



Peninsula Metropolitan Park District

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

STUDY SESSION AGENDA: Tuesday, October 15, 2019, 6:00 pm

Gig Harbor Civic Center Community Room A/B (3510 Grandview St., Gig Harbor, WA 98335)

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 Board Discussion

2.a 2020 Budget Process

2.b Capital Program Review

2.c Decision Card Review

ITEM 3 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.



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DISTRICT COMMISSION MEMO

To: District Commission

From: Elaine Sorensen, Deputy Executive Director – Finance & Personnel

Date: October 15, 2019

Subject: **2020 Proposed Capital Budget Presentation**

Background/Analysis

At their meeting held on October 1, 2019, the Board reviewed and discussed the 2020 general fund budget and decision cards with all department managers in attendance.

On September 17, 2019 the Board was presented with the 2020 preliminary budget including the following funds:

- General Fund
- Recreation Fund
- Capital Fund

Policy Implications/Support

- The Board of Park Commissioners will hold two public hearing on the 2020 general and capital fund budgets on November 5, 2019 and November 19, 2019.
- Staff conducted a full budget presentation and discussion on October 1, 2019
- The Board of Park Commissioners received the preliminary budget document on September 17, 2019.
- The budget is required by state law.
- The budget must be adopted as a balanced budget and must be in place prior to the expenditure of any District Funds.

Recommendation

Staff recommends that the Board of Park Commissioners review funding of the 2020 proposed capital budget, provide direction on the departmental decision cards and finalize the proposed 2020 general fund budget. The proposed capital budget is presented in summary form.

Summary

Please consider the following long-range capital projects plan:

Year	Total	2020	2021	2022	2023	2024
PROJECT EXPENSES	\$48,035,000	\$2,475,000	\$15,560,000	\$12,000,000	\$14,400,000	\$3,600,000
SHP Turf Lighting	\$1,000,000	\$1,000,000				
HP Arletta Roof	\$50,000	\$50,000				
Hales Pass School House	\$425,000	\$425,000				
Recreation Center	\$28,000,000	\$1,000,000	\$15,000,000	\$12,000,000		
Harbor Family Park MP*	\$130,000		\$130,000			
Peninsula Gardens MP*	\$100,000		\$100,000			
Hales Pass MP*	\$50,000		\$50,000			
Wollochett MP*	\$130,000		\$130,000			
Sunrise Beach MP*	\$100,000		\$100,000			
Maplewood CP*	\$50,000		\$50,000			
Rosedale Hand-Launch	\$800,000				\$800,000	
Rosedale Hall	\$600,000				\$600,000	
Rosedale Turf	\$600,000					\$600,000
Harbor Family Park Dev	\$13,000,000				\$13,000,000	
Hales Pass Dev	\$3,000,000					\$3,000,000
PROJECT FUNDING						
Balance Forward From Previous Year		\$8,434,463	\$9,300,090	\$18,281,155	\$10,034,683	-\$386,577
Levy (6% Lift)		\$3,340,627	\$3,541,065	\$3,753,528	\$3,978,740	\$4,217,465
Other (Bonding, Grants Etc.)			\$21,000,000			
NET TOTAL		\$9,300,090	\$18,281,155	\$10,034,683	-\$386,577	\$230,888

Please provide direction on the following decision cards:

Sports fee reduction	\$30,000
Recreation assistant	\$58,209
Senior Program	\$50,000
Strategic Planning	\$100,000
System Implementation	\$30,000
Cost recovery fee study	\$30,000
Marketing Intern	\$5,520
Accounting software	\$10,000
Finance consultant	\$5,520
Construction project vehicle	\$15,000
Underwriting fees bond	\$50,000
Snowplow and de icer tank	\$7,000
Gator	\$7,000
Sweeper	\$19,500
On call pay	\$25,000
Reclass seasonal employees	\$92,280
Salary survey results (Est)	\$96,914
TOTAL	\$671,346

Should you have any questions or comments please feel free to contact me at 253.858.3400, ext. 1223 or via e-mail at esorensen@penmetparks.org.



Peninsula Metropolitan Park District

INCOME STATEMENT 2019

January - September, 2019

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
Income				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	3,616,550.08	3,529,984.87	86,565.21	102.45 %
3131700 Sales Tax	311,921.12	277,402.00	34,519.12	112.44 %
3172000 Leasehold Excise Tax	2,464.12	7,400.00	-4,935.88	33.30 %
3174000 Private Harvest Tax	2,115.06		2,115.06	
Total 3100000 TAX REVENUE	3,933,050.38	3,814,786.87	118,263.51	103.10 %
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	62,397.29	60,431.55	1,965.74	103.25 %
Total 3400000 CHARGES FOR SERVICES	62,397.29	60,431.55	1,965.74	103.25 %
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	186,621.08	36,000.00	150,621.08	518.39 %
Total 3610000 INTEREST AND OTHER EARNINGS	186,621.08	36,000.00	150,621.08	518.39 %
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	34,649.32	27,440.00	7,209.32	126.27 %
3626001 Housing Rentals/Leases	42,720.73	39,717.00	3,003.73	107.56 %
3627001 Concessions Lease Facilities	960.00	200.00	760.00	480.00 %
Total 3620000 RENTS, LEASES AND CONCESSIONS	78,330.05	67,357.00	10,973.05	116.29 %
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671900 Private Donations - Other	7,341.95		7,341.95	
Total 3670000 PRIVATE SOURCE CONTRIBUTIONS	7,341.95		7,341.95	
3890000 OTHER GF NON REVENUE	4,641.37		4,641.37	
Total Income	\$4,272,382.12	\$3,978,575.42	\$293,806.70	107.38 %
GROSS PROFIT	\$4,272,382.12	\$3,978,575.42	\$293,806.70	107.38 %
Expenses				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	33,408.00	46,080.00	-12,672.00	72.50 %
5111020 Board Payroll Taxes	2,689.32	4,262.40	-1,573.08	63.09 %
5111031 Office & Operating Supplies-Leg		1,125.00	-1,125.00	
5112041 Professional Services	2,185.00	8,500.00	-6,315.00	25.71 %
5114043 Travel	79.77	4,016.00	-3,936.23	1.99 %
5114049 Memberships & Training	4,629.94		4,629.94	
5971055 Interfund Transfer	6,900.00	6,900.00	0.00	100.00 %



