

Proposed Budget 2024





OUR MISSION

Preserve. Protect. Play.

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2023 Policy Direction

Status of Key 2023 Goals

Completed	Baseball Infields	Annual Financial Report	Hire additional MW I & MW II	RCO Maintenance Grant Submitted			
In Progress	Events	CFP	Maintenance Equipment: Kubota, Truck, 2 Mowers	Gateway House Repairs	Home Playground Replacement	Evergreen MTB Partnership	Disc Golf Project
Not Started	Admin Office ADA	Field 3 GeoTech	Dog Park Improvements	Skateboard Park Fence Replacement			
Newly Added & In Progress	HR Policy Review & Training	Acquisition of Zeren Property through C.F.	Trust Land Transfer for 360 Trails	Foundation Closure Projects	Disc Golf Project		

2023 YTD

- Ballfield Project Complete
- Events: Egg Hunt, Mom & Me Tea, Parks Appreciation Day, Gnome Hunt, Summer Family Fun Fest, Cinema Under the Stars, Mountain Biking 101, Bubble Fun Day
- Community Outreach: July 4th Parade, Art Walk, Livable Community Fair, In-District County Council Meeting
- Miles of trails brushed back, mowing (lots of mowing and string trimming), pressure washing
- Splash Pad season complete
- On time financial reporting and quarterly tax payments
- Training: CPSI, WRPA Annual Conference, Trails, PRAs and Records Retention, PFOS & PFAS Requirements, WA Pesticide License, Ballfield Maintenance, HR Training



meet our leadership team



l to r: Justin Kreman (Maintenance Worker II), Tracey Perkosky (Executive Director), Nik Carson (Maintenance Worker II), Trielle Alstead (Outreach & Community Events Coordinator), Laura Armstrong (Fiscal Specialist), Sam Howarth (Parks & Facilities Manager)

meet our extended team



l to r: Mic Law (Maintenance Worker I), Richie Jacobson (Maintenance Worker I), Ethan Brunton (PT-Maintenance Worker, Trails), Shayne Vidovic (Maintenance Worker I),



Kenny Stephens (PT-Janitor)

areas of focus for 2024

DEFERRED MAINTENANCE

- Pump Track Repair
- Windows on Taylor Bay Caretaker House
- Windows/Roof/Indoor Mold Gateway Caretaker House

NEW EVENTS

- Music
- Adult Events
- Food Trucks/Makers Markets

CAPITAL PROJECTS

- Temporary Trailer Installation for Maintenance Team
- Consultant Project Manager for Admin Building ADA, CFP, Taylor Bay Survey, Cramer-McCracken/RCO Trails, Home Playground Structure & Volunteer Park Swing Set

HUMAN RESOURCES

- Continue development of Leadership Team
- Increased Training on HR Matters
- Compensation Analysis (Maintenance Focus)

FISCAL POLICY & REVENUE SOURCES

- Complete Capital Facilities Plan for Long Term Planning
- Explore long term financial needs and levy rate

how we get there

MAINTENANCE & PARTNERSHIPS


- Complete partnerships to assist with trail work (EMBA and WTA)
- Focus on daily routine tasks (grass, leaves, trash, restrooms, playgrounds) and a short list of deferred projects to get caught up
- Provide a quality workspace to help with training and morale via a temp trailer

CAPITAL PROJECTS

- Hire a contract project manager (consultant) to move projects forward
- Focus on first set of projects and then have a “deferred” section based on accomplishments

LEADERSHIP VISION

- Continue push for staff empowerment
- Scale events and maintenance projects with consideration of staff levels
- Complete long-range planning via CFP to support refined long range financial forecasting

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2024 Proposed Budget

2024 Fund Level Summary

- oProposed Revenues: \$2,314,216
- oProposed Operating Expenditures:\$1,777,006*
- oProposed Capital Expenditures & Bond Payment: \$1,121,000
- oProposed Use of Fund Balance: \$589,565
- oProposed Ending Fund Balance on Dec 31, 2024: \$5.01 million

*BARS now has capital consulting costs included in operating costs versus capital account. This is proposed at \$95,000.

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Revenues

Taxes

Revenues			Original	Proposed	Difference	Remarks
310 Taxes						
311	10 00 000	Taxes, Real & Personal Property	1,494,356.00	1,521,436.00	27,080.00	101.8%
313	17 00 000	Taxes, Zoo Trek Excise Tax	245,000.00	255,000.00	10,000.00	104.1%
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	1,000.00	(1,500.00)	40.0%
318	00 00 000	Other Tax (REET)	60,000.00	60,000.00	0.00	100.0%
310 Taxes			1,802,856.00	1,838,436.00	35,580.00	102.0%

Park Fees

340 Park Fees	Original	Proposed	Difference		Remarks
345 00 80 000 PIF (Park Impact Fees)	0.00	328,000.00	328,000.00	0.0%	From Pierce County
347 60 00 003 Program Fees, Programs	800.00	1,000.00	200.00	125.0%	
340 Park Fees	800.00	329,000.00	328,200.00	*****%	

