



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

Regular Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

June 10, 2024

7:00 PM – Regular Meeting

Community Room, Key Peninsula Fire District 16 – Station 47 (Home)
1921 Key Peninsula Hwy, NW, Home, WA

Public Comment is available in person or via Zoom by calling (253) 215-8782 with
Meeting ID: 897 8661 0252 Passcode: 961935

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/89786610252?pwd=zfhF1FaXdBi3SqQXNgJFeOr1b7Tfbr.1>

Members of the Board of Park Commissioners

Linda Parry, President

Mark Michel, Vice President
Kip Clinton, Clerk

Shawn Jensen, Member-at-Large
Ed Robison, Member-at-Large

Regular Meeting – 7:00 PM

1. Call to Order

2. Roll Call

Position 1 - Linda Parry
Position 2 - Shawn Jensen
Position 3 - Mark Michel
Position 4 – Ed Robison
Position 5 – Kip Clinton

Present Excused Comment

3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations

- a. Certificate of Appreciation for Richard Miller, Key Peninsula Middle School
- b. Upcoming Outreach & Events

6. Public Comments: *Limited to 3 minutes 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 – During a Special Meeting public comments are limited to items on the agenda only.

During a Regular meeting 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.

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. Regular Meeting, May 13, 2024

8. Financial Report

- a. May 2024 Financial Report

Total expenditures \$115,551.25

- Accounts Payable \$49,068.45 Check #'s 2743- 2768
- First Citizens \$0
- Payroll/Benefits \$66,336.50
- Bank service fees \$146.30
- Sale of Tax Title Property \$0

Total Revenue \$180,777.74

- Other Revenues \$24,868.25
- Zoo Trek \$24,056.27
- Property Tax \$118,143.52
- Investment \$9,989.64
- Leasehold Excise \$72.46
- Timber Excise Tax \$3,647.60
- Sale of Tax Title Property \$0

9. Executive Director’s Report

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee

- b. Trail Committee

11. Board President's Report

12. Unfinished Business

- a. None

13. New Business

- a. Authorize Executive Director to Execute Professional Services Agreement with Jones and Jones Architects and Landscape Architects for the creation of a comprehensive Capital Facilities Plan in the Amount of \$145,500 and Authorize Budget Amendment 2024-01 via Resolution R2024-05

14. Other minor matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting July 8, 2024, at Station 47, Community Room, 1921 Key Peninsula Hwy, NW, Home, WA

17. Adjournment



Meeting: June 10, 2024

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: June 10, 2024

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Regular Meeting on May 13, 2024.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the Regular Meeting, May 13, 2024.



Key Peninsula Metropolitan Park District (Key Pen Parks)

DRAFT - MINUTES

Board of Park Commissioners

Monday, May 13, 2024 @ 7:00 PM

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47

1921 Key Peninsula Hwy NW, Lakebay WA 98349

1, 2, 3. Call to Order, Pledge of Allegiance & Roll Call

Executive Director Tracey Perkosky called the meeting to order at 7:00 PM.

Present: President Parry, Vice President Michel, Clerk Clinton, Commissioner Jensen, and Commissioner Robison

Absent & Excused: None

4. Meeting Agenda Approval

MOTION: Clerk Clinton moved approval of agenda as submitted. Seconded by President Parry. Motion carried 5-0.

5. Special Presentations

- a. Director Perkosky gave a short presentation on upcoming events and outreach opportunities for the community.
- b. Leona Lisa provided an update on the Summer and Fall Farm Tour on the Key Peninsula.

6. Public Comment

Stan Moffett spoke about the Key Pen It Clean dumpster day: it was very successful with 12 dumpsters plus scrap metal collected. There were 261 vehicles through the event which is leading to less trash on the Peninsula. He thanked Commissioner Robison, Vice President Michel and President Parry for volunteering.

7. Approval of Minutes

Regular Meeting minutes of April 8, 2024

Recommended Action: Approve meeting minutes.

MOTION: Vice President Michel moved approval of minutes. Seconded by Commissioner Robison. Motion carried 5-0.

8. Financial Report

Director Perkosky explained that a revised staff report for this item was provided to the Board Members earlier in the day plus a copy on-site following a request to have the detailed information for the two months separated out. Nothing in the reports changed in terms of transactions, only the way in which the recommended action was written. She also stated that future financial reports will have the check numbers on them; currently the reports have the voucher number on them.

Recommended Action: Approve the financial report for March 2024 from 03/01/2024 through 03/31/2024: Accounts payable check numbers 2673 through 2709 Total: \$59,942.70, Payroll ACH Total: \$56,008.90, Bank Service Fees via Electronic Payments: Total: \$153.88

Approve the financial report for April 2024 from 04/01/2024 through 04/30/2024: Accounts payable check numbers 2710 through 2742 Total: 60,800.92 -\$177.39 stop payment on check #2670 recorded in February 2024 (lost in mail), Payroll ACH Total: \$69,443.11, Bank Service Fees via Electronic Payments Total: \$171.60

MOTION #1: Commissioner Robison moved to approve the financial report for March 2024 from 03/01/2024 through 03/31/2024: Accounts payable check numbers 2673 through 2709 Total: \$59,942.70, Payroll ACH Total: \$56,008.90, Bank Service Fees via Electronic Payments: Total: \$153.88. Seconded by Clerk Clinton. Motion carried 5-0.

MOTION #2: Vice President Michel moved to approve the financial report for April 2024 from 04/01/2024 through 04/30/2024: Accounts payable check numbers 2710 through 2742 Total: 60,800.92 -\$177.39 stop payment on check #2670 recorded in February 2024 (lost in mail), Payroll ACH Total: \$69,443.11, Bank Service Fees via Electronic Payments Total: \$171.60. Seconded by Commissioner Robison. Motion carried 5-0.

9. Executive Director Report

In addition to the written report provided in the agenda packet, Director Perkosky provided an update on the Key Central Forest timber harvest by the Department of Natural Resources (DNR). She also provided an update on the Trust Land Transfer grant process notifying the Board that an additional month was added for letters of support as the Advisory Committee was still forming under DNR's direction.

Director Perkosky responded to questions on Key Central Forest and Trust Land Transfer.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee – None
- b. Trail Committee Update – Evergreen Mountain Bike Alliance (EMBA) is working on “Learning Curve” which was made more challenging. Some of the trails are grown in. The Washington Student Cycling League (WSCL) is this weekend on May 17, 18, and

19, 2024 at Gateway Park and 360 Trails. He asked questions about the parking agreement. Director Perkosky responded that the ecology blocks will be arranged per the map provided by WSCL and included in their contract.

11. Board President's Report

None

12. Unfinished Business

None

13. New Business

- a. Authorize the Executive Director to Accept and Execute the Life Estate/Land Donation Agreement.

Recommended Action: Authorize the Executive Director to execute related documents for the acceptance of the life estate/land donation agreement.

Director Perkosky offered a correction that this was a non-revokable donation with a life estate. Commissioner Robison spoke positively about the property and his site visit. Commissioner Jensen remarked that the conservation easement was restrictive but in line with District goals.

MOTION: Commissioner Jensen moved to authorize the Executive Director to execute related documents for the acceptance of the life estate/land donation agreement. Clerk Clinton seconded. Motion carried 5-0.

- b. Authorize Executive Director to Execute Professional Services Agreement with Rock Project Management for Project Manager Services in the Amount of \$53,265.

Director Perkosky gave a brief overview of the contract and noted that the contract amount was incorrect in the body of the agreement but correct in the exhibit and staff report. Commissioner Robison expressed concerns about the cost of the services proposed stating that they were too high based on his professional work. He also expressed concerns over the projects which were included in the RFQ. Vice President Michel asked questions on the selection process and projects selected.

Director Perkosky responded to questions regarding costs, selection process and projects included which came from the 2024 budget process and approval.

Recommended Action: Authorize the Executive Director to Execute the Professional Services Agreement between Key Pen Parks and Rock Project Management, LLC.

MOTION: Clerk Clinton moved approval for the Executive Director to execute the agreement for Rock Project Management Services. Seconded by Commissioner Jensen. Motion carried 4-1.

14. Executive Session

Per RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

President Parry announced the Board was moving into Executive Session with a return at 7:55 PM. It was extended to 8:03 PM. Then extended to 8:05 PM.

Upon return to Open Session at 8:05 PM, President Parry announced that no action had been taken.

15. Other Minor Matters

Vice President Michel discussed adding additional signage to the current sign for the Scott Gallacher Memorial Spray and Play Park. He noted that Mr. Gallacher was memorialized on the current spray park sign, plaque, park bench and the new name noted on Google® maps. Board agreed that no additional signage was needed. Vice President Michel stated he would follow-up with resident Jud Morris.

16. Good of the Order/Comments by Board Members

Clerk Clinton shared that the Narrows Bridge has lanes closed due to emergency repairs.

Vice President Michel remarked that the 3-day early opening of the Scott Gallacher Memorial Spray and Play Park due to the heat was enjoyed by all and very popular.

Commissioner Robison and President Parry remarked that the May the 4th Fun Run was a great time.

17, 18. Next Meeting and Adjourn

Regular Meeting on June 10, 2024, in the Meeting Room at Key Peninsula Fire Protection District 16, Station No 47, 1921 Key Peninsula Hwy NW, Home WA 98349

Adjourn at 8:13 PM

Respectfully submitted by Executive Director Perkosky.

Disclaimer: Key Pen Parks minutes are not official until approved by the Board of Commissioners. Discrepancies or errors in the unofficial minutes may be corrected at the time the Board addresses and approves the minutes.



Meeting: June 10, 2024

Item # 8a

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Via: Laura Armstrong, Fiscal Specialist
Date: June 10, 2024
Subject: Approval of Finances

Background

This report includes a summary of the financial information from May 2024 for Board approval.

May 2024 Financial Report

Total expenditures \$115,551.25

- Accounts Payable \$49,068.45 Check #'s 2743- 2768
- First Citizens \$0
- Payroll/Benefits \$66,336.50
- Bank service fees \$146.30
- Sale of Tax Title Property \$0

Total Revenue \$180,777.74

- Other Revenues \$24,868.25
- Zoo Trek \$24,056.27
- Property Tax \$118,143.52
- Investment \$9,989.64
- Leasehold Excise \$72.46
- Timber Excise Tax \$3,647.60
- Sale of Tax Title Property \$0

Recommendation:

Approve the financial report for May 2024 from 05/01/2024 through 05/31/2024: Accounts payable check numbers 2743 through 2768 Total: 49,068.45, Payroll ACH Total: \$66,336.50 Bank Service Fees via Electronic Payments Total: \$146.30

Attachments:

1. May 2024 Financial Report

TREASURER'S REPORT
Fund Totals

Key Peninsula Metro Parks District

05/01/2024 To: 05/31/2024

Time: 09:17:02 Date: 06/05/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,400,238.70	180,777.74	115,551.25	5,465,465.19	19,157.05	0.00	0.00	5,484,622.24
	5,400,238.70	180,777.74	115,551.25	5,465,465.19	19,157.05	0.00	0.00	5,484,622.24

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

05/01/2024 To: 05/31/2024

Time: 09:17:02 Date: 06/05/2024

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	5,458.62	24,868.25	22,357.62	7,969.25	0.00	0.00	7,969.25
2 First Citizens Payroll	67,829.08	28,255.14	66,336.50	29,747.72	0.00	0.00	29,747.72
3 Pierce County	5,214,002.93	178,120.81	65,518.65	5,326,605.09	0.00	0.00	5,326,605.09
5 First Citizens AP	112,948.07	37,263.51	49,068.45	101,143.13	0.00	19,157.05	120,300.18
Total Cash:	5,400,238.70	268,507.71	203,281.22	5,465,465.19	0.00	19,157.05	5,484,622.24
	5,400,238.70	268,507.71	203,281.22	5,465,465.19	0.00	19,157.05	5,484,622.24

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

05/01/2024 To: 05/31/2024

As Of: 05/31/2024 Date: 06/05/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	27	01/12/2024	Claims	5	2639	Gifts Galore	864.00	Order of 1000 stuffed easter eggs for Easter event March 23 2024
2024	485	05/24/2024	Claims	5	2755	Madisen Kirby Anthony Lewis and	1,517.47	Return of rental deposit for house at 10619 Wright Bliss Rd and refunded late fee from April minus Dump fees for renters trash left at Premises. see invoice 2024-2
2024	486	05/24/2024	Claims	5	2756	Astound	178.01	Phone and internet for Volunteer Park.
2024	487	05/24/2024	Claims	5	2757	Canon Financial Services, INX	121.22	Rental of Canon copier and fax unit.
2024	488	05/24/2024	Claims	5	2758	Copiers Northwest	85.43	Additional copies charges per Canon contract.
2024	489	05/24/2024	Claims	5	2759	Enduris Washington	715.00	Update property insurance during renewal.
2024	490	05/24/2024	Claims	5	2760	Jennings Equipment INC	1,023.02	Purchase of HON HRX21K6HYA Lawnmower.
2024	491	05/24/2024	Claims	5	2761	PCRCD, LLC	86.94	Trash taken to dump from Gateway Park.
2024	492	05/24/2024	Claims	5	2762	Peninsula Light Company	314.61	Electric service fees for Gateway Park
2024	493	05/24/2024	Claims	5	2763	United Rentals	849.65	Rental of Forklift for 1 day usage at Gateway Park.
2024	494	05/24/2024	Claims	5	2764	Washington Water Service	134.20	Water service fees for Gateway Park.
2024	502	05/31/2024	Claims	5	2765	Evergreen Mountain Bike Alliance	8,658.38	Contract for trails maintenance at 360 trails.
2024	503	05/31/2024	Claims	5	2766	Express Septic Service	2,619.81	Septic pumping and inspection for Gateway Park and Maple Hollow.
2024	504	05/31/2024	Claims	5	2767	Hemley's Handy Kans	242.50	portable toilets for 360 trails and Taylor Bay.
2024	505	05/31/2024	Claims	5	2768	Peninsula Light Company	1,746.81	Electric service bill for Volunteer Park, Home Park, Taylor Bay, and Wright Bliss road (2 houses)
							19,157.05	

Fund	Claims	Payroll	Total
001 General Fund	19,157.05	0.00	19,157.05
	19,157.05	0.00	19,157.05

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

05/01/2024 To: 05/31/2024

Time: 09:17:02 Date: 06/05/2024

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We the undersigned officer for the Key Peninsula Metropolitan Park District, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
Commissioner / Date Fiscal Specialist / Date

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 09:32:44 Date: 06/05/2024

05/01/2024 To: 05/31/2024

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
401	05/03/2024	Tr Rec	2363	1953	1	Tracey L Perkosky	1,234.93	Rent, electric, and leasehold tax for May 2024 (Gateway House)
402	05/03/2024	Tr Rec	2364	1954	1	The Snack Shack	616.36	Rent, electric, and leasehold tax for May 2024 (Consession building at VP)
403	05/03/2024	Tr Rec	2365	1955	1	Kathleen Weller	2,250.00	Rent for May 2024 (Main house Wright Bliss Road)
404	05/03/2024	Tr Rec	2366	1956	1	Lewis/Kirby	509.03	Rent for May1 to May 9th 2024 (10619 Wright Bliss Road) and Late fee from April 2024
405	05/03/2024	Tr Rec	2367	1957	1	Kyle Armstrong	768.20	Rent, electric and leasehold tax for May 2024th 2024 (Taylor Bay)
408	05/10/2024	Tr Rec	2368	1958	1	General Customer	40.17	Family Time Tea event (Haney) 1 adult and 2 children
409	05/10/2024	Tr Rec	2369	1959	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/15/2024 03:00pm to 06/15/2024 05:00pm (Hellwig)
410	05/10/2024	Tr Rec	2370	1960	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 06/01/2024 03:00pm to 06/01/2024 05:00pm (Tremaine)
411	05/10/2024	Tr Rec	2371	1961	1	General Customer	43.26	Family Tea Time Event 2 adults (Moore)
412	05/10/2024	Tr Rec	2372	1962	1	General Customer	179.17	•Rental on Full Pavilion 4-hour Rental from 06/28/2024 01:00pm to 06/28/2024 05:00pm (Viana)
413	05/10/2024	Tr Rec	2373	1963	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 07/06/2024 01:00pm to 07/06/2024 05:00pm (Gagner)
414	05/10/2024	Tr Rec	2374	1964	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 06/23/2024 01:00pm to 06/23/2024 05:00pm (Tschida)
415	05/10/2024	Tr Rec	2375	1965	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/01/2024 03:00pm to 06/01/2024 05:00pm (White)
416	05/10/2024	Tr Rec	2376	1966	1	General Customer	30.90	Family Time Tea event (Bruemmer) 1 adult and 1 Child
417	05/10/2024	Tr Rec	2377	1967	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 06/15/2024 10:00am to 06/15/2024 12:00pm (Winkelman)
418	05/10/2024	Tr Rec	2378	1968	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 05/26/2024 01:00pm to 05/26/2024 05:00pm (Ingalls)
419	05/10/2024	Tr Rec	2379	1969	1	General Customer	59.34	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 05/14/2024 06:00pm to 05/14/2024 08:00pm (Oswalt)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 09:32:44 Date: 06/05/2024

