



# 2026 PROPOSED FUND BUDGET

## KEY PENINSULA METRO PARK DISTRICT

Board of Park Commissioners  
October 7, 2025



**PROPOSED 2026 ANNUAL  
FUND BUDGET  
\$3,846,708**



- Revenues and expenditures balanced at \$3.85 M



Overall Change from 2025:  $-\$2,699,265$  (-41.2%) due to land acquisition and capital projects

# BUDGET OVERVIEW



# GUIDING PRINCIPLES TO DEVELOP BUDGET PROPOSAL

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Ensure Fiscal Responsibility



Supporting Our Team to Thrive



“Maintain What We’ve Got”



Develop Existing Lands



Meet Deferred Maintenance

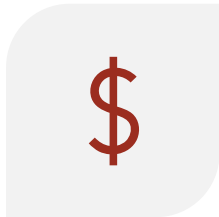


Ensure Community Events on the KP

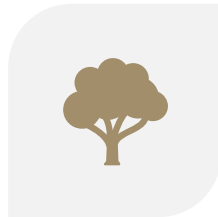


# REVENUE SUMMARY

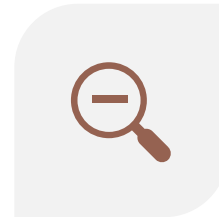
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• LEVY & TAXES:  
\$1,862,082



• EVENT FEES: \$4,900



• RENTALS, INTEREST &  
OTHER: \$167,080



• TOTAL REVENUES:  
\$3,846,708  
(INCLUDES \$1.8 IN FUND  
BALANCE USAGE)



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001 General Fund

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Revenues	Original	Proposed	Difference	Remarks
<hr/>				
310 Taxes				
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311 10 00 000 Taxes, Real & Personal Property	1,556,322.00	1,585,582.00	29,260.00	101.9%
313 17 00 000 Taxes, Zoo Trek Excise Tax	275,000.00	275,000.00	0.00	100.0%
317 20 00 000 Taxes, Leasehold Excise Tax	500.00	500.00	0.00	100.0%
317 40 00 000 Taxes, Forest Excise Tax	1,000.00	1,000.00	0.00	100.0%
318 00 00 000 Other Tax (REET)	250,000.00	0.00	(250,000.00)	0.0% Will update when Capital Projects finalized
310 Taxes	2,082,822.00	1,862,082.00	(220,740.00)	89.4%

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# LEVY & TAXES



	Original	Proposed	Difference	Remarks
360 Long Terms				
361 11 00 000 Investment Interest	85,000.00	85,000.00	0.00	100.0%
362 40 00 004 S&F Rentals, 360 Field / Gateway/ Pavillion	23,000.00	20,000.00	(3,000.00)	87.0%
362 40 00 005 S&F Rentals, Home Park Picnic Shelter	0.00	0.00	0.00	0.0%
362 40 00 006 S&F Rentals, Volunteer Park Shelter	0.00	0.00	0.00	0.0%
362 50 00 001 S&F Rentals, Concessions Building	7,000.00	7,000.00	0.00	100.0%
362 50 00 002 S&F Rentals, Gateway House Rent Fees	14,400.00	14,400.00	0.00	100.0%

# LONG TERMS



Revenues	Original	Proposed	Difference	Remarks
<b>360 Long Terms</b>				
362 50 00 004 S&F Rentals, Sportsfields	10,700.00	11,000.00	300.00	102.8% KPLL, Soccer, LAX
362 50 00 005 S&F Rental, Taylor Bay Caretaker	9,180.00	9,180.00	0.00	100.0%
367 00 00 000 Contributions & Donations	500.00	500.00	0.00	100.0%
367 00 00 001 Event Sponsorship Funds	4,000.00	4,000.00	0.00	100.0%
367 00 00 051 Rent for Wright Bliss Caretaker	13,500.00	13,500.00	0.00	100.0%
369 10 00 000 Other Miscellaneous Revenues - Sale Of Scrap And Junk - Other Costs	0.00	0.00	0.00	0.0%
<b>Allocations</b>				
369 91 00 000 Other Revenue	2,000.00	2,000.00	0.00	100.0%

# LONG TERMS



# **POLICY ? : CONTINUE TO RENT GATEWAY PAVILLION OR INCREASE FEES**

Software cost: \$4,100  
annually

Staff time to manually enter  
each reservation into  
Springbrook

Staff time to print permits,  
hang signs, handle disputes,  
re-arrange pavilion.

