



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

June 18, 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 Moment of Silence in Memory of Terry Lee

ITEM 2 President's Report

ITEM 3 Executive Director's Report

ITEM 4 Special Presentations

4a. [April 2024 Financial Report](#)

ITEM 5 Board Committee Reports

5a. **Park Services Committee**

5b. **Finance Committee**

5c. **Administrative Services Committee**

5d. **Recreation Services Committee**

5e. **Campaign Committee**

5f. **External Committees**

ITEM 6 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 7 Minutes

7a. [Approval of the June 4, 2024 Study Session Minutes](#)

7b. [Approval of the June 4, 2024 Regular Meeting Minutes](#)



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- ITEM 8** **Consent Agenda**
- 8a. [Resolution C2024-012 Approving Asset Names for Certain PenMet Parks Recreation Center Campus Facilities](#)
- ITEM 9** **Unfinished Business**
- 9a. [Second Reading of Resolution RR2024-006 Amending the 2024 Capital Budget](#)
- ITEM 10** **New Business**
- 10.1 [Purchasing Resolutions Requiring One Reading for Adoption:](#)
- [10.1a Resolution P2024-008 Authorizing the Executive Director to Sign the Amended Agreement for Recreation Management Software with ACTIVENet](#)
- 10.2 [Single Reading Resolutions Requiring One Reading for Adoption:](#)
- [10.2a Resolution R2024-012 Authorizing the Building Services Specialist Classification and Approving the Letter of Understanding Between Peninsula Metropolitan Park District and Teamsters Local Union 313](#)
- 10.3 **Two Reading Resolutions Requiring Two Readings for Adoption:**
 None
- ITEM 11** **Comments by Board**
- ITEM 12** **Next Board Meetings**
July 2, 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 13** **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 – April 2024

Board of Park Commissioners Meeting
June 18, 2024



General Fund

General Fund Revenue: Budget-vs-Actual

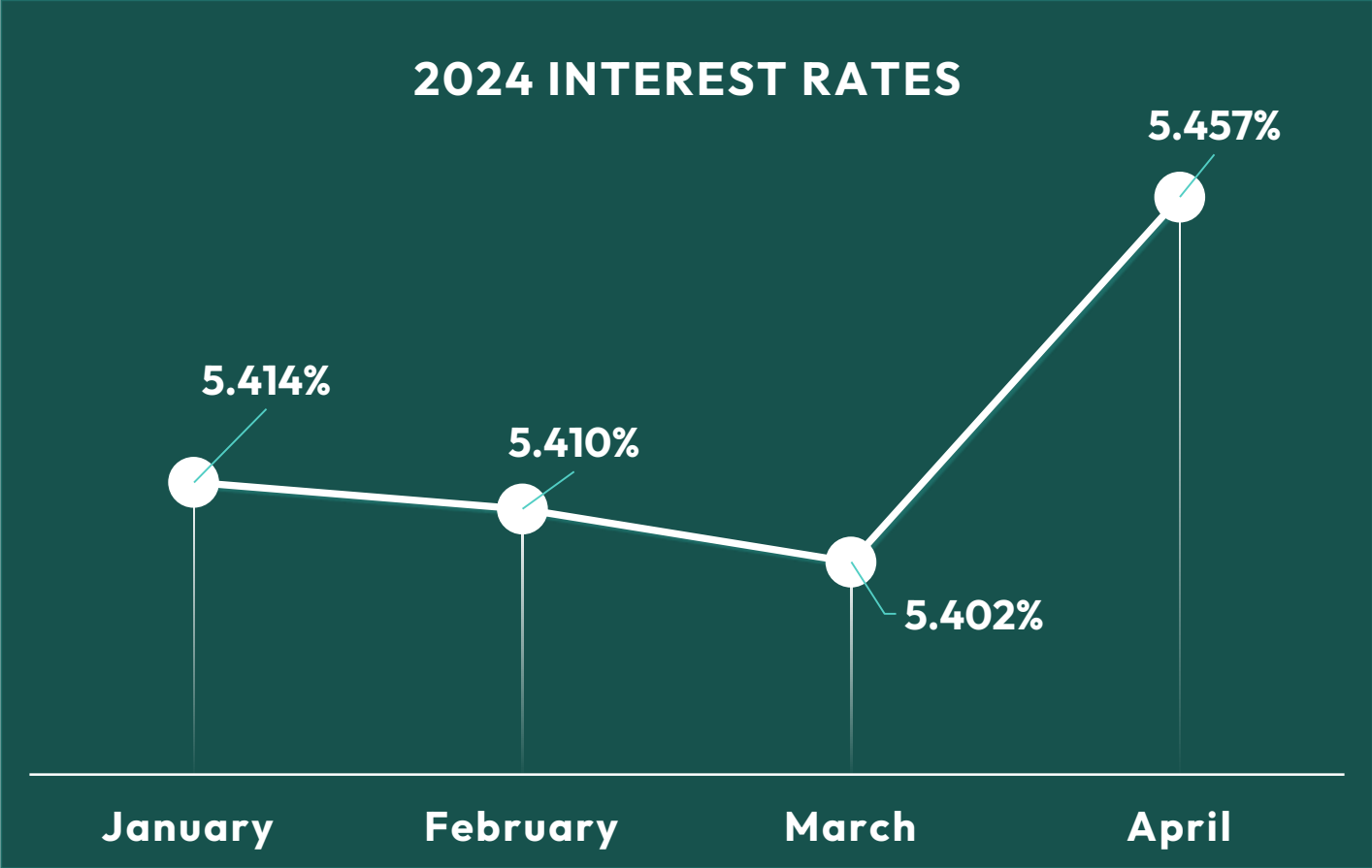
General Fund Revenue	April 2024 Actual	YTD 2024 Actual	2024 Budget
Real and Personal Property Tax	3,337,528	3,974,728	8,524,917
Sales Tax	41,603	180,438	540,000
Private Harvest Tax	-	-	2,000
Leasehold Excise Tax	58	412	5,000
REET Funds	-	-	143,000
Investment Interest	77,869	309,861	380,000
Deposits Received	2,927	9,791	-
Other General Fund Revenue	785	9,148	5,000
Sale of Machinery & Equipment	-	-	10,000
Total General Fund Revenue	3,460,769	4,484,378	9,609,917

- Received \$3.3MM in property tax revenue in April.
- Will exceed budget in investment interest income (projected depends on capital spend & interest rates).



General Fund Revenue: Interest Income

- Interest rates were the highest in April for the year thus far (5.457%).



General Fund Expenses: Budget-vs-Actual

- General Fund expenses are under budget @ 26% spent year-to-date.

