



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

October 15, 2024, 6:00 PM

PenMet Parks District 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. Mini Golf Themed Elements

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 October 1, 2024 Study Session Minutes](#)
- 6b. [Approval of the October 1, 2024 Regular Meeting Minutes](#)

ITEM 7 Consent Agenda



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ITEM 8 Unfinished Business

- 8a. [Second Reading of Resolution RR2024-008 Adopting Policy P10-108: Relocation Assistance and Real Property Acquisition Policy](#)

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption

9.2 [Single Reading Resolutions Requiring One Reading for Adoption](#)

[9.2a: Authorizing the Executive Director to Sign an Interlocal Agreement Between Pierce County, Washington and Peninsula Metropolitan Park District Regarding the Second REET Parks Fund](#)

9.3 [Two Reading Resolutions Requiring Two Readings for Adoption](#)

[9.3a: First Reading of Resolution RR2024-009 Adopting the Amended 2024 Operating Budget](#)

ITEM 10 Comments by Board

ITEM 11 Next Board Meetings

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

ITEM 12 Executive Session

Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b).

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.



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STUDY SESSION AGENDA

October 01, 2024, 5:00 PM

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

Call to Order Time: 5:00 PM

Commissioner Roll Call:

	Present	Excused	Comment
President Hill	X		
Commissioner Kingsbury	X		
Commissioner Grimmer	X		
Commissioner Nixon	X		Via Zoom
Commissioner Sehmel	X		

Quorum: Yes

ITEM 1 Board Discussion

1a. Draft 2025 Operating and Capital Budget

PowerPoint Presentation by Executive Director Ally Bujacich and Director of Finance Jessica Wigle.

Board Question: Will the current 20% discount for District residents remain in 2025? **Staff Answer:** Yes, we anticipate that 20% discount for District residents to continue at the same rate at this time.

Board Comment: Thank you for including the cost recovery matrix in this budget. **Staff Answer:** Cost recovery is helpful data for pricing of services. Cost recovery is calculated on a tier aggregate basis.

ITEM 2 Adjournment Time: 5:57 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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REGULAR MEETING AGENDA

October 01, 2024, 6:00 PM

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

Call to Order Time: 6 p.m.

Commissioner Roll Call:

	Present	Excused	Comment
President Hill	X		
Commissioner Kingsbury	X		
Commissioner Grimmer	X		
Commissioner Nixon	X		via Zoom
Commissioner Sehmel	X		

Quorum: Yes

President Hill moved to amend the October 1, 2024 Regular Meeting Agenda to include an Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b) as item 12, and moving Adjournment to Item 13.

The motion was seconded.

Roll call vote. Approved unanimously. Motion carried.

ITEM 1 President's Report

- Appreciate Art in the Park exhibit.
- Scarecrow Festival is scheduled for October 5.
- Thanked Director of Development and Capital Project Manager for providing hard hat tours of the Recreation Center.

ITEM 2 Executive Director's Report

- Scarecrow Festival attendees are encouraged to bring a non-perishable food donation.



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- Invited Capital Project Manager John Adams to present Change Order #011 for Jody Miller Construction for the Recreation Center project to the Board.

Board Question: Can we donate the removed trees as firewood in our community? **Staff Answer:** The contractor removed the trees from the site.

Board Question: Do we have a tree plan? **Staff Answer:** 19 trees were removed for the trail and raingarden at Tubby's Trail Dog Park.

Board Question: Did the parking lot add days to the project? **Staff Answer:** No, the contractor did not request additional days for this change order.

ITEM 3 Special Presentations

3a. Collaborative Division Report

PowerPoint presentation by the Executive Leadership Team

Board Question: Provide more specifics on how the District is advancing culture. **Staff Answer:** Surveyed staff in March and again in late September. Team Engagement Training with basic survey which showed a great culture shift.

Board Comment: Appreciate posting our financials on the website to improve transparency.

Board Comment: Provide more information on website hits. Encourage staff to use and share the statistics to guide decisions.

Staff Answer: There were 17,026 page views in the past 30 days; staff will use specific page visits to guide marketing.

Board Comment: Blown away at the exceptional body of work.

Board Comment: Interested in the upcoming tree inventory.

Board Question: Commented on a great success rate for grant applications. Did PenMet Parks seek feedback on the applications?

Staff Answer: RCO is a competitive grant program, appreciate productive working relationship with grant manager.

Board Comment: Shared positive feedback from a community member whose child was a 2024 summer camp counselor.

Board Question: Can PenMet Parks Senior Advocates help promote the financial assistance program to seniors? **Staff Answer:** Yes. Seniors have provided feedback regarding the financial



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assistance program indicating they do not want to use fund that could be used by someone else, and concerns with providing personal information. Staff will continue to look at options to reduce financial barriers for seniors.

ITEM 4 Board Committee Reports

- 4a. Park Services Committee:** has not met since the last Board meeting.
- 4b. Finance Committee:**
- Met on September 18, 2024.
 - Reviewed the 2025 draft operating and capital budgets.
- 4c. Administrative Services Committee:**
- Met on September 24, 2024.
 - Discussed the draft results from the 2024 compensation study.
 - Reviewed the draft 2025 Administrative Services division budget.
- 4d. Recreation Services Committee:** has not met since the last Board meeting.
- 4e. Campaign Committee:** has not met since the last Board meeting.
- 4f. External Committees:**
- Commissioner Kingsbury and Commissioner Nixon will represent PenMet Parks on the Tacoma Narrows Airport Advisory Commission.

ITEM 5 Public Comments: no public comment was provided.

ITEM 6 Minutes

- 6a. Approval of the September 17, 2024 Study Session Minutes
- 6b. Approval of the September 17, 2024 Regular Meeting Minutes

Commissioner moved to adopt the minutes as presented.

Commissioner seconded.

Roll call vote. Approved unanimously. Motion carries.



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ITEM 7 Consent Agenda

7a. Resolution C2024-019 Approving September Vouchers

Commissioner moved to approve the Consent Agenda.

Commissioner seconded.

Roll call vote. Approved unanimously. Motion carries.

ITEM 8 Unfinished Business: None

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption: None

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 RR2024-008 Adopting Policy P10-108: Relocation Assistance and Real Property Acquisition Policy

Commissioner moved and seconded.

Executive Director Ally Bujacich provided a staff recommendation.

The second reading will be held during the October 15, 2024 Regular Meeting.

ITEM 10 Comments by Board

Board Comment: Thanked staff for hosting the September 17 Peninsula Gardens Master Plan public meeting.