Average annual revenue  
after software costs:  
\$11,000



**\$1,812,646**

## **USAGE OF FUND BALANCE**

- Assumes hiring of FT Project Manager to complete small works and capital projects
- This number will reduce slightly once REET and PIF Revenues are added after 1<sup>st</sup> Hearing



# EXPENDITURE SUMMARY

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- Parks Operations & Admin: \$2,580,458
- Non-Expenditures: \$11,500
- Capital Expenditures: \$1,254,750
- Total Expenditures: \$3,846,708





**SUPPORTING OUR  
TEAM TO THRIVE**

# THIS PAST YEAR...

- Clean toilets 5,040 times
- Clean urinals 720 times
- Clean sinks 3,600 times
- Cut back 28 miles of trails 3x per year or ~ 84 miles (which is about the distance from here to Mt St Helens)
- Empty 4,015 trash cans
- Mow the fields at Volunteer Park 52 times which is the equivalent of 322.4 acres
- Acquired additional 38.19 acres
- Installed 1 playground
- Hosted 21 events including gnome painting
- Processed 183 pavilion rentals
- Processed 39 contracts
- Wrote 12 Board packets with 97 staff reports
- Processed 303 AP Checks
- Verified and entered payroll 310 times
- Verified and entered tax & pension information 132 times
- Completed the “mow route” 108 times



# OUR TEAM MAINTAINS & ENGAGES:



Over 1,500  
acres



10 parks and  
open spaces



Trails



Bridges



Hazard trees



Trash &  
janitorial



Fleet & small  
tools



Athletic  
fields

- 4 non-Key Pen Parks community outreach events
- 8 community presentations on the district
- 2 large events (Family Fun Fest & All Hallows Eve)
- 11 smaller community events
- Contract management
- Public records
- Staff support (on-boarding, address changes, purchasing)



# AUTHORIZED POSITIONS – 14.75 FTE

## Administration

- Executive Director (1.0)
- Fiscal Specialist (1.0)
- Volunteer & Outreach Manager (1.0)
- Event Coordinator (.75)
- Executive Assistant (.5)
- Project Manager/  
Landscape Architect (1.0)  
**NEW!**

## Maintenance

- Parks & Facilities Manager (1.0)
- Lead (1.0)
- (2) Maintenance Worker II (1.0)
- (4) Maintenance Worker I (1.0)
- Maintenance Worker I – Trails (.75) **Combine to 1.0**
- Maintenance Worker I – Trails (.25) **Combine to 1.0**
- Janitor (.5)





**KEY BUDGET  
HIGHLIGHTS TO  
SUPPORT OUR  
TEAM**

Proposed 2.9% Cost of Living Adjustment (COLA) to Annual Wage Matrix effective Jan 1

New position request: Project Manager/  
Landscape Architect

Combine .75 FTE and .25 FTE of Maintenance Worker I – Trails into 1.0 FTE (slight increase in benefit cost)

Increase in training for maintenance, admin, and outreach

Maintenance compensation study

Maintain health and other benefits at current District contribution

Additional overtime for Family Fun Fest



**PERSONNEL &  
WAGES**

- Admin Wages: \$529,211

- Park Maintenance Wages: \$706,210

- Benefits (All)\*: \$538,709

- Includes: New Project Manager & compensation study adjustments,

\*Benefits budgeted high as spouse/family coverage can change

# WAGE & BENEFIT SUMMARY

- Commissioner Wages steady
- Admin Wages include new Project Manager position
- Maintenance includes \$75,000 for future increase in 2026 for results of Comp Study
- Increased OT for Maintenance for Family Fun Fest (in lieu of flex time)
- Benefits budgeted at family for new position plus other anticipatory increases

