



Peninsula Metropolitan Park District

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

STUDY SESSION AGENDA

October 06, 2020, 4:00 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 regular meeting by using the Meeting ID: 876 8848 6044 Password: PenMet1006 or call in at +1 253-215-8782 Password: 1666709770. Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by October 5th 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 Board Discussion

2a. [2021 Decision Cards](#)

2b. [2021 Six-Year Capital Budget](#)

2c. 2021 Budget Q&A

ITEM 3 Adjournment



Peninsula Metropolitan Park District

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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 up until 5:00 PM the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.



Decision Cards - 2021 Budget

Recreation:

Van

(To implement mobile recreation/pocket events)

Pocket Events & Mobile Recreation

(To provide diverse recreational opportunities)

Executive:

Communications Consultant

(To provide excellent service to those who utilize the facilities with an updated system)

Reclassify Recreation Fund

(To eliminate the recreation revolving fund and have one general recreation fund)

Human Resources:

1% COLA

(By policy the annual budget contains an annual COLA according to the Tacoma/Seattle CPI)

(The current CPI is 1.5%)

Maintenance:

Gator - CRC Center

(For the CRC Center site development)

Weed Eliminator

(Eco-friendly, herbicide free solution for controlling unwanted vegetation)

Facilities

Facilities Assistant

(Hiring of personnel to manage rental of the district facilities)

40X20 Picnic Shelter - Sehmel Homestead

(Increased park usage and rentals of the park)

12X12 Picnic Shelter - DeMolay

(Increased park usage and rentals of the park)

12X12 Picnic Shelter - CRC

(Shelter to be used when renting the mini golf facility)

TOTAL

Amount	Executive Director Approval	
	Yes	No
\$40,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
\$10,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
\$10,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
\$0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
\$17,760	<input checked="" type="checkbox"/>	<input type="checkbox"/>
\$30,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
\$35,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
\$14,600	<input checked="" type="checkbox"/>	<input type="checkbox"/>
\$60,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
\$30,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
\$30,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>\$277,360</u>		



Peninsula Metropolitan Park District - 2021 Budget Decision Card

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

Description of Request: Recreation Department Van for mobile recreation, pop-up events, and every day/year-round events/programming.
The request includes cost of the van, wrap, projected gas, and maintenance use.

Department: Recreation Manager: Doug Nelson ACCOUNT#: 5947635	COST SUMMARY <i>(Amount by Year)</i> <table style="margin: auto; border-collapse: collapse;"> <tr> <th style="padding: 5px;">2020</th> <th style="padding: 5px;">2021</th> </tr> <tr> <td style="text-align: right; padding: 5px;">\$</td> <td style="text-align: right; padding: 5px;">\$40,000</td> </tr> </table> <i>(Amount by Cost Type)</i> <table style="margin: auto; border-collapse: collapse;"> <tr> <th style="padding: 5px;">One-Time</th> <th style="padding: 5px;">Recurring</th> </tr> <tr> <td style="text-align: right; padding: 5px;">\$40,000</td> <td style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">\$ 40,000</td> </tr> </table>	2020	2021	\$	\$40,000	One-Time	Recurring	\$40,000		\$ 40,000	
2020	2021										
\$	\$40,000										
One-Time	Recurring										
\$40,000											
\$ 40,000											

Requested Funding Source(s):	2020	2021
Current Operations 2021 Budget	\$	\$
Grant (Specify): WQWQW	\$	\$
TOTAL	\$	\$40,000

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

One of the recreation team's goals for 2021 is to implement mobile recreation/pocket events. In order to fulfill this in the most productive way, a vehicle is needed. A vehicle being available for us to use during events and regularly scheduled programming would also be incredibly beneficial as we currently use our own vehicles.

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

Objective 5.B in PROS Plan – "Proactively engage and partner with providers to serve population groups that traditionally lack opportunity, financial resources or inclination to participate in private recreation programs."