ITEM 11 Next Board Meetings

October 15, 2024 Study Session at 5:00 pm and Regular Meeting at



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**6:00 pm at the PenMet Parks Administrative Headquarters – 2416
 14th Ave NW, Gig Harbor, WA 98335**

ITEM 12 Executive Session

12a. Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b).

The Board of Park Commissioners will now meet in Executive Session. The estimated length of time for the Executive Session is 30 minutes.

The Board will not take final action following the Executive Session.

The Board is starting the Executive Session at 7:20 p.m.

The Board ended the Executive Session at 7:26 p.m.

ITEM 13 Adjournment Time: 7:26 p.m.

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Ally Bujacich, Executive Director

Date: October 15, 2024

Subject: **Second Reading of Resolution RR2024-008 Adopting Policy P10-108: Relocation Assistance and Real Property Acquisition Policy**

Background/Analysis

Chapter 8.26 RCW provides a Uniform Relocation Assistance - Real Property Acquisition Policy applicable to all local public agencies, whether or not federal funding was received, including the Peninsula Metropolitan Park District (PenMet Parks).

Pursuant to WAC 468-100-004, PenMet Parks is required to adopt operating procedures for relocation assistance when acquiring property for public works projects or programs.

Proposed Policy P10-108: Relocation Assistance and Real Property Acquisition Policy adopts the procedures and provide for the appeal of relocation decisions in accordance with Chapter 8.26 RCW and Chapter 468-100 WAC.

Legal counsel has reviewed the attached policy. The Board heard the first reading of Resolution RR2024-008 on October 1, 2024.

Policy Implications/Support

1. Policy P10-101: Board Policy and Procedures states, in part, that PenMet Parks is accountable to its citizens for its use of public dollars. The limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs.
2. The enabling legislation governing PenMet Parks is chapter 35.61 RCW. In addition, other local, state, and federal laws and regulations govern the conduct and business of PenMet Parks.



Recommendation

Staff recommends the Board pass Resolution RR2023-008 adopting Policy P10-108: Relocation Assistance and Real Property Acquisition Policy.

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 RR2024-008 Adopting Policy P10-108: Relocation Assistance and Real Property Acquisition Policy



Peninsula Metropolitan Park District

RESOLUTION NO. RR2024-008

ADOPTING POLICY P10-108: RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICY

WHEREAS, the Peninsula Metropolitan Park District, commonly known as PenMet Parks, was formed pursuant to chapter 35.61 of the Revised Code of Washington (RCW) for the purposes of “management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities” as provided in RCW 35.61.010; and

WHEREAS, PenMet Parks is authorized to plan, construct, and permanently operate recreational facilities and provide recreational services to meet the needs of its residents; and

WHEREAS, Chapter 8.26 RCW provides a Uniform Relocation Assistance - Real Property Acquisition Policy applicable to all local public agencies, whether or not federal funding was received, including PenMet Parks; and

WHEREAS, pursuant to WAC 468-100-004, PenMet Parks is required to adopt operating procedures for relocation assistance when acquiring property for public works projects or programs; and

WHEREAS, PenMet Parks wishes to adopt the procedures and provide for the appeal of relocation decisions in accordance with Chapter 8.26 RCW and Chapter 468-100 WAC; and

WHEREAS, the Board of Park Commissioners wishes to adopt Policy P10-108: Relocation Assistance and Real Property Acquisition Policy to ensure it continues to protect the public interest and ensure public trust;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that PenMet Parks adopts Policy P10-108: Relocation Assistance and Real Property Acquisition Policy 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 October 15, 2024.



Maryellen "Missy" Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



Peninsula Metropolitan Park District

Relocation Assistance and Real Property Acquisition Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P10-108	RR2024-008	October 15, 2024	N/A

Policy: Relocation Assistance and Real Property Acquisition Policy

Purpose: Chapter 8.26 RCW provides a Uniform Relocation Assistance - Real Property Acquisition Policy applicable to all local public agencies, whether or not federal funding was received, including the Peninsula Metropolitan Park District (PenMet Parks).

Pursuant to WAC 468-100-004, PenMet Parks is required to adopt operating procedures for relocation assistance when acquiring property for public works projects or programs; and PenMet Parks wishes to adopt the procedures and provide for the appeal of relocation decisions in accordance with Chapter 8.26 RCW and Chapter 468-100 WAC.

PenMet Parks also finds it to be in the public interest to adopt procedures for the acquisition of real property for public works projects or programs by condemnation.

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Policy Requirements:

Section I. Condemnation

The Park Board may authorize by resolution the acquisition of real property, rights-of-way or other interests in land using such procedures as are deemed expedient and will result in favorable conditions for the District and in compliance with chapter 8.26 RCW and chapter 468-100 WAC. The Park Board may, by resolution, contract with other agencies, public and/or private, to perform all or any part of the acquisition process, including but not limited to appraisal, acquisition, relocation, property management services, and condemnation. The Executive Director and/or designee(s) shall have the authority to negotiate and execute any and all documents, agreements, and undertakings on behalf of PenMet Parks in furtherance of the intent of this section that are either subject to Park Board approval or within cost limits as may be preauthorized by the Park Board.

Section II. Relocation Assistance

The purpose of this section is to establish a uniform policy for the fair and equitable treatment of persons displaced as a result of PenMet Parks' public works projects or programs. In addition, this section is intended to encourage and expedite the acquisition of real property for public works projects or programs by agreement to reduce litigation and to assure consistent treatment of those affected by the public works project or program. Nothing in this section may be construed as creating in any condemnation proceeding brought under the power of eminent domain any element of value or damage separate and distinct from a real property interest.

A. Relocation Assistance.

The Park Board adopts Chapter 468-100 Washington Administrative Code (WAC) as adopted or hereafter amended to govern the procedures for relocation services in the event a PenMet Parks' public works project or program will result in the displacement of persons.

B. Authorizing the Executive Director to develop guidelines.

The Executive Director or designee is hereby authorized to take all

necessary steps to create guidelines to provide relocation assistance consistent with Chapter 8.26 RCW and Chapter 468-100 WAC.

C. Relocation Assistance Appeals.

1. Any person who believes that PenMet Parks has failed to properly determine the person's eligibility for, or the amount of, a payment required under WAC 468-100-105 or RCW 8.26.200, or a relocation payment under Chapter 8.26 RCW or Chapter 468-100 WAC may file a request for reconsideration within sixty (60) days following a written determination of relocation benefits. The request must be in writing to the Executive Director and contain the information contained in subsection 2 below.

