



KEY PENINSULA METROPOLITAN PARK DISTRICT
D.b.a. KEY PEN PARKS

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

November 14, 2022

7:00 PM – Regular Meeting

Meeting Room, Key Peninsula Fire District 16 – Station 47 (Home)
1921 Key Peninsula Hwy NW, Home WA 98349

Public Comment is available in person or via Zoom by calling (253) 253 215 8782 with
Meeting ID: 878 8693 9265 Passcode: 124206

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/87886939265?pwd=dXRqeEtTY2FRRjNEbWdhS0tJa1ZKUT09>

Members of the Board of Park Commissioners

Mark Michel, President

Linda Parry, Vice President

Kip Clinton, Clerk

Shawn Jensen, Member-at-Large

Ed Robison, Member-at-Large

Regular Meeting – 7:00 PM

1. Call to Order

2. Roll Call

	Present	Excused	Comment
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Position 1 - Linda Parry			
Position 2 - Shawn Jensen			
Position 3 - Mark Michel			
Position 4 – Ed Robison			
Position 5 – Kip Clinton			

3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations - none

- 6. Public Comments:** *Limited to 3 minutes per issue per person. Speaker will state name and their address. If providing handouts, need to provide 10 copies for Commissioners and Staff.*

PUBLIC PARTICIPATION IN BOARD MEETINGS – Anyone may address any resolution for final consideration the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker. Questions must be directed to the President.

Under no circumstance shall any person be allowed to address the board on matters in which the District or a District official is a litigant. Speakers are requested to address the board with decorum.

7. Approval of the Minutes

- a. Regular Meeting of August 8, 2022
- b. Regular Meeting of September 12, 2022

8. Financial Report

- a. October 2022 Financial Report

Total expenditures \$79,291.14

• Accounts Payable	\$24,110.74	Check # 2228 - 2243
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$55,044.18	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$136,22	EFT's

Total Revenue \$543,510.27

• Other Revenues	\$2,650.40
• Zoo Trek	\$24,847.48
• Property Tax	\$510,820.17
• Investment	\$5,192.22
• Leasehold Excise	\$0
• Timber Excise Tax	\$0
• Sale of Tax Title Property	\$0

9. Executive Director's Report

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee
- b. Key Peninsula Park and Recreation Foundation Report
- c. Trail Update

11. Board President's Report

12. Public Hearing

- a. Continuation of Public Hearing on 2023 Budget and Adoption of Resolution 2022-04 Adopting the 2023 Fund Budget
- b. Public Hearing and Adoption of the Resolution 2022-05 the Regular Property Tax Levy for Collection in Calendar Year 2023

13. Unfinished Business

- a. None

14. New Business

- a. Approval of 2023 Wage Matrix for Cost-of-Living Adjustment (COLA)
- b. Direction on Allocation Formula of Real Estate Excise Taxes 2 (REET 2) and Park Impact Fees through Pierce County

15. Executive Sessions

- a. RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
- b. RCW 42.30. 110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

16. Other minor matters

17. Good of Order/Comments by Board Members

18. Next Regular Meeting December 12, 2022

19. Adjournment



Meeting: November 14, 2022

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: November 14, 2022

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Regular Meetings on August 8, 2022, and September 12, 2022.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the August 8, 2022, Regular Meeting (forthcoming)

Attachment 2: Minutes from the September 12, 2022, Regular Meeting (forthcoming)



Meeting: November 14, 2022

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: November 14, 2022

Subject: Approval of Finances

Background

This report includes a summary of the financial information from October 2022 for Board approval.

October 2022 Financial Report

Total expenditures \$79,291.14

• Accounts Payable	\$24,110.74	Check # 2228 - 2243
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$55,044.18	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$136,22	EFT's

Total Revenue \$543,510.27

• Other Revenues	\$2,650.40
• Zoo Trek	\$24,847.48
• Property Tax	\$510,820.17
• Investment	\$5,192.22
• Leasehold Excise	\$0
• Timber Excise Tax	\$0
• Sale of Tax Title Property	\$0

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

Time: 11:51:11 Date: 11/07/2022

10/01/2022 To: 10/31/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,609,563.80	543,510.27	79,291.14	5,073,782.93	106.88	0.00	0.00	5,073,889.81
	4,609,563.80	543,510.27	79,291.14	5,073,782.93	106.88	0.00	0.00	5,073,889.81

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

10/01/2022 To: 10/31/2022

Time: 11:51:11 Date: 11/07/2022

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	1,381.81	2,650.40	3,007.07	1,025.14	0.00	0.00	1,025.14
2 First Citizens Payroll	43,767.08	54,430.67	55,048.18	43,149.57	0.00	0.00	43,149.57
3 Pierce County	4,497,979.59	543,734.72	89,327.37	4,952,386.94	0.00	0.00	4,952,386.94
4 Petty Cash	164.63	0.00	0.00	164.63	0.00	0.00	164.63
5 First Citizens AP	66,270.69	34,896.70	24,110.74	77,056.65	0.00	106.88	77,163.53
Total Cash:	4,609,563.80	635,712.49	171,493.36	5,073,782.93	0.00	106.88	5,073,889.81
	4,609,563.80	635,712.49	171,493.36	5,073,782.93	0.00	106.88	5,073,889.81

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

10/01/2022 To: 10/31/2022

As Of: 10/31/2022 Date: 11/07/2022

Time: 11:51:11 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	974	10/07/2022	Claims	5	2232	Veronica L Grandt	106.88	Mileage for September 2022
							<u>106.88</u>	
							106.88	

Fund	Claims	Payroll	Total
001 General Fund	106.88	0.00	106.88
	<u>106.88</u>	<u>0.00</u>	<u>106.88</u>
	106.88	0.00	106.88

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

10/01/2022 To: 10/31/2022

Time: 11:51:11 Date: 11/07/2022

Page: 4

We the undersigned officer for the Key Peninsula Metropolitan Park District, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
Commissioner / Date Fiscal Specialist / Date

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 11:58:31 Date: 11/07/2022

10/01/2022 To: 10/31/2022

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
978	10/05/2022	Tr Rec	1844	1505	1	Tracey L Perkosky	1,184.77	Rent, electric, and leasehold tax for October 2022 (Gateway House).
979	10/05/2022	Tr Rec	1845	1506	1	The Snack Shack	365.68	Rent, electric, and leasehold tax for October 2022 (Concession building).
980	10/05/2022	Tr Rec	1846	1507	1	Kyle Armstrong	768.20	Rent, electric, and leasehold tax for October 2022 (Taylor Bay Caretaker).
981	10/10/2022	Tr Rec	1847	1508	1	General Customer	61.80	Rental of Gateway Park Pavilion on 10-15-2022 from 3-5PM for (Tucher)
982	10/10/2022	Tr Rec	1848	1509	1	General Customer	61.80	Rental of Gateway Park Pavilion on 10-29-2022 from 12-2PM for (Donovan)
983	10/10/2022	Tr Rec	1849	1510	1	General Customer	46.35	Rental of Gateway Park Pavilion on 10-16-2022 from 2-4PM for (Chilton)
1010	10/19/2022	Tr Rec	1850	1511	1	General Customer	100.00	Donation for the Letters to Santa event from the Gig Harbor Rotary Club Foundation.
1021	10/24/2022	Tr Rec	1851	1512	1	General Customer	61.80	Rental of Gateway Park pavilion on 10-29-2022 from 12 - 2pm for (Bolling)
1055	10/31/2022	Tr Rec	1857		3	Pierce County Budget and Finan	510,820.17	Property Tax of \$509,047.29 and delinquent tax of \$1,772.88
1056	10/31/2022	Tr Rec	1858		3	Pierce County Budget and Finan	24,847.48	Zoo Trek
1057	10/31/2022	Tr Rec	1859		3	Pierce County Budget and Finan	5,192.22	Investment Interest
							535,667.65	
							7,842.62	
001 General Fund							543,510.27	
							543,510.27	

October 2022 AP Expenditures

Key Peninsula Metro Parks District

Time:

11:57:16 Date: 11/07/2022

10/01/2022 To: 10/31/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	1023	10/31/2022	Claims	5	1,495.86	3rd quarter Leasehold tax for Gateway House, Snack Shack and Taylor Bay caretaker.
221001001 CenturyLink	970	10/07/2022	Claims	5	122.67	Phone and internet at Gateway Park.
221001002 Cross Connection Specialists, LLC	971	10/07/2022	Claims	5	75.00	Backflow assembly tests
221001003 D.M. Recycling Co	972	10/07/2022	Claims	5	197.00	Recycling pickup at Gateway Park
221001004 Gleason Timothy J	973	10/07/2022	Claims	5	40.63	Mileage for September 2022
221001005 Grandt Veronica L	974	10/07/2022	Claims	5	106.88	Mileage for September 2022
221001006 Madrona Law Group PLLC	975	10/07/2022	Claims	5	350.00	Professional services regarding HR questions from commissioners.
221001007 Murreys Disposal Company	976	10/07/2022	Claims	5	766.38	Trash pickup service for Volunteer Park and Gateway Park.
221001008 Peninsula Light Company	977	10/07/2022	Claims	5	1,415.18	Electric service for Gateway Park, Home Park Volunteer Park, and Taylor Bay Park.
2236 PEBB Health Insurance Health Care Authority	986	10/14/2022	Payroll	5	5,997.30	
221004001 CHS Northwest	987	10/14/2022	Claims	5	81.01	Annual Propane tank rental for Taylor Bay property.
221004002 Hemley's Handy Kans	988	10/14/2022	Claims	5	2,009.10	Septic pumping at Gateway Park, Outlet baffle fixed at Taylor Bay, and rental of 3 portable toilets.
221004003 US Bank	989	10/14/2022	Claims	5	10,476.68	US Bank statement Date 10-6-2022
221004004 Verizon Wireless	990	10/14/2022	Claims	5	590.18	Cell phone service for all staff.
221006001 Astound	1011	10/21/2022	Claims	5	173.51	Phone and Internet service at Volunteer Park.
221006002 Copiers Northwest	1012	10/21/2022	Claims	5	53.38	Copy overage as per contract for rental of Cannon copier.
221006003 Washington Water Service Company	1013	10/21/2022	Claims	5	159.98	Water Service at Gateway Park
Total Checks:					24,110.74	

