



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
253-858-3400 – info@penmetparks.org
www.penmetparks.org

REGULAR MEETING AGENDA

July 16, 2024, 6:00 PM

PenMet Parks Administrative Headquarters- 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President			
Laurel Kingsbury, Clerk			
Kurt Grimmer			
Steve Nixon			
William C. (Billy) Sehmel			

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

3a. [May 2024 Financial Report](#)

ITEM 4 Board Committee Reports

4a. Park Services Committee

4b. Finance Committee

4c. Administrative Services Committee

4d. Recreation Services Committee

4e. Campaign Committee

4f. External Committees

ITEM 5 Public Comments:

This is the time set aside for the public to provide their comments to the Board on matters related to PenMet Parks. Each person may speak up to three (3) minutes, but only once during the citizen comment period. Anyone who provides public comment must comply with Policy P10-106 providing for the Rules of Decorum for Board Meetings. A copy of the policy is available at each meeting and at www.penmetparks.org

ITEM 6 Minutes

6a. [Approval of the July 2, 2024 Study Session Minutes](#)

6b. [Approval of the July 2, 2024 Regular Meeting Minutes](#)

ITEM 7 Consent Agenda



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7a. [Resolution C2024-014 Approving May Vouchers - Scrivener's Error Duplicate Number](#)

7b. [Resolution C2024-015 Accepting Construction of the Recreation Center Phase 1 – Complete Interior and Exterior Renovation Work Project Number 32601 as Complete](#)

ITEM 8 Unfinished Business

8a. [Second Reading of Resolution RR2024-007 Amending the 2024 Capital Budget to Increase the Budget for the Recreation Center Mini Golf Course Upgrades](#)

ITEM 9 New Business

9.1 [Proclamation Designating July as Parks and Recreation Month](#)

9.2 Purchasing Resolutions Requiring One Reading for Adoption: None

9.3 Single Reading Resolutions Requiring One Reading for Adoption: None

9.4 Two Reading Resolutions Requiring Two Readings for Adoption: None

ITEM 10 Comments by Board

ITEM 11 Next Board Meetings

Regular August 6, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the PenMet Parks Administrative Headquarters – 2416 14th Ave NW, Gig Harbor, WA 98335

ITEM 12 Adjournment

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.



Financial Review – May 2024

Board of Park Commissioners Meeting
July 16, 2024

General Fund

General Fund Revenue: Budget-vs-Actual

General Fund Revenue	May 2024 Actual	YTD 2024 Actual	2024 Budget
Real and Personal Property Tax	619,379	4,594,107	8,524,917
Sales Tax	48,020	228,458	540,000
Private Harvest Tax	3,016	3,016	2,000
Leasehold Excise Tax	260	672	5,000
REET Funds	-	-	143,000
Investment Interest	79,818	389,679	380,000
Deposits Received	3,578	13,369	-
Other General Fund Revenue	-	9,148	5,000
Sale of Machinery & Equipment	-	-	10,000
Total General Fund Revenue	754,070	5,238,449	9,609,917

- Actuals are exceeding budgeted revenue (55% YTD).
- Actuals have exceeded budget in investment interest income (projected depends on capital spend & interest rates).

General Fund Expenses: Budget-vs-Actual

- General Fund expenses are under budget @ 32% spent YTD.

General Fund Operating Expenses By Division	May 2024 Actual	YTD 2024 Actual	2024 Budget
Legislative	5,995	63,590	183,095
Executive	25,237	225,397	593,561
Finance & IT	72,720	361,833	1,357,515
Administrative Services	39,406	227,962	688,925
Recreation Services	23,794	107,618	297,553
Maintenance & Operations	119,924	658,677	1,943,414
Park Services	56,650	253,120	830,162
Total General Fund Expenses	343,725	1,898,197	5,894,225