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

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

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

See above and decision card for mobile recreation



Signature

[Handwritten signature]

Date 9/23/2020

Executive Director – Doug Nelson	NO
Approved by Executive Director - YES or NO (For Finance use only)	



Peninsula Metropolitan Park District - 2020 Budget Decision Card

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

Description of Request:
Quarterly Mobile Recreation/Pop Up Events

Department : Recreation Services Manager: Doug Nelson ACCOUNT#: 5714049 <p style="text-align: right;">Total Amount of Request</p>	COST SUMMARY	
	(Amount by Year)	
	2020	2021
	NA	\$10,000
	(Amount by Cost Type)	
One-Time	Recurring	
x	\$10,000	

Requested Funding Source(s):	2019	2020
Recreation Revolving Fund (Transfer from the General Fund)	NA	\$10,000
Grant (Specify):	NA	NA
Other (Specify):	NA	\$ NA
TOTAL	\$ NA	\$10,000

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

Goals – “To facilitate or provide diverse recreational opportunities, consistent with community planning, for all members of our community.”

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

Objective 5.F PROS Plan – “Expand recreational programs and facilities to promote and encourage visitors to the Peninsula and Fox Island.”

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

N/A

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

N/A

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

Implementing mobile recreation/pocket events will give us a much farther reach within our community. Due to covid-19 future programming is unclear at this time. If the department can plan mobile/pocket events this will allow us to serve our constituents during this unprecedented period in a fun and creative way.



Signature

[Handwritten Signature]

Date 9/24/2020

Executive Director – Doug Nelson	YES
Approved by Executive Director - YES or NO (For Finance use only)	



Peninsula Metropolitan Park District - 2021 Budget Decision Card

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

Description of Request: *Communications Consultant*

The District performed an audit of internal communication mechanisms in 2019 and developed draft framework for a robust communications plan. PenMet Parks now desires the services of a Communication Consultant to further develop the framework and assist in the implementation of a District-wide Communications Plan. A trained Communications consultant can help PenMet Parks institute a comprehensive plan that will benefit PenMet Staff and Community alike.

Department: Executive Doug Nelson ACCOUNT#: 5132041	COST SUMMARY (Amount by Year) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">2020</td> <td style="width: 50%; text-align: center;">2021</td> </tr> <tr> <td style="text-align: center;">NA</td> <td style="text-align: center;">\$10,000</td> </tr> </table> (Amount by Cost Type) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">One-Time</td> <td style="width: 50%; text-align: center;">Recurring</td> </tr> <tr> <td style="text-align: center;">\$10,000</td> <td style="text-align: center;"></td> </tr> </table>	2020	2021	NA	\$10,000	One-Time	Recurring	\$10,000	
2020	2021								
NA	\$10,000								
One-Time	Recurring								
\$10,000									
Total Amount of Request	\$30,000								

Requested Funding Source(s):	2020	2021
Current Operations	NA	\$10,000
Grant (Specify):	NA	NA
Other (Specify): Purchase and Implement	NA	NA
TOTAL	\$ NA	\$10,000

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

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

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

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

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

This allows for the district to provide meeting notice, agenda and minutes to the public and reliably provide records upon request per the Pubic Record Act. The plan will also institute procedures and other best practices for customer internal and external customer service.

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

Currently, the staff time to produce documents is high along with staffing inefficiencies caused by an underdeveloped communication system. A new system will improve the efficiency of the staff assigned to communication tasks and reinforce consistently great outcomes.

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

The community, staff, and Commissioners will receive District information and communications on a consistent and timely manner.

Signature



Date 9/23/2020

Executive Director – Doug Nelson

YES

Approved by Executive Director - YES or NO (For Finance use only)



Peninsula Metropolitan Park District - 2021 Budget Decision Card

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

Description of Request: Recreation Budget into General Fund

*The PenMet Parks Recreation Department provides essential, mission-based programs to enhance the quality of life by providing parks and **recreation** opportunities for our community. Greatly supported through property tax revenues, the PenMet Parks **General Fund** provides funding for the maintenance and operations of open space, trails, beaches, and many other drop-in park amenities. While these operations are valued and enjoyed by a great majority of our taxpayers; there are some segments of our community (youth, seniors, special populations) that do not have the same access. Therefore, **support from General Fund revenues will allow the Recreation Department to design and provide the essential services our taxpayers have come to expect.** PenMet Parks' transition to new accounting software (BIAS) will allow The District to accurately track and report direct expenses and revenues in the Recreation Department. Accurate budget reporting will be essential in keeping Staff, Commissioners and Public informed and is also made more user-friendly and efficient through BIAS.*

