



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

Regular Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

July 8, 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: 832 1587 0229 Passcode: 172520

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/83215870229?pwd=cXv1qJtWATWbDqlKzhTkehHJIW3QcE.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
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3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations

- a. 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, June 10, 2024

8. Financial Report

- a. June 2024 Financial Report

Total expenditures \$163,037.81

- Accounts Payable \$95,743.63 Check #'s 2769 -2799
- Stop payment AP -\$864.00 Check #2639 (Check lost in Mail, Reissued see check #2794)
- First Citizens \$0
- Payroll/Benefits \$68,013.00
- Bank service fees \$145.18
- Sale of Tax Title Property \$0

Total Revenue \$51,257.41

- Other Revenues \$8,721.83
- Zoo Trek \$23,177.40
- Property Tax \$9,642.66
- Investment \$9,709.12
- Leasehold Excise \$6.40
- Timber Excise Tax \$0
- 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 Convert Two .5 FTE Positions into One .75 FTE and One .25 FTE for the Maintenance Worker I – Trails Classification
- b. Direction on Naming Process for Newly Acquired Lands
- c. Direction on Creation of a Financial Reserve Policy

14. Executive Session

- a. 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.

15. Other minor matters

16. Good of Order/Comments by Board Members

17. Next Regular Meeting August 12, 2024, at Station 47, Community Room, 1921 Key Peninsula Hwy, NW, Home, WA

18. Adjournment

UPCOMING
EVENTS

JULY 18 – ERIC
ODE BRINGS LIVE
KIDS MUSIC TO
GATEWAY PARK
@ 11 AM





Meeting: July 8, 2024

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 8, 2024

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Regular Meeting on June 10, 2024.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the Regular Meeting, June 10, 2024.



Key Peninsula Metropolitan Park District (Key Pen Parks)

DRAFT - MINUTES

Board of Park Commissioners

Monday, June 10, 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 (arrived at 7:04 PM), Vice President Michel, Clerk Clinton, Commissioner Jensen, and Commissioner Robison

Absent & Excused: Commissioner Robison

4. Meeting Agenda Approval

Due to the late arrival of President Parry, the meeting was led by Vice President Michel. Vice President Michel asked for changes to the agenda. None were submitted and Vice President Michel accepted the agenda as submitted.

President Parry arrived at 7:04 PM.

5. Special Presentations

- a. Director Perkosky offered comments in appreciation of Richard Miller, Key Peninsula Middle School Teacher who assisted with the gnome project. Mr. Miller was unable to attend due to a personal emergency and the certificate was presented to him after the meeting.
- b. Director Perkosky gave a short presentation on upcoming events and outreach opportunities for the community.

6. Public Comment

None

7. Approval of Minutes

Regular Meeting minutes of May 13, 2024

Recommended Action: Approve meeting minutes.

Director Perkosky reported comments received from Clerk Clinton to amend item 10 under Trails Committee Update to change “he” to “Vice President Michel” for clarity.

MOTION: President Parry moved to approve minutes as amended. Seconded by Commissioner Jensen. Motion carried 4-0.

8. Financial Report

Vice President Michel requested a copy of the Washington Student Cycling League (WSCL) agreement. Director Perkosky apologized for not getting that agreement to him which had been requested via email as he wanted to learn more about the fees and deposit amounts.

Recommended Action: 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

MOTION: President Parry moved to 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. This was seconded by Commissioner Jensen. Motion carried 4-0.

9. Executive Director Report

Director Perkosky supplemented her written report by discussing the camping tent found in Rocky Creek and the assistance provided by maintenance staff to an individual in need. The camper was reached by Pierce County Sheriff and the tent would be removed within 24 hours.

Director Perkosky also shared that Key Pen Parks was invited to give a short presentation for the Trust Land Transfer Application. The date was to-be-determined. She stated that she was unsure if everyone was invited to present or a smaller group. Vice President Michel offered any Board support needed.

Vice President Michel asked questions on the Park Impact Fee and REET agreements. Director Perkosky responded that she received them a few days prior, and they would be on an upcoming agenda for approval with funds expended in 2025.

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee – Commissioner Robison was absent, however, Director Perkosky shared that she was working on a site visit to the Zeren property for the Director and two Board members.
- b. Trail Committee Update – Vice President Michel commented that brush is growing this time of year, but the trail beds are good with some puddling. The Washington Student Cycling League (WSCL) event went well but parking was tough even with the overflow area. There were issues with rain, getting larger vehicles to the upper area including bike

racks. Director Perkosky remarked on some of the parking issues in the upper area blocking access. She also commented on working collaboratively with WSCL to improve parking but they will also need to look at carpooling, shuttles, or other options as we may not be able to handle more cars especially due to ground challenges from rain. WSCL may also need traffic control services in the future as the amount of cars going through the intersection. Vice President Michel asked if the event signage placed in the roadway. Clerk Clinton responded that she saw it on SR 302.

11. Board President's Report

None

12. Unfinished Business

None

13. New Business

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

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

Director Perkosky verbally reviewed the staff report and the services offered by Jones and Jones Architects and Landscape Architects. She responded to questions and concerns raised by President Parry, Vice President Michel and Commissioner Jensen on the cost. Vice President Michel questioned if this was needed since we did not have already have a plan. Director Perkosky responded to questions on the purpose of a Capital Facilities Plan (CFP). She also stated that this work will flow into the District's Comprehensive Plan update in 2025 and likely lower those costs since the Capital Facilities Plan portion will be completed. Commissioner Jensen remarked that this will help with grant awards and Clerk Clinton commented on rule changes needing a CFP for Park Impact Fees and Real Estate Excise Taxes (REET) from Pierce County.

MOTION: Commissioner Jensen moved to authorize the Executive Director to execute the Professional Services Agreement between Key Pen Parks and Jones and Jones Architects and Landscape Architects and authorize Budget Amendment #2024-01 and Resolution R2024-05. Clerk Clinton seconded. Motion carried 4-0.

14. Other Minor Matters

Clerk Clinton shared information on additional lane closures on the Narrows Bridge.

15. Good of the Order/Comments by Board Members

President Parry thanked Vice President Michel for chairing the meeting. Commissioner Jensen asked how Richard Miller would receive his Certificate of Appreciation. Director Perkosky stated that he would be asked if he would prefer to pick it up or be added to the July agenda.

17, 18. Next Meeting and Adjourn

Regular Meeting on July 8, 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 7:48 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: July 8, 2024

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: July 8, 2024

Subject: Approval of Finances

Background

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

June 2024 Financial Report

Total expenditures \$163,037.81

- Accounts Payable \$95,743.63 Check #'s 2769 -2799
- Stop payment AP -\$864.00 Check #2639 (Check lost in Mail, Reissued see check #2794)
- First Citizens \$0
- Payroll/Benefits \$68,013.00
- Bank service fees \$145.18
- Sale of Tax Title Property \$0

Total Revenue \$51,257.41

- Other Revenues \$8,721.83
- Zoo Trek \$23,177.40
- Property Tax \$9,642.66
- Investment \$9,709.12
- Leasehold Excise \$6.40
- Timber Excise Tax \$0
- Sale of Tax Title Property \$0

Recommendation:

Approve the financial report for June 2024 from 06/01/2024 through 06/30/2024: Accounts payable check numbers 2769 through 2799 Total: 95,743.63, Payroll ACH Total: \$68,013.00 Bank Service Fees via Electronic Payments Total: \$145.18

Attachment 1: June 2024 Financial Report

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

06/01/2024 To: 06/30/2024

Time: 12:05:01 Date: 07/03/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,465,465.19	51,257.41	163,037.81	5,353,684.79	16,708.33	147.76	0.00	5,370,540.88
	5,465,465.19	51,257.41	163,037.81	5,353,684.79	16,708.33	147.76	0.00	5,370,540.88

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

06/01/2024 To: 06/30/2024

Time: 12:05:01 Date: 07/03/2024

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	First Citizens Checking	7,969.25	8,721.83	145.18	16,545.90	0.00	0.00	16,545.90
2	First Citizens Payroll	29,747.72	210,754.71	68,013.00	172,489.43	0.00	147.76	172,637.19
3	Pierce County	5,326,605.09	42,535.58	308,163.21	5,060,977.46	0.00	0.00	5,060,977.46
5	First Citizens AP	101,143.13	53,647.50	51,118.63	103,672.00	0.00	16,708.33	120,380.33
Total Cash:		5,465,465.19	315,659.62	427,440.02	5,353,684.79	0.00	16,856.09	5,370,540.88
		5,465,465.19	315,659.62	427,440.02	5,353,684.79	0.00	16,856.09	5,370,540.88