Recreation Enterprise Fund

Recreation Enterprise Fund

Revenues by Program Type

Recreation Revolving Fund Revenue	May 2024 Actual	YTD 2024 Actual	2024 Budget
Donations	22	122	2,500
Sponsorship	1	4,045	50,000
Program Fees - Sports & Fitness	32,706	182,731	559,701
Program Fees - Adaptive Rec	-	3,600	30,027
Program Fees - Camps	32,213	152,559	275,226
Program Fees - Youth Programs	1,418	15,973	48,721
Program Fees - Adult Programs	489	5,832	14,872
Program Fees - Senior Programs	2,897	26,449	48,759
Event Fees	26	60	20,020
Total Recreation Revolving Fund Revenue	69,771	391,371	1,049,826

Highest % Earned vs. Budget YTD for Program Revenue was:

- Camps (55%)
- Senior Programs (54%)
- Adult Programs (39%)

Recreation Enterprise Fund

Sports & Fitness Revenue (~\$33K for May)



Top 3:

1. SkyHawks Sports Camps (~\$10K)
2. Tennis (~\$6K)
3. Adult Softball (~\$4K)

Recreation Enterprise Fund

Camp Revenue (~\$32K for May)

Top 3:

- 1. PenMet Parks Camps (~\$16K)
- 2. Outdoor Education (~\$6K)
- 3. STEM Programs (~\$6K)



Recreation Enterprise Fund

Expenses by Program Type

- Recreation expenses are trending under budget YTD (~35% spent vs. budgeted).
- More labor that has been coded to “General Rec Expenses” will get coded to programs/events as the year progresses.

Recreation Revolving Fund Expenses	May 2024 Actual	YTD 2024 Actual	2024 Budget
Software for Rec Program	12	10,468	10,536
Uniforms	-	244	1,750
Sports & Fitness	30,579	168,249	484,344
Adaptive Recreation	4,737	22,072	98,037
Camps	4,191	22,787	311,567
Youth Programs	2,817	11,708	80,705
Adult Programs	871	2,804	17,113
Senior Programs	10,513	34,883	99,691
Special Events	10,591	52,563	118,535
General Recreation Expenses	55,489	173,492	201,730
Total Recreation Revolving Fund Expenses	119,800	499,271	1,424,008



Facility Enterprise Fund

Facility Enterprise Fund Revenue: Budget-vs-Actual

Facility Enterprise Fund Revenue	YTD 2024 Actual	2024 Budget
Facility Rental Fees- CRC Admin	-	11,550
Facility Rental Fees- CRC Phase II	-	33,300
Park & Field Rental Fees	36,772	165,350
Facility Rental Fees	11,014	97,500
Facility Membership Fees	-	17,975
Long Term Golf Course Lease	25,977	72,000
Housing Rentals/Leases	19,959	43,463
Concession Lease Facilities	-	1,000
Total Facility Enterprise Fund Revenue	93,722	442,138

- We anticipate facility rental revenue to increase as the year progresses.
- For May, rental income from athletic fields is the highest for month (~\$29K), followed by rental income for the Volunteer Vern Pavilion (~\$9K).

Facility Enterprise Fund Expenses: Budget-vs-Actual

- Wages & benefits are low due to open positions & shared positions with Recreation that haven't been spending as much time on facility rentals.

Facility Enterprise Fund Expenses	YTD 2024 Actual	2024 Budget
Wages & Benefits	36,619	266,913
Operating Supplies - Facility Rentals	595	10,000
Minor Equipment - Facility Rentals	2,496	10,000
Sales Tax - Facility Rentals	3,575	24,924
ActiveNet Fees on Rentals	3,325	11,293
Total Facility Enterprise Fund Expenses	46,609	323,130

Capital Fund

Capital Fund

- 2024 Capital Budget is ~\$2.4MM, we are @ \$8.2MM spent through May.