General Fund Operating Expenses By Division	April 2024 Actual	YTD 2024 Actual	2024 Budget
Legislative	39,942	63,590	183,095
Executive	26,894	200,161	593,561
Finance & IT	91,732	289,114	1,357,515
Administrative Services	46,491	190,383	688,925
Recreation Services	23,819	83,825	297,553
Maintenance & Operations	171,614	538,754	1,943,414
Park Services	62,411	193,836	830,162
Total General Fund Expenses	462,902	1,559,662	5,894,225

Recreation Enterprise Fund

Recreation Enterprise Fund

Revenues by Program Type

Recreation Revolving Fund Revenue	April 2024 Actual	YTD 2024 Actual	2024 Budget
Donations	100	100	2,500
Sponsorship	3,544	4,044	50,000
Program Fees - Sports & Fitness	97,770	150,025	559,701
Program Fees - Adaptive Rec	1,875	3,600	30,027
Program Fees - Camps	117,939	120,346	275,226
Program Fees - Youth Programs	9,019	14,554	48,721
Program Fees - Adult Programs	3,503	5,344	14,872
Program Fees - Senior Programs	14,542	23,552	48,759
Event Fees	34	34	20,020
Total Recreation Revolving Fund Revenue	248,326	321,600	1,049,826

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

- Senior Programs (48%)
- Camps (44%)
- Adult Programs (36%)

Recreation Enterprise Fund

Camp Revenue

Top 3 Camp Revenues:

1. PenMet Park Camps
(~\$58K)
2. STEM Programs
(~\$22K)
3. Outdoor Education
(~\$19K)



Recreation Enterprise Fund

Expenses by Program Type

- Recreation expenses are trending under budget YTD (~27% 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	April 2024 Actual	YTD 2024 Actual	2024 Budget
Software for Rec Program	12	10,456	10,536
Uniforms	462	462	1,750
Sports & Fitness	58,799	137,670	484,344
Adaptive Recreation	5,278	17,335	98,037
Camps	9,074	18,596	311,567
Youth Programs	1,851	8,892	80,705
Adult Programs	858	1,933	17,113
Senior Programs	13,020	24,370	99,691
Special Events	14,971	41,972	118,535
General Recreation Expenses	26,493	116,517	201,730
Total Recreation Revolving Fund Expenses	130,819	378,203	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	24,903	165,350
Facility Rental Fees	8,430	97,500
Facility Membership Fees	-	17,975
Long Term Golf Course Lease	25,977	72,000
Housing Rentals/Leases	16,337	43,463
Housing Rentals/Leases	16,337	43,463
Concession Lease Facilities	-	1,000
Total Facility Enterprise Fund Revenue	91,984	485,601

- We anticipate facility rental revenue to increase as the year progresses.
- Athletic fields rental income is the highest for the year so far (~\$22K), followed by rental income for Volunteer Vern Pavilion (~\$7K).

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	28,453	266,913
Operating Supplies - Facility Rentals	136	10,000
Minor Equipment - Facility Rentals	2,496	10,000
Sales Tax - Facility Rentals	1,953	24,924
ActiveNet Fees on Rentals	2,361	11,293
Total Facility Enterprise Fund Expenses	35,398	323,130

Capital Fund

Capital Fund

- 2024 Capital Budget is ~\$2.4MM (excluding 2023 carryforward). \$5.1MM spent through April.



Recreation Center

- \$4,361,688



Rosedale Hall Renovations

- \$510,794



DeMolay Sandspit Master Plan

- 89,514

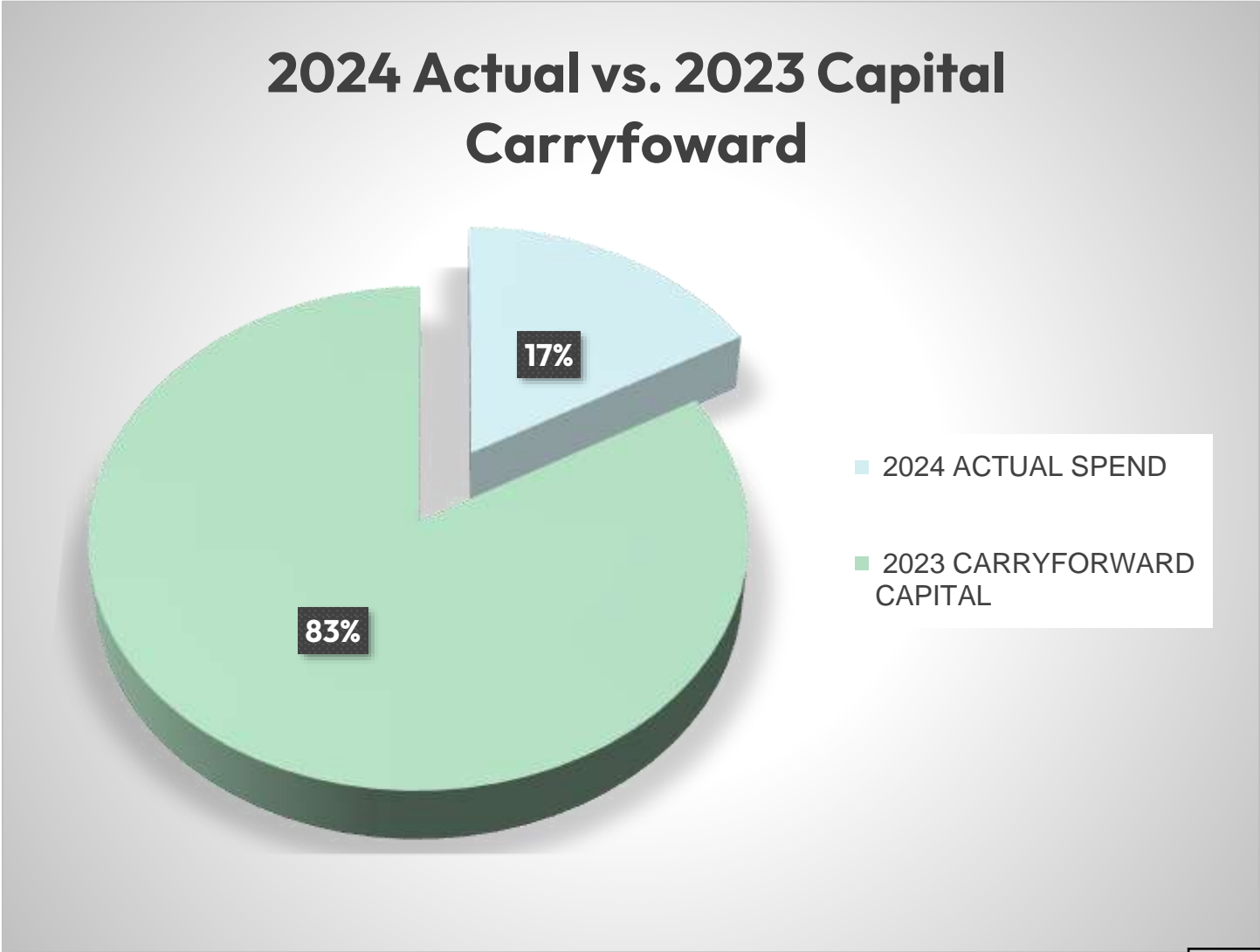


Total of All Other Projects

- \$93,824

Capital Fund Carryforward

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





Thank You

Questions?



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STUDY SESSION MINUTES

June 04, 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		
Steve Nixon	X		
William C. (Billy) Sehmel	X		Joined at 5:06 PM

Quorum: Yes

ITEM 1 Board Discussion

- 1a. **Community Recreation Update**
- **Summer Concert Series Line-Up Released**
 - **The Mobile Recreation Program starts July 23 and runs on Tuesdays, Wednesdays, and Thursdays at Artondale, Purdy, and Harbor Heights Elementary Schools.**

PowerPoint Presentation by Recreation Services Manager Brycen Toney

Board Question: Can we expand the program? **Staff Answer:** Yes, we can accommodate more up to the building’s capacity. **Board Question:** Is extended care primarily at Sehmel Park? **Staff Answer:** Extended care is limited to Sehmel due to transportation.

