



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

November 19, 2024, 6:00 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President			
Laurel Kingsbury, Clerk			
Kurt Grimmer			
Steve Nixon			
William C. (Billy) Sehmel			

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

- 3a. [Financial Review August 2024](#)
- 3b. [Summer Special Events 2024](#)
- 3c. **Kiwanis Club of Gig Harbor**

ITEM 4 Board Committee Reports

- 4a. **Park Services Committee**
- 4b. **Finance Committee**
- 4c. **Administrative Services Committee**
- 4d. **Recreation Services Committee**
- 4e. **Campaign Committee**
- 4f. **External Committees**

ITEM 5 Public Comments:

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

ITEM 6 Minutes



Peninsula Metropolitan Park District

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

- 6a. [Approval of the November 4, 2024 Special Meeting Executive Session Minutes](#)
- 6b. [Approval of the November 5, 2024 Study Session Minutes](#)
- 6c. [Approval of the November 5, 2024 Regular Meeting Minutes](#)

ITEM 7 Consent Agenda: None

ITEM 8 Unfinished Business

- 8a. [Second Public Hearing Regarding 2025 Operating and Capital Budget](#)
- 8b. [Second Reading of Resolution RR2024-010 Adopting the 2025 Annual Operating Budget](#)
- 8c. [Second Reading of Resolution RR2024-011 Adopting the 2025 Annual Capital Budget and Capital Improvement Plan](#)

ITEM 9 New Business

- 9.1 Purchasing Resolutions Requiring One Reading for Adoption: None
- 9.2 [Single Reading Resolutions Requiring One Reading for Adoption](#)
 - [9.2a Resolution R2024-018 Adopting the Classification and Compensation Schedule for 2025](#)
- 9.3 Two Reading Resolutions Requiring Two Readings for Adoption: None

ITEM 10 Comments by Board

ITEM 11 Next Board Meetings

Dec 3, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park – 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

ITEM 12 Executive Session

- 12a. Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b).

ITEM 13 Adjournment

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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

Financial Review – August 2024

November 19, 2024

General Fund

General Fund Revenue: Budget-vs-Actual

General Fund Revenue	August 2024 Actuals	YTD 2024 Actuals	2024 Budget
Real & Personal Property Tax	44,612	4,711,969	8,524,917
Sales Tax	50,313	372,929	540,000
Private Harvest Tax	0	3,016	2,000
Leasehold Excise Tax	217	912	5,000
REET/Impact Fees	0	0	143,000
Investment Interest	80,951	629,056	380,000
Deposits Received	1,350	18,032	0
Other GF Revenue	0	10,232	5,000
Sale of Machinery &/or Equipment	0	0	10,000
Total General Fund Revenue	\$177,443	\$5,746,145	\$9,609,917

- Actuals are at 60% of budgeted revenue. The District expects property tax revenue in October.
- Actuals have exceeded budget in investment interest income. The August interest rate was 5.221%, down from July's 5.409%.

General Fund Expenses: Budget-vs-Actual

- General Fund expenses are under budget @ ~55% spent YTD.
- The annual insurance bill was paid in August (\$193K).

General Fund Operating Expenses by Division	August 2024 Actuals	YTD 2024 Actuals	2024 Budget
Legislative	8,065	98,100	183,095
Executive	25,103	302,486	593,561
Finance & IT	273,065	827,920	1,357,515
Administrative Services	58,169	380,999	688,925
Recreation Services	23,727	179,129	297,553
Maintenance & Operations	133,469	1,064,303	1,943,414
Park Services	55,715	414,755	830,162
Total General Fund Expenses	\$577,312	\$3,267,691	\$5,894,225

Recreation Enterprise Fund

Recreation Enterprise Fund

Revenues by Program Type

Rec Enterprise Fund Revenue	August 2024 Actuals	YTD 2024 Actuals	2024 Budget
Donations	0	157	2,500
Sponsorships	0	10,170	50,000
Program Fees – Sports & Fitness	28,233	339,886	559,701
Program Fees – Adaptive Rec	277	4,882	30,027
Program Fees – Camps	11,396	264,449	275,226
Program Fees – Youth Programs	6,263	24,831	48,721
Program Fees – Adult Programs	1,155	8,179	14,872
Program Fees – Senior Programs	7,152	37,541	48,759
Event Fees	0	60	20,020
Other Recreation Revenue	1,401	1,401	0
Total Rec Enterprise Fund Revenue	\$55,877	\$691,156	\$1,049,826

Highest % Earned vs. Budget YTD for program revenue was:

- Camps (96%)
- Senior Programs (77%)
- Sports & Fitness (60%)

Recreation Enterprise Fund

Expenses by Program Type

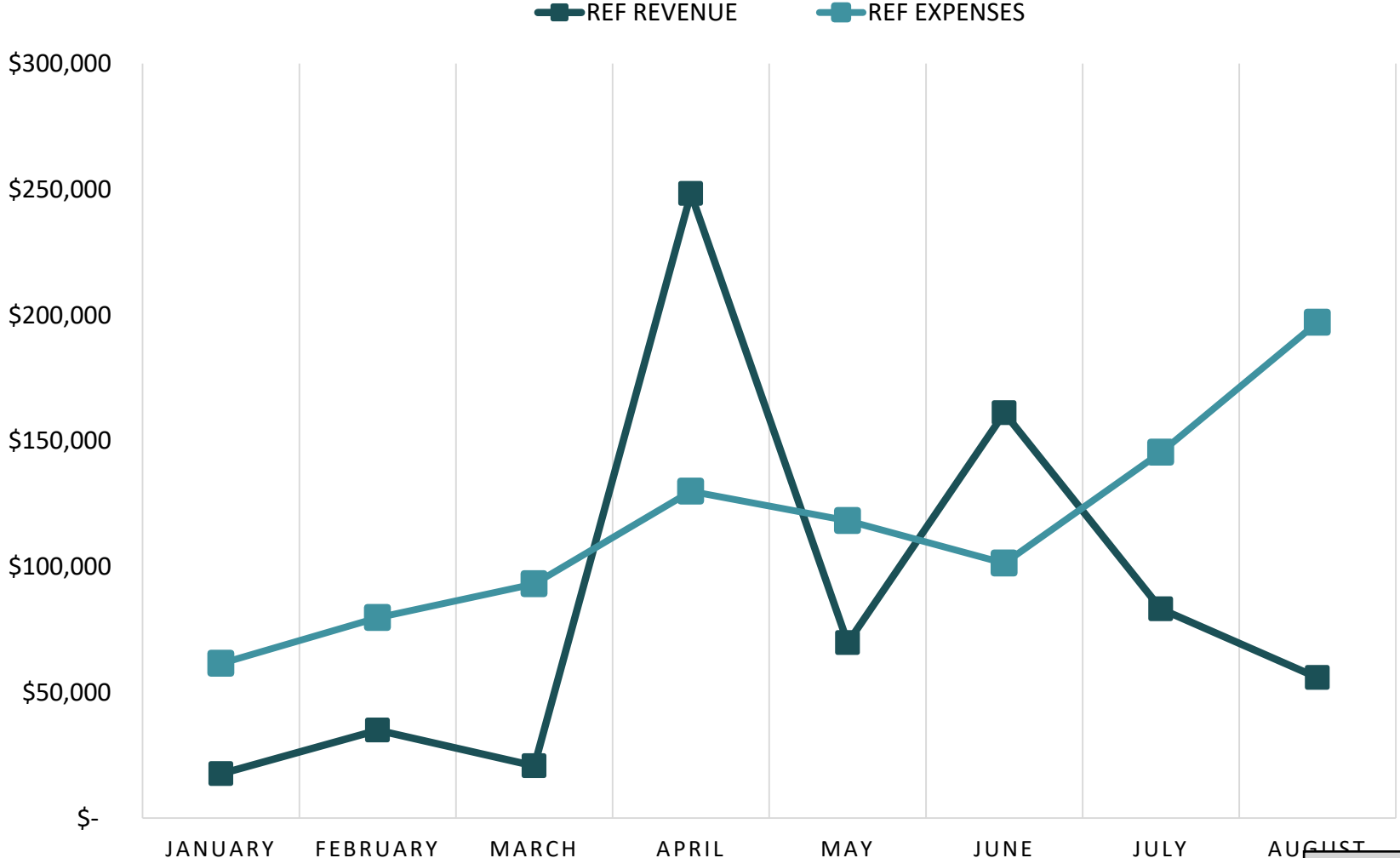
- Recreation expenses are trending on budget YTD (~66% spent vs. budgeted).
- More labor that has been coded to “General Rec Expenses” will get coded to programs/events as the year progresses.

Recreation Enterprise Fund Expenses	August 2024 Actuals	YTD 2024 Actuals	2024 Budget
Software for Rec Program	13	10,572	10,536
Uniforms	597	841	1,750
Sports & Fitness	27,636	253,825	484,344
Adaptive Recreation	5,066	42,564	98,037
Camps	91,242	180,441	311,567
Youth Sports	2,557	18,844	80,705
Adult Programs	931	6,226	17,113
Senior Programs	13,049	75,262	99,691
Events	14,714	111,700	118,535
General Recreation Expenses	29,857	225,788	201,730
Total Rec Enterprise Fund Expenses	\$197,058	\$937,458	\$1,424,008

Recreation Enterprise Fund

Revenues & Expenses

- As shown on the graph, we see increases in revenue for spring/summer programming.
- Expenses are highest in August. They lag behind revenue due to the timing of program expenses like payroll, contractors, etc.



Facility Enterprise Fund

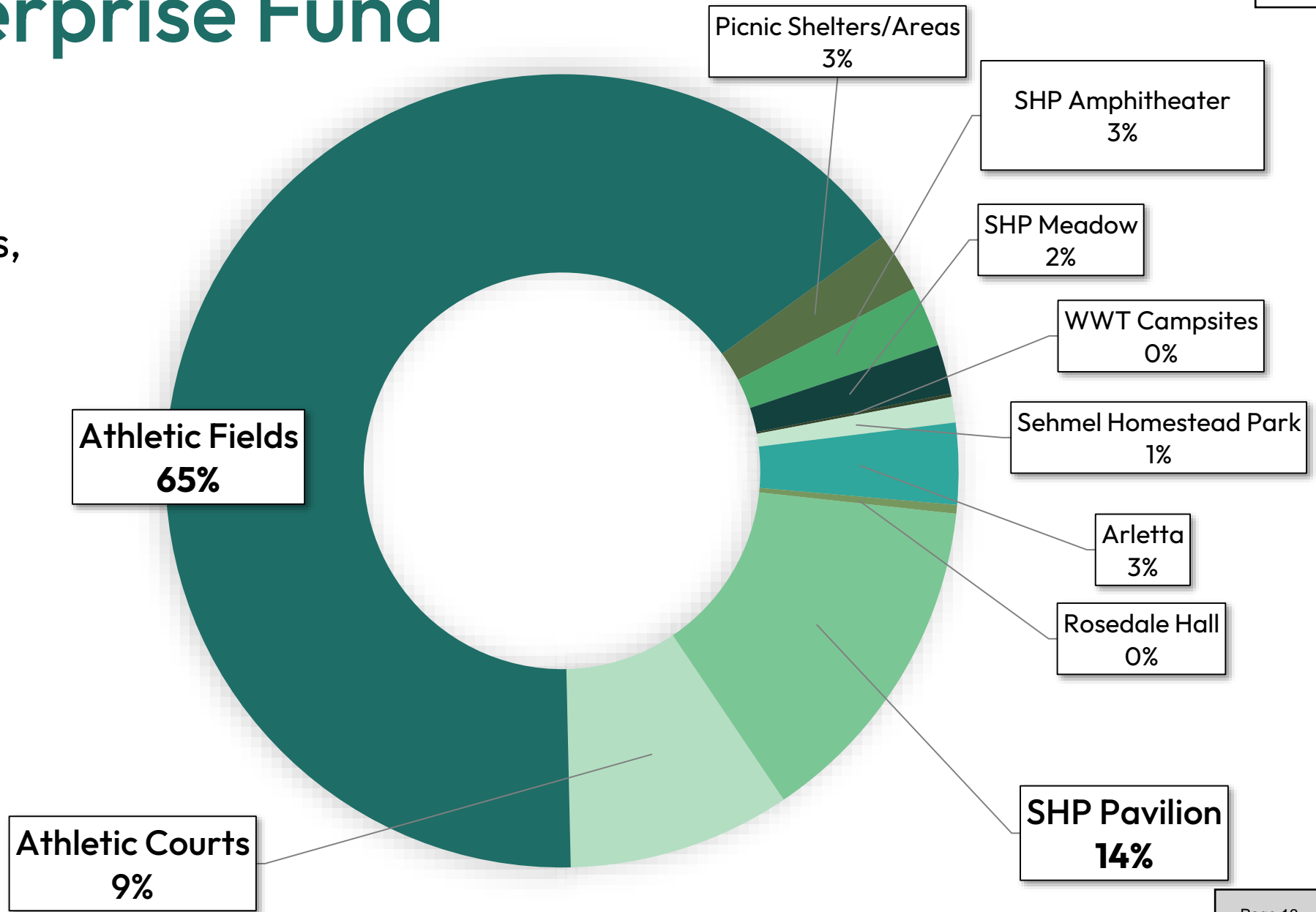
Facility Enterprise Fund Revenue: Budget-vs-Actual

Facility Enterprise Fund Revenue	YTD 2024 Actuals	2024 Budget
Facility Rental Fees – CRC Admin	0	11,550
Facility Rental Fees – CRC Phase II	0	33,300
Park & Field Rental Fees	74,501	165,350
Facility Rental Fees	15,807	97,500
Facility Membership Fees	0	17,975
Long Term Golf Course Lease	55,365	72,000
Housing Rentals/Leases	30,825	43,463
Concession Lease Facilities	0	1,000
Total Facility Enterprise Fund Revenue	\$176,497	\$442,138

- Through August, rental income from athletic fields is the highest YTD (~\$58K), followed by rental income for the Volunteer Vern Pavilion (~\$12K), & rental income from athletic courts (~\$8K).

