



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## STUDY SESSION AGENDA: Monday, June 17, 2019, 5:00pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78<sup>th</sup> Ave NW, Gig Harbor, WA 98332)

**Call to Order** \_\_\_:\_\_\_

### **Commissioner Roll Call:**

	Present	Excused	Comment
Maryellen (Missy) Hill			
Amanda Babich			
Todd Iverson			
Kurt Grimmer			
Steve Nixon			

**ITEM 1 Approval of Agenda**

**ITEM 2 Presentations**

**2.a Staff Report: 2020 New Budget Process** (page 6)

**ITEM 3 Board Discussion**

**3.a 2020 New Budget Process**

**ITEM 4 Adjournment** \_\_\_:\_\_\_

### AGENDA POLICY

- No comments or discussion will be allowed on consent items.
- Public comment will be allowed on each Regular Agenda Action Item. Each speaker will be limited to a three (3) minute time limit and may only speak once with a total of 15 minutes per side. Comments will be included as part of the official record of the meeting.
- Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.
- Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Tuesday preceding the Monday meeting date.
- Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
 253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## REGULAR MEETING AGENDA: Monday, June 17, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78<sup>th</sup> Ave NW, Gig Harbor, WA 98332)

Call to Order \_\_\_\_:\_\_\_\_

### Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill			
Amanda Babich			
Todd Iverson			
Kurt Grimmer			
Steve Nixon			

**ITEM 1 Approval of Agenda**

**ITEM 2 Citizen Comments** (three minute time limit)

**ITEM 3 Presentations**

**3.a Executive Director Report** (pages 7-8)

**3.b Financial Report** (pages 9-13)

**3.c President's Report**

**ITEM 4 Consent Agenda**

**4.a Approval of Meeting Minutes**

6-3-19 Regular (pages 14-15)

**4.b Approval of Vouchers**

▪ \$301,115.63 ♦ Reference numbers: V2019244- V2019271 (pages 16-17)

**4.c Approval of Consent Agenda**

**ITEM 5 New Business**

**6.a Website update** (pages 18)

**6.b Staff Organizational Chart Update/Job Descriptions** (pages 19-31)

**ITEM 6 Comments by Board/Subcommittee Reports**

**6.a Community Center**

**6.b Marketing**

**6.c Fundraising**

**ITEM 7 Next Board Meetings:** Tues. July 2, 2019 (Regular) at new City Hall location

**ITEM 8 Executive Session:** none

**ITEM 9 Adjournment \_\_\_\_:\_\_\_\_**

June 2019				
Mon 6/17	6/12	5:00p	Study Session	Discussion: 2020 New Budget Process Presentation
Mon 6/17	6/12	6:15p	Regular Meeting	Presentation: none Discussion: Staff Organizational Chart Update/New Job Descriptions (NB, GA) Discussion: website update (NB, CC)  <u>Consent:</u> Minutes: 6/3 Reg only Vouchers: 244-271 Executive Session: Real estate RCW 42.30.110(1)(b)
July 2019				
<b>MEETINGS MOVE TO GIG HARBOR CITY HALL COUNCIL CHAMBERS</b>				
Tues 7/2	n/a	n/a	Study Session	NONE
Tues 7/2	6/27	6:15p	Regular Meeting	Presentation: none Discussion: Senior Program MOU (OB, GA)—TENTATIVE Discussion: PEG Grant Memorial Bench (R2019-007) (NB, EG) Discussion: R2019-008 Capital Fund Transfer (NB, EL) Discussion: Review Harbor WildWatch partnership (NB,CC) Discussion: Community Center Update and further discussion (OB, GA) <ul style="list-style-type: none"> <li>- Operating Costs report</li> <li>- Financial options</li> </ul> <u>Consent:</u> Minutes: 6/17 Vouchers:  Executive Session: none
Tues 7/16	7/11	TBD	Study Session	Discussion: Policy Manual Review
Tues 7/16	7/11	6:15p	Regular Meeting	Presentation: none Discussion:  <u>Consent:</u> Minutes: 7/2 Vouchers:  Executive Session: none
Aug 2019				
Tues 8/6	8/1	TBD	Study Session	Discussion:
Tues 8/6	8/1	6:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 7/16 Vouchers: Executive Session: none

<b>BUDGET Thur 8/15</b>	Executive Director reviews staff budget requests and revenue projections			
<b>Tues 8/20</b>	8/15	TBD	Study Session	Discussion:
<b>Tues 8/20</b>	8/15	6:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 8/6 Vouchers: Executive Session: none
<b>Sept 2019</b>				
<b>Tues 9/3</b>	8/29	TBD	Study Session	Discussion:
<b>Tues 9/3</b>	8/29	6:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 8/20 Vouchers:  Executive Session: none
<b>Tues 9/17</b>	9/12	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation
<b>Tues 9/17</b>	9/12	6:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 9/3 Vouchers: Executive Session: none
<b>Oct 2019</b>				
<b>Tues 10/8</b>	10/3	TBD	Study Session	Discussion:
<b>Tues 10/8</b>	10/3	6:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 9/17 Vouchers: Executive Session: none
<b>Sat 10/12</b>	Board Retreat (8 hours, time TBD)			
<b>Tues 10/22</b>	10/17	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation NOTICE THIS TO NEWSPAPER
<b>Tues 10/22</b>	10/17	6:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 10/8 Vouchers: Executive Session: none



Nov 2019					
Tues 11/5	10/31	TBD	Study Session	Discussion:	
Tues 11/5	10/31	6:15p	Regular Meeting	Presentation: none Discussion: 1 <sup>st</sup> Public Hearing and Levy Rate approval <u>Consent:</u> Minutes: 10/22 Vouchers: Executive Session: none	
Tues 11/19	11/14	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation	
Tues 11/19	11/14	6:15p	Regular Meeting	Presentation: none Discussion: 1 <sup>st</sup> Public Hearing and Levy Rate approval <u>Consent:</u> Minutes: 11/5 Vouchers: Executive Session: none	
Dec 2019					
Tues 12/3	11/28	TBD	Study Session	Discussion:	
Tues 12/3	11/28	6:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 11/19 Vouchers: Executive Session: none	
Tues 12/17	12/12	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation	
Tues 12/17	12/12	6:15p	Regular Meeting	Presentation: none Discussion: <u>Consent:</u> Minutes: 12/3 Vouchers: Executive Session: none	
	<b>To Be Scheduled</b>		<b>To Be Scheduled</b>		<b>Parked Items</b>
	Executive Hiring Process		•		Budget Amendment



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)

[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners

**From:** Glenn Akramoff, Interim Executive Director  
Elaine Sorenson, Finance and Human Resource Manager

**Date:** June 17, 2019

**Subject:** Budget Process Update

### Background/Analysis

As part of the Interim Director's assessment, the budget process was evaluated. The staff team, the Commissioners and the Finance and Human Resource Manager all had areas that were identified for improvement. As a result, the budget process was reorganized. The restructuring has been focused on improving transparency of the process, the budget management process throughout the year and empowering Managers to make informed decisions during the year on spending.