PenMet Parks Recreation Center

- \$6,322,251



Rosedale Hall Renovations

- \$889,130

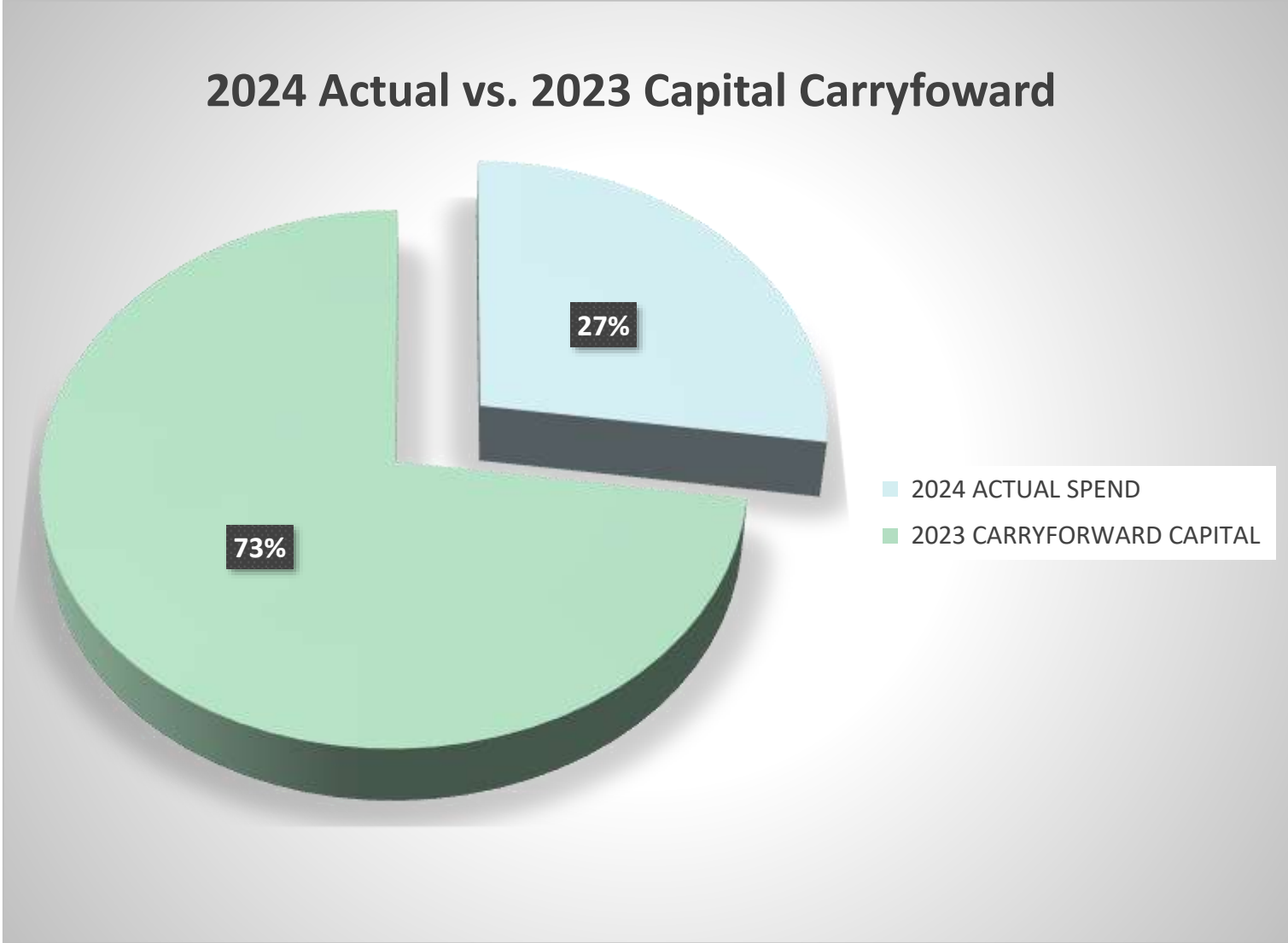


Sehmel Playground Resurfacing

- 111,143

Capital Fund Carryforward

- Approx. \$31MM carryforward in the Capital Fund from 2023.



Capital Fund Bond Spend Down

- Bond spend down continues; we have drawn \$10.5MM.

Bond Proceeds – June 2021

- \$16MM

March 2024 Draw

- \$2.5MM

Sept 2023 Draw

- \$3MM

April 2024 Draw

- \$2.5MM

June 2024 Draw

- \$2.5MM





Item 3a.

Thank You

Questions?



