



# Peninsula Metropolitan Park District

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

---

## REGULAR MEETING AGENDA

December 01, 2020, 6:00 PM

**ATTENTION:** Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 811 2388 9482 Password: PenMet1201 or call in at +1 253-215-8782 Password: 6429513378 Meeting agendas can be accessed online at [PenMetParks.org](http://PenMetParks.org). Citizen Comments can be emailed to [admin@penmetparks.org](mailto:admin@penmetparks.org) by November 30 2020 at 5:00 PM and will be read at the meeting

---

### Call to Order

#### Commissioner Roll Call:

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

#### ITEM 1 Approval of Agenda

#### ITEM 2 Citizen Comments:

Due to current circumstances surrounding the COVID-19 Pandemic, we will be accepting citizen comments via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 PM on November 30, 2020. Comments will be read and recorded in the meeting.

#### ITEM 3 Presentations

- 3a. Interim Director's Report
- 3b. President's Report
- 3c. Gig Harbor Veterans Day Recognition Committee Presentation

#### ITEM 4 Consent Agenda

- 4a. Approval of Minutes  
11/17/2020 Regular Minutes
- 4b. Approval of Vouchers  
\$90,383.76 Reference Number: V2020-599-621



# Peninsula Metropolitan Park District

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

- ITEM 5 Unfinished Business**
  - [5a.](#) 2nd Public Hearing, Annual Budget for Calendar Year 2021
  - [5b.](#) R2020-026 Adopting the Annual Budget for Calendar Year 2021
- ITEM 6 New Business: None**
- ITEM 7 Committee Reports**
  - 7a. CRC Finance**
  - 7b. CRC Marketing**
  - 7c. CRC Operations**
- ITEM 8 Comments by Board**
- ITEM 9 Next Board Meetings**
  - Tues., December 15, 2020 (Study and Regular) Via Zoom or Teleconference
  - Study Session 4:00 and Regular Meeting 6:00 PM
- ITEM 10 Executive Session: None**
- ITEM 11 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 Monday preceding the Tuesday meeting date.

Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.

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



# Peninsula Metropolitan Park District

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

---

## REGULAR MEETING MINUTES

November 17, 2020, 6:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 841 1463 7476 Password: PenMet1117 or call in at +1 253-215-8782 Password: 4115316990 Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by November 16, 2020 at 5:00 PM and will be read at the meeting.

---

**Call to Order:** The meeting was called to order by Commissioner Hill at 6:01 PM

**Commissioners Present:**

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

**Outside Staff:**

Ally Bujacich  
Lee Driftmier

**Staff:**

Hunter George  
Elaine Sorensen  
Stacie Snuffin  
Chuck Cuzzetto  
Ron Martinez  
Ed Lewis  
Eric Guenther

**ITEM 1 Approval of Agenda**

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

**ITEM 2 Citizen Comments: None**

**ITEM 3 Presentations**

**3a. Interim Executive Director's Report**

Interim Executive Director, Hunter George gave an update on PenMet's storm response, new Covid-19 restrictions and guidelines, discussed getting committee meetings scheduled, and gave a brief budget update for the Special Meeting being held on November 20, 2020. Commissioner Kingsbury thanked PenMet Staff for the Covid-19 update that was sent out via email to PenMet constituents.

**3b. Finance Report**

Finance and Human Resource Manager, Elaine Sorensen reported on the Recreation Revolving Fund, General Fund, and Capital Project expenses.



# Peninsula Metropolitan Park District

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

Commissioner Grimmer and Planning and Special Projects Manager, Eric Guenther discussed putting the Sehmel Lighting Project balance back into the Park Improvement Fund.

### 3c. President's Report

President Hill reported that the Gig Harbor Veterans Day Partnership Committee would like to come to the next Regular Meeting and give a presentation thanking PenMet for their sponsorship of the Veterans Day event that was held in the Uptown area in Gig Harbor. Hill reported that PenMet will be having a special study session on November 20, 2020 and reviewed what will be on the agenda for the meeting.

### 3d. Hale Pass Update

Planning and Special Project Manager, Eric Guenther gave an update on the Hale Pass project and the schedule along with its history. Guenther and Commissioners had discussion about the pavilion and other elements of the Hale Pass project. Lee Driftmier from Driftmier Architects spoke about the assessment that has been done on the pavilion regarding a crack in the pavement.

