



# Peninsula Metropolitan Park District

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

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

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98332)

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

**Commissioner Roll Call:**

Present                      Excused                      Comment

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

**ITEM 1            Approval of Agenda**

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

**ITEM 3            Presentations**

- 3.a    Executive Director Report** (pages 3-4)
- 3.b    President’s Report**

**ITEM 4            Consent Agenda**

- 4.a    Approval of Meeting Minutes**  
6-17-19 Study Session (pages 5), 6-17-19 Regular (pages 6-7)  
6-24-19 Special Meeting (page 8)
- 4.b    Approval of Vouchers**
  - \$301,115.63 ♦ Reference numbers: V2019244- V2019271 (pages 9-10)
- 4.c    Approval of Consent Agenda**

**ITEM 5            Old Business**

- 5.a    Community Center Update: Operating Costs/ Financial** (pages 11-24)

**ITEM 6            New Business**

- 6.a    Harbor WildWatch Partnership Review** (pages 25-31)
- 6.b    R2019-007 Capital Fund Transfer** (pages 32-35)

**ITEM 7            Comments by Board/Subcommittee Reports**

- 7.a    Community Center**
- 7.b    Marketing**
- 7.c    Fundraising (Under Development)**

**ITEM 8            Next Board Meetings:** Tues. July 16, 2019 (Regular)

**ITEM 9            Executive Session:** To consider real estate [RCW 42.30.110(1)(b)]

**ITEM 10          Adjournment** \_\_\_\_:\_\_\_\_

## **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 Tuesday preceding the Monday meeting date.
- Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.



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## DEPARTMENT STAFF REPORT: June 17-July 02, 2019

### EXECUTIVE

- Met with Senior Center Board members. Final Memo of Understanding (MOU) items were on the agenda. The MOU will be on the July 16<sup>th</sup> Commission Agenda.
- Attended the Women's Wellness volunteer orientation #1 of 2. It was very well attended.
- Coordinated with the Attorney on the Boys and Girls Club agreement process.
- Participated in site visits to perspective district office sites. Negotiations for a preferred site could be this week.
- Met with Prothman Company as we prepare for the Executive Director hiring process.
- Continue to meet with the Community Recreation Center project team.

### Marketing

- Cuzzetto presented at the Gig Harbor Young Professionals Group RE: District Update
- Cuzzetto presented at the Gig Harbor Super Business Group RE: District Update
- Womens Wellness Expo Featured in Gig Harbor Living Local Magazine
- Working with Harbor Wild Watch to develop the GUEST program to educate public on preservation
- Facebook Review: Kristina Marie Spicher recommends PenMet Parks. June 15 at 10:27 PM ·  
"We had a wonderful time at Party In The Park, with our parents who were visiting from Arizona! Thank you for hosting such a fabulous family event and for the great memories we created, being all together on such a beautiful day! Well done! We had a Fabulous Time! "

### CAPITAL PROGRAM

- Wetland, Fish & Wildlife, Traffic Impact Analysis, Biologist, Health, Development Engineering, has all been approved.
- Received a Determination from the Development Engineering Section of Pierce County that this project will not have a significant impact on the environment within those areas of their jurisdiction. Therefore, no mitigation will be requested.
- RFQ for SHP Lighting Project was issued on June 26<sup>th</sup>. Tentative schedule is being developed.
- Withdrew Pierce County Landmarks and Historic Preservation Commission grant application for plumbing, electrical, and ADA improvements at Hales Pass. During Commission review and approval meeting on June 18, several comments referenced the ability of government entities to access other sources of funding when compared to the non-profit organizations which made up the majority of applicants.
- Met with representative of King County Directors Association (KCDA) regarding purchasing opportunities through the purchasing cooperative owned by Washington's public school districts.
- Updating support paperwork to receive distribution of \$120,000 of Second REET Parks Fund to Peninsula Metropolitan Park District out of the 2019 Pierce County Budget.
- Progressing on memorial bench for Al Weaver who passed January 26, 2019 at age 80 following complications resulting from a fall while playing pickleball.
- Concrete pad poured. Ceremony planned for June 30.
- Discussion of Memorials and Donations Policy to continue.

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

### **PEG Grants in progress**

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

### **Volunteers**

- Girl Scout Silver Award (Middle school girls), project idea is Rain Garden education and maintenance assistance with Master Gardener, then education sharing with pre-school class.
- Working with community service people at Narrows continues.
- Worked with runners to trim trails at McCormick Forest and Rotary Bark Park.

### **MAINTENANCE & FACILITIES**

- Responded to citizen concerns regarding sight distance and Hales Pass and trimming laurel at W.B.E
- Repaired memorial bench
- Moved Senior program from Boys and Girls Club to their new location
- Trained 2 new seasonal workers
- Helped Recreation Department move and organize Peninsula Gardens
- Help clean and stock supplies for camps in the Recreation Department
- Posted "No Fireworks" sign at all parks
- Hosted various weddings and birthdays

### **RECREATION**

- Summer Camps began June 24 including Mermaid Beach, Junior Soccer, Archery and Kids in the Kitchen. Week one has 135 kids signed up!
- We have 57 total Camp Leaders helping run camps this summer. They range from 13-16 years old.
- Party In The Park was a success with around 3,500 people at the event spread out on 3 different fields. The adventure zone was a huge hit along with the kid's stage.



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## STUDY SESSION MINUTES

Monday, June 17, 2019, 5:00pm

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

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

**Commissioners Present:**

Maryellen (Missy) Hill  
Amanda Babich  
Steve Nixon  
Kurt Grimmer  
Todd Iverson (arrived 5:08pm)

**Staff:**

Glenn Akramoff  
Eric Guenther  
Chuck Cuzzetto  
Elaine Sorensen  
Jessica Smiley

**Citizens:**

none

**ITEM 1 Approval of Agenda:** Commissioner Grimmer made a motion to approve the agenda, Commissioner Nixon seconded; the motion was approved with a 4-0 vote.

**ITEM 2.a Staff Report: 2020 New Budget Process**

Glenn Akramoff presented goals for improving processes and having decision forms for budgets over 5K for the Board to review. Elaine Sorensen presented a timeline for budgeting reports and general fund expenses broken down by department. Recreation revenue funds as well as new budget requests will frequently be reviewed by the Board.

**ITEM 3.a Board Discussion: 2020 New Budget Process**

Board members engaged in a discussion about the new budget process. The Commission discussed the process to advance with the new Recreation budget, and how often the Board will be updated with current numbers. Ideas for advertising to the public rather than a just financial tool.

**ITEM 4 Adjournment**

Commissioner Hill adjourned the meeting at 6:05pm.

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

\_\_\_\_\_  
**President**

Submitted by: *Ellie Tieman*

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



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## REGULAR MEETING MINUTES

Monday, June 17, 2019, 6:15pm

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

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

**Commissioners Present:**

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

Jonathan Dudley  
Dawn Townsend  
Garett Thompson

**Staff:**

Glenn Akramoff  
Eric Guenther  
Chuck Cuzzetto  
Elaine Sorensen  
Jessica Smiley

**Citizens:**

Billy Sehmel

### REGULAR MEETING AGENDA:

**ITEM 1 Approval of Agenda**

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

**ITEM 2 Citizen Comments** none

**ITEM 3 Presentations**

**3.a Executive Director Report**

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

**3.b Financial Report**

**3.c President’s Report** none

**ITEM 4 Consent Agenda**

**4.a Approval of Meeting Minutes:** 6-3-19 Regular

**4.b Approval of Vouchers:** ▪ \$301,115.63 ♦ Reference numbers: V2019244- V20192471

**4.c Approval of Consent Agenda**

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

**ITEM 5 New Business**

**5.a Website update**

Chuck Cuzzetto presented website updates focusing on the access to information, brand awareness, and discovery by the public. Presentation about website features, and possible additional costs—search bar. Website is scheduled to go live 6/24 and will be mobile optimized. There will not be any additional work time needed to maintain the website.

**5.b Staff Organizational Chart Update/Job Descriptions**

Discussion of the organization chart that was submitted, and long term opportunities of adding another staff in Recreation and seasonal workers/interns. Commissioner Babich made a motion to approve Glenn Akramoff to begin hiring processes per the report recommendations Commissioner Grimmer seconded the motion and after no discussion the motion passed 5-0.

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

**6.a Community Center (Nixon/Babich):** no update

**6.b Marketing (Grimmer):** no update, Chuck Cuzzetto presented new website updates

**6.c Fundraising (Hill):** no update, meeting scheduling in progress by staff. Commissioner Babich made a motion to allow Glenn Akramoff to approve vouchers Commissioner Iverson seconded the motion and the motion passed 5-0.

**ITEM 7 Next Board Meeting:** Tues, July 2, 2019: Study Session (5pm) and Regular (6:15pm) at new City Hall location

**ITEM 8 Executive Session:** none

**ITEM 9 Adjournment**

Commissioner Hill adjourned the meeting at 7:30pm.

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

\_\_\_\_\_

\_\_\_\_\_

**President**

Submitted by: *Ellie Tieman*

**Clerk**



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## SPECIAL MEETING MINUTES

Monday, June 24, 2019, 4:00pm

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

**Call to Order:** The meeting was called to order by Commissioner Hill at 4:05pm.

**Commissioners Present:**

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

Sue Sluply  
Carrie Holden

**Staff:**

Glenn Akramoff  
Mark Roberts  
Ellie Tieman

**Citizens:**

Billy Sehmel

**SPECIAL MEETING AGENDA:**

**ITEM 1 Approval of Agenda**

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

**ITEM 2 Executive Session**

The Board went into executive session at 4:06 and came out of session at 4:35

**ITEM 3 R2019-08 Boys & Girls Club Agreement**

**3.a Citizen Comments**

Carrie Holden, CEO of the Boys & Girls Club Gig Harbor location, thanked Penmet for the years of partnership and asked to negotiate a reasonable market rate interest of 3-4% instead of the 8% listed in the Holdback Agreement.