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

06/01/2024 To: 06/30/2024

As Of: 06/30/2024 Date: 07/03/2024

Time: 12:05:01 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	590	06/25/2024	Payroll	2	EFT	Mark A Michel	147.76	06-01-2024 to 06-15-2024
							<u>147.76</u>	
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	578	06/17/2024	Claims	5	2784	Madrona Law Group PLLC	609.50	Professional services regarding easement and REET.
2024	579	06/17/2024	Claims	5	2785	US Bank	7,920.51	US Bank P-Card statement date 6-6-2024
2024	600	06/27/2024	Claims	5	2787	Trielle E Alstead	82.22	Mileage and toll for June 2024
2024	601	06/27/2024	Claims	5	2788	CHS Northwest	348.53	Propane tank install at Wright Bliss road property.
2024	602	06/27/2024	Claims	5	2789	Canon Financial Services, INX	121.22	Rental of Canon copier and fax unit.
2024	603	06/27/2024	Claims	5	2790	Copiers Northwest	86.64	Additional copy costs as per contract from 5-14-2024 to 6-13-2024
2024	604	06/27/2024	Claims	5	2791	EPIC Business Essentials	54.39	Laminate sheets.
2024	605	06/27/2024	Claims	5	2792	Enduris Washington	341.00	Insurance coverage updated costs for 2024
2024	606	06/27/2024	Claims	5	2793	Evergreen Mountain Bike Alliance	188.27	Equipment rental used by Evergreen related to 360 Trails Maintenance contract.
2024	607	06/27/2024	Claims	5	2794	Gifts Galore	864.00	Check # 2639 dated 1-12-2024 was declared lost in mail. This check has a stop payment on it. New check for invoice 0039309 for Filled Easter Eggs is needed.
2024	608	06/27/2024	Claims	5	2795	Hemley's Handy Kans	1,837.50	Rental of 7 standard portable toilets and 2 handi cap units for 20th Celebration event on June 22, 2024 and rental of portable toilet at 360 trails and Taylor Bay
2024	609	06/27/2024	Claims	5	2796	Peninsula Light Company	301.25	Electric service fee for Gateway Park
2024	610	06/27/2024	Claims	5	2797	Purdy Topsoil and Gravel LLC	252.18	8 tons of small rock for Gateway Park.
2024	611	06/27/2024	Claims	5	2798	Take Charge Electric	1,783.65	50% deposit paid for electrical work at Gateway Park.
2024	612	06/27/2024	Claims	5	2799	Shannon Valdez	400.00	Band contracted to play live music on June 22, 2024 for 20th anniversary celebration.
							<u>16,708.33</u>	
							<u>16,856.09</u>	

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

06/01/2024 To: 06/30/2024

As Of: 06/30/2024 Date: 07/03/2024

Time: 12:05:01 Page: 4

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund							Claims	Payroll	Total
001 General Fund							16,708.33	147.76	16,856.09
							16,708.33	147.76	16,856.09

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

06/01/2024 To: 06/30/2024

Time: 12:05:01 Date: 07/03/2024

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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

June 2024 Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time: 11:58:43 Date: 07/03/2024

06/01/2024 To: 06/30/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
650	06/28/2024	Claims	3	EFT	Pierce County Budget and Finance	9,625.00	Debt Services Interest
655	06/28/2024	Claims	3	EFT	Pierce County Budget and Finance	35,000.00	Debt Service Principal
553	06/10/2024	Claims	5	2769	Health Care Authority PEBB Health Insurance	10,542.63	Pay Cycle(s) 05/01/2024 To 05/31/2024 - PEBB Health Insurance
554	06/10/2024	Claims	5	2770	Akramoff, LLC	5,087.50	Consulant Support for Interim Parks and Facilities manager services.
555	06/10/2024	Claims	5	2771	Compensation Connections LLC	605.00	Professional service for HR consulting resources.
556	06/10/2024	Claims	5	2772	D.M. Recycling Co	245.43	Recycle pickup at Gateway Park.
557	06/10/2024	Claims	5	2773	DGA	4,996.00	11 Deluxe Disc Golf baskets with Anchor & Collars, 11 number plates.
558	06/10/2024	Claims	5	2774	Merry Makers Inc	5,858.82	Balance due for order # 25357321 Services for 20th Anniversary Celebration Event.
559	06/10/2024	Claims	5	2775	Murreys Disposal Company	595.77	Trash pickup service for Gateway Park and Volunteer Park.
560	06/10/2024	Claims	5	2776	National Recreation and Park Association	700.00	Annual membership from 7-1-2024 to 6-30-2025
561	06/10/2024	Claims	5	2777	Tracey L Perkosky	423.79	Mileage and Tolls for May 2024 and Per Diem for WRPA conference May 22, 2024 travel.
562	06/10/2024	Claims	5	2778	Rock Project Management Services LLC	4,395.00	Contracted services for Project and Construction Management.
563	06/10/2024	Claims	5	2779	Verizon Wireless	425.51	Cell phone service for employees.
564	06/10/2024	Claims	5	2780	WA. Recreation and Park Association	615.00	Annual membership renewal for agency members from July 31, 2024 to August 1, 2025
565	06/10/2024	Claims	5	2781	Nathan Betts	525.00	Safety patrol at Gateway Park around event space for 20th anniversary celebration event June 22 2024
566	06/10/2024	Claims	5	2782	Riley Jorgensen	525.00	Traffic Control at Gateway Park entrance on SR 302 for 20th anniversary celebration event June 22 2024
577	06/17/2024	Claims	5	2783	Astound	177.83	Phone and Internet service for Volunteer Park.
578	06/17/2024	Claims	5	2784	Madrona Law Group PLLC	609.50	Professional services regarding easement and REET.
579	06/17/2024	Claims	5	2785	US Bank	7,920.51	US Bank P-Card statement date 6-6-2024
580	06/17/2024	Claims	5	2786	Washington Water Service Company	209.49	Water service fee for Gateway Park.
600	06/27/2024	Claims	5	2787	Trielle E Alstead	82.22	Mileage and toll for June 2024
601	06/27/2024	Claims	5	2788	CHS Northwest	348.53	Propane tank install at Wright Bliss road property.
602	06/27/2024	Claims	5	2789	Canon Financial Services, INX	121.22	Rental of Canon copier and fax unit.
603	06/27/2024	Claims	5	2790	Copiers Northwest	86.64	Additional copy costs as per contract from 5-14-2024 to 6-13-2024

June 2024 Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time: 11:58:43 Date: 07/03/2024

06/01/2024 To: 06/30/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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612	06/27/2024	Claims	5	2799	Shannon Valdez	400.00	Band contracted to play live music on June 22, 2024 for 20th anniversary celebration.
001 General Fund						95,743.63	Claims: 95,743.63
						95,743.63	

