



Shelton Metropolitan Park District Agenda

Special Meeting

Civic Center & Virtual Platform

November 21, 2023 – 5:45 p.m.

- A. Call to Order
 - Roll Call
- B. Consent Agenda
 - 1. Minutes of Special Meeting on November 7, 2023
- C. Business Agenda
 - No business items
- D. Action Agenda
 - 1. Public Hearing – Resolution No. SMPD 38-0923 2024 Budget – Presented by Finance Director Mike Githens
 - 2. Public Hearing – Resolution No. SMPD 39-0923 2024 Ad Valorem Taxes – Presented by Finance Director Mike Githens
- E. Administration Report
- F. General Public Comment
- G. Announcement of Next Meeting –December 19, 2023 at 5:45 p.m.
- H. Adjourn

Special Note for Virtual Public Participation

The meeting can be viewed at: <https://www.youtube.com/user/cityofshelton>

The public can provide comments virtually by:

Email: donna.nault@sheltonwa.gov (before 5:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 5:00pm the day of the meeting)

Join the Zoom meeting by clicking on the link posted on the City's webpage

Your comments will be relayed directly to the Board.



2023/24 Looking Ahead

(Items and dates are subject to change)

Tues. 11/28 6:00 p.m.	Study Session	Study Agenda •	Packet Items Due: 11/22 @ noon
Tues. 12/5 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Business Agenda • Ordinance No. 2015-1023 2023 Budget Supplemental • Stormwater Capacity Grant Acceptance • Public Hearing Ordinance No. 2017-1123 Amending SMC related to Stormwater Utility • City Prosecutor Contract • Office of Public Defense Grant Acceptance • Resolution No. 1301-1123 Construction Management Services for Well #1 Project (Amendment 4) Action Agenda • Public Defense Contract • Resolution No. 1300-1123 2024 Legislative Agenda Administration Report •	Packet Items Due: 11/22 @ 5:00 p.m.
Tues. 12/12 6:00 p.m.	Study Session	Study Agenda • Property Maintenance Code • Height Limit Discussion	Packet Items Due: 12/8 @ noon
Tues. 12/19 5:45 p.m.	SMPD Meeting	Consent Agenda • Vouchers/Meeting Minutes Business Agenda • Action Agenda • Administration Report •	Packet Items Due: 12/8 @ 5:00 p.m.
Tues. 12/19 6:00 p.m.	Regular Meeting	Consent Agenda • Vouchers/Payroll Warrants/Meeting Minutes Presentation • October Financial Status Report Business Agenda • Natalie Heights Development Agreement	Packet Items Due: 12/8 @ 5:00 p.m.

		<ul style="list-style-type: none"> Resolution No. 1296-1023 Safe Routes to School Contract Award Advanced Meter Infrastructure (AMI) Meter Installation Project (Overview) <p>Action Agenda</p> <ul style="list-style-type: none"> Ordinance No. 2015-1023 2023 Budget Supplemental Stormwater Capacity Grant Acceptance Ordinance No. 2017-1123 Amending SMC related to Stormwater Utility Resolution No. 1301-1123 Construction Management Services for Well #1 Project (Amendment 4) City Prosecutor Contract Office of Public Defense Grant Acceptance <p>Executive Session</p> <ul style="list-style-type: none"> Review Performance of a Public Employee Administration Report 	
Tues. 12/26 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 12/22 @ noon
Tues. 1/2/24 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentation <p>Business Agenda</p> <ul style="list-style-type: none"> <p>Action Agenda</p> <ul style="list-style-type: none"> Resolution No. 1296-1023 Safe Routes to School Contract Award <p>Administration Report</p> <ul style="list-style-type: none"> 	Packet Items Due: 12/22 @ 5:00 p.m.
Tues. 1/9/24	Study Session	Study Agenda	Packet Items Due: 1/5/24 @ noon

Other – TBD

- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- Project and Funding Authorization for Wallace/Shelton Springs Intersection Improvements
- Property Maintenance Code



**SHELTON METROPOLITAN PARK DISTRICT
Special Meeting
Civic Center & Virtual Platform
November 07, 2023 at 5:45 p.m.**

BOARDMEMBERS AND PERSONNEL

Boardmembers:

President Miguel Gutierrez
Board Clerk Kathy McDowell
James Boad (Zoom)
Eric Onisko
Deidre Peterson
Sharon Schirman
Joe Schmit

Personnel:

City Manager Mark Ziegler
City Clerk Donna Nault
Finance Director Mike Githens
Parks & Recreation Supervisor Jordanne Krumpols

CALL TO ORDER

Call to Order: 5:45 p.m.
Roll Call: City Clerk Nault – All present

GENERAL PUBLIC COMMENT

None

CONSENT AGENDA

1. Voucher numbered 108728 in the amount of \$141,635.82
2. Voucher numbered 109358 in the amount of \$187,867.94
3. Minutes
 - June 20, 2023 Business Meeting

A motion was made by Boardmember Onisko and seconded by Boardmember Schmit to approve the consent agenda as published. Passed.

Board President Gutierrez recessed from the Special Meeting to open a Public Hearing.

BUSINESS AGENDA

1. Public Hearing – Resolution No. SMPD 38-0923 2024 Preliminary Budget – Presented by Finance Director Mike Githens

Finance Director Githens reviewed the 2024 preliminary budget. Discussion followed. No public testimony.

A motion was made by Boardmember Onisko and seconded by Board Clerk McDowell to forward Resolution No. SMPD 38-0923 to the November 21, 2023 SMPD action agenda for further consideration. Passed.



Board President Gutierrez closed the Public Hearing and opened another Public Hearing.

2. Public Hearing – Resolution No. SMPD 39-0923 Ad Valorem Taxes – Presented by Finance Director Mike Githens.

Finance Director Githens provided an overview of the 2024 Ad Valorem Taxes. Discussion followed. No public testimony.

A motion was made by Boardmember Onisko and seconded by Boardmember Schirman to forward Resolution No. SMPD 39-0923 to the November 21, 2023 SMPD action agenda for further consideration. Passed.

ACTION AGENDA

None

ADMINISTRATION REPORT

Parks & Recreation Supervisor Jordanne Krumpols:

- Northcliff Park surplus property sale should finalize the week of November 13, 2023.
- Northcliff Park playground will be installed December 7-9, 2023.

ANNOUNCEMENT OF NEXT MEETING

Special meeting on November 21, 2023 at 5:45 p.m.

ADJOURN

Meeting adjourned at 6:03 p.m.

Board President Miguel Gutierrez

City Clerk Donna Nault



**SHELTON METROPOLITAN PARK DISTRICT
BOARD BRIEFING REQUEST
(Agenda Item D1)**

Touch Date: 10/09/2023
 Brief Date: 11/07/2023
 Action Date: 11/21/2023
READING OF RESOLUTION

Department: Finance
 Presented By: Mike Githens

APPROVED FOR BOARD PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

2024 SMPD Budget

Ordinance

Dept. Head _____

Finance Director _____

Attorney _____

City Clerk _____

City Manager _____

ATTACHMENTS:

**Resolution No. SMPD 38-0923
2024 Budget Detail**

Resolution

Motion

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Resolution to adopt the Shelton Municipal Park District budget for 2024. The budget will pay for Parks and Recreation expenses of the City of Shelton Parks and Rec divisions as well as budgeted capital costs for Parks.

The SMPD budget totals \$874,733 and includes \$120,000 of park capital, design, and maintenance activities and \$81,575 in vehicle purchases. The expense is supported by \$629,385 of revenue, which includes the statutory 1% increase on the highest lawful property tax levy. The 2024 budget assumes a use of fund balance in the amount of \$245,348 in order to fund the budgeted expenditures.

ANALYSIS/OPTIONS/ALTERNATIVES:

The proposed budget continues recreation and parks services at current levels.

BUDGET/FISCAL INFORMATION:

The 2024 budget includes reductions in personnel that will allow increased costs in supplies and services to be absorbed and remain overall within budget.

PUBLIC INFORMATION REQUIREMENTS:

Information is available from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to adopt the 2024 Budget Resolution as presented."