October 2022 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

11:56:18 Date: 11/07/2022

10/01/2022 To: 10/31/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Employee Paycheck	954	10/11/2022	Payroll	2	2,181.83	
EFT Employee Paycheck	955	10/11/2022	Payroll	2	1,667.89	
EFT Employee Paycheck	956	10/11/2022	Payroll	2	755.40	
EFT Employee Paycheck	957	10/11/2022	Payroll	2	1,267.04	
EFT Employee Paycheck	958	10/11/2022	Payroll	2	1,611.10	
EFT Employee Paycheck	959	10/11/2022	Payroll	2	2,451.18	
EFT Employee Paycheck	960	10/11/2022	Payroll	2	1,240.66	
EFT Employee Paycheck	961	10/11/2022	Payroll	2	118.21	
EFT Employee Paycheck	962	10/11/2022	Payroll	2	2,685.13	
EFT Employee Paycheck	963	10/11/2022	Payroll	2	224.97	
EFT Employee Paycheck	964	10/11/2022	Payroll	2	1,319.90	
EFT Employee Paycheck	965	10/11/2022	Payroll	2	478.62	
EFT EFTPS	984	10/12/2022	Payroll	2	5,104.98	
EFT WA State Department of Retiremen	985	10/12/2022	Payroll	2	6,981.67	
EFT EFTPS	1009	10/18/2022	Payroll	2	4,505.12	
EFT Department of Labor & Industries	1014	10/21/2022	Payroll	2	6,018.82	
EFT Employment Security Department	1015	10/21/2022	Payroll	2	1,940.58	
EFT Employee Paycheck	997	10/25/2022	Payroll	2	1,982.38	
EFT Employee Paycheck	998	10/25/2022	Payroll	2	1,710.65	
EFT Employee Paycheck	999	10/25/2022	Payroll	2	118.21	
EFT Employee Paycheck	1000	10/25/2022	Payroll	2	607.35	
EFT Employee Paycheck	1001	10/25/2022	Payroll	2	1,466.55	
EFT Employee Paycheck	1002	10/25/2022	Payroll	2	2,451.18	
EFT Employee Paycheck	1003	10/25/2022	Payroll	2	118.21	
EFT Employee Paycheck	1004	10/25/2022	Payroll	2	1,240.66	
EFT Employee Paycheck	1005	10/25/2022	Payroll	2	118.21	
EFT Employee Paycheck	1006	10/25/2022	Payroll	2	2,685.13	
EFT Employee Paycheck	1007	10/25/2022	Payroll	2	172.47	
EFT Employee Paycheck	1008	10/25/2022	Payroll	2	1,206.57	
EFT ESD-PFLMA	1016	10/31/2022	Payroll	2	613.51	
Total Checks:					55,044.18	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 12:54:57 Date: 11/07/2022

10/01/2022 To: 10/31/2022

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
1022	10/31/2022	10/31/2022	1		Ser Chge		First Citizens	132.22	Banking service fees.
	576 80 49 003	Banking Fees		001	General Fund			132.22	Banking service fees.
1024	10/31/2022	10/31/2022	2		Ser Chge		First Citizens	4.00	Bank service fees
	576 80 49 003	Banking Fees		001	General Fund			4.00	Bank service fees
	Records Printed:		2					0.00	
						Adjustments:		0.00	
						Beginning Balance:		0.00	
						Revenues:		0.00	
						Warrant Expenditures:		0.00	
						Non Warrant Expenditures:		136.22	
						Interfund Transfers:		0.00	
						Redemptions:		0.00	
						Deposits:		0.00	
						Withdrawals:		0.00	
						Stop Payments:		0.00	

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Fund	0.00	0.00	0.00	0.00	136.22	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	136.22	0.00	0.00	0.00

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 13:49:35 Date: 11/07/2022

January To October

Page: 1

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 00 000 Taxes, Real & Person	5,240.30	32,886.27	95,001.67	562,715.90	114,026.15	8,402.34	4,355.13	9,517.03	21,354.68	510,820.17	0.00	0.00	1,364,319.64	1,461,536.00	93%
313 17 00 000 Taxes, Zoo Trek Excis	22,379.30	24,652.65	20,534.92	20,690.34	24,386.43	23,388.24	22,759.70	25,134.35	24,359.57	24,847.48	0.00	0.00	233,132.98	185,000.00	126%
317 20 00 000 Taxes, Leasehold Exc	0.00	62.69	2.75	0.00	60.54	0.00	0.00	57.55	17.19	0.00	0.00	0.00	200.72	1,000.00	20%
317 40 00 000 Taxes, Forest Excise T	0.00	0.00	0.00	0.00	2,425.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,425.54	2,500.00	97%
310 Taxes	27,619.60	57,601.61	115,539.34	583,406.24	140,898.66	31,790.58	27,114.83	34,708.93	45,731.44	535,667.65	0.00	0.00	1,600,078.88	1,650,036.00	97%
334 02 70 000 Recreation Conserva	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0%
392 00 00 000 Premiums on Bonds	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0.00	0.00	0.00	0.00	0.00	57,964.05	50,000.00	116%
347 60 00 003 Program Fees, Progi	0.00	525.00	1,195.09	285.00	255.00	270.00	135.00	0.00	0.00	0.00	0.00	0.00	2,665.09	2,000.00	133%
340 Park Fees	0.00	525.00	1,195.09	285.00	255.00	270.00	135.00	0.00	0.00	0.00	0.00	0.00	2,665.09	2,000.00	133%
361 11 00 000 Investment Interest	147.53	158.01	366.72	645.21	1,149.88	1,615.99	2,707.05	3,805.97	4,201.33	5,192.22	0.00	0.00	19,989.91	2,000.00	999%
362 40 00 003 S&F Rentals, Campin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0%
362 40 00 004 S&F Rentals, 360 Fiel	1,370.00	680.00	1,640.00	5,520.40	2,560.00	2,375.00	1,374.00	1,245.00	720.00	225.00	0.00	0.00	17,709.40	13,000.00	136%
362 40 00 005 S&F Rentals, Home F	0.00	0.00	0.00	150.00	100.00	0.00	150.00	35.00	35.00	0.00	0.00	0.00	470.00	200.00	235%
362 40 00 006 S&F Rentals, Volunte	0.00	0.00	100.00	1,085.00	0.00	95.00	0.00	0.00	70.00	0.00	0.00	0.00	1,350.00	4,000.00	34%
362 50 00 001 S&F Rentals, Conces	365.68	365.68	591.36	591.36	1,045.14	591.36	591.36	591.36	365.68	365.68	0.00	0.00	5,464.66	10,800.00	51%
362 50 00 002 S&F Rentals, Gatewa	1,263.91	1,347.93	1,300.30	1,280.38	1,266.43	1,238.85	1,198.12	1,190.47	1,201.48	1,184.77	0.00	0.00	12,472.64	15,618.00	80%
362 50 00 003 S&F Rentals, Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0%
362 50 00 004 S&F Rentals, Little Le	4,463.41	110.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,073.41	2,000.00	254%
362 50 00 005 S&F Rental, Taylor Bz	814.20	1,550.40	0.00	764.20	764.20	814.20	764.20	768.20	768.20	768.20	0.00	0.00	7,776.00	9,171.00	85%
367 00 00 000 Contributions & Dor	500.00	2,000.00	1,250.00	1,500.00	0.00	0.00	2,500.00	1,650.00	0.00	100.00	0.00	0.00	9,500.00	10,000.00	95%
369 91 00 000 Other Revenue	50.85	4,730.30	439.54	339.27	90.45	82.20	669.34	631.59	24.75	6.75	0.00	0.00	7,065.04	2,000.00	353%
382 10 00 000 Refundable Deposits	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0%
360 Long Terms	8,975.58	10,942.32	6,187.92	12,375.82	6,976.10	6,812.60	9,954.07	9,917.59	7,386.44	7,842.62	0.00	0.00	87,371.06	69,089.00	126%
FUND REVENUES:	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	44,626.52	53,117.88	543,510.27	0.00	0.00	1,748,079.08	1,771,125.00	99%
576 80 10 001 Commissioner Wage	512.04	256.02	128.01	768.06	768.06	128.01	256.02	768.06	0.00	512.04	0.00	0.00	4,096.32	7,500.00	55%
576 80 10 002 Administrative Wage	21,298.67	20,274.22	20,521.14	23,023.25	21,325.46	23,114.60	22,694.07	21,910.71	23,164.65	20,004.80	0.00	0.00	217,331.57	263,000.00	83%
576 80 10 003 Park Operations Waç	14,646.74	14,351.20	14,755.85	18,616.40	12,290.56	20,765.47	22,413.92	22,393.56	21,935.48	19,171.90	0.00	0.00	181,341.08	278,000.00	65%
576 80 10 004 Park Operations - Tei	0.00	0.00	0.00	0.00	2,505.12	1,335.45	0.00	1,682.32	2,431.24	430.36	0.00	0.00	8,384.49	58,500.00	14%
576 80 20 001 Commissioner Perso	53.94	19.60	9.80	67.63	58.74	9.80	36.08	58.76	0.00	49.34	0.00	0.00	363.69	600.00	61%
576 80 20 002 Administrative Benef	7,092.00	5,135.69	8,391.93	9,064.67	7,481.48	7,365.48	9,165.59	6,581.42	6,800.52	7,439.07	0.00	0.00	74,517.85	98,000.00	76%
576 80 20 003 Park Operations Ben	8,429.95	4,863.04	5,003.77	9,621.54	4,201.49	5,331.71	16,370.99	8,362.43	8,367.88	13,689.94	0.00	0.00	84,242.74	155,000.00	54%
576 80 20 004 Park Operations - Tei	0.00	0.00	0.00	0.00	301.15	386.31	435.10	128.70	303.45	550.20	0.00	0.00	2,104.91	16,500.00	13%
576 80 20 006 Uniforms/Safety Gea	0.00	24.82	0.00	708.97	135.82	1,195.89	153.53	0.00	172.34	0.00	0.00	0.00	2,391.37	3,500.00	68%
576 80 31 001 Office Supplies	142.51	348.61	317.32	392.67	844.13	757.74	1,328.34	580.80	0.00	134.17	0.00	0.00	4,846.29	4,750.00	102%
576 80 31 002 Maintenance Supplie	463.87	3,548.61	2,895.35	2,774.11	4,054.81	3,661.15	10,617.09	12,921.03	11,413.74	3,019.66	0.00	0.00	55,369.42	70,000.00	79%
576 80 31 003 Equipment Maintenaç	56.11	69.98	353.71	0.00	0.00	345.63	847.77	848.65	87.51	0.00	0.00	0.00	2,609.36	3,200.00	82%
576 80 31 004 Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	53.90	0.00	915.95	29.31	0.00	0.00	0.00	999.16	1,500.00	67%
576 80 31 130 Supplies, Special Eve	0.00	0.00	263.61	1,423.59	271.40	539.78	0.00	0.00	0.00	0.00	0.00	0.00	2,498.38	2,500.00	100%

