



Shelton Metropolitan Park District Agenda

Special Meeting

Civic Center & Virtual Platform

November 19, 2024 – 5:45 p.m.

- A. Call to Order
 - Roll Call
- B. Consent Agenda
 - 1. Minutes of Special Meeting on November 5, 2024
- C. General Public Comment
- D. Business Agenda
 - No business items
- E. Action Agenda
 - 1. Public Hearing #2 Resolution No. SMPD 40-0924 2025 Budget – Presented by Finance Director Mike Githens
 - 2. Public Hearing #2 Resolution No. SMPD 41-0924 2025 Ad Valorem Taxes – Presented by Finance Director Mike Githens
- F. Announcement of Next Meeting – December 17, 2024 at 5:45 p.m.
- G. 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 4:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 4:00pm the day of the meeting)

Your comments will be relayed directly to the Board.



2024/25 Looking Ahead

(Items and dates are subject to change)

Tues. 11/26 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • ADA Transition Plan 	Packet Items Due: 11/22 @ noon
Tues. 12/3 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • Resolution No. 1354-1024 Work Order for Structural Design on Water Reservoir Vent Hoods Presentations <ul style="list-style-type: none"> • Corporal Swearing-in Business Agenda <ul style="list-style-type: none"> • Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval • Resolution No. 1353-1024 2025 Legislative Agenda • Resolution No. 1355-1124 Fleet Management Master Equity Lease Agreement Public Hearing <ul style="list-style-type: none"> • Public Hearing Ordinance No. 2025-0924 Revisions to Permitted Uses Matrix • Public Hearing Ordinance No. 2026-1024 2024 Budget Supplemental • Public Hearing Ordinance No. 2027-1024 Sales & Use Tax for Housing Related Services Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 11/22 @ 5:00 p.m.
Tues. 12/10 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • Capital Projects Update 	Packet Items Due: 12/6 @ noon
Tues. 12/17 5:45 p.m.	SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 12/6 @ 5:00 p.m.
Tues. 12/17 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • October Financial Status Report Business Agenda <ul style="list-style-type: none"> • 	Packet Items Due: 12/6 @ 5:00 p.m.

		Public Hearing <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Resolution No. 1350-0924 Mid-Block Crossing (OBJH) Design Enhancement Approval Ordinance No. 2026-1024 2024 Budget Supplemental Ordinance No. 2027-1024 Sales & Use Tax for Housing Related Services Resolution No. 1353-1024 2025 Legislative Agenda Resolution No. 1355-1124 Fleet Management Master Equity Lease Agreement Administration Report 	
Tues. 12/24 6:00 p.m.	Study Session	CANCELLED – Christmas Eve	N/A
Tues. 1/7/25 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> October Financial Status Report Business Agenda <ul style="list-style-type: none"> Public Hearing Action Agenda <ul style="list-style-type: none"> Ordinance No. 2025-0924 Revisions to Permitted Uses Matrix Administration Report	Packet Items Due: 12/27 @ 5:00 p.m.
Tues. 1/14/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> 	Packet Items Due: 1/10 @ noon
Tues. 1/21/25 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> November Financial Status Report Business Agenda <ul style="list-style-type: none"> Public Hearing Action Agenda <ul style="list-style-type: none"> Administration Report 	Packet Items Due: 1/10 @ 5:00 p.m.
Tues. 1/28/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> 	Packet Items Due: 1/24 @ noon

Other – TBD

- International Property Maintenance Code



**SHELTON METROPOLITAN PARK DISTRICT
Special Meeting
Civic Center & Virtual Platform
November 5, 2024 at 5:45 p.m.**

BOARDMEMBERS AND PERSONNEL

Boardmembers:

President Miguel Gutierrez
Board Clerk Melissa Stearns
George Blush
Tom Gilmore
Eric Onisko
Lyndsey Sapp
Sharon Schirman

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

CONSENT AGENDA

1. Voucher numbered 111772 in the amount of \$158,242.39
2. Minutes of September 17, 2024 Business Meeting

City Clerk Nault read the items on the consent agenda. A motion was made by Boardmember Onisko and seconded by Councilmember Schirman to approve the consent agenda as read. Passed.

GENERAL PUBLIC COMMENT

None

BUSINESS AGENDA

None

Board President Gutierrez recessed from the special meeting to open a public hearing.

