



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

November 16, 2021, 6:00 PM

ZOOM

ATTENTION: Park Board meetings are being held online via Zoom to ensure District business may be conducted in an environment that is safe for Commissioners, staff, and members of the public. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 853 1740 4665 Password: PenMet1116, or call in at +1 253-215-8782 Password: 2846203070. Meeting agendas can be accessed online at PenMetParks.org.
<https://us02web.zoom.us/j/85317404665?pwd=UURsV0lqMklyNlpyUmdOQWFoY2drZz09>

Call to Order

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments

This is the time set aside for the public to provide their comments to the Board on matters related to PenMet Parks. Each person may speak up to three (3) minutes, but only once during the citizen comment period. Anyone who provides public comment must comply with Policy P10-106 providing for the Rules of Decorum for Board Meetings. A copy of the policy is available at www.penmetparks.org

ITEM 3 Presentations

3a. Executive Director's Report

3b. [Monthly Finance Report](#)

3c. Discuss Requested Easements at Maplewood and Sunrise Beach

3d. President's Report

ITEM 4 Consent Agenda

4a. [Approval of Minutes](#)

[11/02/2021 Study Session and Regular Meeting](#)

4b. Approval of Vouchers



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\$192,988.95 Reference Number: 211101001-211101025 plus \$524.00
Reference Number: 211004027 and 20,513.15 Reference Number:
211102001-211102004

ITEM 5 Unfinished Business

5a. Second Public Hearing Regarding the Proposed 2022 Budget

ITEM 6 New Business

6a. [R2021-027: Adopt Classification and Salary Grid for 2022](#)

6b. [R2021-028: Adopt Operating Budget for 2022](#)

6c. [R2021-029: Adopt Capital Budget for 2022](#)

6d. [R2021-030: Amend 2021 Budget](#)

ITEM 7 Comments by Board

ITEM 8 Next Board Meetings

December 7, 2021, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center.

ITEM 9 Adjournment

Board of Park Commissioners Meeting Procedures

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.

Community members may provide comment during designated portions of the meeting remotely via Zoom or by phone. To speak during designated portions of the meeting, press the Raise Hand button near the bottom of your zoom window or press *9 on your phone. Your name or the last three digits of your phone number will be called out when it is your turn to speak. When using your phone to call in, you may need to press *6 to unmute yourself.



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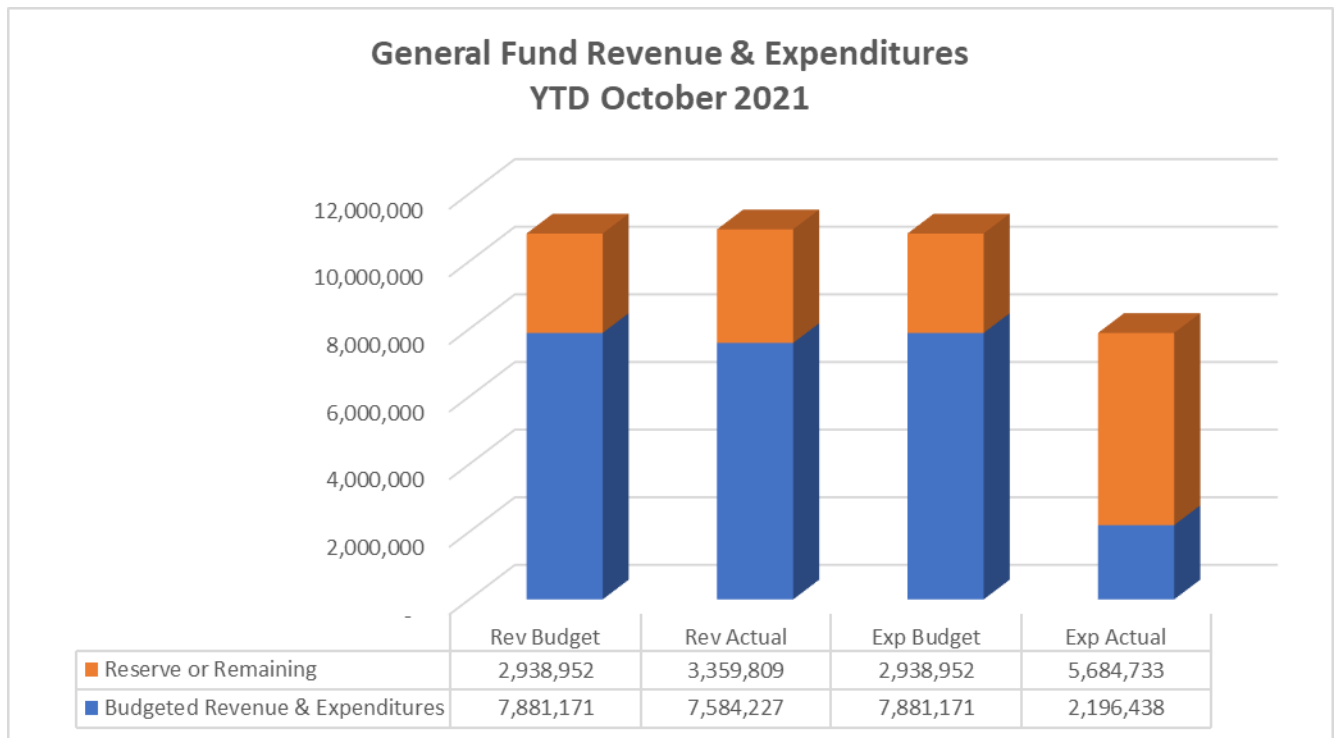
DISTRICT COMMISSION MEMO

To: Board of Park Commissioners
From: Louise Tieman, Interim Finance & HR Manager
Date: November 16, 2021
Subject: Monthly Finance Report -- October 2021

Background/Analysis

Attached is the January – October 2021 Financial Report which provides current year budget to actual comparison of revenues and expenditures.

General Fund:



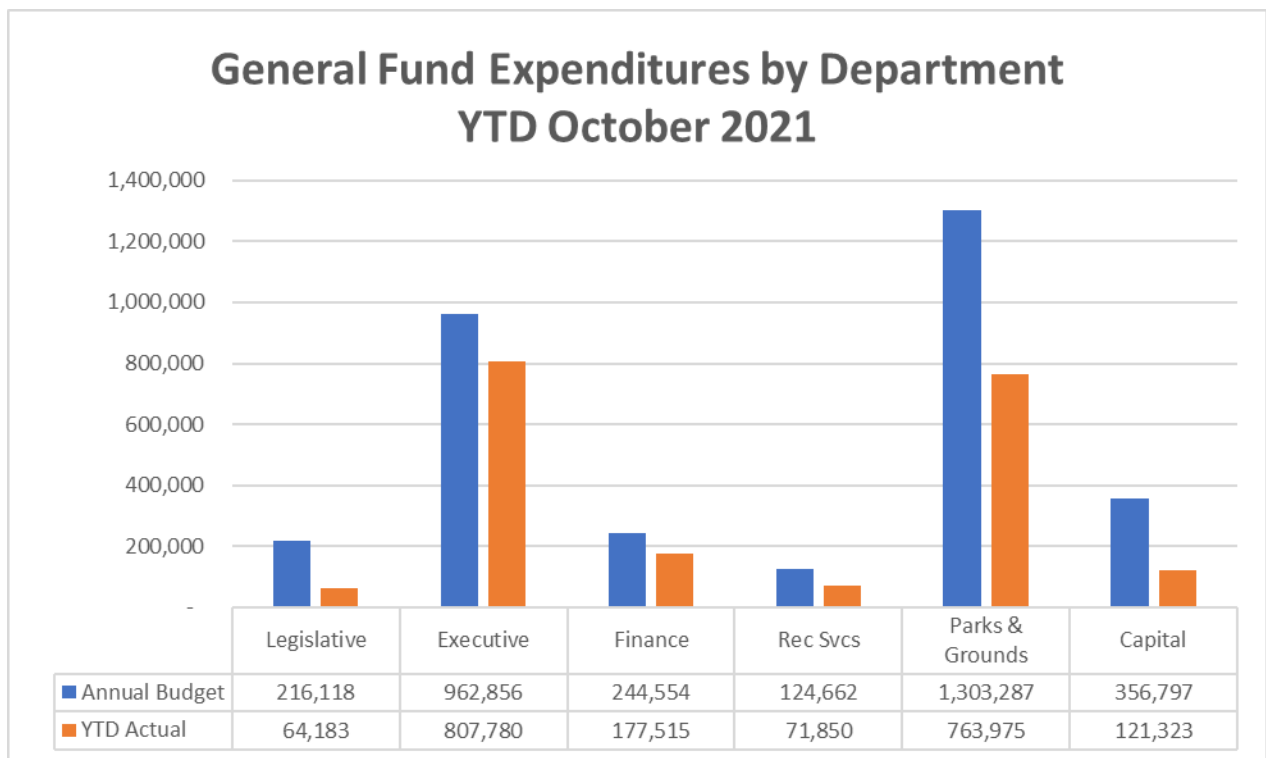
General Fund Summary:

The General Fund revenue budget of \$10,820,122 is comprised of a \$2,938,952 reserve and anticipated revenues from taxes, fees, leases, and other operating sources of \$7,881,171. To date PenMet Parks has collected \$7,580,082 of anticipated revenues and has good confidence in collecting the remaining \$301,089 by year end. For comparison, in the last two months of 2020 PenMet Parks collected \$1,541,683.

October was a strong revenue month as expected with collections totaling \$2,666,728 with property tax receipts accounting for \$2,576,706. General Fund revenue is just \$301,008 under budget for the year. Sales tax receipts, leasehold excise tax, REET excise tax, facility rental fees and the golf course lease are all exceeding budget as of the end of October.

The General Fund expenditure budget is designed to equal revenue; therefore it also includes the \$2,938,952 reserve and \$7,881,871 anticipated expenditures, which includes transfers to other funds including capital projects, debt service, endowment and the Recreation Revolving fund.

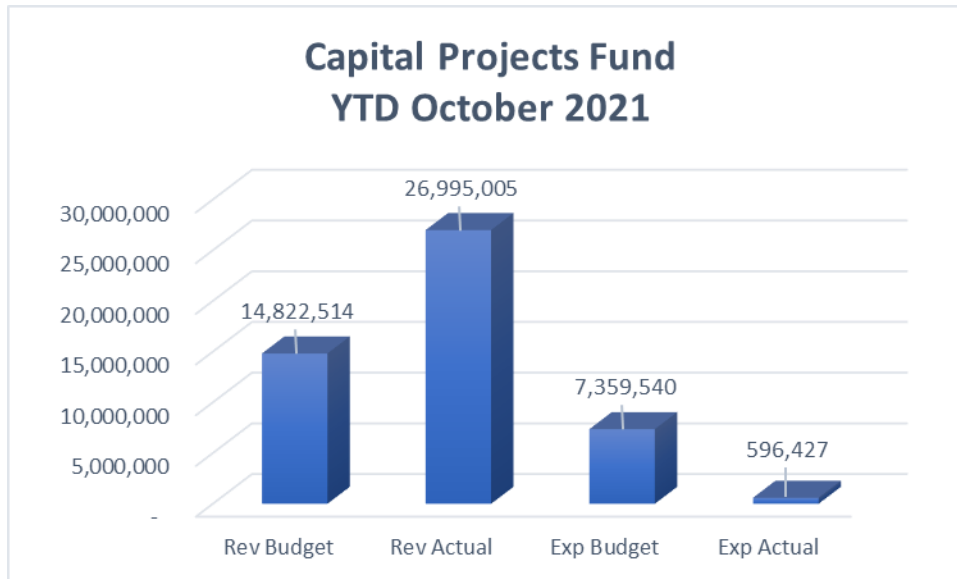
Operating expenditures was budgeted at \$3,211,695 for 2021 and as of October totals \$2,006,927 YTD with \$1,201,646 available to spend. However, we have forecast year-end operating expenditures to come in well below budget at \$2,429,379 due to the impact of staff vacancies on wages and benefits as well as an error in the calculation of benefits.