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Expenses				
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5111010 Board / Employee Compensation	33,408.00	46,080.00	-12,672.00	72.50 %
5111020 Board Payroll Taxes	2,689.32	4,262.40	-1,573.08	63.09 %
5111031 Office & Operating Supplies-Leg		1,125.00	-1,125.00	
5112041 Professional Services	2,185.00	8,500.00	-6,315.00	25.71 %
5114043 Travel	79.77	4,016.00	-3,936.23	1.99 %
5114049 Memberships & Training	4,629.94		4,629.94	
5971055 Interfund Transfer	6,900.00	6,900.00	0.00	100.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5110000 LEGISLATIVE	49,892.03	70,883.40	-20,991.37	70.39 %
5130000 EXECUTIVE				
5087600 Contingency Expense		75,000.00	-75,000.00	
5131011 Wages - Regular	149,446.94	166,345.47	-16,898.53	89.84 %
5131020 Benefits	64,738.30	76,219.47	-11,481.17	84.94 %
5131042 Cell Phone	1,907.70	624.60	1,283.10	305.43 %
5131044 Marketing	52,744.77	80,000.00	-27,255.23	65.93 %
5131045 Office Lease	18,723.68		18,723.68	
5132041 Executive-Professional Services	103,097.01	50,000.00	53,097.01	206.19 %
5134043 Executive - Travel	993.13	4,143.00	-3,149.87	23.97 %
5134049 Memberships & Training	4,379.85	5,220.00	-840.15	83.91 %
5152041 Legal - Professional Services	41,104.30	22,500.00	18,604.30	182.69 %
5162041 Personnel-Professional Services	1,486.50	3,843.00	-2,356.50	38.68 %
5761031 Office and Operating Supplies	3,569.15	4,878.00	-1,308.85	73.17 %
5761035 Minor Equipment	18,345.53		18,345.53	
5761041 Prof. Serv -Computer & Security	26,509.68	14,247.00	12,262.68	186.07 %
5761043 Administration - Travel		500.00	-500.00	
5761044 Printing/Advertising	3,901.89	5,062.50	-1,160.61	77.07 %
5761045 Operating Rentals and Leases	2,924.75	1,539.00	1,385.75	190.04 %
5761046 Insurance - General Liability	75,100.00	61,460.00	13,640.00	122.19 %
5761049 Miscellaneous / Events	1,701.25	2,300.00	-598.75	73.97 %
5768953 Other Oper. Exps-External Taxes	5,253.63	11,250.00	-5,996.37	46.70 %
5928900 Bond Service Costs		500.00	-500.00	
5977665 Transfer - Capital Fund	4,026,114.68	4,026,114.68	0.00	100.00 %
5977671 Transfer - Debt Service Fund	73,325.00	73,325.00	0.00	100.00 %
5982252 Intergovt Pmt - Fire Protect		4,770.08	-4,770.08	
6103601 Computer Hardware	15,094.53	3,675.00	11,419.53	410.74 %
6103602 Computer Software	6,496.80	7,150.00	-653.20	90.86 %
6104201 Postage	642.56	990.00	-347.44	64.91 %
6104204 Internet	8,748.93	5,553.00	3,195.93	157.55 %
Total 5130000 EXECUTIVE	4,706,350.56	4,707,209.80	-859.24	99.98 %
5140000 FINANCIAL AND RECORDS SERVICES				
5141011 Wages - Regular	83,068.57	84,613.50	-1,544.93	98.17 %
5141020 Personnel Benefits	34,899.92	35,415.00	-515.08	98.55 %
5142000 Financial Services	450.00	450.00	0.00	100.00 %
5142341 Professional Services	9,016.60	8,280.00	736.60	108.90 %
5142342 Cell Phone	270.00	270.00	0.00	100.00 %
5142349 Bank Charges	294.98	441.00	-146.02	66.89 %
5144043 Travel	30.00	200.00	-170.00	15.00 %
Total 5140000 FINANCIAL AND RECORDS SERVICES	128,030.07	129,669.50	-1,639.43	98.74 %
5710000 PARTICIPANT RECREATION				
5711011 Wages - Administration	36,700.13	61,866.72	-25,166.59	59.32 %

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
5711020 Benefits - Administration	17,116.56	24,410.97	-7,294.41	70.12 %
5711043 Conferences	3,440.95	4,019.00	-578.05	85.62 %
5712042 Communication - Phones	1,331.27	1,512.00	-180.73	88.05 %
5972055 Transfer- Rec. Revolving Fund	135,108.25	135,108.25	0.00	100.00 %
Total 5710000 PARTICIPANT RECREATION	193,697.16	226,916.94	-33,219.78	85.36 %
5760000 PARK FACILITIES				
5768010 Wages - Regular	80,619.56	99,239.22	-18,619.66	81.24 %
5768020 Personnel Benefits	27,778.50	38,843.28	-11,064.78	71.51 %
5768031 Supplies	2,049.66	2,250.00	-200.34	91.10 %
5768035 Small Equipment		500.00	-500.00	
5768042 Communication	577.47	900.00	-322.53	64.16 %
5768043 Travel	840.73	1,333.80	-493.07	63.03 %
5768044 Printing		1,600.00	-1,600.00	
5768045 Facility Rentals		200.00	-200.00	
5768049 Miscellaneous		25,000.00	-25,000.00	
Total 5760000 PARK FACILITIES	111,865.92	169,866.30	-58,000.38	65.86 %
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	254,863.43	284,562.99	-29,699.56	89.56 %
5768520 Benefits	114,255.84	121,530.69	-7,274.85	94.01 %
5768531 Operating Supplies	49,246.21	60,000.03	-10,753.82	82.08 %
5768532 Fuel	5,868.70	11,250.00	-5,381.30	52.17 %
5768534 Concessions Expense	55.00		55.00	
5768535 Small Tools & Minor Equipment	6,971.79	16,499.97	-9,528.18	42.25 %
5768540 Extraordinary Park Repairs	6,480.39		6,480.39	
5768541 Professional Services	29,008.49	30,000.00	-991.51	96.69 %
5768542 Communication - Phones	11,101.52	15,000.03	-3,898.51	74.01 %
5768543 Travel	240.00	800.00	-560.00	30.00 %
5768544 Printing & Advertising		1,000.00	-1,000.00	
5768545 Operating Rentals & Leases	3,723.13	6,750.00	-3,026.87	55.16 %
5768546 Surface Water/Noxious Weed Tax	3,224.26	3,426.11	-201.85	94.11 %
5768547 Utility Services	45,727.42	60,000.03	-14,272.61	76.21 %
5768548 Repairs & Maintenance	5,736.76	8,000.00	-2,263.24	71.71 %
5768549 Memberships & Training		2,500.00	-2,500.00	
Total 5768500 PARKS & GROUNDS MAINTENANCE	536,502.94	621,319.85	-84,816.91	86.35 %
Total Expenses	\$5,726,338.68	\$5,925,865.79	\$ -199,527.11	96.63 %
NET OPERATING INCOME	\$ -1,453,956.56	\$ -1,947,290.37	\$493,333.81	74.67 %
NET INCOME	\$ -1,453,956.56	\$ -1,947,290.37	\$493,333.81	74.67 %



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Explanation Financial Statement Line Items 2019 September

- #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
- #5114049 Legislative – Professional Services – Cedar River Group \$4,629.94
- #5131042 Executive Cell Phone - Verizon \$1,283.10
- #5131045 Executive – Office Lease – Brown Dog - \$18,723.68
- #5132041 Executive – Professional Services – Demarche Consulting Group, Revenue Study, HR
Investigation, Salary Survey \$53,097.01
- #5152041 Executive – Legal – Mark Roberts \$18,604.30
- #5761035 Executive – Minor Equipment - \$18,345.53 New Office Furniture
- #5761041 Executive – Professional Computer Services – Nicholas Huff Follow Up Invoices and
Pacific Office Automation, New Computer Setup \$12,262.68
- #5761045 Executive – Rentals – Copier Buy Out Payment \$1,385.75 (Refund was received
Wells Fargo)
- #5761046 Executive – Insurance – Enduris Auto Damage and Additional Property \$13,640.00
- #6103601 Executive – Computer Hardware – New Server and Installation \$11,419.53
- #6104204 Executive – Internet – Voice Edge - \$3,195.93
- #5142341 Financial – Professional Services – ADP HR Pro Software and Shredding Services
\$736.60
- #5768534 Maintenance – Health Department Permit \$55.00
- #5768540 Maintenance - Snow Removal & Broken Benches \$6,480.39



			2019 Capital Projects					
Project	Year Started	CIP Fund 1/1/2019	2019 Budgeted Transfers In	Land Sale Donations and Fund Transfers	Capital Fund Expenses	Year End 2019 Fund Transfers & Future Grants	CIP 9/30/2019	Notes
Park Improvement Program	2006	\$6,836,758.20	\$3,576,114.68	\$691,379.72	\$0.00	-\$752,398.40	\$10,351,854.20	Transfer to Community Recreation Center + Sale of Boys and Girls Club Land
Peninsula Enhancement Grant Program (PEG)	2007	\$25,000.00	\$0.00	\$0.00	\$1,514.35	\$0.00	\$23,485.65	Walrath Peg Grant Supplies Heritage Garden Irrigation
Community Recreation Center	2017	\$750,868.70	\$0.00	\$500,000.00	\$772,688.94	\$0.00	\$478,179.76	Ed Lewis; Snodgrass Freeman & Associates; Roberts Johns & Hemphill
Lighting Project - Sehmel Homestead Park	2019	\$0.00	\$400,000.00	\$205,000.00	\$2,542.80	\$98,098.40	\$700,555.60	Note: \$350,000 of future grant money has been awarded to this project. \$251,901.60 will be transferred back into the PIP
Service Options	2014	\$0.00	\$50,000.00	\$0.00	\$2,503.28	\$0.00	\$47,496.72	Electric Meter Installation Sunrise Beach, Hales Pass Roof Repair, Narrows Mobile Home
Hales Pass - Renovation	2018	\$16,986.25	\$0.00	\$15,000.00	\$0.00	\$1,000,000.00	\$1,031,986.25	Note: A \$1,000,000 transfer will be requested from the PIP to fund this renovation. Includes Pierce County Planning Grant
Sunrise Beach	2019	\$0.00	\$0.00	\$8,500.00	\$4,200.00	-\$4,300.00	\$0.00	Easement Reimbursement Fund GPA Valuation / Note: The balance of this fund will be transferred into the PIP at year end.
Building Fund	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,905.00	
Total Capital Funds		\$7,730,518.15	\$4,026,114.68	\$1,419,879.72	\$783,449.37	\$341,400.00	\$12,734,463.18	