PUBLIC HEARING

1. Public Hearing – Resolution No. SMPD 40-0924 2025 Preliminary Budget – Presented by Finance Director Mike Githens

Finance Director Githens reviewed the 2025 preliminary budget. No discussion. No public testimony.

A motion was made by Boardmember Onisko and seconded by Boardmember Schirman to forward Resolution No. SMPD 40-0924 to the November 19, 2024 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 41-0924 Ad Valorem Taxes – Presented by Finance Director Mike Githens

Finance Director Githens provided an overview of the 2025 Ad Valorem taxes. No discussion. No public testimony.

A motion was made by Boardmember Onisko and seconded by Boardmember Gilmore to forward Resolution No. SMPD 41-0924 to the November 19, 2024 SMPD action agenda for further consideration. Passed.

Board President Gutierrez closed the public hearing and resumed the special meeting.

ACTION AGENDA

None

ADMINISTRATION REPORT

Park Updates – Parks & Recreation Supervisor Jordanne Krumpols

- Northcliff Park has a new paved path and some new benches
- Callanan Park has 2 new paved ADA parking stalls
- Basketball registration is now open

ANNOUNCEMENT OF NEXT MEETING

Special meeting on November 19, 2024 at 5:45 p.m.

ADJOURN

Meeting adjourned at 5:54 p.m.

Board President Miguel Gutierrez

City Clerk Donna Nault



**SHELTON METROPOLITAN PARK DISTRICT
BOARD BRIEFING REQUEST
(Agenda Item E1)**

Touch Date: 09/25/2024
Brief Date: 11/05/2024
Action Date: 11/19/2024

Department: Finance
Presented By: Mike Githens

APPROVED FOR BOARD PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

**PROGRAM/PROJECT TITLE:
2025 SMPD Budget**

Ordinance

Dept. Head

**ATTACHMENTS:
- Resolution No. SMPD 40-0924
- 2025 Budget Detail**

Resolution

Finance Director

Motion

Attorney

Other

City Clerk

City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Resolution presented is to adopt the Shelton Metropolitan Parks District budget for 2025. The budget will pay for Parks and Recreation expenses of the City of Shelton Parks and Recreation divisions as well as budgeted capital costs for Parks.

The SMPD budget totals \$894,698 and includes \$160,000 of park capital, design, and maintenance activities. The expense is supported by \$639,475 of revenue, which includes the statutory 1% increase on the highest lawful property tax levy. The 2025 Parks and Recreation operating budget is offset by an estimated \$18,000 in fees for various services offered by SMPD. The 2025 budget assumes a use of fund balance in the amount of \$237,223 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 2025 budget includes a slight increase for costs in staffing, 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 Resolution No. SMPD 40-0924 as presented."

RESOLUTION NO. SMPD 40-0924

**A RESOLUTION OF THE SHELTON METROPOLITAN PARK DISTRICT
ADOPTING THE BUDGET FOR THE YEAR ENDING DECEMBER 31, 2025**

WHEREAS, the Board of the Shelton Metropolitan Park District has met to discuss anticipated revenues and expenses for the year 2025; 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, 2025.

WHEREAS, a notice was published that the Board of the Metropolitan Park District would meet on the 5th day of November 2024 and 19th of November 2024 for the purpose of holding a public hearing on the District’s 2025 budget.

WHEREAS, notice was published that the Park District Board would meet on November 5th, 2024 and November 19th, 2024 to adopt a budget for the year ending December 31, 2025 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 seventy-six thousand six-hundred ninety-eight dollars (\$876,698), as summarized below, is hereby adopted for the year ending December 31, 2025.

	2025
Estimated beginning fund balance:	482,859
Shelton Metropolitan Parks District (SMPD) Budget	\$ 734,698
Less Estimated Revenue from fees	\$ (18,000)
Capital Projects	
Simpson RR Trail Design and Construction	\$ 100,000
Northcliff Neighborhood Park Improvements Phase II	\$ 20,000
Park Impact Fee Study	\$ 40,000
Total Projects	\$ 160,000
SMPD Budget	\$ 876,698

Resources:	
Property Tax Revenue	\$ 636,875
Investment Revenue	2,500
Excise Tax	100
	<u>\$ 639,475</u>
Use of Fund Balance	<u>237,223</u>
	\$ 876,698
Estimated Ending Fund Balance	245,636

INTRODUCED AND PASSED by the Board of the Shelton Metropolitan Park District on this 19th day of November 2024.