General Fund Expenditures by Department:

General Fund expenses by line item are on target with planned expenditures. No department exceeds its budget. The savings in the Legislative budget is primarily due to not needing as much professional services such as the bond consultant as well as the expectation that 2021 election expense will be invoiced and paid in 2022. The substantial savings in Parks and Grounds is due to staff vacancies, an error in the computation of benefits, and less-than-anticipated purchases. The savings in the Capital department is primarily due to not having the Parks Director position filled as well as lower utilization of professional services.

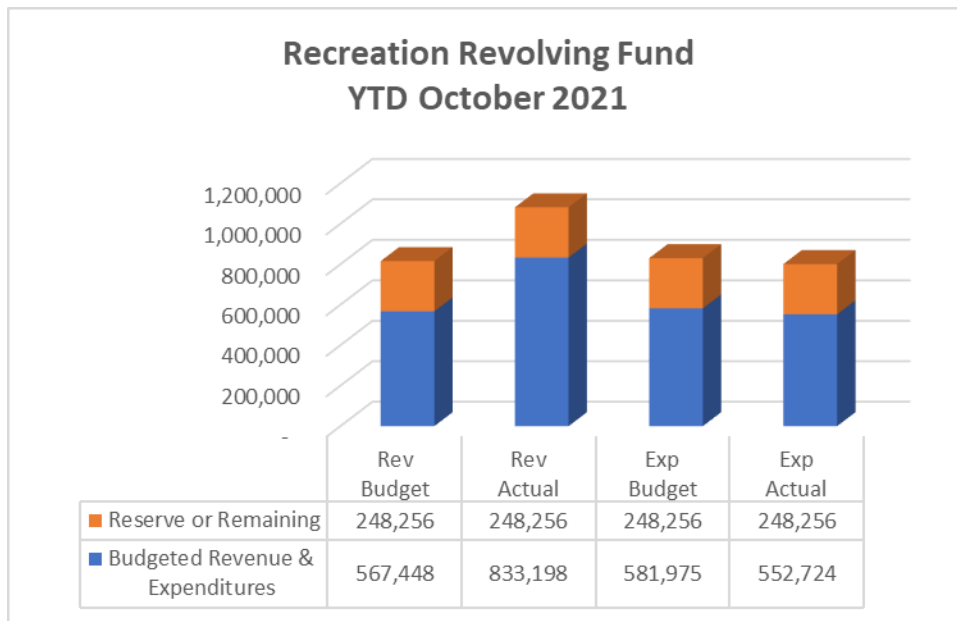
Capital Projects Fund:



The CRC bonds have earned investment interest of \$6,601.83 as of October 31, 2021.

The Capital Projects fund has expended approved amounts totaling \$596,427 on its three projects, the Community Recreation Center, the Sehmel Homestead Park turf replacement, and the Hale Pass renovation. The lower expenditure rate is due primarily to delays in the start of construction on the CRC.

Recreation Revolving Fund:



The Recreation Revolving Fund has its own structure which includes a reserve of \$248,256, anticipated revenues from registrations and fees of \$416,600, plus cash support from the General Fund of \$150,848 to subsidize programs and events for the benefit of the community. This is also a balanced budget, so planned expenditures approximately equal revenues and cash support at \$581,975.

The Recreation Department is now \$265,750 over its revenue budget after providing additional camps, classes and sports this summer. Total program revenues total \$682,350. With two more months of registration to come, particularly for winter basketball, we are forecasting year-end revenues totaling \$704,843.

Impacting the forecast are two significant grants. The Kids Need to Play grant was invoiced in September for a corrected total of \$217,773. In October we received the first payment in the amount of \$191,592.45. Receipt of the final payment will be reported in November’s financial report. The SEEK grant was invoiced in the amount \$157,819 and payment will also be reported in the November report.

The Recreation Department has expended \$552,724 in program expenses YTD against an annual budget of 581,975. The year-end forecast anticipates expenditures of \$683,749 due to increased quantity of contracted programs. Though Recreation program expenses are outpacing budget, revenue from program fees and grants are expected to cover the overage.

All other Funds:

The other funds utilized by the District had no or minimal activity, which is as expected during this period.

Fund Name	Budget	Status
Debt Service	541,600	No activity
Debt Contingency	600,000	No activity
Equipment Replacement	362,789	No activity
Restricted Endowment	144,965	No activity
Unrestricted Endowment	277,000	297

Investment Activity:

PenMet Parks utilizes the cash management services of the Pierce County Finance Department to maximize the rate of return on idle cash while incurring the least amount of risk. The County invests in the Washington State Investment Pool, a secured and fully liquid investment vehicle. As of October, the investment report is as follows:

General Fund monies:

Beginning balance	\$	16,006,613.85
Deposit: from payment account	\$	-
Deposit: interest	\$	1,274.53
Withdrawal: fee	\$	(50.00)
Ending balance	\$	16,007,838.38

Endowment Fund monies:

Beginning balance	\$	420,814.55
Deposit: interest	\$	33.51
Withdrawal: fee	\$	(1.68)
Ending balance	\$	420,843.38

CRC Bond Proceeds

Beginning balance	\$	16,005,344.36
Deposit: interest	\$	1,274.43
Withdrawal: fee	\$	(50.00)
Ending balance	\$	16,006,568.79

Total LGIP Ending balance \$ 32,432,772.76

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund

Revenues	Amt Budgeted	October	YTD	Remaining	
001 Carryover					
308 31 00 630	Restricted Beginning Balance	0.00	0.00	9,141.72	(9,141.72) 0.0%
308 91 00 001	Unassigned Beginning Balance	2,938,951.91	0.00	2,938,951.91	0.00 100.0%
001 Carryover		2,938,951.91	0.00	2,948,093.63	(9,141.72) 100.3%

002 Revenue

311 10 00 001	Real and Personal Property Tax	7,306,786.00	2,576,706.32	6,794,633.91	512,152.09 93.0%
313 17 00 000	Sales Tax	377,000.00	45,591.66	423,816.69	(46,816.69) 112.4%
317 40 00 000	Private Harvest Tax	0.00	0.00	1,836.92	(1,836.92) 0.0%
337 00 00 000	Leasehold Excise Tax	1,500.00	6,290.73	11,898.06	(10,398.06) 793.2%
337 00 00 001	REET Excise Tax	0.00	0.00	120,000.00	(120,000.00) 0.0%
347 30 00 000	Facility Rental Fee	72,500.00	3,769.31	94,752.67	(22,252.67) 130.7%
361 11 00 001	Investment Interest	18,000.00	1,224.54	11,273.97	6,726.03 62.6%
362 30 01 000	Parking Space Lease	0.00	0.00	0.00	0.00 0.0%
362 50 01 000	Long Term Golf Course Lease	57,000.00	29,113.12	74,709.30	(17,709.30) 131.1%
362 60 01 000	Housing Rentals/Leases	48,385.08	4,032.06	40,416.56	7,968.52 83.5%
362 70 01 000	Concessions Lease Facilities	0.00	0.00	771.45	(771.45) 0.0%
382 10 00 000	Deposits Received	0.00	0.00	0.00	0.00 0.0%
389 30 53 630	State Leasehold Receipts	0.00	0.00	5,972.95	(5,972.95) 0.0%
002 Revenue		7,881,171.08	2,666,727.74	7,580,082.48	301,088.60 96.2%

003 NonRevenue

369 91 00 000	Other General Fund Revenue	0.00	0.00	4,144.95	(4,144.95) 0.0%
395 10 61 000	Sale of Land	0.00	0.00	0.00	0.00 0.0%
395 10 62 000	Sale of Buildings & Structures	0.00	0.00	0.00	0.00 0.0%
395 10 63 000	Sale of Other Improvements	0.00	0.00	0.00	0.00 0.0%
395 10 64 000	Sale of Machinery & Equipment	0.00	0.00	0.00	0.00 0.0%
003 NonRevenue		0.00	0.00	4,144.95	(4,144.95) 0.0%

Fund Revenues:	10,820,122.99	2,666,727.74	10,532,321.06	287,801.93	97.3%
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Expenditures	Amt Budgeted	October	YTD	Remaining	
010 Legislative					
511 10 10 000	Compensation	61,440.00	0.00	49,024.00	12,416.00 79.8%
511 10 20 000	Benefits	5,652.00	0.00	5,703.66	(51.66) 100.9%
511 10 31 000	Office & Operating Supplies	650.00	380.79	732.76	(82.76) 112.7%
511 10 44 000	Printing and Advertising	375.00	0.00	0.00	375.00 0.0%
511 20 41 000	Professional Services	80,000.00	5,000.00	7,604.55	72,395.45 9.5%
511 40 43 000	Travel	4,312.05	0.00	0.00	4,312.05 0.0%
511 40 49 000	Memberships & Training	2,128.00	0.00	0.00	2,128.00 0.0%
511 50 45 000	Rentals	5,500.00	0.00	1,118.30	4,381.70 20.3%
511 70 41 000	Elections	56,061.00	0.00	0.00	56,061.00 0.0%
010 Legislative		216,118.05	5,380.79	64,183.27	151,934.78 29.7%

020 Debt Service

592 76 80 000	Bond Service Costs	300.00	0.00	0.00	300.00 0.0%
592 84 00 000	Bond Issue Costs	0.00	0.00	0.00	0.00 0.0%

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund

Expenditures	Amt Budgeted	October	YTD	Remaining	
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020 Debt Service

