



# Peninsula Metropolitan Park District

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

## STUDY SESSION AGENDA: Tuesday, October 1, 2019, 6:15pm

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

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

### **Commissioner Roll Call:**

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

**ITEM 1 Approval of Agenda**

**ITEM 2 Board Discussion**  
**2.a 2020 Preliminary Budget Presentation**

**ITEM 3 Adjournment** \_\_\_\_: \_\_\_\_

### AGENDA POLICY

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



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## DISTRICT COMMISSION MEMO

**To:** District Commission

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

**Date:** October 1, 2019

**Subject:** **2020 Proposed Budget Presentation**

### **Recommendation**

Staff recommends that the Board of Park Commissioners review the 2020 proposed general operating budget. The proposed budget is presented in summary form. The preliminary budget is \$7,504,929 which meets direction set by the Board of Park Commissioners that the 2020 budgeted levy dollar amount be our statutory maximum rate.

### **Policy Implications/Support**

- The Board of Park Commissioners received the Preliminary Budget document on September 17, 2019.
- Staff will conduct a full budget presentation and discussion on October 1, 2019.
- The budget is required by state law.
- The budget must be adopted as a balanced budget and must be in place prior to the expenditure of any District Funds.

### **Background/Analysis**

At their meeting to be held on 10/1/2019, the Board will review and discuss several key policy issues affecting the final preliminary budget including:

### Legislative Department

The District Commission consists of five elected Commissioners. The Commission is responsible for all legislative actions and policymaking for the District. The Commission is empowered with the authority to enact resolutions and policies to protect the rights of the citizens of the community and adopt regulations on rates and fees for services provided to the citizens.

### Executive Department

The Executive Director ensures that all Commission policies and directives are carried out and coordinates the work of all District departments and employees. Duties include: providing liaison between the District Commission and the District staff; preparing regular and special management reports; preparing the Commission agenda and materials for Commission meetings; processing citizen inquiries and service requests; working with news media for public relations and information purposes; working with other governmental agencies; representing the District at meetings and conferences; and serving on committees as directed by the Commission.

Legal Services are contracted through Roberts Johns and Hemphill, Attorneys at Law, who provide legal representation for all District departments, officials, and employees. This includes handling civil litigation, drafting and reviewing legal documents, and rendering legal advice on a wide variety of legal issues.

### Marketing Department

Marketing oversees the District's website, working with contractors on the development and design of the website, updating information and photographs. It also includes management of social media sites, coordination of District information for publication, marketing of District park facilities, special events and programs.

### Budget & Finance Department

The department oversees and directs all finance functions, including budgeting, accounting, debt and cash management, financial planning, and customer services. This also includes finance software support, and budget preparation and publication.

The Accounting Function provides financial services including accounting, accounts payable, accounts receivable, payroll, general ledger, investments, and cash management. It also provides financial and budgetary reports for all users of such information and is responsible for the preparation of the budget and the comprehensive annual financial report.

The Office and Records Management Function manages the statutory provisions for records management requirements specified by State law; maintains legislative history and permanent

District documents including ordinances, resolutions, contracts, etc.; provides official District information to the public and other agencies; is responsible for recording and preparation of Commission and other committee minutes; monitors compliance with various regulations/tax payments; and administers business licenses.

The Human Resources Function deals with all personnel issues, including classification of positions, recruitment, and testing for vacancies. This function includes tracking worker's compensation, liability and health insurance, surety bonds, and safety program oversight.

### Parks, Buildings & Public Grounds Maintenance Department

The Parks, Buildings and Public Grounds Maintenance department is responsible for scheduling and coordinating the use of all District park facilities, assisting with special events, and maintenance for grounds, buildings, trails, and equipment, also a District-wide safety program.

- Landscape Maintenance

This activity includes monitoring and maintenance of those areas containing items that grow. These areas include groomed and non-groomed turf areas, wetland areas, shrub beds, gardens, planter islands in parking areas, street trees, forested areas, and primitive trails. Examples of tasks generally associated with this activity include mowing, pruning, weeding, fertilization, pest control, hazard tree removal, and trail restoration.

- General Grounds Maintenance

This activity includes monitoring and maintenance of all hard surfaces such as roadways, parking areas, tennis courts, basketball courts, plazas, paved pathways, and maintenance yards. This activity also includes maintenance related to routine "rounds" such as litter and trash removal. Examples of tasks generally associated with this activity include sweeping, asphalt/concrete repair, monitoring condition of nets, posts and cranks, litter and trash pick-up, regulatory signage repair and installation.

- Building and Facility Maintenance

This activity includes the monitoring, maintenance and repair of all buildings and special facilities including restrooms, pavilions, picnic shelters, administrative offices, bleachers, benches, fencing, maintenance buildings, playgrounds, and elevated structures such as viewing platforms and boardwalks. Tasks include custodial operations, plumbing maintenance and repair, minor electrical repair and maintenance, painting, HVAC maintenance and minor construction activities.

- Equipment Maintenance

This activity includes the monitoring, maintenance, and repair of all District equipment. Major repairs and routine maintenance of District rolling stock is "outsourced" to private vendors. This activity also includes minor repairs to small equipment such as push mowers, weed control equipment, sprayers, and small power tools. This activity also includes a regular physical and written inventory of all District maintenance equipment.

- Athletic Field Preparation  
This activity includes the monitoring, preparation, and maintenance of athletic fields including those with grass or synthetic turf. Tasks associated with this activity include lining and dragging infields, sweeping and maintenance of synthetic turf areas, setting bases, erecting goals, constructing or removal of pitching mounds, and minor grounds repair to infield areas.
  
- Special Event Preparation  
This activity involves the set-up and take-down of equipment and activity areas for District-sponsored or co-sponsored special events. This activity also includes set-up and take-down of chairs and tables for rental of District facilities when requested and paid for by clients.

### Recreation Services Department

The Recreation Services Department is responsible for recreational, cultural, and social programs and staff which support instructional activities; community events including the Egg Hunt, Party in the Park, Scarecrow Festival, Dances and Breakfast with Santa; recreation classes and camps for youth, and classes for adults.

This department supports year-round recreation programs and activities for youth, adults, families, and senior citizens. This department also provides support for special event planning which includes implementation, community support, and coordination for residents and visitors, which enhances the local economy.

