



# Peninsula Metropolitan Park District

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

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## STUDY SESSION AGENDA

April 06, 2021, 4:00 PM

**ATTENTION:** Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 820 8085 0479 Password: PenMet0406, or call in at +1 253-215-8782 Password: 4141223240. Meeting agendas can be accessed online at [PenMetParks.org](http://PenMetParks.org). Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on April 5, 2021.

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### Call to Order

#### Commissioner Roll Call:

	Present	Excused	Comment
Amanda Babich			
Kurt Grimmer			
Maryellen (Missy) Hill			
Steve Nixon			
Laurel Kingsbury			

**ITEM 1**      **Approval of Agenda**

**ITEM 2**      **Board Discussion**

2a.      [Hale Pass Renovation Scope and Budget](#)

2b.      [CRC Fundraising](#)

**ITEM 3**      **Adjournment**

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## AGENDA POLICY

No comments or discussion will be allowed on consent items.

**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 Monday preceding the Tuesday 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.

**\*Special Note:** Due to current circumstances, we will be accepting citizen comments via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 PM the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.

# Hale Pass Park and Arletta Schoolhouse Renovation

## Project Update

April 6, 2021

# Agenda

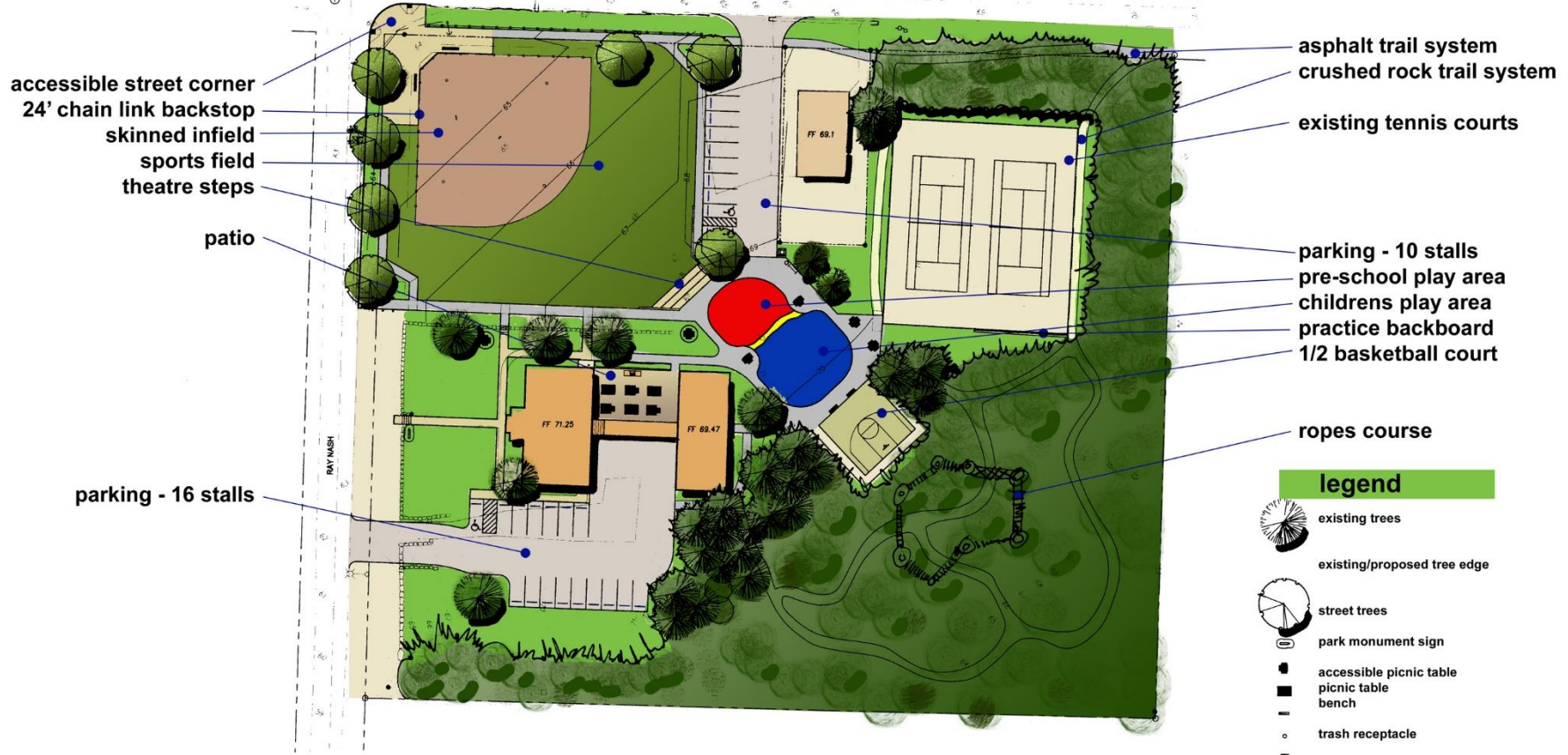
1. Park planning and existing conditions
2. Project update: scope, budget, schedule, and cash flow
3. Project vision and scope discussion
4. Next steps

# Park planning and existing conditions

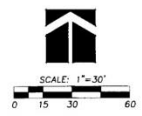


# Hale Pass Park

PenMet Parks



- legend**
- existing trees
  - existing/proposed tree edge
  - street trees
  - park monument sign
  - accessible picnic table
  - picnic table
  - bench
  - trash receptacle
  - sanican enclosure
  - bike rack
  - players bench
  - bbq
  - post & rail fence
  - concrete steps
  - illumination



Robert W. Droll, Landscape Architect, PS  
 05044 1/21/07



## HALES PASS COMMUNITY CENTER

### Design Opportunities

- Implement the conceptual plan for the park.
- Formalize an accessible path system to connect the parking spaces in front of the community center to center, the tennis courts and shelter.
- There are opportunities to develop picnic areas in the field between the ball fields and the community center.
- There is an opportunity to add power and lighting to the shelter and picnic tables to make the shelter more welcoming and multi-purpose.
- There is an opportunity to define parking spaces with wheel stops.

### Management Considerations

- Install wheel stops to designate parking spaces.
- Update park signage with site map.
- Limb-up the trees around the back side of the tennis courts and shelter to improve site-lines for security and safety.



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### AMENITIES

- Approximately 20 gravel parking spaces
- 1 entry sign
- 2 benches
- 3 trash containers
- 1 backstop and baseball field
- 1 rules sign
- 1 doggie waste container dispenser
- 2 tennis courts / pickleball
- 1 port-a-potty
- 1 large picnic shelter – timber and rock CCC style with concrete slab floor/no power

### NEIGHBORHOOD PARK

3507 Ray Nash Drive NW

3.8 acres

Chapter 5



### Harbor Family Park & Knight Forest

Harbor Family Park is a 37.5-acre open space (including Knight Forest) between the communities of Warren and Gig Harbor. The forested park includes natural trails accessible from a gravel parking lot. PenMet Parks should complete a master planning process to formalize and scope the park's future amenities and design as a regional park.

- Future improvements could include natural areas and trails for hiking and wildlife watching, development of sports fields, sport courts, a playground, parking and restroom.
- In the interim, the District could improve the park's entrance with the addition of benches, a picnic area and tree pruning. Wayfinding signage and regular patrols would improve safe access to the park and its trails.
- The District should also work with the County to address street drainage onto the site and repeated trail flooding.