Department: Executive Doug Nelson ACCOUNT#: NA <p style="text-align: right;">Total Amount of Request</p>	COST SUMMARY	
	<i>(Amount by Year)</i>	
	2020	2021
	NA	NA
	<i>(Amount by Cost Type)</i>	
	One-Time	Recurring
NA	NA	
NA		

Requested Funding Source(s):	2020	2021
Current Operations	NA	NA
Grant (Specify):	NA	NA
Other (Specify):	NA	NA
TOTAL	NA	NA

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

This request is in line with the PenMet Parks mission to enhance the quality of life by providing parks and **recreation** opportunities for our community. The request also fulfills The District's goals and objectives for annual and accurate budgeting requirements.

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

This request helps meet the needs of a changing community by providing age-appropriate recreational services, serving residents of all income levels, and providing for community members with disabilities.

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

Greater flexibility within the General Fund, to address service needs and recreation opportunities, will be an essential part of providing services for all in 2021 and future years.

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

Integration of the Recreation Department Budget into the General Fund Budget will make accounting and budgeting processes run more smoothly and time efficient, therefore saving significant personnel time. This will also allow for improved accuracy and efficiencies when tracking Recreation assets, expenses.

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

Improved system and personnel efficiencies not only save The District money, the community will be positively impacted by affordable programming and services. As mentioned in the Description of the Request; support from General Fund revenues will allow the Recreation Department to design and provide the essential services our taxpayers have come to expect.

Signature



Date 9/23/2020

Executive Director – Doug Nelson	YES
Approved by Executive Director - YES or NO (For Finance use only)	



Peninsula Metropolitan Park District - 2020 Budget Decision Card

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

Description of Request: 1% COLA increase for salaries to be included in the 2021 budget. The current CPI for Seattle area is 1.6%.

Department: Human Resources Manager: Elaine Sorensen ACCOUNT#: Salaries and Benefits	COST SUMMARY	
	(Amount by Year)	
	2020	2021
	NA	\$17,760 (Estimate)
	(Amount by Cost Type)	
One-Time	Recurring	
\$17,760		
Total Amount of Request		

Requested Funding Source(s):	2019	2020
Current Operations 1% Increase in total personnel cost	NA	NA
Grant (Specify):	NA	NA
Other (Specify):	NA	NA
TOTAL	\$ NA	\$17,760 (Estimate)

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

A conservative adjustment of salaries which is less than the CPI which will maintain a compensation and benefit package that is competitive with the public and private sector.

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

According to the Financial Management Policy "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".

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

N/A.

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

The requested item will help to attract and maintain employees.

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

The requested adjustment will keep knowledgeable, trained, creative, efficient staff in place in order to give great customer service and wonderful facilities and programs.

Signature

Date 9/23/2020

Executive Director – Doug Nelson yes



Approved by Executive Director - YES or NO (For Finance use only)	



Peninsula Metropolitan Park District - 2021 Budget Decision Card

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

Description of Request: The Maintenance and Facilities Dept. requests funding for a John Deere XUV865R Gator.

Contract: WA Lawn and Grounds-05218 (PG 4S CG 22)
See attached quote.

Department: Maintenance and Facilities Manager: Ron Martinez ACCOUNT#: 5947664	COST SUMMARY <i>(Amount by Year)</i> <table style="margin: auto; border-collapse: collapse;"> <tr> <th style="padding: 2px 10px;">2020</th> <th style="padding: 2px 10px;">2021</th> </tr> <tr> <td style="padding: 2px 10px;">\$</td> <td style="padding: 2px 10px;">\$30,000</td> </tr> </table> <i>(Amount by Cost Type)</i> <table style="margin: auto; border-collapse: collapse;"> <tr> <th style="padding: 2px 10px;">One-Time</th> <th style="padding: 2px 10px;">Recurring</th> </tr> <tr> <td style="padding: 2px 10px;">\$30,000</td> <td style="padding: 2px 10px;">\$</td> </tr> </table> Total Amount of Request	2020	2021	\$	\$30,000	One-Time	Recurring	\$30,000	\$
2020	2021								
\$	\$30,000								
One-Time	Recurring								
\$30,000	\$								
	\$ 30,000								