The Study Session will review financial operational practices as well as highlight the changes to the budget. The new forms and spreadsheets will be explained. The Commission's part of the budget process does not begin until the fall. A review of the updated process and schedule is helpful to assure everyone is prepared for a productive budget process.

### Timeline and Funding

The 2020 budget schedule will be provided at the meeting.

### Recommendation

It is recommended that the Board of Commissioners discuss the updated process, schedule and give general direction on the budget for 2020. It is further recommended that the Commissioners provide possible items for addition in the consideration of the 2020 budget.

### Policy Implications/Support

1. Overview of the 2020 budget process and schedule
2. Highlight changes and updates to the budget process
3. Commissioner discussion on updated process
4. Commissioners provide items for possible addition to the 2020 budget

### Staff Contact

Should you have any questions or comments please contact Glenn Akramoff at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at [gakramoff@penmetparks.org](mailto:gakramoff@penmetparks.org).



## Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)  
[www.penmetparks.org](http://www.penmetparks.org)

### DEPARTMENT STAFF REPORT: May 30-June 12, 2019

#### EXECUTIVE

- Set up meeting with real estate agent to begin alternative office sighting search
- Set up first monthly meeting with Greater Gig Harbor Foundation – Scheduled for July 23<sup>rd</sup> at 3PM. The location and agenda are to be determined
- Continue to work with the Senior Center on implementation of the senior program through a memo of understanding
- Provided a training for the staff on effective Performance Evaluations

#### Marketing

- Website launch date set for June 24<sup>th</sup> (in staff testing phase)
- PenMet Parks Party in the park on the cover of Gig Harbor Living Local (article pg 26)  
<https://www.yumpu.com/en/document/read/62686233/june-2019-gig-harbor-living-local>
- PenMet hosted Gig Harbor Chamber of Commerce Business After Hours 6/11
- Won a maritime award for the parade float

#### Human Resources/Finance

- Hired Garrett Thompson as a summer maintenance seasonal from WSU
- Working on the 2020 budget

#### MAINTENANCE & FACILITIES

- Installed concrete at SHP playground area for Al Weaver's Memorial Bench (ceremony on 6/30)
- Repaired sink and installed new countertop at Narrows House
- Harbor Family Park—cleared downed trees and new signage for park sponsorship
- New rules sign posted for users of DeMolay Nature Preserve
- Moved recreation equipment from Boys & Girls Club storage to Peninsula Gardens
- Big rental weekends with weddings, fundraisers, and graduations

#### RECREATION

- Mike continues to meet with Roger Sargent to go over numbers for the CRC's programs
- Rec staff is preparing for Party In The Park, which will have 12 Food Trucks, Beer Garden, Root Beer Garden, Adventure Zone and more!
- Summer Camps are filling up fast and over half are already full
- Kelly has 50 Teen Leaders to help with camps this summer. They are being trained in 1<sup>st</sup> Aid/CPR along with how to effectively help with camps; with such things as camp rules, guidelines and how to play games.

#### SPECIAL PROJECTS

- The Washington State Budget that was passed included \$12M of funding in the YAF Fund for the SHP Turf Lights. Approved Certification of Match submitted. Preparing for public meeting.
- Submitted Pierce County Landmarks and Historic Preservation Commission grant application for plumbing, electrical, and ADA improvements at Hales Pass. Commission review and approval meeting scheduled for June 18.
- Submitted support paperwork and signed agreement to receive distribution of \$120,000 of Second REET Parks Fund to Peninsula Metropolitan Park District out of the 2019 Pierce County Budget.

- Attended second meeting of Cushman Trail Phase 5 group to identify route options for the trail heading north from Borgen Blvd. City Council reviewed options and offered a sixth, hybrid option: From Borgen, follow power line, through St. Anthony's, up Canterwood to 54<sup>th</sup> Ave, left at 144<sup>th</sup> St, through Transfer Station, out to 62<sup>nd</sup> Ave, crossing over H-16 on 154<sup>th</sup> St, to 66<sup>th</sup> Ave, connecting to Bethel Burley Rd in Kitsap County (with optional connections to Purdy and other routes)
- Attended ForeverGreen Trails Meeting
- Facilitated tour by Douglas McDonnell, instructor at TCC, as part of continuing education course which includes a tour of PenMet's parks, and discusses the architecture at Hales Pass.
- Most computers have been upgraded to Windows 10 (Windows 7 won't be supported after 2019). Other computer upgrades in progress.
- AUSA Picnic (tentatively Friday, Aug 2) under discussion with AUSA.
- Adam Brandt, Board Secretary, Washington Water Trails Association, coming for tour of Cascadia Marine Trail (CMT) sites on July 14.

#### **PEG Grants in progress**

- Eagle Scout projects for Bat houses at Hales Pass (approved, in progress)
- Rotary Bark Park trail map and signs (preparing grant for next meeting)
- Off Leash Area Obstacle Course (under review)
- Tubby's small dog area shelter (under review)
- Narrows fencing (deferred to next project)
- Three scouts currently discussing projects

#### **Volunteers**

- Girl Scout Silver Award (Middle school girls, project ideas under consideration)
- Working with community service people at Narrows continues.
- Worked with PHS runners to trim trails at McCormick Forest.





# Peninsula Metropolitan Park District

## INCOME STATEMENT 2019

January - May, 2019

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	3,420,718.21	3,413,362.57	7,355.64	100.22 %
3131700 Sales Tax	169,103.82	150,830.00	18,273.82	112.12 %
3172000 Leasehold Excise Tax	2,118.36	4,200.00	-2,081.64	50.44 %
3173000 REET Excise Tax	85,000.00		85,000.00	
<b>Total 3100000 TAX REVENUE</b>	<b>3,676,940.39</b>	<b>3,568,392.57</b>	<b>108,547.82</b>	<b>103.04 %</b>
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	25,313.36	33,748.55	-8,435.19	75.01 %
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>25,313.36</b>	<b>33,748.55</b>	<b>-8,435.19</b>	<b>75.01 %</b>
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	103,165.42	20,000.00	83,165.42	515.83 %
<b>Total 3610000 INTEREST AND OTHER EARNINGS</b>	<b>103,165.42</b>	<b>20,000.00</b>	<b>83,165.42</b>	<b>515.83 %</b>
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	15,238.32	11,590.00	3,648.32	131.48 %
3626001 Housing Rentals/Leases	24,962.36	22,065.00	2,897.36	113.13 %
3627001 Concessions Lease Facilities	340.00	0.00	340.00	
<b>Total 3620000 RENTS, LEASES AND CONCESSIONS</b>	<b>40,540.68</b>	<b>33,655.00</b>	<b>6,885.68</b>	<b>120.46 %</b>
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671900 Private Donations - Other	4,999.95		4,999.95	
<b>Total 3670000 PRIVATE SOURCE CONTRIBUTIONS</b>	<b>4,999.95</b>		<b>4,999.95</b>	
3700000 CAPITAL CONTRIBUTIONS				
3747600 Cap. Cont.- Federal/State/Local				
3747663 Cap Cont-Govt Other Improv	15,000.00		15,000.00	
<b>Total 3747600 Cap. Cont.- Federal/State/Local</b>	<b>15,000.00</b>		<b>15,000.00</b>	
<b>Total 3700000 CAPITAL CONTRIBUTIONS</b>	<b>15,000.00</b>		<b>15,000.00</b>	
3890000 OTHER GF NON REVENUE	4,742.05		4,742.05	
<b>Total Income</b>	<b>\$3,870,701.85</b>	<b>\$3,655,796.12</b>	<b>\$214,905.73</b>	<b>105.88 %</b>
<b>GROSS PROFIT</b>	<b>\$3,870,701.85</b>	<b>\$3,655,796.12</b>	<b>\$214,905.73</b>	<b>105.88 %</b>
Expenses				
5110000 LEGISLATIVE				
5111010 Board / Employee	20,352.00	25,600.00	-5,248.00	79.50 %