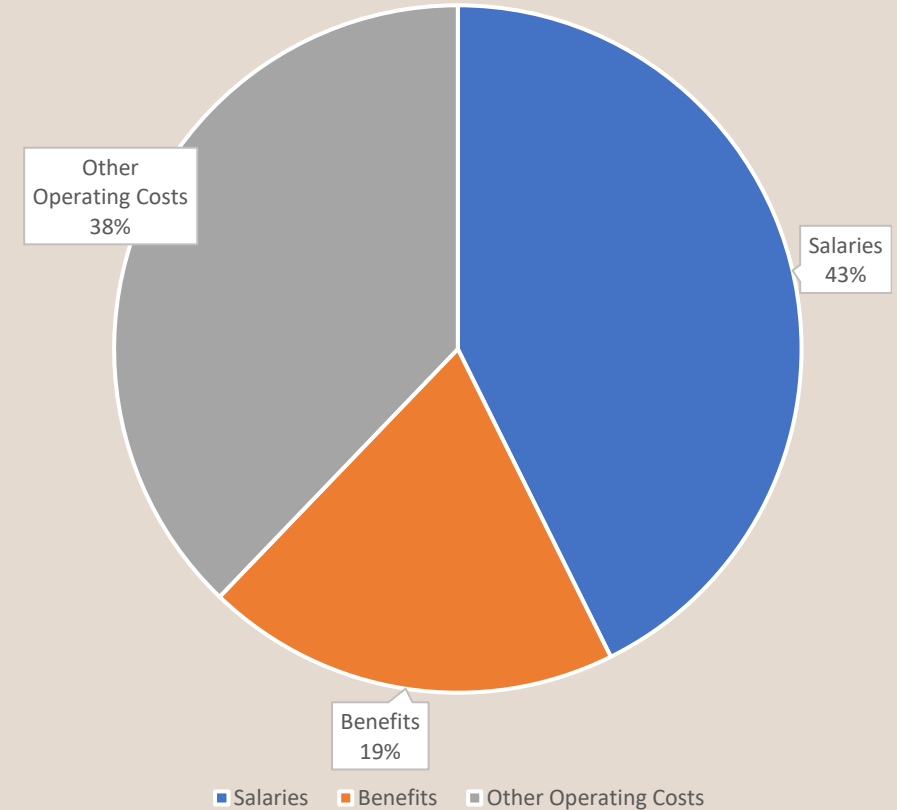
Long Terms

360 Long Terms	Original	Proposed	Difference	Comments
361 11 00 000 Investment Interest	4,000.00	75,000.00	71,000.00 *****	Based on current year
362 40 00 004 S&F Rentals, 360 Field / Gateway	18,000.00	23,000.00	5,000.00 127.8%	
362 40 00 005 S&F Rentals, Home Park Picnic SI	400.00	0.00	(400.00) 0.0%	Propose eliminating rentals at Home.
362 40 00 006 S&F Rentals, Volunteer Park Shel	1,000.00	0.00	(1,000.00) 0.0%	Propose eliminating rentals at VP
362 50 00 001 S&F Rentals, Concessions Buildin	7,000.00	7,000.00	0.00 100.0%	
362 50 00 002 S&F Rentals, Gateway House Ren	14,400.00	14,400.00	0.00 100.0%	
362 50 00 004 S&F Rentals, Sportsfields	8,000.00	10,700.00	2,700.00 133.8%	KPLL & Soccer
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	7,500.00	500.00	(7,000.00) 6.7%	General Donations
367 00 00 001 Event Sponsorship Funds	0.00	4,500.00	4,500.00 0.0%	Event sponsorships
369 91 00 000 Other Revenue	2,000.00	2,000.00	0.00 100.0%	
369 91 01 000 Usage Of Fund Balance	550,000.00	589,565.00	39,565.00 107.2%	For capital, A&E projects
382 10 00 000 Refundable Deposits	1,500.00	500.00	(1,000.00) 33.3%	
360 Long Terms	622,980.00	736,345.00	113,365.00 118.2%	

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Operating Expenditures

Operating Expenditure Summary



Salaries & Benefits are 62% of the operating budget

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Salaries & Benefits

Proposed staffing changes

- Create internal promotional opportunity for Maintenance Worker II to Lead to provide more leadership and support in the field as the team grows
- .5 FTE Maintenance Worker I to be hired AFTER trail construction in Cramer Mc-Craken and Manke East is complete. Currently budgeted to begin July 1.

Salaries & benefits

- Wages include merit increases and 5% projected COLA increase (final rate known in early November)
- 2024 Minimum Wage (WA) will be \$16.28/hour; Exempt is \$67,724 annually
- Benefits continue to increase.
- District pays 100% L&I, 100% Employee health care, 80% of spousal/child health care, 100% of PFMLA
- Previously had OT included in regular wages now separate to help with tracking

Salaries & Benefits

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	301,983.00	324,330.00	22,347.00	107.4%	Merit + 5% COLA
576 80 10 003 Administrative OT	0.00	1,500.00	1,500.00	0.0%	Separating this out from Admin Wages for easier tracking, event costs
576 80 10 004 Park Operations Wages	380,292.00	421,239.00	40,947.00	110.8%	Convert 1 MWII to Lead and add .5 FTE on July 1 or when new trails built in Cramer and Manke East (Merit + 5% COLA)
576 80 10 005 Park Operations OT	0.00	3,500.00	3,500.00	0.0%	Separating out from wages, covers events and holiday opening/closing
576 80 20 001 Commissioner Personnel Benefit:	678.00	650.00	(28.00)	95.9%	
576 80 20 002 Administrative Benefits	109,190.00	129,000.00	19,810.00	118.1%	Health care increase, L&I increase
576 80 20 003 Park Operations Benefits	184,765.00	214,327.00	29,562.00	116.0%	Health care increase, L&I increase
576 80 20 006 Uniforms/Safety Gear - Personne	4,000.00	3,000.00	(1,000.00)	75.0%	Need less stock on hand with Perm staff only + boot allowance
	\$988,408	\$1,105,046	\$116,638		