**3.b Motion**

Commissioner Nixon moved to approve the Interim Executive Director to sign the Escrow Holdback agreement and Termination of Payment Covenant/Right of First Refusal agreements with the Boys and Girls Club, the motion was seconded by commissioner Iverson and with no further discussion the motion passed 5-0.

**ITEM 4 Adjournment**

Commissioner Hill adjourned the meeting at 4:40pm

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

\_\_\_\_\_  
**President**

Submitted by: *Ellie Tieman*

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





"Today We Touch Tomorrow"

## DISTRICT COMMISSION MEMO

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

**From:** Edward O. Lewis, Construction Project Manager

**Date:** July 2, 2019

**Subject:** **Community Recreation Center**

### **Background/ Analysis**

The Board of Commissioners approved staff to enter into a purchase and sale agreement for the Performance Golf property in December of 2018. As part of the arrangement, the district has until September 13, 2019, to complete a due diligence process to determine if the property is suitable for intended use, and that the planned improvements are permitted, and the cost of the project will be within PenMet Parks means to complete. The District consultant team led by Snodgrass & Freeman Associates, an architect firm, to support the due diligence effort.

The Interim Executive Director and Carl Halsan will provide an update on the status of the due diligence progress. Items below are significant mile stones in the project.

1. Project Overview
2. Due diligence/feasibility
3. Current Permit Approvals
4. Hearing Examiner / Appeal Process
5. Operation costs and financing
6. Decision points and next steps

Staff is interested in hearing the Commissioners concern and discussion to provide the best information possible as the Board prepares for the final decision on the feasibility of the project.

### **Timeline and Funding**

Currently the project has reached its 35% mark and all permits have been approved. Our next step is setting the Hearing Examiner date and once the hearing examiner issues his final report, the appeal process.

The final deadline of the due diligence process is September 13<sup>th</sup>, 2019. There is an extension available. Staff is not seeking an extension currently. The due diligence process is now on schedule to meet that deadline. While not anticipated, an issue could come up that makes that necessary, and it remains an option.

Funding options will be provided at a high-level during the presentation. Current anticipated costs will be presented to the Commission. These costs are still evolving at this time and will be adjusted throughout the due diligence process. A final cost estimate will be provided at the completion of the process.

### **Recommendation**

None- This is an update and discussion item.

### **Policy Implications/Support**

1. Site suitability and permitting
2. Community support for the project
3. Priority of the project as compared with other district projects and programs
4. Cost and financing of the project
5. Project phasing and timeline

### **Staff Contact**

Should you have any questions or comments, please contact Ed Lewis at the earliest opportunity should additional research be required to provide answers at the meeting: 720-272-8418 or via e-mail at [elewis@penmetparks.org](mailto:elewis@penmetparks.org).

**TO:** Glenn Akramoff  
**FROM:** Roger Sargent  
**DATE:** June 26, 2019  
**RE:** Pro Forma and Business Plan Summary

The Pro Forma for the PenMet Park District's Community Recreation Center Complex is based on the following:

- The revenues projected in the Pro Forma are on a more **conservative** approach and the expenses are on a **slightly more aggressive** approach. **PLEASE NOTE: The strategy behind this line of thinking is based on the project will be in its first year of operation even though the majority of the activities and programs have been offered to the surrounding community for many years.**
- The pricing for the current and new proposed programs and activities offered by the Park District remained the same. **PLEASE NOTE: Based on the current pricing for both the sports activities such as leagues and tournaments by every similar venue (competitor) are at least 20-25% higher than what is reflected in the Pro Forma.**
- The proposed floor plan for the air-supported structure facility would include:
  - Three (3) turf fields for soccer, football, lacrosse, dodgeball and bocce
  - Six (6) multi-purpose courts for basketball, volleyball and pickleball (12 courts total)
  - Designated turf area for baseball skills training with two (2) batting cages
  - Indoor walking/running track
- The Sports programs and activities are based on 50-60% overall usage. **PLEASE NOTE: The overall % of occupancy does not include court and field rentals.**
- The Pickleball revenues reflect only a 40% usage for Year One.
- The revenues reflected by the programs and activities at the existing Performance Golf structure are representing the same or slightly higher based on having full control of the venue and space requirements.
- The total Year One revenues generated by the Conference/Room rentals is based on less than 20% usage.
- Based on the information provided on the multiple monthly Income Statements, the annual (Net Loss) for operations will be reduced to approximately (\$0) after the first year. **PLEASE NOTE: This assumption is based on the net loss of (\$220,410) which is reflected on the Year One Pro Forma dated June 24, 2019 and the other net income that is a result of the additional sports programs and activities that will be conducted in other locations other than the Community Recreation Center Complex. The current annual expense of (\$538,000) for the debt service on the purchase of the Sehmel Homestead Park Complex will still be reflected as paid by one of the funding accounts.**

In addition to this memo summarizing the Year One Pro Forma and business plan you will find in much greater detail the overall proposed plan with the operations budget attached.

	January	February	March	April	May	June	July	August	September	October	November	December	Total	2018 Actual	2017 Actual
<b>Revenue</b>															
Membership Dues	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Racquet Programs	9,416	5,320	16,616	5,320	9,416	5,320	16,616	5,320	9,416	14,568	7,368	4,320	109,016	0	0
Indoor Activities	8,904	6,700	2,860	3,566	29,160	6,898	2,860	7,500	5,260	5,232	8,460	1,900	89,300	24,633	25,427
Pro Shop	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Food & Beverage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sports Programs	11,100	6,300	155,800	1,500	1,500	57,600	11,100	1,500	146,200	15,900	66,900	119,000	594,400	173,897	202,142
Health Care	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Existing Structure Programs	63,587	9,870	8,142	46,148	7,350	127,414	53,936	7,350	8,142	51,006	7,350	22,550	412,845	143,450	110,341
Other Income	32,690	25,690	25,690	25,690	25,690	25,690	25,690	25,690	25,690	25,690	25,690	25,690	315,280	36,129	42,288
<b>Total Revenue</b>	<b>125,697</b>	<b>53,880</b>	<b>209,108</b>	<b>82,224</b>	<b>73,116</b>	<b>222,922</b>	<b>110,202</b>	<b>47,360</b>	<b>194,708</b>	<b>112,396</b>	<b>115,768</b>	<b>173,460</b>	<b>1,520,841</b>	<b>378,109</b>	<b>380,198</b>
<b>Operated Dept. Expense</b>															
Racquet Programs	3,222	3,222	3,422	3,222	3,222	3,422	3,222	3,222	3,422	3,222	3,222	3,422	39,459	0	0
Indoor Activities	10,435	10,435	11,035	10,435	10,435	11,035	10,435	10,435	11,035	10,435	10,435	11,035	127,622	69,870	69,788
Pro Shop	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Food & Beverage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sports Programs	20,595	20,595	20,595	20,595	20,595	20,595	20,595	20,595	20,595	20,595	20,595	20,595	247,145	122,646	85,250
Health Care	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Existing Structure Programs	17,600	17,600	17,600	17,600	17,600	17,600	17,600	17,600	17,600	17,600	17,600	17,600	211,202	147,742	115,624
<b>Total Operated Dept. Exp.</b>	<b>51,852</b>	<b>51,852</b>	<b>52,652</b>	<b>51,852</b>	<b>51,852</b>	<b>52,652</b>	<b>51,852</b>	<b>51,852</b>	<b>52,652</b>	<b>51,852</b>	<b>51,852</b>	<b>52,652</b>	<b>625,429</b>	<b>340,258</b>	<b>270,662</b>
<b>Income Before Undistr</b>															
Operating Expenses	73,845	2,028	156,456	30,372	21,264	170,270	58,350	(4,492)	142,056	60,544	63,916	120,808	895,412	37,851	109,536
<b>Undistributed Oper. Exp.</b>															
Member Services	26,212	25,252	25,252	26,212	25,252	25,252	26,212	25,252	25,252	26,212	25,252	25,252	306,864	0	0
Housekeeping	7,345	7,165	7,165	7,345	7,165	7,165	7,345	7,165	7,165	7,345	7,165	7,165	86,702	0	0
Repairs and Maintenance	9,424	9,424	9,424	9,424	9,424	9,424	9,424	9,424	9,424	9,424	9,424	9,424	113,088	0	0
Utilities	13,525	13,525	13,525	13,525	13,525	13,525	13,525	13,525	13,525	13,525	13,525	13,525	162,300	0	0
Sales and Marketing	8,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	58,000	19,416	29,660
General and Administrative	29,989	34,989	29,989	29,989	29,989	29,989	29,989	29,989	29,989	29,989	29,989	29,989	364,868	131,250	131,415
<b>Total Undistributed Oper. Expenses</b>	<b>94,995</b>	<b>94,855</b>	<b>89,855</b>	<b>90,995</b>	<b>89,855</b>	<b>89,855</b>	<b>90,995</b>	<b>89,855</b>	<b>89,855</b>	<b>90,995</b>	<b>89,855</b>	<b>89,855</b>	<b>1,091,822</b>	<b>150,666</b>	<b>161,075</b>
<b>Income Before Fixed</b>	<b>(21,151)</b>	<b>(92,828)</b>	<b>66,600</b>	<b>(60,624)</b>	<b>(68,592)</b>	<b>80,414</b>	<b>(32,646)</b>	<b>(94,348)</b>	<b>52,200</b>	<b>(30,452)</b>	<b>(25,940)</b>	<b>30,952</b>	<b>(196,410)</b>	<b>(112,815)</b>	<b>(51,539)</b>
Insurance	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	0	0
Management Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Real Estate Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Fixed Charges</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>24,000</b>	<b>0</b>	<b>0</b>
<b>Inc. Before Interest, Depr., Other Income (Expense) and Taxes</b>	<b>(23,151)</b>	<b>(94,828)</b>	<b>64,600</b>	<b>(62,624)</b>	<b>(70,592)</b>	<b>78,414</b>	<b>(34,646)</b>	<b>(96,348)</b>	<b>50,200</b>	<b>(32,452)</b>	<b>(27,940)</b>	<b>28,952</b>	<b>(220,410)</b>	<b>(112,815)</b>	<b>(51,539)</b>
Interest Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Depreciation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gain/Loss on Sale	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Non-Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Income Before Taxes</b>	<b>(23,151)</b>	<b>(94,828)</b>	<b>64,600</b>	<b>(62,624)</b>	<b>(70,592)</b>	<b>78,414</b>	<b>(34,646)</b>	<b>(96,348)</b>	<b>50,200</b>	<b>(32,452)</b>	<b>(27,940)</b>	<b>28,952</b>	<b>(220,410)</b>	<b>(112,815)</b>	<b>(51,539)</b>
Income Taxes															
<b>Net Income</b>	<b>(23,151)</b>	<b>(94,828)</b>	<b>64,600</b>	<b>(62,624)</b>	<b>(70,592)</b>	<b>78,414</b>	<b>(34,646)</b>	<b>(96,348)</b>	<b>50,200</b>	<b>(32,452)</b>	<b>(27,940)</b>	<b>28,952</b>	<b>(220,410)</b>	<b>(112,815)</b>	<b>(51,539)</b>