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STUDY SESSION MINUTES

July 02, 2024, 5:00 PM

PenMet Parks Administrative Headquarters- 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order Time: 5:00 PM

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		Arrived at 5:16 PM
Steve Nixon	X		
William C. (Billy) Sehmel	X		

Quorum: Yes

ITEM 1 Board Discussion: Partnership Update

PowerPoint Presentation by Executive Director Ally Bujacich, Director of Development Tracy Stirrett, Interim Director of Administrative Services and Executive Assistant Robyn Readwin.

1a. Report on Current Partnerships

Board Question: Did Harbor WildWatch help co-market the camp? **Staff Answer:** Yes, we both marketed the camp. **Board Question:** Is the Mobile Rec Program outside or indoors? **Staff Answer:** It is outdoors. **Board Question:** Is the YMCA worried about use of the vouchers and how are they available to the community? **Staff Answer:** The vouchers are available through ActiveNet. **Board Question:** Is the partnering Rec/YMCA’s Teen Swimming Night on Friday Teen Night **Staff Answer:** The Rec/YMCA night is on Saturday night.

1b. Art in Parks

Board Question: For the PAL Art Festival, is there offsite parking? **Staff Answer:** Yes, two shuttle spots available and parking in the meadow.

1c. Future Partnerships

Board Discussion: Partnerships that enable aquatics, YMCA, PSD.
Partners in Arts: Music, theatrical arts programs, concerts.
More Home Ec and life skills, we do financial programs. Why not cooking, housekeeping, car care.



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Natural partner: Library, underutilized. Summer reading programs.

Together we are stronger and happy with the growth.

Board Question: Has staff had a discussion about potential partnerships?

Staff Answer: Service Clubs, Lions, Rotary, FISH Foodbank, First 5 FUNdamentals, YMCA, Open to bring partners to the table and develop partnership management and advance our work.

ITEM 2 Adjournment Time: 5:44 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Maryellen (Missy) Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



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REGULAR MEETING AGENDA

July 02, 2024, 6:00 PM

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

Call to Order Time: 6:00 PM

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		
William C. (Billy) Sehmel	X		

Quorum: Yes

ITEM 1 President's Report

ITEM 2 Executive Director's Report

District Updates

- Summer Concerts in the Park begin 7/10
- Project Updates
 - Sehmel playground is done and back open
 - Rosedale Hall is nearing completion.
 - Community ribbon cutting celebration in September
 - Tubby's Trail Dog Park will be closing for maintenance
 - Rain garden
 - ADA accessible trail
 - ADA parking Stall
 - Signage
 - Underground stormwater piping
 - Paving
 - Week of July 15, weather dependent
 - Sehmel Homestead Park will not close; paving will be done in sections.
 - Fox Island Fishing Pier -1 day closure
 - Narrows Park – 1 day closure
 - Change order 10 for Recreation Center

ITEM 3 Special Presentations

3a. Making Values a Priority Awards Presentation



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Awards are given to PenMet Parks staff that take exemplary actions to embody one or more of PenMet Parks values. Staff are nominated for awards in each category and selected by committee.

- Stewardship: Tammy Odom
- Inspiration: Brycen Toney
- Responsibility: Will Hirzel
- Collaboration: Hollie Bolstad
- Integrity: Jobeth Cortese
- Safety: Dan Watson

ITEM 4 Board Committee Reports

- 4a. **Park Services Committee**– Has not met since last meeting.
- 4b. **Finance Committee**– Has not met since last meeting.
- 4c. **Administrative Services Committee**
 - Human Resources updates
 - Towing/parking procedure update
 - Facilities issues overview
- 4d. **Recreation Services Committee**
 - Summer Camps are off to a great start
 - Mobile Recreation promotion continuing
 - PenMet Senior Advocates
- 4e. **Campaign Committee**–
 - Presentation from Greater Tacoma Community Foundation
- 4f. **External Committees** - None

ITEM 5 Public Comments: None

ITEM 6 Minutes

- 6a. **Approval of the June 13, 2024 Special Meeting Study Session Minutes**
- 6b. **Approval of the June 18, 2024 Study Session Minutes**
- 6c. **Approval of the June 18, 2024 Regular Meeting Minutes**

Commissioner moved to adopt the minutes as presented;
 Commissioner seconded.

Roll call vote. Approved unanimously. Motion carried.