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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January To October

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 31 140 Supplies, Special Eve	0.00	0.00	0.00	1,261.79	289.70	51.58	3,530.92	715.60	2,458.23	1,278.99	0.00	0.00	9,586.81	14,000.00	68%
576 80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	184.21	63.82	120.20	68.50	0.00	0.00	436.73	500.00	87%
576 80 32 000 Park Operations Fuel	899.84	863.77	1,227.48	1,248.00	1,430.49	1,562.17	1,905.00	2,698.94	1,361.82	1,628.80	0.00	0.00	14,826.31	20,000.00	74%
576 80 35 000 Small Tools & Equipr	1,662.11	2,426.75	593.30	6,093.96	384.62	359.84	703.78	340.36	0.00	0.00	0.00	0.00	12,564.72	15,000.00	84%
576 80 41 000 Professional Services	5,206.00	40.00	0.00	38.99	418.20	548.99	10.79	0.00	10.79	0.00	0.00	0.00	6,273.76	7,000.00	90%
576 80 41 001 Professional Services	0.00	0.00	72.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.50	100.00	73%
576 80 41 002 Professional Services	19,479.63	1,102.95	232.20	1,509.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,324.08	22,325.00	100%
576 80 41 004 Professional Services	606.00	1,840.00	2,883.00	354.00	1,192.00	1,410.00	350.00	200.00	700.00	350.00	0.00	0.00	9,885.00	13,000.00	76%
576 80 41 005 Professional Services	266.00	497.81	1,310.03	2,964.88	344.50	1,297.25	548.00	335.00	1,536.70	1,593.80	0.00	0.00	10,693.97	14,900.00	72%
576 80 41 008 Professional Services	0.00	0.00	0.00	3,240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,240.00	9,700.00	33%
576 80 41 009 Election Costs	0.00	8,911.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,911.00	8,925.00	100%
576 80 42 001 Communications, Ph	703.70	740.68	723.12	695.49	796.36	777.22	808.73	759.47	840.28	886.36	0.00	0.00	7,731.41	9,450.00	82%
576 80 43 001 Travel, Commissione	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0%
576 80 43 002 Travel, Staff	0.00	130.18	433.41	637.02	657.67	370.30	343.95	74.50	234.26	155.41	0.00	0.00	3,036.70	6,000.00	51%
576 80 44 001 Taxes And Operation	0.00	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	350.00	90%
576 80 45 000 Equipment Rental\ L	1,329.11	276.11	1,672.27	395.80	607.14	1,080.60	3,093.44	232.50	629.97	366.89	0.00	0.00	9,683.83	11,500.00	84%
576 80 46 000 Insurance, General Li	0.00	0.00	0.00	0.00	0.00	0.00	29.00	0.00	35,244.00	0.00	0.00	0.00	35,273.00	35,500.00	99%
576 80 47 000 Utility Services, For A	2,673.18	2,014.23	7,051.20	2,987.22	3,047.54	2,822.85	2,764.16	2,820.63	3,747.12	2,821.00	0.00	0.00	32,749.13	38,400.00	85%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	213.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.84	650.00	33%
576 80 48 000 Repairs & Maintenanr	1,828.95	602.42	408.13	7,321.87	253.81	589.57	362.80	1,233.58	4,107.48	2,734.28	0.00	0.00	19,442.89	27,000.00	72%
576 80 49 001 Licenses & Permits	141.00	1,905.00	0.00	0.00	0.00	151.25	288.75	297.10	983.17	275.00	0.00	0.00	4,041.27	6,000.00	67%
576 80 49 002 Dues & Subscription	370.00	487.65	375.46	1,663.12	716.33	1,206.98	803.30	405.97	0.00	382.17	0.00	0.00	6,410.98	7,750.00	83%
576 80 49 003 Banking Fees	84.00	92.56	118.15	154.05	168.91	184.15	189.82	135.19	141.03	136.22	0.00	0.00	1,404.08	1,500.00	94%
576 80 49 004 Other Expenses	0.00	220.00	607.00	180.00	0.00	0.00	163.25	144.20	0.00	0.00	0.00	0.00	1,314.45	3,000.00	44%
576 80 49 006 Training, Staff	0.00	935.00	860.00	450.00	146.02	850.00	669.80	338.67	75.00	922.55	0.00	0.00	5,247.04	6,000.00	87%
576 Parks	87,945.35	71,977.90	71,524.08	97,870.22	64,691.51	78,253.67	101,068.20	87,947.92	126,896.17	78,601.45	0.00	0.00	866,776.47	1,241,200.00	70%
589 00 00 999 Payroll Liability Acco	-1,356.60	-1,063.13	-965.98	-913.27	-1,050.24	-1,643.00	-691.69	-1,040.68	-900.99	-806.17	0.00	0.00	-10,431.75	0.00	0%
589 30 00 000 Other Non-Expenditu	1,444.50	0.00	0.00	0.00	1,470.18	0.00	1,470.18	0.00	0.00	1,495.86	0.00	0.00	5,880.72	4,900.00	120%
580 Non-Expenditures	87.90	-1,063.13	-965.98	-913.27	419.94	-1,643.00	778.49	-1,040.68	-900.99	689.69	0.00	0.00	-4,551.03	4,900.00	93%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	50,000.00	0.00	0.00	0.00	0.00	85,000.00	35,000.00	243%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	11,200.00	0.00	0.00	0.00	0.00	0.00	0.00	11,200.00	21,525.00	52%
591	0.00	0.00	0.00	0.00	0.00	11,200.00	35,000.00	50,000.00	0.00	0.00	0.00	0.00	96,200.00	56,525.00	170%
592 76 84 000 Debt Issuance Cost	0.00	0.00	0.00	0.00	0.00	3,044.67	0.00	0.00	0.00	0.00	0.00	0.00	3,044.67	0.00	0%
594 76 62 001 Capital Improvemen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0%
594 76 62 020 Capital Improvemen	0.00	0.00	533.18	0.00	0.00	0.00	0.00	8,909.76	400.93	0.00	0.00	0.00	9,843.87	275,000.00	4%
594 76 63 001 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0%
594 76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	28,549.30	2,980.00	0.00	0.00	0.00	0.00	0.00	31,529.30	78,500.00	40%
594 76 64 002 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,856.93	0.00	0.00	0.00	0.00	2,856.93	5,000.00	57%
594 Capital Expenditures	0.00	0.00	533.18	0.00	0.00	31,593.97	2,980.00	11,766.69	400.93	0.00	0.00	0.00	47,274.77	468,500.00	10%

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
FUND EXPENDITURES:	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	148,673.93	126,396.11	79,291.14	0.00	0.00	1,005,700.21	1,771,125.00	57%
FUND GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	-22,567.41	-102,622.79	-104,047.41	-73,278.23	464,219.13	0.00	0.00	742,378.87		
FUND NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	558,108.17	455,485.38	351,437.97	278,159.74	742,378.87	742,378.87	742,378.87			

2022 FUND TOTALS

Key Peninsula Metro Parks District

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REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	44,626.52	53,117.88	543,510.27	0.00	0.00	1,748,079.08	1,771,125.00	99%
	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	44,626.52	53,117.88	543,510.27	0.00	0.00	1,748,079.08	1,771,125.00	99%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	148,673.93	126,396.11	79,291.14	0.00	0.00	1,005,700.21	1,771,125.00	57%
	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	148,673.93	126,396.11	79,291.14	0.00	0.00	1,005,700.21	1,771,125.00	57%
GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	-22,567.41	-102,622.79	-104,047.41	-73,278.23	464,219.13	0.00	0.00	742,378.87		
NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	558,108.17	455,485.38	351,437.97	278,159.74	742,378.87	742,378.87	742,378.87			



Regular Meeting: November 14, 2022

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: November 14, 2022
Subject: Executive Director's Report

All Hallows Eve was very well attended by the community with an estimated 1000 attendees. A special thank you to Board Members Michel, Parry and Clinton who volunteered that night as well as the 6 Jr RTOC students from Peninsula High School and 18 youth from Red Barn Youth Center plus 3 adults!! It was a special night with costume contests, spider barn and more.

Planning is underway with our partner, the Key Peninsula Fire District, on Letters to Santa. There will be the opportunity to write a letter to Santa and letters with return addresses will get a reply from Santa or Mrs. Claus. In addition, there will be a craft bag filled with the materials and instructions to make 2 chain link figures (Santa, Reindeer, and Snowman) and a candy cane reindeer.