EXISTING STRUCTURE PROGRAMS														2018	2017
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Actual
<b>Revenue</b>															
Nursery	500	500	500	500	500	500	500	500	500	500	500	500	6,000	0	0
Camps	4,700	0	0	14,789	0	115,494	24,375	0	0	11,725	0	15,200	186,283	23,289	8,467
Kids' Night Out	625	625	625	625	625	625	625	625	625	625	625	625	7,500	0	0
Safe at Home	475	475	475	475	475	475	475	475	475	475	475	475	5,700	1,189	3,608
Art for Adults	1,600	0	0	1,600	0	0	1,600	0	0	1,600	0	0	6,400	6,378	8,251
Art for Juniors	5,000	0	0	5,000	0	0	5,000	0	0	5,000	0	0	20,000	20,562	12,190
Beginning Art	2,400	0	0	0	0	0	0	0	0	0	0	0	2,400	0	0
Advanced Art	2,400	0	0	0	0	0	0	0	0	0	0	0	2,400	0	0
Creative Art (Comics)	2,400	0	0	0	0	0	0	0	0	0	0	0	2,400	0	0
Legos Workshop	792	2,520	792	3,184	0	3,184	0	0	0	792	2,786	0	14,050	0	0
Holiday Workshops	4,800	0	0	0	0	0	0	0	0	0	0	0	4,800	0	0
Fairy Garden Workshop	2,400	0	0	0	0	0	0	0	0	0	0	0	2,400	0	0
STEAM Camp	5,000	0	0	5,000	0	0	5,000	0	0	5,000	0	0	20,000	19,988	31,800
Music	3,375	0	0	3,375	0	0	3,375	0	0	3,375	0	0	13,500	13,549	(160)
Performing Arts	1,200	0	0	1,200	0	0	1,200	0	0	1,200	0	0	4,800	4,506	2,465
Ballet	8,320	0	0	0	0	1,386	1,386	0	0	8,320	0	0	19,412	0	0
Kids Dance	2,400	0	0	0	0	0	0	0	0	0	0	0	2,400	0	0
Adult Dance	2,400	0	0	0	0	0	0	0	0	0	0	0	2,400	0	0
Parent/Child Dance	3,000	0	0	3,000	0	0	3,000	0	0	3,000	0	0	12,000	10,301	3,592
Friendship Club	300	0	0	300	0	0	300	0	0	300	0	0	1,200	923	0
Harbor Code Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Harry's Laboratory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kids in the Kitchen	900	0	0	900	0	0	900	0	0	900	0	0	3,600	3,072	7,001
Gymnastics	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	54,000	37,916	32,625
Pilates	450	0	0	450	0	0	450	0	0	450	0	0	1,800	1,777	502
Yoga	2,400	0	0	0	0	0	0	0	0	0	0	0	2,400	0	0
Senior Fitness	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	0	0
Game Night	250	250	250	250	250	250	250	250	250	250	250	250	3,000	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Revenue</b>	<b>63,587</b>	<b>9,870</b>	<b>8,142</b>	<b>46,148</b>	<b>7,350</b>	<b>127,414</b>	<b>53,936</b>	<b>7,350</b>	<b>8,142</b>	<b>51,006</b>	<b>7,350</b>	<b>22,550</b>	<b>412,845</b>	<b>143,450</b>	<b>110,341</b>
<b>Expenses</b>															
<b>Salaries and Wages</b>															
Attendants	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	5,973	0
Administrative	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	40,020	40,020	40,020
Total Salaries	4,835	4,835	4,835	4,835	4,835	4,835	4,835	4,835	4,835	4,835	4,835	4,835	58,020	45,993	40,020
Employee Benefits	580	580	580	580	580	580	580	580	580	580	580	580	6,962	4,599	4,802
Total Payroll/Benefits	5,415	5,415	5,415	5,415	5,415	5,415	5,415	5,415	5,415	5,415	5,415	5,415	64,982	50,592	44,822
<b>Other Expenses</b>															
Contract Services	11,935	11,935	11,935	11,935	11,935	11,935	11,935	11,935	11,935	11,935	11,935	11,935	143,220	94,150	67,802
Dues/Subscription	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Supplies	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,000	3,000
Uniforms	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Expenses	12,185	12,185	12,185	12,185	12,185	12,185	12,185	12,185	12,185	12,185	12,185	12,185	146,220	97,150	70,802
<b>Total Expenses</b>	<b>17,600</b>	<b>17,600</b>	<b>17,600</b>	<b>17,600</b>	<b>17,600</b>	<b>17,600</b>	<b>17,600</b>	<b>17,600</b>	<b>17,600</b>	<b>17,600</b>	<b>17,600</b>	<b>17,600</b>	<b>211,202</b>	<b>147,742</b>	<b>115,624</b>
<b>Income (Loss)</b>	<b>45,987</b>	<b>(7,730)</b>	<b>(9,458)</b>	<b>28,548</b>	<b>(10,250)</b>	<b>109,814</b>	<b>36,336</b>	<b>(10,250)</b>	<b>(9,458)</b>	<b>33,406</b>	<b>(10,250)</b>	<b>4,950</b>	<b>201,643</b>	<b>(4,292)</b>	<b>(5,283)</b>
Assumptions:															
Employee Benefits															
Payroll related percentage is: 12% Note: Change payroll related % here and it will flow through to all departments															
1. Nursery:	Budget based on 200 children /month @ \$2.50 average cost. The children would the result of being too young to participate in the athletic programs.														
2. Camps:	Budget based on anticipated revenues; 1,225 participants (6-12 years), 525 participants (Preschool age) and 508 participants (teens).														
3. Kid's Night Out:	Budget based on anticipated revenues; 525 participants throughout the year.														
4. Safe at Home:	Budget based on anticipated revenues; 120 participants throughout the year.														
5. Art for Adults:	Budget based on 2017 and 2018 actuals.														
6. Art for Juniors:	Budget based on anticipated revenues; 408 participants throughout the year.														
7. Beginning Art:	Budget based on anticipated revenues.														
8. Advanced Art:	Budget based on \$125/month for miscellaneous program equipment purchaes.														
9. Creative Art (Comics):	Budget based on anticipated revenues.														
10. Legos Workshop:	Budget based on anticipated revenues; 142 participants throughout the year.														
11. Holiday Workshops:	Budget based on anticipated revenues.														
12. Fairy Garden Workshop:	Budget based on anticipated revenues.														
13. STEAM Camp:	Budget based on 2017 and 2018 actual revenues.														
14. Music:	Budget based on 2017 and 2018 actual revenues.														
15. Performing Arts:	Budget based on 2017 and 2018 actual revenues.														
16. Ballet:	Budget based on anticipated revenues; 132 participants throughout the year.														
17. Kids Dance:	Budget based on anticipated revenues.														
18. Adult Dance:	Budget based on anticipated revenues.														
19. Parent/Child Dance:	Budget based on 2017 and 2018 actual revenues.														
20. Friendship Club:	Budget based on 2017 and 2018 actual revenues.														
21. Harbor Code Academy:	Budget based on.														
22. Harry's Laboratory:	Budget based on.														
23. Kids in the Kitchen:	Budget based on 2017 and 2018 actuals.														
24. Gymnastics:	Budget based on anticipated revenues; 1,750 participants throughout the year.														
25. Pilates:	Budget based on 2017 and 2018 actual revenues.														
26. Yoga:	Budget based on anticipated revenues.														
27. Senior Fitness:	Budget based on anticipated revenues.														
28. Game Night:	Budget based on anticipated revenues; 200 participants throughout the year.														
29. Other:	Budget based on.														
30. Attendants:	Budget based on the previous year's % to Gross Revenues.														

