**Agenda Item Number:** 4.C  
**File Number:** 17-1147

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**Type:** report **Version:** 2 **Status:** OMPD Agenda Ready

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#### **Title**

Report from the Olympia Municipal Park District (OMPD) Advisory Committee on 2018 Preliminary Budget

#### **Recommended Action**

##### **Board Treasurer Recommendation:**

Receive a report from Olympia Municipal Park District (OMPD) Advisory Committee on 2018 preliminary budget. Briefing only; no action requested.

#### **Report**

##### **Issue:**

Whether to receive a report from Olympia Municipal Park District (OMPD) Advisory Committee on 2018 preliminary budget.

#### **Staff Contact:**

Jonathon Turlove; Associate Director; Olympia Parks, Arts and Recreation; 360.753.8068

#### **Presenter(s):**

Roger Horn, Chair; OMPD Advisory Committee

#### **Background and Analysis:**

Staff presented the proposed the 2018 Olympia Municipal Park District (OMPD) budget to the Olympia Municipal Park District (OMPD) Advisory Committee on November 2, 2017. The presentation contained two options: a budget of \$3,615,342 that included \$100,000 for ADA upgrades and would result in an estimated 2018 levy rate of \$.54/1000 assessed value and a budget of \$3,715,342 that included \$200,000 for ADA upgrades and would result in an estimated 2018 levy rate of \$.555/1000 assessed value.

#### **Neighborhood/Community Interests (if known):**

Not known

#### **Options:**

Receive report from Olympia Municipal Park District (OMPD) Advisory Committee on 2018

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**Type:** report   **Version:** 2   **Status:** OMPD Agenda Ready

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preliminary budget

**Financial Impact:**  
N/A

**Attachments:**  
Advisory Committee Letter



**MEMORANDUM**

**TO:** Olympia Metropolitan Park District (OMPD) Board

**FROM:** Roger Horn, Chair  
OMPD Advisory Committee

**DATE:** November 1, 2017

**SUBJECT:** *Preliminary OMPD Budget*  
OMPD Advisory Committee Recommendation to the OMPD Board

At our November 1, 2017 meeting, the OMPD Advisory Committee received a presentation on the proposed 2018 OMPD Budget.

The committee supports the proposed option that results in an estimated levy rate of \$.54 per \$1,000 assessed value. If actual taxes are higher than current expenses budgeted, the committee recommends allocating additional funds to ADA upgrades to a maximum of \$200,000 total as proposed in the 2018 Preliminary Capital Facilities Plan.

The committee believes that this budget is in compliance with the Interlocal Agreement as per section 4.1.1. The budget includes 11% of the City's total expected revenue as per section 4.1.1 (i.) as well as \$2.8 million for park land acquisition, which exceeds requirements per sections 4.1.1 (ii., iii., and iv.).

Our committee will be reviewing OMPD's 2017 expenditures in the spring of 2018 and will provide a report for your review at that time.

Thank you for taking the time to consider our recommendation. Please feel free to contact me at [rhorn@ci.olympia.wa.us](mailto:rhorn@ci.olympia.wa.us) if you have questions or comments.

Sincerely,

Roger Horn, Chair  
OMPD Advisory Committee



**Metropolitan Park District Board**

**Public Hearing on the 2018 Olympia  
Metropolitan Park District (OMPD) Ad Valorem  
Tax**

**Agenda Date:** 11/14/2017  
**Agenda Item Number:** 4.D  
**File Number:** 17-1148

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**Type:** public hearing **Version:** 2 **Status:** OMPD Agenda Ready

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**Title**

Public Hearing on the 2018 Olympia Metropolitan Park District (OMPD) Ad Valorem Tax

**Recommended Action**

**Board Treasurer Recommendation:**

Hold a public hearing. Close the hearing and direct staff to prepare an Ad Valorem Tax Resolution to be presented at the next meeting of the Olympia Metropolitan Park District (OMPD) Board.

