



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

Board Meeting

(Meetings may be videotaped or recorded)

SPECIAL MEETING AGENDA

November 19, 2020

7:30 PM – Special Meeting

Public Notice: Pursuant to Governor Inslee's' Stay Home, Stay Healthy Proclamation 20-25 and the extension of Proclamation 20-28 regarding Open Public Meetings this Board of Commissioners meeting will be conducted remotely. We encourage the public to participate in the meeting via the Zoom platform:

<https://zoom.us/j/98937120009?pwd=V2hvOTBKaERkS0F4a292RlI3a0dNQOT09>

Meeting ID: 989 3712 0009

Passcode: 012940

Dial in: 253-215-8782 or 669-900-6833

Members of the Board of Commissioners

Ed Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry, Member-at-Large

Special Meeting – 7:30 PM

1) Call to Order

2) Roll Call

Present Excused Comment

**Ed Robison
Shawn Jensen
Mark Michel
Kip Clinton
Linda Parry**

3) Pledge of Allegiance

4) Approval of Agenda

5) Public Comments: *Limited to 3 minutes per issue per person. Speaker will state name and their address.*

PUBLIC PARTICIPATION IN BOARD MEETINGS – As a Special Meeting Public comment is only permitted on the listed agenda items. 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.

6) Public Hearings

- a) Review of Proposed 2021 Budget and Resolution No. 2020-08 for Adoption
- b) Resolution No. 2020-09 Adopting the Regular Property Tax Levy for Collection in Calendar Year 2021

7) Next Regular Meeting December 14, 2020

8) Adjournment



Special Meeting: November 19, 2020

Item # 6a

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: November 19, 2020

Subject: Public Hearing and Adoption of 2021 Budget

Background

The Proposed 2021 Budget includes \$1,842,843 in revenues, \$1,159,600 in operating expenses, \$56,525 in Bond payments, and \$626,718 for capital projects. Due to capital projects, the budget will use \$192,980 of fund balance which is included in the revenues.

Some key highlights include:

- Master Plan for Phase 5 of Gateway Park and Taylor Bay properties. Taylor Bay will be completed second and only if staff resources allow.
- Parks Maintenance Staff increased by 1 FTE (permanent) and reduced by .5 FTE (temporary).
- \$11,500 for utilities for the Splash Pad.
- Increased professional development to maintain current safety and professional standards.
- Re-organization of Office Manager/Bookkeeper to Fiscal Specialist.
- Reduction in anticipated program/rental revenue due to COVID (Expenses kept at status quo in case restrictions are eased).
- Shade structure for Volunteer Park playground for safety purposes and longevity of equipment.
- New telephone system for Administrative Office (current system failing).
- Increased focus on technology and security.

Recommended Action: Adopt the Resolution for the 2021 Budget

Attachment 1: Resolution 2020-08 Adopting the 2021 Annual Budget

Attachment 2: 2021 Proposed Budget Changes

Key Peninsula Metropolitan Park District
Db a Key Pen Parks



Resolution No R 2020-08

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING THE 2021 ANNUAL BUDGET AT THE FUND LEVEL FOR THE CALENDAR YEAR 2021

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 2021 calendar year; and

WHEREAS, the Clerk of the Board did cause to be published notices in the Tacoma Tribune on December 6, 2020 and December 13, 2020, and on the Key Pen Parks Website on October 8, 2020 and November 16, 2020 that the Board of Park Commissioners of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) would meet on October 12, 2020, and November 19, 2020 giving taxpayers an opportunity to be heard regarding the proposed 2021 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 12, 2020	Public Hearing on Preliminary 2021 Budget
November 19, 2020	Public Hearing on 2021 Budget
November 19, 2020	Public Hearing on Property Tax Levy; and

WHEREAS, the proposed 2021 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 2021 calendar year;

NOW THEREFORE BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks approves the 2021 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 special meeting held via Zoom due to the Coronavirus-19 Pandemic this 19th day of November 2020.