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



Peninsula Metropolitan Park District
INCOME STATEMENT - RECREATION REVOLVING FUND
 January 2010 - September 2019

	JAN - DEC 2010	JAN - DEC 2011	JAN - DEC 2012	JAN - DEC 2013	JAN - DEC 2014	JAN - DEC 2015	JAN - DEC 2016	JAN - DEC 2017	JAN - DEC 2018	JAN - SEP, 2019	TOTAL
Income											
3400000 CHARGES FOR SERVICES											\$0.00
3473000 Recreation Rental Fee	21,477.96	79,553.95	87,479.44	134,466.32	22,008.24	33,535.89	31,229.38	36,461.91	29,399.12	\$152,634.54	
3476000 Recreation Program Fees		882.24	2,745.85	7,042.47	4,555.00	5,976.01	8,319.04	15,596.87	21,961.41	\$87,056.91	
3479000 Other Fees and Charges										28,461.86	
Total 3400000 CHARGES FOR SERVICES	21,477.96	80,436.19	90,225.29	141,507.79	349,877.27	347,457.14	429,998.27	643,031.07	603,444.93	415,518.77	\$3,122,974.68
3610000 INTEREST AND OTHER EARNINGS											\$0.00
361155 Interest Earned - Recreation											\$1,000.00
Total 3610000 INTEREST AND OTHER EARNINGS											\$1,000.00
3620000 RENTS, LEASES AND CONCESSIONS											\$0.00
3629001 Concessions Lease Recreation					280.41	628.86	357.51	6.50			\$1,273.28
Total 3620000 RENTS, LEASES AND CONCESSIONS					280.41	628.86	357.51	6.50			\$1,273.28
3670000 PRIVATE SOURCE CONTRIBUTIONS											\$0.00
367100 Private Donations- Gifts/Pledges	2,860.40	7,031.02	9,951.93	4,389.57	10,417.49	17,510.76	21,186.68	24,713.71	20,992.02	\$119,053.58	
Total 3670000 PRIVATE SOURCE CONTRIBUTIONS	2,860.40	7,031.02	9,951.93	4,389.57	10,417.49	17,510.76	21,186.68	24,713.71	20,992.02	\$119,053.58	
3690000 OTHER MISCELLANEOUS REVENUE											\$0.00
3699000 Other Recreation Revenue						960.52	12.55				\$973.07
Total 3690000 OTHER MISCELLANEOUS REVENUE						960.52	12.55				\$973.07
3700000 CAPITAL CONTRIBUTIONS											\$0.00
3797500 Capital Cont.-Private Donation						15,000.00					\$15,000.00
Total 3700000 CAPITAL CONTRIBUTIONS						15,000.00					\$15,000.00
3970000 TRANSFERS IN											\$0.00
3977555 Transfer In-Interfund Subsidies		57,202.00	48,402.00	49,902.00	54,902.00	82,202.70	73,849.00	86,674.26	142,008.25		\$595,842.21
Total 3970000 TRANSFERS IN		57,202.00	48,402.00	49,902.00	54,902.00	82,202.70	73,849.00	86,674.26	142,008.25		\$595,842.21
Total Income	\$21,477.96	\$83,296.59	\$155,158.31	\$199,861.72	\$404,449.25	\$429,366.01	\$531,069.24	\$714,832.90	\$578,519.04	\$3,856,116.82	
GROSS PROFIT	\$21,477.96	\$83,296.59	\$155,158.31	\$199,861.72	\$404,449.25	\$429,366.01	\$531,069.24	\$714,832.90	\$578,519.04	\$3,856,116.82	
Expenses											\$0.00
5710000 PARTICIPANT RECREATION											\$0.00
571036 Computers			2,712.76		4,971.60	1,677.84	116.51		154.27		\$9,632.98
571041 Professional Services				3,625.00	5,206.27	4,594.63	6,198.00	783.57	9,883.82		\$30,289.29
5712011 Wages - Recreation Program		16,450.74	25,320.75	50,423.32	144,994.84	173,274.14	187,222.95	248,392.41	230,651.37	106,155.31	\$1,182,855.83
5712020 Benefits - Recreation Program		5,732.29	3,160.37	8,881.27	34,199.36	78,045.69	87,489.50	121,693.51	94,365.56	39,921.18	\$473,548.73
5712031 Office & Operating Supplies		386.02	5,016.07	3,237.80	24,168.67	21,916.57	29,124.34	38,315.69	46,598.48	31,793.61	\$202,527.25
5712033 Mirror Equipment			966.84	2,101.52	12,149.53	9,193.04	16,577.39	9,523.32	10,339.85	3,479.59	\$63,331.08

5712041 Sports & Professional Fees	22,155.90	55,834.00	74,284.10	68,885.60	71,885.71	131,479.99	145,080.50	156,553.57	154,103.13	\$900,262.50	
5712043 Travel		1,134.19	1,396.47	1,929.89	1,621.63	2,070.78	1,122.81	2,062.60	694.14	\$11,972.51	
5712044 Printing & Advertising	7,790.00	20,538.86	13,849.32	37,045.10	26,902.14	28,027.38	29,660.49	19,415.53		\$180,228.82	
5712045 Rentals			1,642.18	3,834.83	2,541.54	2,732.29	12,300.73	33,071.92	22,123.57	\$78,247.06	
5712047 Utilities				11,782.35	15,756.65	18,986.48	15,685.20	20,300.59	1,293.59	\$33,804.87	
5712049 Memberships & Training		862.13	444.11	35.00	1,236.00	824.60	1,400.81	1,167.25	1,298.00	\$7,267.90	
5712053 Sales & Use Taxes		1,043.16	1,504.78	6,910.17	7,866.40	8,927.68	8,946.27	14,894.80	6,681.90	\$56,715.16	
5714049 Special Events		34,268.36	26,889.93	22,234.52	36,786.60	27,068.92	32,653.46	26,513.51	74,323.45	\$286,738.76	
Total 5710000 PARTICIPANT RECREATION	62,544.95	150,857.49	190,219.80	378,347.74	456,298.58	542,844.81	665,558.77	679,913.12	451,897.48	\$3,567,422.74	
Total Expenses	\$0.00	\$52,544.95	\$150,857.49	\$190,219.80	\$378,347.74	\$455,298.58	\$542,844.81	\$665,558.77	\$679,913.12	\$451,897.48	\$3,567,422.74
NET OPERATING INCOME	\$21,477.96	\$30,751.64	\$4,300.82	\$9,641.92	\$26,101.51	\$-25,932.57	\$-11,775.57	\$72,527.03	\$34,919.78	\$126,681.56	\$288,694.08
NET INCOME	\$21,477.96	\$30,751.64	\$4,300.82	\$9,641.92	\$26,101.51	\$-25,932.57	\$-11,775.57	\$72,527.03	\$34,919.78	\$126,681.56	\$288,694.08