- Special Events  
This activity oversees the District special events. Activities include the development, planning, implementation and marketing of the events. This activity also includes establishing sponsors for events, working with community partners and volunteers.

Community events included in the 2020 budget:

- Spring Easter Egg Hunt
- Party in the Park
- Scarecrow Festival
- Breakfast with Santa
- Mommy & Daddy Dances
- AUSA (Co-Event)
- Community programs included in the 2020 budget:
- Special Populations Program
- Senior Program
- Teen Leadership Program

- Recreation

This activity includes classes, camps, sports leagues and programs for all ages. This activity also includes the development of programs, hiring staff, scheduling, marketing the programs, and the registration of participants.

- Volunteers

This activity involves the coordination of volunteers for special events, recreation classes and programs for the District.

The Planning and Special Projects Function provides support for research, grant writing, management of volunteer activities, capital projects planning and public outreach activities.

- Grants

This activity includes the preparation of grants for District capital projects, as well as management of the District's Park Enhancement Grant Program.

- Volunteers

This activity involves coordination of volunteer activities for the District related to park maintenance and minor park improvement projects.

- Public Outreach

This activity includes coordination of District outreach programs such as public meetings related to park planning and development.

#### Capital Projects Planning and Outreach

This activity provides support for district acquisition, capital projects planning and public outreach.

#### Facilities Department

The Division will be responsible for the management and implementation of the entire PenMet Parks District capital improvement and replacement program. The position will include management which includes long-range planning, updating the comprehensive plan, land acquisition, as well as capital project planning design, bidding, and construction.

#### Capital Project Planning

This activity includes contracting with consultants, managing public process, and interfacing with outside public agencies, private organizations, and the public on a variety of analytical, technical, and public outreach issues related to the acquisition and development of capital facilities.

## Summary

Please consider the following summary:

	Cents/1000 A.V.	Dollar Amount
Statutory Maximum (based upon current Assessed Valuation as of September 16, 2019) Final Budget will be adjusted to December 31, 2019 Values.	<b>\$0.72</b>	\$6,831,524
Proposed Base Budget includes:		
• Sustaining 2020 service levels	<b>\$0.43</b>	\$4,059,227
Capital & Equipment Replacement Funds		
• Depreciation	<b>\$0.36</b>	\$3,445,702
• Property Planning, General Development and Preservation		
Sub Total	<b>\$0.79</b>	\$7,504,929
Adjustments to Levy		
Sales Tax	<b>(\$0.04)</b>	(\$399,131)
Leasehold Excise Tax	<b>(\$0.00)</b>	(\$4,500)
Interest	<b>(\$0.01)</b>	(\$105,500)
Pierce County	<b>\$0.00</b>	\$0
Rentals	<b>(\$0.02)</b>	(\$189,485)
Total 2020 Regular Levy	<b>\$0.72</b>	\$6,806,313
Carry-Over Capital Projects (Estimates for year-end):		
Park & Recreation Facility Improvement Program	\$6,508,872	
Park Enhancement Grant Program	\$23,486	
Sehmel Homestead Park - Lighting Project	\$703,000	
Hales Pass Renovation	\$1,016,987	
Building Fund	\$100,905	
	\$0	
Total 2019 Carry-over Projects	\$8,353,250	
2020 Capital Projects Transfer	\$3,340,627	
Total Capital Projects Budget	\$11,693,877	

Carry-Over Projects are those from the previous year's approved budget that have not been expensed out and as a consequence, carry over into 2020.

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



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## REGULAR MEETING AGENDA: Tuesday, October 1, 2019, 7:15 pm

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

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

### **Commissioner Roll Call:**

Present                      Excused                      Comment

**STAFF:**

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

**ITEM 1            Approval of Agenda**

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

**ITEM 3            Presentations**

**3.a            Executive Director Report**

**3.b            President Report**

**ITEM 4            Consent Agenda**

**4.a            Approval of Meeting Minutes**

9-17-19 Regular and Study Session (pg. 14-15)

8-20-19 Regular and Study Session (pg. 16-17)

**4.b            Approval of Vouchers**

▪ \$21,441.32 Reference numbers: V2019-446-V2019-451 (pg. 18-19)

▪ \$145,204.21 Reference numbers: V2019-452-V2019-484 (pg. 20-21)

▪ \$83,046.23 Reference numbers: V2019-485-V2019-511 (pg. 22-23)

**4.c            Approval of Consent Agenda**

**4.d            Board Policy Updates**

**ITEM 5            New Business**

**5.a            Demarche Contract Scope for Organizational Support**

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

**6.a Community Center**

**6.b Marketing**

**6.c Fundraising—Under Development**

**ITEM 7            Next Board Meetings:** Tues. October 15, 2019 (Regular and Study Session) at the new City Hall location 6:15 pm.

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

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



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## DEPARTMENT STAFF REPORT: September 18-October 1, 2019

### EXECUTIVE

- Due to the Administrative Office relocation and the two upcoming community events (Cider Swig and Scarecrow Festival), the Executive Directors report will be postponed until October 15<sup>th</sup>. A verbal report will be provided at the Commission Meeting.

### MARKETING

- Wrapping up drone photos of District Parks and Properties
- Planning public open house for the week of the 14<sup>th</sup>
- Core Information Team meetings underway
- Parks and Recreation Guide information being submitted from departments
- Scarecrow festival posters, rack cards designed, printed and delivered to 50+ businesses
- Successful communication of office relocation
- District photos featured on @Komonews
- Community engagement session(s) planning underway
- Creating signage w/ Harbor Wild Watch for the educational component of partnership (i.e. Preservation/Conservation)

### CAPITAL PROGRAM

- The hearing examiner provided the Planning Division Staff Report, recommended approval of the project.