Facility Enterprise Fund Revenue Mix

- Athletic fields & courts, as well as the Volunteer Vern Pavilion rental, make up almost 90% of Facility Enterprise Fund revenue.



Facility Enterprise Fund Expenses: Budget-vs-Actual

- Wages and benefits are low due to open and budgeted positions for the Rec Center.
- The District is projecting to spend the full \$10K each for Operating Supplies & Minor Equipment.

Facility Enterprise Fund Expenses	YTD 2024 Actuals	2024 Budget
Wages & Benefits	97,597	266,913
Operating Supplies	3,195	10,000
Minor Equipment	5,482	10,000
Sales Tax on Facility Rentals	5,277	24,924
ActiveNet Fees on Rentals	4,298	11,293
Total Facility Enterprise Fund Expenses	\$115,848	\$323,130

Capital Fund

Capital Fund

- 2024 Capital Budget is ~\$2.4MM, we are @ \$13.6MM spent through August.



PenMet Parks Recreation Center

- ~\$11.6MM



Rosedale Hall Renovations

- ~\$1.12MM



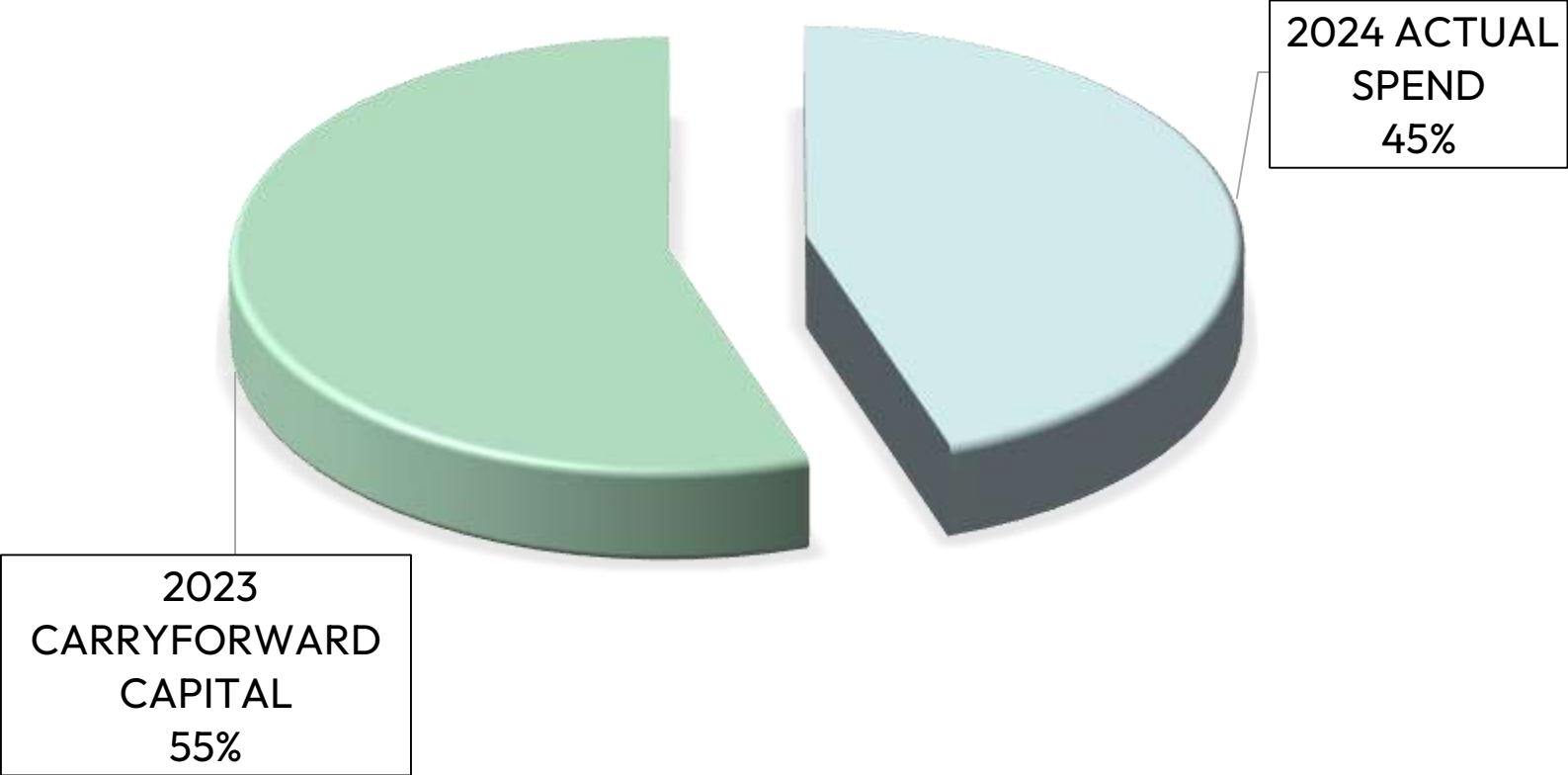
Other Projects

- SHP Playground Resurfacing ~\$111K
- DeMolay Master Plan ~\$164K

Capital Fund Carryforward

2024 ACTUAL VS. 2023 CAPITAL CARRYFORWARD

- Approx. \$31MM carryforward in the Capital Fund from 2023.



Capital Fund Bond Spend Down

- As of the end of August, there is \$2.5MM remaining in bond proceeds. There were \$4.5MM in draws during the month.
- The full bond proceeds will likely be spent in October 2024. When spent, PenMet Parks will work through the arbitrage calculations.

Thank You

Questions?

Summer Special Events 2024

November 19, 2024

Summer Event Goals

- Provide free, fun, memorable and well attended events for our community.
- Build on previous years to establish Summer Concerts and Movies in the Park as PenMet Parks' legacy events.
- Host a food drive in partnership with the local Kiwanis Club and encourage community participation.



Summer Concert Series

Summer Concerts in the Park

- Artists and bands performed 1.5 hour sets from 6:30-8pm.
- To celebrate PenMet Parks 20th Anniversary we kicked off the concert series with local favorite...The Shy Boys!
- This year's concerts featured:
 - The Shy Boys
 - The Profits
 - My Guilty Pleasure
 - Wounded Mic
 - National Park Radio



Sponsors & Partners

- Concerts were sponsored by Peninsula Light Co.
- The Kiwanis Club of Gig Harbor collected for a food drive at the four concerts held in July.
- Iscreamery was a vendor at each concert this year.





The Shy Boys – 7/10
Attendees: 496



The Profits – 7/17
Attendees: 368



My Guilty Pleasure – 7/24
Attendees: 325



Wounded Mic – 7/24
Attendees: 311

National Park Radio

- National Park Radio (NPR) returned this year for a special bonus concert on August 28th.
- This concert was just generously paid for with the use of legislative funds.
- Attendance: 298



Budget Summary

Total Event Expenses - Concerts in the Park		
Category	Budget	Actuals
Professional Fees	\$14,400.00	\$12,446.69
Wages*	\$1,970.84	\$1,058.70
Benefits	\$256.20	\$153.09
Marketing	\$1,000.00	\$0.00 **
Operating Supplies	\$500.00	\$225.99
Total	\$18,127.04	\$13,884.47

*Part time staff only

** Marketing and Promotion costs came from the Admin Services Marketing Budget and totaled \$435.69

Budget Summary

Budgeted vs Actuals



Looking Ahead

- Continue to gather feedback from the community as to bands they want to see.
- Establish a juried process for entertainment selection.
- Expand marketing and work with other area concert providers to co-market summer concert events.



Movies in the Park

Movies in the Park

- We offered both matinee shows at 5pm and later movies at 7pm & 9pm to accommodate audiences of all ages.
- The 2024 line up included:
 - The Incredibles
 - National Treasure
 - Super Mario Brothers
 - Shrek 2
 - Migration (Cancelled due to weather)
- To celebrate PenMet Parks 20th Anniversary our first movie night was a double feature showing movies that were popular twenty years ago.



THE INCREDIBLES
5 PM

NATIONAL TREASURE
7 PM

8.2



KIWANIS
DIAPERS AND
WIPES

8.9



SUPER MARIO BROS MOVIE
9 PM

KIWANIS
SCHOOL SUPPLIES

The Incredibles & National Treasure – 8/2
Attendees: 144

Super Mario Bros. – 8/9
Attendees: 123

8.16



SHREK 2
5 PM

KIWANIS
TOILETRIES

8.23



MIGRATION
9 PM

KIWANIS
COATS

Shrek 2 – 8/16
Attendees: 195

Migration
Attendees: Weather cancellation

Sponsors & Partners

- Movies in the Park were sponsored by Peninsula Light Company
- Free popcorn was sponsored by Kitsap Bank and Galaxy Theaters



Budget Summary

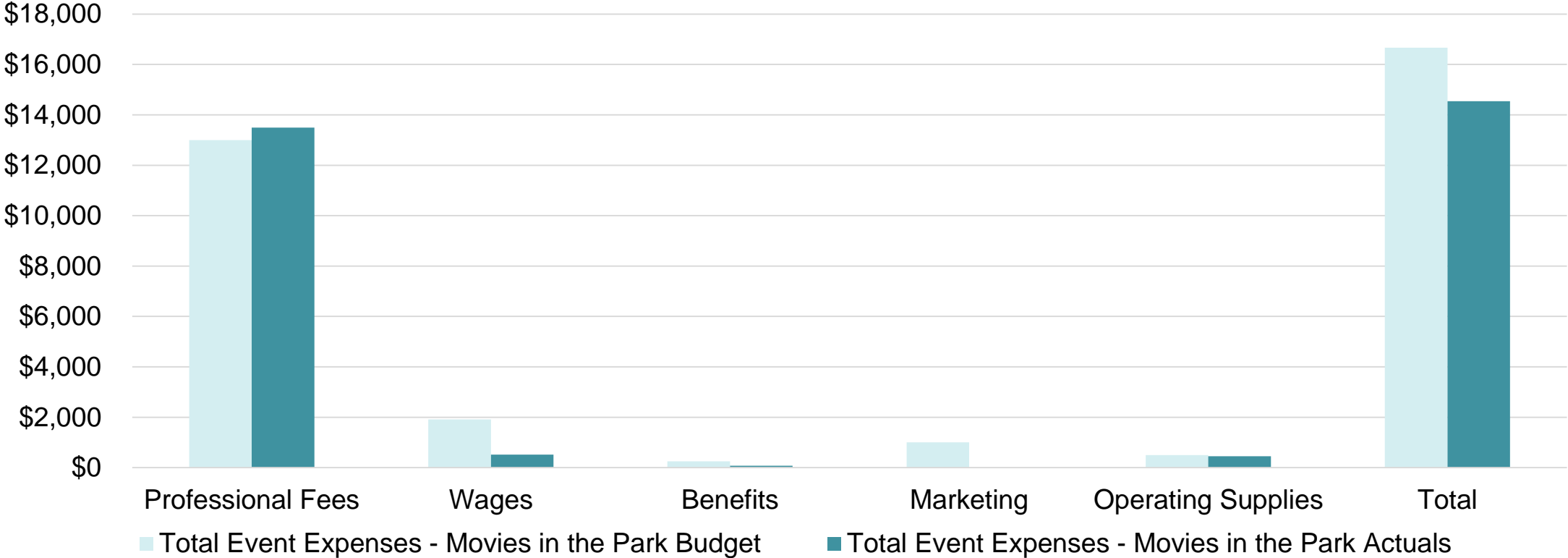
Total Event Expenses - Movies in the Park		
Category	Budget	Actuals
Professional Fees	\$13,000.00	\$13,497.74
Wages*	\$1,917.16	\$516.19
Benefits	\$249.24	\$76.24
Marketing	\$1,000.00	\$0.00 **
Operating Supplies	\$500.00	\$448.29
Total	\$16,666.40	\$14,538.46

*Part time staff only

** Marketing and Promotion costs came from the Admin Services Marketing Budget and totaled \$435.69

Budget Summary

Budgeted vs Actuals



Looking Ahead

- Gather feedback from the community regarding movies they would like to see as part of the series.
- Evaluate alternatives for food and beverage service.
- Have a prepared plan for unexpected inclement weather.