Nik Carson and José Reyes of the maintenance team attended the WA Trails Conference to learn more about trail maintenance as we head into the rainy season. Overall, the team has continued trail work (vegetation removal) at Key Central Forest, 360 Trails and Rocky Creek this month. Several large trees came down in the high winds/rains in early November and many smaller trees which could be moved by hand also came down. Now that leaves are falling, much time has been spent on leaf/debris removal to keep the sidewalks and parking lots clear along with play areas, skate park and more.

The maintenance team has also completed tree pruning along the driveway entrance to Volunteer Park and also along the outfield of Baseball field 3. Unfortunately, we were hit with a theft of the battery and gasoline from the rented lift used to complete this work. It was placed in the closed chain link fence with barbed wire however the theft still occurred. We had to pay for the replacement pieces which was about \$170. The lift was also used to repair the barn roof leak at Gateway Maintenance area and to clean the gutters on the barn, 5 car and the pole barn.

Parks and Facilities Manager Jacobs has been offered a spot in his dream job – a firefighter – and so he will be leaving us at the end of November to prepare for his Fire Academy start in January. He was agreed to help us with interviews or other questions during the month of December. He has been a wonderful asset to the team and will be missed! A recruitment is underway, with first review of applications on November 15th.

The heavy rains identified a roof leak along the remaining chimney piece at the Volunteer Park Administrative Office. Staff removed a piece of the ceiling, sealed up the area around the chimney and thankfully there has been no more leaks. The ceiling will be repaired in December or January as time and weather permit.



Soccer has extended their time at Volunteer Park through November 19th from October 31st. The maintenance team continues with grass cutting and field marking.

The pedestrian bridge in Gateway Park is closed to the public following a collapse of the handrails on one side of the bridge. It appeared to be a combination of the wrong size bolts which gave way (too short) and then vandalism (possibly rocking the handrail back and forth). All of the bridges have been inspected and several had the same bolt issue. They are now on a quarterly inspection schedule and come spring, new longer bolts will be installed.

The new pickup has arrived and as soon as the plates are available will be in service. The team is very excited about it!

Our lead volunteer for the mountain biking trails notified us that due to his work and other commitments he cannot help us/lead events this year but hopes to be back next year. A colleague of his was recommended who is affiliated with Evergreen Mountain Bike and the outreach from Evergreen has been about a contract for services. Given the difficulty in getting volunteers, the Executive Director is currently doing some outreach and conversations with other agencies who have a contract for services with Evergreen to learn more about their experiences. This may be the best way to move forward to ensure that the trails get the attention they need. However, we thank Bret Humphries for his work and dedication over the past year and half at 360 Trails!

Labor and Industries has been assisting us with technical assistance visits including on worker safety, risk management and industrial hygiene. Reports will be available soon. Some minor repairs will be needed however we are largely non-compliant on policies and training. Fiscal Specialist Armstrong will be assisting with working the policies from various templates during her recovery period/limited mobility.



Regular Meeting: November 14, 2022

Item # 12a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: November 14, 2022

Subject: Second Public Hearing and Adoption of 2023 Budget

Background

The Proposed 2023 Budget includes \$1,876,636 in revenues, \$1,461,636 in operating expenses, \$50,000 in Bond payments, \$915,000 for capital projects, and \$550,000 in fund balance usage.

Some key items include:

- Acquisition of new standing and riding mowers (replacement), Toro-style utility vehicle (allows for future attachments for ball field maintenance, snow removal, trail maintenance, etc., new pick-up truck for 2 new positions, mobile pressure washer
- Includes 2 new full time maintenance positions (Maintenance Worker I & II); eliminates seasonal positions
- Substitute the Youth Bike Jamboree (Name TBD) in lieu of Craft Day on Event schedule
- Funding for building repairs at Gateway Maintenance Yard and Rental House
- Includes 8.9% COLA increase for staff
- Maintains staff training levels
- Increased maintenance supplies/contracts budget for deferred maintenance projects and general upkeep (inflation) such as gravel warning track on fields. Continued seeding/fertilizer, repair steps at fields, drainage repairs, picnic table upkeep, gravel replacement at 360 Trailhead in Gateway Park, colorful plants in parks (hardy fuchsias at Volunteer Park and bulbs at Gateway Park)
- Updated Master Plan for Gateway Park (continued)
- Contract/Grant Funds to support outdoor Pickleball at Civic Center
- Geotech/design on Field 3 at Volunteer Park
- Design & Construction of ADA ramps at Admin Office and Volunteer Park parking lot
- Capital Facilities Plan with regional emphasis for Park Impact Fees
- New doors for Admin Office for compliance and safety
- New fence at Skate Park
- Replacement laptop for Fiscal Specialist
- Parking lot re-striping
- Election Costs
- Increased Software Costs (Adobe, Microsoft, Anti-Virus, Peachjar, etc.)
- Home Park Playground replacement (including swing set); Volunteer Park swing set replacement
- Emergency Trail markers in 360, Key Central Forest, Maple Hollow and Rocky Creek. Break-a-way signposts for select mountain bike trails.
- Taylor Bay septic tank investigation/decommissioning



This proposal does include \$550,000 in Fund Balance usage, however at the end of 2023 it is estimated that the District will still have a very healthy balance of about \$4 million.

Recommended Action: Adopt Resolution 2022-04 for the 2023 Operating, Bond and Capital Budgets

Attachment 1: Resolution 2022-04 Adopting the 2023 Annual Budget

Attachment 2: 2023 Proposed Budget Changes

Key Peninsula Metropolitan Park District
Db a Key Pen Parks



Resolution No R 2022-04

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING THE 2023 ANNUAL BUDGET AT THE FUND LEVEL FOR THE CALENDAR YEAR 2023

WHEREAS, the Executive Director of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) has recommended a balanced budget and estimate of monies required to meet public expenses for the 2023 calendar year; and

WHEREAS, the Clerk of the Board did cause to be published notices in the Key Peninsula News in the October 2022, and on the Key Pen Parks Website on October 6 and November 10, 2022 that the Board of Park Commissioners of the Key Pen Parks would meet on October 10, 2022, and November 14, 2022, giving taxpayers an opportunity to be heard regarding the proposed 2023 Budget; and

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

October 10, 2022	Public Hearing on Preliminary 2023 Budget
November 14, 2022	Public Hearing on 2023 Budget
November 14, 2022	Public Hearing on Property Tax Levy; and

WHEREAS, the proposed 2023 Budget, and estimated expenditures set forth in the budget being necessary to provide park and recreation services to the citizens and residents of the Key Peninsula during the 2023 calendar year;

NOW THEREFORE BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks approves the 2023 Budget in the amount noted in Appendix A at the fund level attached to and incorporated in this resolution.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting held at the Home Fire Station (No. 47), 1920 Key Peninsula Hwy NW, Lakebay, WA, this 14th day of November 2022.

Attest:

Key Peninsula Metropolitan Park District
Board of Park Commissioners
Pierce County, Washington

Mark Michel, President

Linda Parry, Vice President

Kip Clinton, Clerk

Shawn Jensen, Member-at-Large

Ed Robison, Member-at-Large

Appendix A

Key Pen Parks 2023 Budget

General Fund Budget Amount: \$1,461,636

G.O. Bond Principal & Interest Amount \$50,000

Capital Program Amount: \$915,000

Total: \$2,426,636

2023 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District

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001 General Fund

Revenues	Original	Proposed	Difference		Remarks
310 Taxes					
311 10 00 000 Taxes, Real & Personal Property	1,461,536.00	1,494,356.00	32,820.00	102.2%	
313 17 00 000 Taxes, Zoo Trek Excise Tax	185,000.00	245,000.00	60,000.00	132.4%	
317 20 00 000 Taxes, Leasehold Excise Tax	1,000.00	1,000.00	0.00	100.0%	
317 40 00 000 Taxes, Forest Excise Tax	2,500.00	2,500.00	0.00	100.0%	
318 00 00 000 Other Tax (REET)	0.00	60,000.00	60,000.00	0.0%	
310 Taxes	1,650,036.00	1,802,856.00	152,820.00	109.3%	
330 Intergovernmental Revenues					
334 02 70 000 Recreation Conservation Office (f	50,000.00	0.00	(50,000.00)	0.0%	Delete
334 02 70 001 Pierce County Parks Conservator	0.00	0.00	0.00	0.0%	
392 00 00 000 Premiums on Bonds Sold	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	50,000.00	0.00	(50,000.00)	0.0%	
340 Park Fees					
347 60 00 003 Program Fees, Proqrams	2,000.00	800.00	(1,200.00)	40.0%	
340 Park Fees	2,000.00	800.00	(1,200.00)	40.0%	
360 Long Terms					
361 11 00 000 Investment Interest	2,000.00	4,000.00	2,000.00	200.0%	
362 40 00 003 S&F Rentals, Camping Fees	250.00	0.00	(250.00)	0.0%	Delete
362 40 00 004 S&F Rentals, 360 Field / Gateway	13,000.00	18,000.00	5,000.00	138.5%	
362 40 00 005 S&F Rentals, Home Park Picnic Sl	200.00	400.00	200.00	200.0%	
362 40 00 006 S&F Rentals, Volunteer Park Shel	4,000.00	1,000.00	(3,000.00)	25.0%	Reflects Shelter Rentals and short term fields
362 50 00 001 S&F Rentals, Concessions Buildin	10,800.00	7,000.00	(3,800.00)	64.8%	
362 50 00 002 S&F Rentals, Gateway House Ren	15,618.00	14,400.00	(1,218.00)	92.2%	
362 50 00 003 S&F Rentals, Storage Space	50.00	0.00	(50.00)	0.0%	Delete
362 50 00 004 S&F Rentals, Sportsfields	2,000.00	8,000.00	6,000.00	400.0%	Little League, Soccer, Baseball, etc
362 50 00 005 S&F Rental, Taylor Bay Caretaker	9,171.00	9,180.00	9.00	100.1%	
367 00 00 000 Contributions & Donations	10,000.00	7,500.00	(2,500.00)	75.0%	
369 91 00 000 Other Revenue	2,000.00	2,000.00	0.00	100.0%	
369 91 01 000 Usage Of Fund Balance	0.00	550,000.00	550,000.00	0.0%	
382 10 00 000 Refundable Deposits	1,500.00	1,500.00	0.00	100.0%	New BARS with equiv expenditure
360 Long Terms	70,589.00	622,980.00	552,391.00	882.5%	