### Volunteers

- National Park Lands Days were Saturday the 28<sup>th</sup>

### MAINTENANCE & FACILITIES

- The maintenance team helped other departments move into the new PenMet Administration and Recreation office at 5715 Wollochet Dr. NW Gig Harbor WA 98335 Building #3

### RECREATION

- Kelly is back at the NRPA in Baltimore learning about Events, New Programs and Exciting New things to add to the Recreation Department and Park District
- Soccer is in full swing with 23 teams and 243 kids in our league and 128 kids in our little kickers program
- Football is underway with the jamboree on the 21<sup>st</sup> with 25 teams and 272 kids; First time offering a HS League which has 31 kids and 3 teams in it
- Spencer Manjarrez has been hired on a temporary contract to help with sports and is doing a great job talking with customers and learning the position quickly
- Entire Rec Department.... Is working away on the Scarecrow Festival Event which will be on October 5<sup>th</sup> from 10-4 pm and hoping for Sun!

<b>Oct 2019</b>				
<b>Tues 10/1</b>	9/25	6:15p	Study Session	Discussion: Comprehensive Plan Review (PROS)
<b>Tues 10/1</b>	9/25	7:15p	Regular Meeting	Presentation: none Discussion: Consent:
				Minutes: 8/20, 9/17 Vouchers: Executive Session: none
<b>Sat 10/12</b>	Board Retreat (8 hours, time TBD)			
<b>Tues 10/15</b>	10/9	6:15p	Study Session	Discussion: 2020 Preliminary Budget Presentation NOTICE THIS TO NEWSPAPER
<b>Tues 10/15</b>	10/9	7:15p	Regular Meeting	Presentation: none Discussion: Consent:
				Minutes: 10/1, 10/8 Vouchers: Executive Session: none

Nov 2019				
Tues 11/5	10/31	TBD	Study Session	Discussion:
Tues 11/5	10/31	6:15p	Regular Meeting	Presentation: none Discussion: 1 <sup>st</sup> Public Hearing and Levy Rate approval Consent:
				Minutes: 10/22 Vouchers: Executive Session: none
Tues 11/19	11/14	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation
Tues 11/19	11/14	6:15p	Regular Meeting	Presentation: Interim Final Report
				Minutes: 11/5 Vouchers: Executive Session: none

Dec 2019				
<b>Tues 12/3</b>	11/28	TBD	Study Session	Discussion:
<b>Tues 12/3</b>	11/28	6:15p	Regular Meeting	Presentation: none Discussion: Consent:
				Minutes: 11/19 Vouchers: Executive Session: none
<b>Tues 12/17</b>	12/12	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation
<b>Tues 12/17</b>	12/12	6:15p	Regular Meeting	Presentation: none Discussion: Consent:
				Minutes: 12/3 Vouchers: Executive Session: none



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## REGULAR MEETING MINUTES

Tuesday, August 20, 2019, 7:15 pm

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

**Call to Order:** The meeting was called to order by Commissioner Hill at 7:15 pm.

### **Commissioners Present:**

Maryellen (Missy) Hill

Todd Iverson

Kurt Grimmer

Steve Nixon

Joe Morris

### **Staff:**

Glenn Akramoff

Ellie Tieman

Chuck Cuzzetto

Michael Schick

Kelly Darling

### **Commissioners Absent:**

Amanda Babich (excused)

### **Citizens:**

Billy Sehmel

Dawn Townsend

Louise Tieman

Heath Heikkin

### **Consultants:**

Jim Nelson

Cariane Eckburg

Jenna Brasc

## REGULAR MEETING AGENDA:

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

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

### **ITEM 2 Citizen Comments**

Heath Heikkin commented that lighting at Sehmel fields would be beneficial for the community.

### **ITEM 3 Presentations**

#### **3.a Women's Wellness Exposition Debrief**

Jenna Brasc and Cariane Eckburg reported a successful event. Over 70 vendors, 2,500+ attendees, over 60 volunteers, various classes/workshops, live performers, raised money for Terry's House Foundation, and \$28,500 raised from sponsorships. Primarily younger demographic attended and family-friendly. Thanked PenMet for their participation and organization. Plan to move next year's event to September 14, 2020. Commissioner Iverson questioned if it would affect fall recreation programs.

#### **3.b Website Update**

Chuck Cuzzetto updated the Board about improving ease of access to information, registration, and is working on eliminating redundancy. The audit of the website will be September 6<sup>th</sup>, 2019. Commissioner Iverson asked about the usability of the website on different platforms. Cuzzetto reply it would be on the audit. Commissioner Hill was curious who performs the audit and who manages the website? Cuzzetto runs the site and independent contractor Tony Kastelnik will perform the audit.

#### **3.c Recreation Scholarships**

Mike Schick explained to the board scholarship money is coming from private donations, The Greater Gig Harbor Foundation, and most consistently, special events. He is unsure of how much money to allocate if there is not a set amount of money for the scholarship program. Commissioner Hill asked Schick what sports or camps have the most participation and need the most help? Schick replied camps during the summer. Commissioner Hill clarity to Schick that the Board wants to support recreation and would like to hear about the needs of the recreation department.

**3.d Executive Director Report**

E. D. Akramoff provided a brief update on the Community Recreation Center. Conditional use permit hearing is scheduled for Wednesday, August 21, 2019, at 1:00 pm.

**3.e Financial Report** Reviewed

**3.f President's Report** None

**ITEM 4 Approval of Consent Agenda**

**Approval of Meeting Minutes:** 8-20-19 Regular & Study

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

**4.b Approval of Vouchers:** ▪ \$306,645.71 ♦ Reference numbers: V2019381-V2019417

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

**ITEM 5 Old Business**

**5.a Community Center Funding**

Commissioner Iverson asked how far out are we looking to get the Community Recreation Center moving? Consultant Jim Nelson replied financing is a process of two to three months. E. D. Akramoff added late summer/ early fall 2022 since it lines up with bonds. Voter vs. non-voter bonders was also discussed.

**5.b Senior Center MOU**

MOU needs a few wording adjustments. The initial presentation was in May about funding. Commissioner Iverson asked about the subsidizing process for the seniors. E.D. Akramoff said The Greater Gig Harbor Foundation is looking to provide subsidy and the public wants more information about senior programs. Commissioner Grimmer moves for R2019 – 011, Commissioner Nixon seconds. Motion passes 3-1.