020 Debt Service	300.00	0.00	0.00	300.00	0.0%
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030 Executive

513 10 10 000	Salaries - Exec	130,000.00	6,625.20	134,711.09	(4,711.09)	103.6%
513 10 11 000	Wages - Regular	129,887.00	5,342.11	102,040.42	27,846.58	78.6%
513 10 20 000	Benefits	111,340.00	5,936.25	76,341.79	34,998.21	68.6%
513 10 44 000	Marketing	3,425.94	0.00	1,623.56	1,802.38	47.4%
513 10 44 001	Supplies	13,250.00	944.61	1,816.40	11,433.60	13.7%
513 10 44 002	Printing	53,528.00	8,792.60	40,383.24	13,144.76	75.4%
513 10 44 003	Professional Services	29,500.00	1,051.26	11,788.63	17,711.37	40.0%
513 10 45 000	Office Lease	112,305.00	9,570.95	96,806.40	15,498.60	86.2%
513 10 49 000	Dues & Training	8,810.00	0.00	3,060.85	5,749.15	34.7%
513 20 41 000	Executive-Professional Services	63,700.00	18,971.79	66,572.60	(2,872.60)	104.5%
513 40 43 000	Executive - Travel	9,740.00	0.00	800.00	8,940.00	8.2%
515 20 41 000	Legal - Professional Services	60,000.00	0.00	79,543.50	(19,543.50)	132.6%
576 10 31 000	Office and Operating Supplies	7,000.00	538.27	5,158.45	1,841.55	73.7%
576 10 35 000	Minor Equipment	0.00	0.00	0.00	0.00	0.0%
576 10 41 000	Professional Services - Computers	37,696.00	2,577.65	27,363.80	10,332.20	72.6%
576 10 43 000	Administration - Travel	500.00	0.00	0.00	500.00	0.0%
576 10 45 000	Operating Rentals and Leases	10,000.00	0.00	4,238.51	5,761.49	42.4%
576 10 46 000	Insurance - General Liability	81,000.00	0.00	89,586.00	(8,586.00)	110.6%
576 10 49 000	Miscellaneous / Events	2,500.00	0.00	322.84	2,177.16	12.9%
576 20 31 000	Postage	1,300.00	59.36	891.92	408.08	68.6%
576 20 36 001	Computer Hardware	12,000.00	4,605.33	9,945.85	2,054.15	82.9%
576 20 36 002	Computer Software	15,000.00	0.00	8,233.46	6,766.54	54.9%
576 20 41 001	Telephone	37,800.00	2,188.65	19,395.33	18,404.67	51.3%
576 20 41 002	Internet	20,000.00	2,051.82	18,379.82	1,620.18	91.9%
576 89 41 000	Taxes	0.00	0.00	0.00	0.00	0.0%
589 30 41 000	Sales Tax Rentals	12,573.86	178.08	8,775.85	3,798.01	69.8%

030 Executive	962,855.80	69,433.93	807,780.31	155,075.49	83.9%
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040 Budget & Finance

514 10 11 000	Wages - Regular	150,735.00	9,649.97	137,438.63	13,296.37	91.2%
514 10 20 000	Personnel Benefits	54,341.00	951.75	27,545.97	26,795.03	50.7%
514 10 31 000	Supplies	1,149.00	0.00	429.87	719.13	37.4%
514 20 00 000	Financial Services	600.00	0.00	148.37	451.63	24.7%
514 23 36 000	Computers - Springbrook	4,824.00	3,966.04	6,074.79	(1,250.79)	125.9%
514 23 41 000	Professional Services	31,610.00	98.59	5,181.78	26,428.22	16.4%
514 23 49 000	Bank Charges	600.00	0.00	178.04	421.96	29.7%
514 40 43 000	Travel	105.00	0.00	0.00	105.00	0.0%
514 40 49 000	Memberships & Training	590.00	0.00	517.92	72.08	87.8%

040 Budget & Finance	244,554.00	14,666.35	177,515.37	67,038.63	72.6%
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050 Recreational Services

571 10 11 000	Wages - Administration	79,146.00	3,614.54	63,154.14	15,991.86	79.8%
571 10 20 000	Benefits - Administration	41,176.00	679.35	7,841.98	33,334.02	19.0%
571 10 43 000	Conferences	4,340.05	0.00	854.00	3,486.05	19.7%

050 Recreational Services	124,662.05	4,293.89	71,850.12	52,811.93	57.6%
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund

Expenditures	Amt Budgeted	October	YTD	Remaining	
060 Parks & Grounds					
576 85 11 000 Wages - Regular	641,063.00	20,736.81	381,998.91	259,064.09	59.6%
576 85 20 000 Benefits	321,923.50	11,353.80	165,371.00	156,552.50	51.4%
576 85 31 000 Operating Supplies	0.00	0.00	0.00	0.00	0.0%
576 85 31 001 Toilet Paper/Paper Towels	3,122.00	517.86	3,267.40	(145.40)	104.7%
576 85 31 002 Soap/Cleaning Products	1,561.00	142.14	1,614.06	(53.06)	103.4%
576 85 31 003 Signs	5,000.00	0.00	1,001.77	3,998.23	20.0%
576 85 31 004 Garbage Bags	4,950.00	317.48	2,987.53	1,962.47	60.4%
576 85 31 005 Dog Bags	15,350.00	2,000.00	7,428.61	7,921.39	48.4%
576 85 31 006 Fertilizer	2,700.00	0.00	1,510.60	1,189.40	55.9%
576 85 31 007 COVID/Medical	7,177.00	1,480.50	3,725.87	3,451.13	51.9%
576 85 31 008 Plumbing/Heating	8,000.00	207.49	632.54	7,367.46	7.9%
576 85 31 009 Pesticide	3,100.00	0.00	28.77	3,071.23	0.9%
576 85 31 010 Ballfield Supplies	3,300.00	0.00	1,173.09	2,126.91	35.5%
576 85 31 011 Sand/Seed	8,700.00	2,042.88	2,640.80	6,059.20	30.4%
576 85 31 012 Paint	13,300.00	0.00	451.07	12,848.93	3.4%
576 85 31 013 Infield Mix	6,000.00	0.00	1,299.30	4,700.70	21.7%
576 85 31 014 Bark	8,900.00	137.92	173.73	8,726.27	2.0%
576 85 31 015 Hardware/Fasteners	6,900.00	465.73	3,108.38	3,791.62	45.0%
576 85 31 016 Lights	6,500.00	733.38	5,508.91	991.09	84.8%
576 85 31 017 Gravel	6,900.00	128.15	2,452.21	4,447.79	35.5%
576 85 31 018 Uniforms	5,000.00	0.00	1,766.09	3,233.91	35.3%
576 85 31 019 Vehicle/Trailer	0.00	0.00	1,569.35	(1,569.35)	0.0%
576 85 31 020 Supply Oil	1,200.00	0.00	67.16	1,132.84	5.6%
576 85 32 000 Fuel	0.00	0.00	175.54	(175.54)	0.0%
576 85 32 001 Diesel	7,000.00	0.00	3,463.22	3,536.78	49.5%
576 85 32 002 Fuel Oil	1,000.00	0.00	118.44	881.56	11.8%
576 85 32 003 Gasoline	9,000.00	682.90	6,289.92	2,710.08	69.9%
576 85 32 004 Propane	500.00	0.00	138.91	361.09	27.8%
576 85 34 000 Concessions Expense	55.00	0.00	0.00	55.00	0.0%
576 85 35 000 Small Tools & Minor Equipment	12,300.00	155.11	11,742.52	557.48	95.5%
576 85 36 000 Computers - Shop	0.00	0.00	0.00	0.00	0.0%
576 85 40 000 Extraordinary Park Repairs	0.00	0.00	0.00	0.00	0.0%
576 85 41 000 Professional Services	0.00	2,160.00	2,160.00	(2,160.00)	0.0%
576 85 41 001 Fire Alarm Inspection	4,500.00	637.30	7,442.08	(2,942.08)	165.4%
576 85 41 002 Septic Inspection	10,900.00	0.00	1,826.73	9,073.27	16.8%
576 85 41 003 Backflow Assembly	900.00	0.00	0.00	900.00	0.0%
576 85 41 004 Septic Tank Pumping	10,700.00	1,866.25	8,989.51	1,710.49	84.0%
576 85 41 005 Asphalt Repair	5,000.00	0.00	0.00	5,000.00	0.0%
576 85 41 006 Plumbing	0.00	0.00	128.40	(128.40)	0.0%
576 85 41 007 Auto Services	5,000.00	0.00	3,546.33	1,453.67	70.9%
576 85 41 008 Locks & Deadbolts	0.00	0.00	0.00	0.00	0.0%
576 85 41 010 Sani Cans	17,330.00	2,465.50	11,574.00	5,756.00	66.8%
576 85 41 011 Security	10,000.00	(2,400.00)	13,522.50	(3,522.50)	135.2%
576 85 41 012 Safety Program	0.00	0.00	5,842.50	(5,842.50)	0.0%
576 85 43 000 Travel	0.00	0.00	0.00	0.00	0.0%
576 85 43 001 Bridge Tolls	1,500.00	0.00	240.00	1,260.00	16.0%
576 85 43 002 Meals	500.00	0.00	44.80	455.20	9.0%
576 85 43 003 Mileage Reimbursement	500.00	0.00	86.95	413.05	17.4%
576 85 44 000 Printing & Advertising	0.00	0.00	0.00	0.00	0.0%
576 85 45 000 Operating Rentals & Leases	0.00	369.37	1,040.90	(1,040.90)	0.0%
576 85 45 001 Scissor Lift	1,700.00	0.00	0.00	1,700.00	0.0%
576 85 45 002 Boom	2,000.00	0.00	0.00	2,000.00	0.0%