05/01/2024 To: 05/31/2024

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
420	05/10/2024	Tr Rec	2380	1970	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 06/18/2024 10:00am to 06/18/2024 12:00pm (Majors)
421	05/10/2024	Tr Rec	2381	1971	1	General Customer	20.60	Vendor booth for 20th Anniversary event (Powell)
422	05/10/2024	Tr Rec	2382	1972	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/02/2024 01:00pm to 06/02/2024 03:00pm (Laskowski)
423	05/10/2024	Tr Rec	2383	1973	1	Washington Water Service	10,918.54	Settlement from Melcher easement.
425	05/10/2024	Tr Rec	2384	1974	1	General Customer	40.00	Event participant donation from May the 4th fun run. To use in general parks care.
426	05/10/2024	Tr Rec	2385	1975	1	Race Roster	300.00	12 adults registrants for May the 4th fun run.
438	05/13/2024	Tr Rec	2386	1976	1	General Customer	20.00	Vendor fee for 20 Anniversary celebration on June 22, 2024 for (Wood)
439	05/13/2024	Tr Rec	2387	1977	1	WA student Cycling League	3,875.00	WSCL final payment for Special use permit (rental at Gateway Park/360 trails.
446	05/21/2024	Tr Rec	2388	1978	1	General Customer	53.30	2 adults and 3 kids for Family Time Tea event with 25% discount. (Bevan)
447	05/21/2024	Tr Rec	2389	1979	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 06/02/2024 01:00pm to 06/02/2024 05:00pm for (Kraft)
448	05/21/2024	Tr Rec	2390	1980	1	General Customer	74.48	•Rental on Full Pavilion 2-hour Rental from 06/16/2024 03:00pm to 06/16/2024 05:00pm for (Pernu)
449	05/21/2024	Tr Rec	2391	1981	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 06/29/2024 06:00pm to 06/29/2024 08:00pm for (Schauer)
450	05/21/2024	Tr Rec	2392	1982	1	General Customer	74.48	•Rental on Full Pavilion 2-hour Rental from 07/07/2024 01:00pm to 07/07/2024 03:00pm for (Pernu)
451	05/21/2024	Tr Rec	2393	1983	1	General Customer	99.40	•Rental on Full Pavilion 2-hour Rental from 05/29/2024 06:00pm to 05/29/2024 08:00pm for (Smith)
452	05/21/2024	Tr Rec	2394	1984	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 05/25/2024 10:00am to 05/25/2024 12:00pm for (Favila)
453	05/21/2024	Tr Rec	2395	1985	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 06/29/2024 08:00am to 06/29/2024 12:00pm for (Smith A.)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 09:32:44 Date: 06/05/2024

05/01/2024 To: 05/31/2024

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
454	05/21/2024	Tr Rec	2396	1986	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 07/06/2024 01:00pm to 07/06/2024 05:00pm for (Rogers)
455	05/21/2024	Tr Rec	2397	1987	1	General Customer	61.80	2 adults and 2 kids for Family Time Tea event (Garcia)
456	05/21/2024	Tr Rec	2398	1988	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 08/06/2024 03:00pm to 08/06/2024 05:00pm for (Hurst)
457	05/21/2024	Tr Rec	2399	1989	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/08/2024 03:00pm to 06/08/2024 05:00pm for (Hansen)
458	05/21/2024	Tr Rec	2400	1990	1	General Customer	61.80	2 adults and 2 kids for Family Time Tea event (Rydell)
459	05/21/2024	Tr Rec	2401	1991	1	General Customer	21.63	1 adults for Family Time Tea event (Armstrong)
460	05/21/2024	Tr Rec	2402	1992	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/15/2024 10:00am to 06/15/2024 12:00pm for (Black)
461	05/21/2024	Tr Rec	2403	1993	1	Race Roster	916.46	Race Roster payout for May the Fourth Fun Run Event for 37 registrants.
462	05/21/2024	Tr Rec	2404	1994	1	General Customer	50.00	Rental of Home Park pavilion for Home group of AA.
477	05/23/2024	Tr Rec	2405	1995	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 08/04/2024 01:00pm to 08/04/2024 05:00pm for (Jensen)
478	05/23/2024	Tr Rec	2406	1996	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 07/13/2024 01:00pm to 07/13/2024 05:00pm (Keller)
479	05/23/2024	Tr Rec	2407	1997	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 06/09/2024 03:00pm to 06/09/2024 05:00pm for (Hutchins)
480	05/23/2024	Tr Rec	2408	1998	1	General Customer	74.48	•Rental on Full Pavilion 2-hour Rental from 07/13/2024 10:00am to 07/13/2024 12:00pm for (Garcia)
481	05/23/2024	Tr Rec	2409	1999	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/29/2024 10:00am to 06/29/2024 12:00pm for (Delgadillo)
482	05/23/2024	Tr Rec	2410	2000	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 06/07/2024 01:00pm to 06/07/2024 03:00pm for (Cady)
483	05/23/2024	Tr Rec	2411	2001	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/08/2024 10:00am to 06/08/2024 12:00pm for (Young)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 09:32:44 Date: 06/05/2024

05/01/2024 To: 05/31/2024

Page: 4

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
484	05/23/2024	Tr Rec	2412	2002	1	General Customer	-139.05	Full refund for pavilion rental INV-15 for (Dilley) including processing fees due to reservation posting error.
495	05/29/2024	Tr Rec	2413	2003	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 06/09/2024 01:00pm to 06/09/2024 03:00pm for (Beauliew-Conklin)
496	05/29/2024	Tr Rec	2414	2004	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 06/09/2024 01:00pm to 06/09/2024 05:00pm for (Parangan)
497	05/29/2024	Tr Rec	2415	2005	1	General Customer	134.30	•Rental on Full Pavilion 4-hour Rental from 08/11/2024 01:00pm to 08/11/2024 05:00pm for (Rinearson)
499	05/30/2024	Tr Rec	2416	2006	1	General Customer	275.00	Picnic Shelter for 6 hours and Rental of the lower grassy field for 6 hours at Volunteer Park on July 14th 2024. (Waypoint Church)
500	05/30/2024	Tr Rec	2417	2007	1	General Customer	74.48	•Rental on Full Pavilion 2-hour Rental from 06/06/2024 06:00pm to 06/06/2024 08:00pm for (Lohrey)
501	05/30/2024	Tr Rec	2418	2008	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 08/31/2024 01:00pm to 08/31/2024 05:00pm for (Hess)
508	05/31/2024	Tr Rec	2419	2009	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/09/2024 10:00am to 06/09/2024 12:00pm for (Talbot)
509	05/31/2024	Tr Rec	2420	2010	1	General Customer	99.40	•Rental on Full Pavilion 2-hour Rental from 08/03/2024 06:00pm to 08/03/2024 08:00pm for (Flagg)
512	05/31/2024	Tr Rec	2421		3	Pierce County Budget and Finar	118,143.52	Property tax of \$115,347.75 and delinquent year of \$2,795.77.
513	05/31/2024	Tr Rec	2422		3	Pierce County Budget and Finar	9,989.64	Investment Interest.
517	05/31/2024	Tr Rec	2426		3	Pierce County Budget and Finar	24,056.27	Zoo Trek
518	05/31/2024	Tr Rec	2427		3	Pierce County Budget and Finar	72.46	Leasehold Excise Tax
519	05/31/2024	Tr Rec	2428		3	Pierce County Budget and Finar	3,647.60	Timber Excise Tax
310 Taxes							145,919.85	
340 Park Fees							1,560.21	
360 Long Terms							33,297.68	
001 General Fund							180,777.74	
							180,777.74	

June 2024 Accounts Payable Expenditures

Key Peninsula Metro Parks District

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05/01/2024 To: 05/31/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
424	05/10/2024	Claims	5	2743	Health Care Authority PEBB Health Insurance	7,470.59	Pay Cycle(s) 04/01/2024 To 04/30/2024 - PEBB Health Insurance
427	05/13/2024	Claims	5	2744	Compensation Connections LLC	2,145.00	Professional services for HR Resources.
428	05/13/2024	Claims	5	2745	D.M. Recycling Co	245.43	Recycle pick up service for Gateway park.
429	05/13/2024	Claims	5	2746	DaySmart	2,605.21	Pavilion rental software subscription from April 2024 to December 31 2024.
430	05/13/2024	Claims	5	2747	Hemley's Handy Kans	195.00	Porta potty delivery and rental for Taylor Bay property.
431	05/13/2024	Claims	5	2748	Madrona Law Group PLLC	2,755.50	Professional services provided for April 2024
432	05/13/2024	Claims	5	2749	Murreys Disposal Company	595.77	Trash pick up service for Gateway Park and Volunteer Park.
433	05/13/2024	Claims	5	2750	Ocean5 - Table 47 Catering	1,112.45	Balance due on event # 5177 for Family Time Tea event.
434	05/13/2024	Claims	5	2751	Tracey L Perkosky	213.83	Mileage and Tolls for April 2024
435	05/13/2024	Claims	5	2752	US Bank	12,406.11	US Bank statement dated
436	05/13/2024	Claims	5	2753	Verizon Wireless	425.51	Cell phone servcie for all staff.
437	05/13/2024	Claims	5	2754	WA. Recreation and Park Association	605.00	WRPA Fall 2024 CPSI course & exam for (Kreman)
485	05/24/2024	Claims	5	2755	Madisen Kirby Anthony Lewis and	1,517.47	Return of rental deposit for house at 10619 Wright Bliss Rd and refunded late fee from April minus Dump fees for renters trash left at Premises. see invoice 2024-2
486	05/24/2024	Claims	5	2756	Astound	178.01	Phone and internet for Volunteer Park.
487	05/24/2024	Claims	5	2757	Canon Financial Services, INX	121.22	Rental of Canon copier and fax unit.
488	05/24/2024	Claims	5	2758	Copiers Northwest	85.43	Additional copies charges per Canon contract.
489	05/24/2024	Claims	5	2759	Enduris Washington	715.00	Update property insurance during renewal.
490	05/24/2024	Claims	5	2760	Jennings Equipment INC	1,023.02	Purchase of HON HRX21K6HYA Lawnmower.
491	05/24/2024	Claims	5	2761	PCRCD, LLC	86.94	Trash taken to dump from Gateway Park.
492	05/24/2024	Claims	5	2762	Peninsula Light Company	314.61	Electric service fees for Gateway Park
493	05/24/2024	Claims	5	2763	United Rentals	849.65	Rental of Forklift for 1 day usage at Gateway Park.
494	05/24/2024	Claims	5	2764	Washington Water Service	134.20	Water service fees for Gateway Park.
502	05/31/2024	Claims	5	2765	Evergreen Mountain Bike Alliance	8,658.38	Contract for trails maintenance at 360 trails.
503	05/31/2024	Claims	5	2766	Express Septic Service	2,619.81	Septic pumping and inspection for Gateway Park and Maple Hollow.
504	05/31/2024	Claims	5	2767	Hemley's Handy Kans	242.50	portable toilets for 360 trails and Taylor Bay.
505	05/31/2024	Claims	5	2768	Peninsula Light Company	1,746.81	Electric service bill for Volunteer Park, Home Park, Taylor Bay, and Wright Bliss road (2 houses)

001 General Fund

49,068.45

June 2024 Payroll Expenditures

Key Peninsula Metro Parks District

Time: 09:19:51 Date: 06/05/2024

05/01/2024 To: 05/31/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
390	05/10/2024	Payroll	2	EFT		1,879.89	04-16-2024 to 04-30-2024
391	05/10/2024	Payroll	2	EFT		2,706.84	04-16-2024 to 04-30-2024
392	05/10/2024	Payroll	2	EFT		941.83	04-16-2024 to 04-30-2024
393	05/10/2024	Payroll	2	EFT		2,284.65	04-16-2024 to 04-30-2024
394	05/10/2024	Payroll	2	EFT		1,649.23	04-16-2024 to 04-30-2024
395	05/10/2024	Payroll	2	EFT		1,962.65	04-16-2024 to 04-30-2024
396	05/10/2024	Payroll	2	EFT		1,596.40	04-16-2024 to 04-30-2024
397	05/10/2024	Payroll	2	EFT		2,938.43	04-16-2024 to 04-30-2024
398	05/10/2024	Payroll	2	EFT		3,225.62	04-16-2024 to 04-30-2024
399	05/10/2024	Payroll	2	EFT		910.06	04-16-2024 to 04-30-2024
400	05/10/2024	Payroll	2	EFT		1,493.87	04-16-2024 to 04-30-2024
406	05/10/2024	Payroll	2	EFT	EFTPS	6,665.67	941 Deposit for Pay Cycle(s) 05/10/2024 - 05/10/2024
407	05/10/2024	Payroll	2	EFT	WA State Department of Retiremen	8,312.65	Pay Cycle(s) 04/25/2024 To 05/10/2024 - PERS2; Pay Cycle(s) 04/25/2024 To 05/10/2024 - PERS3; Annual Old Age and Survivors Insurance
463	05/24/2024	Payroll	2	EFT		2,033.62	05-01-24 to 05-15-2024
464	05/24/2024	Payroll	2	EFT		2,706.84	05-01-24 to 05-15-2024
465	05/24/2024	Payroll	2	EFT		795.75	05-01-24 to 05-15-2024
466	05/24/2024	Payroll	2	EFT		2,268.21	05-01-24 to 05-15-2024
467	05/24/2024	Payroll	2	EFT		147.76	05-01-24 to 05-15-2024
468	05/24/2024	Payroll	2	EFT		1,649.23	05-01-24 to 05-15-2024
469	05/24/2024	Payroll	2	EFT		1,952.12	05-01-24 to 05-15-2024
470	05/24/2024	Payroll	2	EFT		1,580.02	05-01-24 to 05-15-2024
471	05/24/2024	Payroll	2	EFT		2,938.44	05-01-24 to 05-15-2024
472	05/24/2024	Payroll	2	EFT		147.76	05-01-24 to 05-15-2024
473	05/24/2024	Payroll	2	EFT		3,225.62	05-01-24 to 05-15-2024
474	05/24/2024	Payroll	2	EFT		934.56	05-01-24 to 05-15-2024
475	05/24/2024	Payroll	2	EFT		1,497.86	05-01-24 to 05-15-2024
476	05/21/2024	Payroll	2	EFT	United Concordia	1,180.80	Pay Cycle(s) 12/01/2023 To 12/31/2023 - United Concordia (2)
498	05/30/2024	Payroll	2	EFT	EFTPS	6,710.13	941 Deposit for Pay Cycle(s) 05/24/2024 - 05/24/2024
511	05/27/2024	Payroll	2	EFT	Department of retirement rounding adjustment.	-0.01	Department of retirement rounding adjustment.
001 General Fund						66,336.50	
						66,336.50	Payroll: 66,336.50

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

05/01/2024 To: 05/31/2024

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
506	05/31/2024	05/31/2024	1		Ser Chge		Merch Bankcard service	46.30	Credit card processing fees
	576 80 49 008	Banking Fees		001	General Fund			46.30	Credit card processing fees
507	05/31/2024	05/31/2024	1		Ser Chge		First Citizens	100.00	Bank service fees
	576 80 49 008	Banking Fees		001	General Fund			100.00	Credit card processing fees
	Records Printed:		2				Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	0.00	
							Non Warrant Expenditures:	146.30	
							Interfund Transfers:	0.00	
							Redemptions:	0.00	
							Deposits:	0.00	
							Withdrawals:	0.00	
							Stop Payments:	0.00	

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Fund	0.00	0.00	0.00	0.00	146.30	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	146.30	0.00	0.00	0.00

2024 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 09:39:37 Date: 06/05/2024

January To May

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 00 000 Taxes, Real & Person	4,426.75	41,067.21	73,693.27	598,918.34	118,143.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	836,249.09	1,521,436.00	55%
313 17 00 000 Taxes, Zoo Trek Excis	22,380.99	26,014.08	21,155.79	20,841.70	24,056.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114,448.83	255,000.00	45%
317 20 00 000 Taxes, Leasehold Exc	0.00	53.07	0.00	0.00	72.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.53	1,000.00	13%
317 40 00 000 Taxes, Forest Excise	0.00	0.00	0.00	0.00	3,647.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,647.60	1,000.00	365%
310 Taxes	26,807.74	67,134.36	94,849.06	619,760.04	145,919.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	954,471.05	1,778,436.00	54%
345 00 80 000 PIF (Park Impact Fee	0.00	328,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328,000.00	328,000.00	100%
347 60 00 003 Program Fees, Prog	0.00	0.00	0.00	551.00	1,560.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,111.21	1,000.00	211%
340 Park Fees	0.00	328,000.00	0.00	551.00	1,560.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	330,111.21	329,000.00	100%
361 11 00 000 Investment Interest	9,856.63	9,252.95	9,922.56	9,744.65	9,989.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,766.43	75,000.00	65%
362 40 00 004 S&F Rentals, 360 Fie	195.00	1,345.00	2,168.18	2,399.29	6,636.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,743.74	23,000.00	55%
362 40 00 005 S&F Rentals, Home I	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0%
362 40 00 006 S&F Rentals, Volunte	380.22	0.00	0.00	0.00	275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	655.22	0.00	0%
362 50 00 001 S&F Rentals, Conces	390.68	390.68	616.36	616.36	616.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,630.44	7,000.00	38%
362 50 00 002 S&F Rentals, Gatewa	1,302.02	1,379.74	1,303.62	1,280.81	1,234.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,501.12	14,400.00	45%
362 50 00 004 S&F Rentals, Sportsf	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	10,700.00	0%
362 50 00 005 S&F Rental, Taylor B	768.20	778.20	778.20	768.20	768.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,861.00	9,180.00	42%
367 00 00 000 Contributions & Dor	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	500.00	8%
367 00 00 001 Event Sponsorship F	0.00	0.00	250.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,750.00	4,500.00	83%
367 00 00 051 Rent for Wright Bliss	0.00	3,750.00	3,750.00	3,735.00	2,759.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,994.03	0.00	0%
369 91 00 000 Other Revenue	5.85	501.51	6.00	507.64	10,928.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,949.25	2,000.00	597%
369 91 01 000 Usage Of Fund Balar	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	1,994,384.00	0%
382 10 00 000 Refundable Deposits	0.00	3,845.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,845.00	500.00	769%
360 Long Terms	12,898.60	21,243.08	18,794.92	22,551.95	33,297.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108,786.23	2,141,164.00	5%
FUND REVENUES:	39,706.34	416,377.44	113,643.98	642,862.99	180,777.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,393,368.49	4,248,600.00	33%
576 80 10 001 Commissioner Wage	483.00	322.00	644.00	1,771.00	322.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,542.00	7,500.00	47%
576 80 10 002 Administrative Wage	22,749.57	24,965.53	21,962.62	22,055.54	22,535.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114,269.00	324,330.00	35%
576 80 10 004 Park Operations Wa	31,575.17	30,734.90	25,839.55	26,282.91	34,797.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149,229.69	488,568.00	31%
576 80 10 005 Park Operations OT	133.64	0.00	0.00	0.00	32.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.10	3,500.00	5%
576 80 10 007 Administrative OT	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	1,500.00	0%
576 80 20 001 Commissioner Perso	56.93	24.62	49.27	153.73	24.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	309.17	650.00	48%
576 80 20 002 Administrative Bene	7,816.26	5,981.59	5,877.90	7,018.35	5,970.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,664.83	129,000.00	25%
576 80 20 003 Park Operations Ben	19,603.57	0.00	0.00	0.00	-0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,603.56	214,327.00	9%
576 80 20 004 Park Facilities - Persc	1,257.78	11,066.49	10,205.15	19,894.24	11,783.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,206.69	0.00	0%
576 80 20 005 Park Facilities - Persc	10.23	0.00	0.00	175.22	2.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	187.93	0.00	0%
576 80 20 006 Uniforms/Safety Gea	0.00	47.59	0.00	25.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.58	3,000.00	2%
576 80 31 001 Office Supplies	87.86	274.70	195.65	656.83	578.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,793.64	4,000.00	45%
576 80 31 002 Maintenance Supplie	4,029.73	5,012.70	4,932.32	1,883.23	5,440.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,297.98	80,000.00	27%
576 80 31 003 Equipment Maintenanc	35.66	516.57	0.00	96.91	144.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	793.21	3,520.00	23%
576 80 31 004 Maintenance office S	0.00	0.00	0.00	0.00	73.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.56	2,000.00	4%
576 80 31 005 Maintenance Supplie	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	35,000.00	0%
576 80 31 130 Supplies, Special Eve	0.00	501.22	0.00	-15.12	1,683.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,169.90	1,000.00	217%
576 80 31 140 Supplies, Special Eve	864.00	269.61	355.44	1,953.84	146.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,589.54	12,400.00	29%
576 80 31 150 Supplies - Volunteer	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	200.00	0%