Requested Funding Source(s):	2020	2021
Current Operations 2021 Budget	\$	\$ 30,000
Grant (Specify):	\$	\$
Other (Specify):	\$	\$
TOTAL	\$	\$ \$30,000

- Describe how the budget request supports a goal, objective or priority.**
- This funding would be used to purchase a gator that will be useful for CRC site development, along with Recreation programming support. When the CRC opens the gator, will used by employees for CRC day to day operations
- Describe how the budget request addresses a goal, objective or priority identified in an adopted strategic plan. (Comprehensive Parks and Recreation Plan)**
- The addition of the gator will enable the staff to keep the CRC safe and clean for community use.
- Describe how the budget request addresses a legal mandate or remedies a potential health or safety issue. (ADA, Open Space)**
- The gator will enable employees to take care of health and safety concerns in a timely and efficient manner.
- Describe how the budget request improves efficiencies. (Identifies cost-savings, increases productivity, etc.)**
- The gator will help with the day to day operations of the CRC (trash management, equipment movement, and other onsite maintenance).
- Describe how the budget request has a direct community impact/benefit.**
- Keeping the CRC facility clean, safe and inviting will be more efficient with the addition of the gator.



Signature

[Handwritten Signature]

Date 9/23/2020

Executive Director – Doug Nelson	YES
Approved by Executive Director - YES or NO (For Finance use only)	



Peninsula Metropolitan Park District - 2021 Budget Decision Card

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

Description of Request: The Maintenance and Facilities Department requests funding for a Weedingtech Foamstream L12 used for weed, moss and algae control along with a high-pressure and water cleaning mode.

Department: Maintenance and Facilities Manager. Ron Martinez ACCOUNT#: 5947664	COST SUMMARY <i>(Amount by Year)</i> <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">2020</td> <td style="width: 50%; text-align: center;">2021</td> </tr> <tr> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$35,000.00</td> </tr> </table> <i>(Amount by Cost Type)</i> <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">One-Time</td> <td style="width: 50%; text-align: center;">Recurring</td> </tr> <tr> <td style="text-align: center;">35,000.00</td> <td style="text-align: center;">\$</td> </tr> </table> Total Amount of Request	2020	2021	\$	\$35,000.00	One-Time	Recurring	35,000.00	\$
2020	2021								
\$	\$35,000.00								
One-Time	Recurring								
35,000.00	\$								
Total Amount of Request									
\$ 35,000.00									

Requested Funding Source(s):	2020	2021
Current Operations 2021 Budget	\$	\$35,000.00
Grant (Specify):	\$	\$
Other (Specify): Replacement fund	\$	\$
TOTAL	\$	\$35,000.00

- Describe how the budget request supports a goal, objective or priority.**
- This machine (Foamstream) is an eco-friendly, herbicide-free solution for controlling unwanted vegetation. It will help reduce maintenance time on outdoor cleaning tasks including chewing gum removal, power washing and general sanitization tasks. This makes it a highly effective, all-round, green and urban space management system. This is reflected in maintaining high-quality facilities and services consistent with community planning.
- Describe how the budget request addresses a goal, objective or priority identified in an adopted strategic plan. (Comprehensive Parks and Recreation Plan)**
- This funding will ensure the District's ability to provide high-quality operations and maintenance and in keeping PenMet Parks and CRC Site safe and open for community to use. In addition to killing the plant, Foamstream also sterilizes surrounding seeds and spores that haven't yet germinated, reducing regrowth.
- Describe how the budget request addresses a legal mandate or remedies a potential health or safety issue. (ADA, Open Space)**
- This machine and products are safe to use in public areas, on utility sites, or in any space which requires an eco-friendly method of treatment. It poses no threat to people, animals or the environment. This will help ensure that health and safety concerns will be addressed and work will be conducted in a timely matter.
- Describe how the budget request improves efficiencies. (Identifies cost-savings, increases productivity, etc.)**
- This funding will improve efficiencies regarding day to day operations of the CRC and park sites (garbage emptying, onsite maintenance etc.) Less labor is required over the course of the year, reducing overhead costs. Foamstream can be used to treat in all weathers, on any surface, all year round (reducing costs attributed to downtime and allowing better planning of labor resources)
- Describe how the budget request has a direct community impact/benefit.**