Training - \$14,450

o Increase sought to support:

- Nik Carson, Maintenance Worker II and Sam Howarth, Parks & Facilities Manager to Resource Management School (2-year commitment): \$3000 + travel
- Tracey Perkosky, Executive Director to NRPA's Parks Director School (2-year commitment) in CO: \$3200 + airfare
- Justin Kreman, Maintenance Worker II to Sportsfield Management Conference in FL: \$625 + travel, airfare, meals

o Confined space and chain saw training for all maintenance

o 2 registrations to WRPA in Richland

o Webinars for BARS, PRAs, Records, Human Resources, Cybersecurity, etc.

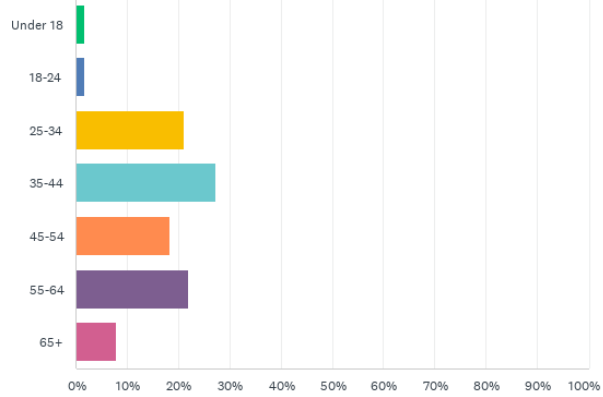
o 1 additional pesticide/herbicide license

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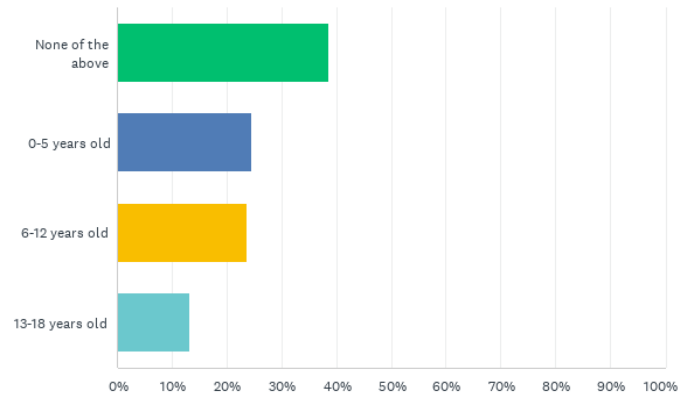
Community Events

Community Events Survey - Analysis

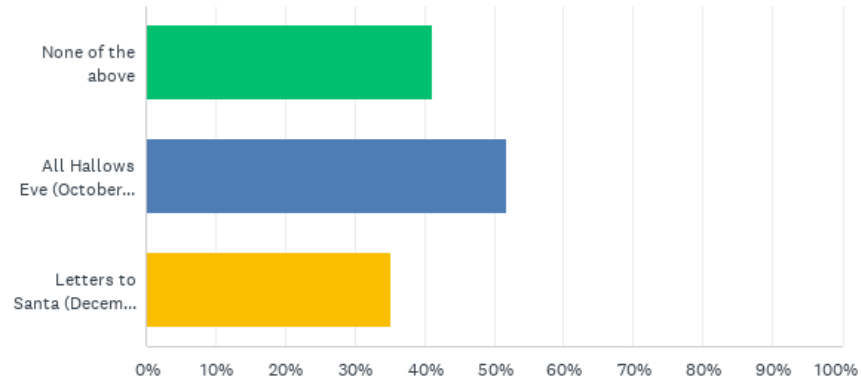
Q2 What age range do you fall into?



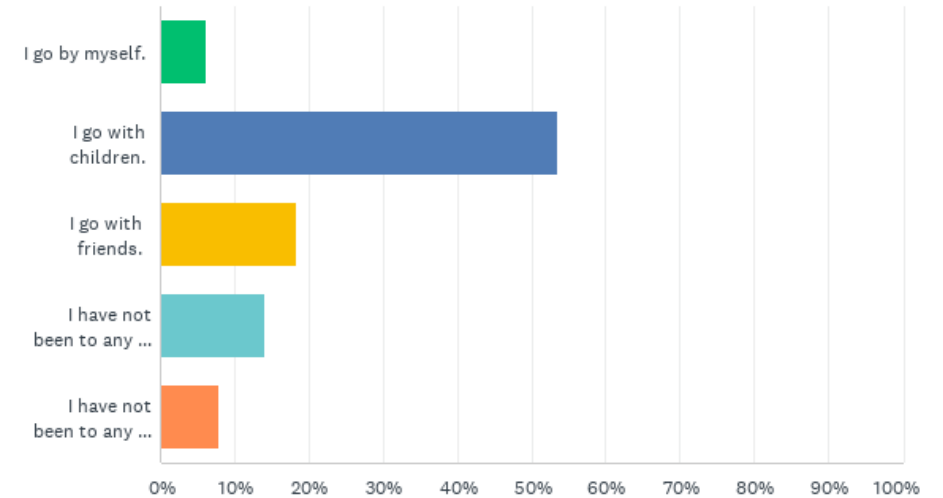
Q3 Do you have children in the age ranges below?



Q4 What remaining Key Pen Parks events are you planning on attending? Select all the apply.

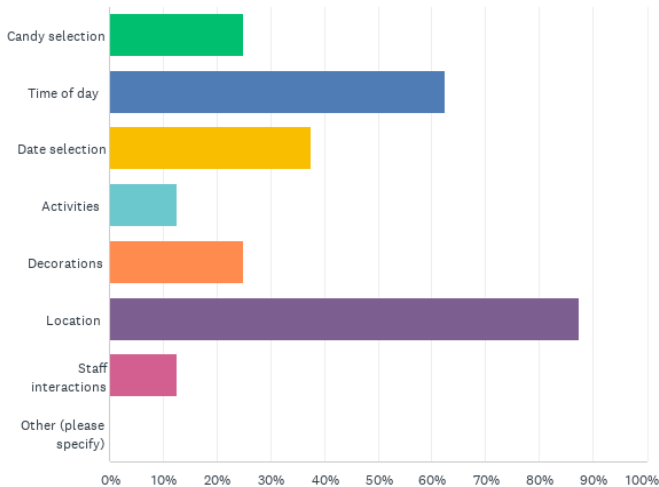


Q5 Who joins you when you go to a Key Pen Parks event?

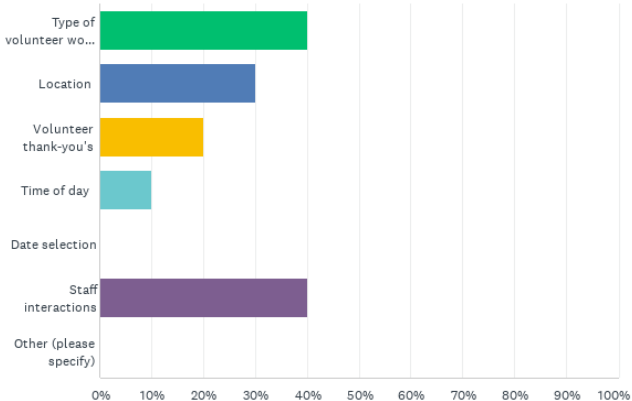


Egg Hunt, Parks Appreciation Day

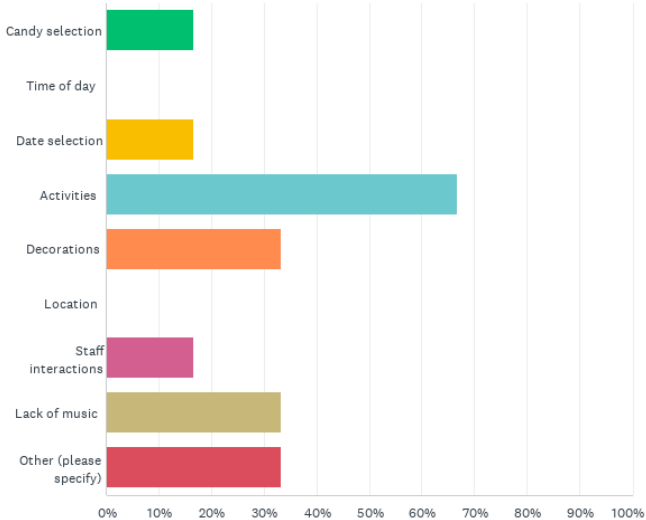
Q8 What did you appreciate and enjoy about the 2023 Egg Hunt? Select all that apply.



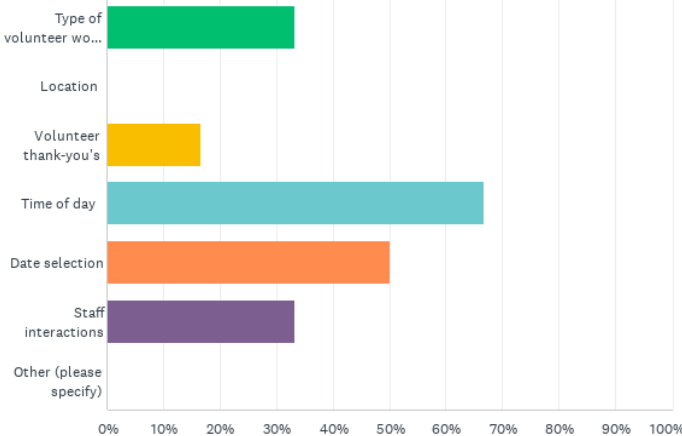
Q12 What did you appreciate and enjoy about 2023 Parks Appreciation Day? Select all that apply.



Q9 What do you think could be improved upon for the Egg Hunt? Select all that apply.

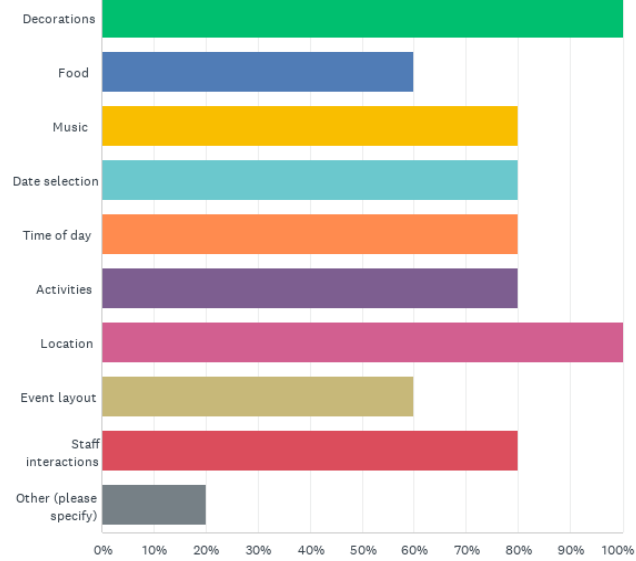


Q13 What do you think could be improved upon for Parks Appreciation Day?

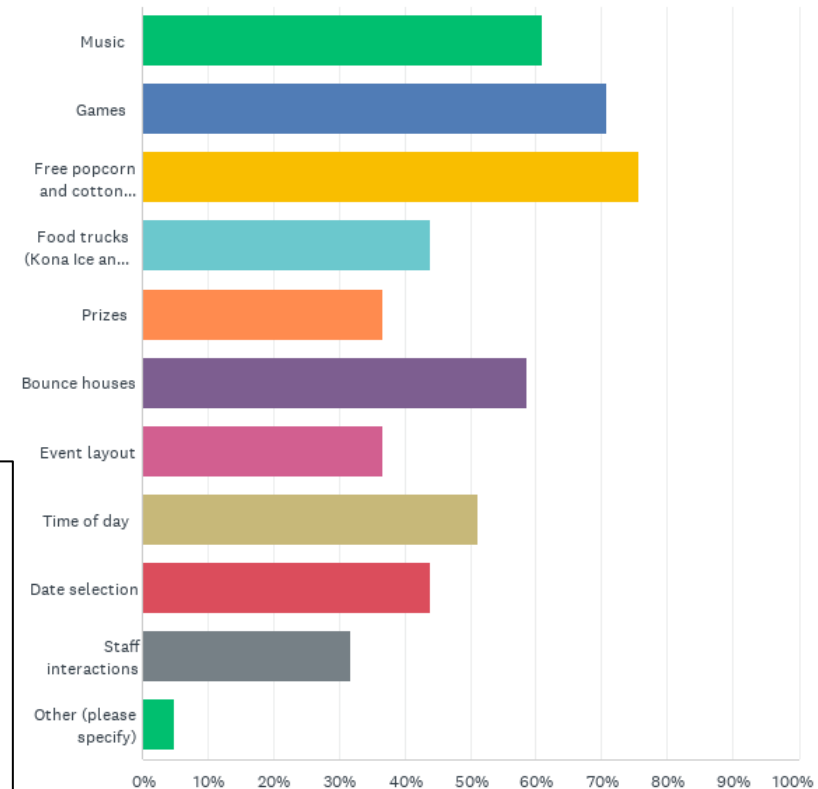


Mom & Me Tea, Family Fun Fest

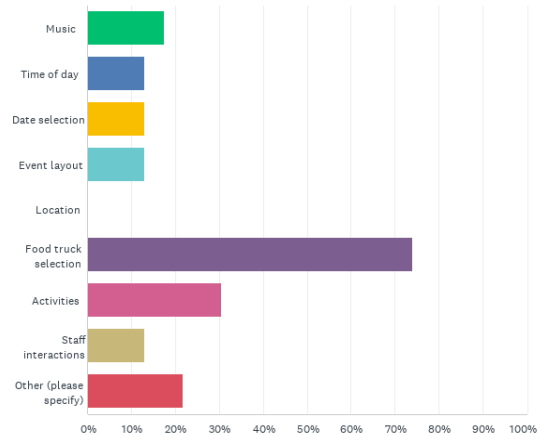
Q16 What did you appreciate and enjoy about 2023 Mom & Me Tea? Select all that apply.



Q20 What did you appreciate and enjoy about 2023 Family Fun Fest? Select all that apply.

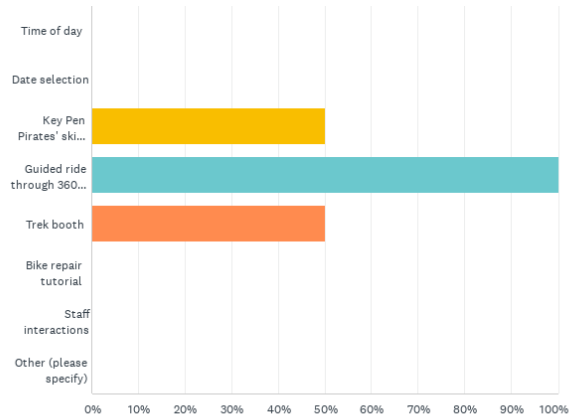


Q21 What do you think could be improved upon for Family Fun Fest? Select all that apply.

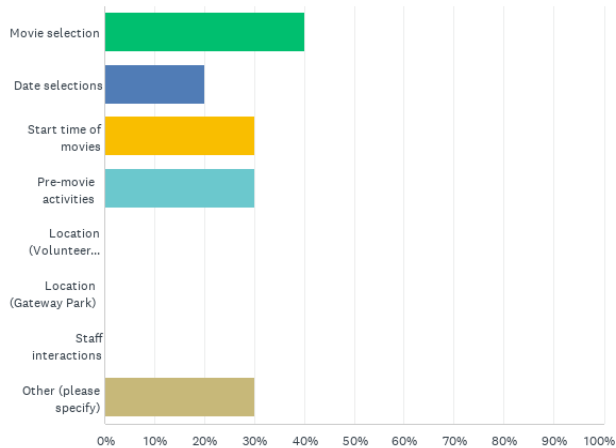


Mountain Biking 101, Movie Nights

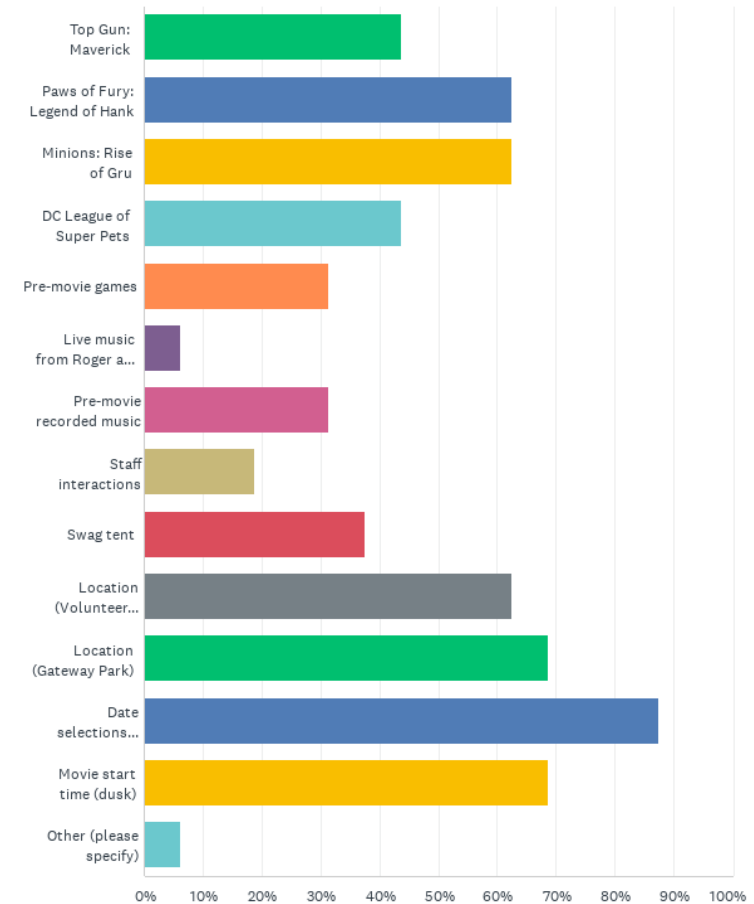
Q24 What did you appreciate and enjoy about 2023 Mountain Biking 101? Select all that apply.



Q29 What do you think could be improved upon for Cinema Under the Stars?

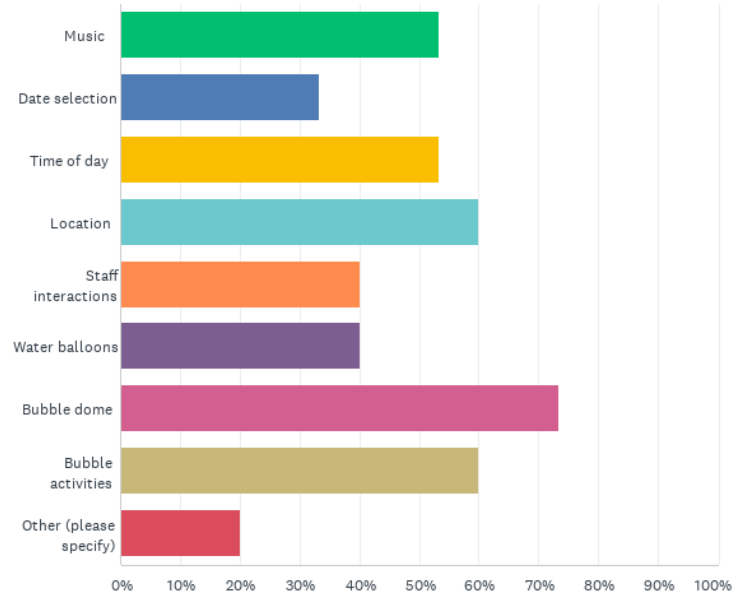


Q28 What did you appreciate and enjoy about 2023 Cinema Under the Stars? Select all that apply.

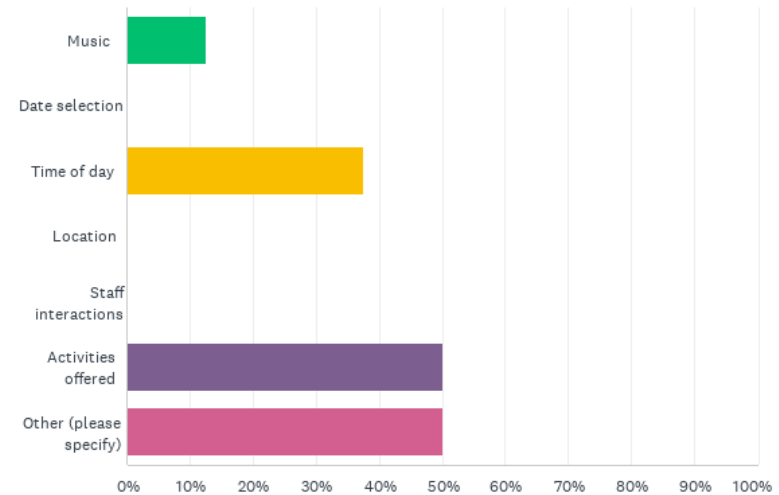


Bubble Fun Day

Q32 What did you appreciate and enjoy about 2023 Bubble Fun Day? Select all that apply.

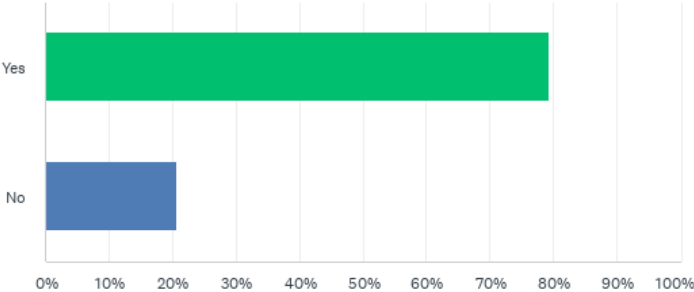


Q33 What do you think could be improved upon for Bubble Fun Day? Select all that apply.

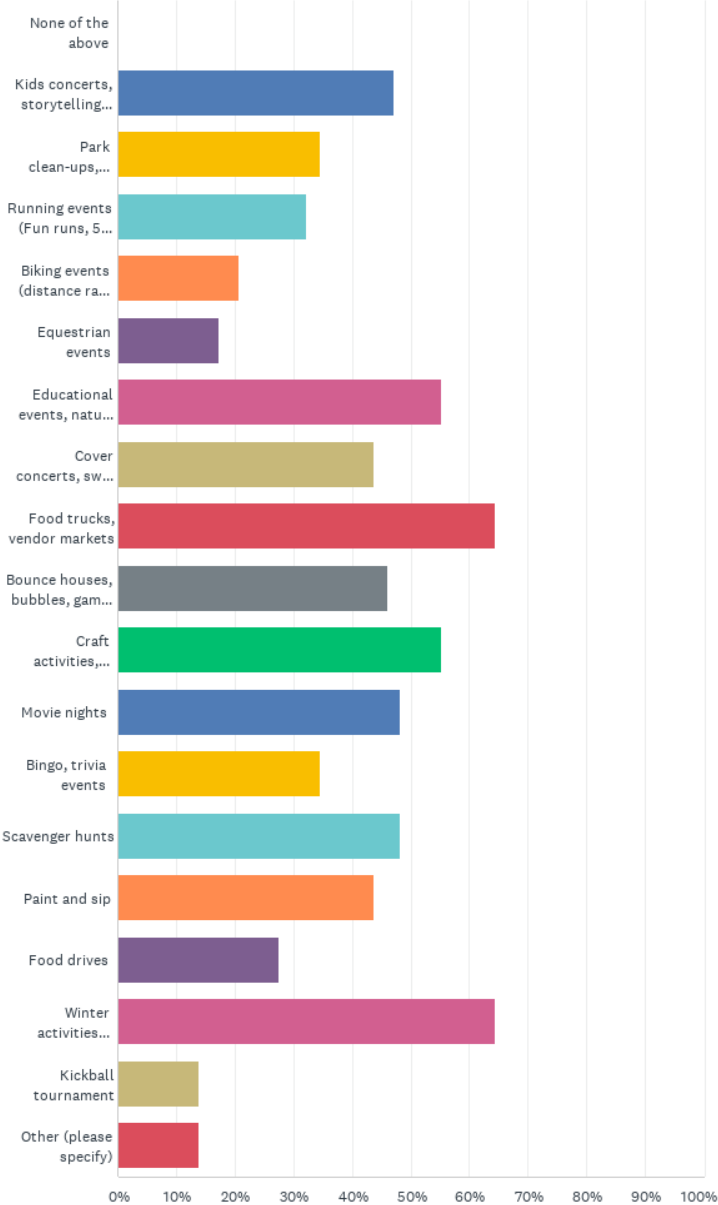


Future Events

Q35 Would you be willing to pay a low entrance fee for certain events, such as Mom & Me Tea, concerts, fun runs, craft sessions, etc...)



Q34 What events would you like Key Pen Parks to offer/offer more of? Select all that apply.



Events

New:

- 5k run (use contractor)
- Makers Market/Food trucks
- Music in the park: 1 swing concert w/ dancing, 1 kids concert
- Scavenger hunts/craft activities (3x for adults and children)
- Dog Park Day

Eliminate:

- Parks Appreciation Day

Keep/Modify:

- Egg Hunt
- Spring Fling/Summer Fun Fest
- Mountain Bike 101
- Switch movies: 2 summer, 1 adult, 1 during a school break
- Bubble Fun Day
- Gnome Hunt
- Teatime (1 family, 1 adult)
- All Hallows Eve/Harvest Fest
- Cookies with Santa



Maintain Community Presence

- LIVABLE COMMUNITY FAIR
 - JULY 4TH PARADE
 - ART WALK
 - MOVE WITH MINTER & VAUGHN
- EVERGREEN TRUNK OR TREAT
 - LIT HOLIDAY PARADE