2023 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District

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001 General Fund

Revenues	Original	Proposed	Difference	136.9%	Remarks
Fund Revenues:	1,772,625.00	2,426,636.00	654,011.00		

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

576 Parks

576 80 10 001	Commissioner Wages	7,500.00	7,500.00	0.00	100.0%	
576 80 10 002	Administrative Wages	263,000.00	301,983.00	38,983.00	114.8%	2023 Projection #2
576 80 10 003	Park Operations Wages	278,000.00	380,292.00	102,292.00	136.8%	2023 Projection #2
576 80 10 004	Park Operations - Temp Wages	58,500.00	0.00	(58,500.00)	0.0%	Delete
576 80 20 001	Commissioner Personnel Benefits	600.00	678.00	78.00	113.0%	2023 Projection #2
576 80 20 002	Administrative Benefits	98,000.00	109,190.00	11,190.00	111.4%	2023 Projection #2
576 80 20 003	Park Operations Benefits	155,000.00	184,765.00	29,765.00	119.2%	2023 Projection #2
576 80 20 004	Park Operations - Temp Benefits	16,500.00	0.00	(16,500.00)	0.0%	Delete
576 80 20 006	Uniforms/Safety Gear - Personne	3,500.00	4,000.00	500.00	114.3%	
576 80 31 001	Office Supplies	3,700.00	5,500.00	1,800.00	148.6%	New laptop FS
576 80 31 002	Maintenance Supplies	60,000.00	107,000.00	47,000.00	178.3%	
576 80 31 003	Equipment Maintenance Supplie	3,200.00	3,520.00	320.00	110.0%	
576 80 31 004	Vehicle Maintenance Supplies	1,500.00	2,000.00	500.00	133.3%	
576 80 31 130	Supplies, Special Event Programs	3,000.00	600.00	(2,400.00)	20.0%	
576 80 31 140	Supplies, Special Events Non-Rev	14,000.00	10,000.00	(4,000.00)	71.4%	Moving expenses to proper BARS category
576 80 31 150	Supplies - Volunteer Program	7,500.00	1,000.00	(6,500.00)	13.3%	Basic safety supplies
576 80 32 000	Park Operations Fuel	9,000.00	22,000.00	13,000.00	244.4%	
576 80 35 000	Small Tools & Equipment - Maint	9,500.00	10,400.00	900.00	109.5%	
576 80 41 000	Professional Services, Marketing	6,500.00	12,500.00	6,000.00	192.3%	Includes new funds for peachjar (school flyers), and new tents
576 80 41 001	Professional Services, Consultant	20,000.00	20,000.00	0.00	100.0%	
576 80 41 002	Professional Services, Financial (A	23,100.00	16,000.00	(7,100.00)	69.3%	Springbrook, Audit in 2024
576 80 41 004	Professional Services, Legal	9,500.00	10,450.00	950.00	110.0%	
576 80 41 005	Professional Services, Contracted	7,500.00	47,863.00	40,363.00	638.2%	Event services, water tests, brush cutting/logging for trail areas, parking lot striping for GW & VP
576 80 41 007	Professional Services, Web/IT Sup	5,000.00	1,000.00	(4,000.00)	20.0%	
576 80 41 008	Professional Services, Arborist	6,500.00	7,500.00	1,000.00	115.4%	
576 80 41 009	Election Costs	12,000.00	15,000.00	3,000.00	125.0%	
576 80 42 001	Communications, Phones, Intern	9,450.00	9,500.00	50.00	100.5%	
576 80 43 001	Travel, Commissioners	500.00	500.00	0.00	100.0%	
576 80 43 002	Travel, Staff	15,000.00	15,000.00	0.00	100.0%	This assumes in-person training
576 80 44 001	Taxes And Operation Assessment	1,100.00	2,000.00	900.00	181.8%	
576 80 45 000	Equipment Rental\ Land, Genera	8,000.00	8,000.00	0.00	100.0%	
576 80 46 000	Insurance, General Liability	40,250.00	45,000.00	4,750.00	111.8%	
576 80 47 000	Utility Services, For All Parks	35,700.00	37,485.00	1,785.00	105.0%	
576 80 47 001	Utility Services, For Illegal Dumpi	1,000.00	1,000.00	0.00	100.0%	

2023 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District

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001 General Fund

Expenditures	Original	Proposed	Difference		Remarks
576 Parks					
576 80 48 000 Repairs & Maintenance, General	27,100.00	29,810.00	2,710.00	110.0%	
576 80 49 001 Licenses & Permits	4,500.00	6,000.00	1,500.00	133.3%	other permit costs such as water fountain, dog park shade, events
576 80 49 002 Dues & Subscriptions	5,000.00	7,500.00	2,500.00	150.0%	Software annual fees
576 80 49 003 Banking Fees	1,500.00	1,700.00	200.00	113.3%	
576 80 49 004 Other Expenses	4,000.00	4,000.00	0.00	100.0%	
576 80 49 006 Training, Staff	6,000.00	7,000.00	1,000.00	116.7%	WRPA, Pesticide Licenses, First Aid Re-cert, NRPA, BARS/Audit, Records
576 Parks	1,241,200.00	1,455,236.00	214,036.00	117.2%	
580 Non-Expenditures					
582 10 00 000 Refund Deposits - Other Costs A	0.00	1,500.00	1,500.00	0.0%	Required by BARS
589 00 00 999 Payroll Liability Account	0.00	0.00	0.00	0.0%	
589 30 00 000 Other Non-Expenditures - Other	4,900.00	4,900.00	0.00	100.0%	
580 Non-Expenditures	4,900.00	6,400.00	1,500.00	130.6%	
591					
591 76 70 000 G.O. Bond Principal	35,000.00	30,000.00	(5,000.00)	85.7%	
592 76 83 000 G.O. Bond Interest	21,525.00	20,000.00	(1,525.00)	92.9%	
591	56,525.00	50,000.00	(6,525.00)	88.5%	
594 Capital Expenditures					
592 76 84 000 Debt Issuance Costs	0.00	0.00	0.00	0.0%	
594 76 61 000 Capital Expenditures/Expenses La	0.00	0.00	0.00	0.0%	
594 76 62 001 Capital Improvements Master Pla	100,000.00	250,000.00	150,000.00	250.0%	GW Master Plan Update, CFP, ADA Ramp for VP, Geotech study on field 3
594 76 62 020 Capital Improvements	275,000.00	470,000.00	195,000.00	170.9%	Home Playground, VP swing set, ADA ramps at VP, Trail/Park Signage, Barn/House Repairs, new Admin doors, roll up doors, new skate park fence, TB well decommissioning, Disc Golf
594 76 62 024 Capital Expenditures - REET	0.00	60,000.00	60,000.00	0.0%	See capital improvements
594 76 63 001 Capital Expenditures/Expenses - I	10,000.00	15,000.00	5,000.00	150.0%	Pickeball Grant (Outdoor at Civic Center)
594 76 64 001 Capital Equipment - Maintenance	78,500.00	120,000.00	41,500.00	152.9%	
594 76 64 002 Capital Equipment - Events	5,000.00	0.00	(5,000.00)	0.0%	Delete

2023 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District

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001 General Fund

Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
594 Capital Expenditures				
<hr/>				
594 Capital Expenditures	468,500.00	915,000.00	446,500.00	195.3%
Fund Expenditures:	1,771,125.00	2,426,636.00	655,511.00	137.0%
Fund Excess/(Deficit):	1,500.00	0.00		

2023 PROPOSED BUDGET CHANGES

Fund Totals

Key Peninsula Metro Parks District

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Fund	Revenues			Expenditures		
	Original	Proposed	Difference	Original	Proposed	Difference
001 General Fund	1,772,625.00	2,426,636.00	654,011.00 136.9%	1,771,125.00	2,426,636.00	655,511.00 137.0%
Excess/(Deficit):	1,772,625.00	2,426,636.00	654,011.00 136.9%	1,771,125.00	2,426,636.00	655,511.00 137.0%



Regular Meeting: November 14, 2022

Item # 12b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: November 14, 2022

Subject: Public Hearing and Adoption of Resolution R2022-05 for the Highest Lawful Tax Levy for Collection in Calendar Year 2023

Background

After careful consideration of the budget and expected demand for new recreation services such as acquisition of new parks and open space, development of recreation facilities and programs desired by local residents as identified in Key Pen Parks' Park System Comprehensive Plan that an increase in the regular property tax levy is needed for the 2023 tax year. The dollar amount of the increase over the actual levy amount from the previous year will be a percentage increase of 0.90745% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred, and refunds made.

Recommended Action: Adopt Resolution R2022-05 for the Highest Lawful Tax Levy for Collection in Calendar Year 2023

Attachment 1: Resolution 2022-05 Adoption of the Highest Lawful Property Tax Levy for Collection in Calendar Year 2023

Key Peninsula Metropolitan Park District
Db a Key Pen Parks



Resolution No R 2022-05
RCW 84.55.120

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING THE HIGHEST LAWFUL PROPERTY TAX LEVY FOR COLLECTION IN CALENDAR YEAR 2023

WHEREAS, the Board of Park Commissioners of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) has met and considered its budget for the calendar year 2023; and,

WHEREAS, Key Pen Parks’ actual levy amount from the previous year was \$1,461,534.60; and,

WHEREAS, the population of the District is more than 10,000; and,

NOW THEREFORE BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2023 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$13,262.66 which is a percentage increase of 0.90745% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred, and refunds made.