Peninsula Metropolitan Park District

INCOME STATEMENT - ENDOWMENT FUND

January 2007 - September 2019

	TOTAL
Income	
3400000 CHARGES FOR SERVICES	
3473000 Recreation Rental Fee	94,869.92
Total 3400000 CHARGES FOR SERVICES	94,869.92
3610000 INTEREST AND OTHER EARNINGS	
3611150 Investment Income - Endowment	22,809.19
Total 3610000 INTEREST AND OTHER EARNINGS	22,809.19
3620000 RENTS, LEASES AND CONCESSIONS	
3625002 Long Term Golf Course Lease - Endowment	159,437.73
3627001 Concessions Lease Facilities	1,967.09
Total 3620000 RENTS, LEASES AND CONCESSIONS	161,404.82
3670000 PRIVATE SOURCE CONTRIBUTIONS	
3671900 Private Donations - Other	144,942.27
Total 3670000 PRIVATE SOURCE CONTRIBUTIONS	144,942.27
3970000 TRANSFERS IN	
3977655 Transfer In-Interfund Subsidies	1,087.00
Total 3970000 TRANSFERS IN	1,087.00
Total Income	\$425,113.20
GROSS PROFIT	\$425,113.20
Expenses	
5130000 EXECUTIVE	
5893053 Leasehold Excise Taxes	193.78
Total 5130000 EXECUTIVE	193.78
5140000 FINANCIAL AND RECORDS SERVICES	
5142000 Financial Services	18.35
Total 5140000 FINANCIAL AND RECORDS SERVICES	18.35
5142500 Investment Fees - Endowment	1,041.08
5710000 PARTICIPANT RECREATION	
5712053 Sales & Use Taxes	6,934.99
Total 5710000 PARTICIPANT RECREATION	6,934.99
Total Expenses	\$8,188.20
NET OPERATING INCOME	\$416,925.00
NET INCOME	\$416,925.00



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: Tuesday, October 15, 7:00 pm

Gig Harbor Civic Center Community Room A/B (3510 Grandview St., Gig Harbor, WA 98335)

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

3.b Financial Report

3.c President's Report

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

10-1-19 Study and Regular

4.b Approval of Vouchers

- \$57,094.27 Reference numbers: V2019-512-V2019-519
- \$27,655.68 Reference numbers: V2019-520-V2019-528
- \$70,283.09 Reference numbers: V2019-529-V2019-534

ITEM 5 Discussion

5.a Community Recreation Center Property Acquisition Decision

ITEM 6 Old Business

6.a Contract Amendment: Demarche Services

6.b Contract Amendment: Snodgrass Freeman

ITEM 7 Comments by Board/Subcommittee Reports

7.a Community Center

7.b Marketing

7.c Fundraising

ITEM 8 Next Board Meetings: Tues. Nov 5, 2019 (Study Session and Regular) at City Hall location

ITEM 8 Executive Session: none

ITEM 9 Adjournment ____: ____



Peninsula Metropolitan Park District

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DEPARTMENT STAFF REPORT: October 2-October 15, 2019

EXECUTIVE

- Continue to facilitate the Executive Director hiring process
- Preparation for the Strategic Planning retreat
- Continue to coordinate on the Community Recreation Center Project
- Continue the budget process
- Drafting the Executive Director Workplan a performance evaluation process for Commission consideration
- Preparing the transition plan to the New Executive Director

MARKETING

- Working with CIT on information for Winter Parks and Recreation Guide
- Website updates are in progress to clean up meeting minutes and agendas
- Presentations have been prepared for budget and strategic planning session
- Email marketing for upcoming events and recreation programs scheduled
- Prepping communication for upcoming capital projects
- Print media has been delivered for upcoming events
- Compiling data from departments for community impact and planning
- Planning for office open house November 8th, 2019
- Master calendar development for media releases, meetings and major happenings

CAPITAL PROGRAM

- Hearing Examiner Reconsideration Request Submittal on October 3, 2019.
- Opening Bids for SHP Turf & Parking Lighting Project on Thursday, 10/10.
- Permits submitted.
- Getting bids for Hales Pass roof replacement.
- RFQ going out for Hales Pass renovation design.
- Discussion of Memorials and Donations Policy to continue.
- Discussion of PEG Grant Policy continuing.
- City of Gig Harbor updating Cushman Trail Map, incorporating route through CRC as part of a project to add Emergency Locator Signs every ¼ mile along the trail.
- Most computers have been upgraded to Windows 10 (Windows 7 won't be supported after 2019). Other computer upgrades in progress.
- Finalizing post-move IT and phone adjustments

PEG Grants under consideration:

- Eagle Scout projects for Bat Houses at Hales Pass (ready, but on hold pending policy review)
- Rotary Bark Park trail map and signs (ready, but on hold pending policy review)
- Tubby's small dog area shelter (ready, but on hold pending policy review)
- Narrows fencing (nearly ready, put on hold pending policy review)
- McCormick trail map and signs (preparing, but on hold pending policy review)
- Off-Leash Area Obstacle Course (after review, rejected)
- Three other scouts currently discussing projects

Volunteer Projects:

- Preparing for Orca Recovery Day (10/19) at DeMolay Sandspit with Pierce Conservation District. Washington Conservation Corp crew and PenMet Maintenance crew removing blackberries in preparation for native plantings on ORD.
- Working with community service people at Narrows continues.
- PHS runners trimmed trails at McCormick Forest; GHHS to trim trails at Rotary Bark Park.

RECREATION

- We are very pleased to have had a very successful Scarecrow event
 - 80+ vendors, close to 5,000 people, many kids activities, and live music throughout the day created a great atmosphere for the community
- Working with the marketing department to plan and assemble PenMet's Winter program guide
- Little kickers (128 kids) and flag football programs (272 kids) are both thriving
- The Rec Dept. is settled down and getting comfortable in the next office space



Peninsula Metropolitan Park District

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STUDY SESSION MINUTES

Tuesday, October 1st, 2019, 6:15 pm

Gig Harbor Civic Center Community Rooms A/B (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order: The meeting was called to order by Commissioner Hill at 6:15 pm.

Commissioners Present:

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

Staff:

Glenn Akramoff
Eric Guenther
Chuck Cuzzetto
Elaine Sorensen
Michael Schick
Ron Martinez
Ed Lewis
Kelly Darling
Aiden Krug

ITEM 1 Approval of Agenda: Commissioner Grimmer made a motion to approve the agenda, Commissioner Nixon seconded; the motion was approved with a 5-0 vote.

ITEM 2.a Staff Report: 2020 New Budget Process

Glenn Akramoff introduced the presentation on the new budget process. The budget process is created to improve transparency, both to the board and to the public. Improve decision making and budget oversight. Deputy Executive Director, Elaine Sorensen discussed PenMet's finances. E.D. Akramoff added interns, part-time, and contracted staff greatly affects the budget in a positive way. She is looking to switch to the accounting software, BIAS. Recreation manager Michael Schick spoke about how recreation has had some challenges recently because of staffing issues but morale is high. Facility rentals and field rentals have made an increase compared to 2018. Recreation highlights included number of teams, special pops, trivia night, and new teen programs. Head of the maintenance department, Ron Martinez, highlighted the team does rounds, by interacting with community, discussing safety concerns and tending to the park based on the needs of the community. Looking to hire some seasonal staff. Glenn talks about the capital project stating that the recreation center is the number one priority at the moment. Creating a 5- & 20-year capital list. Deciding on purchasing a car for capital, right now they are renting. Chuck Cuzzetto highlights working with the community, tracking data, and implementing structure through presentations by letting citizens in the community ask questions.

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: *Gamani Hayden*



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

Tuesday, October 1st, 2019, 7:15 pm

Gig Harbor Civic Center Community Rooms A/B (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order: The meeting was called to order by Commissioner Hill at 7:16 pm

Commissioners Present:

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

Michelle Matheson

Staff:

Glenn Akramoff
Elaine Sorensen
Eric Guenther
Ron Martinez
Chuck Cuzzetto
Ed Lewis
Mike Schick
Kelly Darling
Aiden Krug

Citizens:

John Glass
Bill Sehmel
Laurel Kinsburg
Natalie Wimberley

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Babich. The agenda was approved with a 5-0 vote.

ITEM 2 Citizen Comments

Laurel Kinsburg thanked the Board and staff for the hard work they have been putting in. She was pleased that the website was up to date and everything was easy to find. Natalie Wimberley shared that she recently moved here, looking for a community-based city to improve schools and the community. Michelle Matheson has participated in many events put on by the parks and recreation of Gig Harbor. Wants to focus on partnerships.

ITEM 3 Presentations

3.a Executive Director Report

Glenn Akramoff shared that President Hill and himself presented to the community development committee and discussed PEG grants. Venue for strategic planning retreat details will be coming out shortly. The 15th is the next board meeting and study session. The 23rd of October is going to be the open house and then the 24th is going to be the final interview.