Attest:

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

Edward Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry , Member-at-Large

Key Peninsula Metropolitan Park District
DbA Key Pen Parks



Appendix A

Key Pen Parks 2021 Budget

General Fund Budget Amount: \$1,159,600

G.O. BOND Principal & Interest Amount: \$56,525

Capital Program Amount: \$626,718

Total: \$1,842,843

2021 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	1,293,950.00	1,430,563.00	136,613.00	110.6%	Per Pierce County
313 17 00 000 Taxes, Zoo Trek Excise Tax	150,000.00	150,000.00	0.00	100.0%	
317 20 00 000 Taxes, Leasehold Excise Tax	0.00	4,000.00	4,000.00	0.0%	Previously included REET Funds which are capital
317 40 00 000 Taxes, Forest Excise Tax	500.00	500.00	0.00	100.0%	
310 Taxes	1,444,450.00	1,585,063.00	140,613.00	109.7%	
330 Intergovernmental Revenues					
334 02 70 000 Recreation Conservation Office (217,900.00	0.00	(217,900.00)	0.0%	No grant awards pending
334 02 70 001 Pierce County Parks Conservatio	225,000.00	0.00	(225,000.00)	0.0%	No grant award pending
330 Intergovernmental Revenues	442,900.00	0.00	(442,900.00)	0.0%	
340 Park Fees					
347 60 00 003 Program Fees, Programs	4,000.00	2,000.00	(2,000.00)	50.0%	Reduced 50% covid
340 Park Fees	4,000.00	2,000.00	(2,000.00)	50.0%	
360 Long Terms					
361 11 00 000 Investment Interest	15,000.00	12,000.00	(3,000.00)	80.0%	Reduced anticipated returns
362 40 00 003 S&F Rentals, Camping Fees	1,500.00	750.00	(750.00)	50.0%	Reduced 50% Covid Impacts
362 40 00 004 S&F Rentals, 360 Field / Gatewa	7,000.00	3,500.00	(3,500.00)	50.0%	Reduced 50% Covid Impacts
362 40 00 005 S&F Rentals, Home Park Picnic	400.00	200.00	(200.00)	50.0%	Reduced 50% Covid Impacts
362 40 00 006 S&F Rentals, Volunteer Park Pic	150.00	75.00	(75.00)	50.0%	Reduced 50% Covid Impacts
362 40 00 008 S&F Rentals, Field Rentals	0.00	0.00	0.00	0.0%	
362 50 00 001 S&F Rentals, Concessions Buildi	4,800.00	10,800.00	6,000.00	225.0%	Per lease terms
362 50 00 002 S&F Rentals, Gateway Caretaker	12,000.00	15,600.00	3,600.00	130.0%	Assumes same lease terms
362 50 00 003 S&F Rentals, Storage Space	50.00	75.00	25.00	150.0%	Storage for Historical Society & Farm Tour
362 50 00 004 S&F Rentals, Little League	6,000.00	2,000.00	(4,000.00)	33.3%	\$4000 is based on actuals, Reduced 50% Covid Impacts
362 50 00 005 S&F Rental, Taylor Bay Caretake	5,000.00	5,800.00	800.00	116.0%	Assumes same lease terms
367 00 00 000 Contributions & Donations	10,000.00	10,000.00	0.00	100.0%	
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	192,980.00	192,980.00	0.0%	For Capital Projects
360 Long Terms	63,900.00	255,780.00	191,880.00	400.3%	
Fund Revenues:	1,955,250.00	1,842,843.00	(112,407.00)	94.3%	

2021 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District
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001 General Fund