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Compensation				
5111020 Board Payroll Taxes	1,638.29	2,368.00	-729.71	69.18 %
5111031 Office & Operating Supplies- Leg		750.00	-750.00	
5112041 Professional Services	410.00	3,500.00	-3,090.00	11.71 %
5114043 Travel	79.77	0.00	79.77	
5114049 Memberships & Training	4,629.94		4,629.94	
5971055 Interfund Transfer	6,900.00	6,900.00	0.00	100.00 %
<b>Total 5110000 LEGISLATIVE</b>	<b>34,010.00</b>	<b>39,118.00</b>	<b>-5,108.00</b>	<b>86.94 %</b>
5130000 EXECUTIVE				
5131011 Wages - Regular	98,732.13	92,884.15	5,847.98	106.30 %
5131020 Benefits	40,129.19	42,344.15	-2,214.96	94.77 %
5131042 Cell Phone	1,055.95	347.00	708.95	304.31 %
5131044 Marketing	15,701.38	40,000.00	-24,298.62	39.25 %
5132041 Executive-Professional Services	25,000.00	0.00	25,000.00	
5134043 Executive - Travel	993.13	1,500.00	-506.87	66.21 %
5134049 Memberships & Training	4,379.85	4,595.00	-215.15	95.32 %
5152041 Legal - Professional Services		12,500.00	-12,500.00	
5162041 Personnel-Professional Services	654.00	2,135.00	-1,481.00	30.63 %
5761031 Office and Operating Supplies	2,514.44	2,710.00	-195.56	92.78 %
5761041 Prof. Serv -Computer & Security	8,517.73	7,915.00	602.73	107.62 %
5761043 Administration - Travel		250.00	-250.00	
5761044 Printing/Advertising	1,433.69	2,812.50	-1,378.81	50.98 %
5761045 Operating Rentals and Leases	1,262.35	855.00	407.35	147.64 %
5761046 Insurance - General Liability	704.00	0.00	704.00	
5761049 Miscellaneous / Events	1,451.25	1,000.00	451.25	145.13 %
5768953 Other Oper. Exps-External Taxes	5,785.35	6,250.00	-464.65	92.57 %
5977665 Transfer - Capital Fund	4,026,114.68	4,026,114.68	0.00	100.00 %
6103601 Computer Hardware	904.89	1,225.00	-320.11	73.87 %
6103602 Computer Software	6,076.91	3,150.00	2,926.91	192.92 %
6104201 Postage	366.00	550.00	-184.00	66.55 %
6104204 Internet	1,942.54	3,085.00	-1,142.46	62.97 %
<b>Total 5130000 EXECUTIVE</b>	<b>4,243,719.46</b>	<b>4,252,222.48</b>	<b>-8,503.02</b>	<b>99.80 %</b>
5140000 FINANCIAL AND RECORDS SERVICES				
5141011 Wages - Regular	45,321.96	47,157.50	-1,835.54	96.11 %
5141020 Personnel Benefits	19,367.11	19,675.00	-307.89	98.44 %
5142000 Financial Services	250.00	250.00	0.00	100.00 %
5142341 Professional Services	5,448.93	4,680.00	768.93	116.43 %
5142342 Cell Phone	150.00	150.00	0.00	100.00 %
5142349 Bank Charges	156.94	245.00	-88.06	64.06 %
5144043 Travel		100.00	-100.00	
<b>Total 5140000 FINANCIAL AND RECORDS SERVICES</b>	<b>70,694.94</b>	<b>72,257.50</b>	<b>-1,562.56</b>	<b>97.84 %</b>
5710000 PARTICIPANT RECREATION				



	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
5711011 Wages - Administration	16,158.13	34,370.40	-18,212.27	47.01 %
5711020 Benefits - Administration	8,086.04	13,561.65	-5,475.61	59.62 %
5711043 Conferences	3,440.95	0.00	3,440.95	
5712042 Communication - Phones	882.47	840.00	42.47	105.06 %
5972055 Transfer- Rec. Revolving Fund	135,108.25	135,108.25	0.00	100.00 %
<b>Total 5710000 PARTICIPANT RECREATION</b>	<b>163,675.84</b>	<b>183,880.30</b>	<b>-20,204.46</b>	<b>89.01 %</b>
5760000 PARK FACILITIES				
5768010 Wages - Regular	51,221.36	55,132.90	-3,911.54	92.91 %
5768020 Personnel Benefits	18,728.41	21,579.60	-2,851.19	86.79 %
5768031 Supplies	342.21	1,250.00	-907.79	27.38 %
5768035 Small Equipment	4,385.57	300.00	4,085.57	1,461.86 %
5768042 Communication	240.72	500.00	-259.28	48.14 %
5768043 Travel	672.13	741.00	-68.87	90.71 %
5768044 Printing		800.00	-800.00	
5768045 Facility Rentals		50.00	-50.00	
5768049 Miscellaneous		25,000.00	-25,000.00	
<b>Total 5760000 PARK FACILITIES</b>	<b>75,590.40</b>	<b>105,353.50</b>	<b>-29,763.10</b>	<b>71.75 %</b>
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	136,189.50	158,090.55	-21,901.05	86.15 %
5768520 Benefits	63,088.40	67,517.05	-4,428.65	93.44 %
5768531 Operating Supplies	28,473.96	33,333.35	-4,859.39	85.42 %
5768532 Fuel	4,127.85	6,250.00	-2,122.15	66.05 %
5768534 Concessions Expense	55.00		55.00	
5768535 Small Tools & Minor Equipment	2,586.22	9,166.65	-6,580.43	28.21 %
5768540 Extraordinary Park Repairs	1,069.20		1,069.20	
5768541 Professional Services	13,859.22	10,000.00	3,859.22	138.59 %
5768542 Communication - Phones	7,745.10	8,333.35	-588.25	92.94 %
5768543 Travel	160.00	400.00	-240.00	40.00 %
5768544 Printing & Advertising		1,000.00	-1,000.00	
5768545 Operating Rentals & Leases	1,041.90	2,250.00	-1,208.10	46.31 %
5768546 Surface Water/Noxious Weed Tax	3,224.26	3,426.11	-201.85	94.11 %
5768547 Utility Services	23,712.11	33,333.35	-9,621.24	71.14 %
5768548 Repairs & Maintenance	641.85	4,000.00	-3,358.15	16.05 %
5768549 Memberships & Training		1,500.00	-1,500.00	
<b>Total 5768500 PARKS &amp; GROUNDS MAINTENANCE</b>	<b>285,974.57</b>	<b>338,600.41</b>	<b>-52,625.84</b>	<b>84.46 %</b>
<b>Total Expenses</b>	<b>\$4,873,665.21</b>	<b>\$4,991,432.19</b>	<b>\$ -117,766.98</b>	<b>97.64 %</b>
NET OPERATING INCOME	<b>\$ -1,002,963.36</b>	<b>\$ -1,335,636.07</b>	<b>\$332,672.71</b>	<b>75.09 %</b>
NET INCOME	<b>\$ -1,002,963.36</b>	<b>\$ -1,335,636.07</b>	<b>\$332,672.71</b>	<b>75.09 %</b>