June 2024 Payroll Expenditures

Key Peninsula Metro Parks District

Time: 11:59:18 Date: 07/03/2024

06/01/2024 To: 06/30/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
520	06/10/2024	Payroll	2	EFT		2,092.32	05-16-2024 to 05-31-2024
521	06/10/2024	Payroll	2	EFT		2,970.89	05-16-2024 to 05-31-2024
522	06/10/2024	Payroll	2	EFT		1,008.78	05-16-2024 to 05-31-2024
523	06/10/2024	Payroll	2	EFT		2,443.51	05-16-2024 to 05-31-2024
524	06/10/2024	Payroll	2	EFT		1,781.40	05-16-2024 to 05-31-2024
525	06/10/2024	Payroll	2	EFT		295.50	05-16-2024 to 05-31-2024
526	06/10/2024	Payroll	2	EFT		2,125.91	05-16-2024 to 05-31-2024
527	06/10/2024	Payroll	2	EFT		1,580.02	05-16-2024 to 05-31-2024
528	06/10/2024	Payroll	2	EFT		2,952.35	05-16-2024 to 05-31-2024
529	06/10/2024	Payroll	2	EFT		3,225.62	05-16-2024 to 05-31-2024
530	06/10/2024	Payroll	2	EFT		1,092.20	05-16-2024 to 05-31-2024
531	06/10/2024	Payroll	2	EFT		1,622.14	05-16-2024 to 05-31-2024
551	06/07/2024	Payroll	2	EFT	EFTPS	7,181.10	941 Deposit for Pay Cycle(s) 06/10/2024 - 06/10/2024
552	06/07/2024	Payroll	2	EFT	WA State Department of Retiremen	9,203.36	Pay Cycle(s) 05/24/2024 To 06/10/2024 - PERS3; Pay Cycle(s) 05/24/2024 To 06/10/2024 - PERS2
581	06/25/2024	Payroll	2	EFT		1,830.20	06-01-2024 to 06-15-2024
582	06/25/2024	Payroll	2	EFT		2,465.41	06-01-2024 to 06-15-2024
583	06/25/2024	Payroll	2	EFT		791.19	06-01-2024 to 06-15-2024
584	06/25/2024	Payroll	2	EFT		2,098.32	06-01-2024 to 06-15-2024
585	06/25/2024	Payroll	2	EFT		147.76	06-01-2024 to 06-15-2024
586	06/25/2024	Payroll	2	EFT		1,509.17	06-01-2024 to 06-15-2024
587	06/25/2024	Payroll	2	EFT		1,957.38	06-01-2024 to 06-15-2024
588	06/25/2024	Payroll	2	EFT		1,443.90	06-01-2024 to 06-15-2024
589	06/25/2024	Payroll	2	EFT		2,970.65	06-01-2024 to 06-15-2024
590	06/25/2024	Payroll	2	EFT		147.76	06-01-2024 to 06-15-2024
591	06/25/2024	Payroll	2	EFT		295.50	06-01-2024 to 06-15-2024
592	06/25/2024	Payroll	2	EFT		3,225.62	06-01-2024 to 06-15-2024
593	06/25/2024	Payroll	2	EFT		1,027.62	06-01-2024 to 06-15-2024
594	06/25/2024	Payroll	2	EFT		1,493.86	06-01-2024 to 06-15-2024
595	06/19/2024	Payroll	2	EFT	EFTPS	6,443.16	941 Deposit for Pay Cycle(s) 06/25/2024 - 06/25/2024
596	06/19/2024	Payroll	2	EFT	United Concordia	590.40	Pay Cycle(s) 05/01/2024 To 05/31/2024 - United Concordia (2)

001 General Fund

68,013.00

68,013.00 Payroll:

68,013.00

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 14:59:10 Date: 07/03/2024

06/01/2024 To: 06/30/2024

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
514	06/04/2024	Tr Rec	2423	2011	1	Kathleen Weller	2,250.00	Rent for June 2024 from 10615 Wright Bliss Road.
515	06/04/2024	Tr Rec	2424	2012	1	Tracey L Perkosky	1,206.21	Rent, leasehold tax and electric for June 2024 from Gateway House.
516	06/04/2024	Tr Rec	2425	2013	1	The Snack Shack	616.36	Rent, leasehold tax and electric for June 2024 from VP concission building.
532	06/05/2024	Tr Rec	2429	2014	1	Kyle Armstrong	768.20	Rent, leasehold tax and electric for June 2024 from Taylor Bay Caretaker.
533	06/05/2024	Tr Rec	2430	2015	1	General Customer	99.40	•Rental on Full Pavilion 2-hour Rental from 06/28/2024 06:00pm to 06/28/2024 08:00pm for (Ray)
534	06/05/2024	Tr Rec	2431	2016	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 06/16/2024 01:00pm to 06/16/2024 03:00pm for (Schooler)
535	06/05/2024	Tr Rec	2432	2017	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/11/2024 06:00pm to 06/11/2024 08:00pm for (Young)
536	06/05/2024	Tr Rec	2433	2018	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 07/27/2024 01:00pm to 07/27/2024 03:00pm for (Critchfield)
537	06/05/2024	Tr Rec	2434	2019	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 07/13/2024 01:00pm to 07/13/2024 05:00pm for (Taylor)
538	06/05/2024	Tr Rec	2435	2020	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 08/18/2024 01:00pm to 08/18/2024 03:00pm for (Mata)
539	06/05/2024	Tr Rec	2436	2021	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 06/30/2024 10:00am to 06/30/2024 12:00pm for (Renshaw)
540	06/05/2024	Tr Rec	2437	2022	1	General Customer	99.40	•Rental on Full Pavilion 2-hour Rental from 08/25/2024 01:00pm to 08/25/2024 03:00pm for (Gillihan)
541	06/06/2024	Tr Rec	2438	2023	1	US Bank	468.99	US Bank NASPO contract rebate for 1st Quarter 2024
546	06/07/2024	Tr Rec	2439	2024	1	General Customer	118.45	Balance due on special use permit at Volunteer Park Invoice #2024-4 (Gavronskiy)
547	06/07/2024	Tr Rec	2440	2025	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 07/27/2024 03:00pm to 07/27/2024 05:00pm for (Zeithner)
548	06/07/2024	Tr Rec	2441	2026	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 08/31/2024 01:00pm to 08/31/2024 05:00pm for (Withem)

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549	06/07/2024	Tr Rec	2442	2027	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 07/06/2024 10:00am to 07/06/2024 12:00pm for (Paloma)
550	06/07/2024	Tr Rec	2443	2028	1	General Customer	179.17	•Rental on Full Pavilion 4-hour Rental from 07/14/2024 08:00am to 07/14/2024 12:00pm
567	06/10/2024	Tr Rec	2444	2029	1	General Customer	-175.00	Part refund - Credit card processing fee and cancellation fee for pavilion rental INV-27 for (Allen) due to customer cancelled on June 10, 2024 via email.
568	06/12/2024	Tr Rec	2445	2030	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 07/14/2024 01:00pm to 07/14/2024 03:00pm for (Zanders)
569	06/12/2024	Tr Rec	2446	2031	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 07/14/2024 03:00pm to 07/14/2024 05:00pm for (Akey)
574	06/17/2024	Tr Rec	2447	2032	1	General Customer	1,000.00	Donation for general parks upkeep from Barbara Floyd and Barbara Doat foundation.
575	06/17/2024	Tr Rec	2448	2033	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 07/07/2024 10:00am to 07/07/2024 12:00pm for (Flowers)
576	06/17/2024	Tr Rec	2449	2034	1	General Customer	74.48	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 07/06/2024 08:00am to 07/06/2024 12:00pm for (Asbell)
597	06/19/2024	Tr Rec	2450	2035	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 08/18/2024 01:00pm to 08/18/2024 05:00pm for (Sonnerman)
613	06/28/2024	Tr Rec	2451	2036	1	General Customer	175.77	•Rental on Full Pavilion 4-hour Rental from 08/17/2024 01:00pm to 08/17/2024 05:00pm for (Terronez)
614	06/28/2024	Tr Rec	2452	2037	1	General Customer	44.57	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 08/10/2024 06:00pm to 08/10/2024 08:00pm For (Havelly)
615	06/28/2024	Tr Rec	2453	2038	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side A) 4-hour Rental from 07/28/2024 01:00pm to 07/28/2024 05:00pm for Buchter)
616	06/28/2024	Tr Rec	2454	2039	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 07/02/2024 01:00pm to 07/02/2024 03:00pm for (Miller)

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617	06/28/2024	Tr Rec	2455	2040	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 07/13/2024 10:00am to 07/13/2024 12:00pm for (Holcomb)
618	06/28/2024	Tr Rec	2456	2041	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 07/07/2024 10:00am to 07/07/2024 12:00pm for (Nation)
619	06/28/2024	Tr Rec	2457	2042	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 07/25/2024 03:00pm to 07/25/2024 05:00pm for (Hurlburt)
620	06/28/2024	Tr Rec	2458	2043	1	General Customer	119.34	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 07/28/2024 10:00am to 07/28/2024 12:00pm •Rental on 1/2 Pavilion (Side B) 2-hour Rental from 07/28/2024 01:00pm to 07/28/2024 03:00pm
621	06/28/2024	Tr Rec	2459	2044	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 07/28/2024 03:00pm to 07/28/2024 05:00pm for (Levenseller)
622	06/28/2024	Tr Rec	2460	2045	1	General Customer	109.37	•Rental on 1/2 Pavilion (Side B) 4-hour Rental from 09/01/2024 01:00pm to 09/01/2024 05:00pm for (Mccarty)
623	06/28/2024	Tr Rec	2461	2046	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 07/27/2024 06:00pm to 07/27/2024 08:00pm for (Schnittker)
624	06/28/2024	Tr Rec	2462	2047	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 08/18/2024 03:00pm to 08/18/2024 05:00pm for (Gimpel)
627	06/28/2024	Tr Rec	2463	2048	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 08/03/2024 10:00am to 08/03/2024 12:00pm for (Fruener)
628	06/28/2024	Tr Rec	2464	2049	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 08/04/2024 03:00pm to 08/04/2024 05:00pm for (Kaur)
629	06/28/2024	Tr Rec	2465	2050	1	General Customer	59.52	•Rental on 1/2 Pavilion (Side A) 2-hour Rental from 08/03/2024 10:00am to 08/03/2024 12:00pm for (Livers)
630	06/28/2024	Tr Rec	2466	2051	1	General Customer	30.86	•Rental on 1/2 Pavilion (Side B) 2-hour Rental from 07/20/2024 10:00am to 07/20/2024 12:00pm for (Garcia) Balance due after refund of previous reservation INV-80
631	06/28/2024	Tr Rec	2467		1	General Customer	-61.72	refund on canclred resevation for Garcia INV-80

