# TUMWATER METROPOLITAN PARK DISTRICT SPECIAL MEETING AGENDA

**Online via Zoom and In Person at**
**Tumwater City Hall, Council Chambers,**
**555 Israel Rd. SW, Tumwater, WA 98501**

**Tuesday, October 13, 2026**
**5:30 PM**

1. Call to Order
2. Roll Call
3. Pioneer Park Play Structure Replacement (Parks & Recreation Department)
4. Administration Position (Parks & Recreation Department)
5. Adjourn

**Meeting Information**
The public are welcome to attend in person, by telephone or online via Zoom.

**Watch Online**
https://us02web.zoom.us/webinar/register/WN_ZonskGeKQA2v9yVemDmGBw

**Listen by Telephone**
Call (253) 215-8782, listen for the prompts and enter the Webinar ID 846 7719 1950 and Passcode 900129.

**Public Comment**
The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

**Post Meeting**
Video of this meeting will be recorded and posted on our City Meeting page: https://tumwater-wa.municodemeetings.com.

**Accommodations**
The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

TO: Tumwater Metropolitan Park District (TMPD)

FROM: Chuck Denney, Parks & Recreation Director

DATE: October 13, 2026

SUBJECT: Pioneer Park Play Structure Replacement

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1) Recommended Action:

Funding approval to install new play structure equipment and surfacing material at Pioneer Park.

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2) Background:

As Tumwater's largest and most visited park, the play structure at Pioneer Park is a critical element for community use. The play structure is a combination of equipment installed in 2001 and 2008. As a wood structure, many of the elements have deteriorated to the point where they no longer meet safety standards and have been removed.
Working with the Parks Commission, a new play structure design has been developed to replace the removed and aging play equipment at the park.

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3) Policy Support:

- Strategic Goals and Priorities: Build a community recognized for quality, compassion and humanity.
- Vision Mission Beliefs-Excellence: Continue implementation of the Tumwater Metropolitan Parks District initiatives.

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4) Alternatives:

- ❑ Do not approve
- ❑ Approve with changes to funding amount

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5) Fiscal Notes:

The TMPD budget has funds accumulated as we have postponed the community center project while we negotiate land costs for the site of the future building.

Play Structure/delivery/installation/surfacing: $536,180

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6) Attachments:

A. Playground Design

"A"







# Pioneer Park Play Structure 2026



TO: Tumwater Metropolitan Park District (TMPD)

FROM: Chuck Denney, Parks & Recreation Director

DATE: October 13, 2026

SUBJECT: Administration Position

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1) Recommended Action:

Funding approval to hire a Parks and Recreation Department Administrative Assistant as outlined in the TMPD schedule.

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2) Background:

The Parks and Recreation Department's five divisions and administration are supported by one Department Assistant and a Management Analyst. With thousands of people participating in our programs, events and golf each quarter and management of all City parks and buildings, administrative support is frequently incapable of maintaining the work schedule. This creates inefficiencies, lack of service to the public and delays in programs, work plans and schedules.

As approved by voters in the creation of the TMPD, an Administrative Position was included in the funding package for 2026. With TMPD Board approval, the process for filling this position will begin immediately.

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3) Policy Support:

- Strategic Goals and Priorities: Build a community recognized for quality, compassion and humanity.
- Vision Mission Beliefs-Excellence:
    - Continue implementation of the Tumwater Metropolitan Parks District initiatives.
    - Refine and sustain a great organization

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4) Alternatives:

- ❑ Do not approve

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5) Fiscal Notes:

2027 Salary/Benefits/IT/Office Equipment: $125,000

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6) Attachments:

A. Budget Request

"A"

# 2027-2028 Budget Enhancement Request Form

Enhancements are defined as requests for new programs or services to be offered that go above and beyond the current level of service.