**Explanation Financial Statement Line Items      2019 May**

- #5112041 Legislative – Professional Services – Commissioner Iverson \$1,500 Ecoquest Camp, Commissioner Babich \$2,500 Women’s Wellness Event, Commissioner Grimmer \$2,500 Women’s Wellness Event & \$400 Adult Egg Hunt, Commissioner Grimmer \$2,025 Harbor Wildwatch
- #5114043 Legislative – Travel – Meeting Meals \$79.77
- #5114049 Legislative – Professional Services – Cedar River Group \$4,629.94
- #5131011 Executive – Wages – Executive Director Vacation Payout \$5,847.98
- #5131042 Executive Cell Phone - Verizon \$708.95
- #5132041 Executive – Professional Services – Demarche Consulting Group \$25,000.00
- #5761041 Executive – Professional Computer Services – Nicholas Huff Follow Up Invoices and Pacific Office Automation \$602.73
- #5761045 Executive – Rentals – Copier Buy Out Payment \$407.35 (Refund was received Wells Fargo)
- #5761046 Executive – Insurance – Auto Damage and Additional Property \$704.00
- #5761049 Executive – Events – Chamber of Commerce Awards Table & Pals Permits \$451.25
- #6103602 Executive – Computer Software – Office 365 (Timing Issue with Budget) \$2,926.91
- #5142341 Financial – Professional Services – ADP HR Pro Software \$768.93
- #5712042 Recreation Conferences– Michael Schick Revenue School & WRPA (Timing Issue) \$3,440.95
- #5712042 Recreation Phones – Verizon \$42.47
- #5768035 Facilities – Small Equipment – Line Lazer \$4,085.57
- #5768534 Maintenance – Health Department Permit \$55.00
- #5768540 Maintenance Snow Removal \$1,069.20
- #5768541 Maintenance Professional Services - Lock Repairs, Faucet Repairs, Fire Service Calls, Skid Steer \$3,859.22



Project	Year Started	CIP Fund 1/1/2019	2019 Capital Projects			CIP 5/31/2019	Notes
			2019 Budgeted Transfers In	Donations and Fund Transfers	Capital Fund Expenses		
Park Improvement Program	2006	\$6,836,758.20	\$3,576,114.68	\$0.00	\$0.00	\$10,412,872.88	
Peninsula Enhancement Grant Program (PEG)	2007	\$25,000.00	\$0.00	\$0.00	\$1,514.35	\$23,485.65	Walrath Peg Grant Supplies Heritage Garden Irrigation
Community Recreation Center	2017	\$750,868.70	\$0.00	\$0.00	\$495,084.80	\$255,783.90	Ed Lewis; Snodgrass Freeman & Associates
Lighting Project - Sehmel Homestead Park	2019	\$0.00	\$400,000.00	\$0.00	\$0.00	\$400,000.00	
Service Options	2014	\$0.00	\$50,000.00	\$0.00	\$2,503.28	\$47,496.72	Electric Meter Installation Sunrise Beach, Hales Pass Roof Repair, Narrows Mobile Home
Hales Pass - Pest Repair	2018	\$16,986.25	\$0.00	\$0.00	\$0.00	\$16,986.25	
Sunrise Beach	2019	\$0.00	\$0.00	\$8,500.00	\$4,200.00	\$4,300.00	Easement Reimbursement Fund GPA Valuation
Building Fund	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$100,905.00	
<b>Total Capital Funds</b>		\$7,730,518.15	\$4,026,114.68	\$8,500.00	\$503,302.43	\$11,261,830.40	

The actual cash for these 2019 capital fund transfers will come in during the months of April and October.



# Peninsula Metropolitan Park District

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

## REGULAR MEETING MINUTES

Monday, June 3, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78<sup>th</sup> Ave NW, Gig Harbor, WA 98332)

**Call to Order:** The meeting was called to order by Commissioner Hill at 6:16pm.

**Commissioners Present:**

Maryellen (Missy) Hill  
Amanda Babich  
Kurt Grimmer  
Todd Iverson

Kenneth Lee  
Michelle Matheson  
Curt Dow  
Fran Conn

**Commissioners Absent:**

Steve Nixon (excused)

**Staff:**

Glenn Akramoff  
Eric Guenther  
Jessica Smiley

**Citizens:**

Jeff Wenrich

**REGULAR MEETING AGENDA:**

**ITEM 1 Approval of Agenda**

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Iverson. Agenda was approved with a 4-0 vote.

**ITEM 2 Citizen Comments**

Jeff Wenrich, from Harbor Soccer Club, spoke in support of the addition of lighting to the Sehmel Park turf field and thanked the staff and Commissioners for their work on the project.

Kenneth Lee, from South Sound Pickleball Club, spoke in support of the Indoor Recreation Facility project, and made a request for pickleball lines added to Tennis Court #1 at SHP, and to have the pickleball courts also lighted.

Michelle Matheson, citizen and local soccer supporter, spoke to the need for more lit turf fields. Kurt Dow, citizen, voiced support for the Indoor Recreation Facility project for pickleball needs.

**ITEM 3 Presentations**

**3.a Executive Director Report**

Glenn Akramoff brought attention to the staff report in the agenda, spoke about a collaboration meeting with the Greater Gig Harbor Foundation (regular monthly meetings will occur to discuss joint projects), success of the Maritime Parade and award of “best depiction of the theme.” Brief discussion with Commissioners regarding swim club merger, DeMolay Nature Preserve parking concerns and website progress.