Community Event Costs

Event Supplies	\$	13,400.00
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Event Contract Services	\$	22,600.00	Bounce houses, food vendors, balloon animals, face painting, 5k provider, Sheriff costs, 2 concerts, gnome clay and firing, tea catering
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Equipment Rental Events	\$	4,000.00	Porta-potties, Civic Center Room rental
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Licenses & Permits	\$	4,075.00	Movie licenses, music licenses, fire marshal permits, website fees, Canva, survey monkey and constant contact
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Maintenance

Maintenance

- Small Tools & Equipment: \$7,500 – leaf blower, mulcher, jack hammer, concrete mixer
- Maintenance Supplies: \$80,000
- Fuel: \$14,000
- Arborist: \$12,000
- Repairs & Maintenance (outside sources): \$49,810 aging vehicles require additional maintenance, trailer repair, Sand Pro major maintenance (or replace for \$38,500)

Maintenance – Deferred Projects \$35,000

- New category
- If work is done for the year and still have capacity
 - Volunteer Park restroom partitions
 - Skatepark concrete repairs
 - Half basketball court repairs
 - Gateway Park pavilion area concrete repairs

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Administration

Consultant support

- o Changes to BARS Codes, Capital Expenditures now in fund 41
- o Ongoing HR support (\$10,000)
- o Carryover current HR agreement (\$10,000)
- o Forester for root rot in 360 (\$15,000)
- o Volunteer Park ADA Improvements (\$25,000)
- o Taylor Bay Grant Survey (\$15,000)
- o Trail design for Cramer-McCracken/RCO (\$25,000)
- o Project Manager for Capital Projects (\$50,000)

Contracted Services – Admin

- Continue support at same level for Red Barn Youth Center, Historical Society and Farm Tour (\$7,500)
- Add agreements with EMBA (\$30,000) and WTA (\$10,000) for trail work
- Remove mountain bike upkeep expenditures and donate bikes to Red Barn Youth Center.
 - Primary user is Red Barn Youth Center
 - Only recreation type service provided
 - Concerns from Enduris on use of bicycles, training, records, injuries, etc.

Other increases

- o Professional Services, Financial: \$25,000 – 2024 is an audit year
- o Professional Services, Web/IT - \$1500 – cybersecurity updates
- o Licenses, permits and subscriptions:
 - Administration: \$9,750 – Microsoft/Rackspace for Board and Admin, Adobe DC (4 licenses), McAfee, MRSC Roster, MRSC Electronic Bidding (\$2500), Zoom, Ring, Organizational Memberships for WRPA & NRPA, NAPRO, WWRC and Individual Memberships for SHRM, WA GFOA
 - Maintenance: \$4,075 – Microsoft/Rackspace, Misc Permits
 - Events: covered earlier in presentation

- Utility Services for all Parks: \$43,735 (rate increases, trash increases in summer)
- Travel: reduced to \$8,000 with \$3,000 for mileage which will drop if new vehicle is approved
- Election costs: \$15,000 (Nov 2023 is billed in 1st Q 2024)
- Communications/Cell Phones: \$11,920 (rate increases, additional staff costs)
- Equipment Rental – Admin: \$3,500 (copier and Transfer station lease)

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Capital Expenditures

G.O. Bond Payments: \$53,375

For Gateway Park Acquisition

- o Principal: \$35,000

- o Interest: \$18,375

Capital Improvements

- Master Planning: \$90,000 for CFP (Moving Gateway to 2025)
- Capital Improvements: \$532,000
 - Maintenance Temp Trailer: \$225,000
 - 5 Car Garage Doors, VP Shop, and Basement VP Admin Building
 - Taylor Bay Caretaker House Windows
 - Carryover Gateway Caretaker House (windows, roof, porch, interior mold)
 - 360 Trail Markers (if volunteer can be found, e.g. Eagle Scout)

Capital Improvements –Deferred \$40,000

- Dugout repairs at Volunteer Park
- Dog Park project (seating, trees, shade)
- Taylor Bay Beach Erosion

Park Impact Fees - \$328,000

- o Propose using for Zeren Acquisition due to regional park requirements
- o Based on conversations with GPC, Zeren is likely to be completed in early 2025 not 2024.
 - Additional staff will be needed (2 maintenance) to support this acquisition. These are not currently budgeted in 2024.

Maintenance Capital Equipment

- o Full Size Truck – modify 2023 purchase?
 - Only 1 full size vehicle able to tow
 - Or add to 2024 Budget for \$57,000
- o Sand Pro - \$38,500 in lieu of major repairs (\$10,000)

Capital Equipment – Administration

- o Purchase used, small sedan type car (\$18,000) for Admin Pool Car
- o Not enough vehicles for admin team to use for post office, training, trips to Gateway Park, bank, shopping, getting to event locations (Civic Center), meetings
- o Enduris is ONLY secondary liability coverage on personal vehicles, staff is not “fully covered” as was thought
- o Driver’s personal comprehensive, liability, uninsured motorist come FIRST and then Enduris will evaluate if secondary liability is needed after personal policy is max’ed out

The background features a light gray base with large, soft-edged organic shapes in muted red and olive green. A thin white line outlines a shape on the right. In the top left, there is a faint, light gray sketch of a leafy branch.

Questions?