



Meeting Agenda

Metropolitan Park District Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8068

Tuesday, September 10, 2019

6:15 PM

Council Chambers

1. ROLE 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** [19-0801](#) Approval of April 23, 2019 Metropolitan Park District Board Meeting Minutes

Attachments: [Minutes](#)

- 4.B** [19-0777](#) Presentation of the Annual Report by the Olympia Metropolitan Park District (OMPD) Advisory Committee Regarding Compliance of 2018 Funding Levels

Attachments: [2018 Final Compliance Report](#)

- 4.C** [19-0776](#) Review of the 2020 Preliminary Olympia Metropolitan Park District (OMPD) Budget

Attachments: [2020 Preliminary Budget Preview Presentation](#)

5. 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 April 23, 2019 Metropolitan Park District Board Meeting Minutes

Agenda Date: 9/10/2019
Agenda Item Number: 4.A
File Number: 19-0801

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

Title

Approval of April 23, 2019 Metropolitan Park District Board Meeting Minutes

City of Olympia

*City Hall
601 4th Avenue E
Olympia, WA 98501*



Meeting Minutes - Draft

Tuesday, April 23, 2019

6:00 PM

Council Chambers

Metropolitan Park District Board

1. ROLL CALL

Present: 6 - President Jim Cooper, Vice President Lisa Parshley, Boardmember Jessica Bateman, Boardmember Clark Gilman, Boardmember Nathaniel Jones, and Boardmember Renata Rollins

Excused: 1 - Boardmember Cheryl Selby

2. APPROVAL OF AGENDA

President Cooper requested adding Item 4.E to the agenda to consider changing the meeting start time from 6:00 p.m. to 6:15 p.m. but not changing scheduled meeting dates.

The agenda was approved as amended.

3. PUBLIC COMMENT - None**4. BOARD BUSINESS****4.A** Approval of November 13, 2018 Olympia Metropolitan Park District Board Meeting Minutes

Attachments: [Minutes](#)

The minutes were approved.

4.B Election of Olympia Metropolitan Park District (OMPD) Officers

President Cooper called for nominations for Vice President.

Boardmember Bateman moved to nominate Vice President Parshley to serve another term as Vice President. The motion carried by the following vote:

Aye: 6 - President Cooper, Vice President Parshley, Boardmember Bateman, Boardmember Gilman, Boardmember Jones and Boardmember Rollins

Excused: 1 - Boardmember Selby

President Cooper called for nominations for President.

Vice President Parshley nominated President Cooper to serve another term as President. The motion carried by the following vote:

Aye: 6 - President Cooper, Vice President Parshley, Boardmember Bateman, Boardmember Gilman, Boardmember Jones and Boardmember Rollins

Excused: 1 - Boardmember Selby

4.C Approval of the 2019 Olympia Metropolitan Park District (OMPD)
Advisory Committee Work Plan

Attachments: [2019 Work Plan](#)

Park Planning and Maintenance Director Jonathon Turlove provided highlights for the proposed work plan.

Boardmember Bateman moved, seconded by Vice President Parshley, to approve the proposed 2019 OMPD Advisory Committee work plan. The motion carried by the following vote:

Aye: 6 - President Cooper, Vice President Parshley, Boardmember Bateman, Boardmember Gilman, Boardmember Jones and Boardmember Rollins

Excused: 1 - Boardmember Selby

4.D Appointment and Reappointment of Citizen Advisory Committee Members

Mr. Turlove discussed the composition of the Metropolitan Park District Advisory Committee and terms up for appointment and reappointment.

Boardmember Jones moved, seconded by Boardmember Bateman, to appoint Rhianna Hruska and reappoint James Reddick to terms as recommended. The motion carried by the following vote:

Aye: 6 - President Cooper, Vice President Parshley, Boardmember Bateman, Boardmember Gilman, Boardmember Jones and Boardmember Rollins

Excused: 1 - Boardmember Selby

4.E Approval of Resolution to Change Metropolitan Park District Board Meeting Start Time From 6:00 p.m. to 6:15 p.m.

Attachments: [Resolution](#)

Boardmember Jones read a resolution to change the Board's remaining 2019 meeting start times.

Boardmember Jones moved, seconded by Vice President Parshley, to revise the remaining 2019 meetings scheduled for the Board to meet on September 10, November 4, and November 12 beginning at 6:15 p.m. in Council Chambers. The motion carried by the following vote:

Aye: 6 - President Cooper, Vice President Parshley, Boardmember Bateman, Boardmember Gilman, Boardmember Jones and Boardmember Rollins

Excused: 1 - Boardmember Selby

5. ADJOURNMENT

The meeting adjourned at 6:08 p.m.