RESOLUTION NO. SMPD 38-0923

**A RESOLUTION OF THE SHELTON METROPOLITAN PARK DISTRICT
ADOPTING THE BUDGET FOR THE YEAR ENDING DECEMBER 31, 2024**

WHEREAS, the Board of the Shelton Metropolitan Park District has met to discuss anticipated revenues and expenses for the year 2024; and

WHEREAS, the Chief Executive Officer of the Shelton Metropolitan Park District completed and placed on file with the Shelton City Clerk a proposed budget for the year ending December 31, 2024.

WHEREAS, a notice was published that the Board of the Metropolitan Park District would meet on the 7th day of November, 2023 and 21st of November, 2023 for the purpose of holding a public hearing on the District’s 2024 budget.

WHEREAS, notice was published that the Park District Board would meet on November 7th, 2023 and November 21st, 2023 to adopt a budget for the year ending December 31, 2024 and giving the public an opportunity to be heard upon said budget; and

NOW, THEREFORE BE IT RESOLVED, by the Board of the Shelton Metropolitan Park District: that an expenditure appropriation of eight hundred thousand seven hundred thirty-three dollars (\$874,733), as summarized below, is hereby adopted for the year ending December 31, 2024.

	#	2024
Estimated beginning fund balance:		679,647
Shelton Metropolitan Parks District (SMPD) Budget	\$	772,733
Less Estimated Revenue	\$	(18,000)
Capital Projects		
Simpson RR Trail Design and Construction	\$	100,000
Northcliff Neighborhood Park Improvements Phase II	\$	20,000
Total Projects	\$	120,000
SMPD Budget	\$	874,733

Resources:	
Property Tax Revenue	\$ 626,685
Investment Revenue	2,500
Excise Tax	200
	<u>\$ 629,385</u>
Use of Fund Balance	<u>245,348</u>
	\$ 874,733
Estimated Ending Fund Balance	434,299

INTRODUCED AND PASSED by the Board of the Shelton Metropolitan Park District on this 21st day of November 2023.

Shelton Metropolitan Park District:

President Gutierrez

Board Clerk McDowell

ATTEST:

City Clerk Nault

**Shelton Metropolitan Park District
2024 Preliminary Budget**

TOTAL BUDGET SUMMARY

DESCRIPTION	2021 Actual	2022 Actual	2023 Budget	2023 YE Estimate	2024 Preliminary
Total Beginning Cash	\$ 462,840	\$ 424,230	\$ 597,621	\$ 597,621	\$ 679,647
Total Revenue	584,105	607,134	612,231	620,878	629,385
Total Resources (Beginning Cash + Revenue)	\$ 1,046,945	\$ 1,031,364	\$ 1,209,852	\$ 1,218,499	\$ 1,309,032
Total Expenditures	622,715	433,743	904,290	538,852	874,733
Total Ending Cash	\$ 424,230	\$ 597,621	\$ 305,562	\$ 679,647	\$ 434,299
Total Expenditures + Total Ending Cash	\$ 1,046,945	\$ 1,031,364	\$ 1,209,852	\$ 1,218,499	\$ 1,309,032



**SHELTON METROPOLITAN PARK DISTRICT
BOARD BRIEFING REQUEST
(Agenda Item D2)**

Touch Date: 10/27/2023
Brief Date: 11/07/2023
Action Date: 11/21/2023
READING OF RESOLUTION

Department: Finance
Presented By: Mike Githens

APPROVED FOR BOARD PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

2024 SMPD Ad Valorem Taxes

Ordinance

Dept. Head

ATTACHMENTS:

**Resolution No. SMPD 39-0923
2024 Budget Detail**

Resolution

Finance Director

Motion

Attorney

Other

City Clerk

City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

A resolution to set the SMPD regular levy for collection in 2024. This resolution will levy the statutory maximum Ad Valorem Tax by increasing levy collections by 1% from the highest lawful levy amount plus new construction and State assessed property which are legally allowed add-ons beyond the 1% statutory regulation.

Property tax collections are allowed to increase by the lower of 1% or the Implicit Price Deflator (IPD). The IPD, or rate of inflation, for calculating the increase on 2024 property tax collections is 3.67%, higher than the statutory limit of 1%. Therefore, there is no need for an additional resolution of substantial need.

The total collections for 2024 are, with estimates for legally allowed add-ons, \$617,334.12 an increase of \$9,518.35 or 1.57% from 2023 collections.

BUDGET/FISCAL INFORMATION:

The revenue collected from the property tax levy will fund park operations in 2024.