2024 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 09:39:37 Date: 06/05/2024

January To May

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 32 000 Park Operations Fue	212.00	1,106.91	1,055.08	1,875.31	2,018.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,267.97	14,000.00	45%
576 80 35 000 Small Tools & Equip	0.00	0.00	0.00	1,281.65	1,023.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,304.67	7,500.00	31%
576 80 41 000 Professional Services	3,079.85	157.91	2,144.69	97.33	254.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,734.43	8,700.00	66%
576 80 41 001 Professional Services	0.00	6,890.00	10,397.50	9,675.00	2,145.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,107.50	165,000.00	18%
576 80 41 002 Professional Services	17,612.88	7,009.15	278.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,900.23	25,000.00	100%
576 80 41 004 Professional Services	757.00	1,402.50	1,764.00	5,180.50	2,755.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,859.50	7,000.00	169%
576 80 41 005 Administrative Contr	3,471.63	0.00	3,446.13	12,231.26	8,710.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,859.40	50,000.00	56%
576 80 41 007 Professional Services	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	1,500.00	0%
576 80 41 008 Professional Services	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	12,000.00	0%
576 80 41 009 Election Costs	11,224.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,224.91	15,000.00	75%
576 80 41 015 Maintenance Contr	0.00	26.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00	2,500.00	1%
576 80 41 025 Event Contracted Se	751.49	0.00	2,619.80	0.00	1,112.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,483.74	22,600.00	20%
576 80 42 001 Communications, Ph	593.54	723.05	737.75	722.92	723.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.78	11,920.00	29%
576 80 43 001 Travel, Commissione	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	250.00	0%
576 80 43 002 Travel, Admin Staff	0.00	471.97	424.46	20.39	213.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,130.65	8,000.00	14%
576 80 43 003 Travel, Maintenance	4.75	1,089.38	25.46	11.00	9.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,139.84	2,000.00	57%
576 80 44 001 Taxes And Operator	0.00	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	750.00	42%
576 80 45 000 Equipment Rental\ L	180.17	0.00	1,517.48	151.88	206.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,056.18	3,500.00	59%
576 80 45 001 Equipment Rental M	0.00	1,278.75	265.00	265.00	1,287.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,095.90	8,400.00	37%
576 80 45 002 Equipment Rental Ev	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	4,000.00	5%
576 80 46 000 Insurance, General L	0.00	0.00	0.00	1,000.00	715.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,715.00	48,000.00	4%
576 80 47 000 Utility Services, For A	2,765.20	1,656.70	5,072.65	2,996.21	3,123.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,614.52	43,735.00	36%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	0.00	72.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.46	1,000.00	7%
576 80 48 000 Repairs & Maintenan	0.00	3,172.11	4,134.83	9,756.49	2,923.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,987.05	39,810.00	50%
576 80 49 001 Licenses, Permits,Sut	163.00	446.45	1,003.82	613.18	3,467.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,694.18	12,350.00	46%
576 80 49 002 Licenses, Permits,Sut	0.00	162.00	0.00	0.00	168.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	330.00	2,500.00	13%
576 80 49 003 Licenses, Permits,Su	9.99	60.00	538.89	984.96	478.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,071.91	4,075.00	51%
576 80 49 004 Other Expenses	0.00	0.00	977.00	15.01	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,017.01	4,000.00	25%
576 80 49 006 Training, Administrat	0.00	3,102.30	192.00	218.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,512.30	7,700.00	46%
576 80 49 007 Training, Maintenanc	0.00	167.29	0.00	0.00	605.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	772.29	6,750.00	11%
576 80 49 008 Banking Fees	146.80	156.82	153.88	171.60	146.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	775.40	1,900.00	41%
576 Parks	129,886.61	108,796.81	107,126.86	129,220.36	115,719.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	590,750.54	1,851,935.00	32%
582 10 00 000 Refund Deposits - O	0.00	0.00	0.00	0.00	1,517.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,517.47	500.00	303%
589 00 00 999 Payroll Liability Accc	-543.40	-1,343.61	-1,099.00	-452.30	-1,686.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,124.43	0.00	0%
589 30 00 000 Other Non-Expendit	1,444.50	0.00	0.00	1,470.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,914.68	4,900.00	59%
580 Non-Expenditures	901.10	-1,343.61	-1,099.00	1,017.88	-168.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-692.28	5,400.00	13%
591 76 70 000 G.O. Bond Principal	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	35,000.00	0%
592 76 83 000 G.O. Bond Interest	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	18,375.00	0%
591	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	53,375.00	0%
594 76 61 000 Capital Expenditures	650,788.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650,788.90	1,149,990.00	57%
594 76 61 025 Capital Expenditures	328,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328,000.00	328,000.00	100%
594 76 62 001 Capital Improvemen	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	90,000.00	0%
594 76 62 020 Capital Improvemen	0.00	0.00	10,077.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,077.62	532,000.00	2%
594 76 62 021 Capital Improvemen	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	40,000.00	0%

2024 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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January To May

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
594 76 62 024 Capital Expenditures	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	60,000.00	0%
594 76 64 001 Capital Equipment -	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	119,900.00	0%
594 76 64 003 Capital Equipment -	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	18,000.00	0%
594 Capital Expenditures	978,788.90	0.00	10,077.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	988,866.52	2,337,890.00	42%
FUND EXPENDITURES:	1,109,576.61	107,453.20	116,105.48	130,238.24	115,551.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,578,924.78	4,248,600.00	37%
FUND GAIN/LOSS:	-1,069,870.27	308,924.24	-2,461.50	512,624.75	65,226.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-185,556.29		
FUND NET POSITION:	-1,069,870.27	-760,946.03	-763,407.53	-250,782.78	-185,556.29	-185,556.29	-185,556.29	-185,556.29	-185,556.29	-185,556.29	-185,556.29	-185,556.29			

2024 FUND TOTALS

Key Peninsula Metro Parks District

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January To May

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REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	39,706.34	416,377.44	113,643.98	642,862.99	180,777.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,393,368.49	4,248,600.00	33%
	39,706.34	416,377.44	113,643.98	642,862.99	180,777.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,393,368.49	4,248,600.00	33%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	1,109,576.61	107,453.20	116,105.48	130,238.24	115,551.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,578,924.78	4,248,600.00	37%
	1,109,576.61	107,453.20	116,105.48	130,238.24	115,551.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,578,924.78	4,248,600.00	37%
GAIN/LOSS:	-1,069,870.27	308,924.24	-2,461.50	512,624.75	65,226.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-185,556.29		
NET POSITION:	-1,069,870.27	-760,946.03	-763,407.53	-250,782.78	-185,556.29	-185,556.29	-185,556.29	-185,556.29	-185,556.29	-185,556.29	-185,556.29	-185,556.29			



Regular Meeting: June 10, 2024

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: June 10, 2024
Subject: Executive Director's Report

Key Central Forest was re-opened to park users on June 7th. The maintenance team posted signs to direct users on the trails and also to exercise caution on uneven trail surfaces. Notices were posted on the website, social media and via a newsletter to individuals who signed up to learn more about the harvest letting them know about the park reopening. There is a new code on the equestrian parking access gate. As was posted when the park closed earlier this year, all previous users will need to request the new code via answers@keypenparks.com or via the form on the website. There are very large rocks left behind on the logging roads which may be uncomfortable for some horses, we strongly encourage all equestrians to walk the trails *before* bringing their horses to check for suitability. The Forest may open and close a few times between now and October 2025 for road repair and abandonment, firewood permits and the logging of the east side of the park.

Maintenance has been working hard to stay on top of the growing grass, baseball preps, and trail vegetation. The parks look great, however some of the trails need brushing back. The team spent two days brushing back the growth in Key Central Forest as part of the preparation for re-opening.

The Disc Golf expansion at Volunteer Park continues to move forward. The baskets and concrete for the tee pads were recently delivered. The volunteers will soon be adding the new tee pads.

Coming up this month is the 20th anniversary party on June 22nd and the Summer Solstice Gnomes on June 21st.

The Executive Director had the kick-off meeting with the Project Management Team. After a review of all of the projects, Rock PM is combining up several elements to streamline the procurement process such as combining all ADA work together including the curb cuts needed in Home Park for playground access.

Attachment: 2024 Goal list, last update 6/5/2024

2024 Budget Goals



completed	✓
good	●
delayed	●
problem	●
not started	●

	May Board Meeting	Current progress	Notes
Professional Services			
Forester - 360	●	●	
Capital Facilities Plan	●	●	Contract for Bd approval 6/10
Design/PM for ADA for Volunteer Park	●	●	PM task
Project Manager	●	●	Contract executed and work in progress
Field 3 Geo Tech	●	●	PM task
HR Support Agreement	●	●	
Taylor Bay Survey and Grant Clean-Up	●	●	
Trail Design for Cramer Mc Cracken and Manke East	●	●	PM task

Admin/HR	Status	Status	Notes
Updated Employee Handbook	●	●	review
Maintenance Lead Promotion	✓	✓	Nik Carson promoted 1/18/2024
	●	●	
Water Easement			Waiting for recorded documents. Paymnt received 5/8. 2nd f-up on Recorded docs 6/5
Partnership MOU with PSD for Outdoor Education	●	●	Delay from PSD
WTA Partnership Agreement	●	●	
.5 FTE, Maintenance Worker I (July 1)	●	●	In discussion for .75 FTE
Annual Report for SAO	●	✓	Approved April Meeting
Accountability Audit (2021-2022)	✓	✓	Exit meeting completed 2/8
Restricted Fund Fulfillment - Tremaine Foundation	●	✓	
Maintain Fiscal Health - Monthly Review of Fin. Report	●	●	
Timely processing of invoices/payroll	●	●	

Key Training	Status	Status	Notes
Turf Management	✓	✓	Justin Kreman, MW II attended
Directors School	✓	✓	Tracey Perkosky, Executive Dir, registered/paid
Resource Management School	●	●	January 2024 spots were filled; registration opens Oct 2024 for January 2025 School
WRPA Annual Conference	●	✓	Director will attend for one day; conflicts with forest mgmt class
SAO training for Annual Report	✓	✓	Laura Armstrong, Fiscal Spec, attended 1/23/2024

Confined Space - Maintenance			
Chain Saw - Maintenance			
Pesticide/Herbicide License			Training class in 2025.
Certified Playground Safety Inspector (CPSI)			J. Kreman registered for Fall 2024 in Kirkland

Maintenance	Status	Status	Notes
Skatepark fence			
Taylor Bay Septic Decommissioning	✓	✓	
New Umbrellas for Splash Pad (Commercial Grade)		✓	
Rocky Creek Parking Area Refresh	✓	✓	
Baseball field finalization		✓	
Dog Park Water Spigot			
Leaf Blower	✓	✓	
Under Carriage Pressure Washer Wand	✓	✓	
Tow behind Broadcast Spreader			will review
hedge trimmer	✓	✓	
Smaller Pressure Washer	✓	✓	
Vacuum/blower mulching kit	✓	✓	
Self propelled Push mower	✓	✓	
jack hammer			on hold; will rent when needed after review of needs
concrete mixer	✓	✓	
Solar lights at Maple Hollow	✓	✓	
Install bollards @ Minter creek from Gateway. Install new @ Gateway		✓	Gateway, GW Overflow & VP completed. Minter completed.
Repairs and Painting Taylor Bay Garage			
Playground Chips @ Gateway			Wood chips pick up and spot fill. To be completed by SGMSP opening. Other summer projects have caused delay.
Topsoil, seed and fertilizer @ Gateway and Volunteer Fields			First seed & fertilizer completed on 4/7
Gravel replacement at 360 Trailhead Area			
Concrete repairs @ Skatepark			
Repair concrete tables @ 360 Trails Meadow			Will replace with wood tables
New kiosk at Rocky Creek Conservation Area			
New fowl poles @ Field 1			reviewing impacts to fence
ADA handrails at Volunteer Park	✓	✓	Completed January 2024
Pump out Gateway Park Septic before summer		✓	Week of 5/20
Additional lighting in 5 Car			
#63 Flatbed Trailer 10x5 gate (Ramp/gate repairs & decking)			decking completed; gate repairs still needed at Glen Cove. Get scheduled by May 15th. Other summer projects have caused delay.
Pre-summer season small tool/mower tune-up & part stock-up	✓	✓	Completed March
Replace cabinets/fix electrical in Admin Bldg.		✓	

Rent wood chipper for Back 40 @ Gateway & staff training			Cost estimates in progress
--	--	--	----------------------------

Capital Projects	Status	Status	Notes
Wright Bliss Acquisition	✓	✓	Closed 2/1
Wright Bliss Grant Application		✓	Waiver of retroactivity approved; will apply in 2026
Zeren Acquisition			Appraisal received from GPC
Land Donation			Recording in progress. Set for 6/6.
Trailer Installation for Maintenance Team			PM task
Gateway House - Roof replacement, repairs, attic mold/ventilation			PM Task
Gateway House - rotting siding, sliding glass door frame, mold/moisture ants in interior walls, porch support rot, repaint porch railing			PM task
Taylor Bay Windows			Plan for August procurement
Taylor Bay Heat			Plan for September procurement
5 Car Garage Doors, VP Shop, Basement VP Admin Building			Doors measured to prepare for quote.
VP Admin and Shop Door Replacement	✓	✓	Completed March
Home Playground Installation			PM Task
360 Emergency Markers (If volunteer is found)			No interest from PHS.
Admin Bldg. ADA Ramp replacement, parking lot ADA, accessible path to all fields			PM Task

Capital Equipment	Status	Status	Notes
Sand/Field Pro			Order submitted 4/4. Anticipated 4-6 weeks.
Dump Truck			Approved for Purchase on 4/8. Anticipated delivery December 2024
Pool Car - Admin			Researching used cars & test drives

Outside Partnerships	Status	Status	Notes
Disc Golf Volunteers			Baskets delivered. Tee pads in progress. Anticipated completion/ribbon cutting August
EMBA			
Pump Track			Start date pushed into summer. Waiting on WSDOT to see about clean fill from Purdy creek restoration
Blood Pressure	✓	✓	
Vegetation			
2 Volunteer Work Parties	✓	✓	2 Work parties completed
General trail work			Trail work ongoing
Red Barn	✓	✓	
Farm Tour		✓	
Historical Society	✓	✓	

Events	Status	Status	Notes
Valentine's Day - February 10	●	●	No registrations - cancelled
Movie Night - February 22	✓	✓	Barbie @ Civic Center
Egg Hunt - March 23	✓	✓	
Craft Time - April 13	✓	✓	Gnome project. About 50 participants
Movie Night - April 18	✓	✓	In partnership with RBYC
5k/10k - May 4	✓	✓	Completed 100 registrants
Family Tea - May 18	●	✓	Completed 43 registrants
Dog Park Day - May 29	●	✓	Completed 20 dogs
Gnome Hunt - June 21	●	●	
20th Anniversary - June 22	●	●	
Swing Dance - July 11	●	●	
Kid's Concert - July 18	●	●	
Movie Night - August 2	●	●	Cancelled - Same night as Art Walk
Craft Time - August 13	●	●	Paint the rock. Partnership with Pierce County Library
Movie Night - August 16	●	●	Wish
Photo Scavenger Hunt - September 1	●	●	
Mountain Biking 101 - September 21	●	●	Outreach to Pirates and Trek, EMBA
All Hallows Eve - October 19	●	●	
Craft Time - November 2	●	●	
Selfies with Santa - December 8	●	●	

Maintain Community Presence	Status	Status	Notes
Livable Community Fair	●	✓	
July 4th Parade	●	●	
Move With Minter and Vaughn	✓	✓	Partner for 5k. Completed.
Evergreen Trunk or Treat	●	●	
Lit Holiday Parade	●	●	

Secondary "Deferred" Maintenance	Status	Status	Notes
Volunteer Park restroom partitions	●	●	
Skatepark concrete repairs	●	●	
Half Basketball asphalt repairs	●	●	
Gateway Pavilion area concrete repairs & Taylor Bay concrete repairs	●	●	

Secondary "Deferred" Capital Projects	Status	Status	Notes
Dog Park Project (trees, shade and benches)	●	●	
Taylor Bay Beach Erosion	●	●	
Dugout repairs at Volunteer Park	●	●	request of KPLL start early -- Summer Project except moss. Moss removed from dugout roofs.