3.b President Report

President Hill spoke with admin support and got some ideas regarding hosting agendas. Admin support visited other city council areas to get ideas. Now, President Hill and others

are looking at adopting other ideas regarding the agenda and cutting cost. This process might become a decision card.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

- 8-20-19 Regular and Study Session (pg.15-17)
- 9-17-19 Regular and Study Session (pg. 18-19)

4.b Approval of Vouchers

- \$21,441.32 Reference numbers: V2019-446-V2019-451 (pg. 20-21)
- \$145,204.21 Reference Numbers: V2019-452-V2019-484 (pg. 22-23)
- \$83,046.23 Reference numbers: V2019-485-V2019-511 (pg.24-25)

President Hill made a motion to approve the agenda, seconded by Commissioner Grimmer. The agenda was approved with a 5-0 vote.

4.c Approval of Consent Agenda

ITEM 5 New Business

5.a Demarche Contract Scope for Organizational support

E.D. Akramoff put together a draft scope for review. October 25th is the current agreement to not exceed the amount. The board is bringing it back for review on the 15th of October.

ITEM 6 Comments by Board/Subcommittee Reports

Commissioner Nixon shared that the new office is very welcoming and is happy with the improvements coming. Michelle Matheson volunteered at Narrows Park, she was very pleased to see the hard work and the organization of everything.

6.a Community Center: Setting schedules for meetings

6.b Marketing: Social Media is growing, and the history of the district video is in the works.

6.c Fundraising Under Development (Hill):

ITEM 7 Next Board Meeting: Tues, October 15th, 2019: Study Session (6:00 pm) and Regular (7:00 pm) at new City Hall location

ITEM 8 Executive Session: Real Estate was considered [RCW 42.30.110(1)(b)] and Employee Evaluation [RCW 42.30.110(1)(g)]

ITEM 9 Adjournment

Commissioner Hill adjourned the meeting at 7:45 pm.

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: *Gamani Hayden*



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula


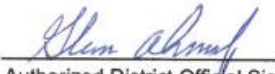
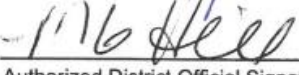
PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
10/1/19	V2019-512	HEALTH CARE AUTHORITY	\$16,665.49
10/1/19	V2019-513	Demarche Consulting Group, Inc	\$25,000.00
10/1/19	V2019-514	Harbor Realty Advisors LLC	\$9,152.74
10/1/19	V2019-515	Adam Thomsen	\$140.00
10/1/19	V2019-516	Knight Safe & Lock	\$575.34
10/1/19	V2019-517	Hill Moving Services	\$2,480.00
10/1/19	V2019-520	Legal Shield	\$105.70
10/1/19	V2019-518	Key Pen Parks	\$2,000.00
10/1/19	V2019-519	Harbor Wildwatch	\$975.00
Payment Count: 9		Total Amount:	<u>\$57,094.27</u>

Payment Count: 9
Payment Total: \$57,094.27

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.

 _____ Authorized District Official Signature	<u>9/27/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>9/27/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>10-1-19</u> _____ 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 _____



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
10/4/19	V2019-520	U.S. Bank Corporate Payment System	\$19,425.57
10/4/19	V2019-521	DEPARTMENT OF REVENUE	\$4,523.10
10/4/19	V2019-522	DEPARTMENT OF REVENUE	\$1,886.49
10/4/19	V2019-523	DON SMALL & SONS OIL	\$150.58
10/4/19	V2019-524	Doggie Walk Bags	\$424.34
10/4/19	V2019-525	Pierce County Alarm Program	\$100.00
10/4/19	V2019-526	Office Team	\$756.00
10/4/19	V2019-527	Sarco Supply	\$319.60
10/4/19	V2019-528	Artondale Farm	\$70.00
Payment Count: 9		Total Amount:	<u>\$27,655.68</u>

Payment Count: 9
Payment Total: \$27,655.68

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>M. Medico</u> Authorized District Official Signature	<u>10-4-19</u> Date	_____ Authorized District Official Signature	_____ Date
<u>[Signature]</u> Authorized District Official Signature	<u>10/4/19</u> Date	_____ Authorized District Official Signature	_____ Date
<u>[Signature]</u> Authorized District Official Signature	<u>10/4/19</u> 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 Received on _____
Batch Verified by _____

Oct 2, 2019 2:55 PM

2 of 2



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula


PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
10/7/19	V2019-529	Custom Shirt Shop	\$3,068.42
10/7/19	V2019-530	TeamSideline.com	\$599.00
10/7/19	V2019-531	Peninsula Metropolitan Park District	\$42,758.78
10/7/19	V2019-532	DEPT OF RETIREMENT SYSTEMS	\$12,596.89
10/7/19	V2019-533	Demarche Consulting Group, Inc	\$10,000.00
10/7/19	V2019-534	Office Team	\$1,260.00
Payment Count: 6		Total Amount:	<u>\$70,283.09</u>

Payment Count: 6
Payment Total: \$70,283.09

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.

 _____ Authorized District Official Signature	_____ Date 10/7/19	_____ 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
_____ 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 Received on _____
Batch Verified by _____

Oct 7, 2019 10:07 AM

2 of 2



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

From: Glenn Akramoff, Executive Director

Date: October 15, 2019

Subject: Acquisition of Real Estate – Performance Golf

Background/Analysis

The Board of Commissioners approved staff to enter into a purchase and sale agreement for the Performance Golf property in December of 2018. As part of the arrangement, the district had until September 13, 2019, to complete a due diligence process to determine if the property is suitable for the intended use and that the planned improvements are permitted, and the cost of the project will be within PenMet Parks means to complete. The District consultant team led by Snodgrass & Freeman Associates has supported the process along with the internal team led by the Interim Executive Director and Construction Project Manager Ed Lewis.

Below are the key project stages:

1. December 2018 – Approved Purchase and Sale agreement with Due Diligence Contingency
2. March 2020 Submittal of Permit Application
3. April 20 – Final Contract with Snodgrass Freeman
4. April 20 – Project overview Study Session with Commission
5. May 8 - Peninsula Advisory Commission (PAC)

6. July 2 - Board Meeting: Financial Plan and Pro Forma
7. Aug 20 – Board Meeting: Bonding Presentation and Discussion
8. Aug 21 – Hearing Examiner Presentation
9. Sept 13 – Purchase agreement deadline (**Renegotiated to November 8th**)
10. September 26 - Hearing Examiner Ruling
11. October 3 - Request to Reconsidered filed on Hearing Examiners Ruling
12. October 15 – Consider Purchase
13. November 8 - Anticipated date of waving the due diligence contingency
14. November 29 – Projected Closing date

A thorough review of the project and the properties' suitability for the proposed use and programming has been completed. Each stage of the project has been presented to the Board of Commissioners at the Board Meetings of April 22, July 2, August 20. The only outstanding items are outlined in the request for reconsider sent to the Hearing Examiner on October 3. The request is attached. The hearing examiner did rule that the dome structure cannot be constructed on-site.

In addition, the staff and project team presented the project over 20 times to various community groups over the last six months. The project was generally supported by almost all who staff interacted with. The main point of concern was the dome structure.

As a contingency of Commission approval of the purchase, the staff has prepared a draft communications plan and interim operation options for the Commissioners to consider. These items will be provided at the Board meeting.

Timeline and Funding

Currently, the project has reached its 35% mark, the SPEWA process has been completed the hearing examiner has ruled and the District has requested a reconsideration of six conclusions called out in the report (paragraphs 5, 11, 17,18, 24 and 25). The District did not request the reconsideration of the dome structure.

The next step is to await the hearing examiner's reply to the request to reconsider and the expiration of all timelines pertains to the Pierce County process. Should the responses be favorable as to clarity and flexibility of the new conditional use permit the district can waive the due diligence contingency on or about November 8th. Closing would be projected for 15 days later.

The cost of the project has been reviewed. The project is currently at an estimated cost of \$26,879,730. There has been a funding plan developed. That plan included a Board initiated bond for approximately 10 million dollars. The plan does not include additional funds raised through grants legislative allocation or fundraising. All these items are expected to yield significant funds for the project.