### Maplewood Park

Maplewood Park is an undeveloped, 36-acre forested waterfront site with approximately 0.6 mile of shoreline located in the northeastern part of the Peninsula. There are few public access points to the shoreline in this part of the Peninsula. The District should develop a conceptual master plan for the park. To allow public access to the Sound, the District should build natural surface trails with access to the shoreline and add parking and signage. Additional regional park amenities could include nature play areas, restrooms and a ropes course.

## Neighborhood Parks

The District has two developed neighborhood parks and two undeveloped park sites, which provide a total of 35 acres of parkland.

Gig Harbor Parks also provides ten neighborhood parks for residents of the City of Gig Harbor. These parks provide 23 acres of neighborhood parklands within the most heavily populated area on the Peninsula.

### Hales Pass Community Center

The Hales Pass Community Center Park is a 3.8-acre park with a baseball field, two tennis courts, a large picnic shelter, a portable toilet and a gravel parking lot. A conceptual master plan has been completed, and recommended improvements include the following.

- Creating an accessible path system connecting park amenities
- Upgrading fields
- Developing additional picnic areas
- Developing a playground
- Adding electricity and lighting to the existing picnic shelter

- Updating park signage with rules and a park map
- Limbing-up trees near the tennis courts and picnic shelter to improve safety
- Resurfacing tennis courts and adding ADA accessible entrances

In addition, the District should pursue opportunities to acquire the private lot between the tennis courts and softball field to create a connected and more unified park facility.

### Rosedale Park

Rosedale Park is a 2.7-acre park in the community of Rosedale. The southwest side of the park has an irrigated, multi-purpose softball and youth soccer field and a playground. The fields and backstops were recently developed and are in good condition. The northeast side of the park is home to Rosedale Hall, which provides a large community hall and kitchen available for rentals, as well as two tennis courts and a half-court basketball court. Parking is available in both portions of the park. Recommended improvements at Rosedale Park include the following.

- Replacing 3-tiered bleachers to meet safety standards
- Resurfacing the tennis courts and basketball half-court

### Peninsula Gardens Park

Peninsula Gardens is 10.6-acre park site west of the City of Gig Harbor. It is currently home to the Gig Harbor Farmer's Market and is developed with paved parking lots and buildings.

- Given the site's location and current level of development, it may be well-suited as a location for a future indoor recreation center or indoor sports facility.
- Additional on-site amenities could include parking and play areas. The District should develop a master plan for the site to guide future improvements.
- The site plan may warrant a feasibility analysis for locating potential indoor recreation facilities.

### Kopachuck Heights

Kopachuck Heights is an 17.8-acre undeveloped neighborhood park located immediately east of and adjacent to Voyager Elementary School and near Kopachuck State Park.

- The District should review the existing conceptual master plan and update it as necessary prior to site improvements.
- Developing shared parking with the school would be beneficial.
- Potential park improvements could include a play area, sports field and a disc golf course.

PenMet Parks - District Comprehensive Plan  
Park & Facility Condition Assessment Matrix

Address	Ac.	Park Type	Recreation Amenities										Site Amenities				Park Structures				Vegetation			ADA	Comments		
			Playgrounds	Paved Courts: Basketball	Paved Courts: Tennis	Soccer Fields	Baseball / Softball Fields	Pathways/Trails	Skate Park / Spray Park	Other Rec Element	Site Furnishings	Lighting (Y/N)	Signage	Parking Areas	Public Art	Restrooms	Picnic Shelters	Amphitheater/Stage	Concession Building	Turf	Park Trees	Landscaped Beds	Natural Areas	Compliance			
<b>PARKS</b>																											
Cedrona Cove Boat Launch	Leschi & 13th Avenue, Fox Island	0.10	Special Use	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	undveloped site	
Hales Pass Community Center	3507 Ray Nash Drive NW	5.50	Neighborhood Park	-	-	2	-	2	3	-	-	1	N	1	3	N	-	2	N	N	3	-	-	2	3	historic interpretive signage of the old school	
Fox Island Fishing Pier	1453 Ozette Drive	3.80	Neighborhood Park	-	-	-	-	-	1	-	-	1	Y	1	1	N	-	1	-	-	-	-	2	1	2	1	drinking fountain needs repair
Kopachuck Heights	East / adjacent to Voyager Elem School	17.81	Neighborhood Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	undveloped site	
Maplewood	14600 14th Avenue NW	34.00	Regional Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	undveloped site	
Narrows Park <sup>3</sup>	1600 Lucille Parkway	35.00	Regional Park	-	-	-	-	-	-	-	-	1	N	1	1	-	-	-	-	-	-	-	-	1	2	has viewing scopes to view the bridge/small gazebo	
Peninsula Gardens	Wollochet Drive NW	10.59	Neighborhood Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	undveloped site	
Peninsula Joint Recreation Area	8502 Skansie Ave	22.00	Regional Park	-	-	-	-	-	-	-	-	2	N	-	-	-	-	-	-	-	-	-	-	2	-	Track	
Rosedale Playfield & Tennis Courts <sup>2</sup>	86th Avenue NW & Rosedale Street	2.00	Neighborhood Park	1	2	2	-	1	1	-	-	1	N	1	3	-	-	1	-	-	1	1	1	1	2	Bleachers need to add safety railing	
Sehmel Homestead Park <sup>1</sup>	78th Avenue NW & Sehmel Drive NW	98.00	Regional Park	1	1	1	1	1	1	-	-	1	1	2	1	1	1	1	1	1	1	1	1	1	1	Interpretive signs fading - need replacement	

Tennis, softball, shelter, and natural areas in fair condition.

Site furnishings and signage in good condition.

Pathways, parking, turf, and compliance in poor condition.



## Key Project Recommendations

The following is a summary of key project recommendations which will require commitment from the District, its residents and partners to continue to support a healthy parks, trails and recreation system that preserves and enhances the safety, livability and character of the community.

### Park & Trail Connections

Recreational trail connections, improvements and relationships to streets, sidewalks and bike lanes have been developing as the Peninsula has grown. The District should continue to plan for and implement the recreational trails identified within this Plan and coordinate trail-related projects with the transportation system planning or related public works projects sponsored by the City of Gig Harbor, Pierce County and the State of Washington. In particular, advocating for a crossing of SR-16 near Hunt Street to improve east-west connections and link to the Cushman Trail. There may also be opportunities to explore trail development partnerships with local user groups and pursue additional trail segments and connections, as appropriate.

### Parkland Development

Over the past decade, the District has successfully secured numerous sites that would serve as future parks. The District should turn its attention to planning and developing those sites to provide the outdoor recreational amenities requested by the community. Specifically, site master plans should be crafted to guide the scope and development of Harbor Family Park, Peninsula Gardens Park, Maplewood and Kopachuck Heights. Through a community-driven process, these site master plans should consider appropriate locations to accommodate the following amenities: picnic shelters, inclusive playgrounds, splash pads, pickleball and disc golf, among others. Including facilities for alternative or emerging sports can offer residents a more diverse range of recreational experiences, while creating destinations that attract and engage park users. The District should also consider incorporating small-scale skateboard (skate spots), bike skills features or pump tracks into park sites, as appropriate. Additionally, the District should consider improvements to boat launches and identify opportunities for more water access to the Sound.

### Sport Courts & Fields Expansion & Enhancements

Sport fields, particularly all-weather turf fields with lighting that allow more reliable scheduling through spring and fall, are needed to address the existing and future shortage of athletic fields. The District should consider the installation of lighting for the existing fields at Sehmel Park, which will

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add programming capacity and not result in significant light spillover into neighboring properties. As noted above, a site master plan for Harbor Family Park is needed to define an appropriate development layout for that property that includes sport fields and supporting amenities. Coordination with the school district for field usage and improvements may provide for some of the sports leagues' needs for practice and game play. Also, the public process for this Plan revealed local interest in indoor courts for tennis, and implementation of this idea should be guided by the indoor facility feasibility assessment noted above.

### Indoor Facility Space

In response to the pending expiration of the District's use of the Indoor Soccer Center, PenMet Parks should undertake a feasibility study to examine the building program, footprint, potential locations and costing for an indoor recreation facility. A new facility should accommodate indoor soccer, the needs for recreation programming space for classes and activities and possibly indoor tennis and pickleball. The feasibility study would also explore the extent of amenities to be included with a potential provision for a phased implementation plan based on financing and capital development resources.

### Recreation Programming

The District should continue to coordinate and partner with other providers, such as the YMCA, Boys & Girls Club and school district, for the provision recreation services. In an effort to respond to programming gaps and expand the diversity of offerings, the District should focus on programs that are in high demand or serve a range of users, while continuing to monitor local and regional recreation trends to ensure community needs and interests are addressed by available programming.

### Water Access Improvements

Improvements to water access sites were requested by the public through the survey and open house meetings. The District should pursue opportunities to expand the number of sites that accommodate water access through partnerships with the City or County or through acquisitions. The District should also explore options to expand or install parking for existing water access sites to meet local demand.

### ADA & Access Enhancements

Minor improvements to access, such as providing stable-surface access to site furnishings, are necessary to conform to the Americans with Disabilities Act (ADA) and ensure universal accessibility. Also, the District should evaluate the play equipment and its signage for code compliance and replace outdated equipment, as appropriate. The Capital Facilities Plan includes a line item for

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covering small upgrades and improvements to remove barriers and improve universal access. In general, the District should make improvements to existing parks as needed to ensure proper maintenance, usability and quality of park features and grounds.

### Wayfinding & Signage

Parks, trails and other public open spaces are primary destinations that support a cohesive, accessible and connected community require an identifiable, unifying wayfinding program. The need for design standards for a wayfinding system has been identified in this Plan at large. PenMet Parks should pursue a comprehensive wayfinding program that includes both visual graphic standards and site furnishing standards. Colors, sign types and information can help park and trail users navigate the outdoor recreation experiences offered by the District.

### Communications & Promotions

To broaden public awareness, the District's website should continue to be expanded to facilitate quick links to popular destinations and be designed with mobile users in mind, either through a mobile-friendly site or a web-based application. The website should include easy-to-access park system and facility maps, trail maps and an up-to-date listing of park sites and amenities to enhance the experience of the on-the-go user. The District should consider utilizing QR codes on signage as a means to share with or receive information from visitors about maintenance, restoration or monitoring data.

## Capital Facilities Plan

The Capital Facilities Plan (CFP) puts into chronological order the project intent and strategic actions adopted by the District to guide the implementation of this Plan. It assigns proposed time frames and estimated costs for specific projects.

The CFP on the following pages lists the park and facility projects considered for the next six years. The majority of these projects entail the acquisition and development of parks, renovating or enhancing existing facilities, and expanding trail corridors. The CFP provides brief project descriptions for those projects with priority ranking to assist staff in preparing future capital budget requests.

The projects were selected based on the need to address care for aging facilities, implement long-standing plans for improvements, and work toward meeting the goal to better connect and create access to park and recreation facilities.

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Item 2a.

2021 Long Range Capital Planning (LRCP/CFP) & Six-Year CIP

Grant#	Board	Priority	Project	Estimated Amount	Notes	2021	2022	2023	2024	2025	2026	2021-26 Total
						Capital Funds Available						
						CIP Totals						
						17,260,000	13,800,000	4,080,000	750,000	2,250,000	3,100,000	41,240,000
						1,200,000						1,200,000
G		1	Hale Pass School House	1,200,000	Electrical, Plumbing, ADA, Parking							
		2	Recreation Center	30,000,000	Indoor Rec & Admin	16,100,000	13,700,000					29,800,000
		3	SHP Turf Replacement	1,000,000	Replace turf and evaluate drainage	950,000						950,000
		4	Peninsula Gardens MP*	100,000	Peninsula Gardens Master Plan	100,000						100,000
		5	HP Shelter Roof	90,000	Replace 110' steel and one-way roofs	60,000						60,000
		6	Narrows West CP	50,000	Narrows West Acq Conceptual Plan	50,000						50,000
G		6	Rosedale Hand-Launch	800,000	Hand Launch and Parking			800,000				800,000
G		8	Narrows Park West Acq.	100,000	Narrows West Acquisition Costs (Est)		100,000					100,000
		9	Peninsula Gardens Dev	3,000,000	As determined by MP process			3,000,000				3,000,000
		10	Harbor Family Park MP*	130,000	Harbor Family Park Master Plan			130,000				130,000
		11	Hale Pass MP*	50,000	HP Park Master Plan			50,000				50,000
		12	DeMolay MP*	50,000	DeMolay Master Plan			50,000				50,000
G		13	SHP - Rotary BP Trail CP	50,000	SHP-RBP Conceptual Plan			50,000				50,000
G		13	Sehmel HP - Rotary BP Trail	500,000	SHP-RBP Trail Construction				500,000			500,000
		13	DeMolay Park Permit	250,000	Submit application for PC Park Permit				250,000			250,000
		13	Rosedale Hall	2,000,000	Renovate Building					2,000,000		2,000,000
		17	Rotary Bark Park Permit	250,000	Submit application for PC Park Permit					250,000		250,000
G		17	Hale Pass Dev	3,000,000	Outdoor (potential grant at 50%/50%)						3,000,000	3,000,000
		19	Rosedale Hall Design	100,000	Design Building Renovation						100,000	100,000
		20	Sunrise Beach MP*	100,000	CP exists (PC version)							
		21	Maplewood CP*	50,000	Conceptual Plan							
G		22	Cushman-Harborview Link	100,000	PMPD, PC, GH potential partnership TPU?							
		23	Maplewood Dev	1,000,000	Parking, Trails, Water Access, Play Areas							
		24	Wollochet MP*	130,000	CP done: Master Plan							
		25	Sunrise Beach Dev	1,000,000	Potential grant at 50%							
		26	Admin Offices (CRC)	0	Included in CRC II, dependent on MP							
		27	Spray Park	1,000,000	Scrubwrest							
		27	DeMolay Dev (House)	800,000	House and/or Parking							
		29	PC Transfer MP	100,000	MP* plus BMX, OLA							
		29	Water Access Acquisition	TDB	Access and/or Parking							
G		31	Fox Island Boat Launch	100,000	Launch and Parking							
		31	Disc Golf	10,000	Possibly Narrows West, Partnership							
		31	Harbor Family Park Dev	13,000,000	Potential 900,000 grant							
G		31	Rosedale Turf	600,000	Turf field for baseball/sooner; Maint same							
		31	PC Transfer Dev	2,000,000	MP* plus BMX, OLA							
		31	Cushman-Pierson	1,100,000	Trail Connector; 50% grant potential							
		31	GHHS Track, Turf, Lights	1,000,000	Amount TBD w/ PSD covering balance							
		31	Wollochet Dev	5,500,000	\$3M, \$1.5M, \$1M Phases							
		31	Kopachuck Heights Dev	5,000,000	\$7.5M Option (2008) (PSD/Voyager Turf?)							
		31	Harbor Hills Park	TBD	City GH, help with spray park?							
G		31	Outdoor Athletic Complex	City/HFP	HFP? (note GH Sports Complex)							
		31	Cushman Trail Lighting	TBD	PMPD, PC, GH potential partnership TPU?							
		31	Indoor Tennis	CRC	Public-Private Partnership?							
		31	Arts Center	TBD	GH North							
		31	Indoor/Outdoor Swimming	TBD	35m indoor; 50m outdoor							
		31	Covered Arena	TBD	Covered dirt area for equestrian, dogs, bmx							
		31	Curling Ice	TBD	As determined by MP process							
		31	Rec Acquisition	TBD	As determined by MP process							

2021 Long Range Capital Planning and Six-Year CIP





West elevation



Main entry



North elevation



South elevation





Looking NE



Softball field



Shelter

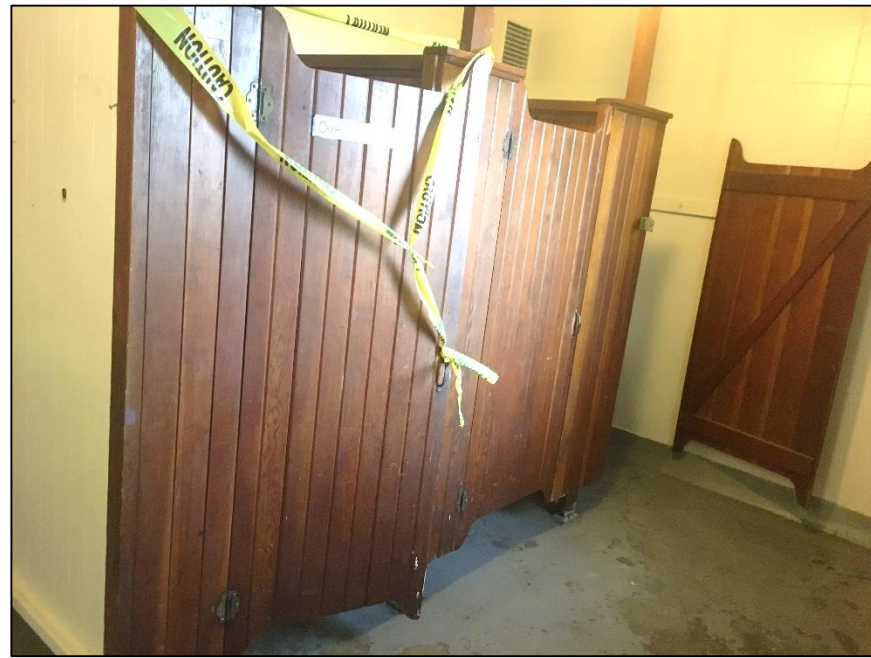


Shelter interior





Foyer



Restroom

Item 2a.



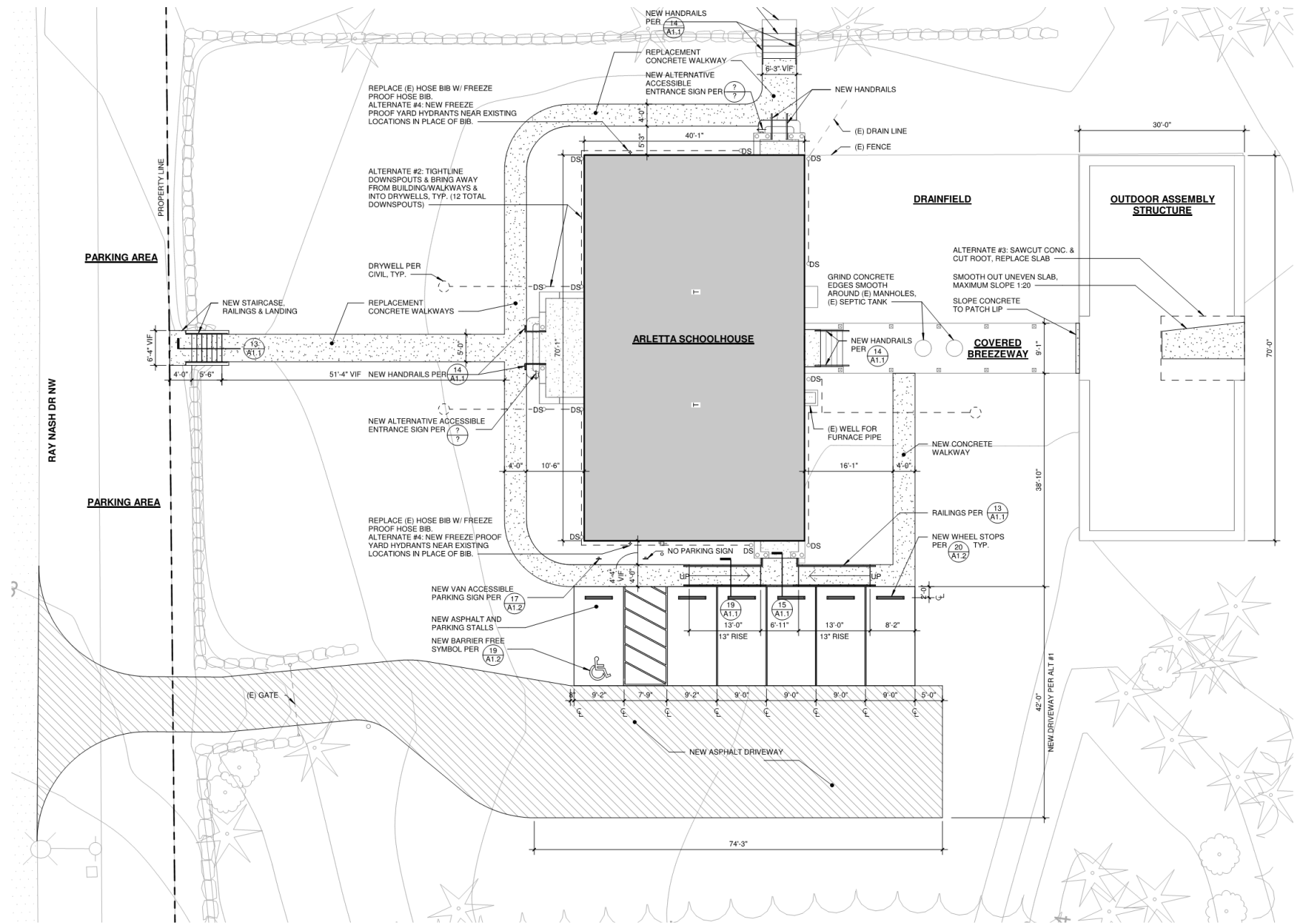
North classroom



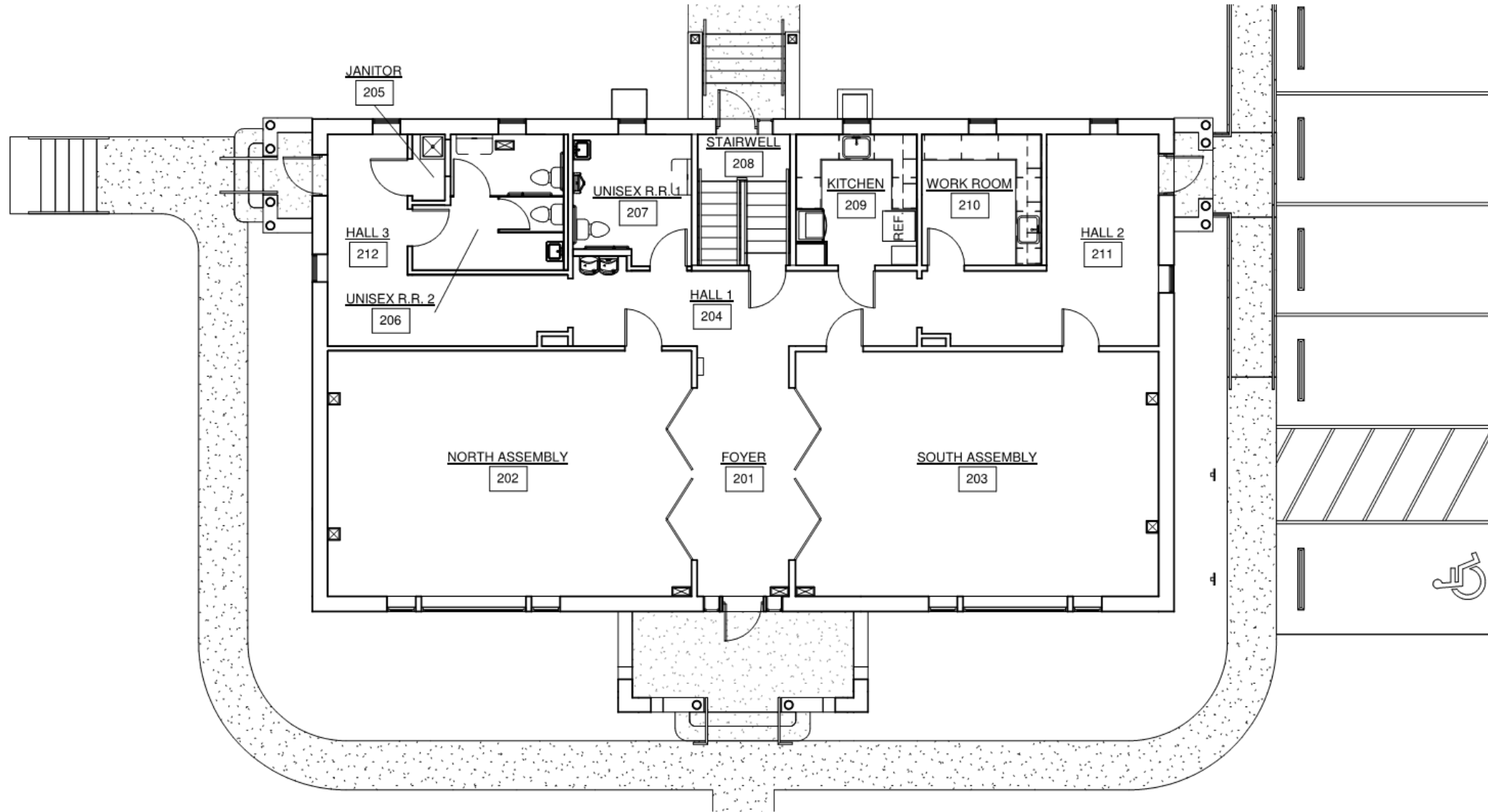
Basement

# Project update





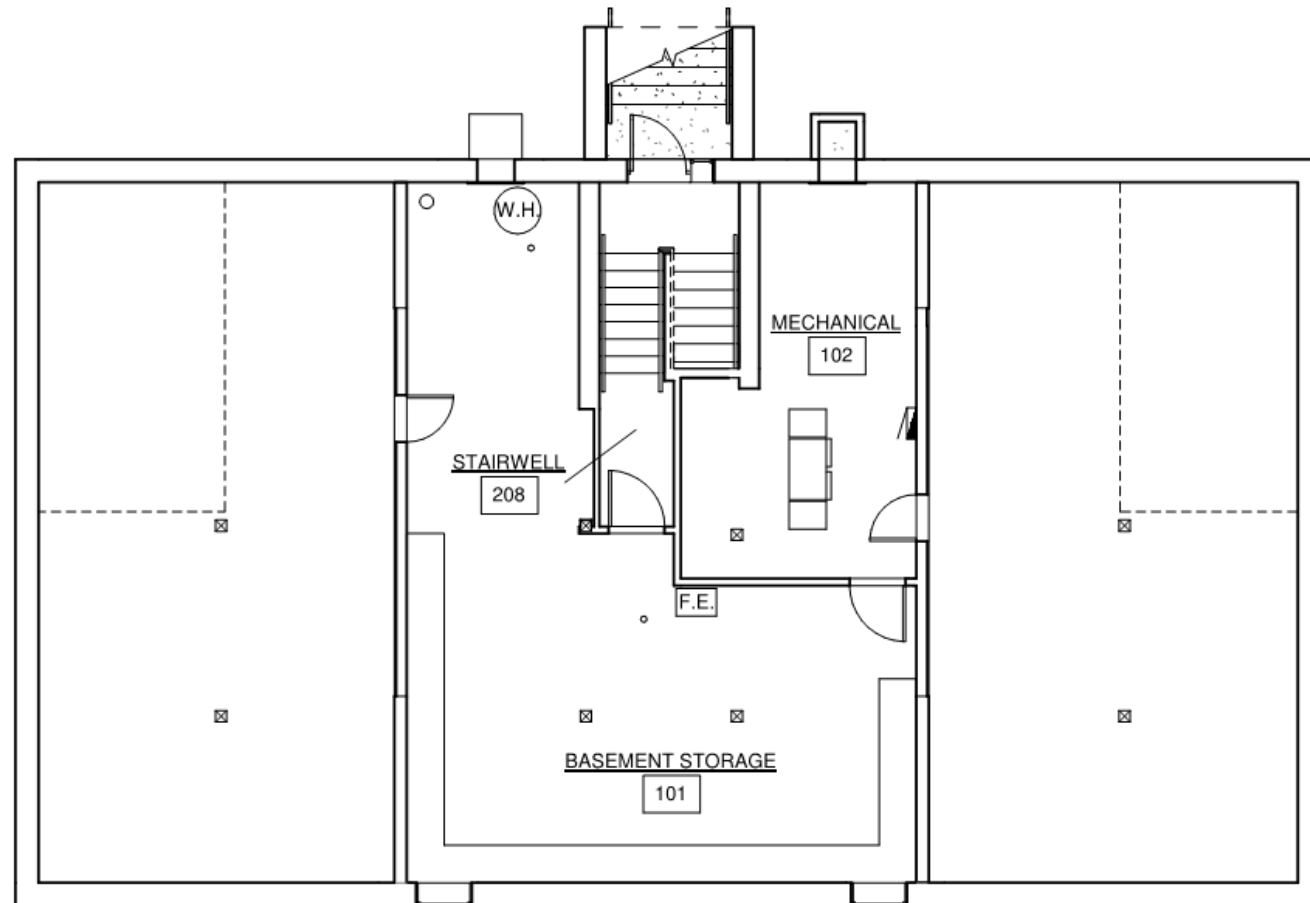
Proposed site plan



Proposed main floor plan



**BASEMENT FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



Proposed basement floor plan

### Hale Pass/Arletta Schoolhouse Renovation Funding Summary

Last updated 3/31/21

DRAFT

	Funding	Notes
Transfer from Park Improvement Fund (R2018-013)	\$ 40,000	
Transfer from General Fund (R2019-022)	\$ 500,000	Resolution authorized up to \$700,000.
Transfer from Park Improvement Fund (R2020-018)	\$ 650,000	
Future transfer	\$ 189,477	Balance needed for \$1,191,796 2021 project budget identified in the 2021 budget.
Pierce County Planning grant	\$ 15,000	
Insurance claim	\$ -	Flood-related insurance claim tracked in separate project fund.
<b>Total current funding</b>	<b><u>\$ 1,394,477</u></b>	

## Hale Pass/Arletta Schoolhouse Renovation Total Project Budget

Last updated 3/31/21

DRAFT

	Estimate amount	Expenses to date	Committed - remaining to complete	Notes
<b><u>Construction costs</u></b>				
<b><u>Renovation - current scope</u></b>				
Renovation - base + alternates	\$ 703,331	\$ -	\$ -	Per Driftmier 2/18/21 estimate plus 10%; includes 12' asphalt drive.
Renovation - scope adjustments (if applicable)		\$ -	\$ -	Review project scope during 4/6/21 Board study session and adjust if appropriate.
<i>Subtotal renovation</i>	\$ 703,331	\$ -	\$ -	
Replace existing well	\$ 52,231	\$ 4,031	\$ -	Includes installation and decommission existing well.
Water mitigation/repairs	\$ -	\$ -	\$ -	Flood-related expenses tracked in separate project.
Repair/replace exterior trim, replace ceilings	\$ 36,538	\$ 25,977	\$ 10,561	Includes paint at exterior trim
Replace roofing at main building, replace gutters, replace vents (complete)	\$ 71,069	\$ 71,069	\$ -	
<i>Subtotal - construction</i>	\$ 863,169	\$ 101,077	\$ 10,561	
<b><u>Soft costs</u></b>				
Washington State sales tax	\$ 67,871.91	\$ 7,667	\$ 834	
A/E design fees	\$ 174,390	\$ 103,817	\$ 70,573	
Geotechnical engineer	\$ 5,000	\$ 1,685	\$ 3,315	
Good faith survey	\$ 740	\$ 740	\$ -	
Septic locates	\$ 2,077	\$ 2,077	\$ -	
Permitting and fees	\$ 69,054	\$ 636	\$ -	
Project management	\$ 44,648	\$ -	\$ 22,697	
Signage	\$ 500	\$ -	\$ -	Minor interior signage.
Testing and inspection	\$ 7,500	\$ -	\$ -	
FF&E	\$ 7,000	\$ -	\$ -	Appliances, whiteboards, minor interior FF&E.
Final construction clean	\$ 3,500	\$ 450	\$ -	
<i>Subtotal - soft costs</i>	\$ 382,281	\$ 117,071	\$ 97,419	
<b><u>Contingencies</u></b>				
Legal	\$ 5,000	\$ -	\$ -	
Contingency	\$ 172,634	\$ -	\$ -	Widen driveway, unforeseen conditions.
<i>Subtotal - contingencies</i>	\$ 177,634	\$ -	\$ -	
<b>Total Project Costs</b>	<b>\$ 1,423,084</b>	<b>\$ 218,148</b>	<b>\$ 107,981</b>	
Total current funding	\$ 1,394,477			
Delta to budget	\$ (28,606)			

# Hale Pass Park Project Schedule

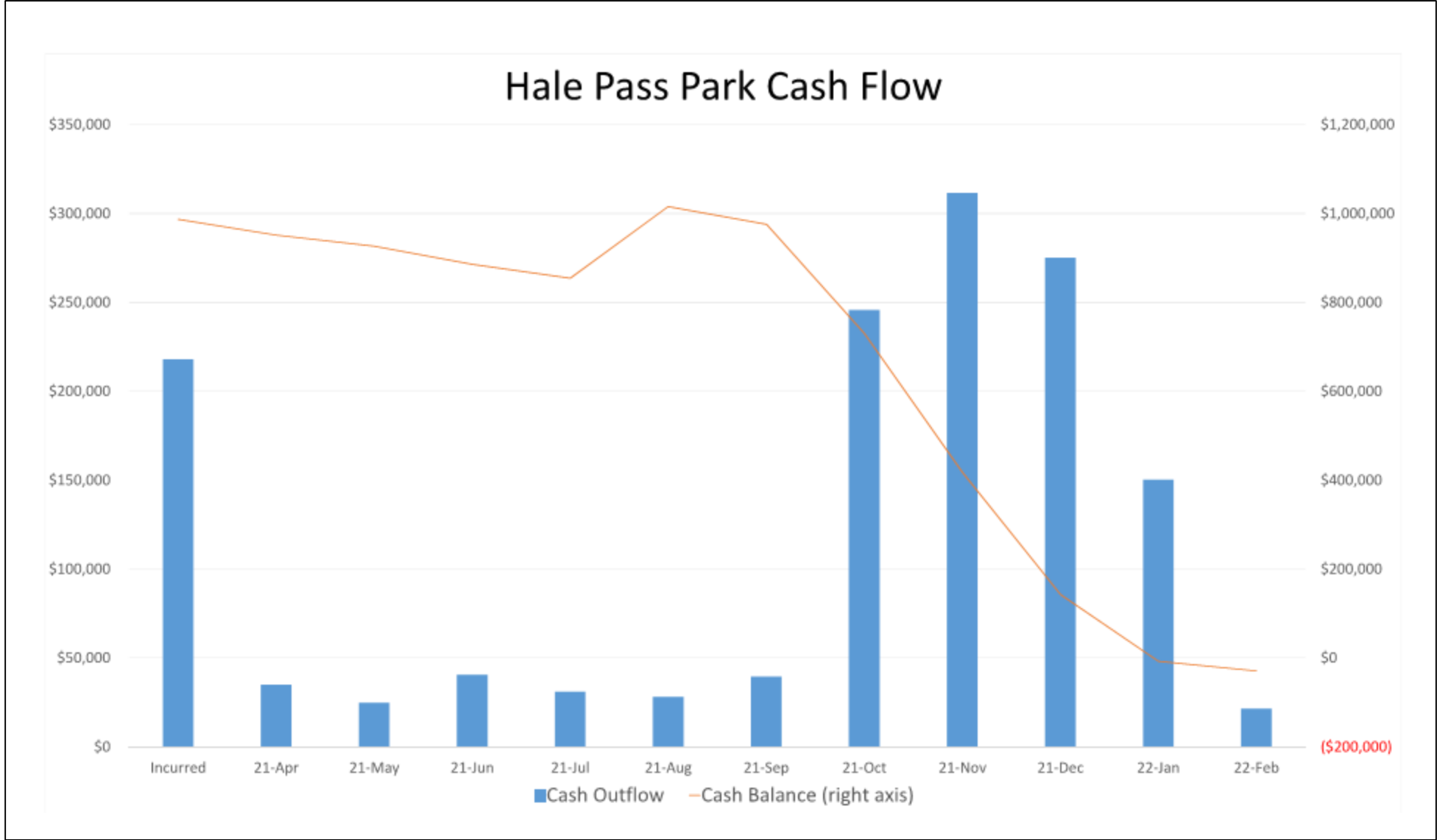
Item 2a.

ID	Task Name	Duration	Start	Finish	Timeline											
					Feb	Mar	Qtr 2, 2021			Qtr 3, 2021			Qtr 4, 2021			Qtr 1, 2022
1	<b>Hale Pass Park Design and Construction</b>	<b>290 days</b>	<b>Fri 11/20/20</b>	<b>Thu 12/30/21</b>	Hale Pass Park Design and Construction											
2	<b>Design</b>	<b>162 days</b>	<b>Fri 11/27/20</b>	<b>Tue 7/13/21</b>	Design											
3	<b>Permit Documents</b>	<b>78 days</b>	<b>Fri 11/27/20</b>	<b>Tue 3/16/21</b>	Permit Documents											
5	Board study session	0 days	Tue 4/6/21	Tue 4/6/21	4/6/21 Board study session											
6	Incorporate PenMet comments	10 days	Tue 4/6/21	Mon 4/19/21	4/6/21 Incorporate PenMet comments											
7	<b>Construction Documents</b>	<b>60 days</b>	<b>Tue 4/20/21</b>	<b>Tue 7/13/21</b>	Construction Documents											
8	Construction documents	20 days	Tue 4/20/21	Mon 5/17/21	4/20/21 Construction documents											
9	Incorporate permit comments	5 days	Tue 6/22/21	Mon 6/28/21	6/22/21 Incorporate permit comments											
10	PenMet review	5 days	Tue 6/29/21	Mon 7/5/21	6/29/21 PenMet review											
11	100% CDs complete	0 days	Mon 7/12/21	Mon 7/12/21	7/12/21 100% CDs complete											
12	Board approve 100% CDs	0 days	Tue 7/13/21	Tue 7/13/21	7/13/21 Board approve 100% CDs											
13	<b>Permitting</b>	<b>152 days</b>	<b>Fri 11/20/20</b>	<b>Mon 6/21/21</b>	Permitting											
14	Preapplication meetings	0 days	Fri 11/20/20	Fri 11/20/20	Preapplication meetings											
15	Submit permit documents	0 days	Mon 4/19/21	Mon 4/19/21	4/19/21 Submit permit documents											
16	Plan review	45 days	Tue 4/20/21	Mon 6/21/21	4/20/21 Plan review											
17	Receive permit	0 days	Mon 6/21/21	Mon 6/21/21	6/21/21 Receive permit											
18	<b>Procurement</b>	<b>26 days</b>	<b>Tue 7/13/21</b>	<b>Tue 8/17/21</b>	Procurement											
19	Bidding phase	26 days	Tue 7/13/21	Tue 8/17/21	7/13/21 Bidding phase											
20	Board approve construction contract	0 days	Tue 8/17/21	Tue 8/17/21	8/17/21 Board approve construction contract											
21	<b>Construction</b>	<b>160 days</b>	<b>Wed 5/12/21</b>	<b>Tue 12/21/21</b>	Construction											
22	Construction	80 days	Wed 9/1/21	Tue 12/21/21	9/1/21 Construction											
23	Well bid, permitting, and construction (by PenMet)	100 days	Wed 5/12/21	Tue 9/28/21	5/12/21 Well bid, permitting, and construction (by PenMet)											
24	Exterior trim (by PenMet)	15 days	Mon 8/2/21	Fri 8/20/21	8/2/21 Exterior trim											
25	<b>Owner move-in</b>	<b>7 days</b>	<b>Wed 12/22/21</b>	<b>Thu 12/30/21</b>	Owner move-in											
26	Final clean	2 days	Wed 12/22/21	Thu 12/23/21	12/22/21 Final clean											
27	FF&E install	5 days	Fri 12/24/21	Thu 12/30/21	12/24/21 FF&E install											
28	Project complete	0 days	Thu 12/30/21	Thu 12/30/21	12/30/21 Project complete											
29	<b>Project closeout</b>	<b>30 days</b>	<b>Wed 12/22/21</b>	<b>Tue 2/1/22</b>	Project closeout											
30	Construction closeout	30 days	Wed 12/22/21	Tue 2/1/22	12/22/21 Construction closeout											



Hale Pass/Arletta Schoolhouse Renovation Cash Flow Analysis  
Last updated 3/31/21

CASH OUTFLOW	Estimated amount	Costs incurred as of 3/31/21	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	Total Spend
Arletta Schoolhouse renovation	\$703,331	\$0							\$150,000	\$225,000	\$225,000	\$103,331		\$703,331
Replace existing well	\$52,231	\$4,031			\$10,000	\$16,000			\$22,200					\$52,231
Water mitigation/repairs (separate fund)	\$0	\$0												\$0
Repair/replace exterior trim, replace ceilings	\$36,538	\$25,977						\$10,561						\$36,538
Replace roofing at main building, replace gutters, replace vents (com	\$71,069	\$71,069												\$71,069
Washington State sales tax	\$67,872	\$7,667	\$0	\$0	\$790	\$1,264	\$0	\$834	\$13,604	\$17,775	\$17,775	\$8,163	\$0	\$67,872
A/E design fees	\$174,390	\$103,817	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$7,000	\$7,000	\$7,000	\$7,000	\$6,573	\$174,390
Geotechnical engineer (GeoResources)	\$5,000	\$1,685							\$3,315					\$5,000
Good faith survey	\$740	\$740												\$740
Septic locates	\$2,077	\$2,077												\$2,077
Permitting and fees	\$69,054	\$636	\$20,000	\$15,000	\$20,000	\$4,000	\$4,000	\$4,000	\$1,418					\$69,054
Project management	\$44,648	\$0	\$9,080	\$3,000	\$3,000	\$3,000	\$2,308	\$2,309	\$4,878	\$4,878	\$4,878	\$4,878	\$2,439	\$44,648
Signage	\$500	\$0										\$500		\$500
Testing and inspection	\$7,500	\$0							\$3,500	\$3,500	\$500			\$7,500
FF&E	\$7,000	\$0								\$3,500		\$3,500		\$7,000
Final construction clean	\$3,500	\$450										\$3,050		\$3,500
Legal (Roberts Johns Hemphill)	\$5,000	\$0		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000						\$5,000
Contingency	\$172,634	\$0					\$15,000	\$15,000	\$40,000	\$50,000	\$20,000	\$20,000	\$12,634	\$172,634
Total	\$1,423,084													
<b>MONTHLY TOTAL</b>		\$218,148	\$35,080	\$25,000	\$40,790	\$31,264	\$28,308	\$39,704	\$245,915	\$311,653	\$275,153	\$150,422	\$21,646	\$1,423,085
<b>CUMMULATIVE SPEND TO DATE</b>		\$0	\$253,228	\$278,228	\$319,018	\$350,282	\$378,590	\$418,294	\$664,209	\$975,862	\$1,251,015	\$1,401,437	\$1,423,083	
PROJECT FUNDING SOURCES	Estimated amount	Cash in hand	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	Total Revenue
Capital Reserves	\$1,379,477	\$1,190,000					\$189,477							\$1,379,477
Pierce County Planning grant	\$15,000	\$15,000												\$15,000
Insurance payment (separate fund)	\$0	\$0												\$0
Total	\$1,394,477													
<b>MONTHLY TOTAL</b>		\$1,205,000	\$0	\$0	\$0	\$0	\$189,477	\$0	\$0	\$0	\$0	\$0	\$0	\$1,394,477
<b>CUMMULATIVE FUNDING TO DATE</b>		\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000	\$1,205,000	\$1,394,477	\$1,394,477	\$1,394,477	\$1,394,477	\$1,394,477	\$1,394,477	\$1,394,477	
<b>Net cash flow</b>		\$986,852	\$951,772	\$926,772	\$885,982	\$854,718	\$1,015,887	\$976,183	\$730,268	\$418,615	\$143,462	(\$6,960)	(\$28,606)	



# Project purpose and scope discussion

# Considerations

- Alignment with District mission and vision, PROS Plan, conceptual plan, CIP/LRCP, and other relevant planning documents.
- Project purpose.
- Desired use of the facility after project completion.
- Existing conditions and opportunities.
- Budget and schedule.
- Community input.



# Next steps

# Next steps

- Ensure documents reflect accurate project scope, then submit permit application.
- Consider timing for a community meeting.
- Procure and implement work outside of the main renovation contract.



# PenMet Parks District Community Recreation Center Campaign

## Working **DRAFT** Campaign Action Plan 3.19.2021

### Campaign Phases:

- Pre-Silent Phase
- Silent Phase
- Campaign Kick Off
- Public Phase
- Celebrate
- Follow Up

The following **Pre-Silent Phase** priority items to be addressed in the months of March, April, May and June are highlighted in yellow:

- 1) **Create Global Timeline:** Build out the campaign global timeline that helps establish a clear set of deadlines for donor engagement and events for the duration of the campaign. *See attached DRAFT working document.*
  - Global timeline to include specific strategic engagement for targeted donor constituencies; i.e., employees, current/former commissioners, top donors, etc.
  - Donor engagement can take place in-person, by phone, by mail, by email or virtually.
  - Events can be for donor and community engagement, cultivation, solicitation and stewardship.
- 2) **Set Benchmarks of Giving to Reach \$3.1M:** Set benchmarks of giving by developing a Giving Pyramid and Gift Range Chart to match information about each donor constituency group's ability and propensity.
  - **Develop a Giving Pyramid** utilizing our potential feasibility study participants as our donor data base with some giving history. May include others (list of 100 community names) with affinity and capacity but not interviewed in study.
    - Silent Phase gifts from commissioners, PenMet leadership and family foundations. The goal would be to secure 30% - 50% of campaign goal.
    - Public Phase of timeline achieved in public phase and beyond. The goal would be to secure 50% - 70%.





- Strategize approaches for first gifts to the campaign from commissioners, leadership staff, campaign chairs, etc., with the goal of achieving 100% participation.
  - Develop a global Gift Range Chart utilizing our Giving Pyramid and setting goals for specific donor constituency groups. This will help guide us with recruitment and solicitation strategies for this campaign.
  - Develop a campaign budget.
- 3) **Develop Marketing Materials:** Develop the marketing materials necessary for the campaign to cultivate a climate for successful gift approaches.
- Determine and develop what printed material collateral pieces are needed to inform and inspire donors; i.e., brochure, separate schematic design? Programing sample?
  - Create Campaign NAME.
  - Create pledge form.
  - Thank-you cards, handwritten (to match campaign brochure look/logo).
  - Stationary (optional).
- 4) **Establish Stewardship and Engagement Plan:** Review and determine necessary engagement such as cultivation and stewardship plan for specific donors from the community and feasibility study participants (family foundations). Personalized gift approaches are imperative to securing a gift commitment. Therefore, we will need to develop talking points for each gift approach.
- Identify and formalize fundraising gift approach team.
  - Train fundraising gift approach team with talking points.
- 5) **Define Gift Acceptance Counting and Reporting:** Determine the gift counting standards.
- Develop tax acknowledgement/thank-you donor letter.
  - Allow website giving?
  - Create “process flow” of pledge forms.
  - Naming of gift and recognition levels.
  - Develop the format/process for reporting gifts received.
- 6) **Establish Community Campaign Cabinet:** Determine if you want to:
- Establish Community Campaign Cabinet Committee structure to include Campaign Co-Chairs.
  - Customize volunteer “job descriptions.”

## Campaign High-Level Timeline **DRAFT**

	PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5	PHASE 6
	PRE-SILENT PHASE	SILENT PHASE	CAMPAIGN KICK OFF	PUBLIC PHASE	CELEBRATE	FOLLOW UP
Phase Length	Nov. 2020 – Jun. 2021	Jul. 2021 – Dec. 2021 (6 months)	Jan. 2022	Jan. – Dec. 2022 (12 months)	Jan. 2023	Jan. – Feb. 2023
Milestones and Activities	<p>Feasibility study (March 2021).</p> <p>Update construction timeline.</p> <p>Develop schematic/ update case statement for support.</p> <p>Develop campaign communication plan by phases.</p> <p>Develop recognition program.</p> <p><b>Campaign Action Plan</b> <i>March-June 2021</i></p> <ol style="list-style-type: none"> <li>1. Create global timeline.</li> <li>2. Set benchmarks of giving to reach \$3.1M.</li> <li>3. Develop marketing materials</li> <li>4. Establish stewardship and engagement plan.</li> <li>5. Define gift acceptance counting and reporting.</li> <li>6. Establish campaign committee structure to include Campaign Co-Chairs and creation of the Community Campaign Cabinet.</li> </ol>	<ul style="list-style-type: none"> <li>• Conduct current commissioner gift approaches to secure 100% participation.</li> <li>• Commence donor approaches with executive team members to secure 100% campaign gifts.</li> <li>• Continue training the gift approach team.</li> <li>• Refine gift approaches specific to the identified donor constituencies.</li> <li>• Begin donor approaches with former commissioners.</li> <li>• Commence donor approaches with PenMet staff.</li> <li>• Secure corporate and family foundation gift commitments.</li> <li>• Cultivate and engage with identified donor constituency groups.</li> <li>• Conduct tours and briefings at the CRC with specific donor groups.</li> <li>• Begin donor engagement and donor approaches with feasibility study participants.</li> <li>• Develop website page for the campaign.</li> <li>• Continue building out the global timeline and identify donor constituency for approaches.</li> <li>• Begin to plan for campaign kick off.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue donor gift approaches.</li> <li>• Announce campaign goal.</li> <li>• Announce progress to date.</li> <li>• Conduct tours and briefings at the CRC to include service groups.</li> <li>• Select date for public announcement of public phase.</li> <li>• Marketing and communications plan to include public relations (press releases, media outreach circuit), launch social media strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue donor gift approaches.</li> <li>• Conduct tours and briefings at the CRC to include service groups/donors.</li> <li>• Donor stewardship efforts underway with engagement events and communications.</li> </ul>	<ul style="list-style-type: none"> <li>• Host celebration recognition event(s) to include donors and volunteers.</li> <li>• Continue donor stewardship, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Show donors' impact.</li> <li>• Complete campaign final report.</li> <li>• Complete all gift team approaches.</li> </ul>

NOTE: Each phase length is contingent upon the successful completion of the preceding phase. With support from **Kurt Grimmer**, once the six **Pre-Silent Phase** priority items are complete, we will sequence and build out the next areas of future work, which include the following phases. The high-level timeline is intended to demonstrate an 18-month campaign dependent on donor constituencies and organizational capacity. Celebration and campaign follow up may add up to 60 days of the 18-month campaign timeframe.