Meeting: June 10, 2024

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: June 10, 2024

Subject: Authorize Executive Director to Execute Professional Services Agreement with Jones and Jones Architects and Landscape Architects in the Amount of \$145,500 and Authorize Budget Adjustment 2024-01 via Resolution R2024-05

The Municipal Research and Services Center (MRSC) offers helpful background on capital facility planning. Per the MRSC, a capital facilities plan contains a list of capital projects with estimated costs and proposed methods of financing. They should be updated on a regular basis – ideally annually. A “capital facility” is usually defined as having an established minimum dollar value and useful life of greater than five (5) years. Public expenditures for facilities and other physical items not meeting those thresholds will usually be categorized as replacement and maintenance expenditures.

Jurisdictions that are subject to the Growth Management Act (GMA) are required to have a capital facilities plan element. While Key Pen Parks is not subject to GMA, changes within potential Pierce County provided funding sources are now requiring a Capital Facilities Plan (CFP). The only existing document that Key Pen Parks’ has for a CFP is within the Comprehensive Plan. These projects have not been reviewed recently, do not have cost estimates and not all of them align with existing master plans.

The goal of this Capital Facilities Plan is to provide a long-term road map for capital expenditures -- new and major repairs/renovations; and additional Operating and Maintenance (O&M) costs including needed Full Time Equivalent (FTE) staffing. It is also designed to provide a road map for major grant cycles or other alternative sources of funding. It will account for when design must be completed, for example, for potential grant applications. The costs outlined in a CFP, whether for the infrastructure improvements themselves or ongoing O&M, also guide long range financial planning and forecasting.

The work scope included in this RFP also included several other plans and processes that are usually worked on separately but fit well into the CFP process to get us on track for continued improvements to the District as well as eligible for alternative funding sources. These include an assessment of current facilities to determine what work needs to be done now or in the near future. These can include roofs, windows, water system repairs, septic systems, parking lot repair/resurfacing, playground replacements, HVAC, etc. The District has a legal obligation to maintain public assets and their value to safeguard the public funds originally expended. A CFP ensures that we are being fiscally responsible for our long-term maintenance and replacement needs.



The work scope also includes a youth amenity study. It does not look like one has been done as part of the Comprehensive Plan and with all of the potential fields in the master plans, it is a good idea to make sure that we are still in line with the community's needs, especially as the demographics change.

The work scope includes extensive community engagement to learn what is on the mind of District residents in terms of amenities and or infrastructure improvements including for items such as a turn lane on State Route 302. Doing this work now will reduce the community engagement required with the Comprehensive Plan update, which is required in 2026, therefore lowering the cost of that plan in 2026 as labor costs continue to rise.

The final CFP will include sketches of future improvements and cost estimates. In summary, this is a large project that will guide us on the capital side for the next decade including grants, projects, financial analysis and perhaps even demonstrate the need to explore a levy lid lift.

On January 12th, Key Pen Parks issued RFP 2024-01 through the MRSC Small Works Roster using email distribution to all matched firms and posted it to our website. Proposals were due on February 15th. Per the RFP, the Capital Facilities Plan Project has the primary objectives:

- Prepare and implement a comprehensive community outreach plan, especially to underserved and underrepresented communities for CFP development
- Work with the Executive Director and Board of Park Commissioners to develop a workable, achievable plan
- Conduct and prepare a youth/young adult amenity study
- Conduct and prepare a condition assessment report of major park assets, such as outdoor restrooms and playgrounds, and facilities (administration and maintenance)
- Prepare and recommend capital projects for the next 6 years including cost estimates, including M&O costs and staffing impacts
- Prepare and recommend capital projects for years 7-10 to create a long-range planning document.

The Executive Director interviewed 2 firms who submitted responsive proposals and selected Jones and Jones who is subcontracting with BERK for the financial analysis and community engagement.

To complete the proposed projects, the fee is \$145,500.

When the proposed fee came in, the Director reached out to other local parks agencies since the cost was higher than the budget estimate to get their opinions on the work scope request and budget. This Director was told this would have been a more accurate budget estimate pre-covid. Based on this information and a desire not to reduce the scope of work so that the District is well positioned for capital planning for the next 10 years and able to receive Park Impact Fees and REET from Pierce County, the Executive Director is requesting a budget amendment for this project.

The amendment would transfer the remaining \$6,735 from which was unused from the Project Manager budget and then \$48,765 from fund balance. With this transfer, we estimate the 2024 ending fund balance will be \$5.6 million.

Recommended Action: Authorize the Executive Director to the Professional Services Agreement between Key Pen Parks and Jones and Jones Architects and Landscape Architects and Authorize Budget Amendment #2024-01.

Attachment 1: Professional Services Agreement for Capital Facilities Plan



Attachment 2: Resolution R2024-05 Resolution of the Board of Park Commissioners of the Key Peninsula Metropolitan Park District Amending the 2024 Budget

Attachment 3: RFP 2024-01

Attachment 4: Submittal from Jones and Jones

Attachment 5: Proposed Budget Adjustment #2024-01



PROFESSIONAL SERVICES AGREEMENT

(Includes consultants, architects, engineers, accountants, and other professional services)

THIS AGREEMENT is entered into between Key Peninsula Metropolitan Park District (dba Key Pen Parks), a municipal corporation hereinafter referred to as “Key Pen Parks,” and Jones and Jones, hereinafter referred to as “the Consultant”, in consideration of the mutual benefits, terms, and conditions hereinafter specified.

WHEREAS, the Consultant represents it is qualified to perform services described in section 2 herein and holds all necessary licenses and government permits therefore;

WHEREAS, Key Pen Parks desires to meet more fully the needs of citizens residing within its district for participation in and enjoyment of recreational and cultural programs which beneficially contribute to the well-being of its citizens;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is hereby agreed as follows:

1. **Project Designation.** The Consultant is retained by Key Pen Parks to perform professional planning and landscape architecture services in connection with the project titled Capital Facilities Plan.
2. **Scope of Services.** The Consultant agrees to perform the services, identified on Exhibit “A” attached hereto, including the provision of all labor, materials, equipment and supplies.
3. **Duration of Agreement; Time for Performance.** This Agreement shall be in full force and effect for a period commencing upon execution and ending March 30, 2025, unless sooner terminated under the provisions hereinafter specified. Work under this Agreement shall commence upon written notice by Key Pen Parks to the Consultant to proceed. The Consultant shall perform all services and provide all work product required pursuant to this Agreement no later than February 28, 2025, unless an extension of such time is granted in writing by Key Pen Parks.
4. **Payment.** The Consultant shall be paid by Key Pen Parks for completed work and for services rendered under this Agreement as follows:
 - A. Payment for the work provided by the Consultant shall be made as provided on Exhibit “B” attached hereto, provided that the total amount of payment to the Consultant shall not exceed \$145,500.00 without express written modification of the Agreement signed by Key Pen Parks.
 - B. The Consultant may submit vouchers to Key Pen Parks once per month during the progress of the work for partial payment for that portion of the project completed to date. Such vouchers will be checked by Key Pen Parks and, upon approval thereof, payment shall be made to the Consultant in the amount approved. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, to have been improperly invoiced.
 - C. Final payment of any balance due the Consultant of the total contract price earned will not be made until all services and work have been completed to the full satisfaction of

and accepted by Key Pen Parks, which may include acceptance by the Board of Park Commissioners.

- D. Payment as provided in this section shall be full compensation for work performed, services rendered, and for all materials, supplies, equipment and incidentals necessary to complete the work.
- E. If the Consultant fails to pay any assessed mandatory deductions including, but not limited to, industrial insurance, FICA, Employment Security, and federal withholding the Consultant authorizes Key Pen Parks to deduct and withhold or pay over to the appropriate governmental agencies those unpaid amounts upon request and direction by the appropriate governmental agency. Any such payment will be deducted from the Consultant's total compensation. If the Consultant fails to provide copies of any licenses, tax certificates, or insurance certificate required herein, Key Pen Parks shall not be required to make any payment for the work performed until the Consultant provides copies of such licenses or certificates.
- F. The Consultant's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of Key Pen Parks and the state of Washington for a period of six (6) years after final payments. Copies shall be made available upon request.

5. **Ownership and Use of Documents.** All documents, drawings, specifications and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of Key Pen Parks whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with the Consultant's endeavors; provided, Consultant shall obtain Key Pen Park's approval prior to the publication of any such documents. The Consultant shall not be responsible for any use of the said documents, drawings, specifications or other materials by Key Pen Parks on any project other than the project specified in this Agreement.

6. **Compliance with Laws.** The Consultant shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, relevant to the services rendered under this Agreement, including conditions concerning grants and other federal assistance when applicable.

7. **Indemnification.** The Consultant shall indemnify and hold Key Pen Parks, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of Key Pen Parks.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and Key Pen Parks, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. **Insurance.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by the

agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit Key Pen Parks' recourse to any remedy available at law or in equity.

A. **Minimum Amounts and Scope of Insurance.** Consultant shall obtain insurance of the types and with the limits described below:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile Liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Key Pen Parks shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for Key Pen Parks using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit. Professional Liability insurance shall be appropriate to the Consultant's profession.

B. **Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to Key Pen Parks. Any Insurance, self-insurance, or insurance pool coverage maintained by Key Pen Parks shall be excess of the Consultant's insurance and shall not be contributed or combined with it.

C. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

D. **Verification of Coverage.** Consultant shall furnish Key Pen Parks with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by Key Pen Parks, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.

E. **Notice of Cancellation.** The Consultant shall provide Key Pen Parks with written notice of any policy cancellation, within two business days of their receipt of such notice.

F. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which Key Pen Parks may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to Key Pen Parks on demand, or at the sole discretion of Key Pen Parks, offset against funds due the Consultant from Key Pen Parks.

9. **Independent Contractor.** The Consultant and Key Pen Parks agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and

employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded Key Pen Parks employees by virtue of the services provided under this Agreement. Key Pen Parks shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant.

- A. The Consultant represents and warrants that all federal, state, and local mandatory deductions or other charges and taxes imposed by law and/or regulation upon the Consultant are current. The Consultant acknowledges that all such deductions, charges and taxes shall be the sole responsibility of the Consultant. If Key Pen Parks is assessed, liable or responsible in any manner for those deductions, charges or taxes, the Consultant agrees to indemnify and hold Key Pen Parks harmless from those costs, including attorney's fees.
 - B. The Consultant shall provide at its sole expense services and other necessities to perform fully and timely its duties and services under this Agreement, unless otherwise specified in writing, per Exhibit "B".
10. **Covenant Against Contingent Fees.** The Consultant represents that he has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, Key Pen Parks shall have the right to annul this contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
11. **Discrimination Prohibited.** Contractor, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation, the presence of any disability, or any other protected class status under state or federal law, in the selection and retention of employees or procurement of materials or supplies.
12. **Assignment.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of Key Pen Parks.
13. **Non-Waiver.** Waiver by Key Pen Parks of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
14. **Termination.**
- A. Key Pen Parks reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Consultant.
 - B. In the event of the death of a member, partner or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant hereby agree to complete the work under the terms of this Agreement, if requested to do so by Key Pen Parks. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Consultant and Key Pen Parks, if Key Pen Parks so chooses.
15. **Applicable Law; Venue; Attorney's Fees.** This Agreement shall be subject to, and the Consultant shall at all times comply with, all applicable federal, state and local laws, regulations, and rules, including the provisions of Key Pen Parks By Laws and ordinances or resolutions of Key Pen Parks. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and

agree that venue shall be properly laid in Pierce County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit. Venue for any action arising from or related to this Agreement shall be exclusively in Pierce County Superior Court.

16. **Severability and Survival.** If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.

17. **Notices.**

Notices to Key Pen Parks shall be sent to the following address:

Executive Director
Key Pen Parks
5514 Key Peninsula Hwy NW
Lakebay, WA 98349

Notices to Consultant shall be sent to the following address:

Charlie Scott, Project Manager
Jones and Jones Architects and Landscape Architects
105105 South Main Street, Suite 300
Seattle, WA 98104

18. **Entire Agreement; Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between Key Pen Parks and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

DATED this _____ day of _____, 20_____.

KEY PEN PARKS

CONSULTANT

Tracey Perkosky, Executive Director

By: _____

Printed Name: _____

Title: _____

Exhibit A – Work Scope

Working with BERK, Jones & Jones will perform the following scope of services:

A. Project Kick-off

Jones & Jones/BERK Team members shall meet with Key Pen Parks at Parks' offices to:

- Confirm project goals, objectives, and outstanding issues.
 - Confirm project scope of services, deliverables, schedule, communication and info-exchange protocols.
 - Discuss and initiate project webpage for Parks' website.
 - Identify key project stakeholders and stakeholder groups.
 - Discuss Community Engagement.
 - Possibly tour certain parks.
1. Begin collection and review of relevant background plans and studies, including mapping and surveys of park properties.
 2. Begin assessing Key Peninsula's fiscal/economic environment and Parks' current financial conditions and funding mechanisms.
 - Request budget and actual revenue and expenditure data from Key Pen Parks.
 - Collect community demographics based on available census data.
 3. Deliverables: Meeting minutes from Team/Parks meeting; list (incl. sources) of relevant background data, mapping, and other info; draft webpage.

B. Community Engagement Process

1. Develop community engagement plan (methods, activities, events, and roles) for consulting team and Key Pen Parks based on project information needs, timeline, and available budget.
2. Engagement may include activities such as:
 - Youth focus groups at local high school and middle schools
 - One-on-one interviews with community representatives and members
 - Walking tours or park pop-up events with community members at specific parks
 - Development and updating of project website
 - Targeted focus group meetings with representatives of underserved communities
 - Parks Board presentations and meetings
3. Review local demographic profile and incorporate engagement options to engage underserved or disadvantaged populations and youth.
4. Deliverables: Documentation of ongoing engagement findings.

C. Existing Park Facilities Condition Assessment

1. Review human history and geographic/environmental setting of Key Peninsula.
2. Review and document larger physical context of park properties, including: terrain and critical areas, land use and development patterns; transportation system, neighborhood character, commercial areas, etc.
3. Assess and document condition of existing park buildings & built infrastructure, including: restrooms, picnic/shelter pavilions, drives and parking areas, Parks Dept. offices, storage and maintenance buildings and facilities.
4. Assess and document condition of park recreational features & amenities, including: athletic fields, sports-courts, picnic areas, trails and paths and trailheads, play-structures, gathering and seating areas, way-finding/informational signage.

5. Assess and document general condition of park natural areas and sensitive/critical areas, including: wetlands, forests and woodlands, creek and stream corridors, shorelines, and any known and documented archeological sites.
6. Assess general characteristics of current park visitation, usage, and operations, and maintenance requirements.
7. Update project info and status on project webpage.
8. Deliverables: Document findings of items C.1 thru C.6 via maps, diagrams, tables and charts, and other means; review findings with Parks staff & possibly community.

D. Existing Demographic, Economic, Financial, Fiscal Conditions Assessment

1. Summarize community demographics and identify key factors to consider that may impact needs and potential revenue generation.
2. Summarize Key Pen Parks revenue and expenditure trends.
3. Deliverables: Summary of community demographics and Key Pen Parks' revenue and expenditure trends.

E. Parks Vision, and Needs for Park Facilities and Improvements

1. Per input from Community Engagement Process, including Youth/Young Adult Amenity Study, identify community's ideas, preferences, and needs for park-specific and park-wide improvements.
2. Articulate an overall "Parks Vision" from community's input.
3. Merge community's ideas/preferences/needs with Existing Park Facilities Condition Assessment to identify potential park-specific and system-wide park improvements, acquisitions, and amenities.
4. Estimate rough capital costs for park improvements and acquisitions.
5. Consider potential funding source realities for park improvements and acquisitions.
6. Evaluate cost/benefit of improvements and acquisitions with Key Pen Parks and select range of realistic park improvement and acquisition options.
7. Deliverables: documentation of: community's needs, preferences, and Vision; potential park improvements, acquisitions, and associated capital costs; selection of realistic improvements and acquisitions with Key Pen Parks.

F. Recommendations & Actions

1. Reconfirm recommended range of park improvements, acquisitions, amenities.
2. Reconcile proposed park improvements and acquisitions with Comp Plan (and County PROS Plan).
3. Develop conceptual plans, diagrams, and other material depicting proposed park improvements, land acquisitions, facility upgrades, etc.
4. Develop recommendations for parkland natural resources and areas management, protection, restoration
5. Prepare estimate of probable construction costs for park improvements, acquisitions, upgrades based on conceptual plans.
6. Approximate annual park Operations and Maintenance (O&M) costs.
7. Identify funding sources, strategies and mechanisms for capital improvements, O&M costs, staffing, and other Key Pen Parks' expenditures.
 - o Identify funding sources for capital projects that are available to Key Pen Parks, and provide rough estimates of potential revenue collection, as well as how revenues align with criteria such as feasibility and equity.
 - o Identify funding sources for operations and maintenance; estimate annual costs for operations and maintenance, including staffing, for park improvements identified in this section, using existing operating costs as a baseline for estimates.
8. Develop timeframe or sequence for park improvements and acquisitions.