**3.b President’s Report** none

**ITEM 4 Consent Agenda**

**4.a Approval of Meeting Minutes:** 5-20-19 Regular

**4.b Approval of Vouchers:** ▪ \$115,879.09 ♦ Reference numbers: V2019214- V2019243

**4.c Approval of Consent Agenda**

Commissioner Grimmer made a motion to approve the consent agenda. Commissioner Iverson seconded the motion. After no discussion, the motion passed 4-0.

**ITEM 5 New Business**

**5.a PEG Grant Proposal: Travis Hand, Bat Houses**

Eric Guenther presented the PEG application for bat houses to be constructed at various sites in the community. Commissioners held a brief discussion to clarify locations of the bat houses. Commissioner Grimmer made a motion to approve R2019-005 to fund the PEG Grant for Bat Houses; seconded by Commissioner Iverson. After no further discussion, the motion passed 4-0. Glenn Akramoff noted that the PEG application process is being updated currently and there will be an upcoming study session to discuss.

**5.b New meeting schedule for City Hall location**

Jessica Smiley presented the details regarding the move of Commissioner Meetings to the Gig Harbor City Hall Chambers. Availability of the Chambers for PenMet Parks is for the first and third Tuesdays from 6:00-9:00pm, so an adjustment to the current Board Policy regarding meeting day and time was requested of the Board. Commissioner Grimmer made a motion to approve R2019-006 and amend the Board Policy to host Regular Meetings on the first and third Tuesdays. Commissioner Iverson seconded the motion and after no discussion the motion passed 4-0.

**5.c Certification of Match: RCO-YAF SHP Lights**

Eric Guenther presented the RCO application for field lights at SHP and then requested the Commissioners approve the RCO Certification of Match agreement for funding the Sehmel Homestead Park Turf Lighting project. After a brief discussion to clarify the process will contain public hearings and Commissioners will review the design in the future, Commissioner Iverson made a motion to approve the RCO Certification of Match agreement and was seconded by Commissioner Grimmer. After no further discussion, the motion was approved 4-0.

**5.d Organizational Assessment Report**

Glenn Akramoff gave a presentation to the Board: the Organization Assessment Report for PenMet Parks. After presenting the Problem Statement and general conclusions, he presented five areas of focus (workplace culture, operational structure, systems utilization, work processes, and external forces) and gave general recommendations followed by costs associated. Commissioner Iverson made a motion for the Executive Director to move forward implementing the recommendations, focusing first on securing new office space and replacement of IT equipment; new staff organizational chart/job descriptions and budget impact to be reviewed by Commissioners at next meeting. Commissioner Grimmer seconded the motion and after no further discussion the motion was approved 4-0.

**ITEM 6 Comments by Board/Subcommittee Reports**

- 7.a Community Center (Nixon/Babich):** no update
- 7.b Marketing (Grimmer):** no update
- 7.c Fundraising (Hill):** no update, meeting scheduling in progress by staff

**ITEM 7 Next Board Meeting:** Mon, June 17, 2019: Study Session (5pm) and Regular (6:15pm)

**ITEM 8 Executive Session:** none

**ITEM 9 Adjournment**

Commissioner Hill adjourned the meeting at 7:32pm.

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_  
**President**  
Submitted by: *Jessica Smiley* ☺

\_\_\_\_\_  
**Clerk**



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
6/3/19	V2019-244	Seton Identification Products	\$125.11
6/3/19	V2019-245	Pierce County Fire District #5	\$1,980.00
6/3/19	V2019-246	Legal Shield	\$105.70
6/3/19	V2019-247	U.S. Bank Corporate Payment System	\$24,532.09
6/3/19	V2019-248	Tacoma Winsupply	\$818.74
6/3/19	V2019-249	Hemleys septic tank cleaning	\$2,643.38
6/3/19	V2019-250	Pioneer Fire & Security	\$93.88
6/3/19	V2019-251	Tacoma Amateur Sports Officials	\$2,278.50
6/3/19	V2019-252	Pacific Office Automation Headquarters	\$1,492.00
6/3/19	V2019-253	Christopher Coons	\$550.00
6/3/19	V2019-254	PRINTING SERVICES	\$918.51
6/3/19	V2019-255	GRAINGER	\$35.28
6/3/19	V2019-256	WESTBAY AUTO PARTS	\$28.19
6/3/19	V2019-257	United Rentals	\$2,278.50
6/3/19	V2019-258	Washington Tractor	\$363.78
6/3/19	V2019-259	Sarco Supply	\$655.16
6/3/19	V2019-260	ENDURIS	\$107.00
6/3/19	V2019-261	KITSAP SUN	\$7,022.45
6/3/19	V2019-262	HEALTH CARE AUTHORITY	\$18,485.10
6/3/19	V2019-263	Sched	\$1,350.00
6/3/19	V2019-264	Snodgrass Freeman Associates	\$141,733.00
6/3/19	V2019-265	Christian Staley	\$300.00
6/3/19	V2019-266	Anna Finnell	\$87.50
6/3/19	V2019-267	Harbor Wildwatch	\$2,025.00
6/3/19	V2019-268	Demarche Consulting Group, Inc	\$25,000.00
6/3/19	V2019-269	Peninsula Metropolitan Park District	\$50,917.82
6/3/19	V2019-270	Dragonwyck Web Design	\$27.00
6/3/19	V2019-271	Department of Retirement Services	\$15,161.94
Payment Count: 28		Total Amount:	<u>\$301,115.63</u>



Payment Count: 28  
Payment Total: \$301,115.63

**CERTIFICATION**

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as described herein, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

<u>Mo Heo</u> Authorized District Official Signature	<u>5-3-2019</u> Date	_____ Authorized District Official Signature	_____ Date
<u>[Signature]</u> Authorized District Official Signature	<u>6/3/2019</u> Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

**INSTRUCTIONS FOR USE:**  
Submit signed Transmittal To Pierce County Finance Department  
FAX: 253-798-6699      EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

**PC Finance Department Use Only**  
Authorization Recieved on \_\_\_\_\_  
Batch Verified by \_\_\_\_\_



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)

[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners  
**From:** Chuck Cuzzetto, Marketing Specialist  
**Date:** June 12, 2019  
**Subject:** District Website

### Background/Analysis

Development of a new District website will promote and highlight all aspects of the Peninsula Metropolitan Park District. While the current website is lacking functionality and mobile design, we are confident we can provide the community with an excellent resource for District events, parks, activities and updates. As a District we are looking to eliminate redundancies, provide ample access to the documents, District updates and overall branding and visibility.

### Analysis

Over the past several months, staff have explored and provided several updates and options to provide constant and accurate information to the new website. These include:

- Public Document Accessibility
- Multimedia
- Registration Access
- Reservation Access
- Ease of Information (i.e. calendar, dates, updates, etc.)
- District updates and highlights

### Recommendation

District Staff recommend the Board of Commissioners provide feedback and information.