2. All requests for reconsideration and appeals under this section shall be in writing, but no specific form is required and the reconsideration or appeal shall be considered regardless of form. The notice or letter shall state what issues are being claimed, the reasons why the aggrieved person believes the claim should be allowed, and how the person believes he or she is otherwise aggrieved. The letter or notice shall clearly identify the PenMet Parks' project and parcel of real property involved and shall bear the signature and address of the aggrieved person or the person's authorized representative.

3. The Executive Director shall make a decision on the reconsideration request within thirty (30) days of receipt of the written request.

4. In the event the matter cannot be resolved by the Executive Director, PenMet Parks will appoint a qualified hearing examiner under terms of WAC 468-100-010. The hearing examiner's duties will be to administer the appeal of the aggrieved in an impartial and orderly manner in accordance with WAC Chapter 468-100. Any person may appeal the written determination of relocation benefits or the Executive Director's reconsideration decision to the hearing examiner. The appeal must be made in writing within sixty (60) days of the receipt of the written determination of relocation benefits (if reconsideration not requested) or within sixty (60) days of the written reconsideration decision (if reconsideration is requested). The hearing examiner may refuse to schedule any hearing on an appeal until receipt of all information set forth in subsection 2 above or may issue an order providing for dismissal of such appeal upon failure of the appellant to comply with subsection 2 within fourteen calendar days of a request by PenMet Parks for the required information. The decision of the hearing examiner is final.

5. Failure to file an appeal in a timely manner shall be a bar to consideration of the appeal by the hearing examiner.

6. PenMet Parks shall permit a person to inspect and copy all materials pertinent to the person's appeal, except materials which are classified as confidential by PenMet Parks and that are exempt from disclosure under the Public Records Act, Chapter 42.56 RCW. PenMet Parks may, however, impose reasonable conditions on the person's right to inspect, consistent with applicable laws.

7. Hearings shall be conducted using the procedures set forth for administrative appeals in Chapter 468-100 and 10-08 WAC. The hearing examiner may adopt additional rules of procedure to govern matters not covered by this section.

Section III. Severability

Any provision of this policy or its application to any person, legal entity, or circumstance is held invalid; the remainder of the policy or its application to other persons, legal entities, or circumstances is not affected.



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Jessica Wigle, Director of Finance

Date: October 15, 2024

Subject: **Resolution R2024-013 Authorizing the Executive Director to Sign an Interlocal Agreement Between Pierce County, Washington and Peninsula Metropolitan Park District Regarding the Second REET Parks Fund**

Background/Analysis

Pierce County imposes an excise tax on each sale of real property in the unincorporated area of the County at a rate equal to one-quarter of one percent of the selling price. The excise tax proceeds are to be used solely for financing capital projects specified in the capital facilities plan element of the County Comprehensive Plan.

Pierce County Ordinance 2001-99s and Pierce County Code, Chapter 4.24.015 imposed an additional excise tax (“Second REET”) on each sale of real property in the unincorporated area of Pierce County at a rate of one quarter of one percent of the selling price. These tax proceeds are placed in the County’s Second REET Parks Fund

Pierce County Ordinance No. 2023-44s2 adopting the Biennial Budget of Pierce County for Fiscal Years 2024-25 specifies \$600,000 of the Second REET Parks Fund appropriation shall be allocated to the Peninsula Metropolitan Park District (PenMet Parks).

The funds allocated shall be utilized solely for capital purposes consistent with state law and shall be contingent upon an interlocal agreement being executed between Pierce County and the District.

PenMet Parks’ 2024 adopted budget, and 2025 proposed budget include a combined total revenue of \$600,000 from Second REET revenue collected by Pierce County. The Interlocal Agreement allocates \$600,000 to PenMet Parks in the 24-25 biennium, which supports the budgeted revenue.



The Interlocal Cooperation Act, chapter 39.34 RCW, authorizes government agencies to contract with each other to provide mutually beneficial services, activities, and undertakings, and an interlocal agreement between the District and Pierce County will provide significant public benefit including but not limited to providing funding for capital projects.

This agreement has been reviewed by the District's legal counsel.

Policy Implications/Support

1. The Board passed Resolution RR2023-0104 adopting the 2024 Annual Operating Budget.
2. The Board passed Resolution RR2024-007 adopting the amended 2024 Capital Budget.
3. The Board discussed the draft proposed 2025 Annual Operating Budget, 2025 Capital Budget, and 2025 Capital Improvement Plan on October 1, 2024.
4. The Board passed Resolution R2023-012 adopting the 2023 Parks, Recreation, and Open Space Plan, which identifies the following goals and objectives to implement the Plan:
 - Goal 2: PenMet Parks will deliver consistent, high-quality parks and recreation facilities to meet the needs and desires of the community.
 - Goal 3: PenMet Parks will identify and pursue park development and land acquisition opportunities that support equitable access to active and passive recreation needs.
 - Objective 1.9: Seek funding for parks, facilities, and renovations through various sources, including capital reserves, bonds or levies, donations, sponsorships, partnerships, and grants.

Staff Recommendation

Staff requests that the Board approve Resolution R2024-013, authorizing the Executive Director to sign the Interlocal Agreement with Pierce County regarding the Second REET Parks Fund.

Staff Contact

If you have any questions or comments, please contact Jessica Wigle, Director of Finance at (253) 313-5088 or via e-mail at jwigle@penmetparks.org.



Attachments

Exhibit A: Resolution R2024-013 Authorizing the Executive Director to Sign an Interlocal Agreement Between Pierce County, Washington and Peninsula Metropolitan Park District Regarding the Second REET Parks Fund



Peninsula Metropolitan Park District

RESOLUTION NO. R2024-013

AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN AN INTERLOCAL AGREEMENT BETWEEN PIERCE COUNTY, WASHINGTON AND PENINSULA METROPOLITAN PARK DISTRICT REGARDING THE SECOND REET PARKS FUND

WHEREAS, RCW 82.46.010 grants to Pierce County the authority to impose an excise tax on each sale of real property in the unincorporated area of the county at a rate not exceeding one-quarter of one percent of the selling price to be used solely for financing capital projects specified in the capital facilities plan element of the County Comprehensive Plan; and

WHEREAS, Pierce County Code Chapter 4.24 sets forth the imposition of a tax on each sale of real property situated in the unincorporated area of the County equal to one-quarter of one percent of the selling price; and

WHEREAS, Ordinance 2001-99s and Pierce County Code, Chapter 4.24.015, imposed an additional excise tax ("Second REET") on each sale of real property in the unincorporated area of Pierce County at a rate of one quarter of one percent of the selling price; and

WHEREAS, Pierce County Ordinance No. 2023-44s2 specifies \$600,000 of the appropriation shall be allocated to the Peninsula Metropolitan Park District; and

WHEREAS, the Interlocal Cooperation Act, chapter 39.34 RCW, authorizes government agencies to contract with each other to provide mutually beneficial services, activities, and undertakings; and

WHEREAS, an interlocal agreement between PenMet Parks and Pierce County will provide a significant public benefit including but not limited to providing funding for capital projects;

NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that the Executive Director is authorized to sign the Interlocal Agreement Between Pierce County, Washington, and Peninsula Metropolitan Park District regarding the Second REET Parks Fund, in substantially 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 October 15, 2024.