## ITEM 4

### Consent Agenda

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

#### 4a. Approval of Minutes

11/03/2020 Study Session and Regular Minutes

#### 4b. Approval of Vouchers

\$117,777.09 Reference Number: V2020-552-579

\$135,719.27 Reference Number: V2020-580-598

## ITEM 5

### Unfinished Business

#### 5a. 1st Public Hearing and Levy Rate Approval

President Hill opened the 1<sup>st</sup> public hearing for the proposed adoption of the 2021 regular property tax levy for Peninsula Metropolitan Park District at 6:43 PM. Commissioner Nixon made a motion to approve R2020-025 for the proposed adoption of the 2021 regular property tax levy for Peninsula Metropolitan Park District. Seconded by Commissioner Grimmer. There was no public comment or board discussion. President Hill closed the public hearing at 6:45 PM. The motion passed with a 5-0 vote.

#### 5b. CRC Project Updates



# Peninsula Metropolitan Park District

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

Project Manager, Ally Bujacich gave a brief update on the CRC. She reported that the CRC Steering Committee had convened for their final meeting. She shared that they had gravitated towards more natural materials especially for the exterior of the building along with some other indoor and outdoor features that appealed to the group. The design team is working on a draft version of the program that will be presented in the special study session taking place November 20, 2020.

**ITEM 6 New Business: None**

**ITEM 7 Committee Reports**

**7a. CRC Finance**

Commissioner Nixon reported that the committee had not met since the last meeting. Nixon discussed providing clear instructions to staff moving forward regarding the bonds. Commissioners and staff discussed scheduling the next meeting.

**7b. CRC Marketing**

Commissioner Grimmer reported that Fundraising Consultant, Linda Kaye Briggs is off and running on the feasibility portion of the project. Grimmer gave a summary of that process and an update of how many interviews have been scheduled from the study. He reported that there will be more invites going out the week after Thanksgiving.

**7c. CRC Operations**

Commissioner Babich asked that staff provide a list of items that would help Ally Bujacich with the CRC Pro Forma. Babich discussed that she would send that list to PenMet via email. Commissioners and Staff had a discussion on additional documents and gave feedback.

**ITEM 8 Comments by Board: None**

**ITEM 9 Next Board Meetings**

Tues., December 1, 2020 (Study and Regular) Via Zoom or Teleconference  
Study Session at 4:00 and Regular Meeting at 6:00 PM

**ITEM 10 Executive Session: None**

**ITEM 11 Adjournment** President Hill adjourned the meeting at 7:06 pm

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

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

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



**Finance Department  
District Payment Transmittal**

District Name: Metro Park District-Peninsula

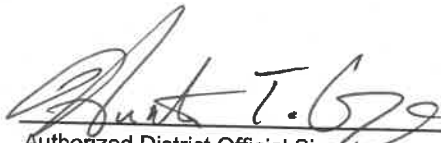

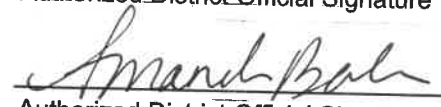
**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
11/17/20	V2020-599	Brycen Toney	\$46.98
11/17/20	V2020-600	Asbestos Northwest, LLC	\$740.00
11/17/20	V2020-601	Madeline Hunter	\$642.40
11/17/20	V2020-602	DON SMALL & SONS OIL	\$572.15
11/17/20	V2020-603	Tacoma Winsupply	\$174.70
11/17/20	V2020-604	TeamSideline.com	\$599.00
11/17/20	V2020-605	ENDURIS	\$118.00
11/17/20	V2020-606	Legal Shield	\$139.60
11/17/20	V2020-607	Health Care Authority	\$21,689.18
	Replace 525		
11/17/20	V2020-608	Marlow FIVE-O	\$910.00
11/17/20	V2020-609	Like Media	\$590.00
11/17/20	V2020-610	DPI PRINT	\$745.94
11/17/20	V2020-611	GIG HARBOR CHAMBER OF COMMERCE	\$2,145.00
11/17/20	V2020-612	Linda Kaye Briggs	\$5,843.75
11/17/20	V2020-613	Gig Harbor Kiwanis Club	\$5,000.00
11/17/20	V2020-614	Kelly Darling	\$48.40
11/17/20	V2020-615	DEPT OF RETIREMENT SYSTEMS	\$100.00
11/17/20	V2020-616	HealthEquity	\$100.00
11/17/20	V2020-617	Woodland Sunrise	\$313.60
11/17/20	V2020-618	Prestin Reed	\$480.00
11/17/20	V2020-619	Cole Rushforth	\$420.00
11/17/20	V2020-620	Max Walker	\$390.00
11/17/20	V2020-621	Peninsula Metropolitan Park District	\$48,575.06
Payment Count: 23		Total Amount:	<u>\$90,383.76</u>