Board Question: Will Mobile Rec go out to Peninsula School District through Peach Jar? **Staff Answer:** Yes, it will go through Peach Jar. **Board Comment:** Suggest submitting information to Gig Harbor NOW Media Release.

Board Comment: Constituents are grateful for a payment plan and in-district and out-of-district pricing policy.

ITEM 2 Adjournment Time: 5:47 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 MINUTES

June 04, 2024, 6:00 PM

PenMet Parks Administrative Headquarters- 2416 14th Ave 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: None

ITEM 2 Executive Director's Report

- Maritime Gig Festival parade float and booth update.
 - Received fresh community feedback on our survey boards
- Introduction of Marketing Coordinator Heather Dyson
- Reminder about the Peninsula Gardens Master Plan Community Workshop on 6/12/2024, 6:00 PM - 8:00 PM, here at PenMet Parks Administrative Headquarters.
- The draft report for the Madrona Links Golf Course Assessment Special Meeting will be presented on 6/13/2024 at 5:30 PM at PenMet Parks Administrative Headquarters.
- Construction Impacts
 - DeMolay Closure beginning 6/10
 - Playground at Sehmel Homestead beginning around 6/18
- Summer Concert Line-Up
- Fall sports registration opening 6/5
- Mobile Recreation is starting in July through August.
- Concessions will open on 6/8/2024 for Saturday and Sunday concessions

ITEM 3 Special Presentations

3a. Special Event Recap

PowerPoint Presentation by Event Coordinator Ryan Sparks

Board Question: What was the date of the Sweetheart Dances. **Staff**

Answer: February 10. **Board Question:** Do you think a lot come for the arcade? **Staff Answer:** It is a huge draw.



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Board Comment: Encourage a limited number of eggs. Possibly close off sections for parking.

ITEM 4 Board Committee Reports

4a. Park Services Committee – Has not met since last meeting.

4b. Finance Committee

- Our 2023 financials were prepared & filed by the CPA for the SAO (they were due May 31st)
- Areas of focus for 2023 (i.e. questions from the CPA) were mostly related to subscription-based information technology leases & leases in general, bond spend down, etc.)
- PenMet submitted an RFP for a compensation study & 6 responses were received. Staff & commissioners have reviewed the responses & decided to bring in 3 vendors to ask additional questions & get to know the vendors & their capabilities. The interviews are May 31st.
- Mark Roberts is working on Purchasing Policy amendments. A study session to discuss will be proposed soon.
- We've started the ADP Workforce Now upgrade & have had 2 meetings to prepare the transfer of our old ADP platform Run, to Workforce Now, set up job classifications, etc. The Payroll conversion will take 4-6 weeks, then HR will begin, which will also take 4-6 weeks.
- Jeff Foster gave a presentation on the findings of a Cyber Security check up we requested to have done by SAO. There were 20 safeguards tested in 7 areas of IT security. 12 areas we are already strong in. The other 8 are either in process, or will be implemented by the end of the year. We will then have a full Cyber Security audit with SAO likely next year.

4c. Administrative Services Committee

- Potential concessionaire renter update
- Compensation study respondents and timeline
- June employee recognition event
- Sehmel Parking update and procedure draft overview
- Peninsula School District ILA overview and discussion
- Peninsula Art League overview and upcoming art display

4d. Recreation Services Committee

- Fall Soccer and Flag Football Leagues - Registration opens on June 5 for in-district residents and June 12 for those that live out-of-district.
- Continuing to receive a steady stream of summer camp registrations.
- Mobile Recreation program sites have been confirmed as Artondale, Harbor Heights & Purdy. Marketing is being developed and will be shared out to the community soon.



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- Outdoors for All brought out adaptive bikes to the Harbor Friendship Social Club at Sehmel Homestead Park. Everyone had a great time and look forward to doing it again.
 - Staff presented some new event ideas to consider for 2025.
- 4e. Campaign Committee** – Has not met since last meeting.
- 4f. External Committees**– Has not met since last meeting.

ITEM 5 Public Comments was provided by:

- Kristin Lucas
- Sue McKinney
- John Loftus
- Susan Cupit
- Mark Cupit
- Gary Roadhouse
- Ryan Kelly
- Bob Kelly
- Zack Rosenbloom
- Betty Lilienthal
- Monty Wagner
- Joyce Schultz

ITEM 6 Minutes

- 6a. Approval of the May 21, 2024 Study Session Minutes**
- 6b. Approval of the May 21, 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. C2024-011 Approval of the May Vouchers**

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



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- 9.1 **Purchasing Resolutions Requiring One Reading for Adoption: None**
- 9.2 **Single Reading Resolutions Requiring One Reading for Adoption:**
 - 9.2a **Resolution R2024-014 Authorizing the Executive Director to Sign the Interlocal Agreement with Peninsula School District No. 401 for Joint Use and Development of Facilities and Open Spaces**

Commissioner so moved; Commissioner seconded.

Memo overview by Executive Director Ally Bujacich

Board Discussion: I'm excited to see this. It has been a long time coming, and this is very exciting, with a ton of opportunity. Thank you, Ally, for your hard work. It has been a long time coming, exploring different ways, I appreciate the hard work and persistence.

Roll call vote. Approved unianmously. Motion Carried.

- 9.3 **Two Reading Resolutions Requiring Two Readings for Adoption:**
 - 9.3a **First Reading of Resolution RR2024-006 Amending the 2024 Capital Budget**

Commissioner moved; Commissioner seconded.
 Memo overview by Director of Finance Jessica Wigle

Board discussion: None

Second Reading will be at the June 18, 2024 Regular Meeting.

ITEM 10 **Comments by Board:** Commissioner Nixon attended Inspire Breakfast to support health and well-being. I attended the City of Gig Harbor groundbreaking for the Sports Complex. Commissioner Kingsbury attended the WRPA conference, participated in the Parade, and got a lot of positive input from the crowd. Commissioner Sehmel, great feedback from community members and full support that we have a community golf course.

ITEM 11 **Next Board Meetings**

June 13, 2024 Special Meeting at 5:30 pm at PenMet Parks Administrative Headquarters – 2416 14th Ave NW, Gig Harbor, WA 98335 followed by

June 18, 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 Time: 7:20 PM**

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES



Peninsula Metropolitan Park District

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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



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Tracy Stirrett, Director of Development

Date: June 18, 2024

Subject: **Resolution C2024-012 Approving Asset Names for Certain PenMet Parks Recreation Center Campus Facilities**

PenMet Parks has been conducting a capital campaign to support the new Recreation Center. The individuals and entities below have made significant contributions to this campaign and naming certain parts of the facilities after each of the donors would properly recognize their important contributions. The proposed names and locations are as follows:

<u>Name(s)</u>	<u>Location(s)</u>
HOA Community Solutions, LLC	PenMet Parks Recreation Center Meeting Room
Peninsula Art League	PenMet Parks Recreation Center Art Wall
Rick Ellingson Family	PenMet Parks Headquarters Kitchen
Woodworth Family Foundation	PenMet Parks Headquarters Conference Room

Names would remain on each location for a 20-year period beginning upon project completion.