Policy Implications/Support

1. Comprehensive Plan compatibility of the project
2. The priority of the project as compared with other district projects and programs
3. Cost and financing of the project
4. Operating costs and programing
5. Project phasing and timeline
6. Site suitability and permitting
7. Community support for the project
8. Project phasing and timeline
9. Permit requirements

Recommendation

Should all the issues that have been requested for reconsideration be substantially approved to create with clarity and flexibility that PenMet needs to move forward, I recommend the following:

- Approve the Purchase and Sale Agreement to move to close
- Approve the Communication Plan for the next phase of the project
- Approve an option for the interim use of the property
- Instruct the Interim Executive Director to move forward with a Request for Qualifications (RFQ) for phases two and three of the project. (Phase 2 – from 35% design to final design and Phase 3 – preparation of bid documents and bid solicitation)
- Instruct the Executive Director to move forward with creating a fund-raising plan

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.

Motion

I move to approve the Interim Executive Director waive the due diligence contingency and move to purchase the property at 2416 14th Ave NW, Gig Harbor for the purchase price of \$4,300,000 should the request for reconsideration substantially be approved and all process timelines expire.

References

The listed references are documents that have been provided along the feasibility process. The Commissioners have been provided these in the previous meeting except for the Request to reconsider letter which is attached.

1. The Purchase and Sales Agreement
2. The Parks Reaeration and Open Space Plan
3. The Snodgrass Freewoman Contract for Consulting Services
4. Pro Forma and business plan for the first year
5. Funding Spreadsheet
6. Bond Options presentation and PowerPoint
7. Hearing Examiners Decision
8. Request to Reconsider Examiners Decision.

Attachments

Resolution Number – 2019-014

Letter of Reconsideration to the Hearing Examiner Ruling



PENINSULA METROPOLITAN PARK DISTRICT

RESOLUTION NO. R2019-014

A RESOLUTION OF THE PENINSULA METROPOLITAN PARK DISTRICT AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE THE AMENDMENT TO PURCHASE AND SALE AGREEMENT AND CLOSING DOCUMENTS

WHEREAS, pursuant to Resolution No. R2019-014, the Peninsula Metropolitan Park District Board of Park Commissioners approved execution of the Purchase and Sale Agreement dated December 13, 2018 between FIRS Management, LLC as Seller and the Peninsula Metropolitan Park District (“PenMet Parks”) as Purchaser for the real property commonly known as the Performance Golf Center located at 2416 - 14th Ave. N.W., Gig Harbor, Pierce County, Washington.

WHEREAS, pursuant to the Purchase and Sale Agreement, PenMet Parks has been conducting its inspection, due diligence and feasibility studies which includes seeking a Conditional Use Permit Major Amendment and Site Plan Review, the approval of which is necessary for the future development, permitting and construction of a recreation center on the property.

WHEREAS, on September 26, 2019, the Hearing Examiner issued his decision partially approving and partially denying PenMet Parks requested land-use changes reflected in the Conditional Use Permit Major Amendment and Site Plan Review, but such approval is subject to certain conditions as stated in the decision.

WHEREAS, on October 3, 2019, PenMet Parks formally requested the Hearing Examiner reconsider specific conditions of approval under the “Conclusions” section of the decision relating to paragraphs 5, 11, 17, 18, 24 and 25.

WHEREAS, unless the Hearing Examiner reconsiders and substantially adopts all of PenMet Parks’ requested changes and there is no appeal taken from the Hearing Examiner’s decision, PenMet Parks cannot waive its feasibility contingency in the Purchase and Sale Agreement.

WHEREAS, the Seller is agreeable to extending the feasibility contingency without payment of an extension fee as provided in the Amendment to Purchase and Sale Agreement attached hereto as Exhibit “A” which will provide additional time for the Hearing Examiner to issue his decision, for PenMet Parks to review the decision and for the appeal period to expire.

WHEREAS, it is in the best interests of PenMet Parks and the public that the feasibility contingency be extended.

WHEREAS, if the Hearing Examiner’s decision on reconsideration substantially adopts all of PenMet Park’s requested changes, it is also in the best interests of PenMet Parks and the public that PenMet Parks waive its feasibility contingency and proceed to close on the property. Now, therefore be it

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Interim Executive Director or his successor is authorized to execute the Amendment to Purchase and Sale Agreement attached as Exhibit "A" and any further amendments to the Purchase and Sale Agreement that extends the expiration date of the feasibility contingency so long as PenMet Parks is not charged an extension fee. It is further

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that if the Hearing Examiner's decision on reconsideration substantially adopts all of PenMet Parks requested changes, the Interim Executive Director or his successor is authorized to waive the feasibility contingency and proceed to close the transaction in accordance with the terms in the Purchase and Sale Agreement.

The foregoing resolution was adopted at a regular meeting of Board of Park Commissioners of the Peninsula Metropolitan Park District held on October 15, 2019.

President

Peninsula Metropolitan Park District Commission

Clerk
Peninsula Metropolitan Park District Commission

Attest

October 1, 2019

Mr. Stephen K. Causseaux, Jr.
Pierce County Hearing Examiner
902 South 10th Street
Tacoma, WA 98405

**RE: REQUEST FOR RECONSIDERATION OF SEPT 26, 2019 CUP DECISION
Pierce County Permits 906050, 906052, 906054, 906861, 909290, & 909294**

Dear Mr. Causseaux:

Pursuant to Pierce County Code § 1.22.130 and on behalf of the Peninsula Metropolitan Park District (PenMet Parks), we request you reconsider and revise specific sections in your September 26, 2019 Report and Decision for the purpose of clarification. We're sure you can appreciate that because PenMet Parks is a public agency and wants to be a good steward of its public funds, coupled with the significant percentage of its capital budget dedicated to this very important project, it seeks a clear understanding of its obligations and a clear path to constructing the project without unnecessary delays or extraneous costs. For those reasons, we request you reconsider the following conditions of approval:

Condition of Approval 5

This condition requires PenMet Parks to submit its Final Development Plans within one-year of your decision. We request that you allow for 2 years to have the Final Development Plans submitted. As PALS staff indicated in the Staff Report, this project is basically a new CUP and should be treated as such even though it's technically a Major Amendment. Moreover, and with your denial of the air supported roof, major plan revisions are required to accommodate a more traditional type of constructed building that will include all of the necessary programming, which likely will take more than one year.

Condition of Approval 11

This condition states all prior findings, conclusions, conditions and mitigation from prior Examiner or SEPA decisions remain in effect. PenMet Parks does not have the ability to confirm the universe of decisions that this includes except to the extent disclosed by Pierce County. We have the original Examiner's decision for the driving range, the decision on reconsideration and the SEPA determination that preceded them. But we don't know if or how many other decisions have been issued since then. Perhaps PPW staff can identify those documents / decisions and then provide to the Examiner a list so those documents / decisions can be enumerated in a revised decision.

Condition of approval 17

This condition states PenMet Parks must provide its site plan to WSDOT for their review and approval. We believe all of condition 17 should be removed. WSDOT is only responsible for traffic impacts to state highways. PenMet Parks provided its Traffic Impact Analysis to WSDOT,

WSDOT provided comments and that was subsequently approved by Pierce County. PenMet Parks also provided to WSDOT a copy of its DNS for review and comment on July 3, 2019, and WSDOT provided no comments. Those documents directly relate to WSDOT's responsibilities, unlike the site plan, which does not. Requiring PenMet Parks to obtain WSDOT's approval of the site plan, particularly since WSDOT imposed no conditions on the previous documents, allows for the possibility that WSDOT then imposes conditions that will significantly and adversely impact the project thereby prejudicing PenMet Parks. Since WSDOT approved the traffic related documents, and the site plan does not relate to traffic on SR 16, this condition should be removed.