TRANSACTION JOURNAL

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
598	06/26/2024	06/26/2024	5		Stop Pmt		Gifts Galore	864.00	Stop Payment for Warrant/Check #2639
		5	2639				Gifts Galore	864.00	Order of 1000 stuffed easter eggs for Easter event March 23 2024
		Records Printed:	1				Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	0.00	
							Non Warrant Expenditures:	0.00	
							Interfund Transfers:	0.00	
							Redemptions:	0.00	
							Deposits:	0.00	
							Withdrawals:	0.00	
							Stop Payments:	864.00	
Fund							Adjustments	0.00	
							Beg Bal	0.00	
							Revenues	0.00	
							War Exp	0.00	
							N War Exp	0.00	
							IT In	0.00	
							IT Out	0.00	
							Stop Pmts	0.00	

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo	
625	06/28/2024	06/30/2024	1		Ser Chge		First Citizens	98.00	Banking service fees	
	576 80 49 008	Banking Fees		001	General Fund			98.00	Banking service fees	
626	06/28/2024	06/30/2024	1		Ser Chge		Merch Bankcard service	47.18	Credit Card processing fees.	
	576 80 49 008	Banking Fees		001	General Fund			47.18	Credit Card processing fees.	
Records Printed: 2								Adjustments:	0.00	
								Beginning Balance:	0.00	
								Revenues:	0.00	
								Warrant Expenditures:	0.00	
								Non Warrant Expenditures:	145.18	
								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	145.18	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	145.18	0.00	0.00	0.00

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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	9,642.66	0.00	0.00	0.00	0.00	0.00	0.00	845,891.75	1,521,436.00	56%
313 17 00 000 Taxes, Zoo Trek Excis	22,380.99	26,014.08	21,155.79	20,841.70	24,056.27	23,177.40	0.00	0.00	0.00	0.00	0.00	0.00	137,626.23	255,000.00	54%
317 20 00 000 Taxes, Leasehold Exc	0.00	53.07	0.00	0.00	72.46	6.40	0.00	0.00	0.00	0.00	0.00	0.00	131.93	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	32,826.46	0.00	0.00	0.00	0.00	0.00	0.00	987,297.51	1,778,436.00	56%
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	9,709.12	0.00	0.00	0.00	0.00	0.00	0.00	58,475.55	75,000.00	78%
362 40 00 004 S&F Rentals, 360 Fie	195.00	1,345.00	2,168.18	2,399.29	6,636.27	2,293.62	0.00	0.00	0.00	0.00	0.00	0.00	15,037.36	23,000.00	65%
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	115.00	0.00	0.00	0.00	0.00	0.00	0.00	770.22	0.00	0%
362 50 00 001 S&F Rentals, Conces	390.68	390.68	616.36	616.36	616.36	616.36	0.00	0.00	0.00	0.00	0.00	0.00	3,246.80	7,000.00	46%
362 50 00 002 S&F Rentals, Gatewa	1,302.02	1,379.74	1,303.62	1,280.81	1,234.93	1,206.21	0.00	0.00	0.00	0.00	0.00	0.00	7,707.33	14,400.00	54%
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	768.20	0.00	0.00	0.00	0.00	0.00	0.00	4,629.20	9,180.00	50%
367 00 00 000 Contributions & Dor	0.00	0.00	0.00	0.00	40.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,040.00	500.00	208%
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	2,250.00	0.00	0.00	0.00	0.00	0.00	0.00	16,244.03	0.00	0%
369 91 00 000 Other Revenue	5.85	501.51	6.00	507.64	10,928.25	472.44	0.00	0.00	0.00	0.00	0.00	0.00	12,421.69	2,000.00	621%
369 91 01 000 Usage Of Fund Balan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,043,149.00	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	18,430.95	0.00	0.00	0.00	0.00	0.00	0.00	127,217.18	2,189,929.00	6%
FUND REVENUES:	39,706.34	416,377.44	113,643.98	642,862.99	180,777.74	51,257.41	0.00	0.00	0.00	0.00	0.00	0.00	1,444,625.90	4,297,365.00	34%
576 80 10 001 Commissioner Wage	483.00	322.00	644.00	1,771.00	322.00	966.00	0.00	0.00	0.00	0.00	0.00	0.00	4,508.00	7,500.00	60%
576 80 10 002 Administrative Wagi	22,749.57	24,965.53	21,962.62	22,055.54	22,535.74	22,578.14	0.00	0.00	0.00	0.00	0.00	0.00	136,847.14	324,330.00	42%
576 80 10 004 Park Operations Wa	31,575.17	30,734.90	25,839.55	26,282.91	34,797.16	35,334.18	0.00	0.00	0.00	0.00	0.00	0.00	184,563.87	488,568.00	38%
576 80 10 005 Park Operations OT	133.64	0.00	0.00	0.00	32.46	81.50	0.00	0.00	0.00	0.00	0.00	0.00	247.60	3,500.00	7%
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	73.88	0.00	0.00	0.00	0.00	0.00	0.00	383.05	650.00	59%
576 80 20 002 Administrative Bene	7,816.26	5,981.59	5,877.90	7,018.35	5,970.73	5,846.46	0.00	0.00	0.00	0.00	0.00	0.00	38,511.29	129,000.00	30%
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	14,773.46	0.00	0.00	0.00	0.00	0.00	0.00	68,980.15	0.00	0%
576 80 20 005 Park Facilities - Persc	10.23	0.00	0.00	175.22	2.48	6.24	0.00	0.00	0.00	0.00	0.00	0.00	194.17	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	309.39	0.00	0.00	0.00	0.00	0.00	0.00	2,103.03	4,000.00	53%
576 80 31 002 Maintenance Suppli	4,029.73	5,012.70	4,932.32	1,883.23	5,440.00	254.49	0.00	0.00	0.00	0.00	0.00	0.00	21,552.47	80,000.00	27%
576 80 31 003 Equipment Maintena	35.66	516.57	0.00	96.91	144.07	63.60	0.00	0.00	0.00	0.00	0.00	0.00	856.81	3,520.00	24%
576 80 31 004 Maintenance office	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 Suppli	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	188.70	0.00	0.00	0.00	0.00	0.00	0.00	2,358.60	1,000.00	236%
576 80 31 140 Supplies, Special Eve	864.00	269.61	355.44	1,953.84	146.65	1,216.83	0.00	0.00	0.00	0.00	0.00	0.00	4,806.37	12,400.00	39%
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