Pursuant to Park Naming Policy P10-102, the Board must approve the naming of District assets. Staff recommends the approval of the above proposed names and locations.

Staff Contact
 If you have any questions or comments, please contact Tracy Stirrett, Director of Development, at tstirrett@penmetparks.org or (253) 858-3400.

Attachments
 Exhibit A: C2024-012



Peninsula Metropolitan Park District

RESOLUTION C2024-012

APPROVING ASSET NAMES FOR CERTAIN PENMET PARKS RECREATION CENTER CAMPUS FACILITIES

WHEREAS, PenMet Parks has been conducting a capital campaign to support the new Recreation Center;

WHEREAS, the individuals and entities below have made significant contributions to this campaign and naming certain parts of the facilities after each of the donors would properly recognize their important contributions. The proposed names and locations for placement of the names are as follows:

<u>Name(s)</u>	<u>Location(s)</u>
HOA Community Solutions, LLC	PenMet Parks Recreation Center Meeting Room
Peninsula Art League	PenMet Parks Recreation Center Art Wall
Rick Ellingson Family	PenMet Parks Recreation Center – Admin Headquarters Kitchen
Woodworth Family Foundation	PenMet Parks Recreation Center – Admin Headquarters Conference Room

WHEREAS, Naming Policy P10-102 provides for responsible management of the naming of District Assets and requires approval from the Board of Park Commissioners before any Asset is named;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the names and locations for placement of the names specified above are approved.

The foregoing resolution was adopted at a regular meeting by the Board of Park Commissioners of the Peninsula Metropolitan Park District held on June 18, 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: June 18, 2024

Subject: **Second Reading of Resolution RR2024-006 Amending the 2024 Capital Budget**

Background/Analysis

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

1. The adopted 2023 Capital Budget included \$285,000 for 2023-7, Repair and Repave the Access Road at Narrows Beach. PenMet Parks issued an invitation to bid 3 times for this project and received 1 bid. The bid was \$291,700, which exceeds the budgeted amount by \$6,700. The bid doesn't include stormwater ditch maintenance and replacing guard rails, which Park Services deems necessary and estimates to be \$150,000.
2. Various project budgets or remaining unused project budgets available for transfer to other specific capital projects (as defined above), or into the unallocated Capital Fund carryforward balance, for use in the future after further capital budget amendments.

Budget Impact

If adopted, the 2024 amended capital budget is reflected as summarized below. The ending cash (reserve) balance increases to \$2,627,869, 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>(\$28,749,304)</u>	\$1,600,000	<u>\$2,627,869</u>

Year	Priority	Property	Project	2024 Capital Budget
2024	1	CRC-I	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
<u>2024</u>	<u>13</u>	<u>Narrows Beach</u>	<u>Repair and Repave Access Road</u>	<u>\$150,000</u>
		<u>Project Transfers</u>	<u>Unallocated Capital Fund Carryforward</u>	<u>(\$501,427.81)</u>
			Total 2024 CIP Expenses	<u>\$2,126,254</u>
			2023 carryforward adopted capital expenses	\$26,623,050
			Total 2024 Capital Budget	<u>\$28,749,304</u>



Project Transfers				
2020	30104	Sehmel Homestead Park	Turf	(\$387,679.46)
2022	11	Feasibility Studies	Senior Space/Aquatics	(\$13,748.35)
2022	12	Harbor Family Park	Parking Improvements	(\$29,000)
2022	13	Peninsula Gardens	Deferred Maintenance	(\$36,000)
2022	15	Narrows West	Acquisition Costs	(\$8,000)
2023	2	CRC-I	Replace Existing Roof	(\$27,000)
Total Project Transfers				(\$501,427.81)

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. The Board passed Resolution RR2022-011 November 15, 2022, approving the 2023 Capital Budget and Capital Improvement Plan, including \$285,000 for 2023-7, Narrows Beach Repair and Repave Access Road.

Staff Recommendation

Staff requests that the Board approve Resolution RR2024-006, which authorizes the amendment of the 2024 Capital Budget as follows:

- 1) Transfer the following full project budgets or remaining, unused project budgets to the unallocated Capital Fund carryforward balance:
 - a. 30104/Sehmel Homestead Park Turf - \$387,679.46
 - b. 2022-11/ Feasibility Studies regarding a Dedicated Space for Seniors and Community Aquatic Center - \$13,748.35
 - c. 2022-12/Harbor Family Parking Improvements - \$29,000
 - d. 2022-13/Peninsula Gardens Deferred Maintenance - \$36,000
 - e. 2022-15/Narrows West Acquisition Costs - \$8,000
 - f. 2023-2/CRC Existing Roof Replacement - \$27,000



- 2) Use \$150,000 from the unallocated Capital Fund carryforward balance to increase the funding available for 2023-7/Narrows Beach Repair and Repave the Access Road, increasing the budget from \$285,000 to \$435,000.

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 RR2024-006



Peninsula Metropolitan Park District

RESOLUTION NO. RR2024-006

AMENDING THE 2024 CAPITAL BUDGET TO INCREASE THE BUDGET FOR THE NARROWS BEACH – REPAIR AND REPAVE THE ACCESS ROAD PROJECT

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 RR2022-011 on November 15, 2022, approving the 2023 Capital Budget and Capital Improvement Plan, including the appropriation of \$285,000 for 2023-7 Narrows Beach Repair and Repaving of the Access Road; and

WHEREAS, PenMet Parks received a bid for the project that exceeds the budget by \$6,700 and doesn't include necessary stormwater ditch maintenance and replacement of guard rails, which Park Services estimates to be \$150,000 over the \$285,000 budgeted amount; and

WHEREAS, the Capital Fund balance includes full project budgets or remaining unused project budgets available for transfer to other specific capital projects (as defined above), or into the unallocated Capital Fund carryforward balance for use in the future after further capital budget amendments; and

WHEREAS, the proposed amended 2024 annual 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 June 4, 2024, and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on June 18, 2024.

Maryellen “Missy” Hill,
Board President

Laurel Kingsbury,
Board Clerk

Attest: Ally Bujacich



Exhibit A to Resolution RR2024-006

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>(\$28,749,304)</u>	\$1,600,000	<u>\$2,627,869</u>

Year	Priority	Property	Project	2024 Capital Budget
2024	1	CRC-I	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
<u>2024</u>	<u>13</u>	<u>Narrows Beach</u>	<u>Repair and Repave Access Road</u>	<u>\$150,000</u>
		<u>Project Transfers</u>	<u>Unallocated Capital Fund Carryforward</u>	<u>(\$501,427.81)</u>
			Total 2024 CIP Expenses	<u>\$2,126,254</u>
			2023 carryforward adopted capital expenses	\$26,623,050
			Total 2024 Capital Budget	<u>\$28,749,304</u>



Project Transfers				
2020	30104	Sehmel Homestead Park	Turf	(\$387,679.46)
2022	11	Feasibility Studies	Senior Space/Aquatics	(\$13,748.35)
2022	12	Harbor Family Park	Parking Improvements	(\$29,000)
2022	13	Peninsula Gardens	Deferred Maintenance	(\$36,000)
2022	15	Narrows West	Acquisition Costs	(\$8,000)
2023	2	CRC-I	Replace Existing Roof	(\$27,000)
Total Project Transfers				(\$501,427.81)



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Jessica Wigle, Director of Finance

Date: June 18, 2024

Subject: **Resolution P2024-008 Authorizing the Executive Director to Sign the Amended Agreement for Recreation Management Software with ACTIVENet**

Background

The Peninsula Metropolitan Park District entered into a Products and Services Agreement with ACTIVENet for Recreation Management Software on October 28, 2009. The current fee structure is a transaction model, where fees are applied per transaction. The current transaction processing fee has three variables, a “technology fee”, a “payment processing fee”, and an “online processing fee”.

