



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA
November 9, 2020
7:30 PM – Regular 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/97257921297?pwd=MkwzYWdINIBwZnc4dktDS201RWw0QT09>

Meeting ID: 972 5792 1297 Passcode: 702276

Dial in: 253-215-8782 or 346-248-7799

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

Regular Meeting – 7:30 PM

1) Call to Order

2) Roll Call

Present	Excused	Comment
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Ed Robison		
Shawn Jensen		
Mark Michel		
Kip Clinton		
Linda Parry		

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) October 12, 2020 Regular Meeting

8) Financial Report - October 2020 Financial Report & YTD Cash Flow Report

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
- d) Recreation Committee

11) Board President's Report

12) Unfinished Business

- a. Draft Policy Review for Adopt-a-Park Program Changes
- b. Draft Policy Review for Temporary Art in the Park Program

13) New Business (None)

14) Other minor matters

15) Good of Order/Comments by Board Members

16) Special Meeting Notice: Budget Hearing and Adoption November 19 at 7:30 PM

17) Next Regular Meeting December 14, 2020

18) Adjournment



Meeting: November 9, 2020

Item # 7

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: November 9, 2020

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from Regular Meeting on Monday, October 12, 2020.

Attachment 1: Will be posted in amended agenda

Recommended Action: Approve meeting minutes.



Meeting: November 9, 2020

Item # 8

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Office Manager/Bookkeeper

Date: November 9, 2020

Subject: Approval of Finances

Background

This report includes a summary of the financial information from September 2020 for Board approval.

September 2020 Financial Report

Total expenditures \$78,714.73

- | | | |
|----------------------------------|-------------|--------------------|
| • <u>BIAS</u> (Accounts Payable) | \$32,309.93 | Check #1602 - 1621 |
| • <u>BIAS Payroll/Benefits</u> | \$46,333.80 | EFT's |
| • <u>Pierce County Claim</u> | \$0 | EFT's |
| • <u>Petty Cash</u> | \$0 | Cash |
| • <u>Bank service fees</u> | \$71.00 | EFT's |

Total Revenue \$489,506.21

- | | |
|-------------------------|--------------|
| • BIAS (Other Revenues) | \$965.72 |
| • Zoo Trek | \$16,586.38 |
| • Property Tax | \$471,649.59 |
| • Investment | \$304.48 |
| • Leasehold Excise | \$0.04 |
| • Timber Excise Tax | \$0 |

Also attached to this report is the YTD Cash Flow Report. Currently Key Pen Parks is on track for a balanced budget. There are a few large capital expenses due before the end of they year associated with the Splash Pad including construction management fees and contractor retention totally approximately \$45,000.

Attachment 1: Treasurer's Report

Attachment 2: YTD Cash Flow

TREASURERS REPORT

Fund Totals

Key Peninsula Metro Parks District
MCAG #: 1690

10/01/2020 To: 10/31/2020

Time: 14:14:45 Date: 11/02/2020
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,828,492.65	489,506.21	78,714.73	3,239,284.13	16,081.96	0.00	0.00	3,255,366.09
	2,828,492.65	489,506.21	78,714.73	3,239,284.13	16,081.96	0.00	0.00	3,255,366.09

TREASURERS REPORT

Account Totals

Key Peninsula Metro Parks District
MCAG #: 1690

10/01/2020 To: 10/31/2020

Time: 14:14:45 Date: 11/02/2020
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	5,329.08	965.72	4,850.60	1,444.20	0.00	0.00	1,444.20
2 First Citizens Payroll	28,115.61	46,061.25	46,333.80	27,843.06	0.00	0.00	27,843.06
3 Pierce County	2,751,584.90	493,320.09	63,560.22	3,181,344.77	0.00	0.00	3,181,344.77
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	43,289.98	17,498.97	32,309.93	28,479.02	0.00	16,081.96	44,560.98
Total Cash:	2,828,492.65	557,846.03	147,054.55	3,239,284.13	0.00	16,081.96	3,255,366.09
	2,828,492.65	557,846.03	147,054.55	3,239,284.13	0.00	16,081.96	3,255,366.09

TREASURERS REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District
MCAG #: 1690

As Of: 10/31/2020 Date: 11/02/2020
Time: 14:14:45 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	774	10/23/2020	Claims	5	1615	Canon Financial Services, INX	123.24	Rental of Canon printer for Volunteer Park office.
2020	775	10/23/2020	Claims	5	1616	Cintas Fire Protection	590.18	Annual system of kitchen hood in concession building. This amount will be reimbured by the Snack shack.
2020	776	10/23/2020	Claims	5	1617	KnowBe4, Inc	1,718.85	3 year subscription for "Security Awareness Training" from 9-30-2020 to 9-29-2023
2020	777	10/23/2020	Claims	5	1618	Landscape Architect P.S.	3,895.43	Contracted work on phase 3 Gateway Park Splash pad.
2020	778	10/23/2020	Claims	5	1619	Springbrook Holding Company LLC	5,973.56	Annual fee for BIAS software from Jan 1 2021 to Dec 31, 2021
2020	779	10/23/2020	Claims	5	1620	US Bank	3,780.70	Weekly planner, business cards, printing,power cord, thumb drive, fuel, items for All Hallows, Zoom, post office box, cleaning supplies, conference, Oven replaced at GW house.
							<u>16,081.96</u>	

Fund	Claims	Payroll	Total
001 General Fund	<u>16,081.96</u>	<u>0.00</u>	<u>16,081.96</u>
	16,081.96	0.00	16,081.96