RACQUET PROGRAMS													2018	2017	
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Actual
<b>Revenue</b>															
Season Court Fees (Pickleball)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Random Court Fees (Pickleball)	4,320	4,320	4,320	4,320	4,320	4,320	4,320	4,320	4,320	6,368	6,368	4,320	55,936	0	0
Private Lessons (Pickleball)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Group Lessons (Pickleball)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Junior Lessons (Pickleball)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Teams (Pickleball)	2048	0	2048	0	2048	0	2048	0	2048	0	0	0	10,240	0	0
Leagues (Pickleball)	2048	0	2048	0	2048	0	2048	0	2048	0	0	0	10,240	0	0
Tournaments (Pickleball)	0	0	7,200	0	0	0	7,200	0	0	7,200	0	0	21,600	0	0
Special Events (Pickleball)	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0	11,000	0	0
Random Court Fees (Badminton)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lessons (Badminton)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Leagues (Badminton)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Revenue</b>	<b>9,416</b>	<b>5,320</b>	<b>16,616</b>	<b>5,320</b>	<b>9,416</b>	<b>5,320</b>	<b>16,616</b>	<b>5,320</b>	<b>9,416</b>	<b>14,568</b>	<b>7,368</b>	<b>4,320</b>	<b>109,016</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>															
Salaries and Wages															
Pickleball Pro Staff	1230	1230	1230	1230	1230	1230	1230	1230	1230	1230	1230	1230	14,760	0	0
Pickleball Admin.	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400	0	0
Pickleball Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Badminton Pro Staff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BadmintonAdmin.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Badminton Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Salaries</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>29,160</b>	<b>0</b>	<b>0</b>
Employee Benefits	292	292	292	292	292	292	292	292	292	292	292	292	3,499	0	0
<b>Total Payroll/Benefits</b>	<b>2,722</b>	<b>2,722</b>	<b>2,722</b>	<b>2,722</b>	<b>2,722</b>	<b>2,722</b>	<b>2,722</b>	<b>2,722</b>	<b>2,722</b>	<b>2,722</b>	<b>2,722</b>	<b>2,722</b>	<b>32,659</b>	<b>0</b>	<b>0</b>
Other Expenses															
Contract Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Court Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dues/Subscription	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
League Expense	100	100	100	100	100	100	100	100	100	100	100	100	1,200	0	0
Lesson Expense	100	100	100	100	100	100	100	100	100	100	100	100	1,200	0	0
Operating Supplies	100	100	100	100	100	100	100	100	100	100	100	100	1,200	0	0
Special Events	100	100	100	100	100	100	100	100	100	100	100	100	1,200	0	0
Team	100	100	100	100	100	100	100	100	100	100	100	100	1,200	0	0
Tournament	0	0	200	0	0	200	0	0	200	0	0	200	800	0	0
Uniforms	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Expenses</b>	<b>500</b>	<b>500</b>	<b>700</b>	<b>500</b>	<b>500</b>	<b>700</b>	<b>500</b>	<b>500</b>	<b>700</b>	<b>500</b>	<b>500</b>	<b>700</b>	<b>6,800</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>	<b>3,222</b>	<b>3,222</b>	<b>3,422</b>	<b>3,222</b>	<b>3,222</b>	<b>3,422</b>	<b>3,222</b>	<b>3,222</b>	<b>3,422</b>	<b>3,222</b>	<b>3,222</b>	<b>3,422</b>	<b>39,459</b>	<b>0</b>	<b>0</b>
<b>Income (Loss)</b>	<b>6,194</b>	<b>2,098</b>	<b>13,194</b>	<b>2,098</b>	<b>6,194</b>	<b>1,898</b>	<b>13,394</b>	<b>2,098</b>	<b>5,994</b>	<b>11,346</b>	<b>4,146</b>	<b>898</b>	<b>69,557</b>	<b>0</b>	<b>0</b>
Assumptions:															
1. Employee Benefits															
Payroll related percentage is:	12%														
2. Season Court Fees (Pickleball): Budget based on.															
3. Random Court Fees (Pickleball): Budget based on an average of 72-78 players/day paying \$3/each.															
4. Private Lessons (Pickleball): Budget based on.															
5. Group Lessons (Pickleball): Budget based on.															
6. JR. Group Lessons (Pickleball): Budget based on.															
7. Team Drill (Pickleball): Budget based on 16 teams @\$4/player for eight weeks (eight sessions).															
8. Leagues (Pickleball): Budget based on 16 teams @ \$4/player for 48 weeks.															
9. Tournaments (Pickleball): Budget based on 150 teams for three tournaments at \$24/player.															
10. Special Events (Pickleball): Budget based on 100players/month at \$10/each.															
11. Random Court Fees (Badminton) Budget based on.															
12. Lessons (Badminton): Budget based on.															
13. Leagues (Badminton) Budget based on.															
14. Other: Budget based on.															
15. Pro Staff: Budget based on 60% of Teams (Pickleball) revenues.															
16. Admin.: Budget based on administration for Pickleball Leagues, Teams and Special Events.															
17. Other: Budget based on.															
18. Badminton Pro Staff: Budget based on.															
19. Badminton Admin: Budget based on.															
20. Badminton Other: Budget based on.															
21. Court Maintenance: Budget based on.															
22. League Expense: Budget based on anticipated costs for balls and awards.															
23. Lesson Expense: Budget based on anticipated costs for balls and on-court teaching aids.															
24. Operating Supplies: Budget based on anticipating costs to market all lessons and programs.															
25. Special Events: Budget based on anticipated costs for special events, includes food, beverages and awards.															
26. Team: Budget based on anticipated costs for team lessons and drills.															
27. Tournament: Budget based on anticipated costs for balls, t-shirts, awards and refreshments.															
28. Uniforms Budget based on.															



OTHER REVENUE														2018	2017
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Actual
<b>Revenue</b>															
Party Rentals	2,190	2,190	2,190	2,190	2,190	2,190	2,190	2,190	2,190	2,190	2,190	2,190	26,280	0	0
Field/Court Rentals	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	54,000	29,399	36,538
Room Rentals	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	210,000	0	0
Revenues from Lease(s)	0	0	0	0	0	0	0	0	0	0	0	0			
Putt Putt Golf	0	0	0	0	0	0	0	0	0	0	0	0			
Scholarships	7,000	0	0	0	0	0	0	0	0	0	0	0	7,000	6,730	5,750
Other Revenues: Sponsorships	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	0	0
<b>Total Revenue</b>	<b>32,690</b>	<b>25,690</b>	<b>25,690</b>	<b>25,690</b>	<b>25,690</b>	<b>25,690</b>	<b>25,690</b>	<b>25,690</b>	<b>25,690</b>	<b>25,690</b>	<b>25,690</b>	<b>25,690</b>	<b>315,280</b>	<b>36,129</b>	<b>42,288</b>
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Assumptions:															
1. Party Rentals:	Budget based on 150 total parties @\$175/Party .														
2. Field/Court Rentals:	Budget based on 500 hours of Field rentals @ \$75/hour and 500 hours of Court rentals @ \$35/hour.														
3. Room Rentals:	Budget based on anticipated room rentals at the existing structure; six (6) rooms at an average of 2(hrs)/day at an average rate of \$75/hour.														
4. Revenues from Lease(s):	Budget Based on														
5. Putt Putt Golf:	Budget based on														
6. Scholarships:	Budget based on previous year's actuals.														
7. Other Revenues: Sponsorships	Budget based on potential sponsorship revenues for Leagues & Tournaments.														



SPORTS PROGRAMS														2018	2017
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Actual
<b>Revenue</b>															
Flag Football League (Youth)	0	4,800	0	0	0	0	0	0	0	0	0	0	4,800	0	0
Football League (Passing)	0	0	0	0	0	12,000	0	0	0	0	0	0	12,000	12,029	11,633
Football Tournaments	0	0	0	0	0	0	0	0	0	0	9,600	0	9,600	0	0
Youth Indoor Soccer	0	0	0	0	0	0	0	0	45,000	0	0	40,000	85,000	28,884	60,101
Junior Indoor Soccer	0	0	19,800	0	0	19,800	0	0	19,800	0	0	19,800	79,200	54,599	60,122
Adult Indoor Soccer	0	0	10,400	0	0	10,400	0	0	10,400	0	0	10,400	41,600	0	0
Soccer (Drop-in)	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	4,688	6,314
Soccer Tournaments	0	0	14,400	0	0	0	0	0	14,400	0	0	0	28,800	0	0
Adult Basketball Leagues	0	0	0	0	0	0	0	0	7,800	0	0	7,800	15,600	1,633	0
Youth Basketball Leagues	0	0	48,000	0	0	0	0	0	0	0	48,000	0	96,000	67,991	62,386
Junior Hoops	0	0	9,900	0	0	9,900	0	0	9,900	0	0	9,900	39,600	0	0
Basketball (Camps, Clinics, Training)	0	0	4,000	0	0	4,000	0	0	4,000	0	0	4,000	16,000	0	0
Basketball Drop-in	500	500	500	500	500	500	500	500	500	500	500	500	6,000	0	0
Basketball Tournaments	0	0	14,400	0	0	0	0	0	0	14,400	0	0	28,800	0	0
Youth Volleyball	0	0	21,700	0	0	0	0	0	21,700	0	0	21,700	85,100	0	0
Adult Volleyball	0	0	11,700	0	0	0	0	0	11,700	0	0	11,700	35,100	4,073	1,586
Volleyball Clinics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Volleyball Drop-in	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Volleyball Tournaments	9,600	0	0	0	0	0	9,600	0	0	0	0	0	19,200	0	0
Lacrosse League	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lacrosse Clinics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lacrosse Drop-in	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Revenue</b>	<b>11,100</b>	<b>6,300</b>	<b>155,800</b>	<b>1,500</b>	<b>1,500</b>	<b>57,600</b>	<b>11,100</b>	<b>1,500</b>	<b>146,200</b>	<b>15,900</b>	<b>66,900</b>	<b>119,000</b>	<b>594,400</b>	<b>173,897</b>	<b>202,142</b>
<b>Cost of Goods Sold</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Gross Profit (Loss)</b>	<b>11,100</b>	<b>6,300</b>	<b>155,800</b>	<b>1,500</b>	<b>1,500</b>	<b>57,600</b>	<b>11,100</b>	<b>1,500</b>	<b>146,200</b>	<b>15,900</b>	<b>66,900</b>	<b>119,000</b>	<b>594,400</b>	<b>173,897</b>	<b>202,142</b>
<b>Expenses</b>															
<b>Salaries and Wages</b>															
Football	550	550	550	550	550	550	550	550	550	550	550	550	6,600	10,046	7,200
Soccer	6,165	6,165	6,165	6,165	6,165	6,165	6,165	6,165	6,165	6,165	6,165	6,165	73,980	34,749	25,330
Basketball	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	44,460	13,858	1,894
Volleyball	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lacrosse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Salaries	10,420	10,420	10,420	10,420	10,420	10,420	10,420	10,420	10,420	10,420	10,420	10,420	125,040	58,653	34,424
Employee Benefits	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,005	9,971	0
Total Payroll/Benefits	11,670	11,670	11,670	11,670	11,670	11,670	11,670	11,670	11,670	11,670	11,670	11,670	140,045	68,624	34,424
<b>Other Expenses</b>															
Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract Services	7,925	7,925	7,925	7,925	7,925	7,925	7,925	7,925	7,925	7,925	7,925	7,925	95,100	29,722	26,526
Dues/Subscriptions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment	500	500	500	500	500	500	500	500	500	500	500	500	6,000	6,000	6,000
Operating Supplies	500	500	500	500	500	500	500	500	500	500	500	500	6,000	6,000	6,000
Awards	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Repairs & Maintenance:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Uniforms	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	12,300	12,300	0
Total Other Expenses	8,925	8,925	8,925	8,925	8,925	8,925	8,925	8,925	8,925	8,925	8,925	8,925	107,100	54,022	50,826
<b>Total Expenses</b>	<b>20,595</b>	<b>20,595</b>	<b>20,595</b>	<b>20,595</b>	<b>20,595</b>	<b>20,595</b>	<b>20,595</b>	<b>20,595</b>	<b>20,595</b>	<b>20,595</b>	<b>20,595</b>	<b>20,595</b>	<b>247,145</b>	<b>122,646</b>	<b>85,250</b>
<b>Income (Loss)</b>	<b>(9,495)</b>	<b>(14,295)</b>	<b>135,205</b>	<b>(19,095)</b>	<b>(19,095)</b>	<b>37,005</b>	<b>(9,495)</b>	<b>(19,095)</b>	<b>125,605</b>	<b>(4,695)</b>	<b>46,305</b>	<b>98,405</b>	<b>347,255</b>	<b>51,251</b>	<b>116,892</b>
<b>Assumptions:</b>															
1. Employee Benefits															
Payroll related percentage is:	12%														
2. Flag Football League (Youth):	Budget based on a youth indoor flag football league beginning in February with 16 teams @ \$300/team.														
3. Football League (Passing):	Budget based on 2017 and 2018 actual revenues.														
4. Football Tournaments	Budget based on 32 teams at \$300/each.														
5. Youth Indoor Soccer:	Budget based on 1,000 players \$85/player for 2 leagues.														
6. Junior Indoor Soccer:	Budget based on 200 players/session @ \$99/player for 4 sessions.														
7. Adult Indoor Soccer:	Budget based on 16 teams @ \$650/team for 4 sessions.														
8. Soccer (Drop-in):	Budget based on an anticipated of \$1,000/month.														
9. Soccer Tournaments	Budget based on 60 teams @ \$240/team for 2 tournaments.														
10. Adult Basketball Leagues:	Budget based on 12 teams @ \$650/team for 2 leagues.														
11. Youth Basketball Leagues:	Budget based on 300 players @ \$160/player for 2 leagues.														
12. Junior Hoops:	Budget based on 100 players @ \$99/player for four sessions.														
13. B-ball (Camps, Clinics, Training):	Budget based on 320 students @ \$50/student.														
14. Basketball (Drop-in):	Budget based on 200 players/month @ \$2.50/visit.														
15. Basketball Tournaments	Budget based on 60 teams @ \$240/team.														
16. Youth Volleyball	Budget based on 32 teams @ \$85/player for 3 sessions.														
17. Adult Volleyball:	Budget based on 18 teams @ \$650/team for 3 sessions.														
18. Volleyball Clinics:	Budget based on.														
19. Volleyball Drop-in:	Budget based on.														
20. Volleyball Tournaments	Budget based on 40 teams @ 240/team for 3 tournaments.														
21. Lacrosse League:	Budget based on.														
22. Lacrosse Clinics:	Budget based on.														
23. Lacrosse Drop-in:	Budget based on.														
24. Payroll (Football):	Budget based on 25% of gross revenues.														
25. Payroll (Soccer):	Budget based on 14% gross revenues..														
26. Payroll (Basketball):	Budget based on 22% gross revenues.														
27. Payroll (Volleyball):	Budget based on.														
28. Payroll (Lacrosse):	Budget based on.														
29. Payroll (Administration):	Budget based on.														
30. Payroll (Other):	Budget based on.														
31. Advertising:	Budget based on.														
32. Contract Services:	Budget based on 16% of Total Gross Revenues: 2018 (12%) & 2017 (13%).														
33. Dues/Subscriptions:	Budget based on.														
34. Licenses:	Budget based on.														
35. Equipment:	Budget based on.														
36. Operating Supplies:	Budget based on.														
37. Awards:	Budget based on.														
38. Repairs & Maintenance:	Budget based on.														
39. Uniforms:	Budget based on.														
40. Other:	Budget based on.														

<b>MEMBER SERVICES</b>														<b>2018</b>	<b>2017</b>
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Actual
<b>Salaries and Wages</b>															
Desk Attendants	22,100	22,100	22,100	22,100	22,100	22,100	22,100	22,100	22,100	22,100	22,100	22,100	265,200	0	0
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Salaries</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>265,200</b>	<b>0</b>	<b>0</b>
Employee Benefits	2,652	2,652	2,652	2,652	2,652	2,652	2,652	2,652	2,652	2,652	2,652	2,652	31,824	0	0
<b>Total Payroll/Benefits</b>	<b>24,752</b>	<b>24,752</b>	<b>24,752</b>	<b>24,752</b>	<b>24,752</b>	<b>24,752</b>	<b>24,752</b>	<b>24,752</b>	<b>24,752</b>	<b>24,752</b>	<b>24,752</b>	<b>24,752</b>	<b>297,024</b>	<b>0</b>	<b>0</b>
<b>Other Expenses</b>															
Club Money	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dues/Subscriptions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gift Certificates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Supplies	500	500	500	500	500	500	500	500	500	500	500	500	6,000	0	0
Uniforms	960	0	0	960	0	0	960	0	0	960	0	0	3,840	0	0
Other Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Expenses</b>	<b>1,460</b>	<b>500</b>	<b>500</b>	<b>1,460</b>	<b>500</b>	<b>500</b>	<b>1,460</b>	<b>500</b>	<b>500</b>	<b>1,460</b>	<b>500</b>	<b>500</b>	<b>9,840</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>	<b>26,212</b>	<b>25,252</b>	<b>25,252</b>	<b>26,212</b>	<b>25,252</b>	<b>25,252</b>	<b>26,212</b>	<b>25,252</b>	<b>25,252</b>	<b>26,212</b>	<b>25,252</b>	<b>25,252</b>	<b>306,864</b>	<b>0</b>	<b>0</b>
Assumptions:															
1. Desk Attendants:	Coverage in man-hours as follows: M-F 7am-10pm (115 hours), Sat 7am-11pm (24 hours) and Sunday 7am-9pm (20 hours). Double coverage on M-F (8 hours/day), Sat (8 hours) & Sun (6 hours). (EXISTING STRUCTURE) M-F 5am-Midnight (135 hours), Sat 6am-Midnight (26 hours) and Sunday 7am-9pm (20 hours). Double coverage on M-F (8 hours/day), Sat (8 hours) & Sun (6 hours). (COMMUNITY RECREATION CENTER) Attendants are budgeted for \$15/hour.														
2. Employee Benefits:	Payroll related percentage is: 12%														
3. Operating Supplies:	Budget based on \$500/month for anticipated service desk supplies. This includes both buildings.														
4. Uniforms:	Budget based on eight employees needing three shirts at \$20/each.														
5. Other Expenses:	Budget is based on.														

HOUSEKEEPING	January	February	March	April	May	June	July	August	September	October	November	December	Total	2018 Actual	2017 Actual
Salaries and Wages															
Attendants	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	65,520	0	0
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Salaries	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	65,520	0	0
Employee Benefits	655	655	655	655	655	655	655	655	655	655	655	655	7,862	0	0
Total Payroll/Benefits	6,115	6,115	6,115	6,115	6,115	6,115	6,115	6,115	6,115	6,115	6,115	6,115	73,382	0	0
Other Expenses															
Cleaning Supplies	600	600	600	600	600	600	600	600	600	600	600	600	7,200	0	0
Contract Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dues/Subscription	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laundry Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Locker Room Supplies	450	450	450	450	450	450	450	450	450	450	450	450	5,400	0	0
Towels	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Uniforms	180	0	0	180	0	0	180	0	0	180	0	0	720	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Expenses	1,230	1,050	1,050	1,230	1,050	1,050	1,230	1,050	1,050	1,230	1,050	1,050	13,320	0	0
<b>Total Expenses</b>	<b>7,345</b>	<b>7,165</b>	<b>7,165</b>	<b>7,345</b>	<b>7,165</b>	<b>7,165</b>	<b>7,345</b>	<b>7,165</b>	<b>7,165</b>	<b>7,345</b>	<b>7,165</b>	<b>7,165</b>	<b>86,702</b>	<b>0</b>	<b>0</b>
Assumptions:															
1. Attendants:	Front line housekeeping coverage; Includes 12 hours/day @ \$15/hour. This includes both buildings.														
2. Administrative:	Budget based on.														
3. Employee Benefits:															
Payroll Related percentage is:	12%														
4. Cleaning Supplies:	Budget based on anticipated monthly expenses for cleaning supplies. This includes both buildings..														
5. Laundry Supplies:	Budget based on.														
6. Locker Room Supplies:	Budget based on anticipated locker room/restroom supplies. This includes both buildings.														
7. Towels Projected as follows:	Budget based on.														
8. Uniforms:	Budget based on three employees with three shirts @ \$20/each.														

REPAIRS & MAINTENANCE	January	February	March	April	May	June	July	August	September	October	November	December	Total	2018 Actual	2017 Actual
Salaries and Wages															
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maintenance	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	62,400	0	0
<b>Total Salaries</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>62,400</b>	<b>0</b>	<b>0</b>
Employee Benefits	624	624	624	624	624	624	624	624	624	624	624	624	7,488	0	0
<b>Total Payroll/Benefits</b>	<b>5,824</b>	<b>5,824</b>	<b>5,824</b>	<b>5,824</b>	<b>5,824</b>	<b>5,824</b>	<b>5,824</b>	<b>5,824</b>	<b>5,824</b>	<b>5,824</b>	<b>5,824</b>	<b>5,824</b>	<b>69,888</b>	<b>0</b>	<b>0</b>
Other Expenses															
Building Repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract Services	500	500	500	500	500	500	500	500	500	500	500	500	6,000	0	0
Dues/Subscription	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Electrical/Mech	500	500	500	500	500	500	500	500	500	500	500	500	6,000	0	0
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Furniture and Decor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Landscaping	500	500	500	500	500	500	500	500	500	500	500	500	6,000	0	0
HVAC	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	0	0
Light Bulbs	250	250	250	250	250	250	250	250	250	250	250	250	3,000	0	0
Operating Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Uniforms	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Waste/Snow Removal	350	350	350	350	350	350	350	350	350	350	350	350	4,200	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Expenses</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>43,200</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>	<b>9,424</b>	<b>9,424</b>	<b>9,424</b>	<b>9,424</b>	<b>9,424</b>	<b>9,424</b>	<b>9,424</b>	<b>9,424</b>	<b>9,424</b>	<b>9,424</b>	<b>9,424</b>	<b>9,424</b>	<b>113,088</b>	<b>0</b>	<b>0</b>
Assumptions:															
1. Administrative:	Budget based on.														
2. Maintenance:	Budget based on.														
3. Employee Benefits:	Payroll related percentage is: 12%														
4. Building Repairs:	Budget based on anticipated building repairs.														
5. Electrical/Mechanical:	Budget based on anticipated electrical repairs.														
6. Equipment:	Budget based on anticipated equipment repairs.														
7. Furniture and Decorating:	Budget based on anticipated decorating repairs and purchases.														
8. Landscaping:	Budget based on anticipated landscaping costs.														
9. HVAC:	Budget based on anticipated repairs.														
10. Light Bulbs:	Budget based on anticipated light bulb re-placement.														
11. Operating Supplies:	Budget based on anticipated tool purchases.														
12. Uniforms:	Budget based on.														
13. Waste/Snow Removal:	Budget based on refuse pick-up twice a week and anticipated snow removal.														

UTILITIES													2018	2017	
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Actual
Electric	7,525	7,525	7,525	7,525	7,525	7,525	7,525	7,525	7,525	7,525	7,525	7,525	90,300	0	0
Escalation Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fuel	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	48,000	0	0
Steam	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	0	0
Utility Overage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Expenses</b>	<b>13,525</b>	<b>13,525</b>	<b>13,525</b>	<b>13,525</b>	<b>13,525</b>	<b>13,525</b>	<b>13,525</b>	<b>13,525</b>	<b>13,525</b>	<b>13,525</b>	<b>13,525</b>	<b>13,525</b>	<b>162,300</b>	<b>0</b>	<b>0</b>
Assumptions:															
1. Electric:	Budget based on anticipated electric and gas utility expenses. (BOTH BUILDINGS)														
2. Fuel:	Budget based on combining the utility expenses in both Electric and Fuel for year one. (BOTH BUILDINGS)														
3. Water and Sewer:	Budget based on anticipated water costs. (BOTH BUILDINGS)														

SALES & MARKETING													2018	2017	
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Actual
Salaries and Wages															
Sales Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Employee Benefits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Payroll/Benefits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Expenses															
Agency Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct Mail	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dues/Subscription	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
In House Graphics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outdoor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Postage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Print Media	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	54,000	19,416	29,660
Printing/Stationary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Radio and TV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Promo Events	4,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Uniforms	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Expenses	8,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	58,000	19,416	29,660
<b>Total Expenses</b>	<b>8,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>58,000</b>	<b>19,416</b>	<b>29,660</b>
=====															
1. Salaries Projected as follows:			2020												
			Budget												
			N/A												
			N/A												
			N/A												
			0												
			0/wk												
			0												
2. Commission:			Sliding Scale for Sales Commissions												
			\$ Amount Of Sales												
			\$0												
			% Paid per Sale												
			0%												
			\$ Amount Pd. Per Level												
			\$0.00												
=====															
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL		
Total # of Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Salesperson #1 - 25% of Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Salesperson #2 - 25% of Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Salesperson #3 - 25% of Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Manager - 25% of Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Commission Projection:													TOTAL		
Salesperson # 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Salesperson # 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Salesperson # 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL COMMISSION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
=====															
3. Employee Benefits:															
Payroll related percentage is:	12%														
4. Direct Mail:	Direct mail includes.														
5. In House Graphics:	Budget based on.														
6. Postage:	Budget based on.														
8. Print Media:	Budget is based on anticipated marketing costs for both the grand opening and the athletic leagues and tournaments.														
9. Printing and Stationary:	Budget is based on anticipated printing.														
10. Radio and TV:	Budget based on.														
11. Referral Expense:	Budget based on.														
12. Spec Promo Events:	Budget based on a GRAND OPENING event..														
13. Uniforms:	Budget based on.														

FIXED CHARGES	January	February	March	April	May	June	July	August	September	October	November	December	Total	2018	2017
														Actual	Actual
Depreciation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gain/Loss on Sale	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	0	0
Interest Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Management Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Real Estate Tax	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Non-operating	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Expenses</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>24,000</b>	<b>0</b>	<b>0</b>
Assumptions:															
1. Depreciation:	Calculated at \$/month or \$ if annualized.														
2. Insurance:	Calculated at \$2,000/month.														
3. Interest Expense:	Calculated at;														
4. Real Estate Tax:	Calculated at.														
5. Rent:	Budget based on.														

PAYROLL & PAYROLL RELATED													2018	2017	
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Actual
Salaries and Wages															
Existing Structure Programs															
Attendants	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	5973	0
Administrative	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	40,020	40020	40020
<b>Total</b>	<b>4,835</b>	<b>4,835</b>	<b>4,835</b>	<b>4,835</b>	<b>4,835</b>	<b>4,835</b>	<b>4,835</b>	<b>4,835</b>	<b>4,835</b>	<b>4,835</b>	<b>4,835</b>	<b>4,835</b>	<b>58,020</b>	<b>45993</b>	<b>40020</b>
Racquet Programs															
Pickleball Pro Staff	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	14,760	0	0
Pickleball Admin.	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400	0	0
Pickleball Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Badminton Pro Staff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Badminton Admin.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Badminton Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
	0	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>2,430</b>	<b>29,160</b>	<b>0</b>	<b>0</b>
Pro Shop															
Pro Shop Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Racquet Stringing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commissions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Indoor Activities															
Frontline Staff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Coaching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Group Exercise	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trainer/Commission	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	3,335	40,020	#REF!	#REF!
	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>	<b>40,020</b>	<b>40,020</b>	<b>40,020</b>
Health Care															
Physical Therapist	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nutritionist	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Health Care Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Food and Beverage															
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sports Programs															
Football	550	550	550	550	550	550	550	550	550	550	550	550	6,600	10,046	7,200
Soccer	6,165	6,165	6,165	6,165	6,165	6,165	6,165	6,165	6,165	6,165	6,165	6,165	73,980	34,749	25,330
Basketball	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	44,460	13,858	1,894
Volleyball	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lacrosse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>10,420</b>	<b>10,420</b>	<b>10,420</b>	<b>10,420</b>	<b>10,420</b>	<b>10,420</b>	<b>10,420</b>	<b>10,420</b>	<b>10,420</b>	<b>10,420</b>	<b>10,420</b>	<b>10,420</b>	<b>125,040</b>	<b>58,653</b>	<b>34,424</b>
Member Services															
Desk Attendant	22,100	22,100	22,100	22,100	22,100	22,100	22,100	22,100	22,100	22,100	22,100	22,100	265,200	0	0
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>	<b>265,200</b>	<b>0</b>	<b>0</b>
Housekeeping															
Attendant	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	5,460	65,520	0	0
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>65,520</b>	<b>0</b>	<b>0</b>
Repairs and Maintenance															
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Attendant	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	5,200	62,400	0	0
<b>Total</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>62,400</b>	<b>0</b>	<b>0</b>
Sales and Marketing															
Sales Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commission	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
General and Administrative															
Administrative	16,700	16,700	16,700	16,700	16,700	16,700	16,700	16,700	16,700	16,700	16,700	16,700	200,400	80,000	80,000
<b>Total</b>	<b>16,700</b>	<b>16,700</b>	<b>16,700</b>	<b>16,700</b>	<b>16,700</b>	<b>16,700</b>	<b>16,700</b>	<b>16,700</b>	<b>16,700</b>	<b>16,700</b>	<b>16,700</b>	<b>16,700</b>	<b>200,400</b>	<b>80,000</b>	<b>80,000</b>
<b>Total Salaries and Wages</b>	<b>70,480</b>	<b>70,480</b>	<b>70,480</b>	<b>70,480</b>	<b>70,480</b>	<b>70,480</b>	<b>70,480</b>	<b>70,480</b>	<b>70,480</b>	<b>70,480</b>	<b>70,480</b>	<b>70,480</b>	<b>845,760</b>	<b>224,666</b>	<b>194,464</b>
<b>Total PR Taxes/Benefits</b>	<b>8,458</b>	<b>8,458</b>	<b>8,458</b>	<b>8,458</b>	<b>8,458</b>	<b>8,458</b>	<b>8,458</b>	<b>8,458</b>	<b>8,458</b>	<b>8,458</b>	<b>8,458</b>	<b>8,458</b>	<b>101,491</b>	<b>26,960</b>	<b>0</b>
<b>Total Payroll and Benefits</b>	<b>78,938</b>	<b>78,938</b>	<b>78,938</b>	<b>78,938</b>	<b>78,938</b>	<b>78,938</b>	<b>78,938</b>	<b>78,938</b>	<b>78,938</b>	<b>78,938</b>	<b>78,938</b>	<b>78,938</b>	<b>947,251</b>	<b>251,626</b>	<b>194,464</b>





# Peninsula Metropolitan Park District

10123 78<sup>th</sup> Ave NW, Gig Harbor, WA 98332  
Office: 253-858-3400 Fax: 253-858-3401  
E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

"Today We Touch Tomorrow"

## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners  
**From:** Chuck Cuzzetto, Marketing Specialist  
**Date:** June 27, 2019  
**Subject:** Agreement of Personal Services – Harbor Wild Watch

### Background/Analysis

Harbor Wild Watch and the Peninsula Metropolitan Park District have partnered through recreational programming opportunities since 2015. In January of 2018 the District's Executive Director met with Harbor Wild Watch to discuss future partnership opportunities and how Peninsula Metropolitan District could support preservation and programming. Harbor Wild Watch has been providing research to the University of San Diego via the District's many water/beach accessible properties. In 2018 13 tours were provided. These research projects are open to the public to engage in hands-on learning. Harbor Wild Watch has also provided "Beach Walk Tours" open to the public, providing education on preservation and natural environments. Harbor Wild Watch has requested funding from the District to continue providing programming and educational opportunities via District properties. This funding would support staff time, field guides, marketing materials and supplies.

### Analysis

After working through the history of the District and Harbor Wild Watch, aligning our mission and visions. District staff determined that support is reflective of the need for preservation and education.

### Timeline and Funding

Attached to this memo is the budget summary and personal services agreement for Harbor Wild watch to provide educational tours and programming.

### Recommendation

District Staff recommend the Board of Commissioners approve the personal service agreement between Harbor Wild Watch and Peninsula Metropolitan Park District.

### Policy Implications/Support

1. Board contract approval
2. District staff time for marketing and communications
3. Formalizing a productive partnership

**Motion**

I move to authorize approval of the attached personal services agreement between Harbor Wild Watch and the Peninsula Metropolitan Park District.

**Staff Contact**

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



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## Budget Summary:

### 2019-20 PenMet Walking Tours

	Unit	Cost/unit	Total	
<b>Staff Time</b>				
Program Delivery	30	\$ 23.00	\$ 690.00	
Program Coordination	15	\$ 24.00	\$ 360.00	
Marketing	20	\$ 22.00	\$ 440.00	
Sign Design	25	\$ 22.00	\$ 550.00	
Training	15	\$ 22.00	\$ 330.00	<b>\$ 2,370.00</b>
<b>Supplies</b>				
MAC Field Guides	10	\$ 15.00	\$ 150.00	
Batteries	2	\$ 20.00	\$ 40.00	<b>\$ 190.00</b>
<b>Other</b>				
Advertising	3	\$ 125.00	\$ 375.00	
Printing Fliers/Postcards	200	\$ 0.40	\$ 80.00	<b>\$ 455.00</b>
		<b>Total Project Cost</b>	<b>\$ 3,015.00</b>	
<b>2018 Guided Tours</b>				
Estuary; History; Wetland	37	474		
Beach	30	947		
	67	1421		



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## AGREEMENT TO PROVIDE PERSONAL SERVICES

THIS AGREEMENT is made and entered into this 23<sup>rd</sup> day of May, 2019, by and between the PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation, hereinafter referred to as "PenMet Parks", and Harbor Wild Watch hereinafter referred to as the "Contractor."

WITNESSETH:

WHEREAS, Contractor represents it is qualified to provide laborers and perform services described in paragraph 2 herein and holds all necessary licenses and government permits therefore;

WHEREAS, PenMet Parks desires to meet more fully the needs of citizens residing within its district through the use of temporary services;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is hereby agreed as follows:

1. Independent Contractor Status. The Contractor is considered an independent contractor who shall at all times perform its duties and responsibilities and carry out all services as an independent contractor and shall never represent or construe its status to be that of an agent or employee of PenMet Parks, nor shall it be eligible for any employee benefits.
  - A. The Contractor represents and warrants that any and all federal, state, and local mandatory deductions or other charges and taxes imposed by law and/or regulation upon the Contractor are current. The Contractor acknowledges that all such deductions, charges and taxes shall be the sole responsibility of the Contractor. If PenMet Parks is assessed, liable or responsible in any manner for those deductions, charges or taxes, the Contractor agrees to indemnify and hold PenMet Parks harmless from those costs, including attorney's fees.
  - B. The Contractor shall provide at its sole expense all materials, office space, telephone and utility services, and other necessities to perform fully and timely its duties and services under this Agreement, unless otherwise specified in writing.
    - i. The Contractor shall comply with all applicable federal, state and local laws, ordinances, rules and regulations, and shall assist PenMet Parks in complying will all conditions concerning grants and other federal assistance under the laws of the City of Gig Harbor, the County of Pierce, the State of Washington, the United States of America, or such other laws as are applicable. The Contractor shall at its sole expense, obtain and keep in force any necessary licenses, permits, and tax certificates.
2. Scope of Work. The Contractor agrees to perform services under this Agreement consisting primarily of providing temporary labor services as specified by PenMet Parks. PenMet Parks requirements are attached as Exhibit "A". PenMet Parks retains the right to reject any person provided by Contractor to perform the services identified in Exhibit "A".
3. Compensation and Method of Payment.
  - A. Compensation Rates. Compensation for Services shall be in accordance with the rates set forth in Exhibit "A" hereto and incorporated by this reference.
  - B. Payment to the Contractor will be made only upon receipt of the Contractor's original written invoice following performance of the services provided herein and during PenMet Parks' ordinary billing cycle. PenMet Parks' ordinary billing cycle is once per month.