Payment Count: 23  
Payment Total: \$90,383.76

**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>11/16/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>11/18/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>11/20/20</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 \_\_\_\_\_

**Peninsula Metropolitan Park District**  
**2021 Budget - Draft 6**  
 January - December



Income	2020 Budget	2020 Actuals 10/31/2020	2021 Budget	2021 Budget	2021 Budget
			Draft 4	Draft 5	Draft 6
<b>3100000 TAX REVENUE</b>					
3111000 Real and Personal Property Tax	6,806,313.00	6,287,193.04	7,306,786.00	7,306,786.00	7,306,786.00
3131700 Sales Tax	399,131.00	343,300.61	299,348.25	299,348.25	377,000.00
3172000 Leasehold Excise Tax	4,500.00	578.57	1,500.00	1,500.00	1,500.00
3173000 REET Tax	0.00	1,454.15	0.00	0.00	0.00
<b>Total 3100000 TAX REVENUE</b>	<b>\$ 7,209,944.00</b>	<b>\$ 6,632,526.37</b>	<b>\$ 7,607,634.25</b>	<b>\$ 7,607,634.25</b>	<b>\$ 7,685,286.00</b>
<b>3400000 CHARGES FOR SERVICES</b>					
3472000 Facility Rental Fee	90,000.00	61,227.32	76,549.00	80,582.00	72,500.00
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>\$ 90,000.00</b>	<b>\$ 61,227.32</b>	<b>\$ 76,549.00</b>	<b>\$ 80,582.00</b>	<b>\$ 72,500.00</b>
<b>3610000 INTEREST AND OTHER EARNINGS</b>					
3611100 Investment Interest	105,500.00	63,152.39	35,000.00	35,000.00	18,000.00
<b>Total 3610000 INTEREST AND OTHER EARNINGS</b>	<b>\$ 105,500.00</b>	<b>\$ 63,152.39</b>	<b>\$ 35,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ 18,000.00</b>
<b>3620000 RENTS, LEASES AND CONCESSIONS</b>					
3625001 Long Term Golf Course Lease	45,000.00	64,246.10	50,000.00	50,000.00	57,000.00
3626001 Housing Rentals/Leases/Concessions	54,485.00	45,409.15	48,385.08	48,385.08	48,385.08
<b>Total 3620000 RENTS, LEASES AND CONCESSIONS</b>	<b>\$ 99,485.00</b>	<b>\$ 109,655.25</b>	<b>\$ 98,385.08</b>	<b>\$ 98,385.08</b>	<b>\$ 105,385.08</b>
Other		\$ 61,385.60			
<b>Total Income</b>	<b>\$ 7,504,929.00</b>	<b>\$ 6,927,946.93</b>	<b>\$ 7,817,568.33</b>	<b>\$ 7,821,601.33</b>	<b>\$ 7,881,171.08</b>
<b>Expenses</b>					
<b>5110000 LEGISLATIVE</b>					
5111010 Board / Employee Compensation	61,440.00	48,096.00	61,440.00	61,440.00	61,440.00
5111020 Board Payroll Taxes	5,652.00	4,025.02	5,652.00	5,652.00	5,652.00
5111031 Office & Operating Supplies-Leg	800.00	3,457.28	650.00	650.00	650.00
5111044 Printing and Advertising	375.00	0.00	375.00	375.00	375.00
5112041 Professional Services	93,000.00	750.00	80,000.00	80,000.00	80,000.00