	Original	Proposed	Difference		Remarks
576 80 10 001 Commissioner Wages	21,413.00	21,413.00	0.00	100.0%	
576 80 10 002 Administrative Wages	320,000.00	528,211.00	208,211.00	165.1%	Proposed: FT Project Manager/Landscape Architect Position
576 80 10 003 Administrative OT	500.00	1,000.00	500.00	200.0%	
576 80 10 004 Park Operations Wages	600,000.00	697,122.00	97,122.00	116.2%	Includes \$75,000 increases after Comp Study
576 80 10 005 Park Operations OT	3,500.00	6,788.00	3,288.00	193.9%	General OT + 1 Special Event (Family Fun Fest)
576 80 10 006 Park Operation Holiday Worked	0.00	2,300.00	2,300.00	0.0%	To open/close or work on holidays, separate with new OT tax law
576 80 20 001 Commissioner Personnel	2,000.00	2,500.00	500.00	125.0%	
Benefits					
576 80 20 002 Administrative Benefits	145,000.00	188,709.00	43,709.00	130.1%	
576 80 20 004 Park Facilities - Personnel	330,000.00	350,000.00	20,000.00	106.1%	
Benefits					
576 80 20 005 Park Facilities- OT	0.00	0.00	0.00	0.0%	

**Note: Health Insurance premiums increased between 7-11% based on the plan.**



## Training \$7,570

- All staff to WRPA (Tacoma)
- Ballfield Maintenance
- Chainsaw/Pruning
- 2 CPSI
- CPR Training (new staff)
- WA Weed (Pesticide CEU)
- Flagging
- Fire Extinguisher

## Travel \$4,900

## MAINTENANCE TRAINING

49-007 training: \$7,570

43-003 travel: \$4,900



## Training \$7,775

- NRPA Annual (Director)
- Public Records Requests
- All staff to WRPA (Tacoma)
- Annual Report
- Springbrook “Rally”
- CPR (new staff)
- Fire Extinguisher
- Volunteer/Outreach Manager choice
- Project Manager choice

## Travel \$7,600

## ADMINISTRATION TRAINING

49-006 training: \$7,775

43-002 travel: \$7,600





**MAINTAIN WHAT WE'VE  
GOT & DEVELOP  
EXISTING LANDS**



# PROFESSIONAL & CONTRACTED SERVICES

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- Consultant Services: \$75,000
- Admin Contracted Services: \$48,650
- Maintenance Contract Services: \$30,000



- Total: \$75,000
- Provides funds to support projects assigned to new Project Manager position
- Outside assistance will be required on some projects based on the skill set of the hired candidate

## CONSULTANT SERVICES

41-001

To be included in final budget only if Project Manager position is approved



- Total: \$48,650
  
- Community Partners: \$13,000
  - KP Historical Society
  - KP Farm Tour
  - Red Barn Youth Center
  - Harbor Wild Watch
  
- Human Resources:
  - \$17,250 general
  - \$11,500 limited compensation study
  
- IT Support: \$4,600
  
- Occupational Health/Background: \$2,300

## **ADMINISTRATION CONTRACTED SERVICES**

41-005: \$48,650



- Total: \$30,000 (\$6,000 increase)
  
- Evergreen Mountain Bike Alliance (EMBA)
  - MTB trails maintenance
  - Vegetation brush back on Ticket to Ride & Blood Pressure
  - Soft surface maintenance on all “red” trails which are MTB only
  - All maintenance on Blood Pressure and 3 Jumphines
  - Special projects (TBD)
  - Downed trees – shared responsibility

## **MAINTENANCE CONTRACTED SERVICES**

41-015



# SUPPLIES, UTILITIES & OPERATIONS

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- Maintenance Supplies: \$117,550

- Fuel: \$28,000

- Utilities: \$56,774

- Repairs & Maintenance: \$106,985



- Field Supplies: \$20,000
- General Parks: \$31,300
- Janitorial Supplies: \$8,500
- General Signage: \$2,500
- Fencing: \$15,000

These  
are same  
as 2025

- Internal Projects
  - Volunteer Park Restroom Partitions and refresh (wall paint and floor epoxy) - \$20,000 in conjunction with door project (capital)
  - Park sign cleaning and repaint \$2,500
  - Dugout repairs \$1,250
  - Emerging issues \$5,000
  - Taylor Bay Kitchen Cabinets: \$10,000
  - Taylor Bay Beach Stairs Repair: \$1,500