9. Prepare Draft Capital Facilities Plan Report embodying task A-F, findings, material, community engagement, recommendations, etc.
10. Review Draft Report with Key Pen Parks & community; revise and finalize Report per comments.
11. Deliverables: conceptual plans depicting park improvements; recommendations for resource management; estimated construction costs for improvements and acquisitions; funding sources and strategies; park improvements and acquisitions timeframe; Draft and Final Capital Facilities Plan Report.

Exhibit B – Fee Schedule

	Fee
A. Project Kick-off	\$13,000
B. Community Engagement Process	\$28,500
C. Existing Park Facilities Condition Assessment	\$33,000
D. Existing Demographic, Economic, Financial, Fiscal Conditions Assessment	\$4,800
E. Parks Vision, and Needs for Park Facilities and Improvements	\$23,000
F. Recommendations & Actions	\$41,000
Other Expenses (Mileage & Tolls):	\$2,200
Total	\$145,500

Both parties agree that the following costs are not included in this agreement and will be negotiated separately: interpreters, interpretation services, child daycare, refreshments, website public opinion survey, and booth or room rental that might be required or associated with community engagement events.

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2024-05

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT AMENDING THE 2024 BUDGET

WHEREAS Key Pen Parks' 2024 Budget needs to be amended; and

WHEREAS the Board of Park Commissioners understands that the County Treasurer, acting as our Banker, requires that the 2024 Budget be amended by a resolution; and

NOW THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks approves the amended 2024 Budget in the amount noted in Appendix "A" at the fund level attached to and incorporated in this resolution.

PASSED AND ADOPTED by the Board of Park Commissioners of Key Pen Parks at a Regular Meeting held at Key Peninsula Fire District Station 47, 1921 Key Peninsula Hwy NW, Home WA, held this 10th day of June 2024.

Attest:

Key Pen Parks
Board of Park Commissioners
Pierce County, Washington

Linda Parry, President

Mark Michel, Vice-President

Kip Clinton, Clerk

Shawn Jensen, Member-at-Large

Edward Robison, Member-at-Large

Appendix "A"

Amended 2024 Annual Budget
June 10, 2024

Key Pen Parks 2024 Budget

General Fund Budget Amount: \$1,857,335

G.O. Bond Principal & Interest Amount \$53,375

Capital Program Amount: \$2,337,890

Total: \$4,248,600

Key Pen Parks Amended 2024 Budget

General Fund Budget Amount: \$1,850,600

G.O. Bond Principal & Interest Amount \$53,375

Capital Program Amount: \$2,393,390

Total: \$4,297,365

KEY PEN PARKS REQUEST FOR PROPOSAL (RFP)

RFP# 2024-01

Key Pen Parks Capital Facilities Plan

Submit no later than Thursday, February 15, 2024, 4:00 PM Pacific Time

Project Description

The Key Peninsula Metropolitan Park District (Key Pen Parks) is a special purpose metropolitan park district. Celebrating our 20th anniversary in 2024, Key Pen Parks is seeking to hire a consultant or team of consultants to prepare our first stand-alone Capital Facilities Plan (CFP). The plan will provide a 10-year vision for parks, amenities, land acquisition, facility development, major renovation/maintenance as well as an action plan for implementing this vision.



This plan is needed to help guide the next decade of development and assist the Commissioners, Executive Director, and community members in planning the next fiscally responsible phase of Key Pen Parks. Currently it is difficult to plan for future projects, move forward on design and grant applications due to the lack of an adopted plan and an agreed upon vision.

The plan needs to be financially sustainable and include realistic goals for implementation, including anticipated maintenance and operations costs. The plan will include research, public involvement, and the development of recommendations for Key Pen Parks.

Within our existing [Comprehensive Plan](#) there is a CFP, however it needs a thorough update but may be used as a starting point. This formal CFP will replace the CFP element in the Comp Plan.

Key Pen Parks owns and manages over 1300 acres of parks and open space across 9 parks/open spaces, 3 water front properties, several undeveloped parcels, 3 sports fields, and approximately 30 miles of multi-user, equestrian, and mountain biking trails.

Tentative Schedule

The following schedule may be modified as a result of consultant proposals and contract negotiations:

February 15, 2024	RFP Deadline (4:00 PM Pacific Time)
April 1, 2024	Project Start
December 31, 2024	Project Completion

Primary Objectives

- Prepare and implement a comprehensive community outreach plan, especially to underserved and underrepresented communities for CFP development
- Work with the Executive Director and Board of Park Commissioners to develop a workable, achievable plan

- Conduct and prepare a youth/young adult amenity study
- Conduct and prepare a condition assessment report of major park assets, such as outdoor restrooms and playgrounds, and facilities (administration and maintenance)
- Prepare and recommend capital projects for the next 6 years including cost estimates, including M&O costs and staffing impacts
- Prepare and recommend capital projects for years 7-10 to create a long-range planning document.

Project Components

Background Information Review

- Review and assessment of relevant plans
- Exploration of finance and funding mechanisms to support development and sustainability of the system

Public Outreach

- Develop public outreach plan to reach underrepresented and underserved communities
- Plan must include online engagement tools such as social media, targeted stakeholders, 3-4 public & neighborhood forums, park pop-ups, several Board briefings, website assistance, and resident interviews
- Record and document public comment
- The outreach plan must employ creative tools to develop group consensus and understanding
- Provide plan for outreach to non-English speaking stakeholders (Spanish)

Youth/Young Adult Amenity Study

- Conduct and prepare a study on amenities for youths and young adults ages 10 years to 21 years old
- Assess demand for youth and young adult amenities

Outdoor Asset Condition Assessments

- Conduct and prepare an assessment of major outdoor recreation assets
- Conduct and prepare an assessment of buildings (maintenance shop/barn, administration building, restrooms, concession stand)
- Assess and rate the condition of park amenities such as playgrounds, outdoor restrooms, sport courts, shelters, splash pads, and grass sports fields

Prepare Useful, Readable Planning Document

- Identification and categorization of recommendations into themes with goals, objectives and an action plan for implementation
- Specific action steps to guide the District in the present and future for its parks planning/funding/development process including conceptual ideas for underdeveloped or undeveloped park property
- Development of an action plan for capital improvements including cost, funding source potentials, and timeframe to support the implementation of desired services
- Provide potential locations and/or concept ideas for proposed amenities
- Development of an action plan for capital improvements including cost, funding source potentials, and timeframe to support the implementation of the plan
- Report must include relevant text, graphics, maps, etc. in electronic format for final adoption and distribution
- Plan adoption through the formal local legislative process

Submission Requirements

An electronic proposal in PDF, not to exceed 20 megabytes (no compressed files), must be emailed to tracey@keypenparks.com by the deadline. If your submittal exceeds these guidelines and must be shipped, please send to:

Key Pen Parks
Attn: Capital Facilities Plan (CFP) RFP
5514 Key Peninsula Hwy NW
Lakebay, WA 98349

If shipped, please retain proof of delivery by deadline.

All proposals must be *received* by 4:00 PM, Pacific Time, on February 15, 2024.

All submittals must be in 8-1/2"x11" format and shall not exceed twenty-five (25) pages, including cover letter. As a minimum the following information shall be submitted:

- An organizational chart and biographies for your project team, including all sub-consultants
- A statement of the percentage of time your proposed key resources will have available to devote to the project
- Your firm's identification of the critical work elements and how your team would address these issues
- A discussion of your team's approach to the project and your plan to produce the required documents
- A proposed schedule for completing the work, including intermediate project stages leading to a final project and in sufficient detail to allow an assessment of the firm's ability to provide resources necessary to meet the schedule.
- References from past similar projects that were completed by the proposed team members. Provide the contact name and number of the owner, or if not available, the contact name and number of the current most knowledgeable person associated with the project. Project performed by key staff members who are no longer with the proposers' firm should not be listed among the references.

Contact & Question Period

For additional information concerning this RFP, any other aspect of the selection process or the project in general, contact via email only:

Tracey Perkosky, Executive Director at tracey@keypenparks.com.

All communication must be in writing only. All questions must be submitted in writing by 4:00 PM on January 29, 2024. Responses will be posted to the District's website, www.keypenparks.com/bids by 4:00 PM on January 31, 2024.

Absolutely no communication shall occur regarding this RFP, including requests for information, or speculation between Consultant or any of their individual members and any District elected Commissioners, Trails Committee Member, or employees other than those named above. Failure to comply with this provision may result in consultant's proposal being removed from consideration. Any cost incurred by the consultant in preparation, transmittal, or presentation of any information or material submitted in response to the RFP shall be borne solely by the consultant.

Right to Reject Submittals

The District reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

The consultant will be required to use Key Pen Parks Professional Services Agreement (Attachment A) and accept all language contained within. Any consultant that has significant reservations concerning using this agreement should not submit on this request.

Consultant Selection Criteria

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this RFP
- Understanding of project scope and project
- Ability to meet the project schedule and work well with District staff or consultants
- Proven experience in effective public involvement and incorporating citizen input
- Expertise of key personnel
- Response of references from past similar projects

Final Selection Procedures

After a review of the submittals by Key Pen Parks, the District may at its discretion schedule interviews with one or more firms. Since Key Pen Parks is selecting a consultant based on qualification, pricing information will be requested once a firm is identified. A final contract price may be negotiated to meet budget. The selected firm will receive a Professional Services Agreement for signature and full execution. Board of Commissioner approval may be required based on the contract amount. A Notice to Proceed will be issued to formally begin work.

Exhibit "A"

PROFESSIONAL SERVICES AGREEMENT

(Includes consultants, architects, engineers, accountants, and other professional services)

THIS AGREEMENT is entered into between Key Peninsula Metropolitan Park District (dba Key Pen Parks), a municipal corporation hereinafter referred to as "Key Pen Parks," and _____, hereinafter referred to as "the Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified.

WHEREAS, the Consultant represents it is qualified to perform services described in section 2 herein and holds all necessary licenses and government permits therefore;

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to complete the work.

- E. If the Consultant fails to pay any assessed mandatory deductions including, but not limited to, industrial insurance, FICA, Employment Security, and federal withholding the Consultant authorizes Key Pen Parks to deduct and withhold or pay over to the appropriate governmental agencies those unpaid amounts upon request and direction by the appropriate governmental agency. Any such payment will be deducted from the Consultant's total compensation. If the Consultant fails to provide copies of any licenses, tax certificates, or insurance certificate required herein, Key Pen Parks shall not be required to make any payment for the work performed until the Consultant provides copies of such licenses or certificates.
- F. The Consultant's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of Key Pen Parks and the state of Washington for a period of six (6) years after final payments. Copies shall be made available upon request.

- 5. **Ownership and Use of Documents.** All documents, drawings, specifications and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of Key Pen Parks whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with the Consultant's endeavors; provided, Consultant shall obtain Key Pen Park's approval prior to the publication of any such documents. The Consultant shall not be responsible for any use of the said documents, drawings, specifications or other materials by Key Pen Parks on any project other than the project specified in this Agreement.
- 6. **Compliance with Laws.** The Consultant shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, relevant to the services rendered under this Agreement, including conditions concerning grants and other federal assistance when applicable.
- 7. **Indemnification.** The Consultant shall defend, indemnify and hold Key Pen Parks, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of Key Pen Parks.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and Key Pen Parks, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

- 8. **Insurance.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by the

agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit Key Pen Parks' recourse to any remedy available at law or in equity.

- A. **Minimum Amounts and Scope of Insurance.** Consultant shall obtain insurance of the types and with the limits described below:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile Liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 2. Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Key Pen Parks shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for Key Pen Parks using an additional insured endorsement at least as broad as ISO CG 20 26.
 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 4. Professional Liability with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit. Professional Liability insurance shall be appropriate to the Consultant's profession.
- B. **Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to Key Pen Parks. Any Insurance, self-insurance, or insurance pool coverage maintained by Key Pen Parks shall be excess of the Consultant's insurance and shall not be contributed or combined with it.
- C. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- D. **Verification of Coverage.** Consultant shall furnish Key Pen Parks with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by Key Pen Parks, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.
- E. **Notice of Cancellation.** The Consultant shall provide Key Pen Parks with written notice of any policy cancellation, within two business days of their receipt of such notice.
- F. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which Key Pen Parks may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be

repaid to Key Pen Parks on demand, or at the sole discretion of Key Pen Parks, offset against funds due the Consultant from Key Pen Parks.

9. **Independent Contractor.** The Consultant and Key Pen Parks agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded Key Pen Parks employees by virtue of the services provided under this Agreement. Key Pen Parks shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant.
 - A. The Consultant represents and warrants that all federal, state, and local mandatory deductions or other charges and taxes imposed by law and/or regulation upon the Consultant are current. The Consultant acknowledges that all such deductions, charges and taxes shall be the sole responsibility of the Consultant. If Key Pen Parks is assessed, liable or responsible in any manner for those deductions, charges or taxes, the Consultant agrees to indemnify and hold Key Pen Parks harmless from those costs, including attorney's fees.
 - B. The Consultant shall provide at its sole expense all materials, office space, telephone and utility services, and other necessities to perform fully and timely its duties and services under this Agreement, unless otherwise specified in writing.
10. **Covenant Against Contingent Fees.** The Consultant warrants that he has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, Key Pen Parks shall have the right to annul this contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
11. **Discrimination Prohibited.** Contractor, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation, the presence of any disability, or any other protected class status under state or federal law, in the selection and retention of employees or procurement of materials or supplies.
12. **Assignment.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of Key Pen Parks.
13. **Non-Waiver.** Waiver by Key Pen Parks of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
14. **Termination.**
 - A. Key Pen Parks reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Consultant.
 - B. In the event of the death of a member, partner or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant

hereby agree to complete the work under the terms of this Agreement, if requested to do so by Key Pen Parks. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Consultant and Key Pen Parks, if Key Pen Parks so chooses.

- 15. **Applicable Law; Venue; Attorney's Fees.** This Agreement shall be subject to, and the Consultant shall at all times comply with, all applicable federal, state and local laws, regulations, and rules, including the provisions of Key Pen Parks By Laws and ordinances or resolutions of Key Pen Parks. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in Pierce County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit. Venue for any action arising from or related to this Agreement shall be exclusively in Pierce County Superior Court.
- 16. **Severability and Survival.** If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.

17. **Notices.**

Notices to Key Pen Parks shall be sent to the following address:

Executive Director
Key Pen Parks
5514 Key Peninsula Hwy NW
Lakebay, WA 98349

Notices to Consultant shall be sent to the following address:

- 18. **Entire Agreement; Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between Key Pen Parks and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

DATED this _____ day of _____, 20_____.

KEY PEN PARKS

CONSULTANT

Tracey Perkosky, Executive Director

By: _____

Printed Name:

Title:

JONES



JONES

ARCHITECTS
LANDSCAPE ARCHITECTS
PLANNERS

15 FEBRUARY 2024 ■ PROPOSAL ■ SUBMITTED TO KEY PENINSULA METROPOLITAN PARK DISTRICT

Key Pen Parks Capital Facilities Plan

RFP# 2024-01



📍 105 South Main Street, Suite 300
Seattle, WA 98104

📞 206.624.5702

🌐 jonesandjones.com

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Tracey Perkosky, Executive Director
Key Pen Parks
Attn: Capital Facilities Plan (CFP) RFP
5514 Key Peninsula Hwy NW
Lakebay, WA 98349

February 15, 2024

Re: Proposal for Key Pen Parks Capital Facilities Plan (RFP# 2024-01)

Dear Tracey Perkosky and Selection Committee Members,

It is well-known that communities benefit from good parks and recreational facilities. Countless studies have shown that access to outdoor recreation and nature improves human health, reduces health care costs and crime, and generally fosters community well-being and prosperity. The Key Pen Parks Capital Facilities Plan represents a positive step forward in fulfilling Key Pen Parks' commitment "to the enhancement and preservation of [the] community's quality of life" and "provide and promote the highest quality leisure and recreation environment."

Working with Key Pen Parks, the Jones & Jones/BERK Team will develop a Capital Facilities Plan that is wonderfully visionary, socially inclusive, environmentally sustainable, and financially sound. We will reference and build upon existing studies and plans, including the current Comprehensive Plan. Moreover, we will implement a robust community engagement process to determine what Key Peninsula residents want and envision for their system of parks and green space areas. At the same time, we will assess the condition and quality of Key Pen Parks lands and facilities to see how well they measure up to the community's wants and preferences. We will then determine what will be required for facility improvements, land acquisitions, capital costs, and funding to meet community expectations.

As demonstrated in this statement of qualifications, the Jones & Jones/BERK Consulting Team is well-equipped to carry out the Key Pen Parks Capital Facilities Plan. We are backed by comprehensive experience working with countless communities in the Pacific Northwest and around the country to assess, plan, and design all manner of award-winning park and recreation facilities in various settings. Essentially, we know how to make great parks! From a financial perspective, BERK is the go-to expert in determining the implications of what will be required to implement and fund park improvements and land acquisitions. Further, Jones & Jones and BERK are both firmly grounded in the importance of community-driven planning processes, whereby all decisions are place-based and nature-based.

The following pages present our Team's qualifications and project approach. Please feel free to contact us should you need additional information. We are ready and willing to begin work immediately on this worthy and rewarding project.

Sincerely,

JONES & JONES ARCHITECTS AND LANDSCAPE ARCHITECTS



Mario Campos, FAIA, ASLA
Partner
mmcampos@jonesandjones.com / 206.327.2882



Charles Scott, ASLA
Project Manager
cscott@jonesandjones.com / 206.436.9267

TEAM INTRODUCTION

JONES JONES

ARCHITECTS
LANDSCAPE ARCHITECTS
PLANNERS

Jones & Jones is a Pacific Northwest-based design firm founded in 1969 to bring an integrated approach to the planning and design of built environments. The firm has grown from its Seattle roots into a nationally recognized practice **renowned for excellence and a profound respect for the natural and cultural heritage of place and people.**

Today, we have a diverse practice that includes award-winning experience in a range of specialties spanning large-scale land management plans, parks, greenways, botanical gardens, zoos, nature reserves, scenic highways, environmental education centers, cultural centers, and museums. We offer comprehensive architecture and landscape architecture services from programming and conceptual design to construction documentation, bidding assistance, and construction observation.