Maryellen "Missy" Hill,
Board President

Laurel Kingsbury,
Board Clerk

Attest: Ally Bujacich

INTERLOCAL AGREEMENT FOR APPROPRIATION OF SECOND REET PARKS FUNDS TO THE PENINSULA METROPOLITAN PARK DISTRICT

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into by and among the Peninsula Metropolitan Park District ("PenMet Parks") and Pierce County.

RECITALS

- A. RCW 82.46.010 grants the legislative body of any county or city the authority to impose an excise tax on each sale of real property in the unincorporated area of the county at a rate not exceeding one-quarter of one percent of the selling price. After April 30, 1992, revenues generated from this tax are to be used solely for financing capital projects specified in the capital facilities plan element of the County Comprehensive Plan.
- B. Pierce County Code, Chapter 4.24, County Excise Tax on Real Estate Sales, sets forth the imposition of a tax on each sale of real property situated in the unincorporated area of the County equal to one-quarter of one percent of the selling price, effective January 1, 1986.
- C. Ordinance 2001-99s and Pierce County Code Chapter 4.24.015, Imposition of Additional Tax, imposed an additional excise tax ("Second REET") on each sale of real property in the unincorporated area of Pierce County at a rate of one quarter of one percent of the selling price, effective January 1, 2002, and specified that revenue generated from this tax is to be used solely for financing capital projects specified in Title 19E PCC, the Capital Facilities Element of the Pierce County Comprehensive Plan. Consistent with RCW 82.46.035(5), PCC 4.24.015 defined "Capital Project" to mean those public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.
- D. Pierce County Ordinance No. 2023-44s2, an Ordinance of the Pierce County Council Adopting the Biennial Budget of Pierce County for Fiscal Years 2024-2025 was adopted by the Pierce County Council on November 21, 2023. This ordinance included anticipated Second REET tax revenue of \$4,750,000 to be collected based on projected housing sales and an allocation of \$600,000 in Second REET to the Peninsula Metropolitan Park District.
- E. The Peninsula Metropolitan Park District provided a copy of their Capital Facilities Plan to the Parks Department and an eligible project was identified for reimbursement with Second REET funds. Eligible projects are identified in the Peninsula Metropolitan Park District's adopted 2024 Capital Improvement Plan dated November 8, 2023 and attached as Exhibit A.
- F. This Agreement is entered into pursuant to RCW 39.34 (Interlocal Cooperation Act). The Parties represent that under state law, including but not limited to RCW 39.34.080 and

RCW 67.20.010, they each have authority to perform the services, activities, and undertakings contemplated herein.

NOW, THEREFORE, pursuant to the above Recitals which are incorporated herein as if fully set forth below and in consideration of the terms, conditions, and performances contained herein, The Parties mutually agree as follows:

TERMS AND CONDITIONS

- 1. **PURPOSE.** The Purpose of this Agreement is to distribute \$600,000 of Second REET Parks Fund to the Peninsula Metropolitan Park District for the 2024-2025 biennium.
- 2. Second REET Parks Funds shall be utilized solely for capital purposes consistent with state law for the identified project. Funds may be used for project related expenses to include land acquisition cost, design and engineering costs and construction cost.
- 3. Pierce County will reimburse the Peninsula Metropolitan Park District for capital project expenses upon presentation of an invoice that details the project and the project costs no later than November 1, 2024, for calendar year 2024 expenses and no later than November 1, 2025, for calendar year 2025 expenses. If expenses are not claimed in 2024, they can be claimed in 2025, however all claims for reimbursement must be received by November 1, 2025, for the biennial budget allocation.
- 4. **TERM.** The term of this Agreement shall commence on January 1, 2024, and terminating at midnight on December 31, 2025, unless sooner terminated as provided in Section 12.
- 5. **INDEMNIFICATION.**
 - 5.1 To the extent authorized by law, the Parties shall protect, defend, indemnify, and hold harmless each other and their employees, authorized agents, and/or contractors, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property), arising out of, or in any way resulting from, each Party’s obligations to be performed pursuant to the provisions of this Agreement. The Parties shall not be required to indemnify, defend, or hold harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the negligence of the other Party; provided that, if such claims, suits, or actions result from the concurrent negligence of the parties or their employees, authorized agents, or contractors or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of each Party, its employees, authorized agents, and/or contractors.
 - 5.2 The Parties agree that their obligations under this section extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its officers

while performing under the terms of this Agreement. For this purpose, the Parties, by mutual negotiation, hereby waive any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions chapter 51.12 RCW

6. TERMINATION. This Agreement is subject to termination based upon the following:

6.1 Necessity. In the event that the County determines that termination of this Agreement is necessary due to lack of funding or any other reason, in its sole discretion, justifies termination, the County shall give the other Party thirty (30) calendar days' notice of termination of this Agreement. Upon Pierce County's termination of the Agreement, all Parties shall be released from any future funding or other obligations related to this Agreement.

6.2 Default. By reason of a breach of this Agreement by a Party, the other Party may terminate this Agreement; provided that, written notice specifying the breach and thirty (30) calendar days to cure the breach is given, and thereafter, in the absence of a substantial cure, the dispute resolution procedures set forth in Section 8 below is followed. The notice and dispute resolution requirements do not apply where protection of the public's health, welfare, or safety requires immediate termination.

6.3 Lack of Appropriation. Any Party's obligation under this Agreement that may extend beyond the current appropriation year is expressly conditioned upon that Party's legislative appropriation of sufficient funds to support the activities described in this Agreement. If the Party's legislative body does not appropriate sufficient funds for those purposes, then that Party's participation under this Agreement shall automatically terminate midnight at the end of the current appropriation year.

6.4 Public Convenience. Any Party may withdraw from the Agreement for public convenience upon thirty (30) calendar days' written notice to the other Party; provided that, to the extent each Party has obligated itself to provide funding, that funding obligation shall survive the Party's withdrawal from the Agreement and the obligated funding shall continue to be provided by the Party until the end of the Party's current appropriation year, after which the Party shall have no further funding obligation.