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January To June

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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 Fuel	212.00	1,106.91	1,055.08	1,875.31	2,018.67	1,821.01	0.00	0.00	0.00	0.00	0.00	0.00	8,088.98	14,000.00	58%
576 80 35 000 Small Tools & Equipment	0.00	0.00	0.00	1,281.65	1,023.02	660.70	0.00	0.00	0.00	0.00	0.00	0.00	2,965.37	7,500.00	40%
576 80 41 000 Professional Services	3,079.85	157.91	2,144.69	97.33	254.65	37.84	0.00	0.00	0.00	0.00	0.00	0.00	5,772.27	8,700.00	66%
576 80 41 001 Professional Services	0.00	6,890.00	10,397.50	9,675.00	2,145.00	10,087.50	0.00	0.00	0.00	0.00	0.00	0.00	39,195.00	158,265.00	25%
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	609.50	0.00	0.00	0.00	0.00	0.00	0.00	12,469.00	7,000.00	178%
576 80 41 005 Administrative Contr	3,471.63	0.00	3,446.13	12,231.26	8,710.38	210.32	0.00	0.00	0.00	0.00	0.00	0.00	28,069.72	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	7,308.82	0.00	0.00	0.00	0.00	0.00	0.00	11,792.56	22,600.00	52%
576 80 42 001 Communications, Ph	593.54	723.05	737.75	722.92	723.52	728.66	0.00	0.00	0.00	0.00	0.00	0.00	4,229.44	11,920.00	35%
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	536.76	0.00	0.00	0.00	0.00	0.00	0.00	1,667.41	8,000.00	21%
576 80 43 003 Travel, Maintenance	4.75	1,089.38	25.46	11.00	9.25	5.50	0.00	0.00	0.00	0.00	0.00	0.00	1,145.34	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	207.86	0.00	0.00	0.00	0.00	0.00	0.00	2,264.04	3,500.00	65%
576 80 45 001 Equipment Rental M	0.00	1,278.75	265.00	265.00	1,287.15	242.50	0.00	0.00	0.00	0.00	0.00	0.00	3,338.40	8,400.00	40%
576 80 45 002 Equipment Rental Ev	210.00	0.00	0.00	0.00	0.00	1,905.00	0.00	0.00	0.00	0.00	0.00	0.00	2,115.00	4,000.00	53%
576 80 46 000 Insurance, General L	0.00	0.00	0.00	1,000.00	715.00	341.00	0.00	0.00	0.00	0.00	0.00	0.00	2,056.00	48,000.00	4%
576 80 47 000 Utility Services, For /	2,765.20	1,656.70	5,072.65	2,996.21	3,123.76	1,675.77	0.00	0.00	0.00	0.00	0.00	0.00	17,290.29	43,735.00	40%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	0.00	72.46	212.53	0.00	0.00	0.00	0.00	0.00	0.00	284.99	1,000.00	28%
576 80 48 000 Repairs & Maintenan	0.00	3,172.11	4,134.83	9,756.49	2,923.62	2,241.07	0.00	0.00	0.00	0.00	0.00	0.00	22,228.12	39,810.00	56%
576 80 49 001 Licenses, Permits,Sul	163.00	446.45	1,003.82	613.18	3,467.73	1,193.18	0.00	0.00	0.00	0.00	0.00	0.00	6,887.36	12,350.00	56%
576 80 49 002 Licenses, Permits,Sul	0.00	162.00	0.00	0.00	168.00	861.92	0.00	0.00	0.00	0.00	0.00	0.00	1,191.92	2,500.00	48%
576 80 49 003 Licenses, Permits,Su	9.99	60.00	538.89	984.96	478.07	11.88	0.00	0.00	0.00	0.00	0.00	0.00	2,083.79	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	212.97	0.00	0.00	0.00	0.00	0.00	0.00	3,725.27	7,700.00	48%
576 80 49 007 Training, Maintenanc	0.00	167.29	0.00	0.00	605.00	19.95	0.00	0.00	0.00	0.00	0.00	0.00	792.24	6,750.00	12%
576 80 49 008 Banking Fees	146.80	156.82	153.88	171.60	146.30	145.18	0.00	0.00	0.00	0.00	0.00	0.00	920.58	1,900.00	48%
576 Parks	129,886.61	108,796.81	107,126.86	129,220.36	115,719.90	112,970.29	0.00	0.00	0.00	0.00	0.00	0.00	703,720.83	1,845,200.00	38%
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	-1,104.23	0.00	0.00	0.00	0.00	0.00	0.00	-6,228.66	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	-1,104.23	0.00	0.00	0.00	0.00	0.00	0.00	-1,796.51	5,400.00	33%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00	100%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	9,625.00	0.00	0.00	0.00	0.00	0.00	0.00	9,625.00	18,375.00	52%
591	0.00	0.00	0.00	0.00	0.00	44,625.00	0.00	0.00	0.00	0.00	0.00	0.00	44,625.00	53,375.00	84%
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	145,500.00	0%
594 76 62 020 Capital Improvemen	0.00	0.00	10,077.62	0.00	0.00	6,546.75	0.00	0.00	0.00	0.00	0.00	0.00	16,624.37	532,000.00	3%
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

Time: 15:19:56 Date: 07/03/2024

January To June

Page: 3

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	6,546.75	0.00	0.00	0.00	0.00	0.00	0.00	995,413.27	2,393,390.00	42%
FUND EXPENDITURES:	1,109,576.61	107,453.20	116,105.48	130,238.24	115,551.25	163,037.81	0.00	0.00	0.00	0.00	0.00	0.00	1,741,962.59	4,297,365.00	41%
FUND GAIN/LOSS:	-1,069,870.27	308,924.24	-2,461.50	512,624.75	65,226.49	-111,780.40	0.00	0.00	0.00	0.00	0.00	0.00	-297,336.69		
FUND NET POSITION:	-1,069,870.27	-760,946.03	-763,407.53	-250,782.78	-185,556.29	-297,336.69	-297,336.69	-297,336.69	-297,336.69	-297,336.69	-297,336.69	-297,336.69	-297,336.69		

2024 FUND TOTALS

Key Peninsula Metro Parks District

Time: 15:19:56 Date: 07/03/2024

January To June

Page: 4

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	51,257.41	0.00	0.00	0.00	0.00	0.00	0.00	1,444,625.90	4,297,365.00	34%
	39,706.34	416,377.44	113,643.98	642,862.99	180,777.74	51,257.41	0.00	0.00	0.00	0.00	0.00	0.00	1,444,625.90	4,297,365.00	34%
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	163,037.81	0.00	0.00	0.00	0.00	0.00	0.00	1,741,962.59	4,297,365.00	41%
	1,109,576.61	107,453.20	116,105.48	130,238.24	115,551.25	163,037.81	0.00	0.00	0.00	0.00	0.00	0.00	1,741,962.59	4,297,365.00	41%
GAIN/LOSS:	-1,069,870.27	308,924.24	-2,461.50	512,624.75	65,226.49	-111,780.40	0.00	0.00	0.00	0.00	0.00	0.00	-297,336.69		
NET POSITION:	-1,069,870.27	-760,946.03	-763,407.53	-250,782.78	-185,556.29	-297,336.69	-297,336.69	-297,336.69	-297,336.69	-297,336.69	-297,336.69	-297,336.69			



Regular Meeting: July 8, 2024

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: July 8, 2024
Subject: Executive Director's Report

Since the last report, two large events are completed -- the 20th Anniversary Event in Gateway Park and the Summer Solstice Gnomes. Once again, the gnomes were a hit with the parks full of eager hunters on Friday, June 21st and most of the gnomes found by the end of the day. Just under 370 gnomes were hidden this year. The 20th Anniversary event had live music, vendor tents, food, beer forest and plenty of free stuff for the kids! I heard from a lot of people that they missed it because they are used to our big summer event in July not June. Next year, it will be back to July!

With the changes from the community survey this year we had two movies during the winter break and spring break for schools, with 2 originally set for summer. With the Art Walk scheduling for Friday, August 1st we cancelled one movie, leaving only summer movie night. We are working to add in one more but are trying to get our movie choice (license) locked down and then can figure out staffing.

KPLL is done for the season and Harbor Soccer is underway for contact negotiations. Skyhawks did not get a great response to their camps, so there will only be a few of them this summer at Volunteer Park. We had their signs up and posted information in our newsletter. It seems as though parents were able to find the activities needed for the summer. The camps proposed for Volunteer Park were less expensive than through Pen Met.

The maintenance team is doing a great job attempting to keep the grass and brush under control. A rainy winter and spring with nice warm temps has created perfect growing conditions! The upcoming heat wave should help to push some growing into dormancy. The Splash Pad will be open extended hours Saturday, Sunday and Monday for the very high temperatures.

The Trust Land Transfer program continues to move forward. Our presentation will be in July and while DNR did not give a lot of information except to "sell your application" I have largely based the presentation on the scoring criteria and priorities to highlight how we are a match. The funding for this program comes from the Climate Commitment Act. Initiative 2117 is on the ballot this November to repeal this act. Impacts to future funding if projects are phased or potential for future applications is unknown at this time. If Key Pen Parks does rank high in this process, we should consider allocating funds for a lobbyist as part of the 2025 budget process to help us in the long session.

I am working on the agreements with Pierce County for Park Impact Fees (PIF) and Real Estate Excise Tax (REET). I have some questions and they still need legal review. I had hoped to have them on this



agenda but it will August or later based on the outcome of the negotiations. We are not looking to expend funds until 2025 (second year of Pierce County's biennial budget), so there is time.

On another note, Trielle Alstead gave her notice and has moved on from Key Pen Parks. We appreciate the wonderful skills she brought to the newsletter, website and her first year of running events. I am in final negotiations to bring on an established face here on the KP to run our events. I anticipate a start date in early August due to a current job. We are cancelling the Swing Dance music on July 11th but the Kids Concert with Eric Ode will go on, so spread the word!