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

Commissioner Nixon will not be able to attend the hearing examiner meeting Wednesday, August 21, 2019

**6.a Community Center** No update

**6.b Marketing (Grimmer):** The website is still being worked on and the parks and rec and fall guide is out.

**6.c Fundraising -** Under Development (Hill)

**ITEM 7 Next Board Meeting:** Tues, September 17, 2019: Study and Regular session (6:15 pm) at the NEW City Hall location

**ITEM 8 Executive Session:** [RCW 42.30.110(1)(b)] and [RCW 28(a).400.300]

The Board went into executive session at 9:11 pm and came out of session at 9:30 pm

**ITEM 9 Adjournment**

Commissioner Hill adjourned the meeting at 9:30 pm.

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

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**President**

**Clerk**

Submitted by: *Ellie Tieman*



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## REGULAR MEETING MINUTES

Tuesday, September 17th, 2019, 6:15 pm

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

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

**Commissioners Present:**

Maryellen (Missy) Hill  
Kurt Grimmer  
Steve Nixon  
Amanda Babich

**Commissioners Absent:**

Todd Iverson (Late- arrived at 6:19)

**Staff:**

Glenn Akramoff  
Jonathan Dudley  
Elaine Sorensen  
Ellie Tieman  
Eric Guenther

**Citizens:**

Bill Sehmel  
Dawn Townsend  
Louise Tieman  
Art Jarvis

## REGULAR MEETING AGENDA:

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

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

### **ITEM 2 Citizen Comments- none**

### **ITEM 3 Presentations**

**3.a** Item struck by Commissioner Babich, Commissioner Grimmer seconded.

#### **3.b Executive Director Report**

E.D. Akramoff reported that the budget books and decision cards are to be written. Formal presentation on October 1<sup>st</sup>. Elaine Sorensen reported that her intern, Jonathan Dudley will be returning to school. Glenn Akramoff announced administrative assistant transition. Ellie Tieman introduced a table that includes a list of policy changes and the status of completion. E.D. Akramoff informed the Board lighting schedule is progressing, a tentative date for a constructed contract at the next meeting. Glenn Akramoff updated the Board the hiring process for the Executive Director finalists will be the week of October 21<sup>st</sup>, a mixer the evening of the 25<sup>th</sup>, and all-day formal interviews on the 26<sup>th</sup>.

#### **3.c President's Report**

Commissioner Hill has been working on a strategic planning session for October 12<sup>th</sup>. Meeting with the facilitator and will be working closely with E.D. Akramoff on planning for the event.

### **ITEM 4 Consent Agenda**

**4.a Approval of Vouchers:** ■ \$120,608.21 ♦ Reference numbers: V20194118- V2019451 (pages 8-11)



**4.b Approval of Consent Agenda**

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

**ITEM 5 New Business**

**5.a Orientation packet**

Orientation packet included: walkthrough manual, division brief presentation, budget basics, meeting basics, brief issue debrief for each division. There will be general information on each section, and a breakdown of basic operations. Policy manual and pros plan. Projected for the end of December to get started for the beginning of January.

**5.b Comprehensive Financial Management Policy Review (pages 13-39)**

Elaine Sorensen advocated that Jim Nelson recommended the revision of the financial management policy.

Section 3: Defines financial policies, creating jobs, strengthening the economy and maintaining business relationships.

Section 4: Changing the reserve balance from 15% to 25% for bond rating.

Section 7: Revenue will not use deficit financing and move on to a more aggressive policy to collect revenue, addresses how we will use server user policy.

Sections 8: Expenditures will not exceed revenues. The department head oversees the budget.

Section 12: Debt policy and capital improvement program. It advises that the district will comply with state regulation and adhere to ethical standards. Deleted debt selection.

Section 14: Compliance, the policy will be updated every 5 years. Annual physical of all the capital assets.

**5.c Board Policy Review**

In the process to review board policy update resolution to come.

**5.d PSD Property Exchange Agreement**

E.D. Akramoff recognized superintendent Jarvis and staff who are lending support. Looking at the purchase and sale agreement for the property exchange. Commissioner Babich made a motion for R2019-012, and Commissioner Nixon second to approve 5-0.

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

Commissioner Nixon wanted E.D. Akramoff to confirm that traffic issue comments are left open to city comment. E.D. Akramoff confirmed there was still more to do in the process on that subject.

**6.a Community Center:** Nothing to report at this time.

**6.b Marketing:** Commissioner Grimmer advised there was nothing to report at this time

**6.c Fundraising Under Development (Hill):**

**ITEM 7 Next Board Meeting:** Tues, October 1<sup>st</sup>, 2019: Study Session (6:15 pm) and Regular (7:15 pm) at new City Hall location

**ITEM 8 Executive Session:** None

**ITEM 9 Adjournment**

Commissioner Hill adjourned the meeting at 7:00 pm.

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

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

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

Submitted by: *Gamani Hayden*



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula



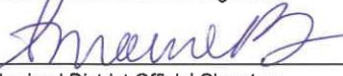
**PAYMENT LISTING**

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
8/30/19	V2019-446	Greater Gig Harbor Foundation	\$8,332.00
8/30/19	V2019-447	Kitsap Office Furniture	\$8,063.79
8/30/19	V2019-448	PROTHMAN COMPANY	\$3,046.50
8/30/19	V2019-449	Knight Safe & Lock	\$374.33
8/30/19	V2019-450	DPI Print	\$1,519.00
8/30/19	V2019-451	Legal Shield	\$105.70
Payment Count: 6		Total Amount:	<u>\$21,441.32</u>

Payment Count: 6  
Payment Total: \$21,441.32

**CERTIFICATION**

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

 _____ Authorized District Official Signature	<u>8/30/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>9/5/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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