The proposed fee structure under the amendment would be a different model. Instead of the current transaction model, we would move to an annual subscription model. There would be an annual subscription fee of \$30,000, and a 3% processing fee on all transactions, resulting in overall cost savings.

The estimation of 2023 fees based on the new fee structure, compared with the current structure, is as follows:

Old Transaction Model Fees:	\$63,638.77
New Annual Subscription Model Fees:	
Fixed Subscription Fee	\$30,000.00
3% Processing Fee	<u>\$27,598.98</u>
	\$57,598.98



The reduction in total fees based on 2023 data would be \$6,039.79.

The proposed amendment will also add services necessary to implement and operate the PenMet Parks Recreation Center. The amendment adds two ACTIVENet products, Hub and Captivate. Hub provides data collections and analysis tools to more efficiently capture and assess utilization, trends, and other information that will position PenMet Parks to respond to community demand and report on metrics. Captivate supports a membership model and provides app-based services for users to easily access facility updates and membership-based services. Costs for these new add on services include:

- Membership Module \$4,800 (one-time, licensing fee)
- Captivate App - Onboarding \$700 (one-time fee)
- Captivate App - Subscription \$7,000 (annual fee)
- ActiveNet Hub - Onboarding \$3,600 (one-time fee)
- ActiveNet Hub - Subscription \$8,000 (annual fee)
- Membership Entry Point \$1,400 (one-time fee)
- Verifone Payment Devices \$484.50 (per device) – quantity is TBD

Switching to an annual subscription model, as well as signing an amended 2-year agreement, simplifies our fee structure significantly, creates better transparency on our fee breakdown, and provides greater cost savings due to anticipated revenue growth (increased transactions).

Staff intends to solicit recreation management software using a request for proposal process in 2025 or 2026.

Policy Implications/Support

1. The Board approved Resolution RR2023-014 adopting the 2024 Annual Operating Budget, which includes expenses for recreation management software.
2. Policy P10-101: Board Policy and Procedures states, in part, that the Peninsula Metropolitan Park District is accountable to its citizens for its use of public dollars.

Staff Recommendation

Staff recommends the Board pass Resolution P2024-011 authorizing the Executive Director to sign the amended agreement with ACTIVENet for the addition of Hub and Captivate products, as well as changing our fee structure from a transaction model to an annual subscription model.



Staff Contact

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

Attachments:

Exhibit A: Resolution P2024-008



Peninsula Metropolitan Park District

RESOLUTION NO. P2024-0008

AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE AMENDED AGREEMENT FOR RECREATION MANAGEMENT SOFTWARE WITH ACTIVENET

WHEREAS, PenMet Parks entered into a Products and Services Agreement with ACTIVENet on October 28, 2009, to provide recreation management software; and

WHEREAS, PenMet Parks and ACTIVENet wish to further expand the products and services under the current contract; and

WHEREAS, PenMet Parks wishes to change the fee structure model from a transaction model to an annual subscription model; and

WHEREAS, staff negotiated with ACTIVENet to develop a 2-year amendment to the current Products and Services Agreement to obtain the lowest possible fees;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners, that the Executive Director be authorized to sign the 2-year amendment to the Products and Services Agreement with ACTIVENet for recreation management software in substantially the form attached as Exhibit "A".

The forgoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on June 18, 2024.

Maryellen "Missy" Hill, President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

**AMENDMENT #1
TO THE AGREEMENT**

This Amendment No. 1 (this "**Amendment 1**") is made effective as of _____ (the "**Amendment 1 Effective Date**") by and between Peninsula Metropolitan Park District d/b/a PenMet Parks ("**Customer**") and Active Network, LLC, successor in interest to The Active Network, Inc. ("**Active**") and amends that certain Products and Services Agreement, dated as of October 28, 2009 (the "**Agreement**") entered into by the Parties. Customer and Active are also individually referenced herein as a "Party" and collectively as the "Parties." Capitalized terms used but not defined herein shall have the meanings ascribed to such terms in the Agreement.

NOW THEREFORE in consideration of the mutual covenants, recitals and promises contained in this Amendment and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each Party, the Parties hereto hereby agree as follows:

1. Changes to the Agreement.

A. Section 16 of the Agreement is deleted in its entirety and replaced with the following:

"Unless otherwise provided in the applicable Schedule, Active shall provide to Customer, and Customer shall purchase from Active, the Hosted Software commencing on the Effective Date of this Agreement, and remaining in full force for a period of two (2) years following the Amendment 1 Effective Date (the "Initial Term"), with automatic renewals for two (2) year terms (each, a "Renewal Term") thereafter until either party gives written notice to terminate the Hosted Software no less than twelve (12) months prior to the end of the Initial Term or Renewal Term, as applicable."

B. Exhibit 1 ("Pricing Form") is deleted in its entirety and replaced with Schedule Quote Number 00133122, attached hereto.

2. Full Force and Effect. Except as expressly modified herein, the Agreement remains in full force and effect. All references in the Agreement to "this Agreement," "hereto," "hereof," "hereunder" or words of like import referring to the Agreement shall mean the Agreement as amended by this Amendment 1. In the event any of the terms and conditions of the Agreement conflict with the terms and conditions of this Amendment, the terms and conditions of this Amendment 1 shall prevail only as to the subject matter expressly stated herein.

3. Counterparts. This Amendment 1 may be executed in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document, binding against each of the Parties. To the maximum extent permitted by law or by any applicable governmental authority, this Amendment 1 may be transmitted by facsimile, electronic mail (including pdf) or other transmission method with the same validity as if it were an ink-signed document and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment 1 as of the Amendment 1 Effective Date.

Active Network, LLC
by its authorized signatory

Peninsula Metropolitan Park District
by its authorized signatory

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Active Network Statement of Work No. 1 ACTIVENet Technical Services

ACTIVENet Captivate

PenMet Parks

March 18, 2024
("SOW 1 Effective Date")

This Statement of Work No. 1 ("SOW 1") is entered into as of the SOW 1 Effective Date by and between Active Network, LLC, successor in interest to The Active Network, Inc. ("Active"), and Peninsula Metropolitan Park District d/b/a PenMet Parks ("Customer") and is governed by the Products and Services Agreement dated October 28, 2009 (the "Agreement") entered into by and between Active and Customer. For the avoidance of doubt, all deliverables, efforts, code, documentation, features, and functionality produced under this shall be "Professional Services" as that term is defined in the Agreement. Active and Customer are each a "party" and collectively the "parties" to the Agreement, and this SOW 1. This SOW 1 will be incorporated into, and is subject to, the Agreement.