ITEM 7 Consent Agenda

- 7a. **Resolution C2024-013 Approving the June Vouchers**



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Commissioner moved to adopt the consent agenda as presented;
 Commissioner seconded

Roll call vote. Approved unanimously. Motion carried.

ITEM 8 Unfinished Business: None

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption:

9.1a Resolution P2024-009 Authorizing the Executive Director to Sign the Construction Contract for Narrows Access Road Maintenance with Lakeridge Paving Co. LLC

Commissioner so moved; Commissioner seconded.

Memo overview by Director of Parks Services Sue O'Neill

Board discussion: None

Roll call vote. Approved unanimously. Motion carried.

9.2 Single Reading Resolutions Requiring One Reading for Adoption: None

9.3 Two Reading Resolutions Requiring Two Readings for Adoption:

9.3a First Reading of Resolution RR2024-007 Amending the 2024 Capital Budget to Increase the Budget for the Recreation Center Mini Golf Course Upgrades

Commissioner so moved; Commissioner seconded.

Memo overview by Director of Finance Jessica Wigle

Board discussion: Appreciate how we responsibly looked at where we had some funding. Valuable project for grandparents to youth. I support this.

Second Reading will be at the July 16, 2024 Regular Meeting.

ITEM 10 Comments by Board

MVP awards, very deserving of those awards. Great program, love for the staff to recognize each other and to get it in front of the Board. Excited to see Rosedale Hall this month.

ITEM 11 Next Board Meetings

July 16, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at



Peninsula Metropolitan Park District

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the PenMet Parks Administrative Headquarters – 2416 14th Ave NW, Gig Harbor, WA 98335

ITEM 12 Adjournment: 6:35 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Maryellen (Missy) Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



Peninsula Metropolitan Park District

RESOLUTION NO. C2024-014

APPROVING VOUCHERS FROM MAY 2024

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2024 operating budget in Resolution RR2023-014 and the amended 2024 capital budget in Resolution RR2024-004 on March 19, 2024; and

WHEREAS, expenditures are within the current resource projections at the fund level; and

WHEREAS, the Executive Director or his or her designee has certified that the materials have been furnished, the services rendered, or the labor performed as described, and that each claim represents a just, due, and unpaid obligation against the District;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that vouchers in the amounts and for the period indicated on Attachment "A" be approved for payment.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on June 4, 2024.

Maryellen (Missy) Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



Attachment A to Resolution C2024-014

For the period beginning 04/30/2024 and ending 04/30/2024

Voucher # 240405001 through # 240405032 is approved for payment in the amount of \$224,327.23.

and

For the period beginning 05/07/2024 and ending 05/07/2024

Voucher # 240501001 through # 240501059 is approved for payment in the amount of \$2,585,190.07.

and

For the period beginning 05/15/2024 and ending 05/15/2024

Voucher # 240502001 through # 240502024 is approved for payment in the amount of \$59,503.88.

and

For the period beginning 05/21/2024 and ending 05/21/2024

Voucher # 240503001 through # 240503036 is approved for payment in the amount of \$149,436.43.

and

For the period beginning 05/29/2024 and ending 05/29/2024

Voucher # 240504001 through # 240504019 is approved for payment in the amount of \$269,386.45.

and

For the period beginning 05/29/2024 and ending 05/29/2024

Voucher # 240505001 through # 240505001 is approved for payment in the amount of \$1,796.92.



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Sue O'Neill, Director of Park Services

Date: July 16, 2024

Subject: **Resolution C2024-015 Accepting Construction of the Recreation Center Phase 1 – Complete Interior and Exterior Renovation Work Project Number 32601 as Complete**

Summary and Purpose:

This resolution accepts construction of **Recreation Center Phase 1 – Complete Interior and Exterior Renovation Work Project Number 32601** as complete.

Background:

The scope of work for **JA Morris** provided the following components:

- Complete interior and exterior renovation work. The work includes but is not limited to completion of listed renovation work related to testing and inspection, general repairs and replacement, paint, hardware, doors, lighting, electrical, flooring, ceiling grid and tile, fire sprinklers, exterior trim, repair to asphalt roofing shingles, and miscellaneous carpentry at the Recreation Center Administration building located at 2416 14th Ave NW, Gig Harbor WA 98335.