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



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
9/4/19	V2019-452	HEALTH CARE AUTHORITY	\$18,162.25
9/4/19	V2019-453	DEPT OF RETIREMENT SYSTEMS	\$14,125.82
9/4/19	V2019-454	U.S. Bank Corporate Payment System	\$21,176.30
9/4/19	V2019-455	Peninsula Metropolitan Park District	\$41,259.67
9/4/19	V2019-456	Brad Owen	\$3,165.40
9/4/19	V2019-457	Harbor Wildwatch	\$2,760.00
9/4/19	V2019-458	DEPARTMENT OF REVENUE	\$2,105.49
9/4/19	V2019-459	Adria Hanson	\$1,792.00
9/4/19	V2019-460	Stacy Gargalione	\$124.60
9/4/19	V2019-461	Radio Parties	\$395.00
9/4/19	V2019-462	United Rentals	\$1,127.29
9/4/19	V2019-463	Dean McNeal	\$1,200.00
9/4/19	V2019-464	Connection NW	\$6,004.39
9/4/19	V2019-465	Aiden Krug- Norem	\$185.00
9/4/19	V2019-466	Jonathan Dudley	\$185.00
9/4/19	V2019-466	ACE HARDWARE	\$59.51
9/4/19	V2019-467	Cross Engineers	\$2,444.40
9/4/19	V2019-468	Doggie Walk Bags	\$1,000.00
9/4/19	V2019-469	Pacific Office Automation Headquarters	\$14,609.53
9/4/19	V2019-470	Express Septic Tank Cleaning	\$2,167.50
9/4/19	V2019-471	Hemleys septic tank cleaning	\$815.00
9/4/19	V2019-472	HOME DEPOT	\$2,552.07
9/4/19	V2019-473	Northwest Playground Equipment Inc.	\$1,843.62
9/4/19	V2019-474 A	PCRCD, LLC	\$139.61
9/4/19	V2019-474 B	Pacific Mobile Structures	\$745.59
9/4/19	V2019-475	PACIFIC OFFICE AUTOMATION	\$65.66
9/4/19	V2019-476	Pierce County Security	\$2,816.00
9/4/19	V2019-477	Sarco Supply	\$981.92
9/4/19	V2019-478	Tacoma Screw Products	\$55.09
9/4/19	V2019-479	Tacoma Winsupply	\$166.56
9/4/19	V2019-480	United Rentals	\$52.05
9/4/19	V2019-481	Washington Tractor	\$274.71
9/4/19	V2019-482	WESTBAY AUTO PARTS	\$360.92
9/4/19	V2019-483	WHISTLE WORKWEAR	\$192.35
9/4/19	V2019-484	Zee Medical Service Co.	\$93.91
Payment Count: 35		Total Amount:	\$145,204.21

Payment Count: 35  
Payment Total: \$145,204.21

**CERTIFICATION**

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

 _____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	9/5/19 _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
9/16/19	V2019-485	Peninsula Metropolitan Park District	\$32,455.72
9/16/19	V2019-486	Jude Endsley	\$300.00
9/16/19	V2019-487	Jonathan Dudley	\$185.00
9/16/19	V2019-488	Greater Gig Harbor Foundation	\$4,166.00
9/16/19	V2019-489	Lee's SUP LLC	\$17,832.00
9/16/19	V2019-490	NW Management Consulting, LLC	\$2,576.00
9/16/19	V2019-491	Hoopsmiles	\$1,300.00
9/16/19	V2019-492	Kim Hairston	\$148.00
9/16/19	V2019-493	National Event Pros	\$2,433.15
9/16/19	V2019-494	HOME DEPOT	\$452.86
9/16/19	V2019-495	Rob Rigoni	\$1,000.00
9/16/19	V2019-496	Billy Stoops	\$350.00
9/16/19	V2019-497	Nadine Hamil	\$1,500.00
9/16/19	V2019-498	Madeline Hunter	\$970.00
9/16/19	V2019-499	Custom Shirt Shop	\$3,219.68
9/16/19	V2019-500	Strohs Water Company Inc.	\$187.68
9/16/19	V2019-501	Pioneer Fire & Security	\$93.88
9/16/19	V2019-502	ACE HARDWARE	\$63.95
9/16/19	V2019-503	WESTBAY AUTO PARTS	\$151.82
9/16/19	V2019-504	Doggie Walk Bags	\$750.00
9/16/19	V2019-505	Sarco Supply	\$1,994.87
9/16/19	V2019-506	Simplot Partners	\$3,360.01
9/16/19	V2019-507	Pierce County Security	\$3,360.00
9/16/19	V2019-508	PCRCO, LLC	\$228.15
9/16/19	V2019-509	Performance Systems Integration	\$455.70
9/16/19	V2019-510	HEALTH CARE AUTHORITY	\$2,218.27
9/16/19	V2019-511	POA Leasing - PA	\$1,293.49
Payment Count: 27		Total Amount:	<u>\$83,046.23</u>

Payment Count: 27  
Payment Total: \$83,046.23

**CERTIFICATION**

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

 _____ Authorized District Official Signature	<u>9/16/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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



# Peninsula Metropolitan Park District

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

## DISTRICT COMMISSION MEMO

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

**From:** Glenn Akramoff, Executive Director

**Date:** October 1, 2019

**Subject:** **Resolution R2019-013 Changes to Board Meetings Policy**

### **Background/Analysis:**

At the regular meeting of the Board held on September 17, 2019, Commissioners reviewed modification to the Board Meetings Policy from the Board Study Session on July 16, 2019, when several policies were reviewed including the Board Meetings Policy. Several items were identified for modifications:

- The term of office was suggested to be modified to a 2-year term. RCW 35.61.120 states, "The Board should annually elect one of their number as president and another of their numbers as clerk of the board." The board may re-elect a president and clerk for a second year.
- Changing position name from Clerk to Vice President: RCW 35.61.120 requires, "Clerk."
  - Study sessions: Modify policy language to state, "Study sessions may be scheduled as needed" (instead of the first Monday of every month.. ..)
- Citizen Comments: Move Citizen Comments between roll call and staff report in policy agenda outline as meeting agendas are currently constructed.
- Approval of Agenda: Include before Citizen Comments in policy agenda outline as meeting agendas are currently constructed.
- Time of meeting: Change to 6:00 pm from 6:15 pm.

### **Recommendation**

Staff recommends the Board of Commissioners approve Resolution R2019-013 Changes to Board Meetings Policy.



### **Policy Implications/Support**

At the regular meeting of the Board of Park Commissioners held on June 3, 2019, the commission approved Resolution R2019-006 to change the Board meeting day to the first and third Tuesday of the month, updating the then-current version of the PenMet Parks Board Meeting Policy.

### **Motion**

I move to approve Resolution R2019-013 Changes to Board Meetings Policy.