CAPTIVATE OVERVIEW

ACTIVENet Captivate services include the planning, configuration, deployment and training required to utilize the ACTIVENet Captivate App with the Customer's ACTIVENet production environment. ACTIVENet Captivate enables end users of an organization's ACTIVENet site to check-in, reserve spots, and customer alerts through a modern and user-friendly interface on their mobile phone device.

OBJECTIVES

- **Planning:** Review pre-requisites for Captivate app.
- **Configuration:** Configure Captivate app.
- **Deployment:** Enable Captivate app.
- **Training:** Provide instruction to Customer on the controls around Captivate app.

TASKS

- **Planning:**
 - Active will work with Customer to obtain pre-requisites required for Captivate app to be functional
 - Apple Developer ID/Google Play Developer Account
 - Apple Developer Account ID (Organization Type)
<https://developer.apple.com/support/enrollment/>
 - iOS API Key (for Apple Developer account)
 - Obtain Google Play Developer Account
 - <https://developer.android.com/distribute/console>
 - App Name (up to 30 characters, only the first 19 characters display in the App Store)
 - App Store Description
 - App Icon (1024 x 1024 pixels in PNG format)
 - Splash Screen Image (1242 x 2688 pixels in PNG Format)
 - Customer will:
 - Obtain Apple Developer Account ID (Organization Type)
 - <https://developer.apple.com/support/enrollment/>



- Obtain Google Play Developer Account
 - <https://developer.android.com/distribute/console>
- **Configure:**
 - Active will:
 - Enable and configure Captivate app
 - Submit to Apple and/or Google Play Store for review and approval
- **Deployment:**
 - Active will:
 - Deploy Captivate app to Public
- **Training:**
 - Active will:
 - Review the features, configuration, and management settings with Captivate app and accompanying Captivate Staff portal

DELIVERABLES

Enablement of the ACTIVENet Captivate App on Apple's App store and/or Google Play Store

ASSUMPTIONS

- Customer's representative(s) are empowered to represent Customer's business interests as they pertain to ACTIVENet
- Customer will perform work associated with each task within the allocated timeframe. Missed deadlines may result in rescheduling and additional cost to the Customer.
- Customer representative(s) will have access to ACTIVENet, internet, phone, and able to install and utilize remote desktop sharing software as needed.

CONSTRAINTS

The Connect Service is bound to the following constraints:

- All services will be conducted remotely.
- All services will be conducted between 6am to 6pm PST, Monday-Friday, excluding North American holidays.
- ACTIVENet Captivate is supported on the following platforms only:
 - iPhone
 - Android phones

PAYMENT TERMS

Active will provide custom services to Customer. Compensation will be paid to Active for the services provided under this SOW 1 in accordance with the Schedule (Quote Number: 00132386).

IN WITNESS WHEREOF, the Parties hereto have executed this SOW 1 as of the SOW 1 Effective Date.

PENINSULA METROPOLITAN PARK DISTRICT

ACTIVE NETWORK, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPENDIX A: ACCEPTANCE CERTIFICATE

Active will use the following acceptance certificate to confirm acceptance of project.

Acceptance Certificate

Customer: _____

Submitted By: _____

Project Name: _____

Submission Date: _____

Milestone/Deliverable: _____

Acceptance Date: _____

Acceptance Signature: _____

Accept

Reject for Cause

Reason for Rejection, if Applicable

Comments

Acceptance Management

Per SOW 1, the milestone/deliverable listed above will be considered accepted if the Customer approver does not accept or reject the deliverable or service within three (3) business days.

Authorizations

By signing below, I acknowledge that the above referenced deliverable and/or milestone has been reviewed and passes the acceptance criteria.

PENINSULA METROPOLITAN PARK DISTRICT

ACTIVE NETWORK, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Active Network Statement of Work No. 2

ACTIVE Net Technical Services
ACTIVENet Hub Onboarding

PenMet Parks

April 29, 2024
("SOW 2 Effective Date")

This Statement of Work No. 2 ("SOW 2") is entered into as of the SOW 2 Effective Date by and between Active Network, LLC, successor in interest to The Active Network, Inc. ("Active"), and Peninsula Metropolitan Park District d/b/a PenMet Parks ("Customer") and is governed by the Products and Services Agreement dated October 28, 2009 (the "Agreement") entered into by and between Active and Customer. For the avoidance of doubt, all deliverables, efforts, code, documentation, features, and functionality produced under this shall be "Professional Services" as that term is defined in the Agreement. Active and Customer are each a "party" and collectively the "parties" to the Agreement, and this SOW 2. This SOW 2 will be incorporated into, and is subject to, the Agreement.

ACTIVENET HUB OVERVIEW

ACTIVENet Hub services involve the planning, configuration, deployment, testing, and training required to enable access to ACTIVENet Hub within Customer's environment.

OBJECTIVES

- **Planning:** Create deployment plan for ACTIVENet Hub within Customer's environment.
- **Deployment:** Provision instance of ACTIVENet Hub
- **Configuration:** Establish network connection to ACTIVENet Hub from Customer's environment via a VPN
- **Testing:** Validate connection and access to ACTIVENet Hub from Customer's environment
- **Training:** Provide training on access to and operation of ACTIVENet Hub

TASKS

- **Planning:**
 - Active will:
 - Provide a list of network requirements as well as a network environment questionnaire.
 - Review the completed VPN setup questionnaire with Customer.
 - Customer will:
 - Complete and return the questionnaire to Active
 - Determine tooling to be used to access the hosted SQL Server database.
- **Deployment:**
 - Active will:
 - Provision an instance of ACTIVENet Hub for Customer
 - Instance consists of access to a Database hosted on a Microsoft Azure Managed SQL Server instance, connected via secure VPN.
 - Connect the instance of ACTIVENet Hub to Customer's production instance of ACTIVE Net
- **Configure:**
 - Active will:
 - Provide connection information to access Customer's instance of ACTIVENet Hub via a VPN

- SQL database login information
- Customer will:
 - Install and configure all desired software for accessing Customer's ACTIVENet Hub database
- **Testing:**
 - Active will:
 - Work with a representative from Customer to ensure a valid connection to ACTIVENet Hub from Customer's environment
- **Training:**
 - Active will:
 - Provide training on access and operation of ACTIVENet Hub
 - Four (4) hours of ACTIVENet Hub access and database training

DELIVERABLES

- 1) Establish a connection to ACTIVENet Hub from Customer's environment.
- 2) Sync ACTIVENet Hub database with data from Customer's ACTIVENet production environment.

ASSUMPTIONS

- Customer's representative is empowered to represent the interests of Customer and can make configuration decisions as they pertain to Customer's network environment.
- Customer's representative will have access to ACTIVENet, internet, phone, and able to install and use Microsoft Teams software to participate in remote desktop sharing.
- Customer will perform work associated with each task within the allocated timeframe. Missed deadlines will result in rescheduling services at additional cost to Customer.
- The scope of this project is limited to what has been defined in this SOW 2. Newly identified tasks will impact the estimate and project timeline and will require a formal change request which may incur an additional cost.