The total approved budget included the following:

Resolution P2023-10 Construction Agreement - JA Morris	\$220,565.00
Resolution P2023-013 Change Order 1 – JA Morris	\$160,984.66
Change Order 002 – JA Morris executed 11/16/23	\$ 33,231.00
Change Order 003 final – JA Morris executed 1/21/24	\$ 13,019.00
Subtotal	\$427,799.66
Wsst at 8.1%	\$ 34,651.77
TOTAL	\$462,451.43



The project was inspected by PenMet Parks and the Architect and was completed as specified. The final contract amount was \$462,451.43 including Washington state sales tax.

FISCAL IMPACT:

Funding:

Remaining funds from Phase I Admin contract	\$375,533.48
Funds from project contingency	\$ 86,917.95

BOARD CONTACT:

If you have any questions or comments, please feel free to contact, me via e-mail at soneill@penmetparks.org.

Attachments:

Exhibit A: Resolution C2024-015



Peninsula Metropolitan Park District

RESOLUTION NO. C2024-015

**ACCEPTING CONSTRUCTION OF THE RECREATION CENTER
PHASE 1 – COMPLETE INTERIOR AND EXTERIOR RENOVATION
WORK PROJECT NO. 32601 AS COMPLETE**

WHEREAS, the Board of Park Commissioners of the Peninsula Metropolitan Park District desired to correct and complete renovation of the former Performance Golf building, 2416 14th Ave. NW, Gig Harbor WA 98335, project number 32601 (the “Project”); and

WHEREAS, the Project was advertised for bid using the MRSC Small Works Roster and JA Morris was awarded the contract as the lowest responsive bidder at the September 5, 2023 meeting of the Board of Park Commissioners pursuant to Resolution No. P2023-10; and

WHEREAS, staff has determined that the Project is complete and ready for final acceptance by the Board;

NOW THEREFORE BE IT

RESOLVED that the Board of Park Commissioners of the Peninsula Metropolitan Park District accepts Recreation Center Phase 1 – Complete Interior and Exterior Renovation Work, project number 32601 as completed.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 16, 2024.

Maryellen “Missy” Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Jessica Wigle, Director of Finance

Date: July 16, 2024

Subject: **Second Reading of Resolution RR2024-007 Amending the 2024 Capital Budget to Increase the Budget for the Recreation Center Mini Golf Course Upgrades**

Background/Analysis

The Board passed Resolution RR2023-015 adopting the 2024 Capital Budget and Capital Improvement Plan and passed Resolution RR2024-003 and RR2024-006 amending the 2024 Capital Budget. The adopted 2024 Capital Budget includes \$26,623,050 in “carryforward” capital expenses that were adopted but not spent in previous budgets. Those carryforward expenses include:

1. District Unidentified Life Safety or Deferred Maintenance Issues (2022-14), with a budget of \$50,000 from the adopted 2022 Capital Budget.
2. District Planned Major Maintenance (2023-12), with a budget of \$50,000 from the adopted 2023 Capital Budget.
3. PenMet Parks Recreation Center Mini Golf Course Upgrades (2023-9), with a budget of \$80,000 from the adopted 2023 Capital Budget. The scope of work included moderate improvements to the existing mini golf course to elevate the user experience.

The Board of Park Commissioners discussed options for the mini golf course renovation during the May 17, 2024 and June 18, 2024 study sessions, including restoring components that are at or beyond the end of their useful life (deferred maintenance) and an enhanced user experience. Staff recommended an amended and expanded scope of work that includes:

- Remove and replace fairway carpet
- Restore power to outlets and lighting
- Restore irrigation system



- Clean and restore water feature (replace pumps)
- Upgrade turf to putting green grade product
- Add additional lighting for evening play and convert lighting to LED
- Provide up to ten themed elements throughout the course
- Provide themed fences and benches
- Upgrade landscape to align with theme
- Provide themed signage
- Provide kiosk for customer service and course management
- Design fees (specify materials, electrical engineering, irrigation design, etc.)