RESOLVED by the Board of Park Commissioners that Key Pen Parks protects future levy capacity available in future years pursuant to RCW 84.55.092 and as otherwise permitted by law. Further the Board of Park Commissioners has determined that the Executive Director shall have authority to modify the highest lawful levy amount in this resolution, if necessary, to match new figures to be supplied by the Pierce County Assessor in December 2022 by his or her sole signature.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting held at the Home Fire Station (No. 47), 1920 Key Peninsula Hwy NW, Lakebay, WA, this 14th day of November 2022.

Attest:

Key Peninsula Metropolitan Park District
Board of Park Commissioners
Pierce County, Washington

Mark Michel, President

Linda Parry, Vice President

Kip Clinton, Clerk

Shawn Jensen, Member-at-Large

Ed Robison, Member-at-Large



Meeting: November 14, 2022

Item # 14a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: November 14, 2022

Subject: Approval of Wage Matrix for 2023 COLA

Background

With R2019-08, the Board of Park Commissioners approved an update to the Employee Handbook which included the ability to provide cost of living adjustments (COLA) to the wage matrix.

“Key Pen Parks will provide cost of living adjustments for full time staff based upon CPI as provided by the United States Department of Labor (Bureau of Labor Statistics). These adjustments will be made starting with the March 1st pay period, will be based on the October to October data which is released in November of the preceding year Consumer Price Index (CPI) for Seattle, Tacoma, and Bellevue (King, Pierce, & Snohomish counties) and shall never result in a decrease in pay.”

During the February 14, 2022, Regular Meeting, the timeline for COLA was adjusted via Board vote to begin January 1st annually commencing with the 2023 calendar year.

The October 2021 to October 2022 CPI for Seattle, Tacoma, and Bellevue was 8.9%. This amount was included in the 2022 Annual Budget. On January 1, 2023, the WA Minimum Wage increases to \$15.74 per hour.

The attached Wage Matrix reflects the 8.9% increase for full and part-time employees. There will be one remaining seasonal employee through February 2, 2023 (6-month position) before the seasonal positions are phased out, and it is recommended that his hourly wage be raised by 8.9% to be commensurate with the COLA given to permanent staff.

This increase is effective January 1, 2023.

Recommended Action: Approve Wage Matrix for Permanent Employees for 2023 and approve an 8.9% increase for the one remaining seasonal employee.

Attachment 1: 2023 Wage Matrix, adjusted for COLA



2023 HOURLY WAGE MATRIX FOR PERMANENT EMPLOYEES

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
D	\$16.80	\$17.31	\$17.83	\$18.36	\$18.91	\$19.48	\$20.06	\$20.67	\$21.29	\$21.92
E	\$18.21	\$18.76	\$19.32	\$19.90	\$20.50	\$21.12	\$21.75	\$22.40	\$23.07	\$23.77
F	\$20.04	\$20.64	\$21.26	\$21.89	\$22.55	\$23.23	\$23.92	\$24.64	\$25.38	\$26.14
G	\$22.04	\$22.70	\$23.38	\$24.08	\$24.81	\$25.55	\$26.32	\$27.11	\$27.92	\$28.76
H	\$24.24	\$24.97	\$25.72	\$26.49	\$27.29	\$28.10	\$28.95	\$29.82	\$30.71	\$31.63
I	\$26.67	\$27.47	\$28.29	\$29.14	\$30.01	\$30.92	\$31.84	\$32.80	\$33.78	\$34.80
J	\$29.33	\$30.21	\$31.12	\$32.05	\$33.02	\$34.01	\$35.03	\$36.08	\$37.16	\$38.28
K	\$32.27	\$33.24	\$34.23	\$35.26	\$36.32	\$37.41	\$38.53	\$39.69	\$40.88	\$42.10
L	\$35.49	\$36.56	\$37.66	\$38.79	\$39.95	\$41.15	\$42.38	\$43.65	\$44.96	\$46.31
M	\$39.04	\$40.22	\$41.42	\$42.66	\$43.94	\$45.26	\$46.62	\$48.02	\$49.46	\$50.94
N	\$42.95	\$44.24	\$45.56	\$46.93	\$48.34	\$49.79	\$51.28	\$52.82	\$54.41	\$56.04
O	\$47.24	\$48.66	\$50.12	\$51.62	\$53.17	\$54.77	\$56.41	\$58.10	\$59.85	\$61.64
P	\$51.97	\$54.00	\$55.62	\$57.29	\$59.01	\$60.78	\$62.60	\$64.48	\$66.41	\$68.40
Q	\$57.16	\$58.88	\$60.65	\$62.47	\$64.34	\$66.27	\$68.26	\$70.31	\$72.41	\$74.59
R	\$62.88	\$64.77	\$66.71	\$68.71	\$70.77	\$72.90	\$75.08	\$77.34	\$79.66	\$82.05
S	\$73.67	\$75.88	\$78.15	\$80.50	\$82.91	\$85.40	\$87.96	\$90.60	\$93.32	\$96.12
T	\$76.09	\$78.37	\$80.72	\$83.14	\$85.64	\$88.21	\$90.85	\$93.58	\$96.38	\$99.28

Effective February 14, 2022: Adjusted on January 1st of each year to include CPI. CPI for 2023 is 8.9%

WA Minimum Wage for Hourly Workers in 2023 is \$15.74



Regular Meeting: November 14, 2022

Item # 14b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: November 14, 2022

Subject: Direction on Allocation Formula of Real Estate Excise Taxes 2 (REET2) and Park Impact Fees (PIF) through Pierce County

Background

Over the summer months, staff met with Pierce County staff to discuss Real Estate Excise Taxes (REET 2) and Park Impact Fees which are shared by the County with both Key Pen Parks and the Peninsula Metropolitan Park District (Pen Met Parks).

In early October, Executive Director Perkosky and Fiscal Specialist Armstrong met virtually with Pen Met Executive Director Bujacich, Pierce County Parks & Recreation Director Miles, and Pierce County Resource Stewardship Superintendent Freeman.

The purpose of the meeting was to review the eligible uses of REET 2 and PIF fees by the two Districts, review the history of how the allocation process was determined, and discuss next steps for the 2023 -2024 allocations. Pen Met also had additional questions on how PIF was allocated County-wide.

Overall, the category areas (new parks, existing parks, trails) for PIF were determined by the Impact Fee Working Group as documented in Pierce County Resolution R2016-115s Exhibit A. (See Attachment 2) The percentages cover the entire County, not simply this area. Therefore, the percentage allocation for specific project areas is not up for discussion. However, Pen Met had some questions on how the allocation of funds was determined – by population, versus, as an example, of housing starts or rebuilds which would trigger PIF.

Pierce County staff explained that the flat allocation plus additional amount by population was determined and agreed upon by former Key Pen Director Gallacher and former Pen Met Director Lee. (See Attachment 1)

With current population growth, Key Pen Parks has slightly more population than it did in 2021 and so our percentage has increased by 1 point. Key Pen Parks also had slightly more housing starts/PIF triggers than Pen Met. However, since the Key Peninsula is designated rural, it is assumed that overtime Pen Met will have greater housing starts/PIF triggers and more population.

Potential Options:

- Keep the status quo - flat amount plus population percentage (Recommended)
- Advocate for the allocation by housing starts/PIF triggers recognizing that it could turn into a biennial negotiation based on population and housing data.
- Other



Parks & Recreation Director Miles stated that it is up to the two Special District Governments to determine the allocation method and provide that information to her. Directors Perkosky and Bujacich have a meeting scheduled for early December to discuss further.

Recommended Action: Provide Direction on Allocations for REET and PIF Funds

Attachment 1: Key Pen and Pen Met Fund Transfers

Attachment 2: Pierce County Resolution R2016-115s

KeyPen and PenMet Park District Transfers

2nd REET

- May only be imposed in GMA jurisdictions
- May only be used to finance capital projects specified in the capital facilities element of the comprehensive plan
- Pierce County identified REET funding for KeyPen and PenMet in the 2022-2023 Capital Facilities Plan (CFP)
- RCW 82.46.035(5) defines a capital project as “(b) Planning, construction, reconstruction, repair, rehabilitation, or improvement of parks”
- Funds may be used for design, engineering, survey, permitting, etc. associated with the capital project listed in the CFP
- Property acquisition is not an allowed use of 2nd REET funds and funds cannot be used for updating a capital facilities plan
- Pierce County Ordinance 2021-100s2:
 - \$480,000 2nd REET shall be allocated to the Peninsula Metropolitan Park and Key Peninsula Metropolitan Park Districts. On an annual basis, \$240,000 will be distributed as follows:
 1. Each District is to receive \$60,000 with the remaining amount to be distributed on a per capital basis. [PenMet = 39,052 (68%) / KeyPen = 18,312 (32%)]
 2. PROVIDED FURTHER, the funds allocated to the Peninsula Metropolitan Park and Key Peninsula Metropolitan Park Districts shall be utilized solely for capital purposes consistent with state law, shall be contingent upon an interlocal agreement being executed between Pierce County and each district, and the incorporation of each District’s proposed capital project use for said funds into the Pierce County Capital Facilities Plan.
- Interlocal Agreement will require each District to provide Pierce County Parks with a list of proposed qualifying project from an adopted 6-year CFP no later than the 4th Monday in June each year*
- No later than January 31, each District shall submit a report to Pierce County certifying completion of projects including all project expenditures.
- Funding occurs on a reimbursement basis, after receipt of an invoice that shows what eligible projects the funds will be applied to.

2022-2023 Funding Allocations

	2022		2023		
	\$240,000		\$240,000		Total
Key Pen Parks	\$60,000	\$38,400	\$60,000	\$38,400	\$196,800
PenMet Parks	\$60,000	\$81,600	\$60,000	\$81,600	\$283,200
Total					\$480,000

* Pierce county is now on a biennial budget.