Metropolitan Park District Board

Presentation of the Annual Report by the Olympia Metropolitan Park District (OMPD) Advisory Committee Regarding Compliance of 2018 Funding Levels

Agenda Date: 9/10/2019
Agenda Item Number: 4.B
File Number: 19-0777

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

Title

Presentation of the Annual Report by the Olympia Metropolitan Park District (OMPD) Advisory Committee Regarding Compliance of 2018 Funding Levels

Recommended Action:

Staff Recommendation:

Receive a briefing on the Olympia Metropolitan Park District (OMPD) Advisory Committee's draft annual report regarding Compliance of 2018 Funding Levels. Briefing only; No action requested.

Report

Issue:

Whether to receive a presentation of draft annual report by the Olympia Metropolitan Park District (OMPD) Advisory Committee, regarding compliance of 2018 funding levels

Staff Contact:

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

Presenter(s):

Roger Horn, Chair, Olympia Metropolitan Park District (OMPD) Advisory Committee

Background and Analysis:

Section 4.1.3. of the Olympia Metropolitan Park District (OMPD) Interlocal Agreement states that the OMPD Advisory Committee shall "provide an annual report to the City Council and OMPD Board regarding the City's compliance with the funding levels in (i.) and (iv.) in Section 4.1.1." (Section (i.) refers to the requirement that the City allocate 11 percent of General Fund revenues to the Parks, Arts and Recreation Department (OPARD). Section (iv.) refers to the requirement that the remaining one-half of the Non-Voted Utility Tax be used to acquire new park land and to maintain and develop those acquired park properties, with a priority on acquisition to the extent practicable.)

The OMPD Advisory Committee has completed its annual report for Fiscal Year 2018 (attached).

Neighborhood/Community Interests (if known):

The YES Olympia Parks coalition was heavily involved in the formation of the Olympia Metropolitan Park District and some of their members continue to take a strong interest in the activities of the OMPD Advisory Committee and Board.

Options:

Receive the report. No action requested.

Financial Impact:

N/A

Attachments:

Annual Compliance Report for Fiscal Year 2018



REPORT FOR FISCAL YEAR 2018

City's compliance with funding levels set forth in the Interlocal Agreement between the OMPD Board and Olympia City Council

July 10, 2019

Olympia Metropolitan Park District (OMPD) Board
PO Box 1967
Olympia, WA 98507

Dear OMPD Board Members:

At our May 8, 2019 meeting, the OMPD Advisory Committee received an oral presentation and written report titled "City of Olympia Report to the Olympia Metropolitan Park District Advisory Committee Regarding Section 4.1.1, (i) through (iv) for Fiscal Year 2018" (attached). The report was prepared and presented by Nanci Lien, Fiscal Services Director for the City and Debbie Sullivan, Administrative Services Director.

Based on the report, the presentation, and follow-up questions with Ms. Lien, the City was compliant with sections Section 4.1.1, (i) through (iv) for Fiscal Year 2018.

At the conclusion of the City's 2018 Audit conducted by the Washington State Auditor's Office, the City will report any changes to the Advisory Committee. The City expects this audit to be complete by the end of August. The Committee reserves the right to amend this report as necessary should additional information become available.

Thank you for taking the time to consider our report. Please feel free to contact me at rhorn@ci.olympia.wa.us if you have questions or comments.

Sincerely,

Roger Horn, Chair
OMPD Advisory Committee

Enclosure: City of Olympia Fiscal Year 2018 Compliance Findings Report
CC: Olympia City Council

**City of Olympia Report to the
Olympia Metropolitan Park District Advisory Committee
Regarding Section 4.1.1, (i) through (iv)
For Fiscal Year 2018
Presented May 8, 2019**

Section 4.1.3 of the 2016 Interlocal Agreement between the City of Olympia (City) and the Olympia Metropolitan Parks District (OMPD) requires the OMPD Advisory Committee (Committee) to provide an annual report to the City Council (Olympia) and the OMPD Board regarding the City's compliance with the funding levels in (i) and (iv) of Section 4.1.1 of the Interlocal Agreement. In 2018, Amendment No. 1 to the Interlocal Agreement expanded the scope of the report to include funding levels in (i) through (iv) of Section 4.1.1.

This document is a report to the Committee by the City regarding Section 4.1.1, (i) through (iv) of the Interlocal Agreement. These items are included under the COMPLIANCE FINDINGS section of this report.

COMPLIANCE FINDINGS

SECTION 4.1.1 (i):

Section 4.1.1 (i) requires the City to allocate 11% of certain budgeted General Fund tax revenues to support the Olympia Parks, Arts and Recreation Department (OPARD). These revenues are the general use portion of: Sales Tax, B&O Tax, Property Tax, Private Utility Tax, and Public Utility Tax.