### Staff Contact

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-888-0645 or via e-mail at [ccuzzetto@penmetparks.org](mailto:ccuzzetto@penmetparks.org)



## Peninsula Metropolitan Park District

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

[www.penmetparks.org](http://www.penmetparks.org)

### DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners

**From:** Glenn Akramoff, Interim Executive Director

**Date:** June 17, 2019

**Subject:** **Operational Structure Changes**

#### **Background/Analysis**

On June 3<sup>rd</sup> the Interim Executive Director presented the Operational Assessment report with recommendations to the Board of Commissioners. The Commission requested an updated organizational chart reflecting the recommended staff structure changes. Also requested was formal job descriptions and salary/benefit cost for each position for consideration.

Attached are the following:

1. Job Description - Recreation Specialist (Sports)
2. Job Description - Facilities Coordinator
3. Job Description – Facility Maintenance Worker
4. Job Description – Capital Program Manager
5. Position Cost Spreadsheet

The organizational chart will be presented at the Commission Meeting.

#### **Timeline and Funding**

Per the initial recommendation the Recreation Specialist hiring process would begin immediately after approval. This position would replace the second Recreation Manager position. The second Recreation Specialist position would be considered as part of the 2020 budget process for possible hire in early 2020.

The Facilities Coordinator and Facility Maintenance Worker would begin immediately after approval. This in one position that will become two. The Facilities Coordinator moving to the Recreation Division and the Facility Maintenance Worker remaining in the Maintenance Division.

The Capital Program Manager would begin immediately after approval. This position would report directly to the Executive Director and be the manager of the newly formed Capital Program Division.

See the Position Cost Spreadsheet for a specific breakdown of costs.



## Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)  
[www.penmetparks.org](http://www.penmetparks.org)

### **Recommendation**

It is recommended that the Board of Commissioners approve the updated organizational chart and provide the Interim Executive Director authority to begin the hiring processes per the report recommendations.

### **Policy Implications/Support**

1. The cost of the district implementing the recommendations on 2019 budget as well as the 2020 budgets.
2. The positive impacts on quality and quality of service provided to the community.
3. The effective growth of PenMet Parks to meet its mission, commitments, and community needs and expectations.
4. The effectiveness and efficiency of providing services.
5. The recruitment and retention of professional staff.

### **Staff Contact**

Should you have any questions or comments please contact Glenn Akramoff at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at [gakramoff@penmetparks.org](mailto:gakramoff@penmetparks.org).

### **Motion**

I move to approve the updated organizational chart and provide the Interim Executive Director authority to begin the hiring processes per the report recommendations.

## PENINSULA METROPOLITAN PARK DISTRICT

### Classification Description

Department: Recreation Services	Title: Recreation Specialist- Sports
Position Authorized by Commission: September 12, 2016	Reports to: Recreation Facility Manager

### Position Purpose

Performs a wide range of professional-level coordination, implementation and evaluation of recreation programs and sport leagues. Responsible for Park District sports league activities for youth and adults related to basketball, volleyball, baseball, softball, and outdoor soccer. Works with recreation team on Park District special events, recreation programs and other sports leagues. Position assists with office/registration duties and coverage. Reports to Recreation Manager. Serves as on-site supervisor at Recreation Center on weeknights and Saturdays.

### Essential Responsibilities

1. Administer recreation programs that follow the mission, goals and values of the Park District.
2. Schedule and coordinate the Peninsula School District (PSD) and PenMet Parks' facility use for programs, submits requests, and resolves scheduling conflicts.
3. Monitor program participants, implement program policies and procedures, and evaluate program needs and successes.
4. Supervise program staff, instructors and volunteers; schedule staff hours; coordinate and provide training; monitor and evaluate staff performance.
5. Conduct informational meetings and training with staff, coaches and contractors to communicate policies, procedures, rules and regulations.
6. Develop and monitor youth and adult sports programs budgets. Monitor and coordinate expenditures in accordance with established procedures. Meet revenue expectations.
7. Submit and monitor budget to purchase supplies and equipment, keep inventory of program equipment.
8. Provide on-site leadership and instruction to program participants in specific areas; lead program participants in sports programs and activities in assigned areas.
9. Provide customer service, answer phones, register participants, and respond to public inquiries. Assist as needed with coverage of front desk at Recreation Center and Soccer Center.
10. Work with supervisor and team to develop marketing strategies and promotional materials.

11. Prepare program documents and maintain records and reports related to program implementation, operations, attendance, annual budget and performance measures.
12. Draft memos, briefs, contracts, coaches training manuals, sports clinic and league lesson plans, event plans, class and camp curriculums, and other correspondence as needed.
13. Pursue outside funding opportunities through grant applications, solicitation of donations and other fundraising activities for program enrichment and enhancement.
14. Develop effective working relationships and work with community groups, businesses, local/county/state agencies, school district and City of Gig Harbor personnel to provide additional programs and outreach services.
15. Assist with supervision of PenMet facilities and programs during business hours, evenings and weekends.
16. Serve as on-site supervisor at Recreation Center on weeknights and Saturdays.

### **Skills and Abilities**

1. Knowledge of databases, spreadsheets, registration and scheduling programs utilized by the Park District (ActiveNet, Team Sideline); knowledge of applicable information technology relative to service area.
2. Knowledge of principles and practices of public sector organization and program operations; knowledge of recreation program and event management, including planning, scheduling, monitoring, and problem solving; knowledge of the methods and procedures of budget development and control; knowledge of Park District regulations, risk management and liability relevant to the program area as well as departmental policies and procedures.
3. Ability to relate and work with a broad range of program participants; skilled in conflict resolution and excellent customer service.
4. Ability to interpret and apply policies and procedures to ambiguous situations.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to supervise the work of staff including coordinating, assigning, monitoring and evaluating work; hiring, training, motivating and disciplining staff.
7. Ability to respond and effectively handle program related incidents and emergencies; certification in CPR/First Aid/Blood Borne Pathogens/AED.
8. Ability to analyze and prepare budgets, determine program fees, develop schedules; write reports, procedures manuals and correspondence.
9. Ability to work cooperatively and collaboratively with partnership organizations.

### **Working Conditions**

Work is performed in an office environment, at recreation facilities and park locations. Position is expected to work on a flexible schedule, including evenings and weekends as dictated by Park District programs and special events. Work may be physically demanding when assisting in recreation activities and special events. Prolonged periods of time may be spent sitting and working at a computer terminal.



**Minimum Qualifications**

Graduation from an accredited four-year college or university with a degree in Recreation, Sports Management, Education, or related field(s), or a minimum of two years of work experience coordinating sports leagues/recreation and hold a strong knowledge of sports programming, facility management, league scheduling and official training.