Thank You

Questions?



Peninsula Metropolitan Park District

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

SPECIAL MEETING - EXECUTIVE SESSION MINUTES

November 4, 2024, 4:30 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order Time: 4:38 p.m.

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		Via Zoom
Laurel Kingsbury, Clerk	X		Via Zoom
Kurt Grimmer	X		Via Zoom
Steve Nixon	X		Via Zoom
William C. (Billy) Sehmel	X		

Quorum: Yes

ITEM 1 Executive Session

- 1a. **Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b)**

The Board of Park Commissioners will now meet in executive session. The estimated length of time for the Executive Session is 60 minutes.

The Board will not take final action following the Executive Session.

The Board is starting the Executive Session at 4:39 p.m.

The Board extended the Executive Session by 65 minutes.

The Board ended the Executive Session at 6:42 p.m.

ITEM 2 Adjournment time: 6:42 p.m.

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES



Peninsula Metropolitan Park District

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

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



Peninsula Metropolitan Park District

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

SPECIAL MEETING MINUTES

November 05, 2024, 5:00 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order Time: 5:02 PM

Commissioner Roll Call:

	Present	Excused	Comment
President Hill	X		
Commissioner Kingsbury	X		
Commissioner Grimmer	X		
Commissioner Nixon	X		Joined Via Zoom, 5:05 PM
Commissioner Sehmel	X		

Board Secretary: Quorum Yes

ITEM 1 Public Hearings

1a. First Public Hearing Regarding the 2025 Operating and Capital Budget

- **Staff presentation and recommendation by** Executive Director Ally Bujacich and Director of Finance, Jessica Wigle.
- **Board Comment:** Appreciated Director Wigle and Exec Director Bujacich for work and time spent on review and great presentation, bringing no surprises.
- **Public Comment:** None

1b. Public Hearing Regarding the Proposed 2024 Levy of Regular Property Tax for Collection in 2025

- **Staff presentation by** Director of Finance Jessica Wigle for presentation.
- **Board Comments or Questions:** None
- **Public Comment:** None

ITEM 2 Adjournment Time: 5:36 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy



Peninsula Metropolitan Park District

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

is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

November 05, 2024, 6:00 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order Time: 6:00 PM

Commissioner Roll Call:

	Present	Excused	Comment
President Hill	X		
Commissioner Kingsbury	X		
Commissioner Grimmer	X		
Commissioner Nixon	X		Via Zoom
Commissioner Sehmel	X		

Quorum: Yes

ITEM 1 President's Report

ITEM 2 Executive Director's Report

- Introduction of Executive Assistant Amanda Walston
- Trunk or Treat overview
- Rec Center Project change order 13
- **Board Question:** Are we still at budget or underbudget? **Staff answer:** Yes.
- **Board Comment:** Thanks staff, expresses confidence in the explanation, attention to detail, and for bringing these changes to the Board on largest project we have undertaken. **Board Question:** Is this the first time we have had credit? **Staff answer:** We have had others. It was a pleasure to see credits. Working with the contractor we are negotiating the numbers thoroughly.

ITEM 3 Board Committee Reports

3a. Park Services Committee

- Has not met since last meeting.

3b. Finance Committee

- Has not met since last meeting.

3c. Administrative Services Committee

- Division update.
- Compensation summary.
- Marketing 2025 highlight reel.

3d. Recreation Services Committee



Peninsula Metropolitan Park District

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

- Winter Youth Basketball registration opened on 10/16, 735 participants.
- Basketball Skills and Drills, 64 participants.
- High School Pick-up Basketball, 17 participants.
- New Fall Bird Watching program, 15 participants
- Trunk or Treat on 10/25, over 600 attendees.
- Million Coaches Grant, 4 free workshops, outreach to community, partners, and youth serving organizations.
- PenMet Parks Senior Advocates, Special Holiday Tea event on 12/6, ideas for 2025 programming,
- Recreation Center, tentative Operations plan with facility hours, fee discussion, activities, project timeline.
- **Board Question:** Is there a waitlist for basketball? **Staff answer:** We still have people on a waitlist, but they are requesting transfers to other teams. There is room for more people. Planning for 820 participants.

3e. Campaign Committee

- 69% complete.
- New Board of Commissioner SharePoint campaign link live with updates.
- Park naming proposals, recreation center donor wall, personalized campus campaign benches and brick alternatives discussed.

3f. External Committees: None

ITEM 4 Special Presentations

4a. Madrona Links Golf Course Update

- PowerPoint Presentation by Executive Director Ally Bujacich, and District General Counsel Mark Roberts.

ITEM 5 Public Comments provided by:

- Steve Burnham

ITEM 6 Minutes

6a. Approval of the October 15, 2024 Study Session Minutes

6b. Approval of the October 15, 2024 Regular Meeting Minutes

6c. Approval of the October 21, 2024 Special Meeting - Executive Session Minutes

Commissioner moved to adopt the minutes as presented.
 Commissioner seconded.
 Roll call vote. Approved unanimously. Motion carried.

ITEM 7 Consent Agenda

7a. Resolution C2024-020 Approving October Vouchers

Commissioner moved to adopt the consent agenda as presented.
 Commissioner seconded.
 Roll call vote. Approved unanimously. Motion carried.



Peninsula Metropolitan Park District

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

ITEM 8 Unfinished Business:

8a. Second Reading of Resolution RR2024-009 Adopting the Amended 2024 Operating Budget

This Item was moved and seconded on October 15, 2024. There is a motion on the table.

No further staff presentation.

Board discussion: None

Roll call vote. Approved unanimously. Motion carried.

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption: None

9.2 Single Reading Resolutions Requiring One Reading for Adoption:

9.2a Resolution R2024-016 Authorizing the Executive Director to Acquire Certain Real Property Interests, Including Acquisition by Eminent Domain (Condemnation) to the Extent Authorized by Law, and to Reimburse Eligible Relocation and Reestablishment Expenses Incurred by Affected Owners as Necessary for Public Use of Madrona Links Golf Course

Commissioner moved to adopt the consent agenda as presented.

Commissioner seconded.

Board discussion:

- Commissioner Nixon:** This is a difficult question, and I appreciate Mr. Burnham's comments to the Board. The reason we are here is due to the action and inaction of Tyson with respect to the primary lease for Madrona Links. I feel strongly that the sale of the 14-acres to ZTM, without notification to PenMet, demonstrates contempt, that, in my opinion, has certainly led to this situation. So, I support moving forward with this action, however, I remain optimistic there is an opportunity for negotiations to continue should ZTM choose to do so.
- Commissioner Kingsbury:** As elected Commissioner, I am entrusted to act as steward of our community's resources, a responsibility held with utmost seriousness. Over 5 years, I have worked to ensure every decision we make as a board serves our community and reflects a commitment to fiscal responsibility. I am meticulous with my own family's finances and apply the same principles to our community's tax dollars. Parks and recreation may not be at the top of everyone's list of essential services, but they are the very top of mine. Parks enrich lives, enhance the economy, and add vibrancy to the community. A healthy parks district strengthens us in ways far beyond sports or outdoor spaces. It fosters unity, supports mental and physical well-being and sustains a community's spirit.



Peninsula Metropolitan Park District

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

For over 50 years, Madrona Links, a beloved public golf course, has offered recreation, fellowship, and relaxation to residents and visitors alike. However, this essential space is now in jeopardy, due to what I believe are speculative land developers. While most of the golf course sits on public land, this crucial 14-acre segment, housing 5 holes, was sold to private developer, ZTM Holdings, despite PenMet Parks expressing repeated interest to former owners in purchasing the land to ensure the public golf course remained intact and available to the community. ZTM purchased the land for \$1 million dollars and then immediately valued it at a grossly inflated price of \$8 million dollars.

Unfortunately, I believe the new owner, ZTM, is not interested in preserving the golf course; their valuation and approach make it clear they see the property as either a development opportunity or a tool to exploit our community by threatening to develop it. They do not see Madron Links as a community asset, but rather as an opportunity for personal gain. Their inflated price essentially forces our community to choose to pay an exorbitant, unrealistic amount to keep this cherished, public space, or risk losing it to development. This stance is not only costly but stands in direct opposition to the values and needs of our community.

As an elected representative, I must act in the best interest of the people I serve. The developers of ZTM Holdings are not accountable to our taxpayers, only to themselves. They did not run for office and do not weigh the broader community's needs, as I do. They saw an opportunity to profit from our community and I am not willing to allow them to take advantage of our residents or to sell out the values we hold so dear.

I support the use of eminent domain to protect Madrona Links. Although this power should be used sparingly, when a treasured public amenity is at risk due to speculative development, this is precisely why eminent domain exists. It allows us to act for the greater good and to protect our shared spaces from being converted into private gains. I recognize eminent domain has often been used improperly in the past, leading to legitimate public concerns, but this situation is exceptional. Madrona Links has been a public asset for decades, and our goal is to keep it that way – not for profit, but for community. This land was meant to be enjoyed by all, not to be parceled off for private development.

We owe it to the residents who have invested in our community to protect Madrona Links as a place for public recreation and enjoyment. The law provides us with tools to do just that, and I will not stand by as a vital piece of our community is exploited for the profits of a private land developer.

- **Commissioner Sehmel:** I do hope the Tyson, ZTM entity continues negotiations with PenMet Parks. The use of eminent domain isn't something I personally take lightly, though I am here representing the people of the Park District as a whole. I've heard from the public that



Peninsula Metropolitan Park District

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

they want an 18-hole public golf course to continue. I wish the prior and current entities were more willing to negotiate with the Park District in good faith regarding the 14-acre parcel and keep this as a public 18-hole course, as it has been for 46 years.

Knowing that PenMet will need to perform a competitive bidding process after the 50-year lease for the next operator, and in order to keep this as an 18-hole golf course, which the community and district residents have expressed, and the owners of the 14-acres have specifically told me they do not want to sell or lease to PenMet, in good faith I will be supporting this measure.

Roll call vote. Approved unanimously. Motion carried.

9.3 Two Reading Resolutions Requiring Two Readings for Adoption:

9.3a First Reading of Resolution RR2024-010 Adopting the 2025 Annual Operating Budget

Commissioner moved to adopt the consent agenda as presented.

Commissioner seconded.

Presentation by Director of Finance Jessica Wigle.

Board discussion: None

Second Reading will be at the November 19, 2024 Regular Meeting.

9.3b First Reading of Resolution RR2024-011 Adopting the 2025 Annual Capital Budget and Capital improvement Plan

Commissioner moved to adopt the consent agenda as presented.

Commissioner seconded.

Memo Overview by Director of Finance Jessica Wigle.

Board discussion: None

Second Reading will be at the November 19, 2024, Regular Meeting.

ITEM 10 Comments by Board:

Commissioner Kingsbury: Thanks to Executive Director Bujacich, Counsel Roberts and staff for taking time and commitment to review and present clear information, bring facts to the community. Proud of the work and the way we have provided, posted, delivered all this information and directed people to the website.

ITEM 11 Next Board Meetings

November 19, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the PenMet Parks District Headquarters – 2416 14th Ave NW, Gig Harbor, WA 98335

ITEM 12 Adjournment 8:13

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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

2025 Proposed Operating and Capital Budgets

Public Hearing #2

November 19, 2024

Agenda

- Operating and Capital Budget Summary
- Operating Budget
 - General Fund
 - Recreation Revolving Fund
 - Facilities Enterprise Fund
 - Special Funds
- Capital Budget
 - Capital Project Fund
 - Capital Improvement Plan
- Next Steps

Operating and Capital Budget Summary

Operating & Capital Budget Summary

2025 Proposed Operating Budget (GF) \$10,167,018

2025 Proposed Capital Budget \$14,895,606



Operating Budget Summary – All Funds

Fund	Beginning Balance	Revenues	Expenditures	Transfers In/Out	Ending Cash (Reserve)
General Fund	\$2,938,952	\$10,167,018	(\$6,506,746)	(\$3,660,272)	\$2,938,952
Recreation Enterprise Fund	\$349,877	\$1,383,480	(\$1,858,090)	\$595,383	\$470,650
Facilities Enterprise Fund	\$223,499	\$539,257	(\$606,270)	(\$4,918)	\$151,568
Debt Service Fund	\$0	\$0	(\$1,206,667)	\$1,206,667	\$0
Debt Service Contingency Fund	\$1,200,000	\$0	\$0	\$200,000	\$1,400,000
Equipment Replacement Fund	\$246,524	\$0	(\$2,898)	\$85,939	\$329,565
Unrestricted Maintenance Reserve Fund	\$518,847	\$0	\$0	\$4,918	\$523,765
Maintenance Endowment Fund	\$472,103	\$7,797	\$0	\$0	\$479,900
Scholarship Fund	\$25,000	\$0	(\$50,000)	\$25,000	\$0
Total	\$5,974,802	\$12,097,552	(\$10,223,672)	(\$1,547,283)	\$6,294,400

Capital Budget Summary

Capital Project Fund	2025 Budget
Beginning Balance-Unrestricted	\$15,743,269
Beginning Balance-Restricted	\$850,000
Revenues	\$1,150,000
Expenditures	(\$14,895,606)
Transfers in/(out)	\$1,547,283
Capital Project Fund Ending Balance	\$4,394,946

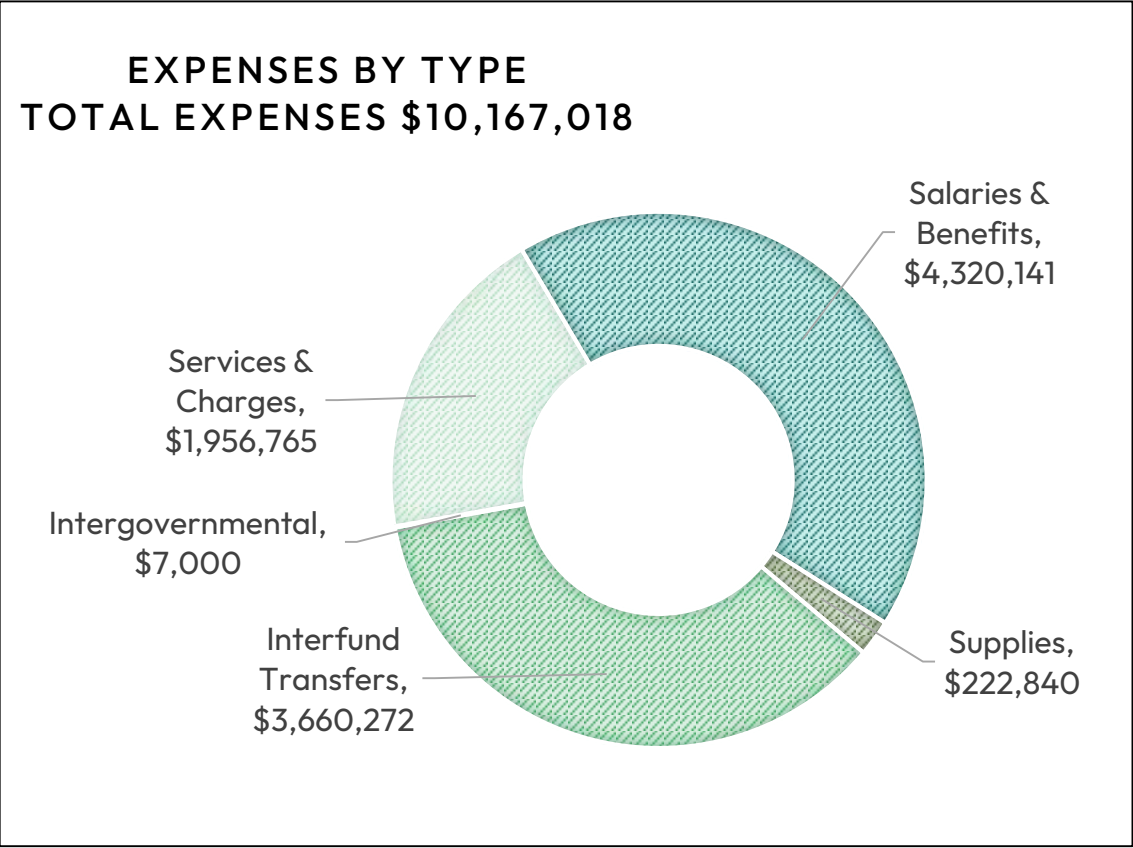
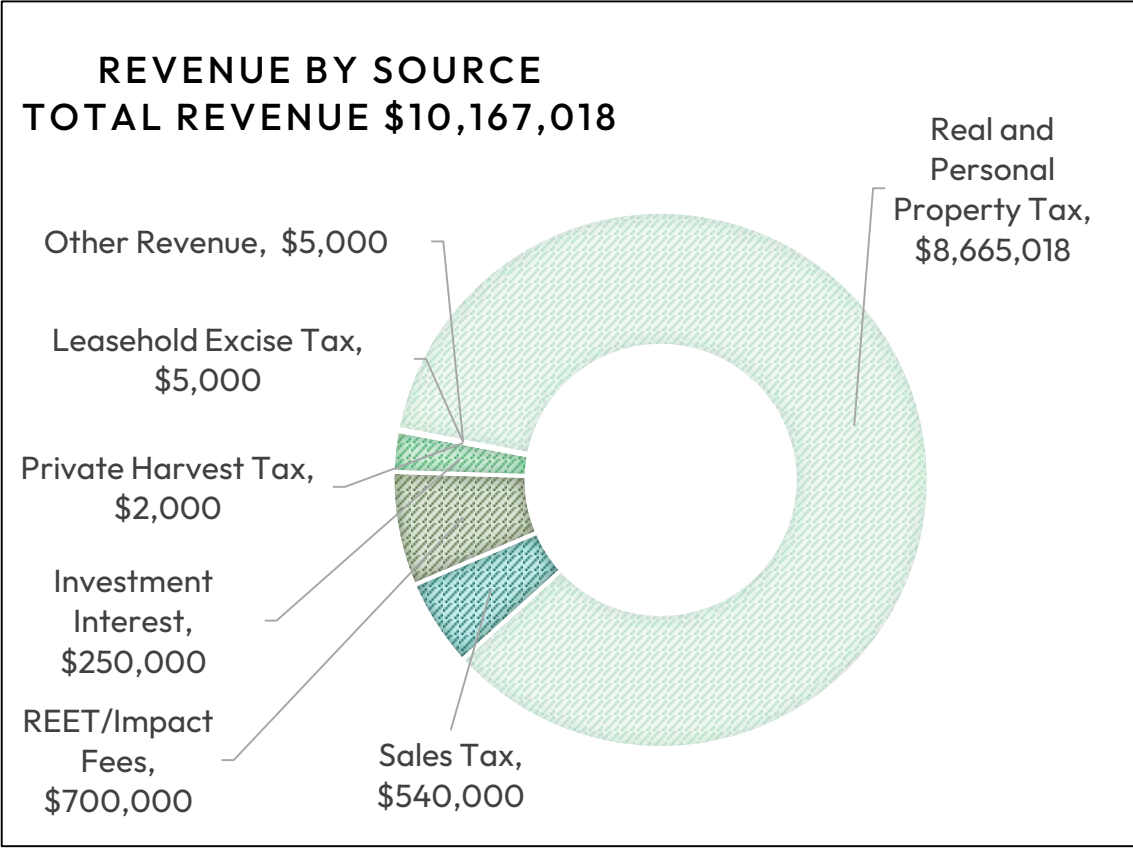
Operating Budget

2025 General Fund Highlights

General Fund: Principle Operating Fund of the District

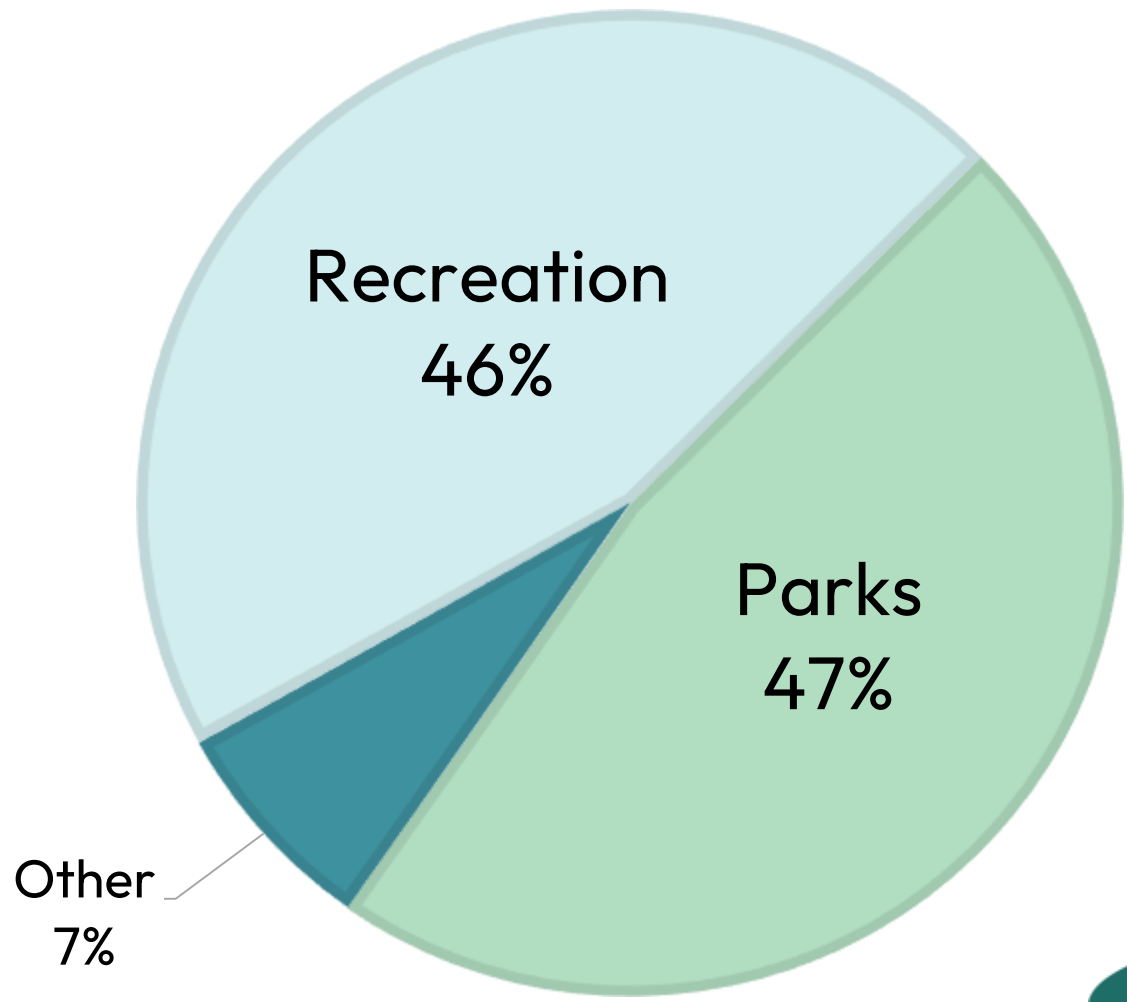
- Advances the priorities identified in the 2023-2027 Strategic Plan.
- Implements the recommendations contained in 2023 Parks, Recreation, and Open Space Plan to advance community priorities for parks and recreation services.
- Advances the 2025 goals and objectives adopted by the Park Board focused on **delighting and engaging the community, operational excellence, and balanced financial accountability.**
- Includes resources to provide more **equitable access to parks and recreation amenities for our community.**
- Contains resources to support the District's goals related to **developing a culture of philanthropy.**
- Supports diversified revenue sources through **public and private grants, sponsorships, and other sources of revenue.** Revenues are reflected in the Recreation Enterprise Fund and Capital Projects Fund.
- **Maintains \$2.9 million Unrestricted Reserve Fund balance.**

2025 General Fund Highlights



2025 General Fund Highlights

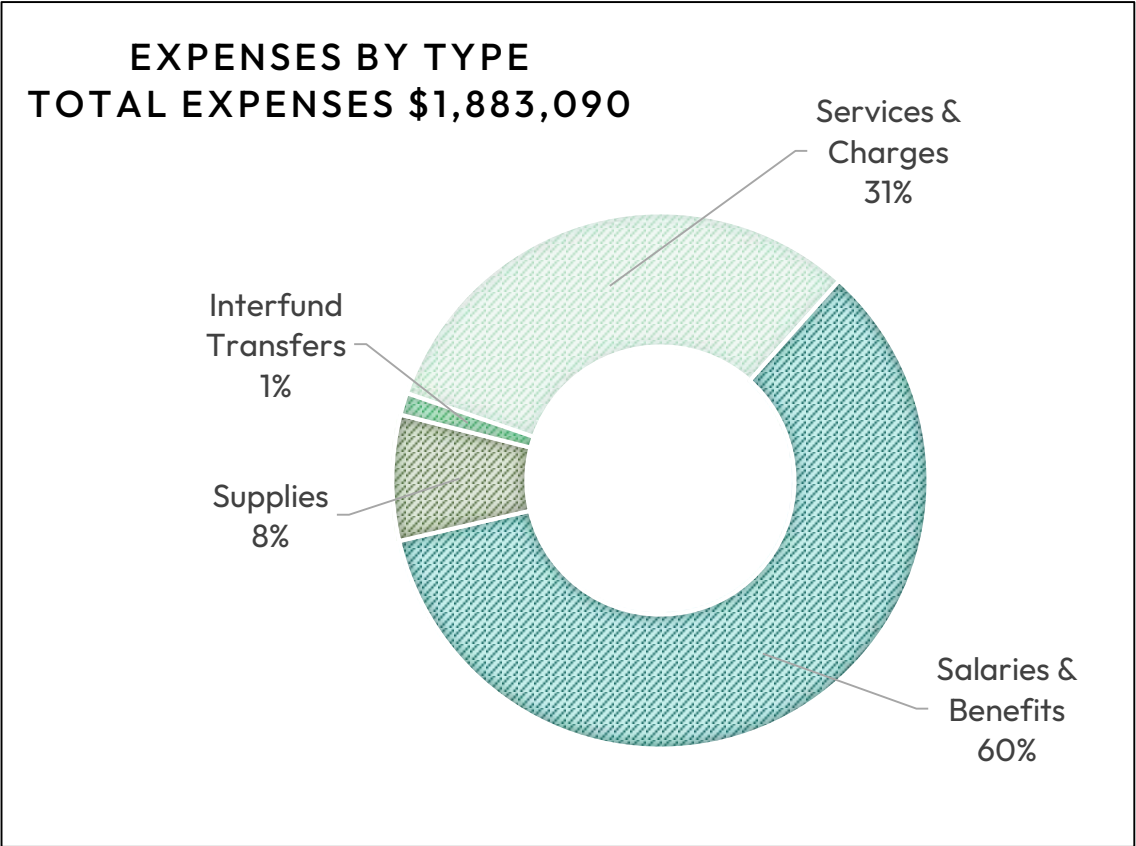
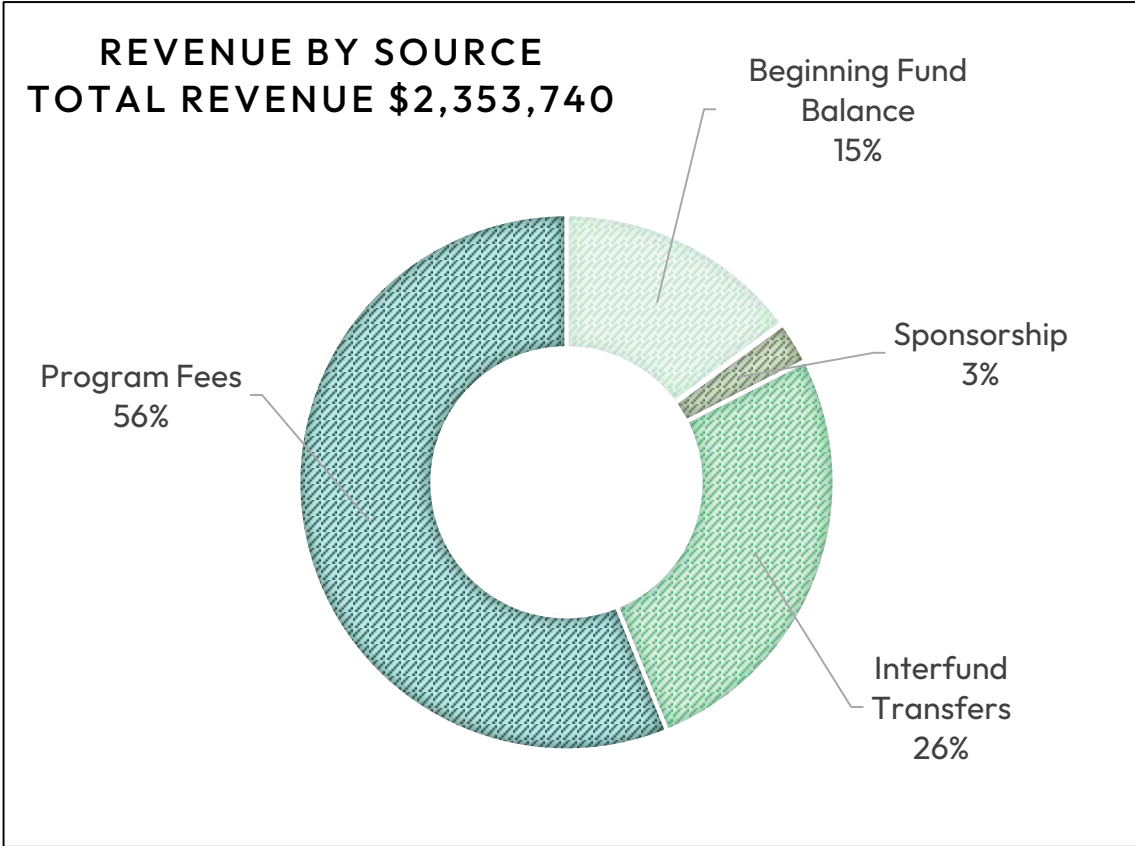
Balancing resources to deliver parks and recreation services to meet community need



2025 Recreation Enterprise Fund Highlights

- Implements program recommendations from the **Fees and Services Assessment and Parks, Recreation, and Open Space Plan**.
- Continues a focus on **high-quality programming** that is responsive to community need with measured growth in adult sports and fitness, multi-generational programs, free community events, adaptive recreation, aquatics programs, and senior programs. The overall service delivery is expected to increase by **46% in 2025**.
- Includes new revenues and direct expenditures related to programs and drop-in use at the **Recreation Center and mini-golf course** that will open in 2025.
- Introduces and expands programs designed to mitigate barriers to access like inclusion services and Mobile Recreation.
- Realizes a **20% increase in sponsorship revenue** to support programs, events, and the District's **financial assistance program**.
- Establishes an unreserved fund ending balance equivalent to **90 days of operating expenses (\$470,650 for 2025)**.

2025 Recreation Enterprise Fund Highlights

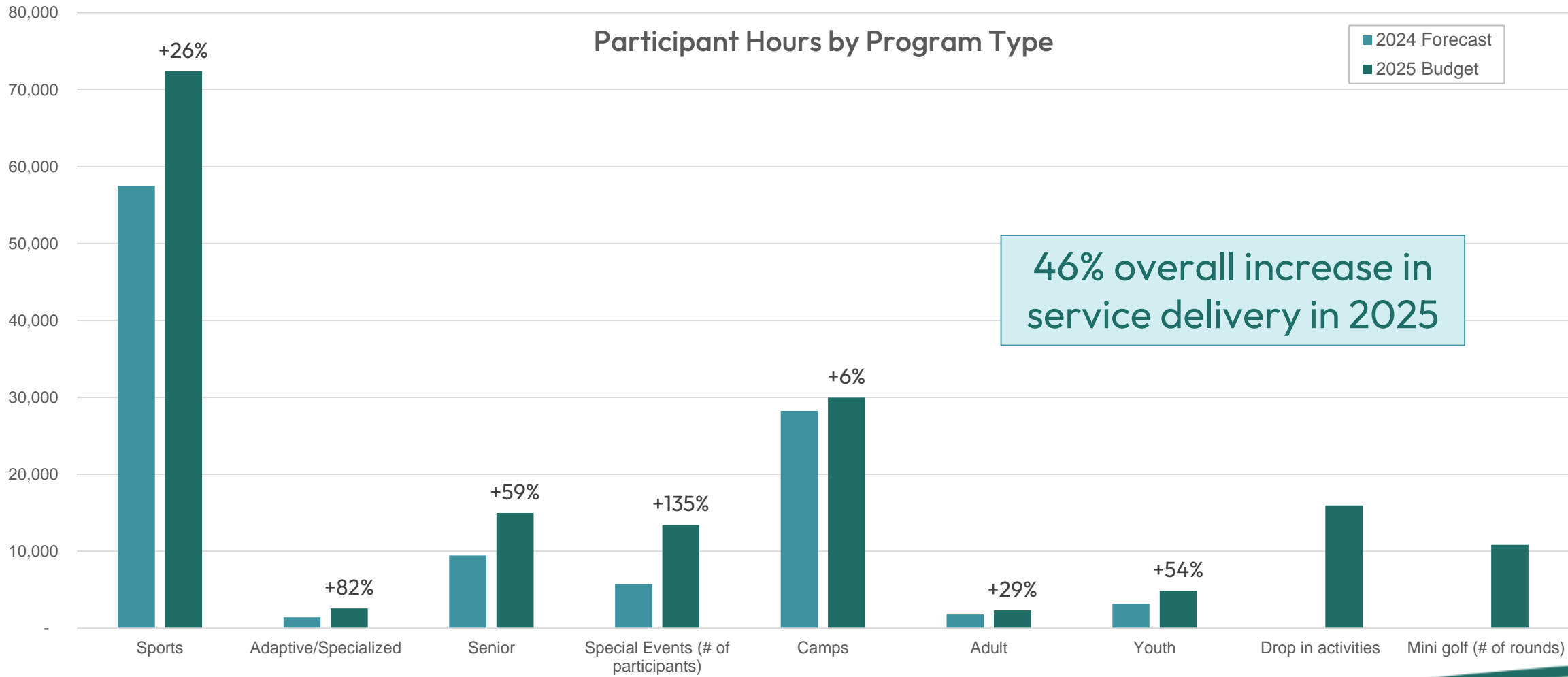


2025 Recreation Enterprise Fund Highlights

	Revenue	Expenses	Cost Recovery	Min.	Max.
Tier 1	\$9,800	\$226,513	4%	0%	50%
Tier 2	\$723,600	\$847,935	85%	51%	100%
Tier 3	\$1,018,000	\$922,220	110%	101%	150%
Tier 4	\$23,240	\$26,889	86%	151%	200%
Tier 5	\$2,500	-	N/A	201%	N/A

- PenMet Parks tracks cost recovery on a tier aggregate basis that includes programs and rental revenues and expenses.
- The overall 2025 Recreation Enterprise Fund cost recovers at approximately 70%, excluding indirect expenses required to provide recreation services such as program administration and recreation facility development, operations, and maintenance.
- Recreation programs cost recover at a considerably lower rate when direct and indirect costs are included.

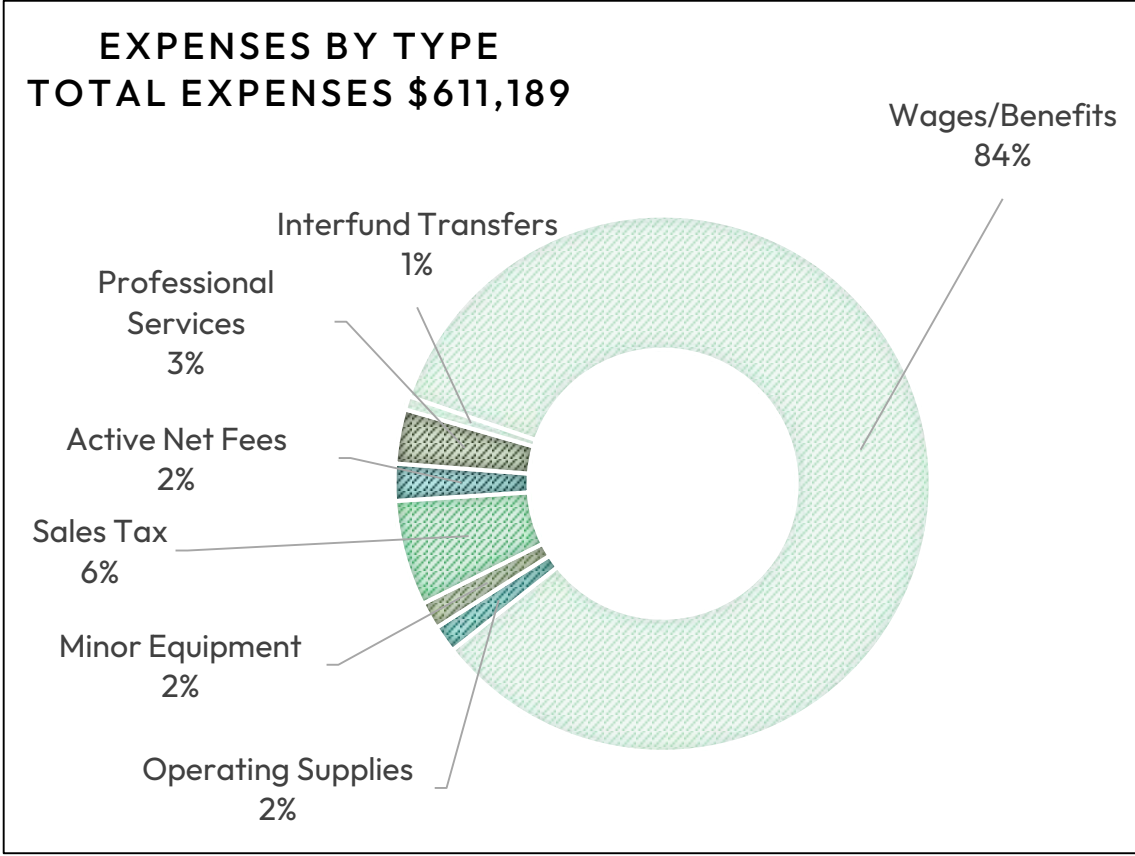
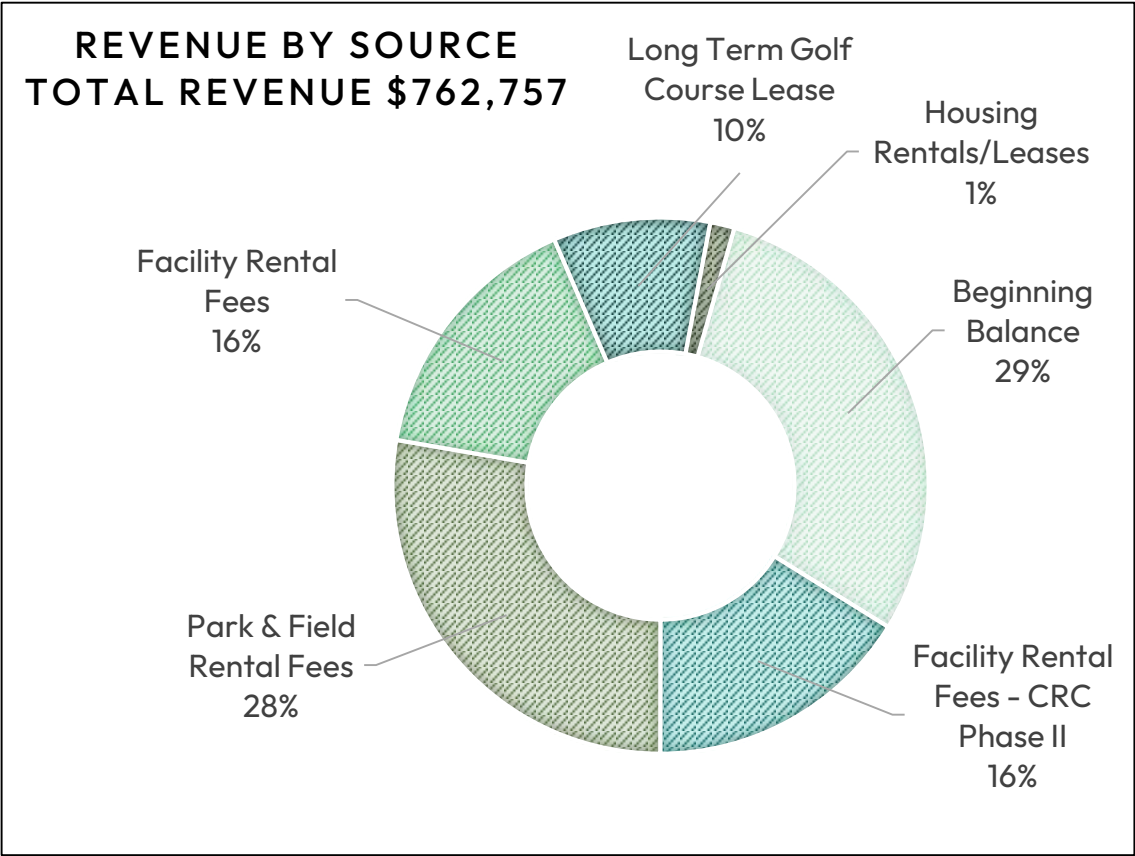
2025 Recreation Enterprise Fund Highlights



2025 Facilities Enterprise Fund Highlights

- The Facilities Enterprise Fund includes revenues and expenditures related to facility rentals and use.
- Budgeted facility rental revenues and expenses reflect an increase in community use of facilities and an enhanced level of service.
- Includes new revenues and expenditures related to the Recreation Center operations.
- Establishes an unreserved fund ending balance equivalent to 90 days of operating expenses (\$151,568 for 2025).

2025 Facilities Enterprise Fund Highlights



2025 Special Funds Highlights

- Provides sufficient funding to meet long-term debt obligations in 2025.
- Increased balances in the voluntary Debt Service Contingency, Facilities Enterprise Fund and Recreation Enterprise Fund provide financial stability in the case of economic downturn or emergency.
- Including all funds, the 2025 budget increases strategic reserve funding by 5% from approximately \$5.21 million to \$5.48 million.

Capital Budget

2025 Capital Budget Highlights

- Rolls forward funds that were budgeted but unspent in 2024.
- Prioritizes addressing deferred maintenance, planned major maintenance, and strategic priorities.
- Contains reserve funding for project contingencies.

2025 Capital Budget Expenditures

Priority	Project	General Scope	Life safety	Def. maint.	PMM	Strat. priority	Total Project Budget
1	Various: Hold for planned major maintenance	<ul style="list-style-type: none"> 2024 and 2025 priorities identified in facilities condition audit Cooling and exhaust at Volunteer Vern Pavilion 			X	X	\$400,588
2	Property Acquisition Fund	<ul style="list-style-type: none"> Strategic acquisition 				X	\$300,000
3	Heavy Equipment Acquisition Fund	<ul style="list-style-type: none"> Capital equipment priorities identified below 				X	\$0
4	Peninsula Gardens: Parkland development, Phase I	<ul style="list-style-type: none"> Scope dependent on Master Plan Budget includes outdoor park amenities 		X	X	X	\$500,000
5	Various: Demolish structures	<ul style="list-style-type: none"> Demolish Island Blvd structures to comply with acquisition grant requirements Demolish Wollochot garage in lieu of costly repairs 		X		X	\$95,000
6	Narrows Park: Accessibility improvements and restroom	<ul style="list-style-type: none"> Improve site accessibility and beach access, provide ADA access to picnic area, new restroom, gate, landscape 		X		X	\$650,000
7	Tubby's Trail Dog Park	<ul style="list-style-type: none"> Fencing, shelter improvements and added amenities Supplement \$118,000 appropriated in 2023 Capital Budget 		X		X	\$350,000
8	McCormick Forest: Multi-use trails, Phase I	<ul style="list-style-type: none"> Develop Phase I of community trails as identified by PROS Plan Evaluate parking requirements and implement as appropriate 				X	\$550,000
9	TBD: Art Installation	<ul style="list-style-type: none"> Allocate funding in 2025 for installation of art at one or more park locations 				X	\$25,000
10	Capital equipment	<ul style="list-style-type: none"> Passenger van for recreation programs, flex van for mobile rec, custodial van, maintenance vehicle 				X	\$275,000
Total 2025 priorities							\$3,145,588
Carryforward expenses							\$11,750
Total Capital Budget							\$14,895,606

2025 6-Year CIP Summary

	2025	2026	2027	2028	2029	2030	Future
Total budgeted capital expenses	\$3,145,588	\$2,338,489	\$5,393,187	\$1,089,839	\$795,404	\$1,150,000	\$208,344,669
Projected capital funding	\$847,283	\$565,384	\$634,571	\$845,731	\$657,004	\$453,152	
Roll-forward capital funding*	\$4,839,251	\$4,390,946	\$5,317,841	\$1,849,226	\$2,880,117	\$3,746,717	
Projected grant funding	\$500,000	\$1,500,000	\$500,000	\$500,000	\$500,000	\$500,000	
Projected REET and Impact Fees	\$700,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
Capital campaign	\$650,000	\$700,000	\$290,000	\$275,000	\$5,000	\$0	
Ending balance/reserve	\$4,390,946	\$5,317,841	\$1,849,226	\$2,880,117	\$3,746,717	\$4,049,869	

**Includes \$850,000 restricted beginning balance for project contingencies in 2025.*

Next Steps

Next Steps

- November 19, 2024: Adoption of Resolution RR2024-010 regarding the 2025 Operating Budget.
- November 19, 2024: Adoption of Resolution RR2024-011 regarding the 2025 Capital Budget and Capital Improvement Plan.
- December 3, 2024: Adopt the 2025 Budget book.

Questions?



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Jessica Wigle, Director of Finance

Date: November 19, 2024

Subject: **Second Reading of Resolution RR2024-010 Adopting the 2025 Annual Operating Budget**

Budget Overview

The 2025 operating budget provides the resources to advance Peninsula Metropolitan Park District’s short- and long-term priorities and its mission to enhance the quality of life by providing parks and recreation opportunities for our community. The result is a comprehensive budget that is designed to maximize the community benefit of the park and recreation resources provided by PenMet Parks.

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

Revenues

The General Fund is funded primarily through property taxes, sales taxes, and other revenues. The Board of Park Commissioners will consider Resolution R2024-017 adopting the property tax levy for collection in 2025 on November 5, 2024. Sales tax revenue is based on Pierce County forecasted tax revenue. Other revenues include second REET, impact fees, investment interest, and other smaller sources of revenue.

The Recreation Enterprise Fund realizes revenues from participant fees and sponsorships and is supported by General Fund dollars. The Facilities Enterprise Fund realizes revenues from facility rental fees. In 2025 each enterprise fund is budgeted to establish and maintain a reserve fund equivalent to 90 days of operating expenses.

The Scholarship Fund is funded through a transfer from the Recreation Enterprise Fund.



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

Expenditures

Budgeted expenditures are allocated to reflect the priorities of the District. The factors guiding the priorities reflected within the 2025 budget include:

- 2023 Strategic Plan: the budget advances PenMet Parks' mission, vision, values, and strategic themes, objectives, and initiatives.
- 2023 Comprehensive Parks, Recreation, and Open Space (PROS) Plan: the budget advances the recommendations contained in the PROS Plan for parks and recreation services that are responsive to our community's needs.
- 2023 Fees and Services Assessment: the 2025 budget advances the cost recovery and pricing recommendations contained in the Fees and Services Assessment.
- Adopted goals and objectives: the budget prioritizes the 2025 goals and objectives adopted by the Board of Park Commissioners by Resolution R2024-010.

Operating expenditures reinforce the District's commitment to providing high-quality parks and recreation services for our community. Resources are allocated to utilize PenMet Parks' unique natural resources to create memorable programs and services, provide more equitable access to recreation by taking steps to mitigate barriers to access such as pricing of services, proximity to services, and underrepresented population segments, utilize information and software to support data-driven decision-making, develop and grow alternative revenue sources, establish a framework for continuous process improvement, use effective internal communication tools to provide the optimal level of service, and developing Key Performance Indicators throughout the organization.

Interfund Transfers

The 2025 budget transfers funds to continue to build the voluntary Debt Service Contingency Fund, which, along with the Unrestricted Maintenance Reserve Fund and reserves in the General Fund and enterprise funds, are intended to provide cash reserves and financial security in the case of an economic downturn or emergency.

Operating Budget Summary

The operating budget revenues and expenditures for each fund are listed in the table below. In accordance with policy, the Board of Park Commissioners adopts the budget at the fund level. In addition, the Board approval is required to shift budget allocation



from the Maintenance and Operations department. \$2,202,700 is allocated to the Maintenance and Operations department in 2025, which is included in the General Fund in the table below.

The first public hearing to allow taxpayers and members of the public to provide comments regarding the proposed 2025 operating budget was held on November 5, 2024. The second public hearing will be held on November 19, 2024.