Condition of approval 18

This condition requires dedication of right-of-way to Pierce County. PenMet Parks would like this condition to be more flexible because the right-of-way along 14th Avenue referenced in Pierce County Development Engineering's letter dated August 19, 2019 is solely to accommodate the Cushman Trail Extension. If PenMet Parks extends the trail through their site as planned, the County won't need an additional 5 feet of right-of-way. We request that condition 18 be revised as follows:

To accommodate the Cushman Trail Extension, Pierce County requires five feet of additional right-of-way so there is a minimum of 35 feet of right-of-way along the 14th Avenue N.W. frontage as provided in the August 19, 2019, Pierce County Development Engineering correspondence. In the event that PenMet Parks does not extend the Cushman Trail through the site in a different location that is acceptable to Pierce County, PenMet Parks shall dedicate the additional right-of-way prior to final building inspection.

This change allows some flexibility for both PenMet Parks and the County.

Condition of approval 24

This condition requires PenMet Parks to engage an acoustical engineer to perform a noise study prior to final approval of the event center. Since no specific permit or approval is needed for use of the event center space, we think the language should instead say "Prior to use of the event center space for any event with amplified sound, the applicant shall engage . . ." This would make it incumbent on PenMet Parks to have the noise study done before they use the event space with amplified sound rather than tying it to a permit or approval.

Condition of approval 25

Condition 25 refers to the proposed dome structure and states "Such use is denied". We request that the second sentence be revised to say, "Such structure is denied". This makes it clear that only the proposed air supported roof structure is denied, not the use.

Thank you for your consideration of our requests.

Sincerely,

Carl E. Halsan
Member

c: PenMet Parks

PO BOX 1447**GIG HARBOR**WA**98335

CARLHALSAN@GMAIL.COM

(253) 307-1922



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

From: Glenn Akramoff, Interim Executive Director

Date: October 15, 2019

Subject: Demarche Consulting Group contract for Interim Executive Director

Background/Analysis

In March of 2019, the PenMet Parks District and Demarche Consulting Group enter into an agreement of Interim Director and Organizational Development services. The contract was identified as not to exceed \$143,000 at that time for approximately 6 months of services. That amount will be reached on October 26th, 2019.

As the permanent Executive Director will not be on board by that date and The Board of Commissioners wants seamless transition., extending the Interim Executive Service through the of year will be required. This process will not need an additional contract. The proposed amendment to the first contract will require Commission approval.

Timeline and Funding

Attached is the amendment form for the Interim Executive Director services through the end of 2019. The amendment is for the Interim Executive Director transition (possibly through the end of 2019) pending the arrival date of the New Executive Director. It is anticipated that the transition to a permanent Executive Director would occur sometime between December 9 and January 6th pending contract negotiations. The current proposed amount of the contract amendment is not to exceed \$37,000 from the week of October 28th through the end of 2019. The total amended contract will not exceed \$180,000.

Recommendation

It is recommended the Board of Commissioners approve the amendment for the Interim Executive Director services as specified in the original scope of work to best meet the need and goals of the Commission and District and assure a seamless transition.

Policy Implications/Support

1. The Board of Commissioners needs an Interim Director to meet the day to day needs of the customers of the district through the time the permanent Executive Director arrives.
2. The current Interim Executive Director contract will be completed on October 26th. The hiring process will not be completed by that time and Interim services will be needed. It is anticipated that the transition to a permanent Executive Director would occur sometime between December 9 and January 6th pending contract negotiations.

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.

Motion

I move to approve the amended contract for Interim Executive Director services through December 31, 2019, at a not to exceed the amount of \$37,000 and a total contract not exceed the amount of \$180,000.



Scope of Work: Interim Executive Director PenMet Parks

The PenMet Parks District will contract with Demarche Consulting Group and Glenn Akramoff to fill the position of Interim Executive Director. The purpose of this position is to provide executive-level management support and leadership for the district staff while evaluating the operation for effectiveness and efficiency. The position will also include facilitating the recruitment process for the permanent Executive Director and completing preparations for their arrival. Working to implement the short-term and long-term strategies identified in the future operations assessment will also be included.

The Interim Executive Director will report directly to the PenMet District Board and will work on-site at the District Administration building based on the hours described below. The District agrees to provide a work area, a computer and a phone for the Interim Executive Director. A District vehicle is not available for use by the Interim Executive Director, but mileage will be reimbursed based on the current IRS Mileage Reimbursement Rate.

The Interim Executive Director will provide monthly written progress updates to the District Board. The District Board will also be provided a written report with the monthly billing from Demarche Consulting Group.

It will be necessary for the Interim Executive Director to attend and participate in District Board meetings, regional meetings and other public meetings. Attendance at special meetings and/or events will be coordinated in advance by the District Board.

Estimated Project Cost:

The scope of work is divided into phases, beginning in March 2019 and concluding on or around September 2019 (approximately six months). The phases and estimated costs are provided below.

Task Description	Weekly Rate	Estimated weeks	Estimated Cost
Phase 1 – Teaching and Direct	\$5000	14	\$70,000.00
Phase 2 – Empower and Coach	\$5000	9	\$45,000.00
Phase 3 – Support Confidence Building	\$5000	4	\$20,000.00
Phase 4 – Transition and Resource	\$5000	2	\$8,000.00
Estimated Total:		29	\$143,000.00





The estimates provided above do not include reimbursable expenses, such as mileage reimbursement.

Key Work Items for the Interim Executive Director:

The following tasks are the major focus areas for the Interim Executive Director. There will be many other details and items that will be addressed during the process. The District Board can provide additional direction as needed.

TASK 1 – PROVIDE STABILITY OF THE DAY TO OPERATIONS OF THE DISTRICT

Take the leadership role of the district operation. Provide direction to District staff in all areas of operation. Evaluate all processes and procedures for effectiveness and efficiency and make changes as necessary. Provide the District Board regular updates on actions taken. Document decisions and changes for the future fulltime Executive Director.

TASK 2 – COMPLETE AN OPERATIONAL ASSESSMENT

A complete and operational assessment of the district operation to include the following areas:

- Workplace Culture
- Operational Structure
- Work Processes
- Operational Systems
- External Forces
- Performance Measurement

Provide the results in a written report to the District Board to include recommended changes and improvements.

TASK 3 – EVALUATE AND DIRECT THE RECREATION CENTER PROJECT

Evaluate the progress, process and details of the current recreation center project. The evaluation will include design progress, funding plans, timelines, communication plan and project management processes. Report out all results to the District Board. Make any appropriate changes and updates.



TASK 4 – FACILITATE AND SUPPORT THE PERMANENT EXECUTIVE DIRECTOR SELECTION PROCESS

Facilitate a process with the District Board that creates the criteria, process and timeline for the Executive Director selection process. Provide data and background to the board for the determination who will complete the selection process. Support the effort and prepare the organizations for the arrival of the new Executive Director.

TASK 5 – PENDING BOARD DIRECTION, BEGIN IMPLEMENTATION OF ASSESSMENT RECOMMENDATION

Once the operations assessment is completed, begin the implementation process of the recommended changes that the District Board approves. Work with District Staff throughout the change process. Communicate progress the District Board. Document the changes, progress and timelines for the incoming Executive Director.

CONTRACT CALENDAR AND WORK PHASES:

The scope of work for the Interim Executive Director position is divided into four phases. The five tasks identified above will be addressed in the first three phases. The fourth phase of work is intended to be a support phase to ensure the effective implementation of the transition to the permanent Executive Director, effective operations, projects, and long-term strategies.

PHASE 1 – TEACH AND DIRECT: March 25, 2019 to June 28, 2019 (3 months) Estimated at 45 hours per week

The Interim Executive Director will assume the leadership role of the district operation and evaluate staff effectiveness. The Interim Executive Director will work on-site at the District Administration building a minimum of 30 hours per week during this phase of work.

Key deliverables include:

1. Assume the leadership role of the District Executive Director, assess ongoing operations and implement needed day-to-day changes for efficiency and effectiveness and to meet industry standards and best practices. (Task 1)
2. Complete an operational assessment with recommendations and present to the District Board for consideration. (Task 2)





3. Begin evaluating of the Recreation Center capital project and make appropriate changes as needed. (Task 3)
4. Prepare for and implement the new Executive Director recruitment, to include the search process and preparation for arrival. (Task 4)
5. Assess long-term staffing needs, fill any open positions and draft a plan for a future structure to meet them. Identify the long-term reporting structure. (Task 1 & 5)
6. Complete the evaluation of all major work programs and begin the documentation process to capture procedures, policies, asset inventories, inspections and other record management objectives. (Task 5)

PHASE 2 – EMPOWER AND COACH:
July 1, 2019 – August 23, 2019 (2 months)
Estimated at 35 hours per week

The Interim Executive Director will begin to empower the district staff as the change process continues. Some leadership and management responsibility will be moved to the district managers and leaders, as appropriate. This part of the process allows for a sustainable and consistent work product and is the beginning of the transition process to a new Executive Director. The Interim Executive Director will guide the process and begin to move into a coaching role.