Impact Fees

- RCW 82.02 allows Growth Management jurisdictions to collect impact fees as a financing tool for developing improvements that will serve new development, i.e., to keep pace with growth
- Impact fees must be used to add capacity to the system and cannot be used for repair, replacement, maintenance, operations
- Impact fee projects must be identified in an adopted 6-year CFP and must be spent within 10 years of collection
- Resolution 2016-115s, Park Impact Fee Fiscal Policy, included Peninsula Partnership Projects for the following parks:

KeyPen Parks	360 Trails Gateway Park Maple Hollow Taylor Bay Park Key Central
PenMet Parks	Sehmel Homestead Park Peninsula Gardens Park Indoor Soccer Center Cushman Trail

- The Resolution did not provide parameters around how to allocate funding to each district but conversations with Terry Lee and Scott Gallacher proposed to follow 2nd REET allocations.

2022-2023 Funding Allocations

	2022 - 2023		
	\$800,000		Total
Key Pen Parks	\$200,000	\$128,000	\$328,000
PenMet Parks	\$200,000	\$272,000	\$472,000
Total			\$800,000

1 Sponsored by: Councilmember Derek Young
2 Requested by: County Council

3
4
5
6 RESOLUTION NO. R2016-115s
7
8

9 **A Resolution of the Pierce County Council Supporting the Park and**
10 **Recreation Services Department’s Fiscal Policy in**
11 **Accordance with the Recommendations from the Impact Fee**
12 **Working Group.**
13

14 **Whereas**, the Pierce County Council passed Ordinance No. 2015-61s2 which
15 carried a budget proviso directing the Parks and Recreation Services (Parks)
16 Department to convene a working group to evaluate options for a revised park impact
17 fee; and
18

19 **Whereas**, the Parks Department established the Impact Fee Working Group
20 (Working Group) to address the adequacy of the existing fee to meet future demand
21 from growth, recommend a new fee and calculation methodology, recommend capital
22 projects to be realized with the new fee, recommend a potential phasing plan, consider
23 the relevance of recreational area dedication associated with new residential
24 development; and
25

26 **Whereas**, the Working Group had representatives from the Master Builders
27 Association, the Board of Realtors, Pierce County Parks, Pierce County Planning and
28 Land Services, Forever Green, and the Pierce County Park and Recreation Citizens’
29 Advisory Board; and
30

31 **Whereas**, the County has a diverse park system that provides a variety of
32 experiences and uses that serve the entire County population; and
33

34 **Whereas**, approximately 56,000 additional people are anticipated within Pierce
35 County in the next 15 years; and
36

37 **Whereas**, the Working Group determined the existing impact fee is inadequate to
38 fund capacity improvements to serve expected growth in Pierce County; and
39

40 **Whereas**, the Working Group determined capital revenues are needed to build
41 facilities on land currently owned by the Parks Department to increase capacity within
42 the urban area or in areas that serve the urban populations; and



1
2 **Whereas**, the Working Group unanimously determined the existing park impact
3 fee based on acres per 1,000 is inadequate to serve expected growth; and
4

5 **Whereas**, on June 29, 2016, the majority of the Working Group members (5-1)
6 approved the Park Impact Fee Report; and
7

8 **Whereas**, the majority of the Working Group members (5-1) recommended the
9 County Council adopt a new park impact fee based on maintaining the existing level of
10 service calculated on investment per capita as necessary to serve population growth;
11 and
12

13 **Whereas**, the Working Group recognized the importance of park impact fees to
14 provide system capacity improvements proportionate with population growth; and
15

16 **Whereas**, the Working Group recommended the County Council adopt a fiscal
17 policy to provide guidance, direction and consistency in spending of park revenues; and
18

19 **Whereas**, the Park and Recreation Services Department's Fiscal Policy (Fiscal
20 Policy) establishes capital priorities to guide spending of Impact Fee dollars; and
21

22 **Whereas**, the Working Group established a recommended 15-year capital
23 improvement list as suggested projects for impact fee revenues, and this list will be
24 used to influence and guide development of the Six-Year Capital Facilities Plan; and
25

26 **Whereas**, the Fiscal Policy contains recommendations for spending of other park
27 revenue accounts; and
28

29 **Whereas**, the Working Group recognized the importance of the General Fund
30 and Motor Vehicle Fuel Tax in providing revenues necessary for system maintenance,
31 operations and administration; and
32

33 **Whereas**, the Working Group recognized the significance of both Park Sales Tax
34 and the Second Real Estate Excise Tax which contribute additional necessary revenues
35 to the system and support impact fee funding; and
36
37



1 **Whereas**, the Working Group recognized the importance of Park Sales Tax for
2 maintenance, operations, preservation, improvements, and administration; and,

3
4 **Whereas**, the Working Group recognized the importance of the Second Real
5 Estate Excise Tax in providing preservation and capital improvement revenues; and,

6
7 **Whereas**, the Fiscal Policy provides guidance for planning and system
8 management to assist with gaining capacity and efficiencies within the park system; and

9
10 **Whereas**, the Fiscal Policy establishes other cost efficiency measures to
11 maximize limited revenues and ensure projects are leveraged with partners and funding
12 where possible; **Now Therefore**,

13
14 **BE IT RESOLVED by the Council of Pierce County:**

15
16 Section 1. The County Council supports the Park and Recreation Services
17 Department's Fiscal Policy as described in Exhibit A, which is attached hereto and
18 incorporated herein by reference.

19
20 Section 2. The County Council supports the recommendations for impact fee
21 expenditures as represented in the Capital Facilities List as described in Exhibit B,
22 which is attached hereto and incorporated herein by reference.

23
24 Section 3. The Park and Recreation Services Department should prepare its
25 Capital Facilities Plan consistent with the Fiscal Policy described in attached Exhibit A.

26
27
28 **ADOPTED** this 11th day of October, 2016.

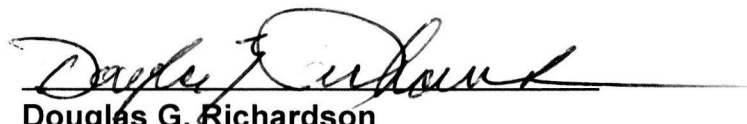
29
30 **ATTEST:**

31 **PIERCE COUNTY COUNCIL**

Pierce County, Washington

32
33
34 
35 **Denise D. Johnson**

36 Clerk of the Council

37
38 
39 **Douglas G. Richardson**

Council Chair



SUBJECT	PARKS AND RECREATION FISCAL POLICIES	SUPPORTED BY:
Capital Priorities	<ol style="list-style-type: none"> 1. Revenues collected through impact fees should be spent on capacity projects that serve the urban area. 2. Capital projects to increase park capacity should be linked to growth and demand. 3. Revenues collected through impact fees should be spent as follows: <ul style="list-style-type: none"> 38% to trails 32% to existing parks 30% to new parks 	Impact Fee Working Group Title 19, Pierce County Comprehensive Plan
Park Revenue Accounts	<p>General Fund:</p> <ol style="list-style-type: none"> 1. Revenue support from the General Fund should be primarily for administration, maintenance and operations. 2. General Fund support for Parks should be adjusted annually to support maintenance and operation costs associated with new capacity projects and programs introduced to the system. 3. General Fund revenues should not be supplanted by revenues from impact fees or other sources. 4. Capital improvements should not be constructed unless accompanied by the necessary operation and maintenance funding. <p>Park Sales Tax:</p> <ol style="list-style-type: none"> 1. Park Sales Tax revenues should be used primarily for capital improvements and preservation of the park system with a portion available as needed for operations and maintenance. <p>Second REET:</p> <ol style="list-style-type: none"> 1. Second REET revenues dedicated to Parks should be used for capital improvements and preservation. <p>Motor Vehicle Fuel Tax:</p> <ol style="list-style-type: none"> 1. Motor Vehicle Fuel Tax should be used primarily for operations and maintenance of trails. As new trails are added to the park system, the percentage of motor vehicle fuel tax used for trail operations and maintenance should be adjusted to support additional operations and maintenance costs. <p>Impact Fees:</p> <ol style="list-style-type: none"> 1. Impact fees should be used for capital improvements that add capacity to the park system. 	Impact Fee Working Group RCW 82.14.400 Chapter 4.24 PCC RCW 82.36 Title 4A PCC RCW 82.02.050
Planning and System Management:	<ol style="list-style-type: none"> 1. Planning and programming for the park system should ensure facilities and services are provided to the areas of greatest need and serve large populations. 2. Park improvements should be designed to maximize flexibility of space and provide maximum capacity 3. Capital improvements should address user interests and recreational trends. 4. Utilize “MOPIA” terminology (Maintenance, Operations, Preservations, Improvements, Administration). 5. ADA upgrades must be prioritized with revenues other than impact fees. 	Impact Fee Working Group

Cost Efficiency Measures	<ol style="list-style-type: none">1. Parks and Recreation should maximize partnerships with defined parameters of cost sharing and equity for the County.2. Parks and Recreation should maximize revenues through a proactive approach in seeking partnerships, sponsorships, working with volunteers, and revenue generating activities.3. Savings achieved through sustainability and efficiency updates will be dedicated to preservation or ongoing maintenance.	Impact Fee Working Group
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EXHIBIT B to Resolution No. 2016-115s
CAPITAL PROJECT LIST FOR PROPOSED PARK IMPACT FEE