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	260,000.00	263,000.00	3,000.00	101.2%	COLA est (3%), Bookeeper promotion
576 80 10 003 Park Operations Wages	270,000.00	304,000.00	34,000.00	112.6%	COLA, -.5 FTE seasonal, +1FTE Main Asst
576 80 20 001 Commissioner Personnel Benefit:	600.00	600.00	0.00	100.0%	
576 80 20 002 Administrative Benefits	90,000.00	94,000.00	4,000.00	104.4%	
576 80 20 003 Park Operations Benefits	125,000.00	161,000.00	36,000.00	128.8%	Est Unemp increase. Budget for highest benefits for new FTE Main Assist and all staff.
576 80 20 005 Volunteers L&I Benefits	500.00	500.00	0.00	100.0%	
576 80 20 006 Uniforms/safety Gear - Personnel	3,000.00	3,500.00	500.00	116.7%	
576 80 31 001 Office Supplies	3,000.00	3,000.00	0.00	100.0%	
576 80 31 002 Maintenance Supplies	15,000.00	39,000.00	24,000.00	260.0%	Combine maintenance into one line item (see notes)
576 80 31 003 Equipment Maintenance Supplies	5,000.00	7,500.00	2,500.00	150.0%	Older equip = increased maintenance
576 80 31 004 Vehicle Maintenance Supplies	4,000.00	5,000.00	1,000.00	125.0%	
576 80 31 010 Supplies Key Forest/West Access	10,000.00	0.00	(10,000.00)	0.0%	Remove category
576 80 31 011 Supplies, Civic Center	1,000.00	0.00	(1,000.00)	0.0%	Remove Category
576 80 31 020 Supplies, Gateway/360	16,000.00	0.00	(16,000.00)	0.0%	Remove Category
576 80 31 040 Supplies, Home Park	1,000.00	0.00	(1,000.00)	0.0%	Remove Category
576 80 31 050 Supplies, Maple Hollow	500.00	0.00	(500.00)	0.0%	Remove Category
576 80 31 070 Supplies, Rocky Creek	500.00	0.00	(500.00)	0.0%	Remove Category
576 80 31 080 Supplies Taylor Bay	0.00	0.00	0.00	0.0%	Remove Category
576 80 31 090 Supplies, Volunteer Park	10,000.00	0.00	(10,000.00)	0.0%	Remove Category
576 80 31 100 Supplies, Youth Programs	500.00	0.00	(500.00)	0.0%	No Youth Programs
576 80 31 110 Supplies, Adult Programs	0.00	0.00	0.00	0.0%	
576 80 31 130 Supplies, Special Event Pograms	4,000.00	3,000.00	(1,000.00)	75.0%	
576 80 31 140 Supplies, Speial Events Non-Rev	8,000.00	9,000.00	1,000.00	112.5%	
576 80 32 000 Park Operations Fuel	9,000.00	10,500.00	1,500.00	116.7%	Increase in fuel, historical purchases
576 80 35 000 Small Tools & Equipment	4,500.00	4,500.00	0.00	100.0%	
576 80 41 000 Professional Services, Marketing	9,000.00	9,000.00	0.00	100.0%	Adds funds for legal ads
576 80 41 001 Professional Services, Consulant	20,000.00	20,000.00	0.00	100.0%	Grant services & website redo
576 80 41 002 Professional Services, Financial (20,000.00	20,000.00	0.00	100.0%	\$7100 BIAS/asset connect, \$12,900 audit
576 80 41 004 Professional Services, Legal	4,500.00	6,000.00	1,500.00	133.3%	New ED may require additional support
576 80 41 005 Professional Services, Contracted	7,500.00	7,500.00	0.00	100.0%	Hist Soc, Red Barn, Water testing, fire protection inspec.
576 80 41 007 Professional Services, Web/IT Su	1,500.00	5,000.00	3,500.00	333.3%	Cybersecurity & licensing requirements
576 80 41 008 Professional Services, Arborist	3,000.00	1,500.00	(1,500.00)	50.0%	
576 80 41 009 Election Costs	12,000.00	12,000.00	0.00	100.0%	
576 80 41 020 Professional Services, Key Pen G	27,500.00	7,500.00	(20,000.00)	27.3%	Mapping & Mtn Bike Profess. Svcs. Most expenses were capital
576 80 41 040 Professional Services,Home Park	500.00	0.00	(500.00)	0.0%	Now under general maintenance
576 80 41 050 Professional Services, Maple Hol	500.00	0.00	(500.00)	0.0%	Now under general maintenance
576 80 41 100 Professional Services Youth Prog	10,000.00	0.00	(10,000.00)	0.0%	Now under Contracted Services (Red Barn)
576 80 41 110 Professional Services Adult Prog	500.00	0.00	(500.00)	0.0%	No adult programs