Being an herbicide-free solution, this funding will help keep PenMet Parks Maintenance and Facilities clean, safe and inviting. Safe to use in public areas, on utility sites, or in any space which requires an eco-friendly method of treatment, it poses no threat to people, animals or the environment. This will alleviate feedback and concerns surrounding the use of herbicides in public areas (i.e. playgrounds, ball fields, nature areas etc.)

Signature

Date

9/23/2020

Executive Director – Doug Nelson

YES

Approved by Executive Director - YES or NO (For Finance use only)



Peninsula Metropolitan Park District - 2021 Budget Decision Card

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

Description of Request: *New Position Facilities Assistant*
The District is in need of a Facilities Assistant that will work under the supervision of the Facilities Coordinator to assist with PenMet facility rentals at all locations and perform other facility related tasks. The Facilities Assistant will be onsite for any reservations that the Facilities Coordinator deems fit and will ensure all District policies and procedures are being adhered to.

Department: Executive Aiden Krug ACCOUNT#: 5131011	COST SUMMARY	
	<i>(Amount by Year)</i>	
	2020	2021
	NA	\$14,606
	<i>(Amount by Cost Type)</i>	
	N/A	Recurring
NA	14606	
Total Amount of Request		\$14606

Requested Funding Source(s):	2020	2021
Current Operations	NA	\$
Grant (Specify):	NA	NA
Other (Specify):	NA	NA
TOTAL	\$ NA	\$14,606

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

This request supports the hiring of personnel that will enhance the positive experience and satisfaction of PenMet rental patrons. This will also aid in policy compliance and better procedural implementation.

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

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

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

This request will aid in strengthening the District's safety for participants, guests, and other park users at all facilities. It will also remedy the issue of not having PenMet staff present while the Sehmel Homestead Park turf lights are in use.

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

The addition of this personnel will allow Facility Coordinator and Maintenance Staff to complete other duties while the Facility Assistant monitors and assists users.

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

Community impact can be measured by the utilization of District facilities. The community wants good service balanced with an excellent facility. With a Facility Assistant, more facilities can be used at one time and in return more revenue can be made.

Pay Breakdown for this Position:
(2021)

(Base) First - \$15
Second yr - \$15.62
Third yr - \$16.27
Fourth yr - \$16.94
Fifth yr - \$17.55
Sixth yr - \$18.25
Seventh yr - \$18.98
Eighth yr - \$19.74
Ninth yr - \$20.53
Tenth yr - \$21.35

Benefits: 10.15%

Pay \$255 per week (\$15 x 17 hrs.)
Benefits \$25.88 (10.25%)
= 280 per week
x 52 weeks
= \$14,606 MAX

Signature



Date 9/23/2020

Executive Director – Doug Nelson	YES
Approved by Executive Director - YES or NO (For Finance use only)	



PENINSULA METROPOLITAN PARK DISTRICT

Classification Description

Department: Executive Department	Title: Facilities Assistant
Position authorized by Commission: 10/06/2021	Reports to: Facilities Coordinator

Position Purpose

Provide excellent customer service to all rental patrons by exemplifying a positive attitude and exceeding the needs of patrons. The Facilities Assistant position works under the supervision of the Facilities Coordinator and is responsible for the onsite monitoring of facility/field reservation and other district events. Work hours will vary, up to 17 hours a week and max 69 hours per month.

Essential Responsibilities

May include but are not limited to the following reservations; special events, weddings services, birthdays, etc.

1. Attend the facility rentals (indoor and outdoor) to ensure that appropriate equipment is available for rental guests, proper coordination of set-up and take-down of equipment, monitoring the use of facilities and adherence to all applicable safety and facility policies and procedures.
2. Support the Maintenance Department in performing basic custodial duties for facility rentals.
3. Supports all district special events as assigned.
4. Performs related duties as assigned.