The estimated cost to complete this scope of work is \$600,000, which requires an increase of \$520,000 to the budget appropriated for this project. Funds in the amount of \$100,000 that were appropriated but unspent for deferred maintenance needs in 2022 and 2023 will fund a portion of the project increase. The balance will be funded through fundraising and capital reserves.

Budget Impact

If adopted, the 2024 amended capital budget is reflected as summarized below. The ending cash (reserve) balance decreases to \$2,207,869, which supports a responsible capital reserve with current anticipated needs and the adopted 2024 six-year Capital Improvement Plan.

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$27,437,196	\$2,339,977	<u>(\$29,169,304)</u>	\$1,600,000	<u>\$2,207,869</u>

Year	Priority	Property	Project	2024 Capital Budget
2024	1	Recreation Center	Replace HVAC system	\$414,000
2024	2	District	Parking lot pavement upgrades	\$182,000
2024	3	District	Heavy equipment acquisition fund	\$50,000
2024	4	District	Implement signage master plan	\$282,000
2024	5	Madrona Links	Strategic priority– scope TBD	\$500,000
2024	6	Peninsula Gardens	Master plan	\$150,000
2024	7	DeMolay Sandspit	Island Blvd acquisition match	\$303,000



2024	8	Fox Island Fishing Pier	Improve beach access for hand launches	\$145,000
2024	9	Fox Island Fishing Pier	New picnic shelter	\$94,000
2024	10	District	Capital campaign initiative	\$279,564
2024	11	District	Sehmel Homestead Park playground resurface amendment	\$67,000
2024	12	District	Operations vehicle amendment	\$11,118
2024	13	Narrows Beach	Repair and Repave Access Road	\$150,000
		Project Transfers	Unallocated Capital Fund Carryforward	(\$501,428)
2024	14	<u>Recreation Center</u>	<u>Mini Golf Course Upgrades</u>	<u>\$520,000</u>
		<u>Project Transfers</u>	<u>2022-14 and 2023-12</u>	<u>(\$100,000)</u>
			Total 2024 CIP Expenses	<u>\$2,546,254</u>
			2023 carryforward adopted capital expenses	\$26,623,050
			Total 2024 Capital Budget	<u>\$29,169,304</u>

Policy Implications/Support

1. Policy P40-101 Comprehensive Financial Management Policy, states in part that the District will develop a six-year Capital Improvement Plan (CIP) to identify capital needs and that the first year of the CIP will constitute the capital budget for the ensuing year.
2. Resolution RR2021-029, approving the 2022 Capital Budget and Capital Improvement Plan, including the appropriation of \$50,000 for 2022-14 District Unidentified Life Safety or Deferred Maintenance Issues.
3. Resolution RR2022-011, approving the 2023 Capital Budget and Capital Improvement Plan, including the appropriation of \$50,000 for 2023-12 District Planned Major Maintenance and \$80,000 for 2023-9 PenMet Parks Recreation Center Mini Golf Course Upgrades.

Staff Recommendation

Staff requests that the Board approve Resolution RR2024-007, which authorizes the amendment of the 2024 Capital Budget as follows:

- 1) Increase the budget for 2023-9 PenMet Parks Recreation Center Mini Golf Course Upgrades from \$80,000, to \$600,000, an increase of \$520,000, to allow for the increased project scope (details above).



- 2) Transfer the budgets from 2022-14 District Unidentified Life Safety or Deferred Maintenance Issues (\$50,000) and 2023-12 District Planned Major Maintenance (\$50,000) to 2023-9 PenMet Parks Recreation Center Mini Golf Course Upgrades to support deferred maintenance needs.

Staff Contact

If you have any questions or comments, please contact Jessica Wigle at (253) 400-6169 or via e-mail at jwigle@penmetparks.org.