2021 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District
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Expenditures	Original	Proposed	Difference	%	Remarks
576 Parks					
576 80 41 120 Professional Services Community	500.00	500.00	0.00	100.0%	
576 80 42 001 Communications, Cell Phones	3,400.00	3,700.00	300.00	108.8%	Added phones for maint & smart phones
576 80 42 002 Communications, Telephone, We	3,500.00	3,500.00	0.00	100.0%	
576 80 42 004 Communications, Postage	400.00	250.00	(150.00)	62.5%	
576 80 43 001 Travel, Commissioners	500.00	500.00	0.00	100.0%	
576 80 43 002 Travel, Staff	13,000.00	15,000.00	2,000.00	115.4%	Mileage, travel for professional dev
576 80 44 001 Taxes And Operation Assessmen	500.00	500.00	0.00	100.0%	
576 80 45 000 Equipment Rental\ Land, Genera	3,000.00	7,000.00	4,000.00	233.3%	This is now for all parks
576 80 45 020 Equipment Rental, Key Pen Gate	4,000.00	0.00	(4,000.00)	0.0%	Remove Category
576 80 45 090 Equipment Rental, Volunteer Par	4,000.00	0.00	(4,000.00)	0.0%	Remove Category
576 80 45 110 Space Rental For Special Events	500.00	0.00	(500.00)	0.0%	Remove Category
576 80 46 000 Insurance, General Liability	31,000.00	35,000.00	4,000.00	112.9%	Est. increase
576 80 47 020 Utility Services, Key Pen Gatewa	20,000.00	21,500.00	1,500.00	107.5%	Includes \$11,500 in Splash Pad water costs
576 80 47 040 Utility Services, Home Park	600.00	600.00	0.00	100.0%	
576 80 47 080 Utility Services, Taylor Bay	2,500.00	3,500.00	1,000.00	140.0%	Caretaker electric (2500) & propane (1000)
576 80 47 090 Utility Services, Volunteer Park	17,000.00	17,000.00	0.00	100.0%	Park + concession utilities, assumes events
576 80 48 000 Repairs & Maintenance, General	4,500.00	20,500.00	16,000.00	455.6%	Combine contracted general repairs & maintenance
576 80 48 010 Repairs & Maintenance, Key Cer	10,000.00	0.00	(10,000.00)	0.0%	Remove category
576 80 48 020 Repairs & Maintenance, Key Pen	5,000.00	0.00	(5,000.00)	0.0%	Remove category
576 80 48 090 Repairs & Maintenance, Volunte	6,000.00	0.00	(6,000.00)	0.0%	Remove category
576 80 49 001 Licenses & Permits	9,000.00	4,500.00	(4,500.00)	50.0%	Movie permits, water permits, operating permits
576 80 49 002 Dues & Subscriptions	4,000.00	4,700.00	700.00	117.5%	Zoom, Office, KPBA, GFOA, WRPA, NRPA, WAPL, Costco
576 80 49 003 Banking Fees	1,250.00	1,250.00	0.00	100.0%	
576 80 49 004 Other Expenses	4,000.00	4,000.00	0.00	100.0%	Refunds
576 80 49 006 Training, Staff	2,500.00	3,500.00	1,000.00	140.0%	
576 80 49 010 Miscellaneous Key Central Fores	1,000.00	1,000.00	0.00	100.0%	
576 80 49 020 Miscellaneous Gateway Park/360	1,000.00	1,000.00	0.00	100.0%	
576 80 49 090 Miscellaneous Volunteer Park	2,000.00	1,000.00	(1,000.00)	50.0%	
576 80 49 120 Miscellaneous For Community E	2,500.00	2,500.00	0.00	100.0%	
576 80 52 000 Intergovernmental Taxes (Please	500.00	500.00	0.00	100.0%	
576 Parks	1,122,750.00	1,157,100.00	34,350.00	103.1%	
580 Non-Expenditures					
589 00 00 999 Payroll Liability Account	0.00	0.00	0.00	0.0%	
589 30 00 000 Other Non-Expenditures - Other	2,500.00	2,500.00	0.00	100.0%	
580 Non-Expenditures	2,500.00	2,500.00	0.00	100.0%	