Skills and Abilities

1. Ability to establish excellent working relations and communication with supervisors, subordinates, and general public. Must function well as part of the PenMet team.
2. Interact effectively and professionally with a wide variety of participants, community members, and co-workers.
3. Must be able to adapt to a constantly changing and fast paced environment while maintaining a positive attitude.
4. Ability to take initiative with minimal supervision.

5. Ability to assess and evaluate situations quickly and effectively.
6. Knowledge of basic needs and safety concerns associated with the care of assigned populations.
7. Knowledge of general park rules and regulations, and practices related to scheduling of parks and recreation facilities.
8. Knowledge and understanding of park and recreation risk management and loss control principles, techniques and issues.
9. Knowledge of District organization, operations, policies and objectives.
10. Knowledge of automated applications and graphics relative to parks maintenance, facility rentals, scheduling, and other projects as assigned.
11. Strong skills in oral and written communication. Ability to read, write and speak the English language at a level necessary for efficient job performance including the ability to prepare and present, verbally and in writing, reports regarding maintenance, construction, facilities and operational activities within the Department.
12. Ability to communicate clearly and concisely, both orally and in writing any incidents, decisions and issues pertaining to activity, event or program to assigned supervisor.
13. Ability to maintain confidences and routinely handle sensitive materials.
14. Ability to anticipate and solve administrative and operational problems, prioritize tasks and elicit cooperation.

Working Conditions

Work is performed inside and outside at various facilities and park locations. This work may be performed during a regularly scheduled workday or on an after-hours call-out basis as required. This position will also require occasional evening and weekend work as dictated by District activities, i.e. special events, tournaments, facility rentals, etc. Performs all other duties as assigned. Work may be physically demanding when assisting facility rentals and special events. Prolonged period may be spent sitting and/or standing. Position may require exerting up to 50 pounds of force occasionally.

Minimum Qualifications

Applicant must be at least 18 years of age and have a minimum one year working in a customer service like atmosphere or field. Applicant must be able to work all year and obtain a CPR, First Aid and AED certification prior to the first day of work.

Licenses and Other Requirements

- Valid Washington driver's license required
- First-Aid Card
- Must be at least 18 years of age
- Ability to lift 50 lbs.
- Ability to work weekends and evenings
- Successfully pass a background check
- Must be a non-smoker
- Must have reliable transportation

To apply

Submit Cover Letter and Resume to:

Elaine Sorensen

- Finance and HR Manager

- esorensen@penmetparks.org
- Also, may be hand delivered at the PenMet Parks office located at:
- 5717 Wollochet Drive Building #3, Gig Harbor, WA, 98332.
- Closing Date: Open Until Filled

Selection Guidelines

Will include; formal application, review of education and experience, written response to structured questionnaire, testing, oral interview, reference check, background check, as well as examination of current driver's abstract.

- These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to logical assignment to the position.
- PenMet Parks is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.
- *PenMet Parks is an Equal Opportunity Employer.*



Peninsula Metropolitan Park District - 2021 Budget Decision Card

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

Description of Request:
40x20 Large Picnic Shelter for Sehmel Homestead Park

Department: Facilities Facilities Coordinator Aiden Krug ACCOUNT#: 5947662 - 301	COST SUMMARY <i>(Amount by Year)</i> <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">2020</td> <td style="width: 50%; text-align: center;">2021</td> </tr> <tr> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$60,000</td> </tr> </table> <i>(Amount by Cost Type)</i> <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">One-Time</td> <td style="width: 50%; text-align: center;">Recurring</td> </tr> <tr> <td style="text-align: center;">\$60,000</td> <td style="text-align: center;">\$</td> </tr> </table> Total Amount of Request	2020	2021	\$	\$60,000	One-Time	Recurring	\$60,000	\$
2020	2021								
\$	\$60,000								
One-Time	Recurring								
\$60,000	\$								
	<table style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">\$ 60,000</td> </tr> </table>	\$ 60,000							
\$ 60,000									

Requested Funding Source(s):	2020	2021
Current Operations 2021 Budget	\$	\$60,000
Grant (Specify):	\$	\$
Other (Specify):	\$	\$
TOTAL	\$	\$60,000

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

Increase park usage and rental revenue income opportunities.