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund

Expenditures	Amt Budgeted	October	YTD	Remaining	
060 Parks & Grounds					
576 85 45 003 Demo Hammer	150.00	0.00	0.00	150.00	0.0%
576 85 45 004 Excavators	4,000.00	0.00	0.00	4,000.00	0.0%
576 85 45 005 Concrete Mixer	1,650.00	0.00	0.00	1,650.00	0.0%
576 85 45 006 Copier	0.00	0.00	0.00	0.00	0.0%
576 85 45 007 Septic Excavation	0.00	0.00	0.00	0.00	0.0%
576 85 45 008 Sod Cutter and Repair	0.00	0.00	0.00	0.00	0.0%
576 85 45 009 Cleaning	1,300.00	0.00	0.00	1,300.00	0.0%
576 85 46 000 Surface Water/Noxious Weed Tax	3,700.00	0.00	3,675.52	24.48	99.3%
576 85 47 000 Utility Services	0.00	0.00	0.00	0.00	0.0%
576 85 47 001 Electric	40,800.00	2,763.84	31,774.70	9,025.30	77.9%
576 85 47 002 Water	10,855.00	1,604.97	8,700.64	2,154.36	80.2%
576 85 47 003 Recycle	0.00	0.00	0.00	0.00	0.0%
576 85 47 004 Garbage	12,700.00	1,078.78	13,668.48	(968.48)	107.6%
576 85 47 005 Trash - Dump Runs	4,000.00	0.00	1,285.08	2,714.92	32.1%
576 85 47 006 Natural Gas	3,500.00	281.91	6,744.75	(3,244.75)	192.7%
576 85 48 000 Repairs & Maintenance	0.00	0.00	8,052.88	(8,052.88)	0.0%
576 85 48 001 Buildings	14,000.00	0.00	3,771.94	10,228.06	26.9%
576 85 48 002 Equipment	6,000.00	800.38	1,599.64	4,400.36	26.7%
576 85 48 003 Vandalism	4,000.00	15,468.27	15,468.27	(11,468.27)	386.7%
576 85 48 004 Heating	0.00	0.00	0.00	0.00	0.0%
576 85 48 005 Plumbing	0.00	245.36	282.15	(282.15)	0.0%
576 85 48 006 Structures	5,000.00	0.00	2.48	4,997.52	0.0%
576 85 49 000 Memberships & Training	10,600.00	0.00	798.40	9,801.60	7.5%
060 Parks & Grounds	1,303,286.50	68,444.08	763,975.33	539,311.17	58.6%
070 Capital					
576 80 10 000 Wages - Regular	196,418.00	7,693.08	88,451.52	107,966.48	45.0%
576 80 20 000 Benefits	83,262.00	1,437.52	27,810.53	55,451.47	33.4%
576 80 31 000 Supplies	5,000.00	0.00	24.83	4,975.17	0.5%
576 80 35 000 Small Equipment	1,600.00	0.00	0.00	1,600.00	0.0%
576 80 41 000 Professional Services	60,000.00	0.00	3,974.53	56,025.47	6.6%
576 80 43 000 Travel	3,300.00	0.00	561.57	2,738.43	17.0%
576 80 44 000 Printing	0.00	0.00	0.00	0.00	0.0%
576 80 45 000 Facility Rentals	5,000.00	0.00	0.00	5,000.00	0.0%
576 80 49 000 Memberships & Training	2,217.00	0.00	500.00	1,717.00	22.6%
070 Capital	356,797.00	9,130.60	121,322.98	235,474.02	34.0%
090 NonExpenditures					
589 30 41 630 State Leasehold Disbursed	0.00	4,698.45	16,223.21	(16,223.21)	0.0%
589 40 00 000 Deposits Disbursed	0.00	0.00	0.00	0.00	0.0%
589 99 00 000 Payroll Clearing	0.00	73,422.47	(84,192.15)	84,192.15	0.0%
597 20 55 001 Transfer Out to Recreation Fund	150,847.64	0.00	150,847.64	0.00	100.0%
597 76 64 001 Transfer Out to Capital Equipment Fund	106,932.00	0.00	106,932.00	0.00	100.0%
597 76 65 001 Transfer Out to Capital Project Fund	3,868,942.10	0.00	0.00	3,868,942.10	0.0%
597 76 71 001 Transfer Out to Debt Service Fund	541,600.00	0.00	0.00	541,600.00	0.0%
598 11 41 000 Intergovt Payment	0.00	0.00	0.00	0.00	0.0%
598 22 41 000 Intergovt Pmt - Fire Protect	4,275.94	0.00	0.00	4,275.94	0.0%

2021 BUDGET POSITION

Peninsula Metropolitan Park District

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001 General Expense Fund

Expenditures	Amt Budgeted	October	YTD	Remaining	
090 NonExpenditures					
090 NonExpenditures	4,672,597.68	78,120.92	189,810.70	4,482,786.98	4.1%
Fund Expenditures:	7,881,171.08	249,470.56	2,196,438.08	5,684,733.00	27.9%
Fund Excess/(Deficit):	2,938,951.91	2,417,257.18	8,335,882.98		

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Peninsula Metropolitan Park District

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201 Debt Service Fund

Revenues	Amt Budgeted	October	YTD	Remaining	
001 Carryover					
308 51 00 201 Assigned Beginning Balance	0.00	0.00	0.00	0.00	0.0%
001 Carryover	0.00	0.00	0.00	0.00	0.0%
003 NonRevenue					
391 11 00 201 General Obligation Bond Proceed	0.00	0.00	0.00	0.00	0.0%
392 00 00 201 Premium on Bonds Sold	0.00	0.00	0.00	0.00	0.0%
393 00 00 201 Proceeds of Refunding LT Debt	0.00	0.00	0.00	0.00	0.0%
397 76 71 201 Transfer In from General Fund	541,600.00	0.00	0.00	541,600.00	0.0%
003 NonRevenue	541,600.00	0.00	0.00	541,600.00	0.0%
Fund Revenues:	541,600.00	0.00	0.00	541,600.00	0.0%
Expenditures	Amt Budgeted	October	YTD	Remaining	
020 Debt Service					
591 71 00 201 G.O. Bond Principle Payment	425,000.00	0.00	0.00	425,000.00	0.0%
592 76 80 201 Interest Long Term G.O. Bonds	116,600.00	0.00	0.00	116,600.00	0.0%
592 80 82 201 Bond Discount	0.00	0.00	0.00	0.00	0.0%
592 83 76 201 Interest LT Debt-Line of Credit	0.00	0.00	0.00	0.00	0.0%
020 Debt Service	541,600.00	0.00	0.00	541,600.00	0.0%
Fund Expenditures:	541,600.00	0.00	0.00	541,600.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

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Peninsula Metropolitan Park District

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202 Debt Contingency Fund

Revenues	Amt Budgeted	October	YTD	Remaining	
001 Carryover					
308 51 00 202 Assigned Beginning Balance	600,000.00	0.00	600,000.00	0.00	100.0%
001 Carryover	600,000.00	0.00	600,000.00	0.00	100.0%
Fund Revenues:	600,000.00	0.00	600,000.00	0.00	100.0%
Fund Excess/(Deficit):	600,000.00	0.00	600,000.00		

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300 Capital Projects

Revenues	Amt Budgeted	October	YTD	Remaining	
001 Carryover					
308 51 00 300 Assigned Beginning Balance	10,953,572.60	0.00	10,953,572.60	0.00	100.0%
001 Carryover	10,953,572.60	0.00	10,953,572.60	0.00	100.0%

300 Capital Projects

361 11 00 326 Investment Interest	0.00	1,224.43	6,601.83	(6,601.83)	0.0%
369 91 00 300 Other Capital Revenue	0.00	0.00	34,830.95	(34,830.95)	0.0%
391 10 00 000 CRC 2021 A & B LTGO Bonds	0.00	0.00	16,000,000.00	(16,000,000.00)	0.0%
397 76 65 300 Transfer In from General Fund	3,868,942.10	0.00	0.00	3,868,942.10	0.0%
300 Capital Projects	3,868,942.10	1,224.43	16,041,432.78	(12,172,490.68)	414.6%

Fund Revenues:	14,822,514.70	1,224.43	26,995,005.38	(12,172,490.68)	182.1%
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Expenditures	Amt Budgeted	October	YTD	Remaining	
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300 Capital Projects

594 76 31 300 Capital Exp. - Supplies	0.00	0.00	134.50	(134.50)	0.0%
594 76 36 300 Capital Exp. - Computers	0.00	0.00	2,805.40	(2,805.40)	0.0%
594 76 41 300 Capital Exp. - Prof Services	2,927,302.00	16,197.10	575,092.26	2,352,209.74	19.6%
594 76 44 300 Capital Exp. - Printing	0.00	0.00	180.60	(180.60)	0.0%
594 76 45 300 Capital Exp. - Rentals & Leases	0.00	0.00	8,000.31	(8,000.31)	0.0%
594 76 46 300 Capital Exp. - External Taxes	0.00	0.00	0.00	0.00	0.0%
594 76 61 300 Capital Exp. - Land & Land Imp.	0.00	0.00	560.00	(560.00)	0.0%
594 76 62 300 Capital Exp - Structures	1,111,472.00	0.00	0.00	1,111,472.00	0.0%
594 76 63 300 Cap Exp -Fields/Bridges/Signs	0.00	0.00	1,210.36	(1,210.36)	0.0%
594 76 65 300 Capital Exp.- Construction	3,320,766.00	0.00	8,443.99	3,312,322.01	0.3%
594 76 66 300 Capital Exp. - Lease/Purchase	0.00	0.00	0.00	0.00	0.0%
300 Capital Projects	7,359,540.00	16,197.10	596,427.42	6,763,112.58	8.1%

Fund Expenditures:	7,359,540.00	16,197.10	596,427.42	6,763,112.58	8.1%
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Fund Excess/(Deficit):	7,462,974.70	(14,972.67)	26,398,577.96		
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Peninsula Metropolitan Park District

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365 Equipment Replacement Fund

Revenues	Amt Budgeted	October	YTD	Remaining		
001 Carryover						
308 51 00 365	Assigned Beginning Balance	0.00	0.00	0.00	0.00	0.0%
308 51 01 365	Assigned Beginning Balance	398,754.00	0.00	398,754.00	0.00	100.0%
001 Carryover	398,754.00	0.00	398,754.00	0.00	0.00	100.0%
003 NonRevenue						
397 76 64 365	Transfer In from General Fund	106,932.00	0.00	106,932.00	0.00	100.0%
003 NonRevenue	106,932.00	0.00	106,932.00	0.00	0.00	100.0%
Fund Revenues:	505,686.00	0.00	505,686.00	0.00	0.00	100.0%
Expenditures	Amt Budgeted	October	YTD	Remaining		
300 Capital Projects						
594 76 35 300	Capital Exp. - Equipment	104,099.00	0.00	0.00	104,099.00	0.0%
594 76 36 365	Capital Exp. - Replacement Computers	38,798.00	0.00	0.00	38,798.00	0.0%
300 Capital Projects	142,897.00	0.00	0.00	142,897.00	0.00	0.0%
Fund Expenditures:	142,897.00	0.00	0.00	142,897.00	0.00	0.0%
Fund Excess/(Deficit):	362,789.00	0.00	505,686.00			

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550 Recreation Fund

Revenues	Amt Budgeted	October	YTD	Remaining	
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001 Carryover

308 51 00 550	Assigned Beginning Balance	248,255.91	0.00	248,255.91	0.00	100.0%
001 Carryover		248,255.91	0.00	248,255.91	0.00	100.0%

002 Revenue

334 05 10 001	SEEK Grant	0.00	0.00	0.00	0.00	0.0%
337 00 00 002	Kids Need to Play! Grant	0.00	191,592.45	191,592.45	(191,592.45)	0.0%
347 30 00 550	Recreation Rental Fee	0.00	0.00	315.47	(315.47)	0.0%
347 40 00 550	Event Admission Fee	0.00	0.00	0.00	0.00	0.0%
347 60 00 550	Recreation Program Fees	393,200.00	38,856.75	458,209.26	(65,009.26)	116.5%
347 60 00 551	Deferred KNP program fees	0.00	0.00	0.00	0.00	0.0%
347 90 00 550	Other Fees and Charges	18,100.00	2,717.00	29,912.56	(11,812.56)	165.3%
361 11 55 550	Interest Earned - Recreation	0.00	0.00	0.00	0.00	0.0%
367 00 00 550	Donations	0.00	0.00	200.00	(200.00)	0.0%
367 00 00 551	Scholarships	0.00	0.00	0.00	0.00	0.0%
367 00 00 552	Sponsorship	5,300.00	0.00	0.00	5,300.00	0.0%
369 91 00 550	Other Recreation Revenue	0.00	0.00	2,120.64	(2,120.64)	0.0%
002 Revenue		416,600.00	233,166.20	682,350.38	(265,750.38)	163.8%

003 NonRevenue

397 20 55 550	Transfer In from General Fund	150,847.64	0.00	150,847.64	0.00	100.0%
003 NonRevenue		150,847.64	0.00	150,847.64	0.00	100.0%

Fund Revenues:	815,703.55	233,166.20	1,081,453.93	(265,750.38)	132.6%
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Expenditures	Amt Budgeted	October	YTD	Remaining	
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550 Recreation Revolving

571 20 11 550	Wages - Recreation Program	236,923.00	8,948.22	173,439.69	63,483.31	73.2%
571 20 12 550	Wages - SEEK Reimbursable	0.00	0.00	0.00	0.00	0.0%
571 20 20 550	Benefits - Recreation Program	76,745.00	3,358.23	50,961.72	25,783.28	66.4%
571 20 31 550	Office & Operating Supplies	58,256.00	9,179.80	46,824.79	11,431.21	80.4%
571 20 35 550	Minor Equipment	2,438.00	3,428.40	11,037.33	(8,599.33)	452.7%
571 20 41 550	Sports & Professional Fees	129,020.00	26,642.55	205,789.89	(76,769.89)	159.5%
571 20 42 550	Communication - Phones	0.00	0.00	0.00	0.00	0.0%
571 20 43 550	Travel	1,600.00	1,276.66	1,527.19	72.81	95.4%
571 20 44 550	Printing & Advertising	500.00	0.00	0.00	500.00	0.0%
571 20 45 550	Rentals	27,850.00	636.00	5,616.00	22,234.00	20.2%
571 20 46 550	Sales & Use Taxes	5,806.00	373.42	7,511.21	(1,705.21)	129.4%
571 20 47 550	Utilities	0.00	0.00	0.00	0.00	0.0%
571 20 49 550	Memberships & Training	714.00	0.00	28.04	685.96	3.9%
571 40 49 550	Special Events	42,123.00	5,015.19	49,988.29	(7,865.29)	118.7%
571 60 00 001	Deferred credit expense	0.00	0.00	0.00	0.00	0.0%
550 Recreation Revolving		581,975.00	58,858.47	552,724.15	29,250.85	95.0%

Fund Expenditures:	581,975.00	58,858.47	552,724.15	29,250.85	95.0%
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2021 BUDGET POSITION

Peninsula Metropolitan Park District

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550 Recreation Fund

Fund Excess/(Deficit):	233,728.55	174,307.73	528,729.78
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701 Unrestricted Endowment Fund

Revenues	Amt Budgeted	October	YTD	Remaining	
001 Carryover					
308 51 00 701 Assigned Beginning Balance	276,373.82	0.00	276,373.82	0.00	100.0%
001 Carryover	276,373.82	0.00	276,373.82	0.00	100.0%
002 Revenue					
361 11 00 701 Interest Revenue	660.00	33.51	306.37	353.63	46.4%
002 Revenue	660.00	33.51	306.37	353.63	46.4%
Fund Revenues:	277,033.82	33.51	276,680.19	353.63	99.9%
Expenditures	Amt Budgeted	October	YTD	Remaining	
080 Endowment					
514 25 00 000 Investment Fees - Endowment	34.00	1.68	9.87	24.13	29.0%
080 Endowment	34.00	1.68	9.87	24.13	29.0%
Fund Expenditures:	34.00	1.68	9.87	24.13	29.0%
Fund Excess/(Deficit):	276,999.82	31.83	276,670.32		

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Peninsula Metropolitan Park District

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750 Restricted Endowment Fund

Revenues	Amt Budgeted	October	YTD	Remaining	
001 Carryover					
308 31 00 750 Restricted Beginning Balance	144,965.00	0.00	144,965.00	0.00	100.0%
001 Carryover	144,965.00	0.00	144,965.00	0.00	100.0%
002 Revenue					
361 11 00 750 Interest Revenue	0.00	0.00	0.00	0.00	0.0%
002 Revenue	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	144,965.00	0.00	144,965.00	0.00	100.0%
Fund Excess/(Deficit):	144,965.00	0.00	144,965.00		

2021 BUDGET POSITION TOTALS

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Peninsula Metropolitan Park District

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Fund	Revenue	October	Received		Expenditures	October	Spent	
001 General Expense Fund	10,820,122.99	2,666,727.74	10,532,321.06	97.3%	7,881,171.08	249,470.56	2,196,438.08	27.9%
201 Debt Service Fund	541,600.00	0.00	0.00	0.0%	541,600.00	0.00	0.00	0.0%
202 Debt Contingency Fund	600,000.00	0.00	600,000.00	100.0%	0.00	0.00	0.00	0.0%
300 Capital Projects	14,822,514.70	1,224.43	26,995,005.38	182.1%	7,359,540.00	16,197.10	596,427.42	8.1%
365 Equipment Replacement Fund	505,686.00	0.00	505,686.00	100.0%	142,897.00	0.00	0.00	0.0%
550 Recreation Fund	815,703.55	233,166.20	1,081,453.93	132.6%	581,975.00	58,858.47	552,724.15	95.0%
701 Unrestricted Endowment Fund	277,033.82	33.51	276,680.19	99.9%	34.00	1.68	9.87	29.0%
750 Restricted Endowment Fund	144,965.00	0.00	144,965.00	100.0%	0.00	0.00	0.00	0.0%
	28,527,626.06	2,901,151.88	40,136,111.56	140.7%	16,507,217.08	324,527.81	3,345,599.52	20.3%



Peninsula Metropolitan Park District

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STUDY SESSION MINUTES

November 02, 2021, **5:30 PM**

Community Recreation Center (CRC) 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order: The meeting was called to order by President Babich at 5:30 pm

Commissioners Present:

Amanda Babich, President
Kurt Grimmer, Clerk
Maryellen (Missy) Hill
Steve Nixon
Laurel Kingsbury

Staff:

Ally Bujacich
Matthew Kerns
Louise Tieman
Stacie Snuffin
Nicole Jones-Vogel

ITEM 1 Approval of Agenda

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

ITEM 2 Board Discussion

2a. P10-106: Rules of Decorum for Board Meetings Policy Review

Executive Director Ally Bujacich reviewed Policy P10-106: Rules of Decorum for Board Meetings. Commissioners and Bujacich had discussion.

ITEM 3 Adjournment: President Babich adjourned the meeting at 5:44 pm

APPROVED BY THE BOARD ON: _____

President

Submitted By: Stacie Snuffin

Clerk



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REGULAR MEETING MINUTES

November 02, 2021, **6:00 PM**

Community Recreation Center (CRC) 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order: The meeting was called to order by President Babich at 6:00 pm

Commissioners Present:

Amanda Babich, President
 Kurt Grimmer, Clerk
 Maryellen (Missy) Hill
 Steve Nixon
 Laurel Kingsbury

Staff:

Ally Bujacich
 Matthew Kerns
 Louise Tieman
 Stacie Snuffin
 Nicole Jones-Vogel

Attendees:

Peggy Power
 Lynn Lewis
 Kaitlyn LaTendresse
 Robert LaTendresse
 Elizabeth Yen
 Glenn Hansen
 Gina Hammer

Attendees:

Aiden Hammer
 Joshua Hardwick
 David Marino
 Rob Moore
 Heather Maher
 Sarah Stancikas
 Bill Sehmel

ITEM 1 Approval of Agenda

President Babich made the motion to approve the agenda with moving item 6e. R2021-026: Adopt Policy P10-106: Rules of Decorum for Board Meetings to item 1a. of the agenda, seconded by Commissioner Hill. The motion passed with a 5-0 vote.

1a. R2021-026: Adopt Policy P10-106: Rules of Decorum for Board Meetings

Executive Director Ally Bujacich gave a brief overview of Policy P10-106: Rules of Decorum for Board Meetings which was reviewed and discussed in the earlier study session.

Commission Kingsbury made the motion to approve Resolution 2021-026 adopting Policy P10-106: Rules of Decorum for Board Meetings, seconded Commissioner Hill. The resolution passed with a 5-0 vote.

ITEM 2 Citizen Comments

The following citizens provided comment:

Peggy Power
 Lynn Lewis
 Kaitlyn LaTendresse



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Glenn Hansen
 Aiden Hammer
 David Marino
 Rob Moore
 Bill Sehmel

ITEM 3 Presentations

3a. Executive Director's Report

Executive Director Ally Bujacich reported that PenMet has received reimbursement funds for the Summer Experiences & Enrichment for Kids (SEEK) Grant and that PenMet is preparing an application for the next round of SEEK Grant Funds with a focus on populations that have not been reached before. Bujacich also reported that PenMet will be proceeding with a Youth Basketball program starting in January 2022. In addition, Bujacich reported the Great Pumpkin Hunt that was held over the weekend, the upcoming holiday event Cookies with Mr. & Mrs. Claus, and PenMet's district office closure on November 11, 2021, in observance of Veteran's Day.

3b. President's Report: None

ITEM 4 Consent Agenda

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

4a. Approval of Minutes

10/05/21 Study Session and Regular Meeting, 10/12/2021 Special Meeting, 10/19/2021 Study Session and Regular Meeting

4b. Approval of Vouchers

\$95,160.32 Reference Number: 211004001-211004032 except for 211004002, 2110040016, and 211004027

4c. 2022 Budget: Schedule Second Public Hearing

Direction to staff to schedule a second public hearing to hear comments regarding the Peninsula Metropolitan Park District 2022 final budget for 6 p.m. on Tuesday, November 16 at the Community Recreation Center.

ITEM 5 Unfinished Business: None

ITEM 6 New Business

6a. First Public Hearing Regarding the Proposed 2022 Budget

President Babich opened the first public hearing regarding the proposed 2022 Budget at 6:34 pm. Executive Director Ally Bujacich gave an overview of the content of the budget, which included budget development and operating and capital budget summaries, as well as an overview of the



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2022 CIP plan. Commissioners thanked staff for the work that was put into the presentation.

Public Comment:

Heather Maher from the Swim Safe Gig Harbor Campaign thanked the Board for putting the feasibility study for a community aquatic center into the budget and commented that she and other community members strongly support and approve the study.

Peggy Power commented on the changes to executive funds and stated that she would follow up with staff with any questions.

Sarah Stancikas gave a list of local community supporters for the feasibility study in 2022 for a community aquatic center in Gig Harbor.

President Babich closed the first public hearing regarding the proposed 2022 Budget at 7:18 pm.

6b. Public Hearing Regarding the Proposed 2021 Levy of Regular Property Tax for Collection in 2022

President Babich opened the public hearing regarding the proposed 2021 Levy of Regular Property Tax for collection in 2022 at 7:19 pm

Interim HR & Finance Manager Louise Tieman gave an overview of the proposed 2021 Levy of Regular Property Tax for collection in 2022.

President Babich closed the public hearing for the proposed 2021 Levy of Regular Property Tax for Collection in 2022 at 7:28 pm.

6c. R2021-024: Adopting the 2021 Regular Property Tax Levy for Collection in Calendar Year 2022

Tieman made the recommendation to approve Resolution R2021-024 adopting the property tax levy to be collected in 2022.

Commissioner Grimmer made the motion to approve Resolution R2021-024 adopting the regular property tax levy for collection in calendar year 2022, seconded by Commissioner Hill. The resolution passed with a 5-0 vote.

6d. R2021-025: Authorize ED to Sign Agreement for Design Services for SHP Turf Replacement

Planning and Special Projects Manager Nicole Jones-Vogel gave background on the Sehmel Homestead Park Turf Replacement project. Jones-Vogel recommended approving Resolution R2021-025 authorizing the Executive Director to execute an A & E Agreement with SiteWorkshop Landscape Architecture.

Commissioner Nixon made the motion to approve Resolution R2021-025 Authorizing the Executive Director to Execute an Architectural/Engineering Agreement for the Design of the Multi-Purpose Field Turf Replacement at Sehmel Homestead Park with SiteWorkshop Landscape Architecture, in substantially the form attached as Exhibit A, seconded by Commissioner



Peninsula Metropolitan Park District

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Grimmer. Commissioners had a discussion. The resolution passed with a 5-0 vote.

ITEM 7 Comments by Board

Commissioner Kingsbury commented on her appreciation for the Gig Harbor Swim Safe Campaign and their consistency, thorough community representation, and approach.

ITEM 8 Next Board Meetings

November 16, 2021, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center.

ITEM 9 Adjournment: President Babich adjourned the meeting at 7:51 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin



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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Ally Bujacich, Executive Director

Date: November 16, 2021

Subject: **R2021-027 Adopting the Annual Classification and Salary Schedule for 2022**

Background/Analysis

Policy P30-101: Human Resources Policy provides that each job title, with the exception of the Executive Director, is placed into one of the District's classifications for salary purposes, based on factors such as job qualifications, level of responsibility, and amount of supervision. Each classification is designated a salary range shown on the classification and salary schedule, which the Board of Park Commissioners shall approve annually.

Compensation Connections was selected in June 2021 through a Request for Proposal process to update the District's classification and salary schedule consistent with policy direction, along with other tasks. The Consultant completed the following work to update the classification and salary schedule:

- Updated the job description format, content and qualifications for each position.
- Designated each position as exempt or non-exempt according to the Fair Labor Standards Act.
- Conducted a base pay compensation market study utilizing published surveys. Published survey sources utilized are summarized in the table below.
- Conducted targeted research on base pay with comparable organizations. Comparator organizations surveyed are summarized in the table below.
- Identified job matches in published survey data and with comparator organizations based on the content of each job description.
- The salary survey data was aged 3% per year from the survey effective date to September 1, 2021. Aging data to a single point in time assures a common point of comparison for the market data.
- Utilized at least three market data sources to price each job, which aligns with best practice in compensation reviews.
- When researching pay data in the published surveys, the 25th, 40th, 50th (median), and 75th percentiles were identified. For the comparator organization research, the pay scales for each position were used to calculate the midpoint, which represents the 50th percentile (median). When comparing PenMet Parks' pay scales to the market, the Consultant utilized the 50th percentile data. Most public and private sector organizations

utilize the 50th percentile as their market reference point.

- Reviewed the structure of the existing salary grid and confirmed it aligns with industry standards.
- Reviewed and updated the existing salary grid based on the new combined market data.

Based on the market data, the salary and wage schedule includes adjustments to the pay ranges for those positions with a positive change in value, and no change for positions with a negative change in value.

If approved, the updated wage and classification schedule would become effective January 1, 2022. Beginning in 2022, pay increases of one step will be provided on January 1 each year for eligible employees, provided all applicable conditions for a step increase have been met.

Published Survey Sources			
Survey	Industry/Sector	Geography	Size
Milliman Washington Public Employers Salary Survey	Government	Washington	\$8M Annual Budget
Milliman NW Management and Professional Compensation Survey	All Industries	Northwest	\$8M Annual Budget
Milliman Puget Sound Area Compensation Survey	All Industries	Puget Sound Area	\$8M Annual Budget
Economic Research Institute Salary Assessor (ERI)	Government	Gig Harbor WA	\$8M Annual Budget
Economic Research Institute Salary Assessor (ERI)	All Industries	Gig Harbor WA	\$8M Annual Budget
CompAnalyst	Government	Tacoma WA	\$8M Annual Budget
CompAnalyst	All Industries	Tacoma WA	\$8M Annual Budget

Comparator Organizations			
Organization	Maintained Acreage	Number of Parks	Annual Operating Budget
Bainbridge Island	1,500	39 parks, 21 trails	\$8.8M
Clark County	1,606	45	\$3.9M
Federal Way	365	11	\$4.2M
Kitsap County	2,000+	40	\$4.6M
Lacey	1,200	26	\$3.2M
Olympia	1,080	34	\$4.3M

Puyallup	207	17	\$6.2M
Si View	500	6	\$9.7M

Recommendation

Staff requests that the Board approve Resolution R2021-027 adopting the annual Classification and Salary Schedule for 2022.

Policy Implications/Support

1. Policy P40-101: Comprehensive Financial Management Policy states, in part, the District shall establish and maintain a compensation and benefit package that is competitive with the public and private sectors to attract and retain employees necessary for providing high quality services.
2. Resolution R2021-016 adopts the goal to attract and retain high-quality staff.

Motion

I move to approve Resolution R2021-027 adopting the annual Classification and Salary Schedule for 2022.

Should you have any questions or comments please contact me at (253) 858-3408 or via email at abujacich@penmetparks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-027

ADOPTING THE 2022 CLASSIFICATION AND SALARY SCHEDULE

WHEREAS, it is the policy of the Peninsula Metropolitan Park District Board of Park Commissioners that the District establish and maintain a compensation and benefit package that is competitive with the public and private sectors to attract and retain employees necessary for providing high quality services; and

WHEREAS, an updated organizational chart for 2021 has been created and implemented; and

WHEREAS, Compensation Connections was selected through a Request for Proposal process to perform a salary survey utilizing methodology including collecting data from published surveys and an analysis of similar positions at comparable organizations; and

WHEREAS, Compensation Connections completed the compensation study and incorporated the findings into updated classification and salary schedule; and

WHEREAS, the PenMet Parks Board of Park Commissioners has reviewed the updated classification, salary, and wage schedule;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the updated classification and salary and wage schedule attached as Exhibit A is adopted and is effective January 1, 2022.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 16, 2021.

President

Clerk

Attest

Exhibit A to Resolution R2021-027

**PenMet Parks
Pay and Classification Plan (as of January 1, 2022)
Management and Non-Represented Wages**

Classification	FSLA Status	Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Executive Assistant	Exempt	\$60,290	\$62,894	\$65,610	\$68,443	\$71,399	\$74,483	\$77,567	\$80,778	\$84,122	\$87,605	\$91,232
Hourly Rate		\$28.99	\$30.24	\$31.54	\$32.91	\$34.33	\$35.81	\$37.29	\$38.84	\$40.44	\$42.12	\$43.86
Administrative Assistant	Non-exempt	\$47,424	\$49,387	\$51,432	\$53,561	\$55,779	\$58,088	\$60,493	\$62,997	\$65,605	\$68,321	\$71,150
Hourly Rate		\$22.80	\$23.74	\$24.73	\$25.75	\$26.82	\$27.93	\$29.08	\$30.29	\$31.54	\$32.85	\$34.21
Finance & Administration Coordinator	Non-exempt	\$46,238	\$48,153	\$50,146	\$52,222	\$54,384	\$56,636	\$58,980	\$61,422	\$63,965	\$66,613	\$69,371
Hourly Rate		\$22.23	\$23.15	\$24.11	\$25.11	\$26.15	\$27.23	\$28.36	\$29.53	\$30.75	\$32.03	\$33.35
Planning & Special Projects Manager	Exempt	\$72,850	\$75,996	\$79,278	\$82,702	\$86,274	\$90,000	\$93,726	\$97,606	\$101,647	\$105,855	\$110,238
Hourly Rate		\$35.02	\$36.54	\$38.11	\$39.76	\$41.48	\$43.27	\$45.06	\$46.93	\$48.87	\$50.89	\$53.00
Recreation Services Manager	Exempt	\$73,251	\$76,415	\$79,715	\$83,158	\$86,749	\$90,496	\$94,242	\$98,144	\$102,207	\$106,438	\$110,845
Hourly Rate		\$35.22	\$36.74	\$38.32	\$39.98	\$41.71	\$43.51	\$45.31	\$47.18	\$49.14	\$51.17	\$53.29
Facility Coordinator	Non-exempt	\$43,138	\$45,001	\$46,944	\$48,972	\$51,087	\$53,293	\$55,499	\$57,797	\$60,190	\$62,682	\$65,277
Hourly Rate		\$20.74	\$21.63	\$22.57	\$23.54	\$24.56	\$25.62	\$26.68	\$27.79	\$28.94	\$30.14	\$31.38
Special Events & Community Outreach Coordinator	Exempt	\$55,092	\$57,472	\$59,954	\$62,543	\$65,244	\$68,062	\$70,880	\$73,814	\$76,870	\$80,052	\$83,367
Hourly Rate		\$26.49	\$27.63	\$28.82	\$30.07	\$31.37	\$32.72	\$34.08	\$35.49	\$36.96	\$38.49	\$40.08
Sports Recreation Coordinator	Exempt	\$54,524	\$56,879	\$59,335	\$61,898	\$64,571	\$67,360	\$70,148	\$73,052	\$76,077	\$79,226	\$82,506
Hourly Rate		\$26.21	\$27.35	\$28.53	\$29.76	\$31.04	\$32.38	\$33.73	\$35.12	\$36.58	\$38.09	\$39.67
Community Recreation Coordinator	Exempt	\$54,524	\$56,879	\$59,335	\$61,898	\$64,571	\$67,360	\$70,148	\$73,052	\$76,077	\$79,226	\$82,506
Hourly Rate		\$26.21	\$27.35	\$28.53	\$29.76	\$31.04	\$32.38	\$33.73	\$35.12	\$36.58	\$38.09	\$39.67
Adaptive Recreation Specialist	Non-exempt	\$43,815	\$45,708	\$47,682	\$49,741	\$51,889	\$54,130	\$56,371	\$58,705	\$61,135	\$63,666	\$66,302
Hourly Rate		\$21.07	\$21.97	\$22.92	\$23.91	\$24.95	\$26.02	\$27.10	\$28.22	\$29.39	\$30.61	\$31.88
Recreation Services Assistant	Non-exempt	\$40,643	\$42,326	\$44,078	\$45,903	\$47,803	\$49,782	\$51,843	\$53,990	\$56,225	\$58,553	\$60,977
Hourly Rate		\$19.54	\$20.35	\$21.19	\$22.07	\$22.98	\$23.93	\$24.92	\$25.96	\$27.03	\$28.15	\$29.32
Parks Superintendent	Exempt	\$75,782	\$79,055	\$82,469	\$86,031	\$89,746	\$93,622	\$97,498	\$101,534	\$105,738	\$110,115	\$114,674
Hourly Rate		\$36.43	\$38.01	\$39.65	\$41.36	\$43.15	\$45.01	\$46.87	\$48.81	\$50.84	\$52.94	\$55.13
Park Maintenance Specialist	Non-exempt	\$47,735	\$49,796	\$51,947	\$54,190	\$56,531	\$58,972	\$61,413	\$63,956	\$66,604	\$69,361	\$72,233
Hourly Rate		\$22.95	\$23.94	\$24.97	\$26.05	\$27.18	\$28.35	\$29.53	\$30.75	\$32.02	\$33.35	\$34.73
Lead Grounds Specialist	Non-exempt	\$55,571	\$57,971	\$60,474	\$63,086	\$65,811	\$68,653	\$71,495	\$74,455	\$77,538	\$80,748	\$84,091
Hourly Rate		\$26.72	\$27.87	\$29.07	\$30.33	\$31.64	\$33.01	\$34.37	\$35.80	\$37.28	\$38.82	\$40.43
Grounds Specialist	Non-exempt	\$44,574	\$46,420	\$48,342	\$50,343	\$52,427	\$54,598	\$56,858	\$59,212	\$61,663	\$64,216	\$66,875
Hourly Rate		\$21.43	\$22.32	\$23.24	\$24.20	\$25.21	\$26.25	\$27.34	\$28.47	\$29.65	\$30.87	\$32.15
Seasonal Laborer	Non-exempt	\$31,866	\$33,185	\$34,559	\$35,989	\$37,479	\$39,031	\$40,647	\$42,330	\$44,082	\$45,907	\$47,808
Hourly Rate		\$15.32	\$15.95	\$16.61	\$17.30	\$18.02	\$18.76	\$19.54	\$20.35	\$21.19	\$22.07	\$22.98
		Minimum					Midpoint					Maximum
Director of Park Services	Exempt	\$103,729					\$128,149					\$156,965
Director of Finance & Administration	Exempt	\$105,195					\$129,959					\$159,182