CONSTRAINTS

ACTIVENet Hub services and are bound to the following constraints:

- All services will be conducted remotely.
- All services will be conducted between 6am to 6pm PST, Monday-Friday, excluding North American holidays.
- ACTIVENet Hub data is sourced from Customer's production instance of ACTIVENet only. Data from Customer's ACTIVENet trainer, sandbox, or any other Active platform is out of scope.
- ACTIVENet Hub is a Microsoft Azure hosted SQL Server database, accessible which Customer can use to create integrations to data visualization platforms, reporting tools, security systems, organization websites or other third-party systems.
- Creation of any specific integrations from ACTIVENet Hub are out of scope of this SOW 2.
- The ACTIVENet Hub database sync from Customer's ACTIVENet production environment is not real time and may be subject to a delay.



- ACTIVENet Hub is accessed via one way Site-to-Site VPN. This is configured so that the Customer must initiate the connection. Active will never initiate a connection to the Customer's network.
- Field listing is available via ACTIVENet Answers.
- Any changes to project budget, timeline, or scope of services requires a formal change request which includes a new quote and statement of work.
- Customer agrees not to share the ACTIVENet Hub database schema or any other materials provided as part of the purchase or implementation of ACTIVENet Hub to a third party without the prior written consent of Active.

PAYMENT AND OTHER TERMS

- Compensation will be paid to Active for the services provided under this SOW 2 in accordance with the Schedule (Quote Number: 00133122).
- Customer agrees that ACTIVENet Hub pricing negotiated as part of this SOW 2 is not to be shared with any third party without the written consent of Active. Should any third party be made aware of this pricing, Active reserves the right to revoke access to ACTIVENet Hub until a new statement of work, or separate signed writing by both Active and Customer, is established.

IN WITNESS WHEREOF, the Parties hereto have executed this SOW 2 as of the SOW 2 Effective Date.

PENINSULA METROPOLITAN PARK DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

ACTIVE NETWORK, LLC

By: _____

Name: _____

Title: _____

Date: _____



APPENDIX A: ACCEPTANCE CERTIFICATE

Active will use the following acceptance certificate to confirm acceptance of each project milestone.

Acceptance Certificate



Customer: _____

Submitted By: _____

Project Name: _____

Submission Date: _____

Milestone/Deliverable: _____

Acceptance Date: _____

Acceptance Signature: _____

Accept

Reject for Cause

Reason for Rejection, if Applicable

Comments

Acceptance
Management

Per SOW 2, the milestone/deliverable listed above will be considered accepted if the Customer approver does not accept or reject the deliverable or service within three (3) business days.

Authorizations

By signing below, I acknowledge that the above referenced deliverable and/or milestone has been reviewed and passes the acceptance criteria.

PENINSULA METROPOLITAN PARK DISTRICT

ACTIVE NETWORK, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Schedule

This is a Schedule pursuant to that certain (Agreement) entered into between (Active) and PenMet Parks (Client) with an effective date as of 10/28/2009.

Company Address 3400 N Central Expressway, Suite 300
Richardson, TX 75082
US

Created Date 4/29/2024
Quote Number 00133122
Currency USD

Prepared By Deborah Angel
Opportunity Owner Bethany Kennedy
Owner Email bethany.kennedy@activenetwork.com

Contact Name Stephanie Buhrman
Email sbuhrman@penmetparks.org

Bill To Name PenMet Parks
Bill To Contact Stephanie Buhrman
Bill To Address 2416 14th Ave NW
Gig Harbor, WA 98335 United States

Ship To Contact Stephanie Buhrman
Ship To Address 2416 14th Ave NW
Gig Harbor, WA 98335 United States

Product	Product Type	Description	Quantity	Total Price*	Sales Price	Fee %	Total Price
ACTIVE Captivate - ACTIVENet - Technical Services	Service	ACTIVENet Captivate Technical Services consists of the following service: • Remote deployment & training Service Information: • This service enables deployment and training of the ACTIVENET Captivate application	1	USD 700.00	USD 700.00		700.00
ACTIVE Captivate - Tier 5	SaaS	The cost of this feature will be subscription based - and will be due annually for the duration of your contract.	1	USD 7,000.00	USD 7,000.00		7,000.00
ACTIVENet - ACH Remittance - "Daily" Every 72 Hours	Service	Daily remittances are processed by Active on non-holiday business days 72 hours after the transaction day. Payments take one to three banking business days to process.	1	USD 0.00	USD 0.00		
ACTIVENet - Annual Subscription Fee	SaaS		1	USD 30,000.00	USD 30,000.00		30,000.00
ACTIVENet - Functionality: Camps	SaaS		1	USD 0.00	USD 0.00		
ACTIVENet - Functionality: Facilities	SaaS	ACTIVENet - Functionality: Facilities	1	USD 0.00	USD 0.00		
ACTIVENet - Functionality: Memberships	SaaS		1	USD 0.00	USD 0.00		
ACTIVENet - Functionality: POS (Point-of-sale)	SaaS	ACTIVENet - Functionality: POS (Point-of-sale)	1	USD 0.00	USD 0.00		
ACTIVENet - Functionality: Program & Activity Registration	SaaS	ACTIVENet - Functionality: Program & Activity Registration	1	USD 0.00	USD 0.00		
ACTIVENet - Hub - Technical Services - Onboarding Bundle	Service	ACTIVENet - Hub - Technical Services - Onboarding Bundle	1	USD 3,600.00	USD 3,600.00		
ACTIVENet - Hub -				USD	USD		

Schedule

Standard	SaaS		1	8,000.00	8,000.00	8,000.00
ACTIVENet - Public Interface - Fee Set-up (Absorbed by Agency)	SaaS		1	USD 0.00	USD 0.00	
ACTIVENet - Public Interface - Online Transaction Fee	SaaS	Rates for organizations under \$1,500,000 in annual revenue through ACTIVE Net.	1	USD 0.00	USD 0.00	3.00
ACTIVENet - SaaS				USD 75,000.00	USD 75,000.00	
ACTIVENet - Service Package Primary Add-on: Memberships	Service	"ACTIVE Net Service Package Primary Add-on: Memberships consists of the following services: • Remote configuration, testing, & training Service information • This service required when adding a primary functionality to an existing install of ACTIVE Net. A separate purchase of add-on service will be required for each functionality that is added."	1	USD 4,800.00	USD 4,800.00	4,800.00
ACTIVENet - Staff Interface - Payment Processing Fee - Credit Card	SaaS	Rates for organizations under \$1,500,000 in annual revenue through ACTIVE Net.	1	USD 0.00	USD 0.00	3.00
ACTIVENet - Staff Interface - Payment Processing Fee - Electronic Cheque/Check Processing	SaaS		1	USD 0.00	USD 0.00	0.50
ACTIVENet - Staff Interface - Refunds - Credit Card (Flat Fee)	SaaS		1	USD 0.10	USD 0.10	0.10
ACTIVENet - Verifone T650C RM Payment Device	Hardware	ACTIVENet – VeriFone T650C RM Payment Device	3	USD 1,453.50	USD 484.50	1,453.50

Total Price USD 55,553.50

Annual Projected Contract Value USD 105,000.00

Active reserves the right and may take additional measures to verify Client's account which may consist of reviewing publicly available data and/ confirmation of Client provided information. Such verification measures will be completed in advance of remittance.