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

Expansion and development of existing district property. Shelter will add more community recreation opportunities.

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

Shelter will provide efficient, safe and clean area for picnics and other events.

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

Shelter will provide additional revenue generating options. Data shows how effective picnic shelters at Sehmel Homestead Park and Rosedale Park have been in recent years. Will provide more places for the public to gather.

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

Improve community and social interactions at Sehmel. Families and other groups can rent the larger park shelter for picnics, birthday parties and other events when there is a need for more space.



Signature

[Handwritten Signature]

Date 9/23/2020

Executive Director – Doug Nelson	YES
Approved by Executive Director - YES or NO (For Finance use only)	



Peninsula Metropolitan Park District - 2021 Budget Decision Card

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

Description of Request:
12x12 Picnic Shelter for DeMolay Sandspit Reserve

Department: Facilities Facilities Coordinator Aiden Krug ACCOUNT#: 5\947662 - 318	COST SUMMARY	
	<i>(Amount by Year)</i>	
	2020	2021
	\$	\$30,000
	<i>(Amount by Cost Type)</i>	
	One-Time	Recurring
\$30,000	\$	
Total Amount of Request		\$30,000

Requested Funding Source(s):	2020	2021
Current Operations 2021 Budget	\$	\$
Grant (Specify): N/A	\$	\$
Other (Specify): N/A	\$	\$
TOTAL	\$	\$30,000

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

Increase park usage and rental revenue income opportunities.

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

Expansion and development of existing district property. Add more community recreation opportunities.

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

Shelter will provide efficient, safe and clean area for picnics and other events.

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

Shelter will provide additional revenue generating options. Data shows how effective picnic shelters at Sehmel Homestead Park and Rosedale Park have been in recent years. Will provide more places for the public to gather.

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

Improve community and social interaction opportunities at Demolay. Families and other groups can rent the shelter for picnics, birthdays, other events.



Signature

Doug Nelson

Date

9/23/2020

Executive Director – Doug Nelson	NO
Approved by Executive Director - YES or NO (For Finance use only)	



Peninsula Metropolitan Park District - 2021 Budget Decision Card

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

Description of Request:
12x12 Community Recreation Center Shelter for picnic area

Department: Facilities Facilities Coordinator Aiden Krug ACCOUNT#: 5947662 - 326	COST SUMMARY <i>(Amount by Year)</i> <table style="margin: auto; border-collapse: collapse;"> <tr> <th style="padding: 5px;">2020</th> <th style="padding: 5px;">2021</th> </tr> <tr> <td style="text-align: center; padding: 5px;">\$</td> <td style="text-align: center; padding: 5px;">\$30,000</td> </tr> </table> <i>(Amount by Cost Type)</i> <table style="margin: auto; border-collapse: collapse;"> <tr> <th style="padding: 5px;">One-Time</th> <th style="padding: 5px;">Recurring</th> </tr> <tr> <td style="text-align: center; padding: 5px;">\$30,000</td> <td style="text-align: center; padding: 5px;">\$</td> </tr> </table> Total Amount of Request	2020	2021	\$	\$30,000	One-Time	Recurring	\$30,000	\$
2020	2021								
\$	\$30,000								
One-Time	Recurring								
\$30,000	\$								
\$ 30,000									

Requested Funding Source(s):	2020	2021
Current Operations 2021 Budget	\$	\$ 30,000
Grant (Specify):	\$	\$
Other (Specify):	\$	\$
TOTAL	\$	\$30,000

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

Increase Community Recreation Center rental opportunities that can be tied to the mini-golf course use for additional revenue.

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

Expansion and development of new district property. Will provide more community recreation opportunities.

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

Shelter will provide efficient, safe and clean area for picnics and other events.

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

Shelter will provide additional revenue generating options. Data shows how effective picnic shelters at Sehmel Homestead Park and Rosedale Park have been in recent years. Will provide more places for the public to gather.

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

Improve community and social interaction opportunities at CRC. Families and other groups can rent the shelter for picnics, birthdays, other events.