Attachment: 2024 Goal list, last update 7/3/2024

2024 Budget Goals



completed	✓
good	●
delayed	●
problem	●
not started	●

	June Board Meeting	Current progress	Notes
Professional Services			
Forester - 360	●	●	
Capital Facilities Plan	●	●	
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	●	●	Discussions with existing HR consultant
Taylor Bay Survey and Grant Clean-Up	●	●	Met with Henry Smith, RCO
Trail Design for Cramer Mc Cracken and Manke East	●	●	PM task

Admin/HR	Status	Status	Notes
Updated Employee Handbook	●	●	released to staff; meeting on 7/9
Maintenance Lead Promotion	✓	✓	Nik Carson promoted 1/18/2024
	●		
Water Easement		✓	documents recorded
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			Can't get chips at min quantity. Will move chips from high areas to lower areas.
Topsoil, seed and fertilizer @ Gateway and Volunteer Fields			First seed & fertilizer completed on 4/7
Gravel replacement at 360 Trailhead Area		✓	completed 6/24
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; will repaint
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)			in repair shop
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
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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			Site visit complete
Land Donation		✓	completed 6/24
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			Quotes in progress
Taylor Bay Heat			Plan for September procurement
5 Car Garage Doors, VP Shop, Basement VP Admin Building			Need new Small Works Roster reso (August meeting)
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			now on backorder. Awaiting new delivery date from vendor.
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 fall from EMBA. 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	●	●	Cancelled due to staffing
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.



Regular Meeting: July 8, 2024

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 8, 2024

Subject: Authorize Executive Director to Convert Two .5 FTE Positions into One .75 FTE and One .25 FTE for the Maintenance Worker I – Trails Classification

During the 2024 Budget Process and included in the adopted 2024 Budget was the addition of a .5 Full Time Equivalent (FTE) position: Maintenance Worker I – Trails. This position is effective July 1, 2024. This would add a second .5 FTE Maintenance Worker I – Trails to the maintenance team.

Several weeks ago, Ethan Brunton who is the current Maintenance Worker I – Trails .5 FTE, expressed a desire to increase his hours or else he would have to leave the organization due to needed salary requirements. We discussed his interest in converting to a 40-hour-a-week, full-time employee (otherwise known as 1.0 FTE). Like many post-pandemic workers, he is not interested in working full time but was interested in a 30 hour a week position (.75 FTE). Mr. Brunton does good work and is well trained. He is a benefit to the overall team, and the District would like to keep him on staff with this change.

The Director discussed this with the Human Resources Committee who was supportive of the change in authorized positions.

This change is before the Board for approval because Key Pen Parks' health care provider requires that all employees working 30 hours above in a month to be covered under our health insurance plan. Once this trigger is in place, it makes sense to also provide dental insurance. Key Pen Parks currently pays 100% of health/dental care costs for 1.0 FTEs and a proportional cost of other required health insurance costs for any employee between .75 and 1.0 FTE. In other words, for a .75 FTE the District would pay 75% of the health/dental care cost premium. Vision benefits are included with the health care plan. The District for 1.0 FTEs pays 80% of spousal or dependent coverage. Therefore, for a .75 FTE, would pay a proportional amount of the spousal or dependent coverage.

Currently the employee would need individual coverage but that could change at any time. Using estimates since the employee has not been asked to select a health care plan before the position is approved by the Board, an estimate for six months of health/dental benefits is \$4,800. Any needed change to the budget would come during an end of year budget amendment.

It is unknown if there would be interest due to the limited hours, but the .25 FTE Maintenance Worker I – Trails position is posted as open to see if there any interest in an 8-10 hour a week position.

Recommendation: Authorize the Executive Director to Convert Two .5 FTE Positions for Maintenance



Worker I – Trails Classification into One .75 FTE and One .25 FTE Maintenance Worker I – Trails Positions.



Regular Meeting: July 8, 2024

Item # 13b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 8, 2024

Subject: Direction on Naming Process for Newly Acquired and Existing Lands

With the recent acquisition of the property adjacent to Key Central Forest in February of this year, the Director began searching meeting minutes for adopted names for other park owned land. This effort also aligns with the new work on creating a Capital Facilities Plan for the District, planning upcoming grant applications, and work on trail designs.

In her records search, the Director did not find adopted names for:

Cramer McCracken Property: located adjacent to the NW corner of 360 Trails

Manke East: located adjacent to Gateway Park

Minter Creek: located off 126th Ave NW near the WDFW fish hatchery

Taylor Bay: located off 76th St SW

Parcel off 144th St NW near Rocky Creek Conservation Area

It is assumed that Manke East is part of Gateway Park, the Director seeks confirmation of that assumption. It is also assumed that Taylor Bay Park is the name for Taylor Bay. It is recommended that the Board formally adopt these names, if these assumptions are correct.

It should be noted that the County refers to Taylor Bay as Taylor Bay Park on the public GIS Map. Manke East is also “green” showing the parks designation. The first parcel acquired for the Minter Creek property is not “green” and does not show a name but is zoned as “Parks and Recreation”. The second acquired parcel, Cramer McCracken, and the new Wright Bliss Property all have different zoning and were to be included in the Comprehensive Plan amendment process, originally scheduled for this year but which has been postponed but County Planning until next year.

The Director checked with Pierce County Parks and Recreation regarding park naming and a potential code requirement of a restroom and parking lot be to called a park as she could not find that information in the Pierce County Code. They were unaware of any requirement. This was checked as the sign for Taylor Bay says the “Future Home of Taylor Bay Park” which is confusing to the public as was going to suggest that some places be named as Open Space or Conservation Area to assist with public identification of park land.

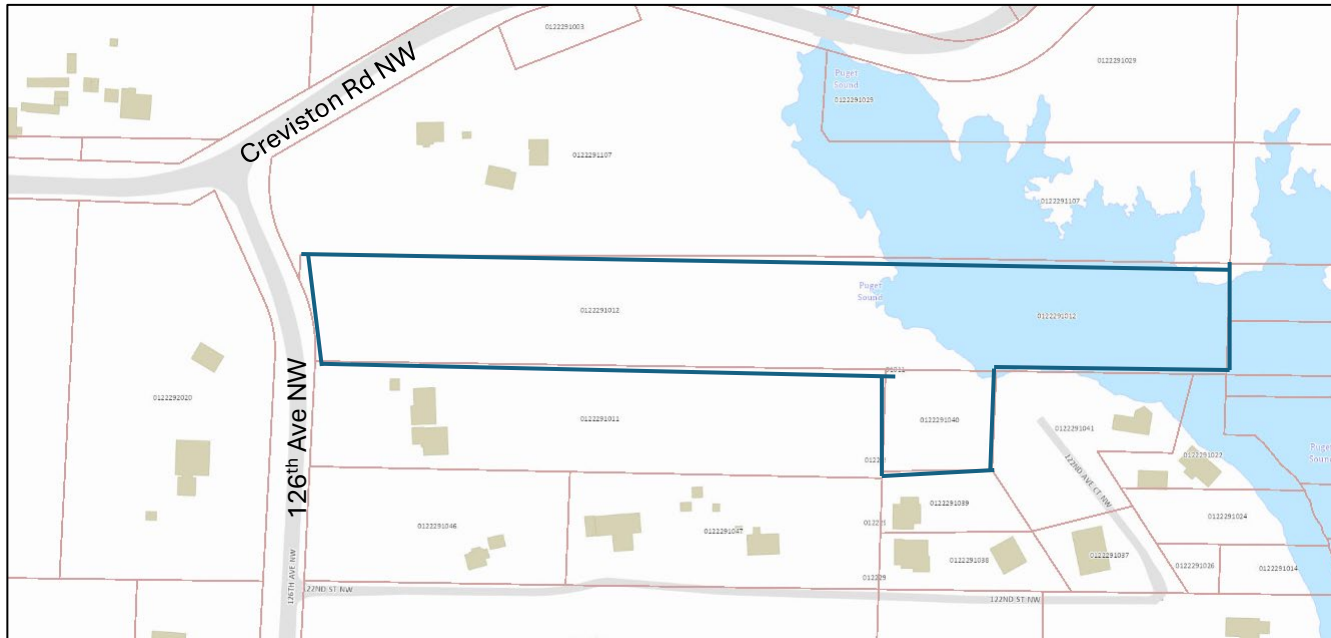
Recommendation: Direction on Next Steps for Park Land Naming for Various Properties