Person completing this form: Chuck Denney
Who to contact with questions: Chuck Denney
Date of this Request: 5/20/2026

**Request Description.** Enter a brief description of the enhancement you are requesting in the box below.

**Administrative Assistant** – The Department has two admin positions to cover five divisions and all public interactions. Daily operations with PTO/Training/meetings/etc. often require staff from other divisions and even the director to cover the office. Many financial and admin duties are completed by field staff due to lack of admin staffing. While supporting department-wide functions, this position will focus on budgeting and contract management. This is a planned 2027 expense for the MPD.

| | |
|---|---|
| Fund | 140 - Metropolitan Park District |
| Department | 09 - GF Parks & Recreation |
| Division | PRD - 28 Recreation (Dept GF 09 use only) |
| Facility (if applicable) | |

If this is to be split across multiple funds, departments, or divisions, please indicate the splits and percentages in the box below. Splits must total 100%.

Enter split info here

Was this a Councilmember request? ☐ If so, who was the Councilmember?

**Expense Section** – Please list out all requested expenditures pertaining to the enhancement request.
*Please note - since this is a Word document, the total will not update automatically. You will need to place your cursor in the total cell and hit F9. ALL line items in the column need a number for it to calculate correctly. If you aren't using a line, make sure to enter zero.*

| | Expense Line-Item Details | **2027** Budget Request Amount | One Time | Ongoing | **2028** Budget Request Amount | One Time | Ongoing | ORG/OBJ (for Finance) |
|---|---|---|---|---|---|---|---|---|
| 1 | Admin Assistant NR25 - Salary | 77,355 | ☐ | ☒ | 79,675 | ☐ | ☒ | |
| 2 | Admin Assistant - Benefits | 37,130 | ☐ | ☒ | 38,244 | ☐ | ☒ | |
| 3 | IT Support | 4,250 | ☒ | ☐ | 0 | ☐ | ☐ | |
| 4 | | 0 | ☐ | ☐ | 0 | ☐ | ☐ | |
| 5 | | 0 | ☐ | ☐ | 0 | ☐ | ☐ | |
| | TOTAL | 118,735 | | | 117,919 | | | |

Are these requests aligned with the City's sustainability goals and policies? Yes ☒ No ☐
If not, please provide details in the comments box below. (*Refer to Section 1.6 of the Purchasing Manual for guidance)*

**Expense Comments:**

**Revenue Section** – Please list out all funding sources that will offset the cost of the enhancement request.

*Please note - since this is a Word document, the total will not update automatically. You will need to place your cursor in the total cell and hit F9. ALL line items in the column need a number for it to calculate correctly. If you aren't using a line, make sure to enter zero.*

| | Revenue Line-Item Details | **2027** Budget Amount | One Time | Ongoing | **2028** Budget Amount | One Time | Ongoing | ORG/OBJ (for Finance) |
|---|---|---|---|---|---|---|---|---|
| 1 | | 0 | ☐ | ☐ | 0 | ☐ | ☐ | |
| 2 | | 0 | ☐ | ☐ | 0 | ☐ | ☐ | |
| 3 | | 0 | ☐ | ☐ | 0 | ☐ | ☐ | |
| | TOTAL | 0 | | | 0 | | | |

**Revenue Comments:**

Enter text here

**Dept Review:**
Staffing, vehicles/equipment (supported), computer hardware/software, facility, and general government CFP type requests need reviewed by the appropriate department ***BEFORE*** submission for consideration.

| Department Review | Reviewed | Review Date |
|---|---|---|
| Admin Svs (Michelle Sutherland) | ☒ | 6/22/2026 |
| Fleet (Marc Lavack) | ☐ | |
| IT (Lance Inman) | ☐ | |
| Gen Govt CFP (Brandon Hicks) | ☐ | |
| Facilities (Chris Graham) | ☐ | |
| Other: | ☐ | |

**Effect on Service Level:**
Increased efficiency, planning detail, and operations.

**Implications of Denial**:
Workload slippage and no capacity for growth.

**Alternatives if not approved**:
Continue limiting programs/projects and re-direction of field staff duties to cover office.

**City Administrator Comments**:

Approved: ☐ Not Approved: ☐ Other (see comments above): ☐