October 2020 Expenditures

Key Peninsula Metro Parks District
MCAG #: 1690

10/01/2020 To: 10/31/2020

Time: 13:13:28 Date: 11/02/2020
Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT WA ST Department of Revenue	781	10/26/2020	Claims	5	10.00	Annual Business license
201003001 Canon Financial Services, INX	738	10/09/2020	Claims	5	110.91	Rental of Canon copie machine for office use.
201003002 Capitol Lumber	739	10/09/2020	Claims	5	281.60	Exterior paint and painting tools, extension cord, lock for cabinets, cleaning supplies.
201003003 Copiers Northwest	740	10/09/2020	Claims	5	8.11	copies per contract with cannon copier.
201003004 H.D. Fowler	741	10/09/2020	Claims	5	2.88	PVC nipple for Volunteer Park Water system repair.
201003005 Madrona Law Group PLLC	742	10/09/2020	Claims	5	1,311.00	Professional services regarding potential property acquisition.
201003006 Murreys Disposal Company	743	10/09/2020	Claims	5	369.18	Trash pickup service at Gateway Park and Volunteer Park.
201003007 Ornamental Stone	744	10/09/2020	Claims	5	6,182.67	1 6ft Memorial Bench for Home Park, 3 concrete picnic tables, 5 street planters, 5 rupper lids and 5 galvanized liner for wast receptacels for Gateway Park Splash pad.
201003008 Peninsula Light Company	745	10/09/2020	Claims	5	1,065.51	Electric service fees for Volunteer Park, Gateway Park, Home Park, and Taylor Bay.
201003009 Stellar	746	10/09/2020	Claims	5	368.87	Pad locks
201003010 Verizon Wireless	747	10/09/2020	Claims	5	308.36	Cell phone service fees.
201003011 WA water service company	748	10/09/2020	Claims	5	264.76	Water service fees for Gateway Park.; Water service fees for Gateway Park.
201002001 PEBB Health Insurance	737	10/07/2020	Payroll	5	5,613.63	
201007001 CHS Northwest	773	10/23/2020	Claims	5	80.93	Lease of Propane tank for Taylor Bay house.
201007002 Canon Financial Services, INX	774	10/23/2020	Claims	5	123.24	Rental of Canon printer for Volunteer Park office.
201007003 Cintas Fire Protection	775	10/23/2020	Claims	5	590.18	Anual system of kitchen hood in concession building. This amount will be reimbured by the Snack shack.
201007004 KnowBe4, Inc	776	10/23/2020	Claims	5	1,718.85	3 year subscription for "Security Awareness Training" from 9-30-2020 to 9-29-2023
201007005 Landscape Architect P.S.	777	10/23/2020	Claims	5	3,895.43	Contracted work on phase 3 Gateway Park Splash pad.
201007006 Springbrook Holding Company LLC	778	10/23/2020	Claims	5	5,973.56	Annual fee for BIAS software from Jan 1 2021 to Dec 31, 2021
201007007 US Bank	779	10/23/2020	Claims	5	3,780.70	Weekly planner, business cards, printing,power cord, thumb drive, fuel, items for All Hallows, Zoom, post office box, cleaning supplies, conference, Oven replaced at GW house.
201007008 Wave Broadband	780	10/23/2020	Claims	5	249.56	Phone and Internet service fees.
Total Checks:					32,309.93	

October 2020 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

13:05:16 Date: 11/02/2020

MCAG #: 1690

10/01/2020 To: 10/31/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Employee Paycheck	719	10/09/2020	Payroll	2	568.03	
EFT Employee Paycheck	720	10/09/2020	Payroll	2	1,707.01	
EFT Employee Paycheck	721	10/09/2020	Payroll	2	407.27	
EFT Employee Paycheck	722	10/09/2020	Payroll	2	1,379.13	
EFT Employee Paycheck	723	10/09/2020	Payroll	2	1,278.55	
EFT Employee Paycheck	724	10/09/2020	Payroll	2	118.21	
EFT Employee Paycheck	725	10/09/2020	Payroll	2	2,508.70	
EFT Employee Paycheck	726	10/09/2020	Payroll	2	384.24	
EFT Employee Paycheck	727	10/09/2020	Payroll	2	688.70	
EFT Employee Paycheck	728	10/09/2020	Payroll	2	1,652.26	
EFT Employee Paycheck	729	10/09/2020	Payroll	2	2,097.78	
EFT WA State Department of Retiremen	749	10/12/2020	Payroll	2	6,931.38	
EFT EFTPS	750	10/12/2020	Payroll	2	4,037.46	
EFT 3RD Quarter 07/01/2020 - 09/30/2020	772	10/20/2020	Payroll	2	4,270.43	
EFT Employee Paycheck	759	10/25/2020	Payroll	2	319.83	
EFT Employee Paycheck	760	10/25/2020	Payroll	2	1,707.02	
EFT Employee Paycheck	761	10/25/2020	Payroll	2	236.44	
EFT Employee Paycheck	762	10/25/2020	Payroll	2	958.90	
EFT Employee Paycheck	763	10/25/2020	Payroll	2	1,379.13	
EFT Employee Paycheck	764	10/25/2020	Payroll	2	974.31	
EFT Employee Paycheck	765	10/25/2020	Payroll	2	118.21	
EFT Employee Paycheck	766	10/25/2020	Payroll	2	2,508.70	
EFT Employee Paycheck	767	10/25/2020	Payroll	2	224.64	
EFT Employee Paycheck	768	10/25/2020	Payroll	2	762.58	
EFT Employee Paycheck	769	10/25/2020	Payroll	2	1,592.08	
EFT Employee Paycheck	770	10/25/2020	Payroll	2	2,097.78	
EFT 3rd Quarter 07/01/2020 - 09/30/2020	782	10/26/2020	Payroll	2	1,148.09	
EFT EFTPS	784	10/26/2020	Payroll	2	4,004.59	
EFT ESD-PFLMA	783	10/28/2020	Payroll	2	272.34	
EFT WA State Department of Retiremen	790	10/30/2020	Claims	2	0.01	Difference in rounding due to DRS.
Total Checks:					46,333.80	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District
MCAG #: 1690

10/01/2020 To: 10/31/2020

Time: 14:27:56 Date: 11/02/2020 Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	InterFund #	Vendor	Receipt #	Amount	Memo
785	10/30/2020	10/31/2020	1		Ser Chge		First Citizens		66.00	Bank service fees.
	576 80 49 003	Banking Fees		001	General Fund				66.00	Bank service fees.
786	10/30/2020	10/31/2020	1		Ser Chge		Merch Bankcard service		5.00	Credit card processing fees.
	576 80 49 003	Banking Fees		001	General Fund				5.00	Credit card processing fees.
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Records Printed: 2										
Adjustments:										
Beginning Balance:										
Revenues:										
Warrant Expenditures:										
Non Warrant Expenditures:										
Interfund Transfers:										
Redemptions:										
Deposits:										
Withdrawals:										
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Pierce County

RECEIPT REGISTER

Key Peninsula Metro Parks District
MCAG #: 1690

10/01/2020 To: 10/31/2020

Time: 10:12:52 Date: 11/03/2020
Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
791	10/30/2020	Tr Rec	1263		3	Pierce County Budget and Fina	471,649.59	Property tax of \$467,825.15 and \$3,824.44 delinquent tax
792	10/30/2020	Tr Rec	1264		3	Pierce County Budget and Fina	16,586.38	Zoo Trek
793	10/30/2020	Tr Rec	1265		3	Pierce County Budget and Fina	304.48	Investment interest
794	10/30/2020	Tr Rec	1266		3	Pierce County Budget and Fina	0.04	Leasehold excise tax
310 Taxes							488,236.01	
360 Long Terms							304.48	
001 General Fund							488,540.49	
							488,540.49	