### **Staff Contact**

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



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2019-013

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### **A RESOLUTION OF PENMET PARKS TO ADOPT THE REVISED POLICY REGARDING BOARD MEETINGS**

WHEREAS, the PenMet Board of Park Commissioners is empowered by statute to govern the District as specified in Chapter 35.61 .RCW; and

WHEREAS, the PenMet Parks Board of Park Commissioners considers it sound business practice to review policies annually and amend them as necessary; and

WHEREAS, the PenMet Parks Board of Park Commissioners met and reviewed a draft of the revisions to the Board Policy and procedure for its meetings; NOW,  
THEREFORE, BE IT

RESOLVED, by the Board of Commissioners of the PenMet Parks to adopt the revised Board Policy attached to this resolution.

The foregoing resolution was adopted at a regular meeting of Board of Park Commissioners of the Peninsula Metropolitan Park District held on October 1, 2019.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk  
Peninsula Metropolitan Park District Commission

\_\_\_\_\_  
Attest



# Peninsula Metropolitan Park District

10123 78<sup>th</sup> Ave NW, Gig Harbor, WA 98332

"Today We Touch Tomorrow"

Office: 253-858-3400 Fax: 253-858-3401

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

## DISTRICT COMMISSION MEMO

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

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

**Date:** October 1, 2019

**Subject:** Demarche Consulting Group Scope – Organizational Support

### **Background/Analysis**

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

As the permanent Executive Director will not be on board by that date and The Board of Commissioners wanted to keep projects and the change effort moving forward, they requested a proposed and amended scope to best meet the needs of the district during and after the transition. Attached is a draft scope for consideration, discussion, and edit.

This process will not need an additional contract. The proposed scope would be an amendment to the first contract to be considered for approval by the Commission on October 15<sup>th</sup> should they wish to proceed.

### **Timeline and Funding**

Attached is the scope of work for the Interim Executive Director services and ongoing support services through the end of 2020. The scope of work outlines the Interim Executive Director transition (possibly through the end of 2019), support for the Community Recreation Center project, organizational development support to continue the current change process and possible consultant of the future Executive Director. Adjustments can be made by the Board of Commissioners as needed to meet their goals for the project. The current proposed amount of the contract amendment is not to exceed \$110,000 through the end of 2020.

### **Recommendation**

It is recommended the Board of Commissioners review and discuss the scope of work and make edits as needed to best meet their intention of the services being provided. Provide direction to staff and the Interim Executive Director as to the specific of a scope of work to best meet the need and goals of the Commission and District.

### **Policy Implications/Support**

1. The Board of Commissioners needs an Interim Director to meet the day to day needs of the customers of the district through the time the permanent Executive Director arrives.
2. The Commission has expressed an interest to have some services provided for continuity, ease of transition and to maintain the momentum of the current change process.
3. The Commission wants to assure the Community Recreation Center project continues its process without interruption.
4. The current Interim Executive Director contract will be completed on October 26<sup>th</sup>. The hiring process will not be completed by that time and Interim services will be needed. It is anticipated that the transition to a permanent Executive Director would occur sometime between December 9 and January 6<sup>th</sup> pending contract negotiations.

### **Staff Contact**

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



# Organizational Support

GLENN AKRAMOFF

## Scope of Work:

### Organizational Support for PenMet Parks

The PenMet Parks District will contract with Demarche Consulting Group and Glenn Akramoff to fill the position of Interim Executive Director until the new permanent Executive Director arrives. The purpose of this position is to provide executive-level management support and leadership for the district staff and completing preparations for their arrival.

As the interim process has evolved it has become clear other services are required to support the continued momentum and growth of the PenMet organization. These tasks would fall under Organizational Development. They include continuous process improvement, employee development and a fully defined and implemented maintenance program. In addition, the District needs for project support to ensure continuity and success of the Community Recreation Center. Demarche Consulting Group and Glenn Akramoff will provide these services once the interim Executive Director agreement has been fulfilled upon the arrival of the Permanent Executive Director.

The consultant will provide monthly written progress updates concurrent with a written report with the monthly billing to the District Board.

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

## Estimated Project Cost:

The scope of work is divided into tasks, beginning on Monday, October 28, 2019 and concluding on December 2020. The phases and estimated costs are provided below.

Task Description	Rate	Estimated time	Estimated Cost
------------------	------	----------------	----------------

Interim Executive Director	\$5000/wk.	7 weeks	\$35,000.00
Organizational Development	\$1900/mo.	12 months	\$22,800.00
Recreation Center Project Support	\$1900/mo.	12 months	\$22,800.00
Other Project Support	\$1900/mo.	12 months	\$22,800.00
<b>Estimated Total:</b>			<b>\$103,400.00</b>

The estimates provided above do not include reimbursable expenses, such as mileage reimbursement. It is recommended that there be a not-to-exceed amount of \$110,000 to allow flexibility in assignments.

## Key Work Items

The following tasks are the major focus areas for the Glenn Akramoff, the consultant:

### **TASK 1 – PROVIDE INTERIM EXECUTIVE DIRECTOR SERVICES**

Continue to provide direction to District staff in all areas of operation Provide the District Board regular updates on actions taken. Document decisions and changes for the future fulltime Executive Director and make final preparations for their arrival and a seamless transition.

### **TASK 2 – ORGANIZATIONAL DEVELOPMENT PROJECTS**

To sustain the change momentum following the organizational assessment the next phase of work includes:

- Creating an Employee Development Program
- Updating the hiring process and procedures
- Creating a comprehensive employee onboarding process
- Completing a full update of the employee evaluation process
- Create a comprehensive Maintenance program to include Levels of Service
- Developing a prioritized work plan

### **TASK 3 – SUPPORT THE RECREATION CENTER PROJECT**

Continue to guide the project team through the process of continuity. The focus of this item will be developing and facilitating the request for proposal process for the phase 2 consultant design team, assuring the continuity from the phase 1 design team, and guiding the effort to prepare for bidding and community outreach support.

This task will include being an advocate for the project. Advocacy represents activities such as fundraising, writing grant applications for state and federal appropriations, and presenting the project to various public groups.

#### **TASK 4 – SUPPORT PROJECTS ASSIGNED BY THE EXECUTIVE DIRECTOR**

Support the new Executive Director as assigned. This would include facilitating a smooth transition, advising on activities prior to the new Director's arrival and briefing them on evolving issues. This could include the drafting and negotiations of agreements and facilitating training programs as needed.