7. DISPUTE RESOLUTION. If a Party claims that another Party has breached any term of this Agreement, the following procedures shall be followed if, and when, informal communications such as telephone conversations fail to satisfy the claiming Party:

7.1 The claiming Party's representative shall provide a written notice to the other Party's representative of the alleged breach. The notice shall identify the act or omission at issue and the specific term(s) of the Agreement which the complaining Party alleges was violated.

7.2 The responding Party's representative shall respond to the notice in writing within seven (7) business days. The response shall state that Party's position as well as what, if any, corrective action the responding Party agrees to take.

7.3 The claiming Party shall reply in writing, indicating either satisfaction or dissatisfaction with the response. If satisfied, then the responding Party shall take any corrective action within fourteen (14) business days after receipt of the claiming Party's reply. If dissatisfied, the claiming Party shall call an in-person meeting. The meeting shall occur within a reasonable period of time and shall be attended by the designated representatives of each Party, and such others as they individually invite. If the claiming Party remains dissatisfied with the results of the meeting, it may sue to enforce the terms of this Agreement or it may withdraw from this Agreement. The Parties also may agree to an alternate dispute resolution process.

8. NOTICE. Any written notice, which is required or permitted regarding this Agreement, shall be given by U.S. first-class mail or by personal delivery to the Party which is the intended recipient of the notice at its address as follows:

If to PenMet Parks:

PenMet Parks
Executive Director
PO Box 425
Gig Harbor, WA 98335

If to Pierce County Parks Department:

Pierce County Parks and Recreation Department
Parks Director
Environmental Services Building
9850 64th St. W,
University Place, WA 98467

If to Pierce County Finance Department:

Pierce County Finance Department
Finance Director
930 Fawcett Ave.
Tacoma, WA 98402

9. PUBLIC RECORDS.

9.1 The Parties shall be responsible for retaining the records they create, own, or use, in accordance with applicable public records access and retention laws and

regulations. Nothing in this Section is intended to require a Party to collect or produce records that are not prepared, owned, used, or retained by that agency as defined by the Public Records Act (RCW 42.56), other than as provided for herein. Nothing in this Section is intended to require a Party to collect or produce records it does not have.

- 9.2 The Parties shall be responsible for maintaining and storing, in compliance with the state Public Records Act (Chapter 42.56 RCW), those records in connection with this Agreement.
- 9.3 Each Party shall indemnify and hold the other Party to this Agreement harmless for any and all claims, demands, damages, lawsuits, liabilities, losses, liens, expenses including reasonable attorney’s fees and costs arising from a public records request to the extent attributed to the indemnitor party’s Fault. The term “Fault” as used herein shall have the same meaning as set forth in RCW 4.22.015. This obligation to indemnify and hold the other Party harmless shall survive termination of this Agreement.
- 10. ENTIRE AGREEMENT. This Agreement contains the Parties' entire understanding with respect to the subject matter hereof. There are no other agreements, oral or written, except as expressly set forth herein.
- 11. AMENDMENTS IN WRITING. Any amendment or modification of this Agreement must be in writing and executed by the Parties agreeing thereto.
- 12. NO CONTINUING WAIVER OF DEFAULT. The waiver of any default under any provision of this Agreement must be in writing to be valid and shall not constitute a waiver of any other default, whether of the same or of any other provision.
- 13. APPLICABLE LAW. This Agreement and the rights of the parties herein shall be governed by the laws of the state of Washington. Venue shall be in any of the three superior courts authorized by RCW 36.01.050 for actions against Pierce County.
- 14. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall be deemed an original.
- 15. HEADINGS NOT PART OF TERMS OR CONDITIONS. The headings of the various sections and subsections of this Agreement are inserted for convenience only and shall not be deemed to expand, limit, or otherwise affect them.
- 16. ASSIGNABILITY; TERMS AND CONDITIONS BINDING ON SUCCESSORS AND ASSIGNS. Any or all of the rights and obligations of a Party to this Agreement may be assigned and delegated to other persons, firms, or corporations only with the express written consent of the other Parties. This Agreement shall be binding on such approved assignees and delegates.

17. **NO AGENCY, PARTNERSHIP, OR EMPLOYMENT RELATIONSHIP CREATED.** Nothing herein shall be construed as creating an agency, partnership, or employment relationship between or among the Parties or any of their employees, representatives, or agents.
18. **NO THIRD PARTY BENEFICIARIES.** Nothing in this Agreement shall create or be construed to create any rights, duties, obligations, or cause of action in any person not a Party to it.
19. **NO RESTRICTION ON POLICE POWERS.** Nothing in this Agreement shall diminish any of the Parties' governmental or police powers.
20. **SEVERABILITY.** If any provision of this Agreement is deemed unlawful or unenforceable, such provisions shall be fully severable, and the remainder of this Agreement shall be in full force and effect with the automatic addition of a provision as similar in its terms to such illegal or unenforceable provision as may be possible to make such provision legal and enforceable.
21. **RECORDING.** Pierce County shall record this Agreement following approval by all of the Parties' legislative bodies and execution by all the Parties.
22. **BUSINESS DAYS:** Business days for this Agreement are defined as Monday through Friday, excluding Washington State holidays per RCW 1.16.050.

Pierce County Contract Signature Page

Peninsula Metropolitan Park District Interlocal REET 2024-2025

Contract # SC-

IN WITNESS WHEREOF, the parties have executed this agreement this ____ day of _____, 2024.

PIERCE COUNTY:
Approved as to form only:

**PENINSULA METROPOLITAN
PARK DISTRICT:**

By _____
Deputy Prosecuting Attorney Date

_____ Date
Executive Director

By _____
Budget & Finance Date

Approved:

Approved as to Form Only:

By _____
Director Date

_____ Peninsula Metropolitan Park District
Attorney

By _____
Pierce County Executive Date
(\$250,000 or more)