RATIO ESTIMATE	POTENTIAL IMPACT FEE AMOUNT	TOTAL PROJECT COST ESTIMATE	MAP CODE	EXAMPLE PROJECT LIST	LOCATION	POTENTIAL PARTNERS	CAPACITY ESTIMATES		PRIORITY <i>Near 1-5 YRS</i> <i>Mid 6-10 YRS</i> <i>Long 11-15 YRS</i>	PROJECTED ANNUAL REVENUE	TOTAL ANNUAL MAINTENANCE COST ESTIMATES (# of FTEs included in cost estimate)
							NEW CAPACITY % ESTIMATE	PROJECTED ANNUAL # OF NEW USAGES**			
New Parks (30%)	\$6.1M	\$6.7M	3	Cross Park – Develop trails, parking, restroom, play area, meeting rooms, and trailhead as identified in Phase 1 of the park master plan.	CENTRAL FREDRICKSON Urban	Friends of Cross Park	29%	89,493	Near Term	\$121,874	\$170,000
	\$6.45M	\$7.2M	6	Buckley-Bonney Lake Park –Develop new park site to include great lawn/open field, picnic & play areas, sports courts, parking & internal circulation, restrooms, and trails. Final park features will be determined through a public outreach process.	EAST - PLATEAU Urban	City of Bonney Lake	21%	106,522	Mid Term	\$36,684	\$480,000
	\$3.3M	\$3.7M	26	Orangetate Park –Develop new park site to include playfield, walking trails, play area, trailhead for CCCC Trail, parking and restroom. Final park features will be determined through a public outreach process.	CENTRAL MID-COUNTY Urban Edge	-	28%	66,281	Long Term	\$6,114	\$170,000
New Trails (38%)	\$6.7M	\$7.4M	7	Cross County Commuter Connector (CCCC) Trail – 5.5 miles of paved multi-use trail.	CENTRAL MID-COUNTY Urban Edge	City of Tacoma	18%	112,646	Near Term	\$0	\$96,000
	\$1.3M	\$3.4M	12	Foothills Trail Connections to the Riverwalk Trail and Sumner Trail - 2.4 miles of trails completing connections to the Riverwalk Trail and Sumner Trail.	EAST ALERTON-MCMILLIN Rural	Cities of Sumner & Puyallup	8%	49,154	Near Term	\$0	\$42,000
	\$4.0M	-	39	Parkland Urban Core Trail Network – 1-2 miles of trail network connecting schools and parks.	CENTRAL - PARKLAND Urban	PLU, Public Works	11%	30,722	Mid Term	\$0	\$53,000
	\$1.4M	See Attached List	-	Peninsula Partnership Project Options	WEST PENINSULAS	PenMet Parks KeyPen Parks	TBD	TBD	Mid Term	\$0	Provided by PenMet or KeyPen Parks
	\$4.0M	-	38	South Hill Community Trail Network – 1-2 miles of trail network connecting schools and parks.	CENTRAL - SOUTH HILL Urban	Public Works	12%	30,722	Long Term	\$0	\$53,000
	\$1.7M	\$2.1M	14	Trailhead at Half Dollar Park for CCCC Trail	CENTRAL - SOUTH HILL Urban	-	*	*	Long Term	\$0	\$40,000
New Capacity at Existing Parks & Trails (32%)	\$2.6M	\$10.2M	18	Lake Tapps Park – Develop new parking area, playground, waterfront promenade, picnic areas, restroom, and walking trails as identified in Phase 1-3 of the park improvement study.	EAST - LAKE TAPPS Rural	-	20%	88,854	Near Term	\$87,146	\$95,000
	\$5.2M	\$7.1M	35	Sprinker Recreation Center – Develop new multipurpose softball/soccer field, spray park, 2 basketball courts, playground, walking trails, & picnic areas as identified in Phase 1-4 of the park improvement study.	CENTRAL - SPANAWAY Urban	-	16%	115,492	Near Term	\$40,253	\$95,000
	\$.8M	See Attached List	-	Peninsula Partnership Project Options	WEST PENINSULAS	PenMet Parks KeyPen Parks	TBD	TBD	Near Term	\$0	Provided by PenMet or KeyPen Parks
	\$4.95M	-	15	Heritage Recreation Center – Upgrade 3 soccer fields & 3 baseball fields upgrade to artificial turf to increase the amount of use for are sports teams.	CENTRAL - SOUTH HILL Urban	Puyallup SD	32%	75,633	Mid Term	\$131,466	\$95,000
	\$2.5M	\$4.4M	12	Frontier Park – Develop new north entrance to park, paved event parking, off-leash dog area, amphitheater, and walking trails as identified in Phase 1-3 of the park improvement study.	CENTRAL - GRAHAM Urban Edge	-	17%	75,577	Long Term	\$0	\$95,000
TOTAL	\$51.0M	\$69.6M						841,854		\$0.42M	\$1.48M

All dollar amounts expressed in 2016 value and have not been adjusted for inflation.

*Projected number of new users included with Cross County Community Connector Trail.

** Projected number of new usages are based the average annual usage numbers for existing facilities.

2009-2015 total average annual usage estimates for the County park system is 4,600,000.

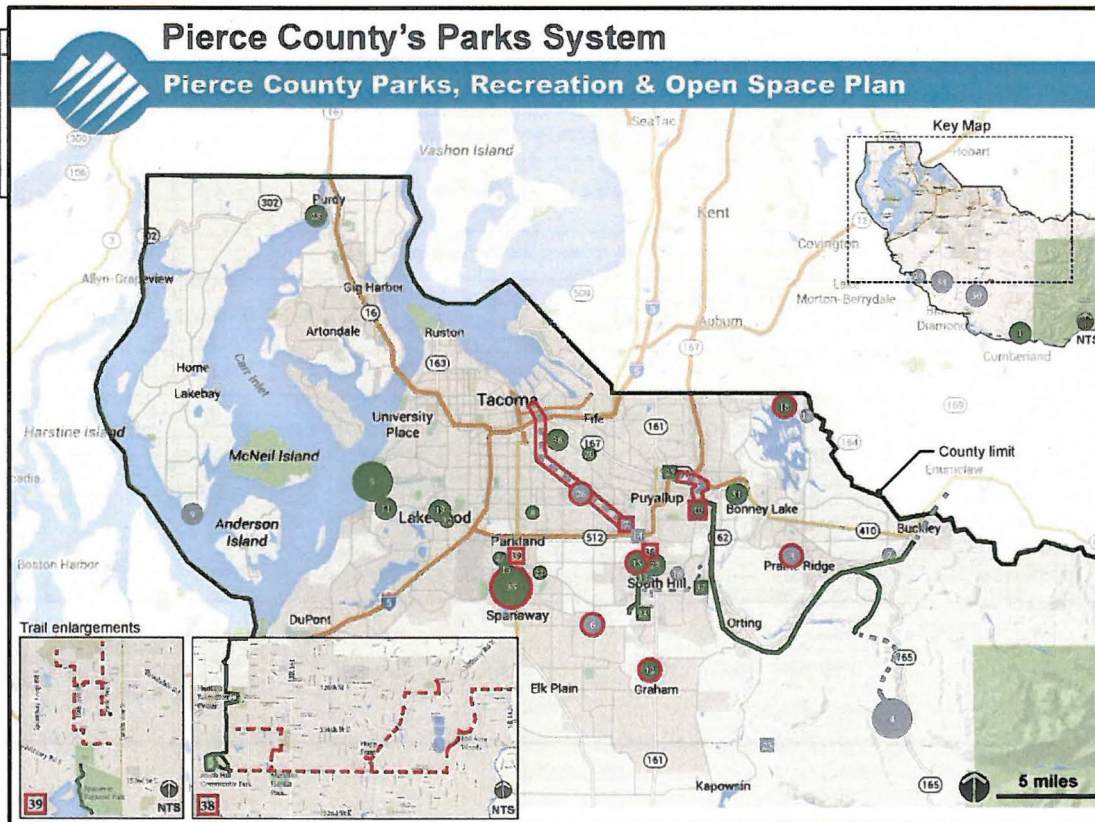
MAINTENANCE FUNDING FOR NEW CAPACITY PROJECTS

TERM	EXPENSES*	REVENUES**	NET EXPENSES***	FTEs
1-5 Years	\$498,000	\$249,273	\$248,727	2.2
6-10 Years	\$628,000	\$168,150	\$459,850	2.2
11-15 Years	\$358,000	\$6,114	\$351,886	1.7
Total	\$1,483,000	\$423,537	\$1,059,463	6.0

*Expenses include administration, operations, and maintenance for new capacity projects.
 **Revenues are new user fees and facility rental fees generated from new capacity projects.
 ***Net Expenses = Expenses - Revenues

PENINSULA PARTNERSHIP PROJECT OPTIONS

DISTRICT	PARK	PROJECT	COST ESTIMATE
PenMet Parks	Sehmel Homestead Park	The project will convert dirt infields to synthetic turf and add warning tracks for safety on a full size baseball field and two smaller (300' fence) baseball/softball fields. The fields serve local and regional user populations.	\$750,000
PenMet Parks	Peninsula Gardens Park	Develop a new Indoor Recreation Center (IRC) to replace the existing Indoor Soccer Center (ISC) located on 36th Street NW. The new IRC will have indoor soccer, indoor synthetic turf practice area, classrooms, indoor playgrounds, and more.	\$5,000,000
PenMet Parks	Cushman-Pierson Trail Connector	This project will provide a trail connection between two regional trails, and also serve as a trailhead site with parking, restroom, and picnic area.	\$2,000,000
KeyPen Parks	Gateway Park Phase 1	Trailhead parking, playground, restroom, picnic shelter	\$1,600,000
KeyPen Parks	Gateway Park Phase 2	Improved multipurpose field & overflow parking area	\$300,000
KeyPen Parks	Gateway Park Phase 3	Splash pad, complete parking & asphalt paving, amphitheater, additional Picnic shelter	\$850,000
KeyPen Parks	Gateway Park Phase 4	Complete Entrance drive, Synthetic Turf Field, parking maintenance building	\$3,000,000
KeyPen Parks	Gateway Park Phase 5	Park Administration Building	\$2,500,000
KeyPen Parks	Key Central Forest	Construct entrance drive, parking, trailhead, & vault restroom	\$500,000
KeyPen Parks	Cushman Trail Extension	Trail from Purdy to Mason County boundary	\$4,000,000



10/10/2016