We have a legacy of landmark projects throughout the United States—**projects that capture the power of place, connect people to nature and are the pride of their communities.** We specialize in public projects involving complex issues and the diverse interests of multiple stakeholders, including work for various municipalities, county, state and federal agencies, and tribal governments. We have an established legacy of cultural and scenic landscapes.

JONES & JONES WAS THE FIRST RECIPIENT OF THE AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS FIRM OF THE YEAR AWARD, HONORED FOR:

“...establishing new standards of excellence in analysis, creative design, and the practice of landscape architecture. For more than thirty years, its principals and associates have shared their talents and inspiration with students and colleagues. Jones & Jones is known both for the unique culture it has created and its philosophy of embracing that which is challenging and unexplored. Its work and its commitment to future generations have created an enduring legacy.”

Ownership

Jones & Jones is 71% minority owned (30% Native; 35% Mexican; 7% Asian), with 42% women ownership. Jones & Jones is also a Small Business Enterprise in the federal government’s System for Award Management (SAM).



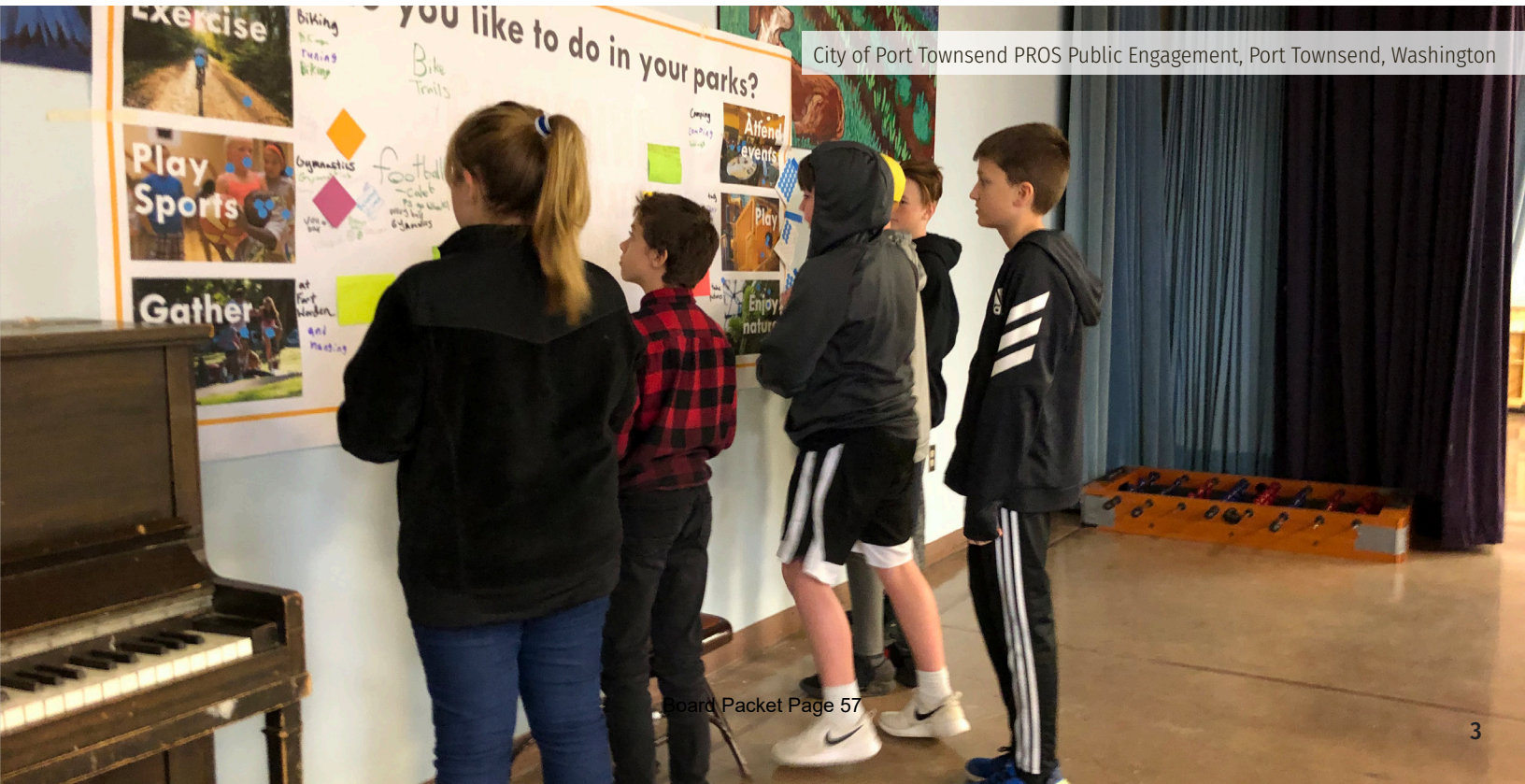
BERK

BERK is an interdisciplinary consultancy integrating strategy, planning, and policy development; financial and economic analysis; and facilitation, design, and communications. Founded in 1988, BERK's passion is working in the public interest, helping public and nonprofit agencies address complex challenges and position themselves for success.

A hallmark of BERK's approach is an ability to communicate complex information to a wide range of audiences, using words, numbers, pictures, and maps to convey information in accessible, understandable formats. When participants truly understand the issues and options before them, they are able to make good decisions, and then communicate and explain those decisions to the broader community.

BERK's mission is: **Helping Communities and Organizations Create Their Best Futures.** They do this by:

- Integrating the art of effective decision-making with the science of rigorous quantitative and qualitative analysis;
- Bringing people, ideas, and analysis together to generate understanding and consensus on the best strategies and decisions; and
- Bridging disciplines to synthesize diverse information and facilitate relationships.



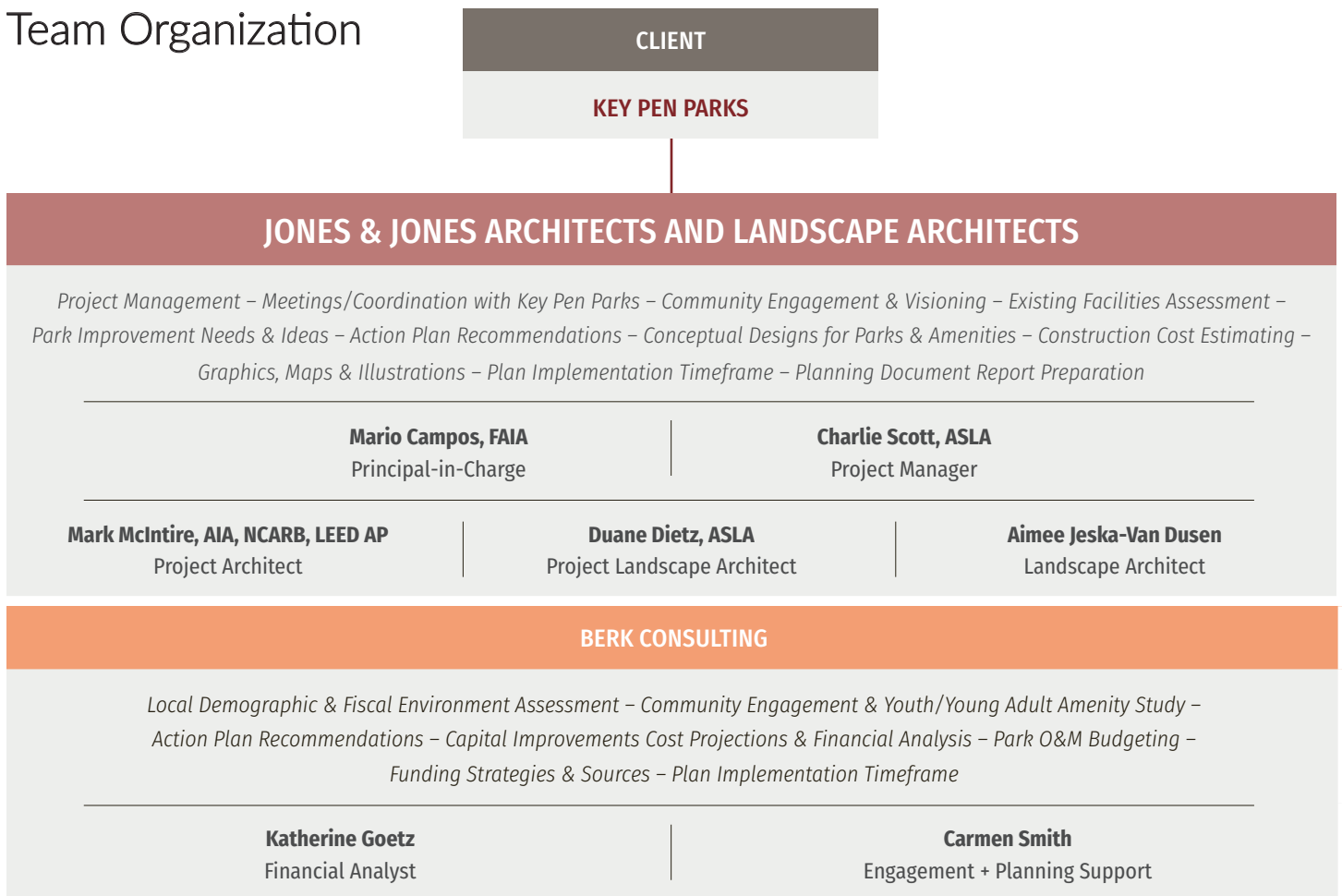
City of Port Townsend PROS Public Engagement, Port Townsend, Washington

TEAM ORGANIZATIONAL CHART, STAFF AVAILABILITY, & BIOGRAPHIES

Our proposed key personnel and their project roles are shown in the organization chart below, and each person’s qualifications and expertise are included in the biographies on the following pages. Together, we form an integrated team that will communicate efficiently, both internally and with Key Pen Parks, the community, and stakeholders.

Mario Campos, Principal-in-Charge, and Charlie Scott, Project Manager, will foster team collaboration to develop a Capital Facilities Plan that is unified, cohesive, and achieves your goals and objectives.

Team Organization



Staff Availability

- Mario Campos: 25%
- Charlie Scott: 35%
- Mark McIntire: 32%
- Duane Dietz: 30%
- Aimee Jeska-Van Dusen: 35%
- Katherine Goetz: 35%
- Carmen Smith: 35%



Mario Campos, FAIA, ASLA
Principal-in-Charge

JONES ■ JONES

Mario Campos is an architect and principal/partner who has directed the planning and design of large multi-disciplinary projects focusing on the integration of landscape architecture, architecture, urban design, and planning to promote community development and environmental conservation. His approach to planning and design emerges from strong regional, cultural, and traditional sources, closely rooted to the land, the environment, and the community.

Through broadly inclusive and participatory design processes, combined with pragmatism, Mario has weaves cultural and environmental values to achieve an authentic sense of place, and to empower communities to express their identity and heritage through design.

RELEVANT EXPERIENCE

- McCormick Village Park; *Port orchard, Washington*
- Preston Mill Park Master Plan & Design; *King County, Washington*
- Kubota Garden Master Plan Update; *Seattle, Washington*
- Sakai Park Master Plan; *Bainbridge Island, Washington*
- Terry Pettus Park Renovation; *Seattle, Washington*
- Dr. Martin Luther King, Jr. Park Master Plan; *Corvallis, Oregon*

EDUCATION

- Master of Arts in Urban Design; *Oxford Polytechnic, Oxford, England*
- Bachelor of Architecture; *Universidad Iberoamericana, Mexico City, Mexico*

REGISTRATION

Architect: México D.F., Washington



Charlie Scott, ASLA
Project Manager

JONES ■ JONES

Charlie Scott is a registered landscape architect with more than 40 years of experience in complex planning and design projects, including parks and recreational facilities, botanical gardens, wildlife design, transportation facilities, corporate and university campuses, and learning centers and museums. He has been involved in all phases of project development, from master planning through construction administration. He has managed multi-faceted projects requiring the involvement of various public agencies and community-based organizations and the coordination of diversified teams of consultants and environmental specialists.

Charlie specializes in working with community members and stakeholders by engaging them through Visioning events, design charrettes, and interactive workshops. He applies strong ecological values to all of his work.

RELEVANT EXPERIENCE

- McCormick Village Park; *Port Orchard, Washington*
- Preston Mill Historical Park; *Preston, Washington*
- Mercer Slough Nature Park, Bellevue, Washington
- Dr. Martin Luther King, Jr. Park Master Plan; *Corvallis, Oregon*
- Midway Atoll Comprehensive Master Plan; *Northwestern Hawaiian Islands*
- Jefferson Memorial Park Master Plan; *Louisville, Kentucky*

EDUCATION

- Bachelor of Landscape Architecture; *Ball State University, Muncie, Indiana*
- Bachelor of Science Environmental Design; *Ball State University, Muncie, Indiana*

REGISTRATION

Landscape Architect: Indiana and Washington



Mark McIntire AIA, NCARB, LEED AP
Project Architect

JONES ■■■ JONES

Mark McIntire is a registered architect with 35 years of experience. Mark has participated in master planning, facility surveys, and architectural design for business-industrial park campuses, large commercial developments, low-rise housing developments, biomedical laboratory campuses, and recreational facilities. His facility assessment experience has come mostly through his work in historic preservation and surveys of historic structures and grounds. As Chairman of the Tacoma Landmarks Preservation Commission, Mark reviewed the master planning and renovated design of Wright Park, Jack Hyde Park, Tollefson Plaza, and the Chinese Reconciliation Park. Principal areas of architectural practice have been commercial, recreational, residential, historic preservation, and institutional.

RELEVANT EXPERIENCE

- Seattle Indian Health Board, Jackson Street; *Seattle, Washington*
- Immunex-Amgen Waterfront Development; *Seattle, Washington*
- Mottman Plaza; *Tumwater, Washington*
- Mottman Industrial Park; *Tumwater, Washington*
- Evergreen Vista; *Olympia, WA*
- Globe Building Rehabilitation; *Seattle, Washington*

EDUCATION

- Master of Architecture; *University of Washington, Seattle, Washington*
- Bachelor of Science, Technology; *Western Washington University, Bellingham, Washington*

REGISTRATION

- Landscape Architect: Washington, Oregon
- National Council of Architectural Registration Boards (NCARB)
- U.S. Green Building Council LEED Accredited Professional



Duane Dietz, ASLA
Project Landscape Architect

JONES ■■■ JONES

Duane Dietz is a licensed landscape architect and planner with more than 25 years of experience connecting people to nature. As a storyteller, he plans and designs places and landscapes that evoke a range of compelling narratives—cultural, physical, natural, and emotional. His expertise includes the planning and design of nature preserves, botanical gardens, regional parks, zoological gardens, historic preservation, and educational and cultural facilities.

Duane is a cultural landscape historian who is adept at knitting together the human history and culture of a place or region with the needs for environmental sustainability.

RELEVANT EXPERIENCE

- Kubota Garden Master Plan; *Seattle, Washington*
- Sakai Park Master Plan; *Bainbridge Island, Washington*
- The Bloedel Reserve Master Plan; *Bainbridge Island, Washington*
- Terry Pettus Park Renovation; *Seattle, Washington*

EDUCATION

- Master of Architecture, Historic Preservation, Goucher College; *Baltimore, Maryland*
- Bachelor of Landscape Architecture, University of Washington; *Seattle, Washington*

REGISTRATION

- Landscape Architect: Washington, California, Alaska, Missouri
- U.S. Green Building Council LEED 2.0 Accredited Professional
- Nationally Certified Landscape Architect, CLARB No. 846



Aimee Jeska-Van Dusen, ASLA
Landscape Architect

JONES ■ JONES

Aimee Jeska-Van Dusen is a professional landscape architect with more than 10 years of experience. She brings a background in the construction industry and an educational foundation of environmental science and graphic design. Her career has spanned 70+ projects, serving as project manager for 40 of them, including neighborhood and regional parks, nature preserves, and college campuses.

RELEVANT EXPERIENCE

- Sausalito Dunphy Park; *Sausalito, California*
- Hayward Park and Library; *Hayward, California*
- Delano Park; *Delano, California*
- Sunnyvale Civic Center Modernization Master Plan; *Sunnyvale, California*
- Merced Community College Master Plan; *Merced, California*
- Solano Community College Facilities Master Plan; *Solano County, California*
- Cloverdale 2nd Street City Park; *Tacoma, Washington*

EDUCATION

Bachelor of Landscape Architecture; *University of Oregon, Eugene, Oregon*

REGISTRATION

- Landscape Architect: California
- Rescape Certification (Bay Friendly + Garden Coalition)



Mercer Slough Nature Park, Bellevue, Washington



Katherine Goetz
Financial Analyst



Katherine Goetz has 14 years of experience in local government, where she specialized in financial analysis, policy analysis, budget development and review, and process improvement. Prior to joining BERK, Katherine worked for the City of Bellevue and the cities of Newport News and Norfolk in Virginia.

RELEVANT EXPERIENCE

City of Bellevue Comprehensive Plan Update EIS – Economic Analysis; *Bellevue, Washington*

City of Burien Comprehensive Plan Update & EIS – Capital Facilities Plan; *Burien, Washington*

City of Poulsbo Public Recreation Facilities Market Analysis; *Poulsbo, Washington*

Pierce County Comprehensive Plan Update Capital Facilities Plan EIS; *Pierce County, Washington*

Seattle Parks and Recreation Aurora-Licton Springs Feasibility Study 2022; *Seattle, Washington*

Washington Park Arboretum Woodland Meadow Pre-Design Study; *Seattle, Washington*

EDUCATION

Master of Public Policy; *Luskin School of Public Affairs at the University of California, Los Angeles*

Bachelor of Administration, International Relations and French; *University of Southern California*



Carmen Smith
Engagement + Planning Support



Carmen Smith is an Associate Planner with a passion for community-centered planning and engagement. Her experience includes local community engagement projects, zoning code updates, housing action planning, and permitting. Her skill set includes qualitative data analysis, survey development, and facilitation.