5114043 Travel	5,455.00	0.00	4,312.05	4,312.05	4,312.05
5114049 Memberships & Training	1,818.00	0.00	2,128.00	2,128.00	2,128.00
5117051 Elections	0.00	19,204.00	56,061.00	56,061.00	56,061.00
5115045 Rentals	6,490.00	1,260.00	500.00	500.00	5,500.00
5971055 Interfund Transfer	0.00	400.00	0.00	0.00	0.00
<b>Total 5110000 LEGISLATIVE</b>	<b>\$ 175,030.00</b>	<b>\$ 77,192.30</b>	<b>\$ 211,118.05</b>	<b>\$ 211,118.05</b>	<b>\$ 216,118.05</b>
<b>5130000 EXECUTIVE</b>					
5131010 Salaries - Exec	130,000.00	104,166.60	131,075.00	130,000.00	130,000.00
5131011 Wages - Regular	135,012.00	103,803.17	177,686.00	176,178.00	129,887.00
5131020 Benefits	110,494.00	86,346.81	132,103.00	131,794.00	111,340.00
5131041 Executive-Professional Services	174,725.00	116,586.78	63,700.00	63,700.00	63,700.00
5131044 Marketing	112,179.00	47,409.52	99,129.94	99,703.94	99,703.94
5131045 Office Lease	109,824.00	82,786.68	112,305.00	112,305.00	112,305.00
5134043 Executive - Travel	21,700.00	4,951.98	9,740.05	9,740.05	9,740.00
5134049 Memberships & Training	8,695.00	4,600.10	8,810.00	8,810.00	8,810.00
5152041 Legal - Professional Services	30,000.00	15,483.50	60,000.00	60,000.00	60,000.00
5761031 Office and Operating Supplies	7,000.00	4,025.22	7,000.00	7,000.00	7,000.00
5761035 Minor Equipment	0.00	1,058.62	0.00	0.00	0.00
5761041 Prof. Serv -Computer & Security	28,500.00	21,682.60	37,000.00	37,696.00	37,696.00
5761043 Administration - Travel	500.00	0.00	500.00	500.00	500.00
5761044 Printing/Advertising	0.00	151.00	0.00	0.00	0.00
5761045 Copier Lease	5,460.00	6,380.70	9,300.00	10,000.00	10,000.00
5761046 Insurance - General Liability	78,988.00	76,674.00	81,000.00	81,000.00	81,000.00
5761049 Miscellaneous / Events	1,500.00	0.00	2,500.00	2,500.00	2,500.00
5768953/5893053 Sales Taxes/Leasehold Taxes	15,000.00	4,904.46	12,573.86	12,573.86	12,573.86
5928900 Bond Service Costs	300.00	300.00	300.00	300.00	300.00
5977671 Transfer - Debt Service Fund	543,000.00	66,500.00	541,600.00	541,600.00	541,600.00
5982252 Intergovt Pmt - Fire Protect	5,247.00	8,343.30	4,275.94	4,275.94	4,275.94
6103601 Computer Hardware	5,000.00	10,911.40	10,000.00	10,000.00	12,000.00
6103602 Computer Software	11,000.00	5,899.52	14,900.00	15,000.00	15,000.00
6104201 Postage	1,300.00	625.20	1,300.00	1,300.00	1,300.00
6104202 Telephone	29,634.00	18,429.31	45,000.00	37,800.00	37,800.00
6104204 Internet	9,000.00	15,479.43	20,000.00	20,000.00	20,000.00
<b>Total 5130000 EXECUTIVE</b>	<b>\$ 1,574,058.00</b>	<b>\$ 807,499.90</b>	<b>\$ 1,581,798.79</b>	<b>\$ 1,573,776.79</b>	<b>\$ 1,500,000.00</b>



