
**BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL
MEETING MINUTES**

MISSION STATEMENT

This Council advises and makes recommendations to the programs and operations of
Metro Parks Tacoma concerning financial management and business practices.

Metro Parks Tacoma Headquarters Building
4702 S 19th Street, Tacoma, WA 98405
June 14, 2016

Present: Aaron Blaisdell, Su Dowie, Peter Kram, Dan Powell,
Absent: Addy Tseng
Staff: Brett Freshwaters, Julie Wilfong
Board Liaison: Commissioner Baines
Guest: Don Golden, Kristi Evans, Lisa MacDonald, Joe Brady

SUMMARY

- Donald Golden was introduced as potential new member.
- A presentation of the I.T. Strategic Project and Plan was given by Lisa MacDonald and Joe Brady.
- An update on the W.W. Seymour Conservatory Plans was given by Kristi Evans.
- Financial information through April 2016 was discussed.

CALL TO ORDER

The meeting was called to order at 7:35 a.m.

MINUTES

The May 10, 2016 minutes were approved as written.

RECRUITMENT UPDATE

Brett Freshwaters introduced Donald Golden as a potential member. All other members present also introduced themselves.

DESTINATION POINT DEFIANCE UPDATE

No update was given.

INFORMATION TECHNOLOGY STRATEGIC PROJECT & PLAN

In 2011 an Administrative Audit was conducted and the report pointed out the need for a strategic plan from the Information Technology (IT) Department to help Metro Parks and its Business Plan. The objectives in the IT plan are to be updated annually to fit the needs of Metro Parks business. There are five (5) main goals identified in the plan:

- Goal 1 Support a Progressive Organization: In 2014 an IT Committee was formed with inter-departmental staff. Monthly meetings have been held since May of that year. The Committee is to work with departments to meet their individual goals that would benefit Metro Parks.
- Goal 2 Information Stewardship: The goal is to ensure appropriate standards and procedures for the effective governance and security of information systems and technology. One major project under this goal involves managing records. Research is being done to look at different systems utilizing the State's contracts for the Electronic Content Management System later this year. This system will help organize our electronic system and meet our electronic records retention requirement and help us to address future public requests. It will make it easier for staff to collaborate with workflow management. This will help to reduce redundancy and staff time for research. Implementing a new method for backing up data is also a priority project.
- Goal 3 Functionality and Innovation: This goal seeks to integrate efficiencies and effectiveness of business processes for all of our business areas. Two (2) of the objectives in this category have been identified as top

priorities through the Strategic Plan. The first identified item is the replacement of Metro Parks' current district-wide Point-of-Sale/Registration system called Class. This system is used by other agencies around the northwest and the company is based in Canada, however the software system has reached its end of life and will no longer be supported. It was important for Metro Parks to replace this system and find one that can do more for us and allow better access for our customers. The IT staff and Recreation Department are currently implementing a new Point-of-Sale (POS) system that will support facility rentals, class registration, swim lessons and more. The new purchased software is called PerfectMind. This software will be used district-wide and will support the online portal for our customers. This software will also connect areas that were unable to connect with the Class system. This new software will also allow Metro Parks to analyze data through business analytics.

- Goal 4 Exceptional Service: The main objective is be responsive to all department needs and be accountable to our internal customers with the service we provide. We want to improve communication district-wide.
- Goal 5 IT Staff: Provide training to our IT Staff through technical conferences and relevant training.

W.W. SEYMOUR CONSERVATORY UPDATE

Metro Parks had several public meetings with stakeholders and the community for feedback on the design of an expansion of the Conservatory. Some of the feedback received on the preliminary designs: the preservation of the Conservatory is a priority; the building scale was too big; the site for the new building is considered essential; the new building should complement but not be exactly the same as the original conservatory and should have good circulation. Metro Parks then went back to the drawing board, met with staff and other stakeholders and came up with a design that scaled down the expansion while meeting the needs of staff for programming and space.

The existing conservatory is the number one priority. The plan is to remove the gift shop and restore the building to its intended purpose. Upgrade the stabilization system as the building is over 100 years old, as well as restore the façade on the building ends.

The gift shop will be relocated in the new building. A portion of the new building will be underground and will have storage, staff space and a catering kitchen on this level.

The project will be done in phases as the project does not have full funding. The 2014 Bond has allocated around \$2 Million to the project for construction, other funding will come from grants and fundraising efforts.

There is another month's worth of meetings, the advisory councils are being updated on the project and the last Steering Committee meeting will discuss the final schematic design and cost to the project and also include a phase system due to funding.

FINANCIAL REPORT

Brett reported through April Metro Parks is on track with revenue. Property tax has been received and we are on target with Sales Tax.

NEXT MEETING

The next meeting is scheduled for July 12th, 2016, held at Metro Parks' Headquarters Building.

ADJOURNED

The meeting ended at 9:00 a.m.

Approved:

Aaron Blaisdell, Chair

Submitted by: Julie Wilfong