## MAINTENANCE SUPPLIES

31-002: \$117,550

Routine items are remaining same as 2025. Using job codes to help dial in budgeting for future years

Internal projects are proposed for 2026



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Fleet repairs: \$5,000

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Septic Inspections: \$1,250

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Routine Septic Pumping: \$7,035

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UTV Repairs: \$5,000

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Misc Septic Repair: \$2,500

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Gate Repairs (Gateway/VP): \$35,000

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Lavender Farm Caretaker Mast: \$7,000

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Park Emergencies: \$15,000

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Leased Emergencies: \$10,000

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Water Tests/Backflow: \$1,350

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Electrician/Plumber/Etc.: \$4,000

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## **REPAIRS & MAINTENANCE**

48-000: \$106,985

Some of these line items are to cover emergency or unanticipated costs without impacting budget priorities.

Outside firms are used to complete this work.





**Total: \$28,000**



**Administration: \$4,000**



**Maintenance: \$23,000**



**Caretaker Propane: \$1,000**

## **FUEL**

32-000: \$28,000

**Considerations:** Gas tax tied to CPI and overall volatility in fuel prices which are purchased at retail





Park Facilities: \$15,114



Trash/Dump Fees: \$12,920



WA Water: \$3,000



Caretaker/Tenants: \$11,340 (most of these are included in rent payments)



Field Lighting: \$14,400 (most is recouped from sports leagues, but security lights on the same meter)



Trash/Dump Fees (including invasive plants): \$12,920

## UTILITIES

47-000: \$56,774

and

47-001: \$1,000

Note: your summary sheet shows \$50,774 but this is the correct number.



- **Tenant Replacements: \$3,000**
  - For unanticipated expenses
- **General Maintenance Replacements: \$5,000**
  - Drills, small tools
  - Rechargeable batteries
  - Unanticipated such as string trimmers, backpack blowers, pole saws, etc.
- **Laptop New & Replacements (5-year cycle)**
  - Executive Director
  - Park Lead (NEW)
  - 2 Shared Maintenance
  - Executive Assistant
  - Events Coordinator
  - Project Manager (NEW)

## **SMALL & ATTRACTIVE ASSETS**

35-000: \$18,050

Formerly: Small Tools &  
Equipment





# **EVENTS, OUTREACH, VOLUNTEERS**



# EVENTS 2026

- Family Time Tea
- 2 Indoor Movies w/ Crafts at Civic Center
- 5k Fun Run
- Family Fun Fest
- Solstice Gnome Search
- Tuesday/Thursday Pop-Ups in July & August
- 3 Cinema Under the Stars
- 2 Kids Concerts
- 3 Music in the Park
- All Hallows Eve
- Santa in the Park w/KP Fire



- **Marketing: \$5,370**
  - KP News, Banners, Flyers/Swag
- **Contracted Services: \$16,600**
  - Food/Bounce Houses: \$11,000
  - Music: \$3,850
  - Law Enforcement: \$1,300
- **Event Equipment (rental): \$1,950**
  - Portable toilets: \$1,600
  - Room Rental: \$350
- **Supplies: \$8,675**
  - Decorations
  - Candy
  - Prizes
  - Signage
  - Run Packets (water bottle, medal, etc.)

## **COMMUNITY EVENTS**

- 41-000 (Marketing): \$5,370
- 41-025: (Contracted Services): \$16,600
- 31-140 (Supplies): \$8,675
- 45-002 (Equipment): \$1,950



# OUTREACH



1 PTA Trunk or  
Treat (Vaughn or  
Minter)



Tree Lighting



PTA STEM/Open  
House Nights



Clothing

Signage

Snacks

Office supplies

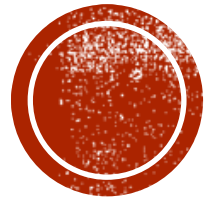
Name tags/lanyards

## **VOLUNTEER SUPPLIES**

31-150: \$5,000

For new Park Ambassador  
program and general  
volunteer support &  
appreciation





# **GENERAL & ADMINISTRATIVE EXPENSES**

- **General Legal Support: \$17,000**
  - Reflects new rates
- **Financial: \$36,912**
  - Springbrook Software: \$19,662 anticipated cost increase
  - Audit: \$17,250 due to timing could be billed in 2025 or 2026. Completed before end of January 2026.

## **LEGAL & FINANCIAL SERVICES**

41-004 (legal): \$17,000

41-002 (financial): \$36,912



- **Elections: \$14,000**
  - November 2025 Election billed in 2026
- **Admin Office Supplies: \$8,695**
  - Includes \$3,000 for Employee Appreciation
- **Maintenance Office Supplies: \$2,725**
- **Insurance: \$67,000**
  - General liability premium
  - Deductibles
- **Licenses/Permits/Subscriptions: \$30,690**
  - Rackspace, Adobe, Anti-Virus, DaySmart, Maintain X, Connecteam, Zoom, Canva, Costco, GPS, Constant Contact, Musco Lighting, governmental permits, memberships
- **Communications: \$15,384**
  - Cell phone, landline, internet, postage

## **G&A**

31-001 (Admin Office Supplies): \$8,695

31-004 (Maintenance Office Supplies): \$2,725

41-009 (Elections): \$14,000

42-001 (Communications): \$15,384

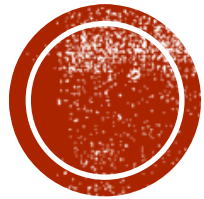
46-000 (Insurance): \$67,000

49-001 (Admin licenses): \$14,289

49-002 (Maintenance licenses): \$9,067

49-003 (Events licenses): \$7,334





# **CAPITAL PROJECTS**



# CAPITAL EXPENDITURES - SUMMARY

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- Land Acquisition: \$240,000
- Capital Improvements: \$738,000
- Capital Planning: \$150,000
- Capital Equipment – Maintenance: \$72,000
- Park Impact Fee Projects & REET: update for final draft





Principal: \$40,000



Interest: \$14,750

## **GENERAL OBLIGATION BOND PAYMENTS**

70-000: Principal

83-000: Interest

For the original acquisition  
of Gateway Park.

Principal & Interest set by  
State Treasurer (holder of  
bond)



- Volunteer Park ADA Improvements: \$40,000
- Trail Construction (wetland delineation): \$65,000
- Maple Hollow Stairs and Path Repairs: \$100,000
- Taylor Bay Roof & Gutters: \$65,000
- Lavender Farm Heat: \$25,000
- Taylor Bay Heat & Windows: \$45,000
- Lavender Farm Windows: \$25,000
- Lavender Farm Shed: \$5,000
- Volunteer Park Covered Batting Cage: \$42,500
- Rocky Creek Trailhead & Map: \$6,000
- Rock Creek Signage: \$7,000
- Maple Hollow Parking & Electric: \$12,500
- Volunteer Park Restroom Door Replacement: \$35,000
- Mobile Office: \$100,000
- Volunteer Park Retaining Wall: \$75,000
- 9 Garage Door Replacements: \$90,000
  - VP Shop (interior & exterior) , VP Admin, 5 Car (all), Lavender Farm Caretaker

Rollover & New  
from CFP

## CAPITAL PROJECTS

60-020: \$738,000

Projects will only be completed with the approval of the Project Manager position.

Many Capital Projects take more than 1 year due to delays, permitting, consultants and weather. This list is intended as a guide for projects over the next 2 years.



# CAPITAL PLANNING

62-001: \$150,000

- Gateway Park Master Plan Update



# **CAPITAL EQUIPMENT - MAINTENANCE**

64-001: \$72,000

- Top Dresser: \$38,000
- Woodchipper: \$34,000



# IN CONCLUSION



Balanced budget with capital focus from Project Manager position



Operating investments in staff and maintenance



Utilization of REET and PIF

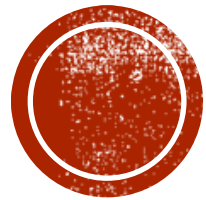


Fund balance used: \$1,812,646



Budget aligns with service delivery and financial sustainability goals.





**QUESTIONS?**