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Ally Bujacich, Executive Director

Date: November 16, 2021

Subject: **R2021-028 Adopting the 2022 Annual Operating Budget**

Background/Analysis

Budget overview

The 2022 operating budget is centered around intentionally advancing Peninsula Metropolitan Park District's short- and long-term priorities. At its core is the District's mission to *enhance the quality of life by providing parks and recreation opportunities for our community*. The result is a comprehensive budget that is designed to maximize the community benefit of the park and recreation resources provided by PenMet Parks.

The operating budget includes budgeted expenditures and interfund transfers in all operating funds. The budget preserves the General Fund's \$2,938,952 million beginning balance, which functions as the District's Unrestricted Reserve Fund.

Revenues

The General Fund is funded primarily through property taxes and sales taxes. The Board of Park Commissioners passed R2021-024 adopting the property tax levy for collection in 2022 on November 2, 2021. Sales tax revenue is based on the Pierce County forecasted tax revenue.

The Recreation Revolving Fund is primarily funded through a combination of participant fees and transfers from the General Fund.

Net revenues from facility rentals and fees are realized in the General Fund and Recreation Revolving Fund, then transferred to the Unrestricted Maintenance Reserve Fund.

All other operating funds not listed above are funded through transfers from the General Fund.

Expenditures

Budgeted expenditures are allocated to reflect the priorities of the District. The factors guiding the priorities reflected within the 2022 budget include:

- Mission: the budget advances PenMet Parks' mission to *enhance the quality of life by providing parks and recreation opportunities for our community*.
- Adopted goals and objectives: The budget prioritizes the 2022 goals and objectives adopted by the Board of Park Commissioners by Resolution R2021-016.

- 2018 Comprehensive Parks, Recreation, and Open Space (PROS) Plan: the budget reflects the eight strategic priorities defined in the District’s PROS plan.
- Sustainability: budget proposals are evaluated for their long-term sustainability, considering the current and future needs of the District.

Operating expenditures reinforce PenMet Parks’ commitment to providing high-quality parks and recreation services to the community. Funding is allocated to provide enhanced recreation programs, an increased focus on preventative and deferred maintenance, an emphasis on community engagement and public outreach, and strengthening central services to support District operations and provide excellent customer service. The 2022 budgeted transfers to the voluntary Debt Service Contingency Fund and Unrestricted Maintenance Reserve Fund provide the financial ability to address economic downturn and system emergencies.

The operating budget revenues and expenditures for each fund are listed in the table below. In accordance with policy direction, the Board of Park Commissioners adopts the budget at the fund level. In addition, Board approval is required to shift budget allocation from the Maintenance and Operations department. \$1,267,326 allocated to the Maintenance and Operations department in 2022, which is included in the General Fund in the table below.

Public hearings to allow taxpayers and members of the public to provide comments regarding the proposed 2022 Budget were held on November 2, 2021 and November 16, 2021.

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
General Fund	\$2,938,952	\$8,703,999	(\$3,837,084)	(\$4,866,915)	\$2,938,952
Recreation Revolving Fund	\$531,848	\$689,901	(\$1,027,158)	\$200,000	\$394,591
Debt Service Fund	\$0	\$0	(\$951,758)	\$951,758	\$0
Debt Service Contingency Fund	\$600,000	\$0	\$0	\$200,000	\$800,000
Equipment Replacement Fund	\$488,186	\$0	(\$83,275)	\$83,111	\$488,022
Unrestricted Maintenance Reserve Fund	\$0	\$0	\$0	\$180,613	\$180,613
Maintenance Endowment Fund	\$421,582	\$660	(\$15)	\$0	\$422,227
<i>Total Operating Budget</i>	<i>\$4,980,568</i>	<i>\$9,394,560</i>	<i>(\$5,899,290)</i>	<i>(\$3,251,433)</i>	<i>\$5,224,405</i>

Recommendation

Staff requests that the Board approve Resolution R2021-028 adopting the 2022 annual Operating Budget attached as Exhibit A.

Policy Implications/Support

1. The District has adopted eight goals, including craft partnerships, acquire assets, develop and maintain-quality facilities and services, preserve open space, promote health and wellness, provide diverse recreational programs, prudent management of District funds, and trail planning and connections.
2. The District has adopted the June 19, 2021 Board retreat outcomes, including goals and objectives, CIP priorities, policy priority schedule, Board committees, and annual Board calendar.
3. The District has adopted the policies contained in the Peninsula Metropolitan Park District Policy Manual.

Motion

I move to approve Resolution R2021-028 adopting the 2022 annual Operating Budget attached as Exhibit A.

Should you have any questions or comments please contact me at (253) 858-3400 or via email at abujacich@penmetparks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-028

ADOPTING THE 2022 ANNUAL OPERATING BUDGET

WHEREAS, the Executive Director of the Peninsula Metropolitan Park District has recommended a balanced budget and estimate of monies required to meet public expenses, bond retirement, interest, and the priorities, goals, and objectives for 2022 as adopted by the Board of Park Commissioners on July 16, 2021 for the 2022 calendar year; and

WHEREAS, the detailed budget is specified in the Executive Director’s 2022 annual operating budget; and

WHEREAS, notice was published in the official legal notices of the local newspaper on October 21, 2021, October 28, 2021, November 4, 2021, and November 11, 2021 that the Board of Park Commissioners would meet on November 2, 2021 and again on November 16, 2021 to consider the proposed budget and to allow the public an opportunity to be heard regarding the proposed 2022 budget; and

WHEREAS, the Board of Park Commissioners did meet at the time specified and offered the opportunity for interested taxpayers and members of the public to comment on the proposed budget as detailed below:

- November 2, 2021
 - First Public Hearing Regarding the Proposed 2022 Budget
 - Public Hearing Public Hearing Regarding the Proposed 2021 Levy of Regular Property Tax for Collection in 2022
 - Adoption of the 2021 Levy of Regular Property Tax for Collection in 2022

- November 16, 2021
 - Second Public Hearing on the Final 2022 Budget
 - Adoption of the 2022 Operating Budget

WHEREAS, the proposed 2022 annual budget does not exceed the lawful limit of taxation as allowed to be levied by PenMet Parks for the purposes set forth in the budget, and estimated expenditures set forth in the budget are deemed necessary to provide park and recreation services to the community during the 2022 calendar year

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the 2022 Operating Budget be adopted, approved and appropriated as follows:

- Section 1. The required expenditures for calendar year 2022 at the fund levels as specified and fixed in Exhibit A, attached hereto and incorporated by reference into this resolution.
- Section 2. The Secretary of the Board is directed to transmit a certified copy of the 2022 Operating Budget as adopted by the Board of Park Commissioners of the Peninsula Metropolitan Park District to the State Auditor of Washington, Division of Municipal Corporations.

Resolution R2021-028

Section 3. This resolution shall take effect January 1, 2022 at 12:01 a.m.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 16, 2021.

President

Clerk

Attest

Exhibit A
to
Resolution R2021-028
PenMet Parks 2022 Operating Budget

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
General Fund	\$2,938,952	\$8,703,999	(\$3,837,084)	(\$4,866,915)	\$2,938,952
Recreation Revolving Fund	\$531,848	\$689,901	(\$1,027,158)	\$200,000	\$394,591
Debt Service Fund	\$0	\$0	(\$951,758)	\$951,758	\$0
Debt Service Contingency Fund	\$600,000	\$0	\$0	\$200,000	\$800,000
Equipment Replacement Fund	\$488,186	\$0	(\$83,275)	\$83,111	\$488,022
Unrestricted Maintenance Reserve Fund	\$0	\$0	\$0	\$180,613	\$180,613
Maintenance Endowment Fund	\$421,582	\$660	(\$15)	\$0	\$422,227
<i>Total Operating Budget</i>	<i>\$4,980,568</i>	<i>\$9,394,560</i>	<i>(\$5,899,290)</i>	<i>(\$3,251,433)</i>	<i>\$5,224,405</i>



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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Ally Bujacich, Executive Director

Date: November 16, 2021

Subject: **R2021-029 Adopting the 2022 Annual Capital Budget**

Background/Analysis

The capital budget includes planned acquisition, construction, replacement, addition, and major maintenance of public facilities. These projects differ from routine maintenance in that their cost is generally greater than \$25,000 for any one project or grouping of similar projects, and they have a useful life of generally ten years or more.

PenMet Parks developed an annual six-year Capital Improvement Plan (CIP) for 2022 that identifies and prioritizes capital projects to maximize the benefit to the community. The CIP is adopted annually, and the first year of the CIP constitutes the capital budget for 2022.

Capital projects contained within the 2022 CIP were developed by assessing property conditions, applying the findings and recommendations from the comprehensive Parks, Recreation, and Open Space (PROS) plan, and strategically advancing the District's mission, policy direction, and adopted goals and objectives. The approved CIP must fit within available resources, thus projects are required to be prioritized. PenMet Parks used four criteria to prioritize projects, including life safety, property damage/deferred maintenance, planned major maintenance, and strategic priorities.

The recommended 2022 capital budget is \$33,147,957, which includes \$26,205,639 allocated for projects identified in the first year of the 2022 CIP, and \$6,942,318 of carryforward expenses that were allocated in the 2021 capital budget, but are not anticipated to be expensed in 2021. The 2022 capital budget is focused on addressing critical needs including providing safe access to parks, resolving deferred maintenance and deteriorated conditions, replacing aged systems, advancing strategic priorities, and maximizing efficiencies to deliver projects in a cost-effective manner.

Capital Project Fund revenues

2022 capital revenues include \$850,000 of anticipated grant revenue that is dedicated to specific projects, anticipated interest earnings of \$45,033, and an interfund transfer from the General Fund into the Capital Project Fund in the amount of \$3,251,433. In addition, the Capital Project Fund contains a forecasted beginning balance of \$30,498,191.