2024 CIP - FINAL
Last Updated: November 8, 2023

Project	Scope	Priority Year	Priority Rank for Year(s)	Life safety	Deferred maintenance	Planned major maintenance	Strategic priority	Total Project Budget (2024 dollars)	Primary funding source	2024	2024 M&O	2025	2025 M&O	2026	2026 M&O	2027	2027 M&O	2028	2028 M&O	2029	2029 M&O	Future (in 2030 dollars)
Goal 2: Deliver High-Quality Parks and Recreation Facilities										\$1,167,000	\$2,820	\$1,657,750	\$36,425	\$550,000	\$0	\$1,591,863	\$0	\$1,461,630	\$0	\$1,507,211	\$0	\$2,916,048
Reserves / District-wide Initiatives																						
Parking lot pavement upgrades at Sehmel, FIFP, CRC existing parking	- Slurry seal and stripe parking lot (impervious paving only). - Stripe CRC lot for pickleball.	2024	2			X		\$182,000	Transfer from general fund	\$182,000												
Implement signage master plan	- Implement outcomes of signage master plan. - May be phased over several years as needed to accommodate other CIP priorities.	2024	4		X		X	\$282,000	Transfer from general fund	\$282,000												
Hold for planned major maintenance	- Scope dependent upon facilities condition audit findings. - Allocate a portion of funding to accessibility improvements.	2025 to 2029	1			X		\$500,000	Transfer from general fund			\$500,000		\$500,000		\$500,000		\$500,000		\$500,000		
Heavy Equipment Acquisition Fund	Strategic future heavy equipment acquisition	2024 to 2029	3				X	\$50,000	Transfer from general fund	\$50,000		\$50,000		\$50,000		\$50,000		\$50,000		\$50,000		
CRC																						
Replace CRC HVAC system	- Replace aging HVAC system	2024	1			X		\$414,000	Transfer from general fund	\$414,000												
Fox Island Fishing Pier																						
Improve beach access for hand launches	- Handrails, natural surfacing, and other minor improvements to beach path per PROS plan.	2024	8				X	\$145,000	Transfer from general fund	\$145,000												
New picnic shelter	- Provide prefabricated picnic shelter and site furnishings near parking area.	2024	9				X	\$94,000	Transfer from general fund	\$94,000	\$2,820											
Narrows																						
Accessibility improvements and restroom	- Replace existing beach access with stairs and handrail, if feasible. - Create ADA access to picnic area. - Improve accessibility to the beach - Provide permanent restroom if feasible.	2025	5			X	X	\$555,000	Transfer from general fund, potential grant funding			\$582,750	\$16,425									
McKee Property																						
Develop paved parking lot to serve Rosedale ballfield and Pierce County-owned hand launch	- Construct paved parking on 15,600 sf vacant lot. - Include storm, fencing, landscape, lighting, and signage. - Excludes cost to develop hand launch (ROM: \$800k).	Future					X	\$638,000	Future													\$854,981
Rosedale Park																						
Pedestrian safety improvements	- Work with Pierce County to provide lit crosswalk at 86th Ave.	Future					X	\$50,000	Future													\$67,005
Provide restrooms and playground upgrades	- New restrooms at Rosedale Park, if feasible - Modest upgrades to playground	Future					X	\$476,000	Future													\$637,886
Install synthetic turf on ballfield	- Convert existing softball field to synthetic turf field.	Future					X	\$1,012,000	Future													\$1,356,177
Rotary Bark Park / McCormick Forest																						
Construct multi-use trails	Develop community trails as identified by PROS Plan	2025	6				X	\$500,000	Transfer from general fund			\$525,000	\$20,000									
Cedrona Bay																						
Hand launch improvements	Implement launch access, surface improvements and signage	2027	5				X	\$150,000	Transfer from general fund							\$173,644						
Sehmel Homestead Park																						
Replace synthetic turf and grass at Field #1 (infield only)	- Replace one field per year(2027-2029) to limit impacts to park and program use. - Turf infields were installed in 2017.	2027	4			X	X	\$750,000	Transfer from general fund, potential grant funding							\$868,219						
Replace synthetic turf and grass at Field #2 (infield only)	- Replace one field per year(2027-2029) to limit impacts to park and program use.	2028	4			X	X	\$750,000	Transfer from general fund, potential grant funding									\$911,630				
Replace synthetic turf and grass at Field #3 (infield only)	- Replace one field per year(2027-2029) to limit impacts to park and program use.	2029	4			X	X	\$750,000	Transfer from general fund, potential grant funding											\$957,211		

Project	Scope	Priority Year	Priority Rank for Year(s)	Life safety	Deferred maintenance	Planned major maintenance	Strategic priority	Total Project Budget (2024 dollars)	Primary funding source	2024	2024 M&O	2025	2025 M&O	2026	2026 M&O	2027	2027 M&O	2028	2028 M&O	2029	2029 M&O	Future (in 2030 dollars)
Goal 3: Provide Equitable Access to Recreation Facilities										\$953,000	\$15,300	\$2,250,000	\$0	\$1,803,750	\$35,063	\$323,644	\$0	\$453,877	\$42,500	\$1,150,000	\$0	\$196,494,299
Reserves / District-wide Initiatives																						
Potential Property Acquisition - Madrona Links	Potential Property acquisition and/or other improvements	2024	5				X	\$500,000	Transfer from general fund	\$500,000												
Island Blvd Acquisition match	- Match for CF grant	2024	7				X	\$303,000	Transfer from general fund	\$303,000	\$15,300											
Property Acquisition Fund	Strategic future project acquisition	2025 to 2029	2				X	\$150,000	Transfer from general fund			\$150,000		\$150,000		\$150,000		\$150,000		\$150,000		
Additional park amenities to meet level of service goals	Potential projects: - Playground at CRC or other location - Picnic shelters - Rectangular fields - Sport courts	Future					X	\$1,500,000	Future													\$2,010,143
Lighted Rectangular Fields	- Identify partnerships - Identify locations and additional field amenities to underserved populations	Future					X	\$2,000,000	Future													\$2,680,191
Peninsula Gardens																						
Master Plan	To develop Master Plan for entire site - Scope dependent upon facility condition audit findings - Allocate a portion of funding to accessibility improvements	2024	6		X	X	X	\$150,000	Transfer from general fund	\$150,000												
Phase 1: Development - Phase I	Scope dependent on Master Plan - Budget includes park amenities - Budget does not contemplate a facility	2025 to 2026	4		X	X	X	\$3,500,000	Capital reserves			\$2,100,000		\$1,653,750	\$35,063							
Phase 2: Development - Phase II	Scope dependent on Master Plan - Budget contemplates a facility	Future					X	\$30,000,000	Future													\$40,202,869
Wollochet Estuary																						
Wollochet conceptual plan and feasibility	- Refresh 2009 concept. - Engage public in process to identify community priorities and project program. - Develop conceptual plan options. - Estimate construction cost and M&O expenses. - Create operational pro forma.	2027	6		X	X	X	\$150,000	Transfer from general fund							\$173,644						
Wollochet Estuary design and development	- Scope dependent upon feasibility/concept. - Multiphase project - Budget contemplates renovation of the structure (home), trails, view platforms, water access, pedestrian bridge, boardwalk, outdoor classroom.	2029 to Future	5		X	X	X	\$5,330,000	Capital reserves											\$1,000,000		\$6,142,710
Maplewood																						
Maplewood conceptual plan and feasibility	- Engage public in process to identify community priorities and project program. - Develop conceptual plan options. - Estimate construction cost and M&O expenses.	Future					X	\$150,000	Future													\$201,014
Maplewood development	- Scope dependent upon feasibility study/concept. - Budget contemplates 10% of site developed with active/passive recreation and trails. - Budget does not contemplate restroom, playground, or other structures.	Future					X	\$2,753,000	Future													\$3,689,283
Strategic Acquisition																						
Develop strategic acquisition site for public use	- Parking area and emergency vehicle access	2028	5				X	\$250,000	Transfer from general fund									\$303,877	\$42,500			
Kopachuck Heights																						
Kopachuck Heights conceptual update and feasibility	- Refresh 2008 concept. - Engage public in process to identify community priorities and project program. - Develop conceptual plan options. - Estimate construction cost and M&O expenses.	Future					X	\$150,000	Future													\$201,014
Kopachuck Heights development	- Scope dependent upon feasibility study/concept. Budget contemplates: - Sports fields. - Play area. - Dog park. - Trails. - Restrooms/plaza. - Disc golf per PROS plan.	Future					X	\$3,353,000	Future													\$4,493,341
Harbor Family																						
Harbor Family Park conceptual plan and feasibility	- Refresh 2008 concept. - Engage public in process to identify community priorities and project program. - Develop conceptual plan options. - Estimate construction cost and M&O expenses. - Create operational pro forma.	Future					X	\$150,000	Future													\$201,014
Harbor Family Park development	Scope dependent upon feasibility study/concept. Budget contemplates: - 2 ball fields. - 2 turf fields. - 2 tennis/pickleball courts. - Basketball court. - Play areas. - Parking.	Future					X	\$14,446,000	Future													\$19,359,022