Attachment 1: Map locations of park land

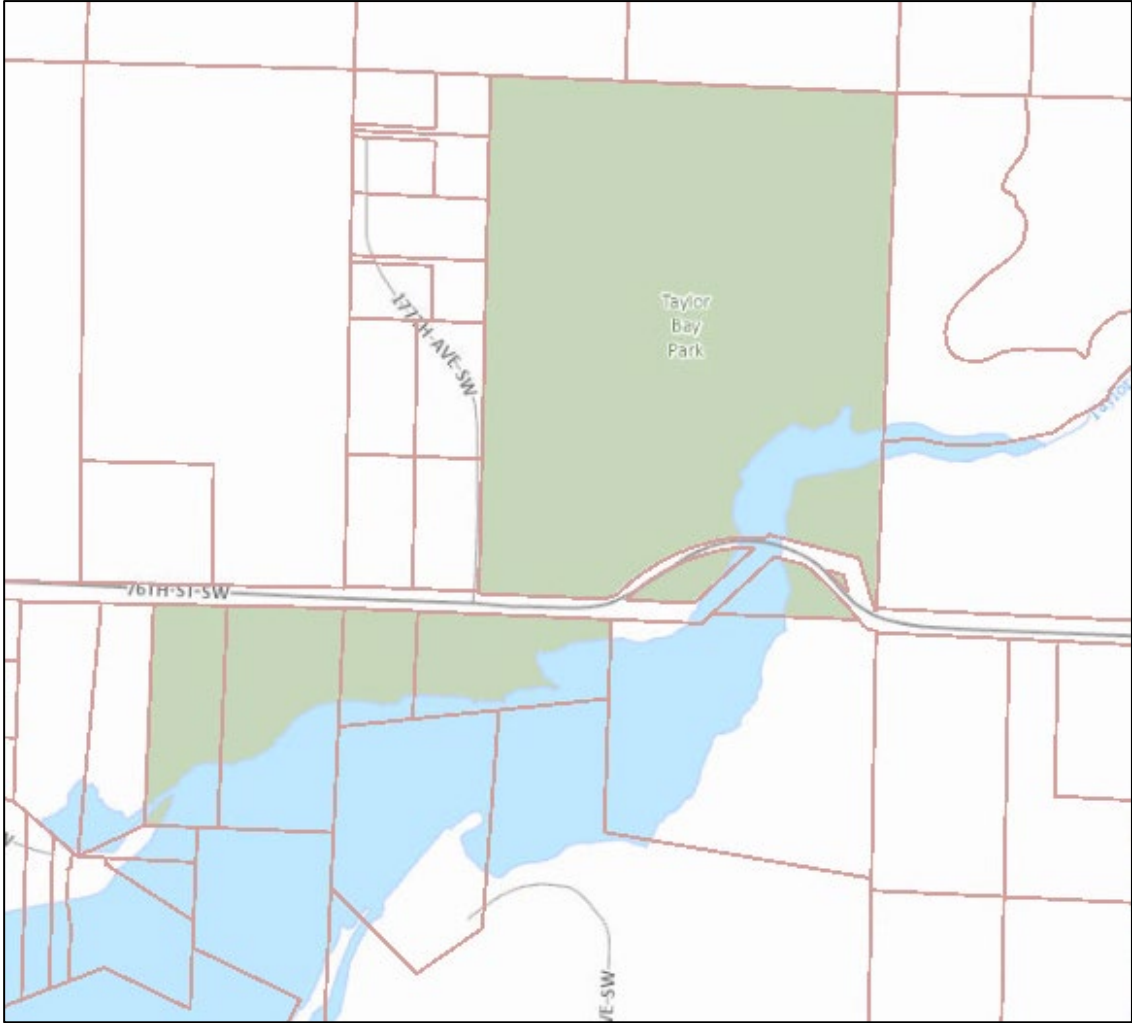


Attachment 2: Park Naming Policy

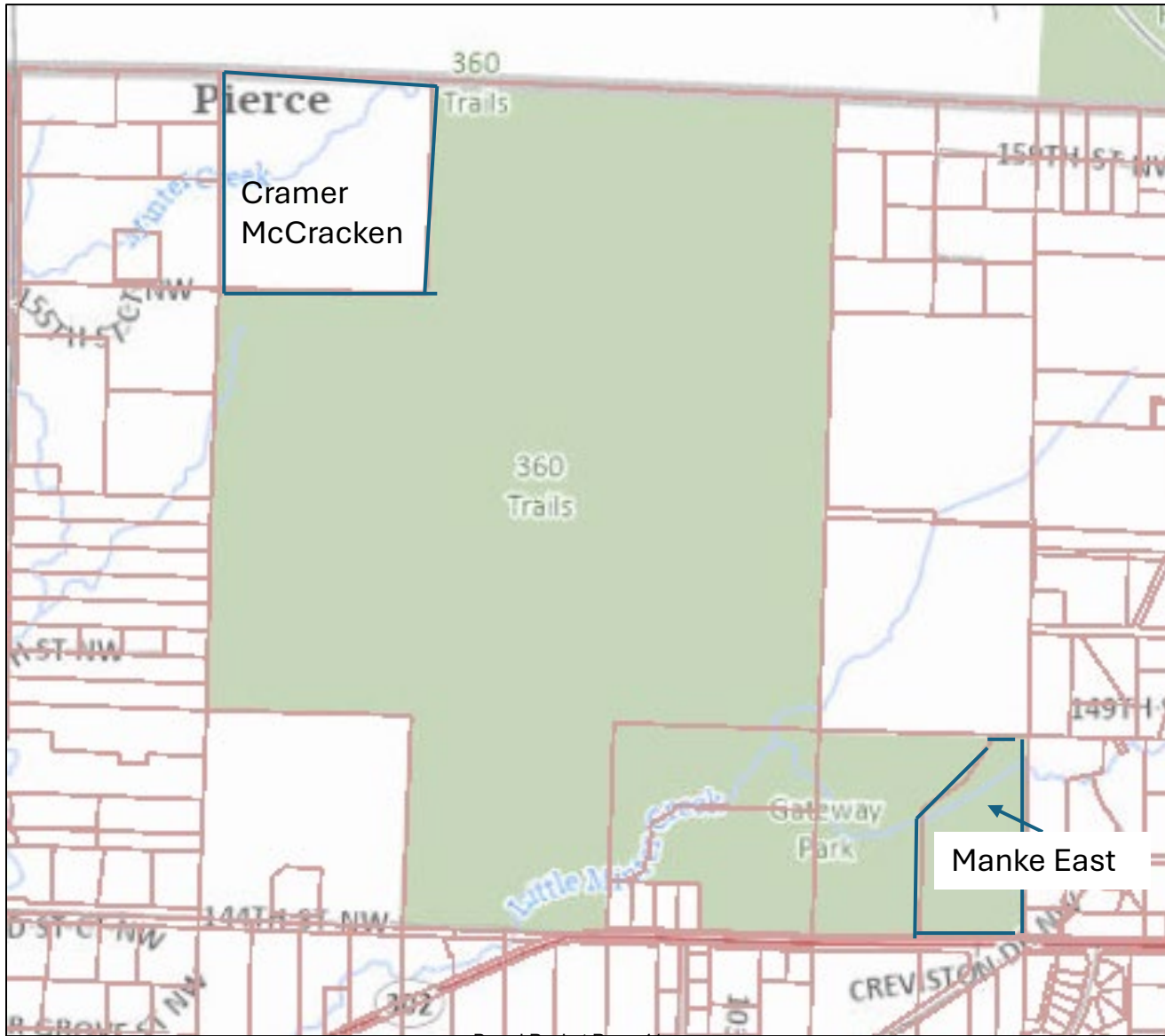
Minter Creek Properties – 5.53 Acres



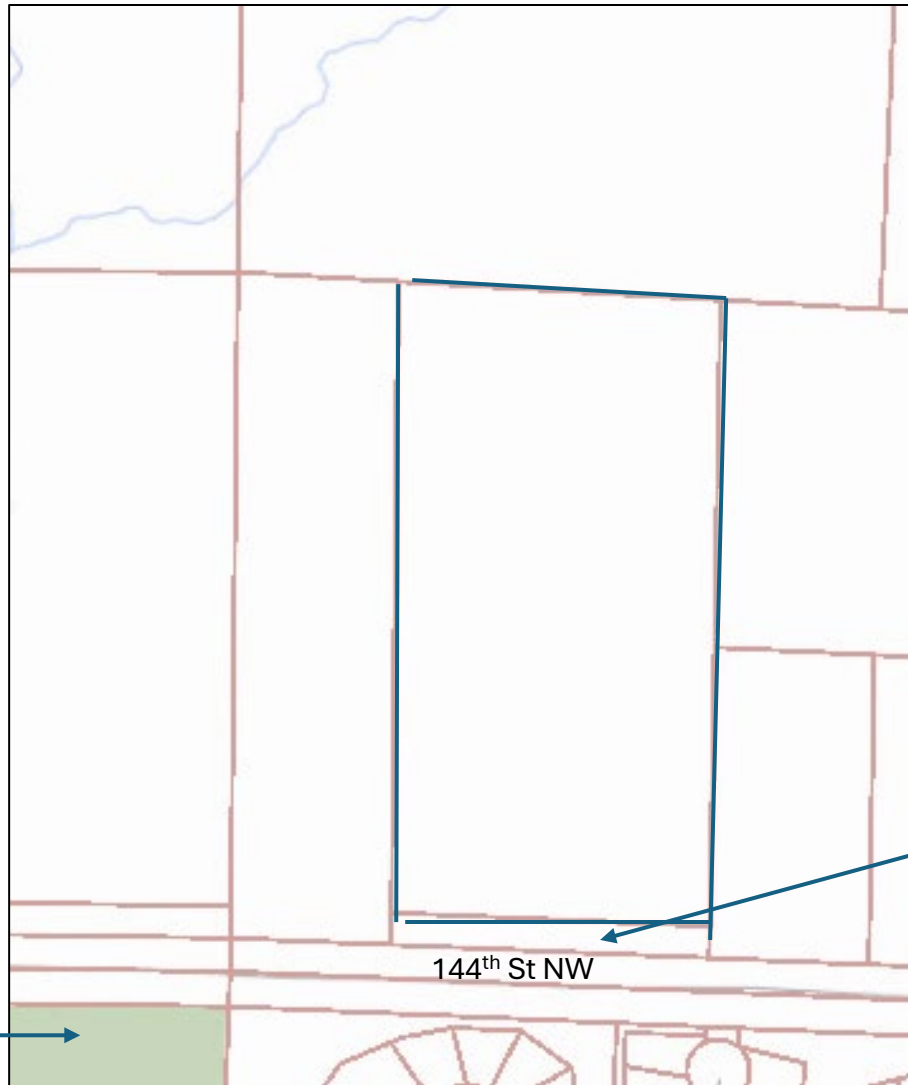
Taylor Bay – 72.89 Acres



Manke East (16.2 Acres) and Cramer McCracken (40 acres)



Off 144th St NW – 18.07 Acres



Rocky Creek
Conservation
Area

Owned by Pierce County
Right of Way



Key Peninsula Metropolitan Park District

Park and Facility Naming Policy (Amended 2024)

1.0 PURPOSE:

The purpose of this policy is to outline the procedures and criteria for the official naming of parks and recreation facilities (examples: athletic fields, playground structures, buildings, trails).

2.0 POLICY:

The following criteria govern the selection and designation of names for Key Pen Parks' park and recreation facilities:

- A. The naming of parks and facilities should be approached with caution, patience, and deliberation.
- B. A name, once adopted, should be permanent, and changes should be strongly resisted.
- C. Existing facility names shall be reviewed in order to avoid duplication, confusing similarity and/or inappropriateness.
- D. A prospective park or major facility name should be one likely to be widely accepted and used by the public.
- E. Whenever possible, a facility shall be named prior to construction of the improvement. Timing is important in naming facilities, since temporary designations tend to be retained. In the development of facilities, a number designation shall be used until formal naming of the facility is complete.
- F. In general, portions of a facility shall not have a name other than that of the entire facility to avoid confusion. However, a park's interior features and/or facilities may have names other than that of the entire park.
- G. If a park or sub-element of a park is named after an individual, family or organization, the final recommendation shall include an explanation of the reason for the honor.

- H. There should be a lapse of at least four months between the receipt of the name proposal and the final recommendation for its adoption to permit careful consideration of the appropriateness and the public acceptance of the proposed name.
- I. In cases where the person is deceased, the person shall have been deceased for a minimum of two years.
- J. Elected/appointed Key Pen Park officials and currently employed Key Pen Park staff shall not be eligible for consideration until they are no longer in office or have retired from Key Pen Parks service unless a significant monetary or real property donation is involved.
- K. Length of service, in and of itself, does not meet these criteria.
- L. Names should be ranked in the order of the following conditions:
 - 1. Neighborhood or geographical identification
 - 2. Community name or widely accepted name, (e.g. Home Park, Maple Hollow, Volunteer Park)
 - 3. Natural or geological feature (e.g., Taylor Bay)
 - 4. Historical or cultural significance
 - 5. The name may include an individual, family, or organization that has made a significant land and/or monetary contribution to the park and recreation system, or has performed significant public service which made a tangible contribution to Key Pen Parks system justifying a permanent memorial.
 - 6. Certain amenities, like trails, are so abundant the criteria above may be too restrictive. These amenities may be named after volunteer contributions, natural or man-made existing features, or simply adoption of previously accepted informal names. These proposed names shall consider public input.

3.0 PROCEDURES:

- A. Suggestions for names for any park, or public facility may be solicited from the general public, individuals and/or organizations. Suggestions from Key Pen Parks' personnel and the Board of Commissioners will not be excluded from consideration. All suggestions, solicited or not, shall be recorded and forwarded to the Lands and Improvements Committee for review and consideration.
- B. Staff may review suggestions for names and make a recommendation(s) to the Land and Improvements Committee for consideration.
- C. Land and Improvements Committee after review of public and staff input shall make a recommendation to Key Pen Park Board of Commissioners for consideration and