Fund	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
General Fund	\$2,938,952	\$10,167,018	(\$6,506,746)	(\$3,660,272)	\$2,938,952
Recreation Enterprise Fund	\$349,877	\$1,383,480	(\$1,858,090)	\$595,383	\$470,650
Facilities Enterprise Fund	\$223,499	\$539,257	(\$606,270)	(\$4,918)	\$151,568
Debt Service Fund	\$0	\$0	(\$1,206,667)	\$1,206,667	\$0
Debt Service Contingency Fund	\$1,200,000	\$0	\$0	\$200,000	\$1,400,000
Equipment Replacement Fund	\$246,524	\$0	(\$2,898)	\$85,939	\$329,565
Unrestricted Maintenance Reserve Fund	\$518,847	\$0	\$0	\$4,918	\$523,765
Maintenance Endowment Fund	\$472,103	\$7,797	\$0	\$0	\$479,900
Scholarship Fund	\$25,000	\$0	(\$50,000)	\$25,000	\$0
Total	\$5,974,802	\$12,097,552	(\$10,230,672)	(\$1,547,283)	\$6,294,400

Policy Implications/Support

1. Policy P10-101: Board Policy and Procedures states, in part: “The Peninsula Metropolitan Park District is accountable to its citizens for its use of public dollars. The limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community’s present and future needs.”
2. The Board passed Resolution RR2022-012 adopting the 2023 Strategic Plan for PenMet Parks.
3. The Board passed Resolution RR2023-007 accepting the 2023 Fees and Services Assessment.
4. The Board passed Resolution RR2023-012 adopting the 2023 Parks, Recreation, and Open Space Plan.
5. The Board passed Resolution R2024-010 adopting the 2025 goals and objectives.
6. The Board has adopted the policies contained in the Peninsula Metropolitan Park District Policy Manual.



Staff Recommendation

Staff recommends the Board pass Resolution RR2024-010 adopting the 2025 annual operating budget at its second reading on November 19, 2025.

Staff Contact

If you have any questions or comments, please contact Director of Finance Jessica Wigle at (253) 858-3400 or via email at jwigle@penmetparks.org.

Attachments

Exhibit A: Resolution RR2024-010



Peninsula Metropolitan Park District

RESOLUTION RR2024-010

ADOPTING THE 2025 ANNUAL OPERATING BUDGET

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, bond retirement, interest, and the priorities, goals, and objectives for 2025 as adopted by the Board of Park Commissioners on April 16, 2024, for the 2025 calendar year; and

WHEREAS, the detailed budget is specified in the Executive Director's 2025 annual operating budget; and

WHEREAS, notice was published in the official legal notices of the local newspaper on October 22, 2024 and November 5, 2024 that the Board of Park Commissioners would meet on November 5, 2024, and again on November 19, 2024, to consider the proposed budget and to allow the public an opportunity to be heard regarding the proposed 2025 budget; and

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

November 5, 2024

- First Public Hearing Regarding the Proposed 2025 Budget
- Public Hearing Regarding the Proposed 2024 Levy of Regular Property Tax for Collection in 2025
- Adoption of the 2024 Levy of Regular Property Tax for Collection in 2025

November 19, 2024

- Second Public Hearing Regarding the Final 2025 Budget
- Adoption of the 2025 Annual Operating Budget
- Adoption of the 2025 Annual Capital Budget and Capital Improvement Plan

WHEREAS, the proposed 2025 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 is necessary to provide park and recreation services to the citizens and residents of PenMet Parks during the 2025 calendar year;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of Peninsula Metropolitan Park District that the 2025 Operating Budget be adopted, approved, and appropriated as follows:

Section 1. The required expenditures for calendar year 2025 at the fund levels as specified fixed in Exhibit A, attached hereto, and incorporated by reference into this resolution.

Section 2. The Secretary of the Board is directed to transmit a certified copy of the 2025 Capital Budget, and 2025 Capital Improvement Plan as adopted by the Board of Park Commissioners of the Peninsula Metropolitan Park District to the State Auditor of Washington, Division of Municipal Corporations.

Section 3. This resolution shall take effect January 1, 2025, at 12:01 a.m.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 19, 2024.

Maryellen "Missy" Hill,
Board President

Laurel Kingsbury,
Board Clerk

Attest: Ally Bujacich

Exhibit A to Resolution RR2024-010

Peninsula Metropolitan Park District 2025 Operating Budget

Fund	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
General Fund	\$2,938,952	\$10,167,018	(\$6,506,746)	(\$3,660,272)	\$2,938,952
Recreation Enterprise Fund	\$349,877	\$1,383,480	(\$1,858,090)	\$595,383	\$470,650
Facilities Enterprise Fund	\$223,499	\$539,257	(\$606,270)	(\$4,918)	\$151,568
Debt Service Fund	\$0	\$0	(\$1,206,667)	\$1,206,667	\$0
Debt Service Contingency Fund	\$1,200,000	\$0	\$0	\$200,000	\$1,400,000
Equipment Replacement Fund	\$246,524	\$0	(\$2,898)	\$85,939	\$329,565
Unrestricted Maintenance Reserve Fund	\$518,847	\$0	\$0	\$4,918	\$523,765
Maintenance Endowment Fund	\$472,103	\$7,797	\$0	\$0	\$479,900
Scholarship Fund	\$25,000	\$0	(\$50,000)	\$25,000	\$0
Total	\$5,974,802	\$12,097,552	(\$10,230,672)	(\$1,547,283)	\$6,294,400



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Jessica Wigle, Director of Finance

Date: November 19, 2024

Subject: **Second Reading of Resolution RR2024-011 Adopting the 2025 Annual Capital Budget and Capital Improvement Plan**

Budget Overview

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

Peninsula Metropolitan Park District developed an annual six-year Capital Improvement Plan (CIP) for 2025 that identifies and prioritizes capital projects to maximize the benefit to the community. The CIP is adopted annually, and the first year of the CIP constitutes the capital budget for 2025.

Capital projects contained within the 2025 CIP were developed by assessing property conditions including phases I and II of the Facilities Condition Audit completed in 2024, applying the recommendations from the comprehensive 2023 Parks, Recreation and Open Space (PROS) plan, and strategically advancing the District's mission, vision, policy direction, and adopted goals and objectives. The approved CIP must fit within available resources; thus, projects are required to be prioritized. PenMet Parks used four criteria to prioritize projects including life safety, property damage/deferred maintenance, planned major maintenance, and strategic priorities.

The proposed 2025 capital budget is \$14,895,606, which includes \$3,145,588 allocated for projects identified in the first year of the 2025 CIP, and \$11,750,018 of carryforward expenses that were allocated in the 2024 capital budget but are not anticipated to be expensed in 2024. The 2025 capital budget is focused on addressing critical needs including addressing deferred maintenance, planned major maintenance, advancing



strategic priorities including improvements to allow more access to saltwater beaches, trails, and park amenities, and maximizing efficiencies to deliver projects in a cost-effective manner. The capital budget includes an ending balance of \$4,394,946, which also functions as the unrestricted reserve balance.

The 2025 capital budget includes the projects identified in the first year of the 2025 CIP. The 2025 CIP includes partially or fully funding 10 projects that are listed below. In addition to the 2025 CIP projects and funding levels, the 2025 capital budget includes carryforward funding for project expenditures adopted in the 2024 capital budget but anticipated to extend into 2025, including the Recreation Center, which is underway and expected to be complete in 2025.

The first public hearing to allow taxpayers and members of the public to provide comments regarding the proposed 2025 operating budget was held on November 5, 2024. The second public hearing will be held on November 19, 2024.

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$16,593,269	\$1,150,000	(\$14,895,606)	\$1,547,283	\$4,394,946

Year	Priority	Property	Project	2025 Capital Budget
2025	1	Various	Hold For Planned Major Maintenance	\$400,588
2025	2	District	Property Acquisition Fund	\$300,000
2025	3	District	Heavy Equipment Acquisition Fund	\$0
2025	4	Peninsula Gardens	Parkland Development - Phase 1	\$500,000
2025	5	Various	Demolish Structures	\$95,000
2025	6	Narrows Park	Accessibility Improvements and Restroom	\$650,000
2025	7	Tubby's Trail Dog Park	Fencing, Shelter Improvements, and Added Amenities	\$350,000
2025	8	McCormick Forest	Multi-Use Trails, Phase 1	\$550,000
2025	9	Various	Art Installation (at one or more park locations)	\$25,000
2025	10	District	Capital Equipment	\$275,000
Total 2025 CIP Expenses				\$3,145,588
Carryforward Adopted Capital Expenses				\$11,750,018
Total 2025 Capital Budget				\$14,895,606



Policy Implications/Support

1. The Board passed Resolution RR2022-012 adopting the 2023 Strategic Plan for PenMet Parks.
2. The Board passed Resolution RR2023-007 accepting the 2023 Fees and Services Assessment.
3. The Board passed Resolution RR2023-012 adopting the 2023 Parks, Recreation, and Open Space Plan for PenMet Parks.
4. The Board passed Resolution R2024-010 adopting the 2025 goals and objectives.
5. The Board has adopted the policies contained in the Peninsula Metropolitan Park District Policy Manual.
6. Policy P10-101: Board Policy and Procedures states, in part: “The Peninsula Metropolitan Park District is accountable to its citizens for its use of public dollars. The limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community’s present and future needs.”

Staff Recommendation

Staff recommends the Board pass Resolution RR2024-011 adopting the 2025 annual capital budget and capital improvement plan at its second reading on November 19, 2024.

Staff Contact

If you have any questions or comments, please contact Director of Finance at (253) 858-3400 or via email at jwagle@penmetparks.org.

Attachments

Exhibit A: Resolution RR2024-011



Peninsula Metropolitan Park District

RESOLUTION RR2024-011

ADOPTING THE 2025 ANNUAL CAPITAL BUDGET AND CAPITAL IMPROVEMENT PLAN

WHEREAS, the Executive Director of the Peninsula Metropolitan Park District has recommended a balanced budget and estimate of monies required to meet public expenses, bond retirement, interest, and the priorities, goals, and objectives for 2025 as adopted by the Board of Park Commissioners on April 16, 2024, for the 2025 calendar year; and

WHEREAS, a Six-Year Capital Improvement Plan (CIP) was developed for 2025; and

WHEREAS, Year One of the CIP serves as the Executive Director's 2025 annual capital budget; and

WHEREAS, notice was published in the official legal notices of the local newspaper on October 22, 2024 and November 5, 2024 that the Board of Park Commissioners would meet on November 5, 2024, and again on November 19, 2024 to consider the proposed budget and to allow the public an opportunity to be heard regarding the proposed 2025 budget; and

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

November 5, 2024

- First Public Hearing Regarding the Proposed 2025 Budget
- Public Hearing Regarding the Proposed 2024 Levy of Regular Property Tax for Collection in 2025
- Adoption of the 2024 Levy of Regular Property Tax for Collection in 2025

November 19, 2024

- Second Public Hearing Regarding the Final 2025 Budget
- Adoption of the 2025 Annual Operating Budget
- Adoption of the 2025 Annual Capital Budget and Capital Improvement Plan

WHEREAS, the proposed 2025 annual budget does not exceed the lawful limit of taxation as allowed to be levied by Peninsula Metropolitan Park District for the purposes set forth in the budget, and estimated expenditures set forth in the budget are deemed necessary to provide park and recreation services to the community during the 2025 calendar year;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the 2025 Capital Budget and 2025 Capital Improvement Plan be adopted, approved and appropriated as follows:

Section 1. The required expenditures for the capital improvements for calendar year 2025 as specified and fixed in Exhibit A, attached hereto and incorporated by reference into this resolution.

Section 2. The Secretary of the Board is directed to transmit a certified copy of the 2025 Capital Budget, and 2025 Capital Improvement Plan as adopted by the Board of Park Commissioners of the Peninsula Metropolitan Park District to the State Auditor of Washington, Division of Municipal Corporations.

Section 3. This resolution shall take effect January 1, 2025, at 12:01 a.m.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 19, 2024.