- C. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, to have been improperly invoiced. In no event shall the total of PenMet Parks' payment pursuant hereto exceed the contract price set forth in Paragraph 3A above. Any request for payment in excess of the contract amount shall automatically be rejected unless, prior to performing the work or service, the Contractor has obtained express written approval from PenMet Parks for such work or services and written approval of the additional cost.
  - D. The Contractor, at such time and in such form as PenMet Parks may require, shall furnish PenMet Parks with periodic reports pertaining to the work and services undertaken pursuant to this Agreement. The Contractor will make available to PenMet Parks all work-related accounts and records for auditing, monitoring, or evaluation during normal business hours.
4. Termination.
- A. PenMet Parks may terminate the performance of services under this Agreement through written notice to the Contractor, in whole, or from time to time in part, whenever the Contractor fails to perform in a timely manner and fully, faithfully, and in a safe and responsible manner, the services required herein, or whenever the fulfillment or accomplishment of the purpose of this Agreement has in the judgment of PenMet Parks become impossible or impractical for whatever reason.
    - (1) If the cause of termination is by reason of the breach of this Agreement by the Contractor, then termination shall not relieve the Contractor of liability to PenMet Parks for damages sustained by PenMet Parks, and PenMet Parks may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount owing the Contractor is determined.
    - (2) If the cause of termination is not by reason of the breach of this Agreement by the contractor, then PenMet Parks shall be liable only for payment of work performed or furnished prior to the effective date of termination. The Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Contractor covered by this Agreement, less payments of compensation previously made.
    - (3) Any and all notices affecting or relative to this Agreement shall be effective if in writing and delivered or mailed, postage and fees prepaid, to the respective party being notified at the address listed with the signature of this Agreement. The parties' addresses may be changed by the same method of notice.
5. Indemnification and Insurance. The Contractor shall indemnify and hold harmless PenMet Parks, its officials, officers, agents, employees, volunteers, and representatives, from, and shall process and defend at its sole expense, any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs arising out of or occasioned by the performance, acts, and/or omissions by the Contractor, its employees, agents, representatives or volunteers relative to any activity and/or services covered hereunder. In the event of recovery due to the aforementioned circumstances, the Contractor shall pay any judgment or lien arising therefrom, including any and all costs as part thereof.
6. Non-Discrimination. Except to the extent permitted by bona fide occupation qualification, the Contractor agrees that In the performance of all Services under this Agreement, the Contractor, or its employees, agents, subcontractors or representatives, shall not discriminate against any person because of sex, age (except minimum age and retirement provisions), race, color, creed, national origin, marital status or the presence of any disability, including sensory, mental, or physical handicaps, based upon a bona fide occupational qualification in relationship to hiring and employment. The Contractor shall comply with the Washington Law Against Discrimination (Chapter 49.60 RCW) and with any other applicable federal or state law or local ordinance regarding non-discrimination. Any material violation of this provision shall be grounds for

immediate termination of this Agreement by PenMet Parks and, in the case of the Contractor's breach, may result in ineligibility for further PenMet Parks agreements.

7. Subcontract. The Contractor shall not sign, subcontract, delegate, or transfer any interest or claim to or under this Agreement or for any of the compensation due it hereunder, in whole or in part, except as authorized in writing by PenMet Parks.
8. Conflict of Interest. No officer, employee or agent of PenMet Parks who exercises any function or responsibilities in connection with the planning and carrying out of the program to which this Agreement pertains shall have any personal financial interest, direct or indirect, in this Agreement. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations as they shall apply to all parties and beneficiaries under this Agreement, as well as to officers, employees or agents of PenMet Parks. The Contractor represents that the Contractor presently has no interest and shall not acquire any interest, direct or indirect, in the program to which this Agreement pertains which would conflict in any manner or degree with the performance of the Contractor's services and obligations hereunder. The Contractor further covenants that, in performance of this Agreement, no person having any such interest shall be employed.
10. Enforcement. If by reason of the default on the part of either party in the performance of any of the provisions of this Agreement and becomes necessary for the non-defaulting party to employ an attorney, the defaulting party agrees to pay all costs and legal expenses expended and/or incurred by the non-defaulting party.]
11. Interpretation and Venue. Washington law will govern the interpretation of this Agreement. Any dispute as to the enforcement or interpretation of this Agreement shall be determined by arbitration in accordance with the arbitration laws of the State of Washington. The prevailing party in any arbitration arising under this Agreement shall be entitled to reasonable attorney's and expert witness fees. Pierce County shall be the venue for any arbitration or litigation.
12. Unenforceable Clauses. If one or more of the Agreement clauses is found to be unenforceable, illegal or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal or contrary to public policy.
13. Entire Agreement. This Agreement constitutes the complete and final agreement of the parties, replaces and supersedes all oral and written proposals and agreements heretofore made on the subject matter, and may be modified only by a writing signed by both parties. Each party hereby acknowledges receipt of a copy of this Agreement executed by both parties.
14. Performance. Time is of the essence of this Agreement in each and all of its provisions in which performance is a factor.
15. Remedies Cumulative. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to PenMet Parks at law or in equity.
16. Counterparts. This Agreement may be executed in any number of counterparts, which counterparts shall collectively constitute the entire Agreement.
  - A. 17. Pursuant to RCW 35.61.130(4), Contractor and any employees or subcontractors who will be performing work or providing services to PenMet Parks pursuant to this Agreement and may, in the course of their work or activity with PenMet Parks, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions are required to submit to a background check. Any person who has been convicted of a crime and/or had findings made against him or her in any civil adjudicative proceeding as defined in RCW 43.43.830 shall be deemed to have failed the background check and shall be excluded from performing work or providing services pursuant to this Agreement.
  - B. All background checks shall be performed by a third party approved by PenMet Parks. The background check may be commissioned either by PenMet Parks or Contractor as follows:

1. Contractor may request that PenMet Parks commission the background check. In that event, Contractor shall complete and provide to PenMet Parks the necessary information and authorization forms to perform the background check.
  2. Contractor may commission the background check with an approved third party. In that event, Contractor shall provide the complete background check report to PenMet Parks.
  3. PenMet Parks may waive this background check requirement if PenMet Parks has on file or Contractor provides a background check report that was prepared within the previous twelve (12) months.
- C. This Agreement is expressly conditioned on PenMet Parks receipt of acceptable background check reports and Contractor is not authorized to begin performing work or providing services pursuant to this Agreement without obtaining PenMet Parks express written notice that this background check requirement has been met. In the event that the background check report(s) are unacceptable to PenMet Parks, PenMet Parks reserves the right to terminate this Agreement at no cost.

**EXHIBIT A**

Scope of Work:

The Contractor will provide 12 guided walking tours at PenMet Park properties with 500 participants  
 8 Beach Walks; 4 Wetland Walks  
 Total impact = 500 visitors to PenMet Park properties  
 Improved marketing presence with virtual experiences; targeted ads; community talks  
 Collaboration on the GUEST program  
 Detailed report out of programming and attendance  
PenMet Parks  
 Support of \$3,000

Term: June 1, 2019 - June 1, 2020.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the day and year first above written.

PENINSULA METROPOLITAN PARK DISTRICT  
 a municipal corporation

CONTRACTOR

\_\_\_\_\_  
 Executive Director

By \_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Name) (Printed)

\_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (City, State, Zip)

(Phone): \_\_\_\_\_

Fed Tax No.: \_\_\_\_\_

L & I Acct. No.: \_\_\_\_\_

Unified Business Identifier(UBI)\_\_\_\_\_



# Peninsula Metropolitan Park District

10123 78<sup>th</sup> Ave NW, Gig Harbor, WA 98332  
Office: 253-858-3400 Fax: 253-858-3401  
E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

"Today We Touch Tomorrow"

## DISTRICT COMMISSION MEMO

**To:** District Commission  
**From:** Edward O. Lewis, Construction Project Manager  
**Date:** July 2, 2019  
**Subject:** **Resolution R2019-007 Authorizing Transfer of Park Improvement Program Funds to Community Recreation Center Funds in the Amount of \$500,000.00.**

### Background

The Capital Project for the Community Recreation Center began in earnest in December 2018, with the Architect & Engineering team moving the project forward in its feasibility phase. Currently the project has reached the 35% mark and has received approval on CUP-Major Amendment, Traffic Impact Analysis, Fish & Wildlife, Wetlands, and a determination from Pierce County Development Engineering Group that this project will have no significant impact on the Environment.

This resolution would provide additional funds from Park Improvement Program to be accessed out of the Community Recreation Center Fund at the discretion of the Executive Director to cover costs related to the planning and design of a new Community Recreation Center.

### Timeline and Funding

The current balance in the Park Improvement Fund is \$10,412,872.88

After payments to Snodgrass Freeman Architects & staffing expenses the Community Recreation Center Fund has a balance of \$255,783.90 as of 5/31/2019.

This transfer will provide adequate funding for Phase 1 Schematic Design Phase Service of the project.

### Recommendation

Staff recommends that the Board of Commissioners approve a motion to authorize staff to Transfer \$500,000.00 from the Park Improvement Fund to the Community Recreation Center Fund for the continued funding of the new Community Recreation Center.

### Policy Implications/Support

1. On September 04, 2018 at their regular meeting, the Board of Park Commissioners approved Resolution R2018-013 to adopt the 2018 budget with Capital Funds including the Park Improvement Fund with a balance of \$4,132,774.77.
2. At the December 3, 2018 Board of Commissioners meeting a motion to rename the fund "Peninsula Gardens" to "Community Center Fund" was passed 5-0.
3. On March 04, 2019 at their regular meeting, the Board of Park Commissioners approved Resolution R2019-001 to authorize staff to sign contract between Architect and PenMet Parks.
4. On April 22, 2019 contract between Architect and PenMet Parks was signed for Phase 1 of the contract. (Schematic Design Phase Services)





# Peninsula Metropolitan Park District

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E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

## **Motion**

I move to authorize staff to Transfer \$500,000.00 from the Park Improvement Fund to the Community Recreation Fund for the continued funding of the new Community Recreation Center.

## **Staff Contact**

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 720-272-8418 or via e-mail at [elewis@PenMetParks.org](mailto:elewis@PenMetParks.org)



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2019-007

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### A RESOLUTION OF PENMET PARKS TO TRANSFER FROM 2019 PARK IMPROVEMENT FUND TO COMMUNITY RECREATION CENTER FUND.

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

WHEREAS, the PenMet Parks Board of Park Commissioners has identified funds to build a Community Recreation Center; and

WHEREAS, monies in the Park Improvement Fund have been identified as currently available to fund these costs in an amount of \$500,000.00; and

WHEREAS, the PenMet Parks Comprehensive Financial Management Policy requires a resolution of the Board to transfer funds between projects; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that up to \$500,000.00 from the Park Improvement Fund be transferred to Community Recreation Center Fund.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 2, 2019.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Attest

Peninsula Metropolitan Park District Commission