2021 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District
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001 General Fund

Expenditures	Original	Proposed	Difference		Remarks
591					
591 76 70 000 G.O. Bond Principal	32,000.00	35,000.00	3,000.00	109.4%	
592 76 83 000 G.O. Bond Interest	28,000.00	21,525.00	(6,475.00)	76.9%	
591	60,000.00	56,525.00	(3,475.00)	94.2%	
594 Capital Expenditures					
594 76 61 000 Capital Expenditures/Expenses L	0.00	0.00	0.00	0.0%	
594 76 62 001 Capital Improvements Master Pla	45,000.00	225,000.00	180,000.00	500.0%	1st Project: Manke area of Gateway Park, if workload allows Taylor Bay
594 76 62 020 Capital Improvements Gateway F	650,000.00	344,718.00	(305,282.00)	53.0%	Rollover
594 76 62 090 Capital Expenditures/Expenses - ¹	30,000.00	20,000.00	(10,000.00)	66.7%	Rollover from 2020; Shade structure
594 76 63 001 Capital Expenditures/Expenses -	10,000.00	10,000.00	0.00	100.0%	
594 76 64 001 Capital Equipment	35,000.00	27,000.00	(8,000.00)	77.1%	New telephone system in Volunteer Park. 2 replacement laptops
594 Capital Expenditures	770,000.00	626,718.00	(143,282.00)	81.4%	
Fund Expenditures:	1,955,250.00	1,842,843.00	(112,407.00)	94.3%	
Fund Excess/(Deficit):	0.00	0.00			

2021 PROPOSED BUDGET CHANGES

Key Peninsula Metro Parks District
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Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Fund	1,955,250.00	1,842,843.00	(112,407.00)	94.3%	1,955,250.00	1,842,843.00	(112,407.00)	94.3%
Excess/(Deficit):	1,955,250.00	1,842,843.00	(112,407.00)	94.3%	1,955,250.00	1,842,843.00	(112,407.00)	94.3%



Special Meeting: November 19, 2020

Item # 6b

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: November 19, 2020

Subject: Public Hearing and Adoption of the Resolution for the Regular Property Tax Levy for Collection in Calendar Year 2021

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 2021 tax year. The dollar amount of the increase over the actual levy amount from the previous year will be a percentage increase of 0.617% 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 the Resolution for Regular Property Tax Levy for Collection in Calendar Year 2021

Attachment 1: Resolution 2020-09

Key Peninsula Metropolitan Park District
Db a Key Pen Parks



Resolution No R 2020-09
RCW 84.55.120

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING THE REGULAR PROPERTY TAX LEVY FOR COLLECTION IN CALENDAR YEAR 2021

WHEREAS, the Board of Park Commissioners of the Key Peninsula Metropolitan Park District (“Key Pen Parks”) has met and conducted public hearings on October 12, and November 19, 2020 to consider its budget for calendar year 2021; and,

WHEREAS, Key Pen Parks’ actual levy amount from the previous year was \$1,409,261.16; and,

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

WHEREAS, the Board of Park Commissioners has determined that due to the statutory maximum levy rate limit and the 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;

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 2021 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$3,268.89 which is a percentage increase of 0.617% 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 2020 by his or her sole signature.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a special meeting held at via Zoom due to the Coronavirus-19 Pandemic this 19th day of November 2020.

Attest:

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

Edward Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry, Member-at-Large