Shelton Metropolitan Park District:

President Gutierrez

Board Clerk Stearns

ATTEST:

City Clerk Nault

**Shelton Metropolitan Park District
2025 Preliminary Budget**

TOTAL BUDGET SUMMARY

DESCRIPTION	2022 Actual	2023 Budget	2024 Budget	2024 YE Estimate	2025 Preliminary
Total Beginning Cash	\$ 424,230	\$ 597,621	\$ 396,207	\$ 728,561	\$ 482,859
Total Revenue	607,134	612,231	620,878	629,385	639,475
Total Resources (Beginning Cash + Revenue)	\$ 1,031,364	\$ 1,209,852	\$ 1,017,085	\$ 1,357,946	\$ 1,122,334
Total Expenditures	433,743	904,290	654,226	720,840	876,698
Total Ending Cash	\$ 597,621	\$ 305,562	\$ 362,859	\$ 396,207	\$ 245,636
Total Expenditures + Total Ending Cash	\$ 1,031,364	\$ 1,209,852	\$ 1,017,085	\$ 1,117,047	\$ 1,122,334



**SHELTON METROPOLITAN PARK DISTRICT
BOARD BRIEFING REQUEST
(Agenda Item E2)**

Touch Date: 09/25/2024
Brief Date: 11/05/2024
Action Date: 11/19/2024

Department: Finance
Presented By: Mike Githens

APPROVED FOR BOARD PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

2025 SMPD Ad Valorem Taxes

Ordinance

Dept. Head

ATTACHMENTS:

Resolution

Finance Director

**Resolution No. SMPD 41-0924
2025 Budget Detail**

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 2025. 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 2025 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 2025 are, with estimates for legally allowed add-ons, \$626,717.35 an increase of \$7,752.28 or 1.25% from 2024 collections.

BUDGET/FISCAL INFORMATION:

The revenue collected from the property tax levy will fund park and recreation operations in 2025.

PUBLIC INFORMATION REQUIREMENTS:

Information is available from the City Clerk

STAFF RECOMMENDATION/MOTION:

"I move to adopt Resolution No. SMPD 41-0924 as presented."

RESOLUTION NO. SMPD 41-0924

A RESOLUTION OF THE SHELTON METROPOLITAN PARK DISTRICT OF SHELTON, WASHINGTON SETTING THE AMOUNT OF THE ANNUAL AD VALOREM TAXES FOR CALENDAR YEAR 2025

WHEREAS, the Board of the Shelton Metropolitan Park District held properly noticed public hearings on November 5, 2024 and November 19, 2024 to consider the revenues and expenses for the 2025 budget year; and

WHEREAS, the Board of the Shelton Metropolitan Park District held a properly noticed public hearing on November 5, 2024 and November 19, 2024 to consider the Shelton Metropolitan Park District's Ad Valorem (Property) taxes for the 2025 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 \$617,335.40; 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 \$626,717.35 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 2025 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 2025, with an increase in the District's 2024 regular levy for collections in 2025 resulting in a dollar amount increase of \$7,752.28 or 1.25246% 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:

2024 Highest Lawful Levy	\$ 617,335.40
2024 Regular Levy	\$ 618,965.07
2025 Limit Factor of 1% on Highest Lawful Levy	\$ 623,508.75
<i>Dollar Increase from 2024 Regular Levy</i>	\$ 4,543.68
<i>Percent Increase from 2024 Regular Levy</i>	0.73408%
Legally allowed add-on's in addition to the 1% statutory limit	
New Construction	\$ 3,208.60
Estimated State Assessed Property	\$ -
2025 Regular Property Tax	\$ 626,717.35
<i>Dollar Increase Including add-ons</i>	\$ 7,752.28
<i>Percent Increase Including add-ons</i>	1.25246%

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 2025 levy amounts provided to the City of Shelton on behalf of the Shelton Metropolitan Park District.

Section 2.

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 19th day of November 2024.

Shelton Metropolitan Park District:

 President Gutierrez

 Board Clerk Stearns

ATTEST:

 City Clerk Nault

**Shelton Metropolitan Park District
2025 Preliminary Budget**

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