All fees described herein are in consideration of the Products that Active provides. Active and Client acknowledge that certain credit card network rules and laws prohibit imposing a surcharge that is based on the type of payment method used (e.g., having a different fee for the use of a credit card vs. debit card), and therefore, each agree not to impose such a surcharge on any End User.

The payment options we offer may include MasterCard, Visa, American Express and Discover.

If your order includes hardware, please note that all hardware orders have a 30-day return policy, and it is recommended that you inspect your purchases upon delivery.

*Sales tax and shipping not included in total price. Sales tax and shipping, where applicable, will be added to your invoice.

Capitalized terms used in this Schedule and not defined have the meaning set forth in the General Terms or Product Terms, as applicable.



Schedule

Client

Active Network, LLC

Signature:

Signature:

Printed Name:

Name:

Title:

Title:

Date:

Date:

PO# (if applicable):



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Ally Bujacich, Executive Director

Date: June 18, 2024

Subject: **Resolution R2024-012 Authorizing the Building Services Specialist Classification and Approving the Letter of Understanding Between Peninsula Metropolitan Park District and Teamsters Local Union 313**

Background/Analysis

On January 19, 2023, Washington's Public Employment Relations Commission certified a new bargaining unit consisting of Lead Grounds Specialists, Grounds Specialists, and Facilities Specialists employed at PenMet Parks (See Case 135246-E-22, Decision 13579-A (PECB, 2023)). The new bargaining unit is represented by Teamsters Local Union 313 (Teamsters).

Pursuant to the requirements imposed by RCW 41.56, PenMet Parks and the Teamsters met at the bargaining table and negotiated in good faith to develop their first collective bargaining agreement (CBA). The CBA was executed on September 6, 2023 and took legal effect upon execution.

The District wishes to add a new employee classification, Building Services Specialist. The purpose of this position is to advance the mission of PenMet Parks by performing janitorial and related duties at District parks, properties, and facilities. These functions are currently performed by a third-party vendor.

PenMet Parks and the Teamsters agree any employees hired in the Building Services Specialist classification will be included in the bargaining unit and represented by the Union. PenMet Parks and the Teamsters have negotiated the terms in the attached Letter of Understanding.

Funding

\$100,320 is appropriated for contracted custodial services in the 2024 operating budget, excluding funds allocated to the Rec Center that is under construction. The estimated



annual cost to create this classification and hire employees to provide a significantly higher level of service is:

Annual custodial expense summary (excluding new Rec Center)

Staff wages and benefits (1.5 FTE)	\$105,834
2024 annual budgeted amount (excluding new Rec Center)	\$104,320
Delta to budget	(\$1,514)

Through the current custodial contract, approximately 800 hours of cleaning time is spent between the Administration Building, Volunteer Vern Pavilion, and Arletta Schoolhouse. Creating a Building Services Specialist position and hiring 1.5 FTEs will provide a significantly higher level of service with 3,120 labor hours dedicated to custodial, light maintenance and park closing services. This position will clean and close park restrooms in the evenings, freeing up time currently spent by Grounds Maintenance Specialists on park closing duties and in turn resulting in a higher level of grounds maintenance.

Policy Implications/Support

1. RCW 41.56.100 states, in part, “A public employer shall have the authority to engage in collective bargaining with the exclusive bargaining representative and no public employer shall refuse to engage in collective bargaining with the exclusive bargaining representative.”
2. Policy P10-101: Board Policy and Procedures states, in part, that PenMet Parks is accountable to its citizens for its use of public dollars.
3. Policy P40-101: Comprehensive Financial Management Policy states, in part, the District shall establish and maintain a compensation and benefit package that is competitive with the public and private sectors to attract and retain employees necessary for providing high quality services.

Staff Recommendation

Staff recommends the Board pass Resolution R2024-012 authorizing the Executive Director to create a new job classification and sign the Letter of Understanding between Peninsula Metropolitan Park District and Teamsters Local Union 313.



Staff Contact

If you have any questions or comments, please contact Ally Bujacich at (253) 858-3400 or via e-mail at executivedirector@penmetparks.org.

Attachments

Exhibit A: Resolution R2024-012



Peninsula Metropolitan Park District

RESOLUTION NO. R2024-0012

AUTHORIZING THE BUILDING SERVICES SPECIALIST CLASSIFICATION AND APPROVING THE LETTER OF UNDERSTANDING BETWEEN PENINSULA METROPOLITAN PARK DISTRICT AND TEAMSTERS LOCAL UNION 313

WHEREAS, PenMet Parks and Teamsters Local Union 313 signed a collective bargaining unit agreement on September 4, 2023; and

WHEREAS, the new bargaining unit is represented by Teamsters Local Union 313 (Teamsters); and

WHEREAS, PenMet Parks desires to create a new Building Services Specialist employee classification; and

WHEREAS, the Building Services Specialist will performs similar work with similar working conditions to the bargaining unit and is part of the community of interest; and

WHEREAS, the parties have negotiated a Letter of Understanding that documents the agreements regarding the new Building Services Specialist classification

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that the Building Services Specialist Classification is approved. It is further

RESOLVED, by the Board of Park Commissioners that the Executive Director is authorized to sign the Letter of Understanding between Teamsters Local Union 313 and Peninsula Metropolitan Park District, in the form attached as Exhibit "A".

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on June 18, 2024.

Maryellen "Missy" Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

TEAMSTERS LOCAL #313 – PENINSULA METROPOLITAN PARK DISTRICT
LETTER OF UNDERSTANDING

BUILDING SERVICES SPECIALIST EMPLOYEES

The District has added a new classification, Building Services Specialist, to its internal workforce. The District and the Union agree to the following:

- 1. The District recognizes the Union as the sole bargaining representative of Building Services Specialist employees. All employees hired as Building Services Specialists will be included in the bargaining unit.
- 2. Except as where expressly modified below, the parties agree that Building Services Specialist (“BSS”) employees will be covered by all terms, conditions, and benefits stated in the parties 2023-2026 collective bargaining agreement (“CBA”). The modified sections applicable to BSS employees are as follows:
 - a. Article 10, Section 10.8, Certification Pay – The District will identify and communicate those certifications applicable to BSS employees. The certifications must be supported by operational needs, available budget, available staffing, etc.
 - b. Article 12, Section 12.5, Protective Boots – BSS employees are eligible for the annual boot allowance of \$275. Unlike other positions in the bargaining unit, however, BSS employees are not required to wear safety boots suitable for outdoor work. Instead, the District will provide guidance on the types of approved footwear.
- 3. For 2024 wages, Building Services Specialists employees will be paid as indicated in the chart below, and are eligible for the 2025 and 2026 general wage increases, as stated in Appendix A of the 2023-2026 CBA.

Classification	FSLA Status	Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
*Building Services Specialist	Non-exempt	\$43,680	\$47,528	\$49,504	\$51,553	\$53,697	\$55,907	\$58,225
Hourly Rate		\$21.00	\$22.85	\$23.80	\$24.79	\$25.81	\$26.88	\$27.99

AGREED:

PENINSULA METROPOLITAN
PARK DISTRICT

TEAMSTERS UNION LOCAL #313

Ally Bujacich Date
Executive Director

Nick Lansdale Date
Secretary-Treasurer