For the 2018 budget, the City allocated \$5,176,192 to OPARD. This was based on early revenue projections available when the first draft of the budget was developed. Revenue projections used for the final budget document indicate the City should have budgeted \$5,188,351, which is \$12,159 more than what was budgeted (see Addendum 1). In June 2018, Ordinance 7140 amended the City's 2018 budget to appropriate the remaining \$12,159.

For 2018, the City was in compliance with this section.

SECTION 4.1.1 (ii):

Section 4.1.1 (ii) indicates the City commit to use 2% of the Voted Utility Tax (VUT) revenue to acquire new park land and to maintain and develop those acquired park properties, with a priority on acquisition to the extent practicable.

The City imposes a voter-approved utility tax (VUT) of 2% for park purposes.

The City's 2018 capital budget allocated all projected VUT in the amount of \$1,950,000 for park land acquisition. The budget included \$1,805,000 for new acquisition, \$120,000 for debt service on the 2016 park bond anticipation note (BAN), and \$25,000 for capital sidewalk projects adjacent to parks. The BAN note was issued for acquiring park land.

The City was in compliance with this section.

SECTION 4.1.1 (iii)

The City imposes a non-voted utility tax of 6%. Section, 4.1.1 (iii), requires the City to commit one-half of the 1% NVUT to acquire new park land and to maintain and develop those acquired park properties.

The City's 2018 capital budget allocated the entire one-half of the 1% NVUT (\$500,000) to park land acquisition.

The City was in compliance with this section.

SECTION 4.1.1 (iv):

The City imposes a non-voted utility tax of 6%. 1/6th of that tax is referred to in the Interlocal Agreement as the 1% Non-Voted Utility Tax (NVUT). Section, 4.1.1, sub-section (iii), requires the City to commit one-half of the 1% NVUT to acquire new park land and to maintain and develop those acquired park properties and Section 4.1.1 (iv) states that the City intends to allocate the remaining one-half of the NVUT for the same purposes as in sub-section (iii). If the City does not allocate this one-half of the NVUT to acquire new park land and to maintain and develop those acquired park properties, then the City would allocate up to \$500,000 of year end fund balance, to the extent it exists for such purposes.

The 2018 City Budget allocated the remaining one-half of the NVUT as for the purposes described above.

For 2018, the City was in compliance for this section.

ADDENDUM 1

Olympia General Fund Appropriation for Parks Revenues Relevant
For Parks 11% of Revenues

<u>Original Budget of Eligible Taxes</u>	
Sales Tax	\$ 19,443,900
B&O Tax	6,558,000
Property Tax	11,078,306
Private Utility Tax	5,025,790
<u>Public Utility Tax</u>	<u>5,060,830</u>
	\$ 47,166,826
11% of total to support Parks, Arts & Recreation	\$ 5,188,351
<u>Amount Originally Budgeted</u>	<u>5,176,192</u>
Variance Amount	\$ (12,159)



Metropolitan Park District Board

Review of the 2020 Preliminary Olympia Metropolitan Park District (OMPD) Budget

Agenda Date: 9/10/2019
Agenda Item Number: 4.C
File Number: 19-0776

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

Title

Review of the 2020 Preliminary Olympia Metropolitan Park District (OMPD) Budget

Recommended Action:

Staff Recommendation:

Receive a briefing on the 2020 Preliminary Olympia Metropolitan Park District (OMPD) Budget.
Briefing only; No action requested.

Report

Issue:

Whether to receive a briefing on the 2020 Preliminary OMPD Budget.

Staff Contact:

Jonathon Turlove, Director of Park Planning and Maintenance, 360.753.8068

Presenter(s):

Jonathon Turlove, Director of Park Planning and Maintenance, 360.753.8068

Background and Analysis:

This presentation will outline the preliminary 2020 Olympia Metropolitan Parks District (OMPD) Budget. It will include a summary of both the Capital and Operating portions of the OMPD, a list of proposed changes from 2019, and an estimate of the 2020 assessed rate. The Board will host a public hearing on the 2020 OMPD Budget on November 4, 2019, and is scheduled to adopt the budget on November 12, 2019.

Neighborhood/Community Interests (if known):

The YES Olympia Parks coalition was heavily involved in the formation of the Olympia Metropolitan Park District, and some of their members continue to take a strong interest in the activities of the OMPD Advisory Committee and Board.

Options:

Briefing only. No Board action requested.

Financial Impact:

The preliminary 2020 OMPD Budget is \$4,072,027. As currently proposed, these funds would contribute \$2,511,027 to the City's Operating Budget and \$1,551,000 to the City's Capital Budget.