adoption.

D. Following adoption of the facility name by Key Pen Park Board of Commissioners, Key Pen Parks staff shall develop facility signage using the name.



Regular Meeting: July 8, 2024

Item # 13c

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 8, 2024

Subject: Direction on Creation of Fiscal Reserve Policy

The Director is currently working on a list of existing policies with their creation date and will work with the Board to create a calendar for updates. However, the need for this policy has come up in discussions regarding the Capital Facilities Plan and in a recent Sanitary Review of the Volunteer Park Water System.

As the District continues to consider additional land acquisitions and is moving forward on a Capital Facilities Plan, the Director is recommending the creation of a fiscal reserve policy. Currently the District keeps nearly all unbudgeted funds in “Fund Balance”. There is a small exception created in 2023 for the restriction of funds for donations and Impact Fees/REET to meet state auditing requirements.

The Fund Balance, in addition to acting as a “savings account” of sorts to pay for larger equipment needs, land acquisitions, and capital projects is also serves another key, but often unseen role. It enables cash flow for routine operating expenses including utilities and salaries and large capital expenditures during the first quarter of the year. It can also ensure that we have enough cash on hand to pay long term debts (bonds).

Key Pen Parks is largely funded through a property tax levy, but the first large deposit of funds does not become available to us until the 2nd quarter of the year. For example, in 2024 we received (in rounded numbers) \$4,400 in January, \$41,100 in February, \$73,700 in March and \$598,900 in April. This is a typical pattern.

As we begin a process to determine capital needs plus acquire more property, it is inevitable that we will spend down at least a portion of our current Fund Balance. This type of policy will require the District to keep a designated amount on hand to assist with cash flow. It can also help smooth out the natural ups and downs of economic cycles e.g. recessionary times with lower property values.

In addition to ensuring that the District has the needed reserves for cash flow and economic uncertainty, during our recent sanitary review of our water system at Volunteer Park we were asked what amount we had on reserve for our water system in case of a catastrophic event such as a well failure. This is a recommended item from the State. Without water, the concession stand would not be able to operate and through our lease we have an obligation to get water service restored quickly. The District also has another water system covering the yard area of Gateway Park and drinking water wells at residences, with tenants, at Taylor Bay, Wright Bliss and Gateway.



It would be prudent to set aside an amount of dedicated funds to handle any major issue with the drinking water or septic that these multiple locations. It is highly unlikely that all would fail at once, so the Director is recommending an amount in neighborhood of \$150,000.

These items would be part of a restricted reserve policy. Board action would be needed to access these funds or to change the policy.

There are other informal reserved funds such as those in a designated capital expenditure account, fleet renewal fund or similar. These are internally designated and are tracked differently both by the Auditor's Office and in day-to-day records.

Here are what some other agencies use:

Si View Park District: 5 months of operating expenses

Pen Met Parks: uses an "unreserved Fund Balance" but has a goal of 25% or greater of annual General Fund Expenditures (this excludes capital expenditures)

City of Gig Harbor: equal to average of 60 days of operating expenses

Gig Harbor Fire/Medic One: at least equal to 16.67% of the total budgeted expense (this is approximately 2 months of operating expenses)

Cit of Bothell: 90 days of operating expenses

Metro Parks Tacoma: no less than 5% and no more than 10% of annual operating expenses.

Recommendation: Direction on Creation of Fiscal Reserve Policy