**PENINSULA METROPOLITAN PARK DISTRICT**  
**Classification Description**

Department: Maintenance Services	Title: <b>Facility Specialist</b>
Position authorized by Commission: 6/17/2019	Reports to: <b>Parks &amp; Facilities Manager</b>

**Position Purpose**

This position provides building maintenance and repair services for all district buildings. The incumbent is expected to perform duties with a great deal of independence. Works under the supervision of the Parks and Facilities Manager. This is a journey level position which will operate a range of medium and heavy-duty equipment. This position may perform duties of similar complexity in other maintenance areas (parks or public works) as required or as assigned. Because of the small size of the district staff, each staff member is expected to perform a wide range of office and field duties at a high level as may be required from time to time.

**Essential Responsibilities**

- Maintains assigned district buildings, facilities and adjacent grounds in a clean and orderly manner; performs a variety of duties to ensure that buildings and related equipment are maintained and repaired in a timely and efficient manner.
- Performs minor, routine maintenance in various building trades including plumbing, carpentry, electrical, HVAC and painting. Adjusts and arranges furniture, tables, chairs and equipment; provides facility set up for special events and meetings as assigned.
- Performs preventive maintenance and makes minor repairs to appliances, plumbing, electrical fixtures (such as ballast changes and light bulb changes) and HVAC filters.
- Inspects, maintains and cleans roofs.
- Reports major repair and maintenance needs and assists other maintenance and grounds personnel in making a variety of repairs as required.
- Inspects doors, windows and assigned areas for vandalism; reports safety, fire hazards and vandalism as appropriate.
- Operates a variety of equipment and tools used in general maintenance including plumbing tools, vacuums, pallet jack, boom lift, paint sprayer, nail gun, blower, electrical testing equipment and a variety of other hand and power tools. Participates in building maintenance decision making, goal setting, scheduling, planning, peer review and problem solving.
- Keeps detailed records of building maintenance systems, repairs and recurring maintenance issues.
- Responds to accidents or emergency situations independently in the absence of higher classified employees. Takes action as necessary to bring the situation under control. May involve instructing and directing other employees or coordination with Fire and Police personnel.
- Demonstrates proficiency with computers and software programs for communicating via email (Microsoft Outlook) or letters (Microsoft Word) with customers and researching parts and/or contractors to accomplish repairs. Keep records accurately and neatly. Prepare clear concise reports; assist with budgeting information and submission of as-builts as required.
- Keep records accurately and neatly. Prepare clear concise reports; assist with budgeting information and submission of as-builts as required.

### **Skills and Abilities**

- Rough and finish carpentry construction and repair, floor repair, outdoor and indoor furniture repair, cabinet/shelving installation and repair, and all basic building maintenance and repair.
- Installation, maintenance and repair of plumbing fixtures and waste disposal systems, including installing and maintaining toilets, urinals, sinks, faucets, drinking fountains, flushometers and clearing and cleaning clogged drains.
- Operation of a variety of hand tools, power tools and equipment used in building maintenance and repair activities.
- Repair and painting of sheetrock, drywall, and other wall construction materials.
- Commercial locking systems and door hardware, including repair of door locking mechanisms and closers.
- Specifications, bids and maintenance contracts.
- Knowledge of Preventive maintenance programs.
- Work hazards, safety procedures, and OSHA and WISHA regulations
- Construction and maintenance processes, equipment, and safety practices.
- Materials Safety Data Sheets (MSDS).
- Basic record-keeping techniques.
- Diagnose problems and know when to bring in an outside contractor to perform a major repair.
- Coordinate and inform various building users of any inconvenience or disruption during repairs and try to work around scheduled activities.
- Plan and schedule own work efficiently and work independently with minimum on-site supervision.
- Train and work with seasonal employees in carrying out routine building maintenance functions.
- Use common cleaning equipment, chemicals and supplies safely and efficiently.
- Operate a variety of hand and power tools and equipment used in commercial building maintenance.
- Estimate materials and supply needs and requisition parts and supplies according to established guidelines.
- Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
- Get along with others and work as a member of a team.
- Responds to citizen action requests. Interact in person with the public in an effective, customer friendly manner.
- Lift objects weighing up to 60 pounds.
- Understand and follow oral and written directions.
- Perform a variety of physical tasks and heavy labor.
- Perform work at heights.
- Ability to drive a district vehicle.
- Adhere to safety procedures, work rules and guidelines.
- Performs other duties in other maintenance areas as assigned.
- Must be able and willing to work overtime (including nights and weekends) as well as alternative shifts as needed.

### **Working Conditions**

Duties are performed indoors and outdoors in a variety of terrain, under a variety of weather conditions, including sun, rain, wind, mud, and snow, for periods of approximately eight to ten hours/day. Duties are frequently performed working alone but may sometimes be performed as part of a work team. Conditions at work sites might include falling objects, loose footing, loud noises, construction equipment, and working in the right-of-way, traffic, or roadways. While performing the duties of this, performs all other duties as assigned. The employee often works near moving mechanical parts or in outside weather conditions. The employee is exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. Subject to weekly on-call rotation for emergency maintenance needs such as sanding or plowing streets, accident clean up, flooding, etc. There are some weekend or evening activities at which there may be mandatory work assignments.

**Minimum Qualifications**

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities, required to perform the job. Possess a high school diploma or G.E.D. and have at least four (4) years of maintenance experience with an emphasis on commercial building systems, or other closely related field.

Must possess a valid Washington State Driver's license by date of hire and must have and maintain a good driving record by district standards. May be required to respond to emergencies on a 24-hour basis.

Excellent computer skills, attention to detail and effective oral and communication skills required. Previous work experience in public sector Parks and Recreation Administration highly desired.

**Licenses and Other Requirements**

- Washington driver's license required

MUST BE A NON-SMOKER

**PENINSULA METROPOLITAN PARK DISTRICT**  
**Classification Description**

Department: Recreation Division	Title: <b>Facility Coordinator</b>
Position authorized by Commission: 2/8/2016 Updated 6/17/2019	Reports to: <b>Recreation Manager</b>

**Position Purpose**

The Facility Coordinator position working under the supervision of the Recreation Manager is responsible for the coordination of facility/field reservations and rental events. This includes supporting the Recreation division in scheduling support contacts for other recreation activities.

**Essential Responsibilities**

1. Coordinate facility rentals (indoor and outdoor) to include resolving schedule changes and conflicts, administering field use contracts for field/facility usage, ensuring that appropriate equipment is available for classes and events, coordinating set-up and take-down of equipment, maintaining rental records and billing statements (special use permits, facility rental applications, insurance certificates, banquet permits, damage/cleaning deposits, security), monitoring the use of facilities and adherence to all applicable safety and facility policies and procedures.
2. Prepare information packets regarding rental policies for fields and facilities, contribute and assist with marketing plan for facility and field rentals (brochures, flyers website).
3. Coordinates various contracts to support Recreation Division activities.
4. Supports all district and local special events as assigned.
5. Performs related duties as assigned.

**Peripheral Responsibilities**

1. Prepare reports, graphs and charts for presentations related to facilities and related projects as assigned.
2. Attends staff meetings as required.
3. Performs all other duties as assigned.