2020 CASH FLOW - YEAR TO DATE															
Key Peninsula Metro Parks District												Time: 12:53:16 Date: 11/05/2020			
MCAG #: 1690												Page: 1			
001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
308 80 00 000 Estimated Beginning Bal	2,590,457.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,590,457.58	2,590,457.58	100%
308 Beginning Balance	2,590,457.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,590,457.58	2,590,457.58	100%
311 10 00 000 Taxes, Real & Personal P	3,321.08	42,461.88	70,011.12	467,519.63	132,248.23	57,549.06	12,612.65	10,931.62	24,881.70	471,649.59	0.00	0.00	1,293,186.56	1,293,950.00	100%
313 17 00 000 Taxes, Zoo Trek Excise T	15,084.64	16,941.17	14,142.18	12,504.56	12,619.95	13,277.29	16,499.24	17,326.85	17,147.95	16,586.38	0.00	0.00	152,130.21	150,000.00	101%
317 20 00 000 Taxes, Leasehold Excise	0.00	23.46	0.00	80,000.04	0.00	52.62	0.00	22.32	0.00	0.04	0.00	0.00	80,098.48	0.00	0%
317 40 00 000 Taxes, Forest Excise Tax	0.00	0.00	0.00	0.00	2,687.51	0.00	0.00	1,970.56	0.00	0.00	0.00	0.00	4,658.07	500.00	932%
310 Taxes	18,405.72	59,426.51	84,153.30	560,024.23	147,555.69	70,878.97	29,111.89	30,251.35	42,029.65	488,236.01	0.00	0.00	1,530,073.32	1,444,450.00	106%
334 02 70 000 Recreation Conservation	0.00	170,958.38	0.00	56,588.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227,546.74	217,900.00	104%
334 02 70 001 Pierce County Parks Con	0.00	0.00	0.00	230,259.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230,259.92	225,000.00	102%
330 Intergovernmental Revenues	0.00	170,958.38	0.00	286,848.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	457,806.66	442,900.00	103%
347 60 00 003 Program Fees, Programs	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	4,000.00	0%
340 Park Fees	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	4,000.00	0%
361 11 00 000 Investment Interest	3,042.71	2,619.79	2,153.52	1,282.08	810.04	579.84	503.97	415.79	322.90	304.48	0.00	0.00	12,035.12	15,000.00	80%
362 40 00 003 S&F Rentals, Camping F	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	1,500.00	4%
362 40 00 004 S&F Rentals, 360 Field /	475.00	350.00	580.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,405.00	7,000.00	20%
362 40 00 005 S&F Rentals, Home Park	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	400.00	0%
362 40 00 006 S&F Rentals, Volunteer I	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	150.00	0%
362 40 00 008 S&F Rentals, Field Renta	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00	0.00	0%
362 50 00 001 S&F Rentals, Concession	540.00	340.00	540.00	540.00	340.00	340.00	340.00	340.00	340.00	340.00	0.00	0.00	4,000.00	4,800.00	83%
362 50 00 002 S&F Rentals, Gateway C	2,400.00	1,200.00	0.00	1,200.00	1,200.00	2,502.00	1,302.00	1,302.00	1,302.00	0.00	0.00	0.00	12,408.00	12,000.00	103%
362 50 00 003 S&F Rentals, Storage Sp	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	50.00	200%
362 50 00 004 S&F Rentals, Little Leag	3,586.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,586.52	6,000.00	60%
362 50 00 005 S&F Rental, Taylor Bay t	0.00	0.00	2,679.76	989.00	313.72	312.84	312.84	312.84	312.86	625.72	0.00	0.00	5,859.58	5,000.00	117%
367 00 00 000 Contributions & Donatio	100.00	2,750.00	1,000.00	350.00	2,500.00	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	31,700.00	10,000.00	317%
369 91 00 000 Other Revenue	12.00	55.30	593.10	315.00	0.00	872.25	0.00	3,015.00	321.93	0.00	0.00	0.00	5,184.58	2,000.00	259%
360 Long Terms	10,331.23	7,375.09	7,646.38	4,676.08	5,163.76	4,606.93	2,458.81	30,385.63	2,599.69	1,270.20	0.00	0.00	76,513.80	63,900.00	120%
FUND REVENUES:	2,619,194.53	237,759.98	91,799.68	851,548.59	152,719.45	75,485.90	31,570.70	60,636.98	44,629.34	489,506.21	0.00	0.00	4,654,851.36	4,545,707.58	102%
576 80 10 001 Commissioner Wages	0.00	1,152.09	384.03	256.02	512.04	384.03	768.06	1,152.09	256.02	512.04	0.00	0.00	5,376.42	7,500.00	72%
576 80 10 002 Administrative Wages	20,153.23	19,591.54	19,222.84	24,793.75	62,792.31	11,526.48	12,422.54	17,449.28	18,991.38	18,408.97	7,673.03	0.00	233,025.35	260,000.00	90%
576 80 10 003 Park Operations Wages	15,994.59	16,397.36	17,311.05	18,089.54	16,139.69	17,888.32	20,289.94	19,703.45	17,277.58	15,023.95	9,624.04	0.00	183,739.51	270,000.00	68%
576 80 20 001 Commissioner Personnel	10.47	88.14	29.40	30.34	39.16	29.40	66.79	88.14	19.60	54.43	0.00	0.00	455.87	600.00	76%
576 80 20 002 Administrative Benefits	8,848.09	6,575.91	6,725.41	8,457.37	10,688.07	3,325.37	5,673.33	5,263.29	7,854.16	7,317.17	0.00	0.00	70,728.17	90,000.00	79%
576 80 20 003 Park Operations Benefits	9,493.38	5,707.14	6,038.29	9,959.68	6,152.08	5,757.78	10,248.07	6,427.08	6,375.13	10,434.62	0.00	0.00	76,593.25	125,000.00	61%
576 80 20 005 Volunteers L&I Benefits	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	500.00	0%
576 80 20 006 Uniforms/safety Gear - P	0.00	54.24	307.05	1,364.40	123.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,849.65	3,000.00	62%
576 80 31 001 Office Supplies	328.22	83.96	290.37	19.41	144.08	391.62	4.06	269.80	712.92	136.67	0.00	0.00	2,381.11	3,000.00	79%
576 80 31 002 Maintenance Supplies	392.75	518.77	1,885.45	1,126.21	136.40	2,099.26	649.03	947.52	986.22	1,669.87	0.00	0.00	10,411.48	15,000.00	69%
576 80 31 003 Equipment Maintenance	749.20	71.38	2,712.66	182.91	364.04	194.59	1,436.99	748.36	126.74	0.00	0.00	0.00	6,586.87	5,000.00	132%
576 80 31 004 Vehicle Maintenance Sup	612.16	1,207.30	655.82	93.36	91.04	0.00	75.42	941.80	0.00	0.00	0.00	0.00	3,676.90	4,000.00	92%
576 80 31 010 Supplies Key Forest/Wes	0.00	0.00	0.00	5,224.14	0.00	0.00	142.50	0.00	0.00	0.00	0.00	0.00	5,366.64	10,000.00	54%
576 80 31 011 Supplies, Civic Center	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	1,000.00	0%
576 80 31 020 Supplies, Gateway/360	660.89	99.75	6,546.62	1,017.23	660.19	222.24	2,863.67	120.66	244.13	881.87	0.00	0.00	13,317.25	16,000.00	83%
576 80 31 040 Supplies, Home Park	0.00	635.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	549.10	0.00	0.00	1,184.59	1,000.00	118%