While pursuing her undergraduate degree, Carmen was a Long-Range Planning Intern at Kitsap County's Department of Community Development, where she later became an Associate Planner. She also worked as a Planner at another local consulting firm.

RELEVANT EXPERIENCE

City of Bothell Comprehensive Plan Update; *Bothell, Washington*

City of Lakewood Comprehensive Plan Update; *Lakewood, Washington*

City of Renton Comprehensive Plan Update; *Renton, Washington*

City of Sumner Comprehensive Plan Update; *Sumner, Washington*

Jefferson County Shoreline Master Plan Update; *Jefferson County, Washington*

EDUCATION

Master of Urban Planning; *University of Washington, Seattle, Washington*

Bachelors of Administration, Environmental Policy; *Western Washington University, Bellingham, Washington*

SIMILAR PROJECT EXPERIENCE

JONES ■ JONES

McCormick Village Park

PORT ORCHARD, WASHINGTON | CITY OF PORT ORCHARD

Jones & Jones master plan and design for this park in a newly annexed section of Port Orchard blends nature, community, art, and play.

The 27-acre park's wetland, forest, and creek ecosystems are preserved while allowing people to enjoy and learn about these beautiful natural areas via a system of nature trails and boardwalks. Anderson Creek, a salmon-bearing creek through the park, hosts protected and restored fish spawning areas and habitat. The park's cleared ridge top accommodates parking, restrooms, kid's play structures and splash pad, picnic areas and shelters, two off-leash dog parks, small plaza, great lawn area, and one-mile loop trail. The splash pad next to the promontory play structure has become a regional attraction. The park supports local community functions, gatherings, and events in the plaza and great lawn. Places for public art are integrated throughout the park.



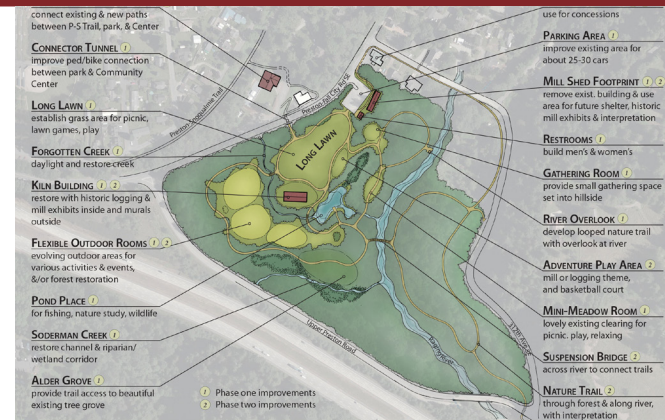
JONES ■ JONES

Preston Mill Park

KING COUNTY, WASHINGTON | MOUNTAINS TO SOUND GREENWAY TRUST, KING COUNTY PARKS

The Preston Mill Park project constitutes the long-awaited transformation of an abandoned lumber mill site into a 25-acre community park and nature preserve along the Raging River.

Jones & Jones worked with the Preston community 15 years ago to develop a vision for recreational, conservation, and cultural heritage areas. All of the initiatives have come to fruition; and only the park remains as the last piece to be implemented. Jones & Jones finalized a design for the park based on community participation and input. The park will host play and picnics, gatherings and weddings, hiking and walking, and nature enjoyment. The design will also restore wetlands and the river's riparian corridor. Historical information will be conveyed through interpretive exhibits and re-adapted mill buildings. An extensive trail system will link park areas and facilities and establish connections between the park, neighborhoods, Preston Community Center, and Preston-Snoqualmie Trail.



JONES ■ JONES

Kubota Garden Master Plan Update

SEATTLE, WASHINGTON | KUBOTA GARDEN FOUNDATION AND SEATTLE PARKS & RECREATION

Jones & Jones completed a 100-year master plan update—which honors founder, Fujitaro Kubota, through careful restoration of his designed gardens and by providing improvements to accommodate increasing visitation numbers without impacting the experience.

Kubota Garden reflects the cultural evolution of a city. Fujitaro Kubota came to Seattle in 1914, purchased a property in the Rainier Beach neighborhood in 1927, and began a lifelong commitment to the land, to his Issei, Nisei and Sansei immigrant community, and to the broader community of Seattle when he began creating his first demonstration garden. For nearly 60 years, the Kubota family made this property into a working nursery, a home base for their landscape business, and for creating gardens to show their prowess in landscape design. After Mr. Kubota’s death in 1973, the business and garden was maintained by his son Tak and grandson Allan. The City of Seattle landmarked the Garden in 1981 and purchased the 20-acre property in 1987. The Garden is maintained by Seattle Parks & Recreation in partnership with the Kubota Garden Foundation.



JONES ■ JONES

Sakai Park Master Plan

BAINBRIDGE ISLAND, WASHINGTON | BAINBRIDGE ISLAND METRO PARK AND RECREATION DISTRICT

The Sakai property was purchased by the City of Bainbridge Island in 2016 to create a multi-use community park north of Winslow.

Jones & Jones led heavily-attended public meetings and workshops to establish a Vision and “wish list” of activities and facilities that the community and Park Board wanted for the future park. The master plan addresses access, circulation, parking, geotechnical and civil engineering, storm water management, utility infrastructure, resource protection, construction cost, permitting requirements, and ADA compliance. It also addresses funding for a range of park facilities and functions, including sports courts and play areas, events pavilion, outdoor education “classrooms”, picnic area with shelters, paths, boardwalks and overlooks, restrooms, and protection/restoration of wetlands and woods. The master plan demonstrates how competing interests among an informed and involved constituency can be successfully resolved. Jones & Jones is currently advancing the park design and exploring funding sources for park improvements.



JONES ■ JONES

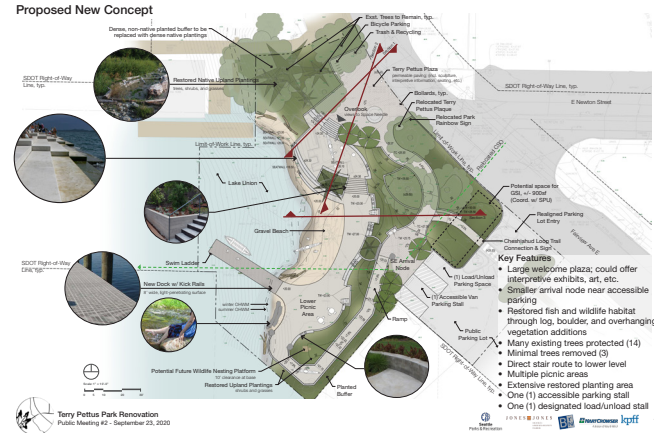
Terry Pettus Park

SEATTLE, WASHINGTON | SEATTLE PARKS & RECREATION

The proposed renovation seeks to maintain the waterfront recreational use and waterfront views of downtown Seattle, and match the character of the Eastlake neighborhood.

The renovation will enhance the park features with more durable materials, improve accessibility, and incorporate shoreline habitat restoration, as appropriate. It will also connect to the Cheshiahud Lake Union Loop Trail, meeting the standards of the Americans Disability Act (ADA).

After reviewing park improvement options with the neighborhood and the Seattle Design Commission, this project is currently in the design development stage. This project is all about renovating and improving a neglected and overlooked park, and making it a valued recreational asset for the community.



JONES ■ JONES

Dr. Martin Luther King, Jr. Park Master Plan

CORVALLIS, OREGON | CITY OF CORVALLIS PARKS DEPARTMENT

The design for this community park reflects Dr. King’s message through a series of places and venues that accommodate various human activities in the midst of nature.

Dr. Martin Luther King, Jr. Park commemorates the life and legacy of this famous proponent of racial equality and social justice. Dr. King also advocated environmental stewardship with proclamations that all people have a right to a clean and healthy environment. Park spaces for nature play and discovery, picnicking, dog walking, celebrations and events, relaxing and learning are interwoven with streams, wetlands, camas meadows, and woods to create a recreational resource that seamlessly integrates people-places with the site’s intrinsic qualities. A large entry plaza will commemorate Dr. King’s contribution to cultural diversity and inclusiveness, while creating a gateway to the park with spaces for small to large gatherings.



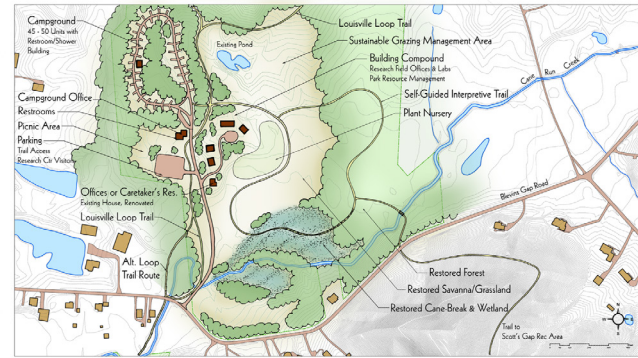
JONES ■ JONES

Jefferson Memorial Forest

LOUISVILLE, KENTUCKY | LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT

This park and nature preserve on the southern edge of metropolitan Louisville encompasses one of the largest urban forests in the United States.

Jones & Jones prepared a master plan to guide the park’s improvements and stewardship. Established in the 1940s to commemorate Kentucky’s war veterans, the preserve’s land area has expanded to 6,500 acres, along with its recreational activities and environmental education programs. The master plan addresses the pressing need for new facilities, enhanced programs, better access and circulation and improved resource management. Through an intensive public and stakeholder involvement process, the plan ensures the continued recreational and environmental value of this unique regional asset.



Jefferson Memorial Forest Jeff Jack Resource Management Center



JONES ■ JONES

Jack Block Park Master Plan & Design

SEATTLE, WASHINGTON | THE TRUST FOR PUBLIC LAND AND PORT OF SEATTLE

Jones & Jones is working with The Trust for Public Land and the Port of Seattle to improve and expand this shoreline park on the south end of Elliott Bay.

Jack Block Park, located in West Seattle on the shores of Elliott Bay, was constructed in the late 1990’s as part of a Superfund clean-up of contamination left behind by a century of creosote wood treatment shipbuilding. The Park is bounded on the south by Terminal 5, one of the Port of Seattle’s larger shipping container facilities.

The park is a day-use facility and home to a number of passive recreational activities, including shoreline access, and a 45-foot tall observation tower where park users can enjoy a view of downtown Seattle as well as the Port’s maritime activities.

The Trust for Public Land, as part of its Parks for People Initiative, asked Jones & Jones to study a variety of ways to expand both the park and the park’s uses to create vibrant spaces that would provide a wider range of recreational opportunities, link the Park to the regional waterfront trail, and create shoreline habitat for both people and wildlife to enjoy.



JONES ■ JONES

Paynes Prairie Nature Preserve and Park

BAINBRIDGE ISLAND, WASHINGTON | BLOEDEL RESERVE

This 250-acre nature center park is a living demonstration of how the City of Gainesville, Florida is working to restore the hydrology and wildlife habitat of a Florida prairie..

The City and Gainesville Regional Utilities (GRU) constructed wetlands at the northern edge of the 21,000-acre Paynes Prairie. The 125-acre wetland enhancement intercepts treated wastewater from the city Water Reclamation Plant, purifies and releases it. This reestablished sheetflow aids restoration of the natural hydrology and habitat along the northern edge of Paynes Prairie.

Jones & Jones designed the network of access drives, parking, public trails, boardwalks, pavilions and interpretive graphics and signage for visitor access and appreciation of the water process, wildlife, and the expansive Prairie. We worked with Wetland Solutions and Jones/Edmunds to restore wetlands and marshes throughout the park.

An outdoor classroom at the head of the boardwalk provides a place for school groups to learn about wetlands and their role in Florida’s environment. The viewing Tower and Visitors Complex will be future additions to the park.



JONES ■ JONES

Snoqualmie Point Park

SNOQUALMIE, WASHINGTON | MOUNTAINS TO SOUND GREENWAY TRUST, WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Snoqualmie Point Community Park offers an outstanding vista of the Cascade Mountains and the working farms, forests, and towns of the Snoqualmie River Valley.

Jones & Jones developed the site plan and design for this scenic viewpoint park. The challenges included integrating an array of visitor amenities on a narrow site, devising forest management strategies to sustain the view, and designing facilities fitting the regional character. Various gathering places are integral to the design, including spaces for activities such as picnicking, walking, and stargazing. Key improvements include a sculptural log shelter, crafted stone parapet, and sweeping circular pathways.

Snoqualmie Point is a legacy park equal to its inspiring view.





Pierce County Parks, Recreation, and Open Space Plan Update + Impact Fee

PIERCE COUNTY, WASHINGTON | PIERCE COUNTY

BERK led a team to assist Pierce County with an update to their Parks, Recreation, and Open Space (PROS) Plan.

The County developed an updated vision and its role as a county provider of parks and recreation supporting livable communities. The results were consolidated into an updated PROS Plan.

Phase 1: BERK in collaboration with the County and team members, prepared the 2014 PROS Plan. This was the first time the county began to consider fiscal sustainability and revisited its long-term role as a regional provider of services.

Phase 2: The County began to explore a refreshed vision with the community, and commissioned a series of white papers. BERK prepared outreach materials and an online survey to consider the park system vision and investment and funding tradeoffs. BERK reviewed PCParks' niche services, and analyzed the County's Level of Service (LOS) standards, including recommending future LOS strategies and identifying a new prioritization of facility needs. BERK also analyzed funding and partnership opportunities, including recommendations for future park impact fees and an updated Capital Facility Plan. Much of this work has been summarized in reports to an Impact Fee Working Group. That report was delivered to the County Council, and a new impact fee adopted in 2016.

Phase 3: Following adoption of an impact fee, BERK developed a revised PROS Plan that integrated the public input and analysis from Phase 2. The plan is more strategic and implementation-oriented in nature.

Current work: BERK is currently working with the County on an update to the prior plan for 2023-25. We were also part of the update to the Impact Fee analysis adopted in 20216.



Aurora-Licton Springs Feasibility Study

SEATTLE, WASHINGTON | SEATTLE PARKS & RECREATION

BERK supported Seattle Parks and Recreation (SPR) with a feasibility study for the Aurora-Licton Springs neighborhood.

The purpose of this study was to analyze available recreation opportunities, identify community priorities for recreation opportunities, and suggest options to fill service gaps in this neighborhood. To understand more about the community's recreation needs and priorities, BERK staff created an online survey. Using data on demographics, existing facilities, and available leased space, BERK proposed several options, including partnerships, leasing space, and new space.

Current work: BERK is currently working with the County on an update to the prior plan for 2023-25. We were also part of the update to the Impact Fee analysis adopted in 20216.



Poulsbo Event and Recreation Center Public Facilities Market Analysis

POULSBO, WASHINGTON | CITY OF POULSBO

BERK supported the City of Poulsbo with a market analysis for a potential Poulsbo Event and Recreation Center (PERC).

The PERC is a concept for a multi-use recreational, educational, and events center that would be a collaboration between the City, the Kitsap Public Facilities District, and the community. We conducted this market analysis to help the City understand the local and regional demand for potential PERC components. Through City data, market outreach, and information from similar facilities, we will estimate the potential demand for indoor recreation, outdoor recreation, and event space.

As part of the market analysis, we reviewed a community survey that gauged interest in various facility components, completed a demographic assessment of potential user groups, defined the anticipated catchment area, and researched market trends on recreation. We also interviewed peer facilities to understand trends and lessons learned that could be useful for the City and interviewed local arts and recreation user groups to understand potential usage, important facility components, and potential regional draw and use of a hotel that would be located near the PERC.



Lakewood Comprehensive Plan Periodic Update + Subarea Plan Update

LAKESWOOD, WASHINGTON | CITY OF LAKESWOOD

BERK is assisting the City of Lakewood on its 2024 Comprehensive Plan Periodic Update and an update to the Tillicum-Woodbrook Subarea Plan.

To help inform these updates, we have formed two steering committees that meet bi-monthly to advise the project team on ways to engage with other community members in Lakewood, Tillicum, and Woodbrook and to provide planning and policy recommendations on the plans. To form the steering committees, we conducted a series of interviews with interested community members who either live or work in the City and Subarea and/or work for an organization that serves the City or Subarea and ensured that the steering committees had representation from a variety of interests and backgrounds.

We have conducted in person and virtual meetings with the steering committees. Meetings have included an overview presentation of Comprehensive Planning, discussion on equitable engagement, a visioning exercise, and activities to gain feedback on draft goals and implementation for the Subarea Plan.

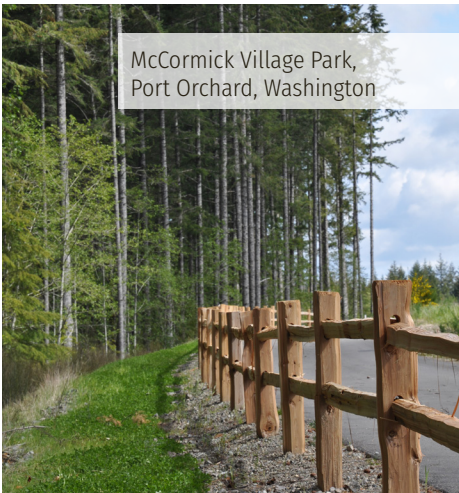
The steering committee is one approach in our overall outreach strategy, and we have also attended in person community events and will continue to collaborate with City staff on upcoming project open houses.