2024 CIP - FINAL
Last Updated: November 8, 2023

Project	Scope	Priority Year	Priority Rank for Year(s)	Life safety	Deferred maintenance	Planned major maintenance	Strategic priority	Total Project Budget (2024 dollars)	Primary funding source	2024	2024 M&O	2025	2025 M&O	2026	2026 M&O	2027	2027 M&O	2028	2028 M&O	2029	2029 M&O	Future (in 2030 dollars)
Sunrise Beach																						
Sunrise Beach conceptual plan and feasibility	- Study 1989 master plan document. - Engage public in process to identify community priorities and project program. - Develop conceptual plan options. - Estimate construction cost and M&O expenses.	Future					X	\$150,000	Future													\$201,014
Sunrise Beach development	- Scope dependent upon feasibility study/concept. Budget contemplates: - Improved beach access. - Improved accessibility. - Picnic area. - Paved parking. - Amphitheatre. - Wetland/bird viewing.	Future					X	\$3,171,000	Future													\$4,249,443
Dedicated Space for Seniors																						
Design and Construct dedicated space for seniors pending outcomes of 2023 feasibility study.	- 2023 feasibility study will guide design development. - Budget contemplates 6,600 sf senior dedicated space as part of the Aquatic Center building envelope - Timing dependent upon funding. - Estimate in 2025 dollars.	Future					X	\$6,992,000	Future - unidentified													\$9,369,949
Aquatic Center																						
Design and Construct Aquatic Center pending outcomes of 2023 feasibility study.	- 2023 feasibility study will guide design development. - Budget contemplates community aquatic center with lap pool, recreation pool, and community spaces. - Timing dependent upon funding. - Estimate in 2025 dollars.	Future					X	\$44,130,000	Future - unidentified													\$59,138,421
Hales Pass																						
Hales Pass site design and construction	- Refine master plan into full design. - Construct ballfield, tennis courts, trails, playground.	Future			X		X	\$2,433,000	Future													\$3,260,453
CRC																						
CRC Phase 2 feasibility study	- Engage public in process to identify community priorities and project program. - Develop conceptual plan options. - Estimate construction cost and M&O expenses.	Future					X	\$150,000	Future													\$201,014
CRC Phase 2 development	- Scope dependent upon feasibility study - Add approximately 30,000 sf indoor recreation space.	Future					X	\$27,755,000	Future													\$37,194,355
CRC Phase 2 Playground	Design and Construct Playground with accessible elements	Future					X	\$500,000	Future													\$670,048
DeMolay Sandspit																						
DeMolay development - Phase II	- Scope dependent upon 2023 master plan. Budget contemplates: - Improved beach access/site improvements - Improved accessibility. - Picnic area. - Paved parking.	Future					X	\$3,029,000	Future													\$3,029,000
TOTAL Goal 2 & Goal 3										\$2,120,000	\$18,120	\$3,907,750	\$36,425	\$2,353,750	\$35,063	\$1,915,506	\$0	\$1,915,506	\$42,500	\$2,657,211	\$0	\$199,410,347



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Jessica Wigle, Director of Finance

Date: October 15, 2024

Subject: **First Reading of Resolution RR2024-009 Adopting the Amended 2024 Operating Budget**

Background/Analysis

The Board passed Resolution RR2023-014 adopting the 2024 Annual Operating Budget, including \$5,902,125 operating expenditures in the General Fund and a transfer of \$379,521 from the General Fund to the Recreation Enterprise Fund. The budgeted transfer of \$379,521 provided an Ending Balance (90-Day Operating Reserve) in the Recreation Enterprise Fund of \$368,502.

Amended General Fund Revenues

The projected 2024 investment interest income in the General Fund is \$929,056, an increase of \$549,056 from the budgeted amount of \$380,000.

Amended General Fund Expenditures related to Recreation Center operations

The 2024 Annual Operating Budget includes expenses related to operating the Recreation Center. Due to the timing shift of the Recreation Center completion into 2025, budgeted expenditures will be reduced in 2024. Those expenditures are:

Administrative Services

- Office Supplies \$3,000
- Uniforms \$5,000

Finance/IT

- Insurance \$20,000
- New Copier \$3,500
- Unidentified Software/Hardware \$3,105
- ActiveNet Upgrades \$23,600
- Internet/Cable \$12,000



Park Services: Maintenance & Operations

• Wages/Benefits	\$58,953
• Contracted Bldg Maintenance	\$2,625
• Maintenance & Repair – Bldgs	\$2,375
• General Janitorial Supplies	\$12,500
• Contracted Custodial Services	\$22,500
• Utilities	\$40,607

The total reduction of expenses in the General Fund related to Recreation Center operations is \$209,765.

There are budgeted revenues and expenses required for Recreation Center operations in the Recreation and Facilities enterprise funds. However, since those are enterprise funds, any fund excess rolls into the next year's beginning fund balance, thus staff do not recommend amending revenues or expenses related to Recreation Center operations in the Recreation or Facilities enterprise funds.