2020 CASH FLOW - YEAR TO DATE

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
000															
576 80 31 050 Supplies, Maple Hollow	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	500.00	0%
576 80 31 070 Supplies, Rocky Creek	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	500.00	0%
576 80 31 080 Supplies Taylor Bay	0.00	23.37	225.88	119.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	368.77	0.00	0%
576 80 31 090 Supplies, Volunteer Park	73.15	477.60	736.91	235.45	441.98	1,167.48	921.21	208.50	0.00	2.88	0.00	0.00	4,265.16	10,000.00	43%
576 80 31 100 Supplies, Youth Program	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	500.00	0%
576 80 31 130 Supplies, Special Event F	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	4,000.00	0%
576 80 31 140 Supplies, Speial Events N	0.00	34.58	1,210.51	8.64	0.00	0.00	0.00	0.00	0.00	231.45	0.00	0.00	1,485.18	8,000.00	19%
576 80 32 000 Park Operations Fuel	559.58	973.95	1,147.80	714.63	876.97	863.74	981.32	684.78	820.19	372.77	0.00	0.00	7,995.73	9,000.00	89%
576 80 35 000 Small Tools & Equipmen	873.97	162.74	0.00	312.85	0.00	816.41	0.00	1,032.65	0.00	0.00	0.00	0.00	3,198.62	4,500.00	71%
576 80 41 000 Professional Services, Mi	4,826.00	0.00	260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,086.00	9,000.00	57%
576 80 41 001 Professional Services, Co	6,869.68	0.00	1,885.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,754.68	20,000.00	44%
576 80 41 002 Professional Services, Fir	5,817.71	0.00	0.00	0.00	0.00	0.00	0.00	113.26	0.00	6,587.76	0.00	0.00	12,518.73	20,000.00	63%
576 80 41 004 Professional Services, Le	14.12	805.00	46.00	460.00	2,254.00	0.00	115.00	0.00	1,564.00	1,311.00	0.00	0.00	6,569.12	4,500.00	146%
576 80 41 005 Professional Services, Co	219.70	20.00	0.00	0.00	39.84	1,270.00	20.00	2,628.80	3,266.20	0.00	0.00	0.00	7,464.54	7,500.00	100%
576 80 41 007 Professional Services, Wi	0.00	108.49	104.40	98.70	93.69	182.70	0.00	0.00	0.00	0.00	0.00	0.00	587.98	1,500.00	39%
576 80 41 008 Professional Services, Ar	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	3,000.00	0%
576 80 41 009 Election Costs	8,961.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,961.00	12,000.00	75%
576 80 41 020 Professional Services, Ke	0.00	2,170.00	20.00	30,641.13	0.00	7,083.25	999.00	1,161.00	0.00	3,918.43	0.00	0.00	45,992.81	27,500.00	167%
576 80 41 040 Professional Services,Ho	0.00	0.00	482.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	482.85	500.00	97%
576 80 41 050 Professional Services, Mi	0.00	0.00	482.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	482.85	500.00	97%
576 80 41 100 Professional Services Yo	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%
576 80 41 110 Professional Services Ad	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	500.00	0%
576 80 41 120 Professional Services Co	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	500.00	0%
576 80 42 001 Communications, Cell Ph	209.83	248.96	392.79	220.34	219.53	222.38	219.30	211.64	272.08	308.36	0.00	0.00	2,525.21	3,400.00	74%
576 80 42 002 Communications, Teleph	259.98	272.20	339.17	254.35	249.69	249.62	433.39	251.08	478.29	575.81	0.00	0.00	3,363.58	3,500.00	96%
576 80 42 004 Communications, Postagi	0.00	65.35	0.00	63.00	0.00	0.00	0.00	0.00	0.00	112.04	0.00	0.00	240.39	400.00	60%
576 80 43 001 Travel, Commissioners	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	500.00	0%
576 80 43 002 Travel, Staff	643.84	1,197.80	1,580.97	23.08	0.00	0.00	0.00	292.10	56.93	0.00	0.00	0.00	3,794.72	13,000.00	29%
576 80 44 001 Taxes And Operation As	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	500.00	0%
576 80 45 000 Equipment Rental\ Land	0.00	88.16	1,000.00	0.00	77.50	77.50	77.50	77.50	408.10	80.93	0.00	0.00	1,887.19	3,000.00	63%
576 80 45 020 Equipment Rental, Key P	155.00	77.50	228.56	0.00	77.50	0.00	77.50	77.50	77.50	8.11	0.00	0.00	779.17	4,000.00	19%
576 80 45 090 Equipment Rental, Volun	953.00	140.52	757.24	0.00	234.00	110.91	117.60	117.54	0.00	234.15	0.00	0.00	2,664.96	4,000.00	67%
576 80 45 110 Space Rental For Special	0.00	67.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.50	500.00	14%
576 80 46 000 Insurance, General Liabil	244.00	0.00	0.00	0.00	0.00	0.00	0.00	31,888.00	0.00	0.00	0.00	0.00	32,132.00	31,000.00	104%
576 80 47 020 Utility Services, Key Pen	1,535.81	832.10	869.81	184.10	1,297.56	652.20	313.59	938.17	189.55	801.03	0.00	0.00	7,613.92	20,000.00	38%
576 80 47 040 Utility Services, Home P	33.15	38.24	106.05	0.00	56.39	54.92	55.74	54.75	55.57	55.49	0.00	0.00	510.30	600.00	85%
576 80 47 080 Utility Services, Taylor E	134.53	162.31	439.02	0.00	223.04	156.80	182.02	174.85	172.48	179.06	0.00	0.00	1,824.11	2,500.00	73%
576 80 47 090 Utility Services, Volunte	182.17	1,026.17	3,013.52	233.65	1,446.92	667.70	614.22	906.16	981.69	663.87	0.00	0.00	9,736.07	17,000.00	57%
576 80 48 000 Repairs & Maintenance, C	4,917.54	0.00	0.00	0.00	0.00	0.00	3,446.33	0.00	0.00	0.00	0.00	0.00	8,363.87	4,500.00	186%
576 80 48 010 Repairs & Maintenance, I	0.00	0.00	4,866.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,866.29	10,000.00	49%
576 80 48 020 Repairs & Maintenance, I	0.00	1,753.37	539.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,292.87	5,000.00	46%
576 80 48 090 Repairs & Maintenance, `	727.78	0.00	0.00	1,985.16	0.00	0.00	1,103.31	0.00	0.00	590.18	0.00	0.00	4,406.43	6,000.00	73%
576 80 49 001 Licenses & Permits	592.37	0.00	1,815.00	0.00	0.00	0.00	0.00	109.10	0.00	10.00	0.00	0.00	2,526.47	9,000.00	28%
576 80 49 002 Dues & Subscriptions	640.00	210.00	340.99	141.31	779.35	1,111.93	51.25	235.67	88.56	1,718.85	0.00	0.00	5,317.91	4,000.00	133%
576 80 49 003 Banking Fees	77.00	104.30	96.27	87.98	72.90	71.00	69.00	71.00	75.00	71.00	0.00	0.00	795.45	1,250.00	64%
576 80 49 004 Other Expenses	416.00	87.52	0.00	0.00	250.00	430.00	768.50	30.00	1,163.65	0.00	0.00	0.00	3,145.67	4,000.00	79%
576 80 49 006 Training, Staff	575.00	630.00	243.00	0.00	0.00	0.00	0.00	256.00	0.00	20.00	0.00	0.00	1,724.00	2,500.00	69%