PUBLIC INFORMATION REQUIREMENTS:

Information is available from the City Clerk

STAFF RECOMMENDATION/MOTION:

"I move that we approve Resolution No. SMPD 39-0923 as presented."

RESOLUTION NO. SMPD 39-0923

**A RESOLUTION OF THE SHELTON METROPOLITAN PARK DISTRICT OF
SHELTON, WASHINGTON SETTING THE AMOUNT OF THE ANNUAL AD VALOREM
TAXES FOR CALENDAR YEAR 2024**

WHEREAS, the Board of the Shelton Metropolitan Park District held properly noticed public hearings on November 7, 2023 and November 21, 2023 to consider the revenues and expenses for the 2024 budget year; and

WHEREAS, the Board of the Shelton Metropolitan Park District held a properly noticed public hearings on November 7, 2023 and November 21, 2023 to consider the Shelton Metropolitan Park District's Ad Valorem (Property) taxes for the 2024 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the Shelton Metropolitan Park District's highest lawful regular levy amount from the previous year was \$607,815.77; and

WHEREAS, the population of this district is more than 10,000; and

WHEREAS, the Board, after duly considering all relevant evidence and testimony presented, determined that the District requires a regular levy in the amount of \$617,334.12 which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the District and in its best interests; and

WHEREAS, the Board, after careful deliberation on the 2024 Budget, has approved a Resolution to collect the full 1% increase on the highest lawful levy,

NOW, THEREFORE, the Board of the Shelton Metropolitan Park District of Shelton, Washington, resolves as follows:

Section 1.

A levy is authorized to be collected in 2024, with an increase in the District's 2023 regular levy for collections in 2024 resulting in a dollar amount increase of \$9,518.35 or 1.56599% from the previous year's regular levy. By law, the levy will be used for the purpose of paying the general expenses of the City of Shelton's Parks and Recreation activities, including capital expenditures, less earned revenue and is calculated:

This Resolution reserves unutilized levy capacity including any add-ons such as changes to new construction or state utilities, refunds, and any changes resulting from the Mason County Assessor's Office finalization of the 2024 levy amounts provided to the City of Shelton on behalf of the Shelton Metropolitan Park District.

Section 2.

2023 Highest Lawful Levy	\$ 607,815.77
2023 Regular Levy	\$ 607,815.77
2024 Limit Factor of 1% on Highest Lawful Levy	\$ 613,893.93
<i>Dollar Increase from 2023 Regular Levy</i>	<i>\$ 6,078.16</i>
<i>Percent Increase from 2023 Regular Levy</i>	<i>1.00000%</i>
Legally allowed add-on's in addition to the 1% statutory limit	
New Construction	\$ 3,440.19
Estimated State Assessed Property	\$ -
2024 Regular Property Tax	\$ 617,334.12
<i>Dollar Increase Including add-ons</i>	<i>\$ 9,518.35</i>
<i>Percent Increase Including add-ons</i>	<i>1.56599%</i>

Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this resolution is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this resolution.

Introduced and passed by the Board of the Shelton Metropolitan Park District on this 21st day of November 2023.

Shelton Metropolitan Park District:

President Gutierrez

Board Clerk McDowell

ATTEST:

City Clerk Nault

**Shelton Metropolitan Park District
2024 Preliminary Budget**

TOTAL BUDGET SUMMARY

DESCRIPTION	2021 Actual	2022 Actual	2023 Budget	2023 YE Estimate	2024 Preliminary
Total Beginning Cash	\$ 462,840	\$ 424,230	\$ 597,621	\$ 597,621	\$ 679,647
Total Revenue	584,105	607,134	612,231	620,878	629,385
Total Resources (Beginning Cash + Revenue)	\$ 1,046,945	\$ 1,031,364	\$ 1,209,852	\$ 1,218,499	\$ 1,309,032
Total Expenditures	622,715	433,743	904,290	538,852	874,733
Total Ending Cash	\$ 424,230	\$ 597,621	\$ 305,562	\$ 679,647	\$ 434,299
Total Expenditures + Total Ending Cash	\$ 1,046,945	\$ 1,031,364	\$ 1,209,852	\$ 1,218,499	\$ 1,309,032