5140000 FINANCIAL AND RECORDS SERVICES

5141011 Wages - Regular	147,991.00	121,293.98	150,735.00	150,735.00	150,735.00
5141020 Personnel Benefits	57,094.00	43,644.96	54,341.00	54,341.00	54,341.00
5141031 Supplies	1,140.00	0.00	1,149.00	1,149.00	1,149.00
5142000 Financial Services	600.00	500.00	600.00	600.00	600.00
5142336 Computers	10,000.00	614.20	0.00	0.00	0.00
5142341 Professional Services	27,860.00	25,971.72	36,584.00	36,584.00	36,584.00
5142349 Bank Charges	600.00	361.24	600.00	600.00	600.00
5144043 Travel	980.00	0.00	545.00	545.00	545.00
5144049 Memberships WFOA	0.00	150.00	0.00	0.00	0.00

Total 5140000 FINANCIAL AND RECORDS SERVICES \$ 246,265.00 \$ 192,536.10 \$ 244,554.00 \$ 244,554.00 \$ 244,554.00

5710000 PARTICIPANT RECREATION

5711011 Wages - Administration	125,737.00	79,342.65	79,146.00	79,146.00	79,146.00
5711020 Benefits - Administration	59,625.00	39,149.39	41,176.00	41,176.00	41,176.00
5711043 Conferences	5,340.00	906.40	4,340.05	4,340.05	4,340.05
5972055 Transfer- Rec. Revolving Fund	180,500.00	180,500.00	150,847.64	150,847.64	150,847.64

Total 5710000 PARTICIPANT RECREATION \$ 371,202.00 \$ 299,898.44 \$ 275,509.69 \$ 275,509.69 \$ 275,509.69

5768000 CAPITAL

5768010 Wages - Regular	249,584.00	150,815.47	293,933.00	293,933.00	196,418.00
5768020 Personnel Benefits	103,798.00	55,658.40	122,727.00	122,727.00	83,262.00
5768031 Supplies	5,000.00	1,504.16	5,000.00	5,000.00	5,000.00
5768035 Small Equipment	1,600.00	0.00	1,600.00	1,600.00	1,600.00
5768041 Professional Services	0.00	0.00	10,000.00	10,000.00	60,000.00
5768043 Travel	2,750.00	0.00	3,300.00	3,300.00	3,300.00
5768045 Rentals	15,000.00	0.00	5,000.00	5,000.00	5,000.00
5768049 Training	2,217.00	750.00	2,217.00	2,217.00	2,217.00

Total 5768000 CAPITAL \$ 379,949.00 \$ 208,728.03 \$ 443,777.00 \$ 443,777.00 \$ 356,797.00

5768500 PARKS & GROUNDS MAINTENANCE

5768511 Wages - Regular	589,056.00	371,367.39	598,603.00	594,772.00	641,063.00
5768520 Benefits	267,964.00	162,219.37	302,311.50	301,449.50	321,923.50
5768531 Operating Supplies	113,162.00	51,704.20	139,110.00	124,660.00	117,660.00
5768532 Fuel	18,000.00	9,137.31	23,500.00	23,500.00	17,500.00
5768534 Concessions Permit	0.00	0.00	0.00	55.00	55.00
5768535 Small Tools & Minor Equipment	39,401.00	15,926.51	10,800.00	12,300.00	12,300.00
5768541 Professional Services	57,200.00	39,072.29	68,955.00	62,200.00	70,330.00
5768543 Travel	2,200.00	252.00	2,500.00	4,500.00	4,500.00
5768545 Operating Rentals & Leases	9,000.00	3,905.77	12,000.00	12,000.00	10,800.00
5768546 Surface Water/Noxious Weed Tax	3,500.00	3,496.96	3,700.00	3,700.00	3,700.00
5768547 Utility Services	86,230.00	55,122.88	87,909.00	94,825.00	71,855.00
5768548 Repairs & Maintenance	15,000.00	3,394.99	23,000.00	23,000.00	23,000.00
5768549 Memberships & Training	9,400.00	1,156.41	4,400.00	8,600.00	8,600.00
5977664 Transfer-Capital Equipment Fund	105,075.00	0.00	76,477.00	76,477.00	106,932.00

Total 5768500 PARKS & GROUNDS MAINTENANCE \$ 1,315,188.00 \$ 716,756.08 \$ 1,353,265.50 \$ 1,342,038.50 \$ 1,410,218.50

Total Expenses 4,061,692.00 2,302,610.85 4,110,023.03 4,090,774.03 4,012,228.98

Decision Cards 277,360.00 0.00 0.00

CAPITAL EXPENDITURES

5947600 Capital Transfer - PIF / Structures 3,443,237.00 3,443,237.00 3,430,185.30 3,730,827.30 3,868,942.10

Total Expenses \$ 7,504,929.00 \$ 5,745,847.85 \$ 7,817,568.33 \$ 7,821,601.33 \$ 7,881,171.08

Net Operating Income \$ 0.00 \$ 1,182,099.08 \$ 0.00 \$ 0.00 \$ 0.00

Budget Nov. & Dec =

\$624,285

+ Attorney Invoice



# Peninsula Metropolitan Park District

5717 Wollochet Drive Gig Harbor, WA 98335  
Office: 253-858-3400 Fax: 253-858-3401  
E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

## DISTRICT COMMISSION MEMO

**To:** District Commission

**From:** Elaine Sorensen – Finance & Human Resources Manager  
Hunter T. George, Interim Executive Director

**Date:** December 1, 2020

**Subject:** **Resolution R2020-026 – Adopting the Annual Budget for Calendar Year 2021**

### Background/Analysis

This resolution is required to be transmitted to the Pierce County Council and Pierce County Assessor-Treasurer no later than December 31, 2020 in order to certify the amount and authorize expenditures for 2021.