#### **CONTRACT WORK:**

The scope of work is divided into four focus areas. The first task of work is intended to be a support phase to ensure the effective implementation of the transition to the permanent Executive Director. The last three tasks identified above will be addressed after the Interim Executive Director assignment is completed.

#### **INTERIM EXECUTIVE DIRECTOR SERVICES:**

**October 28, 2019, to January 3, 2020 (3 months)**

**Estimated at 40 hours per week**

The Interim Executive Director will continue in the leadership role of the District operations until the arrival of the new Executive Director. There will be no redundant dates. The Interim Executive Director will work on-site at the District Administration building a minimum of 30 hours per week during this phase of work.

#### Key deliverables include:

1. Continue the leadership role of the District Executive Director, maintain ongoing operations and finalize the implementation of needed day-to-day changes for efficiency and effectiveness and to meet industry standards and best practices.
2. Finalize preparations for the transition to the New Executive Director.
3. Be available to the New Executive Director throughout the first 6 months of the transition to assure continuity.

#### **ORGANIZATIONAL DEVELOPMENT PROJECTS:**

**January 6<sup>th</sup>, 2020 – December 31, 2020 (12 months)**

**Estimated at 10 hours per month**

As the district continues to progress in its growth and evolution, organization improvement activities become an ever-increasing priority. These services would be provided based on a determination of priorities by the new Executive Director and senior staff.

Key deliverables include:

1. Provide a detailed Employee Development program to the District to include training development. This process would also include creating a promotion process and program and evaluating job categories and levels.
2. Provide a full and comprehensive update of the hiring process to assure the best hiring outcomes.
3. Develop a comprehensive onboarding process for all employees to help assure the success of all new employees.
4. Update the performance evaluation process for all employees including the Executive Director
5. Create and document a comprehensive maintenance program to include Levels of Service.
6. Support the effort of creating an annual District staff work plan that is prioritized, and goal-focused.

**SUPPORT RECREATION CENTER PROJECT:  
January 6<sup>th</sup>, 2020 – December 31, 2020 (12 months)  
Estimated at 10 hours per month**

The consultant will continue to guide the Community Recreation Center Project through the design phase. The work will also include further development of operational plans and fund-raising strategy creation and implementation.

Key deliverables include:

1. Work with the internal project team to create and implement the request for proposal process.
2. Once the Consultant team has been chosen to ensure the continuity and ease of transition to the new team.
3. Lead and support the funding process to include grants, legislative allocation, and community partnerships.
4. Continue to evaluate staffing and operational planning.



## **SUPPORT PROJECTS AS ASSIGNED BY EXECUTIVE DIRECTOR**

**January 6<sup>th</sup>, 2020 – December 31, 2020 (12 months)**

**Estimated at 10 hours per month**

Support the new Executive Director as needed and requested for the six months of the transition process. While there are many opportunities and possibilities those listed below seem the highest priority at this time.

### Key deliverables include:

1. Facilitate a seamless transition to the new Executive Director
2. Support the negotiation of interlocal agreements and memos of understanding with the Peninsula School District, Greater Gig Harbor Foundations and the City of Gig Harbor.
3. Facilitation of staff retreats, workshops, and trainings.

### Other Relevant Information:

The Glenn Akramoff will not be available for work on the following dates:

1	October 31 – November 4
2	November 25 <sup>th</sup> – November 29 <sup>th</sup>
3	December 23 <sup>rd</sup> – December 27 <sup>th</sup>

The list provided above does not preclude the consultant from additional time-off. Days off will not be billed to the District. District Holidays will not be billed. 2020 unavailable dates will be provided upon negotiation of the final schedule.

### Demarche Consulting Group Other Resources

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

**President:**

The Board of Commissioners will be going into executive session for the purpose of considering Real Estate [RCW 42.30.110(1)(b)] and Employee Evaluation [RCW 42.30.110(1)(g)]. The commission will return in approximately one hour and no further action will be taken.



## Peninsula Metropolitan Park District - 2020 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 budgeted within the operating funds (10, 30, 40, 50, 550, 60, 70).*

**Description of Request: Cost Recovery Fee Study**

*A comprehensive study of the fee structure for facility rental, camps, sports programs, and recreation opportunities is long overdue. The District has traditionally had a general philosophy that recreation pays for itself. A study would give the Commission and staff an opportunity to evaluate if that is still the vision, what impacts this philosophy has for service delivery and what is included in that cost recovery model. In addition, new programs, the scholarship program, updated facilities, and full property event costs need clarification and updating. A study would assure that Pen Met's fee structure is consistent with the current market and industry standard.*

<b>Department:</b> Executive  Glenn Akramoff  <b>ACCOUNT#:</b>	<b>COST SUMMARY</b> <i>(Amount by Year)</i> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;">2019</th> <th style="width: 50%; text-align: center;">2020</th> </tr> <tr> <td style="text-align: center;">NA</td> <td style="text-align: center;">\$30,000</td> </tr> </table> <i>(Amount by Cost Type)</i> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;">One-Time</th> <th style="width: 50%; text-align: center;">Recurring</th> </tr> <tr> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> </table> <b>Total Amount of Request</b>	2019	2020	NA	\$30,000	One-Time	Recurring	NA	NA
2019	2020								
NA	\$30,000								
One-Time	Recurring								
NA	NA								
	<b>\$30,000</b>								

Requested Funding Source(s):	2019	2020
Current Operations	NA	\$30,000
Grant (Specify):	NA	NA
Other (Specify):	NA	NA
<b>TOTAL</b>	<b>\$ NA</b>	<b>\$30,000</b>

**Describe how the budget request supports a goal, objective or priority.**

This request is part of the updating of policy and procedure that has been begun under the Commission leadership in 2019.

**Describe how the budget request addresses a goal, objective or priority identified in an adopted strategic plan. (Comprehensive Parks and Recreation Plan)**

This request is with the goals of developing and maintaining high-quality facilities, (Goal 3) and prudently managing district funds (Goal 6) highlighted in the PROS plan.