Attachments

Exhibit A: Resolution RR2024-007



Peninsula Metropolitan Park District

RESOLUTION NO. RR2024-007

AMENDING THE 2024 CAPITAL BUDGET TO INCREASE THE BUDGET FOR THE RECREATION CENTER MINI GOLF COURSE UPGRADES

WHEREAS, Policy P40-101: Comprehensive Financial Management Policy states the District shall develop a six-year Capital Improvement Plan (CIP) to identify capital needs; and

WHEREAS, Policy P40-101: Comprehensive Financial Management Policy states that the first year of the CIP will constitute the capital budget for the ensuing year; and

WHEREAS, the Board passed Resolution RR2021-029 on November 16, 2021, approving the 2022 Capital Budget and Capital Improvement Plan, including the appropriation of \$50,000 for 2022-14 District Unidentified Life Safety or Deferred Maintenance Issues; and

WHEREAS, the Board passed Resolution RR2022-011 on November 15, 2022, approving the 2023 Capital Budget and Capital Improvement Plan, including the appropriation of \$50,000 for 2023-12 District Planned Major Maintenance and \$80,000 for 2023-9 PenMet Parks Recreation Center Mini Golf Course Upgrades; and

WHEREAS, the project scope has been amended and the revised estimated cost to complete the project is \$600,000; and

WHEREAS, the proposed amended 2024 Capital Budget does not exceed the lawful limit of taxation as allowed to be levied by Peninsula Metropolitan Park District for the purposes set forth in the budget, and estimated expenditures set forth in the budget are deemed necessary to provide park and recreation services to the community during the 2024 calendar year;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the amended 2024 Capital Budget be adopted, approved and appropriated as follows:

Section 1. The required expenditures for the capital improvements for calendar year 2024 as specified and fixed in Exhibit A, attached hereto and incorporated by reference into this resolution.



The foregoing resolution was heard as a first reading on July 2, 2024, and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 16, 2024.

Maryellen “Missy” Hill,
Board President

Laurel Kingsbury,
Board Clerk

Attest: Ally Bujacich



Exhibit A to Resolution RR2024-007

Peninsula Metropolitan Park District Amended 2024 Capital Budget

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$27,437,196	\$2,339,977	<u>(\$29,169,304)</u>	\$1,600,000	<u>\$2,207,869</u>

Year	Priority	Property	Project	2024 Capital Budget
2024	1	Recreation Center	Replace HVAC system	\$414,000
2024	2	District	Parking lot pavement upgrades	\$182,000
2024	3	District	Heavy equipment acquisition fund	\$50,000
2024	4	District	Implement signage master plan	\$282,000
2024	5	Madrona Links	Strategic priority– scope TBD	\$500,000
2024	6	Peninsula Gardens	Master plan	\$150,000
2024	7	DeMolay Sandspit	Island Blvd acquisition match	\$303,000
2024	8	Fox Island Fishing Pier	Improve beach access for hand launches	\$145,000
2024	9	Fox Island Fishing Pier	New picnic shelter	\$94,000
2024	10	District	Capital campaign initiative	\$279,564
2024	11	District	Sehmel Homestead Park playground resurface amendment	\$67,000
2024	12	District	Operations vehicle amendment	\$11,118
2024	13	Narrows Beach	Repair and Repave Access Road	\$150,000
		Project Transfers	Unallocated Capital Fund Carryforward	(\$501,428)
<u>2024</u>	<u>14</u>	<u>Recreation Center</u>	<u>Mini Golf Course Upgrades</u>	<u>\$520,000</u>
		<u>Project Transfers</u>	<u>2022-14 and 2023-12</u>	<u>(\$100,000)</u>
			Total 2024 CIP Expenses	<u>\$2,546,254</u>
			2023 carryforward adopted capital expenses	\$26,623,050
			Total 2024 Capital Budget	<u>\$29,169,304</u>



Peninsula Metropolitan Park District

PROCLAMATION DESIGNATING JULY AS PARKS AND RECREATION MONTH

WHEREAS, parks and recreation is an integral part of community through this country, including the Greater Gig Harbor region; and

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS, parks and recreation encourages physical activities by providing space for popular sports, hiking trails, and many other activities designed to promote active lifestyles; and

WHEREAS, parks and recreation increases a community’s economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS, parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, Peninsula Metropolitan Park District recognizes the benefits derived from parks and recreation resources;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District, that July is recognized as Parks and Recreation Month.



The foregoing proclamation was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 16, 2024.

Maryellen “Missy” Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich