

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2026-02

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT TO ADOPT RECOGNITION EVENTS AND OTHER RELATED EXPENSES POLICY

WHEREAS, the Board of Park Commissioners desires to support employee and volunteer morale and recognize the contributions of employees and volunteers on a periodic and routine basis;

WHEREAS, the Board of Park Commissioners may authorize funding in the annual budget for this purpose; and

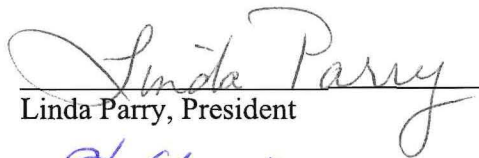
WHEREAS, it is a best practice to adopt a policy which outlines the use of taxpayer funds for such purposes.

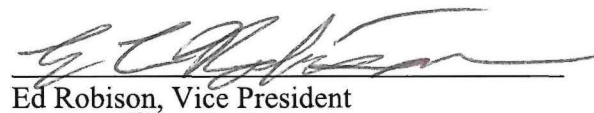
NOW THEREFORE BE IT RESOLVED that the Board of Park Commissioners of Key Pen Parks adopts the Recognition Events and Other Related Expenses Policy (Exhibit "A").

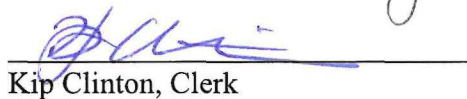
PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a Special Meeting held at Key Peninsula Fire District Station 45, 12310 Wright Bliss Road NW, Gig Harbor WA this 19th day of February 2026.

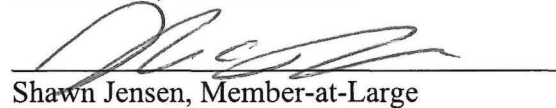
Attest:

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


Linda Parry, President


Ed Robison, Vice President


Kip Clinton, Clerk


Shawn Jensen, Member-at-Large

Mark Michel, Member-at-Large

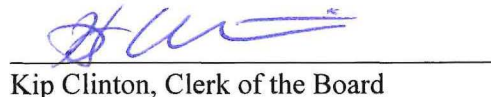
Attest:

Ayes: Parry, Jensen, Michel, Robison, Clinton

Absent:

Nays:

Abstain:


Kip Clinton, Clerk of the Board


Tracey Perkosky, Executive Director



Key Peninsula Metropolitan Park District

Recognition Events and Other Related Expenses Policy

Purpose

To establish a policy and procedures related to expenses incurred for employee and volunteer recognition, celebration, retirement or resignation, or professional/training events.

Application

This applies to all District employees and volunteers.

Guidance

Recognition, Appreciation or Celebration Events

Recognition is defined as an event, either periodically or annually, in which special attention is given for job related or volunteer performance or appreciation.

In general, the District wishes to appreciate the work of all employees annually with a meal or a recognition gift(s) not to exceed the IRS taxable amount per employee, currently \$125 per employee per calendar year. Volunteers may also be recognized annually or periodically. Recognition procedures will be developed by the Executive Director in consultation with division management to establish the recognition procedures which will define:

- a. What the recognition items will be. Gift items will be reasonable in amount, and not cash or cash equivalents. Cash equivalents include gift certificates, coupons or similar items exchangeable for goods or services.
- b. If an award vs general recognition are given, which employees can qualify for the award(s).
- c. How award recipients are selected, if selections are made.

Exhibit "A"

District funds may be used to pay for reasonable costs for employee recognition events, subject to Executive Director or designee approval.

For general employee recognition, the Executive Director, in consultation with division managers, may authorize gifts such as food/snacks or beverages (excluding any alcoholic or 21+ item), and accessories. Examples include but are not limited to clothing, hats, supplies, logo accessories, water bottles, small electronics, or time off vouchers. Any meal associated with a general recognition event is limited to a maximum of \$40 per person and is limited to employees or volunteers only, and not family members.

Retirement or Resignation Events

District funds may be used to defray the costs of non-alcoholic beverages, light snacks (cake, cookies, bagels, etc.) and/or a commemorative gift for the occasion of an employee's retirement or an elected official's separation from District service. The total cost of the District's participation in a gift should not exceed \$100. District participation in other costs should not exceed \$20 per person attending. Costs in excess of these amounts may be pre-authorized by the Executive Director in writing.

Resignation events typically do not involve the same level of public purpose as retirement events. Therefore, District funds may not be used to pay for non-alcoholic beverages, light snacks, gifts or other amenities served in conjunction with an employee resignation event.

Professional Meeting, Training Sessions, Interview Panels or Similar Events

In limited circumstances, with written permission of the Executive Director or designee, District funds may be used to pay for reasonable expense such as non-alcoholic beverages, light refreshments (cookies, bagels, snacks, etc.) or lunch for retreats, meetings, interview panels or training sessions. A list of participants is required for these expenditures.

Event Documentation

Coordinators of events covered by this policy are required to provide information about the event, including at a minimum:

- a. Description of event
- b. Type of event
- c. Purpose of event
- d. Public purpose of event
- e. Who attended or will attend the event
- f. Pre-approval of all events or gifts by the Executive Director or designee is required.

Documentation may be provided by attaching the Recognition Event and Other Related Expense Authorization Form, or other documentation containing similar information, and invoices for items covered by this policy.

Eligible Costs

Any determination of whether an expense qualifies under this policy shall be made by the Executive Director or designee. This shall be done on a case-by-case basis and will depend on the type of duties and responsibilities of the employee/official making the request, and the nature of the expense incurred.

Amendments to the Procedures and Policies

The Executive Director may make changes to the policy including administrative revisions to the Form and as needed for administrative or clarification purposes only.