Capital Project Fund expenditures (capital budget)

The 2022 capital budget includes the projects identified on the first year of the 2022 CIP. The 2022 CIP includes partially or fully funding 15 projects ranging from developing the Community Recreation Center to addressing deferred maintenance in a number of parks across the District. In addition to the 2022 CIP projects, the 2022 capital budget includes carryforward funding for the following projects: partial funding for the CRC, partial funding for the Arletta Schoolhouse Renovation at Hale Pass Park, and the Sehmel Homestead Park Turf Replacement. A complete list of projects included in the 2022 CIP is below.

Public hearings to allow taxpayers and members of the public to provide comments regarding the proposed 2022 Budget were held on November 2, 2021 and November 16, 2021.

2022 Capital Budget

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$30,498,191	\$895,033	(\$33,147,957)	\$3,251,433	\$1,496,700

2022 Capital Improvement Plan (CIP)

Year	Priority	Property	Project	2022 Capital Budget
2022	1	CRC	CRC Phase 1	\$23,650,116
2022	2	Hale Pass	Arletta Schoolhouse renovation	\$180,523
2022	3	Sehmel Homestead Park	Resurface playground	\$163,000
2022	4	Peninsula Gardens	Demolish damaged outbuildings and house	\$23,000
2022	5	DeMolay Sandspit	Demolish damaged structures; replace with picnic shelter if feasible	\$245,000
2022	6	Narrows Beach	Demolish damaged mobile home	\$24,000
2022	7	Sunrise Beach	Demolish deteriorating structure	\$17,000
2022	8	Rosedale Hall	Renovate Rosedale Hall	\$1,517,000
2022	9	District	Key and access control plan	\$83,000
2022	10	District	Signage and wayfinding master plan design	\$75,000
2022	11	Peninsula Gardens	Community aquatic center feasibility study	\$105,000
2022	12	Harbor Family	Improve parking area	\$29,000
2022	13	Peninsula Gardens	Deferred maintenance	\$36,000

2022	14	District	Unidentified life safety or deferred maintenance issues	\$50,000
2022	15	Narrows West	Acquisition costs	\$8,000
			Total 2022 CIP Expenses	\$26,205,639
			2021 Carryforward Adopted Capital Expenses	\$6,942,318
			Total 2022 Capital Budget	\$33,147,917

Recommendation

Staff requests that the Board approve Resolution R2021-029 adopting the 2022 Capital Budget and Capital Improvement Plan attached as Exhibit A.

Policy Implications/Support

1. The District has adopted eight goals, including craft partnerships, acquire assets, develop and maintain-quality facilities and services, preserve open space, promote health and wellness, provide diverse recreational programs, prudent management of District funds, and trail planning and connections.
2. The District has adopted the June 19, 2021 Board retreat outcomes, including goals and objectives, CIP priorities, policy priority schedule, Board committees, and annual Board calendar.
3. The District has adopted the policies contained in the Peninsula Metropolitan Park District Policy Manual.

Motion

I move to approve Resolution R2021-029 adopting the 2022 Capital Budget and Capital Improvement Plan attached as Exhibit A.

Should you have any questions or comments please contact me at (253) 858-3400 or via email at abujacich@penmetparks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-029

ADOPTING THE 2022 ANNUAL CAPITAL BUDGET AND CAPITAL IMPROVEMENT PLAN

WHEREAS, the Executive Director of the Peninsula Metropolitan Park District has recommended a balanced budget and estimate of monies required to meet public expenses, bond retirement, interest, and the priorities, goals, and objectives for 2022 as adopted by the Board of Park Commissioners on July 16, 2021 for the 2022 calendar year; and

WHEREAS, a Six-Year Capital Improvement Plan (CIP) was developed in 2022; and

WHEREAS, Year One of the CIP serves as the Executive Director's 2022 annual capital budget; and

WHEREAS, notice was published in the official legal notices of the local newspaper on October 21, 2021, October 28, 2021, November 4, 2021, and November 11, 2021 that the Board of Park Commissioners would meet on November 2, 2021 and again on November 16, 2021 to consider the proposed budget and to allow the public an opportunity to be heard regarding the proposed 2022 budget; and

WHEREAS, the Board of Park Commissioners did meet at the time specified and offered the opportunity for interested taxpayers and members of the public to comment on the proposed budget as detailed below:

- November 2, 2021
 - First Public Hearing Regarding the Proposed 2022 Budget
 - Public Hearing Public Hearing Regarding the Proposed 2021 Levy of Regular Property Tax for Collection in 2022
 - Adoption of the 2021 Levy of Regular Property Tax for Collection in 2022

- November 16, 2021
 - Second Public Hearing on the Final 2022 Budget
 - Adoption of the 2022 Capital Budget

WHEREAS, the proposed 2022 annual budget does not exceed the lawful limit of taxation as allowed to be levied by PenMet Parks for the purposes set forth in the budget, and estimated expenditures set forth in the budget are deemed necessary to provide park and recreation services to the community during the 2022 calendar year;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the 2022 Capital Budget and 2022 Capital Improvement Plan be adopted, approved and appropriated as follows:

- Section 1. The required expenditures for the capital improvements for calendar year 2022 as specified and fixed in Exhibit A, attached hereto and incorporated by reference into this resolution.

Resolution R2021-029

Section 2. The Secretary of the Board is directed to transmit a certified copy of the 2022 Capital Budget and 2022 Capital Improvement Plan as adopted by the Board of Park Commissioners of the Peninsula Metropolitan Park District to the State Auditor of Washington, Division of Municipal Corporations.

Section 3. This resolution shall take effect January 1, 2022 at 12:01 a.m.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 16, 2021.

President

Clerk

Attest

Exhibit A
to
Resolution R2021-029
PenMet Parks 2022 Capital Budget and Capital Improvement Plan

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$30,498,191	\$895,033	(\$33,147,957)	\$3,251,433	\$1,496,700

Year	Priority	Property	Project	2022 Capital Budget
2022	1	CRC	CRC Phase 1	\$23,650,116
2022	2	Hale Pass	Arletta Schoolhouse renovation	\$180,523
2022	3	Sehmel Homestead Park	Resurface playground	\$163,000
2022	4	Peninsula Gardens	Demolish damaged outbuildings and house	\$23,000
2022	5	DeMolay Sandspit	Demolish damaged structures; replace with picnic shelter if feasible	\$245,000
2022	6	Narrows Beach	Demolish damaged mobile home	\$24,000
2022	7	Sunrise Beach	Demolish deteriorating structure	\$17,000
2022	8	Rosedale Hall	Renovate Rosedale Hall	\$1,517,000
2022	9	District	Key and access control plan	\$83,000
2022	10	District	Signage and wayfinding master plan design	\$75,000
2022	11	Peninsula Gardens	Community aquatic center feasibility study	\$105,000
2022	12	Harbor Family	Improve parking area	\$29,000
2022	13	Peninsula Gardens	Deferred maintenance	\$36,000
2022	14	District	Unidentified life safety or deferred maintenance issues	\$50,000
2022	15	Narrows West	Acquisition costs	\$8,000
Total 2022 CIP Expenses				\$26,205,639
2021 Carryforward Adopted Capital Expenses				\$6,942,318
Total 2022 Capital Budget				\$33,147,917

Resolution R2021-029



Peninsula Metropolitan Park District

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 Office: 253-858-3400 Fax: 253-858-3401
 E-mail: Info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: District Commission

Through: Ally Bujacich – Executive Director

From: Louise Tieman – Interim Finance & HR Manager

Date: November 16, 2021

Subject: **Resolution R2021-030 Amending the 2021 Budget for the Debt Service Fund**

Background/Analysis

On December 2, 2020 the PenMet Parks Board of Park Commissioners adopted the 2021 Budget. Included in the budget was a transfer from the General Fund to the Debt Service Fund in the amount of \$541,600 to pay the principal and interest due on the Sehmel Homestead Park bonds (“SHP bonds”).

At that time the Board anticipated offering up to \$20 million in new Limited Tax General Obligation Bonds to fund construction of the Community Recreation Center (“the CRC bonds”). However, it was not known exactly what the principal amount of the CRC bonds would be nor the pricing of those bonds. Therefore, no estimate was made in the budget to account for the debt service of the CRC bonds in the 2021 budget.

The CRC bonds were priced and issued in April 2021. The District received a deposit to the Capital Projects Fund of \$16,001,515 on April 22, 2021. The CRC bonds were issued under the following financing terms:

- Financing is over 30 years.
- Interest-only payments in the first year of \$247,688.00, in the second year of \$407,159 and thereafter an average annual principal and interest payment in the amount of \$808,807 for 2023-2050.
- Final All-In True Interest Cost percentage for the 30-year financing is 2.57%.

The first interest-only payment on the CRC bonds of \$247,688 is due on December 1, 2021. Also due on the same day is the principal and interest payment on the SHP bonds in the amount of \$541,600 for a total debt service payment of \$789,288. Therefore, the 2021 budget needs to be amended as follows:

- General Fund non-expenditure budget (transfers) will be increased by \$247,688 in BARS account 579-76-71-001 for an amended General Fund budget of \$7,661,721.50.
- The Debt Service Fund budget will be increased by \$247,688 to \$789,288 in BARS code 397-76-71-201.

Policy Implications/Support

- The Board of Park Commissioners is obligated under the offering terms of the CRC bonds to pay debt service annually beginning with an interest-only payment of \$247,688 in 2021.
- Failure to pay debt service would have an immediate and detrimental impact on the credit rating of the PenMet Parks. PenMet currently enjoys an AA rating which results in favorable interest rates on current and any future debt.
- PenMet Park's treasury function is fulfilled by Pierce County which is also depending on PenMet to abide by the terms of the bond offering.

Recommendation

Staff recommends that the Board of Park Commissioners amend the 2021 budget of the Debt Service Fund to include an additional \$247,688 for a total amount of \$789,288 for the purpose of providing adequate debt service on the General Obligation debt of the district.

Motion

I move to approve Resolution R2021-030 amending the 2021 budget of the Debt Service Fund to include an additional \$247,688 for a total amount of \$789,288 for the purpose of providing adequate debt service on the General Obligation debt of the district.

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



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-030

FIRST AMENDMENT TO THE 2021 BUDGET RELATING TO THE DEBT SERVICE FUND

WHEREAS, the Board of Park Commissioners of the Peninsula Metropolitan Park District (PenMet Parks) may by resolution amend its current year budget; and

WHEREAS, monies approved in the 2021 budget for the Debt Service Fund only provided for payment on the Sehmel Homestead Park bond (“SHP bond”) in the amount of \$541,600, and

WHEREAS, the PenMet Parks Board of Commissions has identified costs related to the debt service of the Limited Tax General Obligation Bonds sold in relation to the construction of the Community Recreation Center (“the CRC bonds”), specifically the first interest payment in the amount of \$247,688.00, and

WHEREAS, the combined payment in the amount of \$789,288 for both the SHP bond and CRC bond is due on December 1, 2021; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of PenMet Parks that the 2021 budget of the Debt Service Fund will be amended to include an additional \$247,688 for a total amount of \$789,288 for the purpose of providing adequate debt service on the General Obligation debt of the district.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 16, 2021.

President

Clerk

Attest