Maryellen "Missy" Hill,
Board President

Laurel Kingsbury,
Board Clerk

Attest: Ally Bujacich

Exhibit A to Resolution RR2024-011

Peninsula Metropolitan Park District 2025 Capital Budget

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$16,593,269	\$1,150,000	(\$14,895,606)	\$1,547,283	\$4,394,946

Year	Priority	Property	Project	2025 Capital Budget
2025	1	Various	Hold For Planned Major Maintenance	\$400,588
2025	2	District	Property Acquisition Fund	\$300,000
2025	3	District	Heavy Equipment Acquisition Fund	\$0
2025	4	Peninsula Gardens	Parkland Development - Phase 1	\$500,000
2025	5	Various	Demolish Structures	\$95,000
2025	6	Narrows Park	Accessibility Improvements and Restroom	\$650,000
2025	7	Tubby's Trail Dog Park	Fencing, Shelter Improvements, and Added Amenities	\$350,000
2025	8	McCormick Forest	Multi-Use Trails, Phase 1	\$550,000
2025	9	Various	Art Installation (at one or more park locations)	\$25,000
2025	10	District	Capital Equipment	\$275,000
Total 2025 CIP Expenses				\$3,145,588
Carryforward Adopted Capital Expenses				\$11,750,018
Total 2025 Capital Budget				\$14,895,606



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Robyn Readwin, Director of Administrative Services

Through: Ally Bujacich, Executive Director

Date: November 19, 2024

Subject: Resolution R2024-018 Adopting the Classification and Compensation Schedule for 2025

Background/Analysis

Policy P30-101: Human Resources Policy provides that, with the exception of the Executive Director, each job title within the District is classified into one of the District's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the District's salary and wage schedule, which is approved annually by the Board of Park Commissioners.

Policy P40-101: Comprehensive Financial Management Policy provides that the District shall establish and maintain a compensation and benefits package that is competitive with the public and private sectors to attract and retain employees necessary to provide high-quality services. As part of this commitment, PenMet Parks periodically conducts compensation studies that use data to benchmark PenMet Parks' job classifications and benefits against market conditions. The District endeavors to complete a compensation study every 3-4 years in order to ensure compensation and benefits are competitive with the local market in accordance with policy language. The last compensation study for non-represented positions was completed in 2021.

In 2024, the District determined it was appropriate to perform a compensation study for non-represented positions in order to confirm compensation and benefits are aligned with the District's goals and compensation philosophy. The 2024 adopted budget appropriated funds for this purpose. In April 2024, Request for Proposal 2024.002 for Compensation Study Services was advertised in accordance with Policy P40-102: Purchasing Policy. Staff received responses, evaluated qualifications, and conducted interviews. Compensation Connections was determined to be the most qualified.



On June 17, 2024, staff finalized contract negotiations with Compensation Connections services for the Compensation Study in the amount not to exceed \$25,300. The project activities for this market study included:

- Develop a total compensation philosophy document.
- Compare select benefits practices to other employers.
- Conduct a base pay market study for 27 jobs.
- Recommend an updated classification and compensation grid.
- Recommend options for implementing the market study findings.

The project team performed the following tasks to recommend an updated classification and compensation schedule that advances the District’s compensation philosophy:

- Conducted targeted research on base pay with comparable public sector organizations summarized in the table below.
- Conducted a base pay compensation market study utilizing published surveys for both public and private sector data summarized in the table below.
- Identified job matches with comparator organization and published survey data based on the contents of each job description. Each job studied had an average of ten matches.
- When comparing salary data, PenMet Parks used the market 50th percentile compared to PenMet Parks’ current (2024) Step 5/midpoint.
- The salary data was aged to an effective date of January 1, 2025.
- Applied geographic variances for the cost of labor in accordance with professional best practices.
- Compared PenMet Parks’ benefits with select public sector organizations to determine competitiveness.
- Recommended changes to the structure of the classification and compensation schedule to align with industry standards and PenMet Parks’ goals.
- Reviewed and updated the classification and compensation schedule based on the new combined market data and recommended structural updates.

Survey	Sector
CompAnalyst	Private
CompAnalyst	Private
Economic Research Institute	Private
Milliman NW Management and Professional	Private
Milliman Puget Sound Regional	Private



CompAnalyst	Government
Economic Research Institute	Government
Milliman WA Public Employers	Government

Comparator Organizations	Type	Population	Annual Budget (millions)
City of Tumwater, Tumwater Metro Parks District	General Comparator	27,1000	\$5.4
Jefferson County Parks and Recreation	General Comparator	33,425	\$4.2
City of Puyallup Parks and Recreation	General Comparator	44,420	\$12.6
Vashon Island, Vashon Park District	General Comparator	11,000	\$1.9
Lacey Parks Culter & Recreation, City of Lacey	General Comparator	59,430	\$3.5
City of Federal Way	General Comparator	102,000	\$5.0
Clark County, Greater Clark Parks District	General Comparator	527,400	\$2.4
Bainbridge Island Metro Park and Recreation District	General Comparator	25,180	\$7.1
City of Olympia	General Comparator	56,900	\$13.2
Si View Metro Parks	General Comparator	26,890	\$14.4
City of Port Orchard	Local Market	17,480	\$1.4
City of Gig Harbor	Local Market	13,060	\$4.2
Kitsap County	Local Market	283,200	\$5.5
Key Peninsula Metropolitan Park District	Local Market	21,425	\$2.4
PenMet Parks		40,000	\$9.5

Based on the market data, the classification and compensation schedule includes adjustments to pay ranges for affected positions. The compensation study found that PenMet Parks is very competitive compared to public and private sector employers.

If approved, the updated classification and compensation schedule will be effective on January 1, 2025. In accordance with the Employee Handbook, eligible employees may receive a pay increase of one step on January 1 of each year, provided all conditions have been satisfied.



Budget Analysis

When implemented as recommended, the proposed classification and compensation grid reflects a 3.1% increase to payroll costs for non-represented staff, excluding taxes and benefits. This is within 2025 budget appropriations.

Policy Implications/ Support

1. Policy P40-101: Comprehensive Financial Management Policy states, in part, that the District shall establish and maintain a compensation and benefit package that is competitive with the public and private sectors to attract and retain employees necessary for providing high-quality services.
2. Policy P30-101: Human Resource Policy states, in part:
 - PenMet Parks strives for fair and equitable pay programs that are competitive and financially sustainable.
 - PenMet Parks will research competitive pay for similar jobs in our labor market, to ensure that we remain aware of relevant compensation trends. We consider our labor market to be other park and recreation organizations, government agencies, and private sector employers.
 - PenMet Parks utilizes the 50th percentile of market data as its market reference point.
 - Jobs are placed into the pay range grid based on the results of the combination of external market data and internal value.
 - With the exception of the Executive Director, each job title within the District is classified into one of the District's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the District's salary and wage schedule, which is approved annually by the Board of Park Commissioners.
3. On November 19, 2024 the Board of Park Commissioners will consider approving Resolution RR2024-010 adopting the 2025 operating budget. The recommended 2025 classification and compensation schedule and benefits are within the appropriated budget for compensation and benefits in 2025.

Staff Recommendation

Staff recommends the Board pass Resolution R2024-018 Adopting the Classification and Salary Schedule for 2025.



Committee Recommendation

This action was reviewed by the Administrative Services Committee at its October 22, 2024 meeting with a recommendation to bring this action to the full Board for its approval.

Staff Contact

If you have any questions or comments, please contact Robyn Readwin at 253-649-0348 or via e-mail at rreadwin@penmetparks.org.

Attachments

Exhibit A: Resolution R2024-018 Adopting the Classification and Salary Schedule for 2025



Peninsula Metropolitan Park District

RESOLUTION R2024-18

ADOPTING THE CLASSIFICATION AND COMPENSATION SCHEDULE FOR 2025

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

WHEREAS, in accordance with District Policy P30-101 Section 5, PenMet Parks strives for fair and equitable pay programs that are competitive and financially sustainable and believes compensation is one important tool within a system to support, reinforce and align employees with our mission, culture, and operational and financial needs; and

WHEREAS, Compensation Connections was selected through a competitive process to perform a comprehensive Compensation Study utilizing methodology including collecting data from published surveys and an analysis of similar positions at comparable organizations; and

WHEREAS, Compensation Connections completed the compensation study and incorporated the findings into the recommended classification and compensation schedule for 2025; and

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

WHEREAS, the updated classification and compensation schedule fits within the appropriations contained in the 2025 adopted budget

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the updated classification and compensation schedule attached as Exhibit A is adopted and is effective January 1, 2025.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 19, 2024.



Maryellen "Missy" Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

**PenMet Parks
Classification and Compensation Schedule (Effective January 1, 2025)
Management and Non-Represented Wages**

Classification	Proposed Grade	Market									
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Recreation Leader I; Facility Site Supervisor I; Part-Time Staff	PT1	\$16.66	\$17.16	\$17.67	\$18.20	\$18.75	\$19.31	\$19.89	\$20.49	\$21.10	\$21.74
Recreation Leader II; Facility Site Supervisor II; Part-Time Staff	PT2	\$17.67	\$18.20	\$18.75	\$19.31	\$19.89	\$20.49	\$21.10	\$21.74	\$22.39	\$23.06
Recreation Leader III, Facility Site Supervisor III; Part-Time Staff	PT3	\$19.31	\$19.89	\$20.49	\$21.10	\$21.74	\$22.39	\$23.06	\$23.75	\$24.47	\$25.20
N/A	20	\$46,237	\$47,624	\$49,053	\$50,524	\$52,040	\$53,601	\$55,209	\$56,866	\$58,572	\$60,329
Recreation Center Attendant	21	\$48,549	\$50,005	\$51,505	\$53,051	\$54,642	\$56,281	\$57,970	\$59,709	\$61,500	\$63,345
Recreation Instructor	22	\$50,976	\$52,506	\$54,081	\$55,703	\$57,374	\$59,095	\$60,868	\$62,694	\$64,575	\$66,512
N/A	23	\$53,525	\$55,131	\$56,785	\$58,488	\$60,243	\$62,050	\$63,912	\$65,829	\$67,804	\$69,838
Facility Rental Coordinator	24	\$56,201	\$57,887	\$59,624	\$61,413	\$63,255	\$65,153	\$67,107	\$69,121	\$71,194	\$73,330
Division Assistant; Recreation Specialist	25	\$59,011	\$60,782	\$62,605	\$64,483	\$66,418	\$68,410	\$70,463	\$72,577	\$74,754	\$76,997
N/A	26	\$61,962	\$63,821	\$65,735	\$67,708	\$69,739	\$71,831	\$73,986	\$76,205	\$78,492	\$80,846
Accounting Specialist	27	\$65,060	\$67,012	\$69,022	\$71,093	\$73,226	\$75,422	\$77,685	\$80,016	\$82,416	\$84,889
N/A	28	\$68,313	\$70,362	\$72,473	\$74,648	\$76,887	\$79,194	\$81,569	\$84,016	\$86,537	\$89,133
Recreation Center Assistant Supervisor; Recreation Coordinator	29	\$71,729	\$73,881	\$76,097	\$78,380	\$80,731	\$83,153	\$85,648	\$88,217	\$90,864	\$93,590
Marketing Coordinator	30	\$75,315	\$77,575	\$79,902	\$82,299	\$84,768	\$87,311	\$89,930	\$92,628	\$95,407	\$98,269
Executive Assistant	31	\$79,081	\$81,453	\$83,897	\$86,414	\$89,006	\$91,676	\$94,427	\$97,260	\$100,177	\$103,183
Information Technology Specialist; Recreation Center Supervisor	32	\$83,035	\$85,526	\$88,092	\$90,735	\$93,457	\$96,260	\$99,148	\$102,123	\$105,186	\$108,342
Human Resources Generalist; Special Projects Manager	33	\$87,187	\$89,802	\$92,496	\$95,271	\$98,129	\$101,073	\$104,106	\$107,229	\$110,446	\$113,759
	34	\$91,546	\$94,292	\$97,121	\$100,035	\$103,036	\$106,127	\$109,311	\$112,590	\$115,968	\$119,447
Facilities Maintenance Supervisor; Grounds Supervisor	35	\$96,123	\$99,007	\$101,977	\$105,037	\$108,188	\$111,433	\$114,776	\$118,220	\$121,766	\$125,419
Manager of Recreation Services	36	\$100,930	\$103,957	\$107,076	\$110,288	\$113,597	\$117,005	\$120,515	\$124,131	\$127,855	\$131,690
	37	\$105,976	\$109,155	\$112,430	\$115,803	\$119,277	\$122,855	\$126,541	\$130,337	\$134,247	\$138,275
Capital Project Manager	38	\$111,275	\$114,613	\$118,051	\$121,593	\$125,241	\$128,998	\$132,868	\$136,854	\$140,960	\$145,188
Information Technology Manager	39	\$116,839	\$120,344	\$123,954	\$127,673	\$131,503	\$135,448	\$139,511	\$143,697	\$148,008	\$152,448

	Proposed Grade	Minimum	Midpoint	Maximum
Director of Development	50	\$99,890	\$127,360	\$154,830
Director of Recreation Services; Director of Administrative Services	51	\$106,883	\$136,275	\$165,668
Director of Park Services; Director of Finance	52	\$114,364	\$145,814	\$177,265