Key deliverables include:

1. Begin operational assessment recommendations implementation and keep the District Board informed as to progress. (Task 2)
2. Continue oversight of the Recreation Center capital project and make appropriate adjustments as needed. Keep the District Board informed as to progress. (Task 3)
3. Implement the new Executive Director hiring process and begin preparation for arrival. (Task 4)
4. Coordination with the District Board to develop the long-term structure of the district. (Task 5)





5. Continue the documentation process, to include documentation of written processes and procedures. (Task 5)

PHASE 3 – SUPPORT CONFIDENCE BUILDING:

August 26, 2019 – September 13, 2019 (1 month)

Estimated at 30 hours per week

The Interim Executive Director will continue reducing his role in the day-to-day activities of the district and will focus more on the preparation for the new Executive Director as well as high-level policy issues and more long-range activities. The role will change to that of supporting problem-solving and sustainable daily work activities. The Interim Executive Director will also put the finishing touches on the hiring process, documentation and make the final presentations of results and reports as needed.

Key deliverables include:

1. Prepare final documents and reports for the operational assessment recommendations. (Task 5)
2. Provide presentations on each of the above reports as needed. (All)
3. Begin preparing for the transition process. (Task 4)
4. Complete all tasks as assigned by the District Board. (Task 1)

PHASE 4 – TRANSITION AND RESOURCE

September 16, 2019 – September 27, 2019 (approximately two weeks)

Key deliverables include:

1. Facilitate a seamless transition to the new Executive Director. (Task 4)
2. Prepare a final report for the District Board and new Executive Director outlining completed tasks and status of ongoing items. (All)
3. Be available to the Board and New Executive Director. (Task 4)

*There are many unknowns at this point that may lengthen phase four. The District Board and the Interim Director will remain flexible with the intention of meeting this schedule.



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Other Relevant Information:

The Interim Executive Director will not be available for work on the following dates:

1	May 3 and May 6
2	June 5 – June 7
3	August 31 – September 13

The list provided above does not preclude the Interim Executive Director from requesting additional time-off. Days off will not be billed to the District. District Holidays will not be billed unless work is assigned by the District Board. The Interim Executive Director will be providing service to other clients. This will not interfere with the interim role although it may impact in person availability at times

Demarche Consulting Group Other Resources

The Demarche Consulting Group has a cadre of other technical and skilled staff that may be available to assist on some of the technical aspects of the work, as determined by the Interim Executive Director and in coordination with the District. Bios and resumes of Demarche Staff will be provided as requested. A statement of qualifications is provided separately as a reference.



CONTRACT AMENDMENT FORM

CONTRACT: Demarche Consulting for Interim Executive

COST: \$143,000

AMENDMENT #1	AMENDMENT COST	ORIGINAL COST
	\$37,000	\$143,000
		OVERALL CONTRACT COST
		\$180,000

Description:
 The amendment is for the Interim Executive Director transition (possibly through the end of 2019) pending the arrival date of the New Executive Director. It is anticipated that the transition to a permanent Executive Director would occur sometime between December 9 and January 6th pending contract negotiations. The current proposed amount of the contract amendment is not to exceed \$37,000 from the week of October 28th through the end of 2019. The total amended contract will not exceed \$180,000.

Original effective date of contract: 3/27/2019

New end date of contract: 10/15/2019

Signature of President

Signature of Contractor

Signature of Staff



Peninsula Metropolitan Park District

10123 78th Ave NW, Gig Harbor, WA 98332

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E-mail: Info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: District Commission

From: Edward O. Lewis, Capital Project Manager

Date: October 15, 2019

Subject: Architect Contract Agreement Amendment

Background

The current A&E agreement was reached on April 20, 2019 with Snodgrass Freeman Associates, Inc for \$655,569.00. On September 26, 2019 the Hearing Examiner rendered his report and decision on the CUP Major Amendment.

After reviewing the Conclusions set forth by the Hearing Examiner, the staff filed a Hearing Examiner Reconsideration Request Submittal on the 3rd of October 2019.

This required the consultants to extend their involvement in the project to submit the Reconsideration Request Submittal. This triggered a contract amendment to be made.

Timeline and Funding

Currently:

- 1.) September 26, 2019, Hearing Examiner report issued.
- 2.) October 3, 2019 Reconsideration Request Submittal submitted.

Recommendation

Staff recommends that the Board of Commissioners approve the Contract Amendment Form.

Policy Implications/Support

1. This will closeout and finish Phase 1 of the CRC Project.

Motion

I move to authorize the Executive Director to sign the Contract Amendment Form for the additional not to exceed amount of \$31,798.00.

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: 720-272-8418 or via e-mail at elewis@PenMetParks.org

President Maryellen (Missy) Hill

Interim Executive Director Glenn Akramoff

10/8/2019

PenMet Parks - Community / Recreation Center

EXHIBIT C

INTERIM PHASE - A&E FEE SCHEDULE

The owner and Architect agree as follows:

This interim contract phase covers all work defined in Article 1 below.

Article 1 - Scope of the agreement.

1.1 This interim agreement represents the entire agreement between the Owner and Architect for services that may be made necessary by the conditions of approval in the Hearing Examiners decision dated September 28, 2019. Additional modifications to the site or buildings may be made necessary by the appeal of five conditions in the decision submitted on October 4, 2019

1.2 Consultants scope of work is detailed under their heading below. Their scope of work covers the known extent of revisions necessary to comply with the conditions of approval. Their scope of work may change prior to the conclusion of this contract. Amounts for each consultant listed below are estimates provided by SFA Architects.

Architectural Services

● **Snodgrass Freeman Associates**

Co-ordinate revisions by consultants listed below made necessary by the conditions of approval and the appeal of five items. \$5,000.00 ¹

Consultant Services

● **Civil Engineering - Contour Engineering, LLC (extra services)**

- Survey Task 2, Fees above contracted amounts for 35% phase - Additional survey of Tubbys Park
- Civil task 1, Fees above contracted amounts for 35% phase - Engineering & site planning for additional site plans
- Civil task 2, Fees above contracted amounts for 35% phase - Construction documents to prepare for the Cup application.
- Civil task 3, Fees above contracted amounts for 35% phase - Meetings & coordination totaled 77 hours more than budgeted. 15,298.00

● **Planner - Halsan EF & P**

Consulting services relating to responses to HEX conditions of approval, research all exiting easements, specific uses granted to third parties, existing tenant contracts and times of operation. Preparation and filing for a re-zone of the Performance Golf site from R-10 to PR. Parks & Recreation. \$10,000.00

Subtotal Interim A/E Fees \$30,298.00

● **Snodgrass Freeman Associates, Consultant mark up** 15% \$1,500.00

Total proposed fees \$31,798.00

¹ architectural services not included in markup

CONTRACT AMENDMENT FORM

CONTRACT: Snodgrass Freeman Associates, & Consultants

COST: \$655,569.00

AMENDMENT #1	AMENDMENT COST	ORIGINAL COST
	\$31,798.00	\$655,569.00
		OVERALL CONTRACT COST
		\$687,367.00

Description:

1.1 This interim agreement represents the entire agreement between the Owner and Architect for services that may be made necessary by the conditions of approval in the Hearing Examiners decision dated September 26, 2019. Additional modifications to the site or buildings may be made necessary by the appeal of five conditions in the decision submitted on October 3, 2019

The current proposed amount of the contract amendment is not to exceed \$31,798.00 from the week of October 8th through the end of 2019. The total amended contract will not exceed \$687,367.00.

Original effective date of contract: 4/20/2019

New end date of contract: 12/31/2019

Signature of President

Signature of Contractor

Signature of Staff