



Peninsula Metropolitan Park District

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

STUDY SESSION AGENDA

January 5, 2021, 4:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 861 9574 0057 Password: PenMet0105, or call in at +1 253-215-8782 Password: 5367507868. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on January 4, 2021.

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 - Capital Improvement Plan Priorities

ITEM 3 Adjournment

AGENDA POLICY

No comments or discussion will be allowed on consent items.

Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.

Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Monday preceding the Tuesday meeting date.

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

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



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DISTRICT COMMISSION MEMO

To: District Commission
From: Hunter T. George, Interim Executive Director
Eric Guenther, Planning & Special Projects Manager
Date: December 30, 2020
Subject: 2021 CIP Review

Background / Analysis

The District maintains a **Capital Facilities Planning List (CFP)** that includes specific and conceptual capital projects identified during prior CFP review processes. The CFP is reviewed during comprehensive planning every six years, and periodically in between. The last review was in 2018. The list includes projected maintenance costs.

The District also prepares a **Six-Year Capital Improvement Plan (CIP)** every year as part of the annual budget process. The first year of the CIP constitutes the capital budget for the ensuing budget year.

The District reviews **Decision Cards (DCs)** annually as part of the budget process. Decision Cards are typically proposals from the staff for Board consideration for inclusion in the upcoming year's budget. Some DC's are one-time purchases, while others may be adjustments to existing programs, or more substantial projects. If approved, expenditures then follow the applicable Financial and Purchasing Policies. When projects meet the criteria for inclusion on the CIP, they are then added to the CIP and managed accordingly. Prior to 2019, Decision Cards were referred to as Service Options.

In support of finalizing the Six-Year CIP for the 2021 Budget, we expect to have an updated Community Recreation Center (CRC) project budget and Capital Funds year-by-year projected balances available for the January 19th Board Meeting.

Action Items

The attached CFP/CIP list reflects the scoring tabulations from all five commissioners and one staff value (Capital Staff and former Interim Executive Director combined). For now, staff requests that the Board:

- Discuss and confirm 2021 CIP projects and estimated funding allocations.
- Discuss and adjust the overall ranking as discussion directs, with the understanding that updated estimates of available capital funding projections for future years will be presented at the January 19th Board Meeting as part of the CRC project.
 - In particular, staff notes there is unanimous agreement on the top three priorities, which are queued in various stages of development in 2021 (Hale Pass, CRC, SHP turf

replacement). However, priorities for the next wave of projects are less clear. According to the current rankings, that group would rank as follows: Peninsula Gardens master plan, HP shelter roof, Narrows West conceptual plan and acquisition, Harbor Family Park master plan, Rosedale Hand-Launch, DeMolay master plan, Sehmel/Rotary trail and Peninsula Gardens development.

- The Board's discussion and confirmation of priorities will help staff with future planning, including grant applications.

Policy Implications/Support (related to Decision Cards and CIP)

1. Comprehensive Financial Management Policy:

Section 11, Fund Policies, E - Capital Improvement Funds account for the purchase, construction, replacement, addition, or major repair of public facilities and major equipment. These projects differ from routine maintenance in that their cost is generally greater than \$25,000 and they have a useful life of generally ten (10) years or more. Examples may include but are not limited to: buildings, bridges, parks, major trails, and significant pieces of equipment.

2. Section 15. Capital Improvement and Capital Budget Policies:

Subsection B. The District will develop a six-year Capital Improvement Plan (CIP) to identify and coordinate infrastructure, facility, and major pieces of equipment needs and what facilities to construct, their location, timing, projected cost, and funding sources in a way that maximizes the return to the community. The plan is directed at improving the parks and recreational infrastructure for the community. All capital improvements will be made according to the adopted CIP.

Subsection D. The first year of the CIP will constitute the capital budget for the ensuing budget year.

Subsection G. For the purposes of this section, a CIP project is defined as any one project or a grouping of similar projects that are reasonably related where the cost exceeds \$25,000 and/or a life span of more than 10 years; involves new construction or reconstruction designed to replace an existing system or facility; acquisition of land or structures; involves District funding in whole or in part; or involves no District funding but is the District's responsibility to implement, operate or maintain, such as a 100 percent grant funded project.

3. Purchasing Policy: 3.2 Purchases Including and In Excess of \$25,000

Purchases of supplies, material, equipment or services, where the cost exceeds \$25,000 shall be made by an advertised call for bids. If the purchase is listed within Washington State Office of Procurement Contract Schedule (state bid list) as referenced in RCW 39.34.03, then the order can be made without obtaining competitive bids.

Recommendation

1. Review CFP at least every two years for planning and grant support purposes.
2. Review CIP list annually as part of budget process to identify and plan the capital expenditures for the upcoming year.

3. Review Decision Cards list annually as part of the budget process, and allocate funding for approved DCs according to Financial and Purchasing Policies. Capital Projects over \$25,000 will be added to the CIP, and then evaluated for the year of expenditure.
4. Staff reviews the Other Projects list regularly (i.e. PEG Grants, volunteer projects, District maintenance and small projects, etc.)

Should you have any questions or comments please contact us at the earliest opportunity should additional research be required to provide answers at the meeting: HGeorge@PenMetParks.org or EGuenther@PenMetParks.org.