**Skills and Abilities**

1. Ability to establish excellent working relations and communication with supervisors, subordinates and general public. Must function well as part of the PenMet team.
2. Must possess practical common-sense skills while maintaining a strong work ethic.
3. Must be able to adapt to a constantly changing and fast paced environment while maintaining a positive attitude.
4. Ability to take initiative with minimal supervision.

5. Ability to assess and evaluate situations quickly and effectively.
6. Ability to safely operate large truck and towing combinations along with the ability to properly secure and store loads for travel.
7. Knowledge of general park rules and regulations, and practices related to scheduling of parks and recreation facilities.
8. Knowledge and understanding of park and recreation risk management and loss control principles, techniques and issues. General knowledge and understanding of budgeting methods and practices.
9. Knowledge of District organization, operations, policies and objectives.
10. Knowledge of automated applications and graphics relative to parks maintenance, facility rentals and scheduling, and projects as assigned.
11. Strong skills in oral and written communication. Ability to read, write and speak the English language at a level necessary for efficient job performance including the ability to prepare and present, verbally and in writing, reports regarding maintenance, construction, facilities and operational activities within the Department.
12. Ability to maintain current knowledge of technological advances in the field.
13. Knowledge and skill related to the organizing of records, files and other shared materials in hard copy and electronic format.
14. Ability to maintain confidences and routinely handle sensitive materials.
15. Ability to anticipate and solve administrative and operational problems, prioritize tasks and elicit cooperation.

#### **Working Conditions**

Prolonged periods of time may be spent sitting and working at a computer terminal, using telephones, and other electronic and mechanical office equipment. Physical work will be conducted in District Facilities, including custodial or setup and takedown of equipment. Additional skills may be required when working outdoors in support of the recreation department. This work may be performed during a regularly scheduled work day or on an after-hours call-out basis as required. This position will also require occasional evening and weekend work as dictated by District activities, i.e. special events, tournaments, facility rentals, etc. Performs all other duties as assigned.

#### **Minimum Qualifications**

Experience in the field of recreation scheduling and contract management and oversight. Experience in customer relations, fee management and use of reservation software. Excellent computer skills, attention to detail and effective oral and communication skills required. Previous work experience in public sector Parks and Recreation highly desired.

#### **Licenses and Other Requirements**

- Washington driver's license required

MUST BE A NON-SMOKER



## **PENINSULA METROPOLITAN PARK DISTRICT**

### **Classification Description**

Department: Capital Program Division	Title: <b>Capital Program Manager</b>
Position authorized by Commission:	Reports to: <b>Executive Director</b>

#### **Position Purpose**

The Capital Program Manager will lead the newly formed Capital Program Division. The Division will be responsible for the management and implementation of the entire PenMet Parks District capital improvement and replacement program. The position will include management which includes long range planning, updating the comprehensive plan, land acquisition, as well as capital project planning design, bidding and construction. The position will report to the Executive Director. The position will supervise the Special Projects Manager and the Capital Project Manager.

#### **Essential Responsibilities**

1. Lead and coordinate all Capitol Program operations to include capitol project management, six-year CIP plan, capital funding management, comprehensive plan updates, division work plan creation and implementation and consultant management.
2. Manage and lead the division in all its activities to include work load management, employee development, budget management and implementation of programs.
3. Provides Executive Director and the Board of Commissioner's information, advice and professional recommendations as it pertains to long range planning, capital project development and project funding.
4. Performs related duties as assigned.

#### **Peripheral Responsibilities**

1. Prepare reports, graphs and charts for presentations related to facilities and related projects as assigned.
2. Attends internal, external and public meetings as required.
3. Performs all other duties as assigned.

#### **Skills and Abilities**

1. Ability to establish excellent working relations and communication with supervisors, subordinates and public. Must function well as part of the PenMet team.
2. Must possess practical common-sense skills while maintaining a strong work ethic.
3. Must be able to adapt to a constantly changing and fast paced environment while maintaining a positive attitude.
4. Ability to take initiative with minimal supervision.

5. Ability to assess and evaluate situations quickly and effectively.
6. Advanced knowledge and understanding capital program elements to include planning, design, bidding public process and budgeting.
7. Ability to lead, manage and develop varied levels of professional staff.
8. Knowledge construction rules and regulations, and practices related to planning, designing, bidding and building parks facilities.
9. Knowledge and understanding of budgeting methods and practices.
10. Knowledge of District organization, operations, policies and objectives. Ability to acquire, lead and manage multiple levels of staff.
11. Ability to acquire and manage consultant resources.
12. Knowledge of long range planning and comprehensive planning techniques and practices.
13. Knowledge and understanding of public involvement process and principles.
14. Strong skills in oral and written communication. Ability to read, write and speak the English language at a level necessary for efficient job performance including the ability to prepare and present, verbally and in writing, reports regarding construction, facilities and operational activities within the Department.
15. Ability to maintain current knowledge of technological advances in the field.
16. Knowledge and skill related to the organizing of records, files and other shared materials in hard copy and electronic format.
17. Ability to maintain confidences and routinely handle sensitive materials.
18. Ability to anticipate and solve administrative and operational problems, prioritize tasks and elicit cooperation.

**Working Conditions**

Prolonged periods of time may be spent sitting and working at a computer terminal, using telephones, and other electronic and mechanical office equipment. Occasional work in and around construction sites. This work may be performed during a regularly scheduled work day or on an after-hours work as required. This position will also require occasional evening and weekend work as dictated by District activities.

Performs all other duties as assigned.

**Minimum Qualifications**

Bachelor's degree required plus a minimum of 5 years in project management and /or Parks Planning work experience. Five years leadership and management experience. Excellent computer skills, attention to detail and effective oral and written communication skills. Previous work experience in public sector Parks and Recreation highly desired. Any combination of education and experience that enables effective completion of the job duties.

**Licenses and Other Requirements**

- Washington driver's license required

MUST BE A NON-SMOKER

Position/	FTE	Salary (Step Increase)				Benefits				Total Benefits		
		Monthly Salary	# Months Budgeted	Monthly Salary	# Months Budgeted	Total Salary	Fixed Rate		Variable Rate			
							Health Care	Subtotal	%		Subtotal	L&I
Recreation Specialist	1.00	\$ 3,400	6	\$ 3,539	6	42,468	21,870	21,870	21.08%	8,952	228	31,050
Facility Specialist	1.00	\$ 3,400	6	\$ 3,539	6	42,468	21,870	21,870	21.08%	8,952	228	31,050
Facility Coordinator	1.00	\$ 3,400	6	\$ 3,539	6	42,468	21,870	21,870	21.08%	8,952	228	31,050
Cap. Program Man.	1.00	\$ 5,340	6	\$ 5,559	6	66,702	21,870	21,870	21.08%	14,061	228	36,159
											<b>Total Salary &amp; Benefits</b>	
											\$73,518	
											\$73,518	
											\$73,518	
											\$102,861	
											\$323,414	
											155,557	
											139,919	

Current positions  
Total Impact