**Describe how the budget request addresses a legal mandate or remedies a potential health or safety issue. (ADA, Open Space)**

N/A

**Describe how the budget request improves efficiencies. (Identifies cost-savings, increases productivity, etc)**

This evaluation process will ensure the district is competitive within its market with this process and instills confidence in the Parks users that the fees are being utilized to supply quality programs and facilities.

**Describe how the budget request has a direct community impact/benefit.**

Community impact can be measured by the attendance of the program and utilization of the district facilities. The community wants a good value balanced with an excellent program. They will see a fair fee level that is easy to evaluate cost versus the services provided.

**Signature**

**Date**

<b>Executive Director – Glenn Akramoff</b>	
<b>Approved by Executive Director - YES or NO (For Finance use only)</b>	



## Peninsula Metropolitan Park District - 2020 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 budgeted within the operating funds (10, 30, 40, 50, 550, 60, 70).*

### Description of Request: **Strategic Planning Process**

*PenMet updated it's Parks Recreation and Open Space Plan (PROS) in 2018. This process updated the focus on what the director wants to and needs to focus on in the future. How to fulfill the promise of the PROS plan has not fully been identified. A strategic planning effort would move the community, commission and the staff in that direction in a unified and effective way.*

*While an overall strategic planning effort is needed in the long term, it may be appropriate to create incremental parts of the plan in order to build the full plan over time. Some of the parts that could become an emphasis in 2020 include:*

- Comprehensive Grant Strategy
- Property Acquisition Strategy
- Site Master Planning process and priority
- Recreation Strategic Planning
- Maintenance work planning and Level of Service
- Comprehensive Communications Plan
- Legislative Agenda process
- Technology Plan

There may be others as well. This amount is meant to be a space holder as the new executive and board prioritize the segments of the strategic planning process.

<b>Department:</b> Executive  Glenn Akramoff  <b>ACCOUNT#:</b>	<b>COST SUMMARY</b>	
	<i>(Amount by Year)</i>	
	<b>2019</b>	<b>2020</b>
	NA	\$100,000
	<i>(Amount by Cost Type)</i>	
	<b>One-Time</b>	<b>Recurring</b>
100,000	NA	
<b>Total Amount of Request</b>		<b>\$100,000</b>

Requested Funding Source(s):	2019	2020
Current Operations	NA	100,000
Grant (Specify):	NA	NA

Other (Specify): Benefits/Wages	NA	\$
<b>TOTAL</b>	<b>\$ NA</b>	<b>\$100,000</b>

**Describe how the budget request supports a goal, objective or priority.**

This request would allow for the staff, community and the Commission to be clear on proprieties of implementing the PROS plan that was updated in 2018. A priority of the bard in 2019 has also been updating and adding to the policy manual as appropriate. This process would support that effort.

**Describe how the budget request addresses a goal, objective or priority identified in an adopted strategic plan. (Comprehensive Parks and Recreation Plan)**

A strategic planning effort adds the how-to to the what of the PROS plan and all operational focuses of the district.

**Describe how the budget request addresses a legal mandate or remedies a potential health or safety issue. (ADA, Open Space)**

This initiative might indirectly impact some of these items but not directly.

**Describe how the budget request improves efficiencies. (Identifies cost-savings, increases productivity, etc)**

This process and effort would allow staff and the Commission to create a consistent and prioritized work plan. Utilizing the resources to meet those priorities would become the emphasis of the day to day operations.

**Describe how the budget request has a direct community impact/benefit.**

he community would be able to influence the process. It would continue the effort started by the PROS plan to get community input and feedback on district direction and service quality.

**Signature**

**Date**

<b>Executive Director – Glenn Akramoff</b>	
<b>Approved by Executive Director - YES or NO (For Finance use only)</b>	



## Peninsula Metropolitan Park District - 2020 Budget Decision Card

*For all new personnel, new programs, and for capital outlay equipment requests greater than \$5,000 budgeted within the operating funds (10, 30, 40, 50, 550, 60, 70).*

**Description of Request: *Systems Implementation***

*The district needs a system to improve the commission meeting agenda, packet and minutes management. Record management is also needed to better meet the Public Record Act requirements. The current process is labor-intensive and slow to implement for each meeting. This impacts staff productivity, transparency and customer service.*

<b>Department:</b> Executive  <b>Glenn Akramoff</b>  <b>ACCOUNT#:</b>   <p style="text-align: right;"><b>Total Amount of Request</b></p>	<b>COST SUMMARY</b>	
	<i>(Amount by Year)</i>	
	<b>2019</b>	<b>2020</b>
	NA	\$30,000
	<i>(Amount by Cost Type)</i>	
	<b>One-Time</b>	<b>Recurring</b>
\$25,000	\$5,000	
<b>\$30,000</b>		

Requested Funding Source(s):	2019	2020
Current Operations	NA	\$5000
Grant (Specify):	NA	NA
Other (Specify): Purchase and Implement	NA	\$25,000
<b>TOTAL</b>	<b>\$ NA</b>	<b>\$30,000</b>

**Describe how the budget request supports a goal, objective or priority.**

One of the clear goals of the commission and the staff is to provide excellent and transparent service to those who utilize the PenMet parks facilities and services. This updated system will enhance these efforts.

**Describe how the budget request addresses a goal, objective or priority identified in an adopted strategic plan. (Comprehensive Parks and Recreation Plan)**

This effort supports goal number 6 in the PROS Plan: To prudently manage the Districts funds and operations.

**Describe how the budget request addresses a legal mandate or remedies a potential health or safety issue. (ADA, Open Space)**

This allows for the district to provide meeting notice, agenda and minutes to the public and reliably provide records upon request per the Pubic Record Act.

**Describe how the budget request improves efficiencies. (Identifies cost-savings, increases productivity, etc)**

Currently, the staff time to produce these documents is high. The antiquated system also provides many opportunities for mistakes throughout the process. A new system will improve the efficiency of the staff assigned this task and improve consistency of the final product.

**Describe how the budget request has a direct community impact/benefit.**

The community will see the agenda and packets sooner increasing preparation time and transparency

**Signature**

**Date**

<b>Executive Director – Glenn Akramoff</b>	
<b>Approved by Executive Director - YES or NO (For Finance use only)</b>	