Signature

[Handwritten Signature]

Date

9/23/2020

Executive Director – Doug Nelson	<i>NO</i>
Approved by Executive Director - YES or NO <i>(For Finance use only)</i>	



Peninsula Metropolitan Park District

5717 Wollochet Drive Gig Harbor, WA 98332
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: District Commission

From: Doug Nelson – Executive Director
Elaine Sorensen – Finance & Personnel
Eric Guenther – Planning & Special Projects

Date: October 6, 2020

Subject: **2021 Proposed Six Year Capital Projects Plan & 2021 Decision Cards Review**

Background/Analysis

The 2021 preliminary budget document was completed on September 24, 2020 and available to the Board of Commissioners.

On October 20, 2020 the staff will conduct a full budget presentation to the Board which will include the following funds:

General Fund
Recreation Fund
Capital Fund

Policy Implications/Support

- The District budget resolution and levy certification must be submitted to the Pierce County Office of the Assessor-Treasurer by November 30, 2020
- The Board of Park Commissioners will hold two public hearing on the 2021 general and capital fund budgets on November 3, 2020 and November 17, 2020
- Staff will conduct a full budget presentation and discussion on October 20, 2020
- The preliminary budget document was available to the Board of Commissioners on September 24, 2020
- The budget is required by state law
- The budget must be adopted as a balanced budget and must be in place prior to the expenditure of any District Funds

Recommendation

Staff recommends that the Board of Park Commissioners review the proposed 2021 six-year capital projects plan for approval on October 20, 2020 and review each individual departmental decision card for final decision/vote on October 20, 2020.

The proposed six-year capital projects budget is presented in summary form.

Summary

2021 Long Range Capital Planning									
Ranking	Project	Estimated Amount	2021	2022	2023	2024	2025	2026	2021-26 Total
			17,300,000	14,650,000	330,000	0	0	100,000	32,380,000
1	Hale Pass School House	1,200,000	1,200,000						1,200,000
2	Recreation Center	30,000,000	16,100,000	13,700,000					29,800,000
3	SHP Turf Replacement	1,000,000		950,000					950,000
4	Harbor Family Park MP*	130,000			130,000				130,000
5	Peninsula Gardens MP*	100,000			100,000				100,000
6	Fox Island Boat Launch	100,000			100,000				100,000
7	Rosedale Hall Design	100,000						100,000	100,000

Please review the following decision cards for a final decision/vote on October 20, 2020:

Gig Harbor, Washington								Board of	
Decision Cards - 2021 Budget				Amount	Executive Director		Commissioners		
					Yes	No	Yes	No	
Recreation:									
Van				\$40,000		X			
(To implement mobile recreation/pocket events)									
Pocket Events & Mobile Recreation				\$10,000	X				
(To provide diverse recreational opportunities)									
Executive:									
Communications Consultant				\$10,000	X				
(To provide excellent service to those who utilize the facilities with an updated system)									
Reclassify Recreation Fund				\$0	X				
(To eliminate the recreation revolving fund and have one general recreation fund)									
Human Resources:									
1% COLA				\$17,760	X				
(By policy the annual budget contains an annual COLA according to the Tacoma/Seattle CPI)									
(The current CPI is 1.5%)									
Maintenance:									
Gator - CRC Center				\$30,000	X				
(For the CRC Center site development)									
Weed Eliminator				\$35,000	X				
(Eco-friendly, herbicide free solution for controlling unwanted vegetation)									
Facilities									
Facilities Assistant				\$14,600	X				
(Hiring of personnel to manage rental of the district facilities)									
40X20 Picnic Shelter - Sehmel Homestead				\$60,000	X				
(Increased park usage and rentals of the park)									
12X12 Picnic Shelter - DeMolay				\$30,000		X			
(Increased park usage and rentals of the park)									
12X12 Picnic Shelter - CRC				\$30,000		X			
(Shelter to be used when renting the mini golf facility)									
TOTAL				<u>\$277,360</u>					

Should you have any questions or comments please to contact Doug Nelson at 253.858.3408 or dnelson@penmetparks.org; Elaine Sorenson at 253.313.5087 or esorensen@penmetparks.org