**Report**

**Issue:**

Whether to hold a hearing for the public to comment on the Ad Valorem Tax and direct staff to prepare a resolution.

**Staff Contact:**

Dean Walz, OMPD Board Treasurer, 360.753.8465

**Presenter(s):**

Dean Walz, OMPD Board Treasurer

**Background and Analysis:**

The Olympia Metropolitan Park District (OMPD) is required to adopt a property tax levy resolution and file a levy certification with the County by November 30, 2017.

A public hearing on revenue sources, including property tax, is required prior to the adoption of the property tax levy (RCW 84.55.120). The proposed OMPD 2017 revenue only includes property tax. Notice of the hearing was published on October 31 and November 7. The levy is based on the budget, which includes amounts to be paid to the City of Olympia, administrative costs and a 2 percent contingency. The contingency is to cover an estimated amount of property tax assessments, which will not be paid during 2018.

Staff will present two budget options; One option includes \$100,000 for ADA upgrades and would result in a proposed levy amount of \$3,615,342. Based on the most current assessed valuation of the District the projected levy rate per \$1,000 for this option would be \$0.54. The second option

includes \$200,000 for ADA upgrades and would result in a proposed levy amount of \$3,715,342. Based on the most current assessed valuation of the District the projected levy rate per \$1,000 for this option would be \$0.555.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Hold a public hearing. Close the public hearing and direct staff to prepare an Ad Valorem Tax Resolution in the amount of \$3,615,342
2. Hold a public hearing. Close the public hearing and direct staff to prepare an Ad Valorem Tax Resolution in the amount of \$3,715,342
3. Hold a public hearing. Close the public hearing and direct staff to prepare an Ad Valorem Tax Resolution in a different amount.
4. Hold a public hearing. Do not close the public hearing and schedule a special meeting time to continue the hearing.

**Financial Impact:**

Provides property tax revenue to the District in the amount included in the Resolution.

**Attachments:**

None



## Metropolitan Park District Board

### Public Hearing on the 2018 Preliminary Olympia Metropolitan Park District (OMPD) Budget

**Agenda Date:** 11/14/2017  
**Agenda Item Number:** 4.E  
**File Number:** 17-1150

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**Type:** public hearing **Version:** 2 **Status:** OMPD Agenda Ready

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#### **Title**

Public Hearing on the 2018 Preliminary Olympia Metropolitan Park District (OMPD) Budget

#### **Recommended Action**

##### **Board Treasurer Recommendation:**

Hold the public hearing and receive testimony on the 2018 Preliminary OMPD Budget.

#### **Report**

##### **Issue:**

Whether to hold a hearing for the public to comment on the 2018 Preliminary OMPD Budget.

#### **Staff Contact:**

Jonathon Turlove, Associate Director, Parks, Arts and Recreation, 360.753.8068

#### **Presenter(s):**

Jonathon Turlove, Associate Director, Parks, Arts and Recreation, 360.753.8068

#### **Background and Analysis:**

The preliminary 2018 Olympia Metropolitan Park District (OMPD) budget was presented to the OMPD Advisory Committee on November 2, 2017. The presentation contained two options:

- a budget of \$3,615,342 that included \$100,000 for ADA upgrades and would result in an estimated 2018 levy rate of \$.54/1000 assessed value, and
- a budget of \$3,715,342 that included \$200,000 for ADA upgrades and would result in an estimated 2018 levy rate of \$.555/1000 assessed value

The OMPD Advisory Committee is recommending the \$3,615,342 budget option which would result in an estimated 2018 levy rate of \$.54/1000 assessed value. The hearing provides an opportunity for the OMPD Board to hear from the public on the budget of the Olympia Metropolitan Park District.

#### **Neighborhood/Community Interests (if known):**

N/A

#### **Options:**

1. Hold the public hearing.
2. Do not hold the public hearing

**Financial Impact:**

The 2018 budget will provides property tax revenue to the District. The Preliminary Budget is available on the website for public review at <http://olympiawa.gov/city-government/mpd.aspx>.

**Attachments:**

None