C R I T I C A L



PROJECT KICK-OFF

- + Meet with Key Pen Parks Staff
- + Confirm project goals, objectives, and issues
- + Confirm work plan and schedule
- + Initiate project website
- + Review and assess relevant plans
- + Assess Parks' current finance/funding mechanisms



COMMUNITY ENGAGEMENT

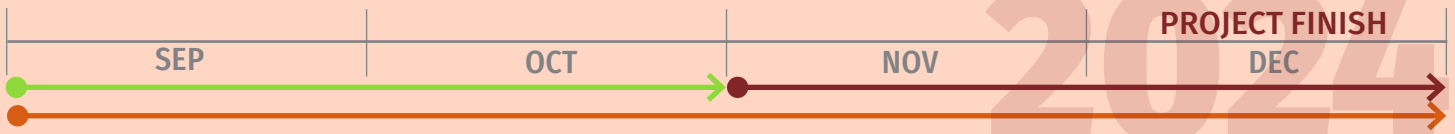
- + Review local demographic profile
- + Identify underserved/disadvantaged populations
- + Develop community engagement plan, methods, and schedule
- + Launch project website
- + Post project information; announce meetings, events, and opinion survey
- + Initiate Youth/Young Adult Amenity Study including "youth engagement"
- + Conduct ongoing community engagement, tracking public input

EXISTING PARK FACILITIES ASSESSMENT

- + Review history, location, size, and features Key Pen Parks
- + Review larger area context: land use, terrain, transportation system, neighborhoods, economic environment, and history
- + Assess condition of existing park buildings and infrastructure
- + Assess/rank condition of park recreational features and amenities
- + Assess current facilities usage, operations and maintenance
- + Document findings via maps, diagrams, illustrations; review findings with Parks staff and community



E L E M E N T S



VISION, IDEAS & NEEDS FOR PARK IMPROVEMENTS

- + Solicit community input via Engagement Process
- + Articulate “Park Vision” with community
- + Merge findings of Youth/Young Adult Amenity Study
- + Identify potential park improvements, acquisitions, amenities, and needs via maps and plans
- + Estimate capital costs for park improvements, amenities, and operations
- + Evaluate cost/benefit/value of above (see metric in Approach)
- + Review above material and information with community and staff for comment



Gene Coulon Memorial Beach Park, Renton, Washington

RECOMMENDATIONS & ACTIONS

- + Confirm park improvements, acquisitions, development, programs, etc.
- + Develop conceptual plans for park improvements, development, etc.
- + Prioritize and develop timeframe for park improvements & acquisitions
- + Reconcile recommendations with Comp Plan
- + Confirm capital costs for improvements, new/upgraded facilities, etc.
- + Determine Maintenance & Operations costs
- + Identify funding sources and mechanisms for capital improvements & other costs
- + Develop Draft Report discussing above info, actions, recommendations
- + Review Draft with Parks & community; revise & finalize Report per comments

JONES JONES

ARCHITECTS
LANDSCAPE ARCHITECTS
PLANNERS

OUR APPROACH TO THE KEY PEN PARKS CAPITAL FACILITIES PLAN

Everyone likes parks, but parks mean different things and are used in different ways by different people. It's important for everyone to feel comfortable and as though they belong in a public park. **The Jones & Jones/BERK Team's overall approach to this project will be to make park users, regardless of their ethnicity, gender, age, ability, or recreational pursuit, to feel comfortable and safe in any and all of Key Pen's parks.**

The Key Pen Parks Capital Facilities Plan is about context:

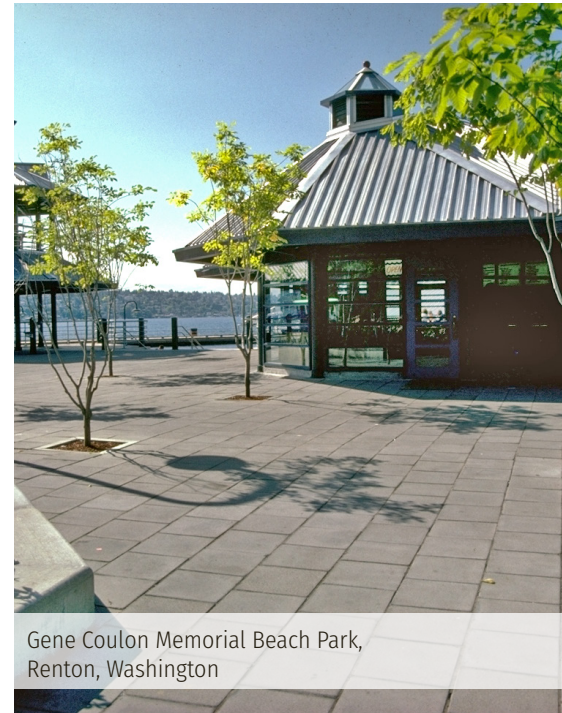
- the Park System's existing park conditions, facilities, and settings,
- the local community's current and future needs and "VISION" for park and recreational facilities,
- the Park System's management and relationship to Pierce County government and policies, and
- funding for capital improvements.

The Key Pen Park System's current park conditions coupled with social, jurisdictional, and financial contexts pose both challenges and opportunities to park improvements, acquisitions, maintenance, and operations.

The Jones & Jones/BERK Team will work to capitalize on the Key Pen Park System's opportunities through the collaboration of all parties who hold a stake in the parks' future.

Approach to Public Outreach and Community Engagement

Our team will listen to the local community in carrying out the Capital Facilities Plan. Our planning team excels at public engagement, facilitation, and relationship-building. BERK Consulting will support Jones & Jones in developing and implementing a contextual and locally appropriate public engagement plan. **Our goal will be to facilitate communication among community members, provide consistent messaging in plain language, allow opportunities for feedback, and establish an open dialogue between all parties: local residents, business owners, Parks staff, and all stakeholders who value Key Peninsula's parks.** We will support lasting community collaborations that continue to thrive after our role as planning consultant concludes.



Gene Coulon Memorial Beach Park,
Renton, Washington



Newcastle Beach Park, Bellevue, Washington

We will start by getting to know the community and our audience from afar. At the project outset, we will research and build a clear community profile compiled from demographic data. This information will help in determining appropriate engagement methods and potential focus groups among underserved and underrepresented communities, youth and young adults, neighborhood and business associations, and the public-at-large. An initial kick-off meeting with Key Pen Parks staff will help us deepen our understanding of recent outreach efforts and key project stakeholders, and whether various individuals, organizations, and groups are bonded by shared interests. **We will build on the outcomes of previous public outreach efforts, coupled with new information and knowledge, to determine the right strategies for on-going community engagement** and consultation throughout the Capital Facilities Plan project.

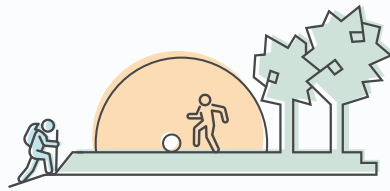
Importantly, we will work with Key Peninsula’s residents, business owners, and visitors to understand who is vested in the community and its future. Our engagement plan will harness the capacity of the community and strategically leverage interested local individuals as potential project ambassadors or neighborhood forum leaders. **We will work with community stakeholders to enhance our understanding of place, develop a “Vision” for the Key Pen Parks System and park lands, and establish shared scenarios for park improvements.**



City of Everett PROS Kids Day (BERK)



City of Burlington Everett PROS Kids Day (BERK)



RETHINK COMMUNITY WELLBEING

Planning for parks, recreation and open spaces

¡Esperamos verlo durante nuestra serie de alcance de la visión en Mayo!



Los parques de Everett, lanzó la iniciativa de Reconsideración del Bienestar de la Comunidad para actualizar nuestro Plan del 2016 de Parques, Recreación y Espacios Abiertos (PROS). Comparta sus ideas completando la encuesta de visión en everettwa.gov/PROSplan. Venga y únase a nosotros en un taller visionario en Mayo y así puede compartir sus grandes ideas, comentarios e inquietudes, mientras continuamos con nuestro nuevo plan del 2022 PROS.



VISÍTENOS EN PERSONA

Conozca la iniciativa de Reconsideración del Bienestar de la Comunidad y compartan sus ideas en el Día de los Niños en el Parque

15 de Mayo del 2021
10 a.m. – mediodía en Forest Park
1-3 p.m. en Thornton A Sullivan Park

Intérpretes de español y ruso están disponibles en Sullivan Park. Acuérdesse de usar tapabocas y mantener su distancia de las otras personas.



NOS CONECTAMOS POR INTERNET

Conéctense por internet vía Zoom para el taller de visión de la Reconsideración del Bienestar de la Comunidad (PROS)

Lunes, 17 de Mayo, 4.30 – 6 p.m.
Lunes, 24 de Mayo, 4.30 – 6 p.m.

Ambos talleres de visión contarán con la misma presentación breve y actividades grupales que serán grabadas. Los participantes pueden unirse a través del video o llamando. Habrá asistencia en los idiomas de español y ruso.

Visite everettwa.gov/PROSplan para los enlaces de sitio web y teléfonos para participar.



City of Everett PROS Spanish Language Flyer (BERK)

Ensuring our outreach strategies reach underrepresented and underserved communities will be a priority and will be aided by BERK’s existing data around vulnerable communities within Pierce County from previous work. Notably, Jones & Jones’ Principal, Mario Campos, is fluent in Spanish, and he will lead outreach efforts and meetings with Spanish-speaking residents as well as with other minority populations.

Public engagement strategies will center equity and will help ensure that the Capital Facilities Plan reflects expressed community needs and priorities. Our public engagement methods and strategies include:

- Three large community meetings or open houses, including project explanation and updates, break-out “visioning and ideas” sessions, and other activities to gain community input and feedback on the evolving Capital Facilities Plan
- Walking tours or park pop-up events with community members at parks
- Development and updating of project website, including links to on-line public opinion survey(s) for obtaining community input on park conditions, facility needs, preferences, etc.
- Targeted focus group meetings with representatives of underserved communities
- Youth/Young Adult Amenity Study: student forums at local high school and middle schools
- One-on-one interviews with community representatives and members
- Identification and training of “ambassadors” to lead on-site neighborhood outreach and forums
- Briefing materials to provide information to community members and ambassadors
- Parks Board presentations and meetings on monthly basis
- Comment tracking and Public Engagement Report to document what was heard and how it informs the Capital Facilities Plan;
- Opportunities for feedback.

We anticipate conducting an initial large community meeting or open house with the goal of educating and sharing information about the planning project; taking a deep dive into community members' interests and concerns; honoring different perspectives and correcting assumptions; identifying the key elements of a shared Vision; and establishing lasting community connections and strategic relationships to build trust and confidence in the ongoing Capital Facilities Plan effort. We will continue our public outreach throughout the project's duration by using in-person and remote meetings, including two more open-houses; updating information on the project website; conducting public opinion surveys; and harnessing local residents to serve as project ambassadors. Stakeholder partners will likewise be engaged via in-person and remote meetings and problem-solving workshops.

Deliverables will include a comprehensive and phased Public Engagement Plan documenting our approach to public engagement, and a Public Engagement Report summarizing key findings from the public engagement process. Regular updates will be provided to Parks staff.

To conclude, feedback from the public engagement process will be used to fully grasp the issues facing the community, establish a shared Vision, and guide development of the Key Pen Parks Capital Facilities Plan, addressing future park improvements, facility development, and land acquisition scenarios.



City of Burlington Everett PROS Kids Day (BERK)

Approach to Assessing Existing Conditions and Assets

The Key Pen Parks System is made up of different types and sizes of parks and recreation areas, with each park/rec area possessing its own unique set of conditions, facilities, and activities. **The Jones & Jones/BERK Team will take a systematic approach to inventorying and assessing park lands, facilities, and amenities** in terms of current condition, use and function, projected life-span, maintenance requirements, and other factors.

Our landscape architects will apply our skills as park/rec area planners and designers to carefully assess Key Pen Parks current park features and amenities including playgrounds, athletic fields, sports courts, paths and trails, and other assets. Our landscape architects will also evaluate the condition and quality of natural areas and places (creeks, wetlands, mature forests, etc.) since these areas possess value for passive recreation, wildlife habitat, scenery, education, and overall environmental health.

Our architects' experience with design and rehabilitation of existing buildings of various types will be applied to assessing the condition of park buildings such as maintenance facilities, restrooms, shelters, bridges, and administrative offices. We will develop a comprehensive evaluation methodology to rate the condition, quality, and value of Key Pen Parks natural and built park resources and features.

How parks are used, and by whom, will also be considered upon assessing existing park conditions and facilities. We will determine who visits and uses parks, and if there are segments of the population, such as young people or minority populations, who aren't being adequately served, or who could be better served by recreational areas and facilities. **The type, proximity, and condition of park resources relative to current, potential, and underserved park users will be an important factor in our outdoor asset assessment.**

Approach to Determining Costs and Obtaining Funding for Future Capital Improvements

Based on the assessment of existing park conditions coupled with community needs, **the Jones & Jones/BERK Team will develop clear recommendations for new and improved park facilities, land acquisitions, underdeveloped park property, and natural resources conservation.** Recommendations will be in accordance with Capital Facilities Plan goals and objectives, and supported by conceptual design ideas for park improvements and new facilities development **depicted by compelling illustrative plans and drawings** produced by Jones & Jones.



North Seatac Park ball fields



North Seatac Park shelter

The Jones & Jones/BERK Team will prepare detailed estimates of probable construction costs, with an annual escalation factor, for recommended park improvements and property acquisitions. Our architects and landscape architects routinely take projects from design and construction documents through construction, so we are well qualified to develop reliable construction costs for Key Pen Park’s recommended park improvements. Estimated costs will include ancillary costs such as project design and engineering fees and administrative costs. The cost assessment will consider opportunities for economies of scale and service delivery efficiencies. We will also develop a schedule and prioritization for the implementation of various park improvement projects over a seven- to ten-year period, and **costs for Key Pen Parks operations and maintenance, staffing, and administration will be included.** We will synthesize this information into a clear and organized discussion of the costs for park improvements and on-going park operations and services.

To ensure the Capital Facilities Plan is financially sustainable, **BERK Consulting will first develop a detailed analysis of the demographic and socioeconomic profile of Key Peninsula/Pierce County, consisting of a thorough assessment of the community’s and region’s fiscal environment.** This analysis will include assessment of the area’s current tax base as well as expenditures for public services and infrastructure, with determination of current and projected revenues available to Key Pen Parks. **BERK will identify potential funding sources** such as the Washington Recreation and Conservation Office, private foundations, new bond levees, the Trust for Public Lands, county cost-sharing programs, local businesses, and other sources to support any gap between revenues and estimated costs for park improvements and operations. BERK has extensive experience in this regard and will work with Key Pen Parks and stakeholders on this evaluation. **Our comprehensive analysis will provide a frame of reference to understand the area’s current economic outlook and park funding potential** based on historic, current, and future fiscal and socioeconomic trends, supplemented with additional information from this study.

To conclude, capital costs and funding are important but only part of the equation in implementing park improvements. Drawing from the Pierce County PROS Plan and the local community’s preferences and needs, **the Jones & Jones/BERK Team will evaluate each recommended Key Pen Parks facility improvement, renovation, land acquisition, and new development based on its benefits as follows:**



McCormick Village Park splash pad



Gene Coulon Park beach



Oregon Zoo nature play

SOCIETAL BENEFITS

- » Social Diversity & Equity
- » Inclusion & Inclusivity
- » Accessibility
- » Human Health & Wellbeing
- » Climate Justice
- » Defensible Space (CPTED)

ENVIRO-STEWARDSHIP BENEFITS

- » Natural Resources Protection/ Conservation
- » Ecosystem Resilience
- » Potential Sustainable BMPs
- » Low Energy Inputs – Low Carbon Outputs

ECONOMIC BENEFITS

- » Increased Property Values
- » Boost to Local Businesses
- » Construction and Parks Department Jobs
- » Infrastructure Investment

PROJECT REFERENCES

Jones & Jones

PROJECT REFERENCES

McCormick Village Park
City of Port Orchard

Nick Bond, Director of Planning
360.876.7049
planning@cityofportorchard.us

Snoqualmie Point Park
Mountains to Sound Greenway Trust

Amy Brockhaus, Deputy Director
206.327.1732
amy.brockhaus@mtsgreenway.org

Kubota Gardens

Kubota Garden Foundation
Joy Okazaki
206.423.5977
J_Okazaki@yahoo.com

Sakai Park Master Plan
City of Bainbridge Island

Perry Barrett
206.842.2306 x 119
perry@biparks.org

Dr. Martin Luther King, Jr. Park Master Plan
City of Corvallis

Jacqueline Rochefort, MLA
541.766.6468
jacqueline.rochefort@corvallisoregon.gov

Preston Mill Park

King County Parks & Recreation
T.J. Davis, CPG Manager
206.229.3965
tj.davis@kingcounty.gov

BERK Consulting

PROJECT REFERENCES

Public Facilities Market Analysis - Poulsbo Event and Recreation Center
City of Poulsbo

Karla Boughton
Special Projects Planner
360.394.9749
kboughton@cityofpoulsbo.com

Lakewood Comprehensive Plan Periodic Update + Subarea Plan Update (2023-24)
City of Lakewood

Tiffany Speir
Long Range & Strategic Planning Manager
253.983.7702
tspeir@cityoflakewood.us



McCormick Village Park play area



BUDGET AMENDMENT FORM # 01

Fiscal Year: 2024

Request:

From	To	Amount
41-001 – Professional Svcs Consultant	62-001 -- Capital Impvmt Master Planning	\$6,735
01-000 – Usage of Fund Balance	62-001 -- Capital Impvmt Master Planning	\$48,765

Date of Board of Park Commissioners Approval: _____

Attest:

Clerk of the Board

.....
Office Use Only

Budget Amendment Entered Date _____

Fiscal Specialist

Budget Amendment Approved Date _____

Executive Director