The current draft of the 2021 Annual Budget (Draft 6) shows the following amounts:

General Fund: \$4,012,229

Capital Fund: \$3,868,942

The proposed 2021 Annual Budget reflects efforts to maximize available funds with expected service levels. Departments have implemented cost containment wherever possible, especially in the current economy where uncertainty remains.

The usual methods of projecting future income are difficult to apply due to the COVID-19 pandemic's ongoing impacts to the local, state, and national economies. Staff made good faith efforts to follow conservative forecasting principles as we project sales tax, program fees, rental fees, and golf lease revenue for 2021. In addition, some organizational changes have been made, and more are expected as the District adapts to changing circumstances.

The budget may need to be amended during fiscal 2021 to adjust to dynamic conditions. We hope the introduction and distribution of vaccines and other strategies for managing the pandemic will enable PenMet Parks to expand its services during the year, but every department is also prepared to tighten spending if the pandemic causes another shutdown or other negative effects on the economy. The District's budget reflects "normal" spending, but many of those expenditures will not occur if events and programs are not conducted.

### Policy Implications/Support

- The Board of Park Commissioners received the preliminary budget document on September 24, 2020, followed by updates on October 29 and November 25.
- Staff conducted presentations and/or had discussions with the Park Board on October 20, November 3, and November 20.
- Staff conducted a presentation and discussion about the capital fund budget on October 6, 2020.
- The budget is required by state law and must be in place prior to the expenditure of any district funds. Budget hearings are also required by state law.

## Recommendations

- Staff recommends that the Board of Park Commissioners conduct the second and final public hearing on the proposed 2021 annual budget.
- Staff also recommends that the Park Board consider adopting the budget on December 1, 2020, unless there are further questions or directives, in which case the Board could set it over for the December 15 meeting.
- The total proposed budget is \$7,881,171, which satisfies direction set by the Park Board that the 2021 budgeted levy dollar amount be the District's statutory maximum rate of \$7,232,413.13. This levy amount is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred, and refunds made.

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).



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-026

---

### A RESOLUTION OF PENMET PARKS ADOPTING THE ANNUAL BUDGET FOR CALENDAR YEAR 2021

WHEREAS, the Executive Director of the Peninsula Metropolitan Park District (PenMet Parks) has recommended a balanced budget and estimate of monies required to meet public expenses for the 2021 calendar year; and

WHEREAS, the Clerk of the Board did cause to be published in official legal notices of the local newspaper on November 12, 2020 and November 16, 2020 and November 19, 2020 and November 26, 2020 that the Board of Park Commissioners would meet on November 17, 2020, and December 1, 2020, giving taxpayers an opportunity to be heard regarding the proposed 2021 budget; and

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

November 17, 2020	Public Hearing on Preliminary 2021 Budget
December 1, 2020	Public Hearing on Proposed 2021 Budget

WHEREAS, the proposed 2021 annual budget does not exceed the lawful limit of taxation as allowed to be levied by PenMet Parks for the purposes set forth in the budget, and estimated expenditures set forth in the budget are necessary to provide park and recreation services to the community during the 2021 calendar year; NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of PenMet Parks to approve and adopt the 2021 budget in the amounts noted in Exhibit A attached to and incorporated in this resolution.

The foregoing resolution was adopted at a regular meeting of Board of Park Commissioners of the Peninsula Metropolitan Park District held on December 1, 2020.

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Attest

Date of publication of notice of Public Hearings:

November 12, 2020  
November 16, 2020  
November 19, 2020  
November 26, 2020

**Exhibit A**

2021 Peninsula Metropolitan Park District Final Budget

General Fund Budget Amount: \$4,012,229

Capital Program Amount: \$3,868,942

Total: \$7,881,171