Attachments:

2020 Preliminary Olympia Metropolitan Park District (OMPD) Budget Presentation

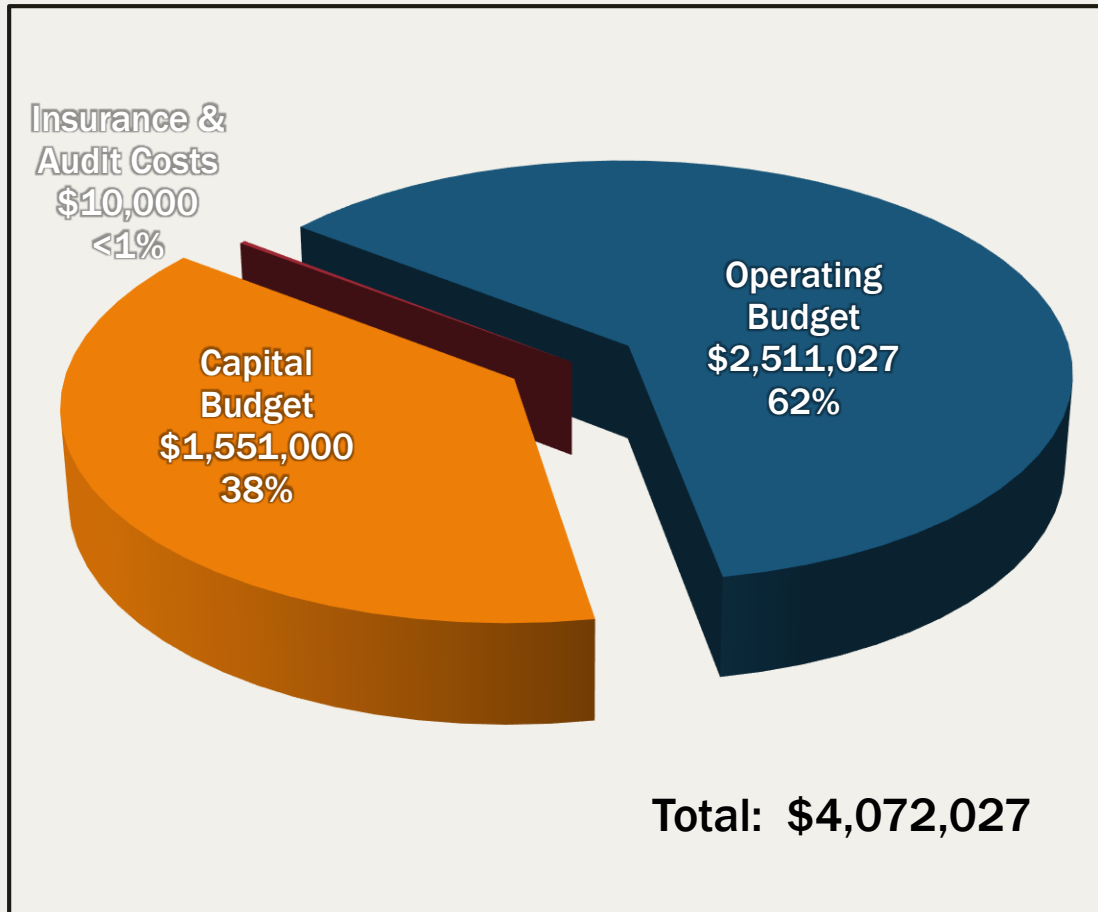


METROPOLITAN PARK DISTRICT
OLYMPIA

2020 PRELIMINARY OMPD BUDGET

**OMPD Board Meeting
September 10, 2019**

2020 PRELIM OMPD BUDGET



2020 PRELIM OMPD OPERATING BUDGET

Parks Maintenance	\$1,548,698
Park Stewardship/Ranger Program	\$665,887
Planning & Design	\$133,721
Arts Program & Maintenance	\$71,087
Facility Operations	<u>\$91,634</u>
Total:	\$2,511,027

2020 PRELIM OMPD CAPITAL BUDGET

Capital Asset Management Program (CAMP)	\$750,000
2013 Bond Debt Service (Percival Landing Phase I - Final payment in 2021)	\$242,500
Percival Landing	\$158,000
Maintenance Reserve - \$150,000	
Annual Inspection - \$8,000	
ADA Facility Upgrades	\$200,000
Lions Park Sprayground	\$100,500
Parks, Arts and Recreation Plan Update	<u>\$100,000</u>
Total:	\$1,551,000

2020 PROPOSED LEVY

2019 OMPD Budget	\$3,894,642
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Levy Rate:	\$0.549/1,000 AV
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2020 Proposed OMPD Budget	\$4,072,027
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Estimated 2019 Levy:	\$0.55/1,000 AV
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Maximum Levy Allowed:	\$0.75/1,000 AV
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TIMELINE

October 16

OMPD Advisory Committee Meeting
Budget Preview

November 4

OMPD Board Meeting
Public Hearing

November 12

OMPD Board Meeting
Adopt Budget



Arts Walk

QUESTIONS AND DISCUSSION



First OMPD Board Meeting – March 1st, 2016