Amended Recreation Enterprise Fund

The amended Recreation Enterprise Fund 2024 beginning balance is reduced from the budgeted amount of \$413,163 to \$304,353 to reflect 2023 year-end actuals.

Amended Interfund transfers

An additional transfer of \$228,093 from the General Fund to the Recreation Enterprise Fund is required to maintain the Recreation Enterprise Fund's Projected 2024 Ending Balance (90-Day Operating Reserve) of \$349,877. The increased interfund transfer will be funded through the increased interest revenue as described above.

The balance of the interest revenue and reduction in Rec Center operations expenses in the General Fund is anticipated to increase the transfer to the Capital Fund at year end from the budgeted amount of \$1,600,000 to \$2,130,727. Per Policy P40-101: Comprehensive Financial Management Policy, year-end surpluses in the General Fund may be transferred to the Capital Projects Fund to be dedicated to the District's capital program. The anticipated increased transfer will be reflected in the 2025 Capital Budget.

Budget Impact

If adopted, the 2024 Amended Annual Operating Budget is reflected as summarized below:

- General Fund:
 - Revenues are increased to \$10,158,973.



- Expenditures are decreased to (\$5,692,360).
- Transfers In/(Out) are increased to (\$4,466,613).
- Ending Cash (Reserve) balance remains \$2,938,952.
- Recreation Enterprise Fund:
 - The Beginning Balance is decreased to \$304,353.
 - Revenues are decreased to \$837,416.
 - Expenditures are decreased to (\$1,387,507).
 - Transfers In/(Out) are increased to \$595,615.
 - Ending Cash (Reserve) balance is reduced to \$349,877.
- Capital Project Fund
 - The year-end transfer from the General Fund to the Capital Project Fund is anticipated to be increased to \$2,130,727. This will be reflected in the 2025 Capital Budget.

These revisions to the General Fund and Recreation Enterprise Fund support responsible reserves with current anticipated needs.

Peninsula Metropolitan Park District Amended 2024 Annual Operating Budget

Fund	Beginning Balance	Revenues	Expenditures	Transfers In/Out	Ending Cash (Reserve)
General Fund	\$2,938,952	\$10,158,973	(\$5,692,360)	(\$4,466,613)	\$2,938,952
Recreation Enterprise Fund	\$304,353	\$837,416	(\$1,387,507)	\$595,615	\$349,877
Facilities Enterprise Fund	\$0	\$442,138	(\$323,130)	\$14,420	\$133,428
Debt Service Fund	\$0	\$0	(\$1,353,771)	\$1,353,771	\$0
Debt Service Contingency Fund	\$1,000,000	\$0	\$0	\$200,000	\$1,200,000
Equipment Replacement Fund	\$621,736	\$0	(\$375,212)	\$0	\$246,524
Unrestricted Maintenance Reserve Fund	\$408,760	\$0	\$0	\$160,080	\$568,840
Maintenance Endowment Fund	\$446,016	\$9,000	(\$15)	\$0	\$455,001
Scholarship Fund	\$38,000	\$0	(\$50,000)	\$12,000	\$0
Totals	\$5,757,817	\$11,447,527	(\$9,181,995)	(\$2,130,727)	\$5,892,622



Policy Implications/Support

1. Policy P40-101: Comprehensive Financial Management Policy states, in part, that the Board will adopt and maintain a balanced annual operating budget.
2. Policy P40-101: Comprehensive Financial Management Policy states, in part, that appropriations requested after the original budget is adopted will be approved only after consideration of the elasticity of anticipated revenues and such appropriations must be approved by the Board.
3. The Board passed Resolution RR2023-014 on November 21, 2023, approving the 2024 Annual Operating Budget.

Staff Recommendation

Staff requests that the Board approve Resolution RR2024-009 amending the 2024 Annual Operating Budget at its second reading planned for November 5, 2024.

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 RR2024-009 Adopting the Amended 2024 Operating Budget



Peninsula Metropolitan Park District

RESOLUTION NO. RR2024-009

ADOPTING THE AMENDED 2024 ANNUAL OPERATING BUDGET

WHEREAS, Policy P40-101: Comprehensive Financial Management Policy states the Board will adopt and maintain a balanced annual operating budget; and

WHEREAS, Policy P40-101: Comprehensive Financial Management Policy states appropriations requested after the original budget is adopted will be approved only after consideration of the elasticity of anticipated revenues and such appropriations must be approved by the Board; and

WHEREAS, the Board passed Resolution RR2023-014 on November 21, 2023, approving the 2024 Annual Operating Budget; and

WHEREAS, the adopted 2024 Annual Operating budget includes a transfer of \$379,521 from the General Fund to the Recreation Enterprise Fund; and

WHEREAS, the adopted 2024 Annual Operating budget includes expenditures of \$5,902,125 in the General Fund; and

WHEREAS, Policy P401-101: Comprehensive Financial Management Policy states year-end surpluses in the General Fund may be dedicated to the Capital Program; and

WHEREAS, the proposed amended 2024 Annual Operating 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 Annual Operating Budget be adopted, approved and appropriated as follows:

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

Section 2. This resolution shall take effect immediately upon adoption.



The foregoing resolution was heard as a first reading on October 15, 2024, and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 5, 2024.

Maryellen “Missy” Hill,
Board President

Laurel Kingsbury,
Board Clerk

Attest: Ally Bujacich



Peninsula Metropolitan Park District Amended 2024 Annual Operating Budget

Exhibit A

Fund	Beginning Balance	Revenues	Expenditures	Transfers In/Out	Ending Cash (Reserve)
General Fund	\$2,938,952	\$10,158,973	(\$5,692,360)	(\$4,466,613)	\$2,938,952
Recreation Enterprise Fund	\$304,353	\$837,416	(\$1,387,507)	\$595,615	\$349,877
Facilities Enterprise Fund	\$0	\$442,138	(\$323,130)	\$14,420	\$133,428
Debt Service Fund	\$0	\$0	(\$1,353,771)	\$1,353,771	\$0
Debt Service Contingency Fund	\$1,000,000	\$0	\$0	\$200,000	\$1,200,000
Equipment Replacement Fund	\$621,736	\$0	(\$375,212)	\$0	\$246,524
Unrestricted Maintenance Reserve Fund	\$408,760	\$0	\$0	\$160,080	\$568,840
Maintenance Endowment Fund	\$446,016	\$9,000	(\$15)	\$0	\$455,001
Scholarship Fund	\$38,000	\$0	(\$50,000)	\$12,000	\$0
Totals	\$5,757,817	\$11,447,527	(\$9,181,995)	(\$2,130,727)	\$5,892,622