2020 CASH FLOW - YEAR TO DATE

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
000															
576 80 49 010 Miscellaneous Key Centr	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	1,000.00	0%
576 80 49 020 Miscellaneous Gateway I	115.44	0.00	0.00	0.00	119.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	234.52	1,000.00	23%
576 80 49 090 Miscellaneous Volunteer	161.81	232.92	249.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644.47	2,000.00	32%
576 80 49 120 Miscellaneous For Comn	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	2,500.00	0%
576 80 52 000 Intergovernmental Taxes	0.00	0.00	0.00	0.00	0.00	292.91	0.00	0.00	0.00	0.00	0.00	0.00	292.91	500.00	59%
576 Parks	98,032.14	64,193.72	85,589.11	106,398.25	106,653.00	57,300.54	65,206.18	94,631.52	62,513.67	72,841.86	17,297.07	0.00	830,657.06	1,122,750.00	74%
589 00 00 999 Payroll Liability Account	-77.84	-33.30	-424.51	-449.40	403.00	-137.54	-413.14	-614.89	42.47	196.25	-4,181.17	0.00	-5,690.07	0.00	0%
589 30 00 000 Other Non-Expenditures	539.28	0.00	0.00	654.84	0.00	0.00	513.60	0.00	0.00	0.00	0.00	0.00	1,707.72	2,500.00	68%
580 Non-Expenditures	461.44	-33.30	-424.51	205.44	403.00	-137.54	100.46	-614.89	42.47	196.25	-4,181.17	0.00	-3,982.35	2,500.00	159%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	32,000.00	94%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	12,825.00	0.00	0.00	0.00	0.00	0.00	0.00	12,825.00	28,000.00	46%
591	0.00	0.00	0.00	0.00	0.00	42,825.00	0.00	0.00	0.00	0.00	0.00	0.00	42,825.00	60,000.00	71%
594 76 62 001 Capital Improvements Lc	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	45,000.00	0%
594 76 62 020 Capital Improvements Gz	245,281.17	2,343.05	108,663.68	7,183.19	88,994.98	0.00	247.19	69,626.26	0.00	5,676.62	0.00	0.00	528,016.14	650,000.00	81%
594 76 62 090 Capital Expenditures/Exp	0.00	214.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	214.57	30,000.00	1%
594 76 63 001 Capital Expenditures/Exp	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	21,670.65	3,516.79	0.00	0.00	0.00	5,765.27	0.00	0.00	0.00	0.00	0.00	0.00	30,952.71	35,000.00	88%
594 Capital Expenditures	266,951.82	6,074.41	108,663.68	7,183.19	88,994.98	5,765.27	247.19	69,626.26	0.00	5,676.62	0.00	0.00	559,183.42	770,000.00	73%
FUND EXPENDITURES:	365,445.40	70,234.83	193,828.28	113,786.88	196,050.98	105,753.27	65,553.83	163,642.89	62,556.14	78,714.73	13,115.90	0.00	1,428,683.13	1,955,250.00	73%
FUND GAIN/LOSS	2,253,749.13	167,525.15	-102,028.60	737,761.71	-43,331.53	-30,267.37	-33,983.13	-103,005.91	-17,926.80	410,791.48	-13,115.90	0.00	3,226,168.23		
FUND NET POSITION:	2,253,749.13	2,421,274.28	2,319,245.68	3,057,007.39	3,013,675.86	2,983,408.49	2,949,425.36	2,846,419.45	2,828,492.65	3,239,284.13	3,226,168.23	3,226,168.23			

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	2,619,194.53	237,759.98	91,799.68	851,548.59	152,719.45	75,485.90	31,570.70	60,636.98	44,629.34	489,506.21	0.00	0.00	4,654,851.36	4,545,707.58	102%
	2,619,194.53	237,759.98	91,799.68	851,548.59	152,719.45	75,485.90	31,570.70	60,636.98	44,629.34	489,506.21	0.00	0.00	4,654,851.36	4,545,707.58	102%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund	365,445.40	70,234.83	193,828.28	113,786.88	196,050.98	105,753.27	65,553.83	163,642.89	62,556.14	78,714.73	13,115.90	0.00	1,428,683.13	1,955,250.00	73%
	365,445.40	70,234.83	193,828.28	113,786.88	196,050.98	105,753.27	65,553.83	163,642.89	62,556.14	78,714.73	13,115.90	0.00	1,428,683.13	1,955,250.00	73%
FUND GAIN/LOSS:	2,253,749.13	167,525.15	-102,028.60	737,761.71	-43,331.53	-30,267.37	-33,983.13	-103,005.91	-17,926.80	410,791.48	-13,115.90	0.00	3,226,168.23		
FUND NET POSITION:	2,253,749.13	2,421,274.28	2,319,245.68	3,057,007.39	3,013,675.86	2,983,408.49	2,949,425.36	2,846,419.45	2,828,492.65	3,239,284.13	3,226,168.23	3,226,168.23			



Meeting: November 9, 2020

Item # 9

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: November 9, 2020

Subject: Executive Director Report

During the past month, Key Pen Parks achieved the following:

- Over 600 kids and 285 cars came through the All Hallows Eve Drive through event. There were many positive comments of appreciation on-site and through social media following the event. Due to COVID-19, there were limited volunteers used including 7 members of the Red Barn Youth Center and their Executive Director. Everyone worked hard on social distancing and appropriate mask wearing. Due to the inability to use volunteers and being outdoors it was a long day for staff and had a significant impact in opportunity cost for maintenance. However, everyone pitched in for a great community event!
- Letters to Santa, in a drive through format, will be held on December 6th in partnership with the Key Peninsula Fire Dept.
- A virtual, at your own pace 10K Turkey Day event, is currently open for all. There is no charge if participants would just like to walk/run/wheel, but a few incentives such as a sticker or tee shirt celebrating the event are available for a nominal fee. Last day to register is November 23rd and last day to complete the 10K is November 30th.
- Look for more virtual/drive through events in 2021 depending on public health guidelines.
- Maintenance has been working on 2x daily cleaning of restrooms for proper sanitization.
- Leaf removal to prevent flooding and over 2 dozen downed trees recent from the rain and wind storms have been removed/cut through.
- Illegal dumping remains high in all parks, but especially Rocky Creek and Home Parks. There have been increased costs to the District due to items such as refrigerators.
- The Trails specialist PT position is open for applications, with first review on November 13th. It is on the Key Pen Parks website and posted on WRPA.
- Administration tasks such as cybersecurity training for all staff, grant reimbursements, new contract templates, new timesheets, and open enrollment for health care are also ongoing.
- End of year financial preparation is underway with final budget adoption, review of policies, final AP and payroll dates shared with staff.
- A Professional Land Surveyor has been selected for the work at Gateway Park.
- The Splash Pad is now complete with the issuance of the health department permit.
- The Gateway Park Phase 4 grant application ranked 55th in the current grant round from RCO. Once the state budget is adopted, then we will know if the application will be funded. The ranking puts us close to the funding line, meaning a grant award is not guaranteed.

- Pierce County is still in Phase 2, so administrative staff remains working from home and only in the office when necessary. Maintenance staff is taking precautions with social distancing and face coverings. Some park amenities remain closed, and we ask the public to recreate responsibly.
- There has been an increase in large groups using the parks for parties and other gatherings which staff has asked to disperse. There is also an increase in complaints about face coverings, mostly not enough people wearing them. Staff continues to educate the public as needed.

Policy Number:	Resolution Number:	Date Approved:	Supercedes the following Resolutions and Policies:
2009-01	R2009-02	01/12/2009	N/A

Key Pen Parks

Adopt-a-Park Program

Objectives of the program:

The **Adopt-a-Park Program** is a combined effort between Key Pen Parks and volunteers. Individuals, families and organizations can be responsible for a defined portion or area of a specific park at the discretion of Key Pen Parks.

Key Pen Parks has parks that are used by the public and experience varying degrees of impact. Volunteers can help keep the parks free of unsightly litter, monitor conditions and perform routine maintenance.

Volunteer Responsibilities:

The level of required maintenance varies with each park, the organization’s capabilities, and the level of property needs. Some examples of the type of maintenance a property may need includes:

- Picking up litter and debris.
- Checking for damage and reporting any unusual/suspicious items to Key Pen Parks staff.
- Pruning of trees and brush.
- Spreading of wood chips.
- Mowing and weed trimming if described and approved by Key Pen Parks.
- Minor trail maintenance.

Volunteers Agree to:

- Complete and return the Adopt-a-Park Volunteer Application.
- Be courteous to park users.
- Have a sense of responsibility of safety for self and others.
- Review the Safety Tips to be aware of the hazards of working in the parks.
- Work during daylight hours only.
- Provide adequate supervision to participants under eighteen years of age.
- Stay within the boundaries of the park being maintained.
- Pick up needed supplies from Key Pen Parks during business hours.
- Place filled trash bags at prearranged locations determined by Key Pen Parks.
- Return borrowed or unused supplies to Key Pen Parks.
- If you see vandalism or unsafe actions in progress, do not get involved. Simply report it promptly to park staff.

Key Pen Parks will . . .

- Provide trash bags and hand tools as needed.
- Arrange to remove filled trash bags from the adopted park.
- Arrange to remove large, heavy or hazardous materials as needed.
- Coordinate park adoption by interested parties.

Contact:
Key Pen Parks
PO BOX 70
5514 Key Peninsula Hwy N.
Lakebay, WA 98349
Phone: (253) 884-9240

ADOPT-A-PARK APPLICATION

Organization Name _____
E-Mail _____
Address _____ City _____ Zip _____
Crew Leader _____ Position in Organization _____
Day Phone _____ Night Phone _____ Fax _____
Second Contact _____ Position in Organization _____
Day Phone _____ Night Phone _____ Fax _____
Number of Participants _____ Number under age 18 _____
Requested Property Choice: 1.) _____
2.) _____
3.) _____

- THE ISSUED IS SUBJECT TO THE FOLLOWING CONDITIONS:
- 1. This document grants the volunteer those rights specifically stated and no other.
 - 2. The volunteer shall hold harmless Key Pen Parks, and agents thereof, against any and all claims arising from operations covered.
 - 3. Assignments will be made on a first come basis. Group and or individuals agree to a minimum of (4) times a year; in order to be recognized for signage.
 - 4. All work days are to be scheduled with appropriate Key Pen Parks staff to insure availability of needed safety equipment and the availability of needed resources.
 - 5. All volunteers need to conduct the necessary duties stated in the Adopt-a-Park Program. Crew leader and or group contact person(s) must be identified above.
 - 6. Volunteer groups shall consist of at least (1) person who is 18 years of age or older.
 - 7. Participants must hold a safety meeting once a year, conducted by the adopting group with provided safety tips used as a guideline.
 - 8. All trash must be placed in bags. Those objects too large/heavy shall be placed next to the bags. Full bags are to be placed in designated locations for pickup.
 - 9. Key Pen Parks will supply the initial set of signs recognizing the group and or individual participation in the program.
- Any signs which are stolen, damaged, defaced or destroyed may be replaced at the group’s expense.

Applicant/Authorized agent agrees to all conditions of the application. _____ *Signature* _____ */ /* _____ *Date*

Key Pen Parks Staff Use Only

☐ Approved – Approved by: _____

☐ Rejected – Rejected by: _____ For: _____

Start Date _____

Assigned area _____ Expiration: _____



Meeting: November 9, 2020

Item # 12a

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: November 9, 2020

Subject: Discussion on Draft Updates to Adopt-a-Park Program Policy

Background

During the August and September Regular Board of Commissioners meetings, there were preliminary discussions on potential changes and enhancements to the current Adopt-a-Park Program (Attachment 1). After a brief discussion and review of policies from other organizations, proposed changes are offered to the Adopt-a-Park Program.

The Program would take on a new name, the Adopt-a-Park, Trail or Amenity Program, to reflect that there are different options for individuals, families, organizations to show their passion for Key Pen Parks. The other primary changes include the Trails Committee assisting in determining which trails are available for adoption, requesting adoption for one year periods, a focus on safety, and signage/recognition coming with minimum volunteer hours.

This is a draft policy submitted for discussion purposes. Once there is agreement on the policy, then it will be brought before the Board for final adoption.

Attachment 2 is a "redline" version to see all of the proposed changes. Attachment 3 is a "clean" version of the proposed changes for easier reading.

Recommended Action: Provide direction on draft policy.

Attachment 1: Adopted Adopt-a-Park Policy

Attachment 2: "Redlined" Version of Proposed Changes to the Adopt-a-Park Policy

Attachment 3: "Clean" Version of Proposed Changes to the Adopt-a-Park Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
2009-01	R2009-02TBA	01/12/2009TBA	N/A2009-1

Key Pen Parks

Adopt-a-Park, Trail or Amenity Program

Objectives of the program:

The **Adopt-a-Park, Trail or Amenity Program** is a combined effort between Key Pen Parks and volunteers. Individuals, families and organizations can be responsible for a defined portion or area of a specific park at the discretion and approval of Key Pen Parks Executive Director or designee. Trail areas for adoption will be determined in consultation with the Trails Committee.

Commented [TP1]: Application and forms will be posted on website. This allows changes to align with insurance/legal requirements without a new policy adoption.

Key Pen Parks has parks that are used by the public and experience varying degrees of impact. Volunteers can help keep the parks free of unsightly litter, monitor conditions and perform routine maintenance. In special circumstances individuals or groups with specific expertise such as equestrian or mountain bike trails, may be granted permission to perform specialized tasks.

Depending on the park and/or volunteer group size, an entire park, portion of a park, trail(s), picnic areas or other amenities may be assigned as part of the Adopt a Park, Trail or Park Amenity Program. Large parks will be divided into smaller areas either by trail, amenity, or geographic area.

Adopters may request specific areas, trails, or amenities, but the final area will be assigned by the Executive Director or designee. With the update to this policy in 2020, existing Park Adopters will be asked first, if they wish to continue to with their service and in larger areas such as 360 Trails, be offered a specific trail or area for adoption.

All Adopters will be asked if they wish to continue or change their adopted area annually in December.

Key Pen Parks requests that Adopters commit to a minimum of one year; agreements can be terminated by either party with 30 days notice. However, special circumstances will be considered such as for part-time residents. Key Pen Parks also recognizes that circumstances will arise where the one year timeline cannot be met for individuals or families. For these groups, there will not be a penalty for discontinuing the Adopt-a-Park, Trail or Amenity Program, and they can reapply at any time. Organizations who cannot complete the year agreement must wait 12 months before reapplying.

A volunteer organization shall not be eligible whose name endorses or opposes a particular candidate for public office; advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or includes a reference to a political party.

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Examples of Volunteer Responsibilities:

The level of required maintenance varies with each park, the organization’s capabilities, and the level of property needs. Some examples of the type of maintenance a property may need includes:

- Walk trails or park areas frequently to monitor condition and report trees, maintenance needs or other issues to Key Pen Parks.
- Picking up litter and small debris.
- Checking for damage and reporting any unusual/suspicious items to Key Pen Parks staff.
- Pruning of small trees and brush.
- Spreading of wood chips.
- Mowing and weed trimming if described and approved by Key Pen Parks.
- Minor trail maintenance.
- Specialized trail maintenance if described and approved by Key Pen Parks.

Volunteers Agree to:

- Complete ~~an nd return the~~ Adopt-a-Park, Trail or Amenity Volunteer AProgram application and receive approval for park area. Sign an Adopt-a-Park, Trail, or Amenity Program agreement before starting any volunteer hours.
- Organizations must provide a single point of contact to Key Pen Parks.
- Have all Adopt volunteers submit a signed Volunteer Release Form annually.
- Track all hours worked and submit monthly by the 15th of the month.
- There must be at least one individual 18 years of age or older at all times during volunteer hours.
- Be courteous to park users.
- Participate in basic safety training hosted periodically by Key Pen Parks. Have a sense of responsibility of safety for self and others.
- Review the ~~Safety Tip~~safety information to be aware of the hazards of working in the parks. Ensure all organization volunteers have read the safety information.
- Work during daylight hours only.
- Provide adequate supervision to participants under ~~18~~eighteen years of age.
- Stay within the boundaries of the park/~~and or designated~~ beingsection being maintained.
- Arrange for and pPick up needed supplies from Key Pen Parks during business hours.
- Place filled trash bags at prearranged locations determined by Key Pen Parks.
- Return borrowed or unused supplies to Key Pen Parks.
- If you see vandalism or unsafe actions in progress, do not get involved. Simply report it promptly to park staff.

Commented [TP2]: This will help us meet our L&I requirements and collect valuable information on our resident’s contribution to the parks.

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Key Pen Parks will . . .

- Provide trash bags and hand tools as ~~needed~~available.
- Arrange to remove filled trash bags from the adopted park, trail or amenity.
- Arrange to remove large, heavy or hazardous materials as needed.
- Coordinate and host periodic safety training.
- Provide recognition signage as described below.
- Coordinate park adoption by interested parties.

Recognition

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- Plaques indicating Adopters names and/or organizations will be posted when individuals/groups have submitted proof via monthly reports of a minimum amount of volunteer hours in a consecutive 12 month period.
 - Individuals: 75 hours +
 - Families: 125 hours +
 - Groups: 200 hours +
- Plaques will remain posted as long as Adopters maintain the minimum volunteer hours, reviewed annually in December.

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Potential Areas for Adoption

- Disc Golf Course
- Picnic Areas
- Dog Park Areas
- Specific trails in 360 or Key Central Forest
- Parking lot areas
- Fields
- Open Space

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Contact:

Key Pen Parks
PO BOX 70
5514 Key Peninsula Hwy N.
Lakebay, WA 98349
Phone: (253) 884-9240

ADOPT A PARK APPLICATION

Organization Name _____		
E-Mail _____		
Address _____	City _____	Zip _____
Crew Leader _____	Position in Organization _____	
Day Phone _____	Night Phone _____	Fax _____
Second Contact _____	Position in Organization _____	
Day Phone _____	Night Phone _____	Fax _____
Number of Participants _____	Number under age 18 _____	
Requested Property Choice: 1.) _____		
2.) _____		
3.) _____		

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- ~~7. Participants must hold a safety meeting once a year, conducted by the adopting group with provided safety tips used as a guideline.~~
- ~~8. All trash must be placed in bags. Those objects too large/heavy shall be placed next to the bags. Full bags are to be placed in designated locations for pickup.~~
- ~~9. Key Pen Parks will supply the initial set of signs recognizing the group and or individual participation in the program.~~
- ~~Any signs which are stolen, damaged, defaced or destroyed may be replaced at the group's expense.~~

~~Applicant/Authorized agent agrees to all conditions of the application.~~ _____/_____/_____

SignatureDate

Key Pen Parks Staff Use Only

☐ ~~Approved~~ — Approved by: _____

☐ ~~Rejected~~ — Rejected by: _____ For: _____

Start Date _____

Assigned area _____ Expiration: _____

Policy Number: 2009-01	Resolution Number: TBA	Date Approved: TBA	Supersedes the following Resolutions and Policies: 2009-1
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DRAFT - Key Pen Parks
Adopt-a-Park, Trail or Amenity Program

Objectives of the program:

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Volunteers Agree to:

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- Coordinate and host periodic safety training.
- Provide recognition signage as described below.

Recognition

- Plaques indicating Adopters names and/or organizations will be posted when individuals/groups have submitted proof via monthly reports of a minimum amount of volunteer hours in a consecutive 12 month period.
 - Individuals: 75 hours +
 - Families: 125 hours +

- Groups: 200 hours +
- Plaques will remain posted as long as Adopters maintain the minimum volunteer hours, reviewed annually in December.

Potential Areas for Adoption

- Disc Golf Course
- Picnic Areas
- Dog Park Areas
- Specific trails in 360 or Key Central Forest
- Parking lot areas
- Fields
- Open Space



Meeting: November 9, 2020

Item # 12b

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: November 9, 2020

Subject: Discussion on Draft Temporary Art in the Park Policy

Background

During the September Regular Board of Commissioners meeting, there was a preliminary discussion on the creation of a temporary art in the park program. The desire for such a program stemmed from a request from a local arts organization to hang a few art pieces on park fences or other locations for a month.

After a review of sample art policies, the draft policy is designed to facilitate the inclusion of art in the park. Artists will submit an application to the Executive Director at least 6 weeks prior to display to secure Board of Commissioner approval. This will include photographs of the proposed art. Art must be of suitable weight and height to hang on a chain link fence. A maximum of 4 pieces of art will be hung at any one time, this is due to limited space and the need to ensure proper sightlines and safety of park users. Artists will bear the costs of the installation and removal of the pieces. Key Pen Parks will not be responsible for any damage, vandalism or theft of a piece located in a public space.

This is a draft policy submitted for discussion purposes. Once there is agreement on the policy, then it will be brought before the Board for final adoption.

Recommended Action: Provide direction on draft policy.

Attachment 1: Draft Temporary Art in the Park Policy

Policy Number:	Resolution Number:	Date Approved:	Supercedes the following Resolutions and Policies:
TBA	TBA	TBA	TBA

DRAFT - Key Pen Parks Temporary Art in Parks Program

The **Temporary Art in the Parks Program** is designed to encourage the display of local artists in Key Pen Parks for a short period of time.

Selection of Art:

- All potential art pieces must be submitted via an application to the Executive Director at least 6 weeks before desired display.
- The Board of Commissioners will approve all applications for subject matter and length of time. The Board of Commissioners may, at their discretion, engage members of the art community or local stakeholders in selecting the art via an ad hoc committee.
- Art will be evaluated on the quality and aesthetic merit of the artwork, how the art engages the public, the materials (art will be outdoors), and whether the piece is susceptible to vandalism or graffiti

Commented [TP1]: Will create application form requiring photos, dimensions and art materials.

Program Guidelines:

- Due to space limitations, only art that can be hung on a chain link fence will be accepted. Final locations are at the discretion of the Executive Director or designee to ensure proper sightlines and safety considerations. Locations for 3-D art may be limited.
- Weight limits may apply to avoid damage to fence. Artist is responsible for any damage to the fence as a result of weight and/or installation method.
- Art may not be created on the fence, e.g. it must be on a separate material which is adhered to the fence.
- Consult with Executive Director or designee on potential locations. Executive Director has the final decision on art location.
- Art cannot exceed the height of the fence, which vary based on park location.
- Maximum length of time for display is six (6) weeks.
- There will be a maximum of four (4) pieces of temporary art in all parks at any one time.
- Artists will bear all costs for the installation and removal of the art. Artists may install and/or remove art themselves.
- Artists agree that Key Pen Parks will not be responsible for any vandalism, damage or theft of the temporary art.
- All temporary displays will require an Art Display Agreement between the artist and District.
- Artists will identify Key Pen Parks and park location in any promotional materials featuring temporary display.

Commented [TP2]: If policy moves forward, staff will work with legal counsel to draft agreement.