



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

Board Meeting

*(Meetings may be videotaped or recorded)*

AGENDA

August 14, 2023

7:00 PM – Regular Meeting

Meeting Room, Key Peninsula Fire District 16 – Station 47 (Home)  
1921 Key Peninsula Hwy NW, Home WA 98349

Public Comment is available in person or via Zoom by calling (253) 215-8782 with  
Meeting ID: 844 1545 0285 Passcode: 705461

Hybrid Meeting may be available but not guaranteed due to technology  
<https://us06web.zoom.us/j/84415450285?pwd=c0lrWkV1NlJnekcvV2QzK2EzNEtDdz09>

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

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Regular Meeting – 7:00 PM

**1. Call to Order**

**2. Roll Call**

Present    Excused    Comment

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

**3. Pledge of Allegiance**

**4. Approval of Agenda**

**5. Special Presentations**

- a. None

**6. Public Comments:** *Limited to 3 minutes per issue 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 – 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. Questions must be directed to the President.*

*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 Meetings of June 12, 2023, and July 10, 2023

**8. Financial Report**

- a. June 2023 Financial Report

Total expenditures \$142,014.22

- Accounts Payable \$42,378.47 Check # 2436 - 2465
- First Citizens \$0 EFT's
- Payroll/Benefits \$59,018.15 EFT's
- Pierce County Claim \$40,375.00 EFT's
- Petty Cash \$0 Cash
- Bank service fees \$242.60 EFT's

Total Revenue \$50,940.10

- Other Revenues \$7,798.75
- Zoo Trek \$21,453.65
- Property Tax \$12,839.99
- Investment \$8,847.71
- Leasehold Excise \$0
- Timber Excise Tax \$0
- Sale of Tax Title Property \$0

b. July 2023 Financial Report

Total expenditures \$110,267.32

- Accounts Payable \$44,423.69 Check # 2466-2491
- First Citizens \$ EFT's
- Payroll/Benefits \$65,620.73 EFT's
- Pierce County Claim \$ EFT's
- Petty Cash \$0 Cash
- Bank service fees \$222.90 EFT's

Total Revenue \$165,744.86

- Other Revenues \$125,518.74 - \$370.80 = 125,147.94 (return fees from overpayment of shelter rental)
- Zoo Trek \$23,232.07
- Property Tax \$8,090.78
- Investment \$9,273.31
- Leasehold Excise \$0.76
- 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. Key Peninsula Park and Recreation Foundation Report
- c. Trail Update

**11. Board President's Report**

**12. Unfinished Business**

- a. None

**13. New Business**

- a. Approval of Agreement with Key Peninsula Little League (KPLL)

**14. Other minor matters**

**15. Good of Order/Comments by Board Members**

**16. Next Regular Meeting September 11, 2023**

**17. Adjournment**



Meeting: August 14, 2023

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: August 14, 2023

Subject: Approval of Minutes

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**Background**

This is a routine item and includes the meeting minutes from the Regular Meeting on June 12, 2023, and July 10, 2023.

Minutes from March, April and May 2023 remain outstanding.

**Recommended Action:** Approve meeting minutes.

Attachment 1: Minutes from the July 10, 2023, Regular Meeting

Attachment 2: Minutes from the June 12, 2023, Regular Meeting



## **Key Peninsula Metropolitan Park District (Key Pen Parks)**

### **MINUTES - DRAFT**

#### **Board of Park Commissioners**

**Monday, July 10, 2023 @ 7:00 PM**

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47,  
1921 Key Peninsula Hwy NW, Home WA 98349

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

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: None

#### **4. Meeting Agenda Approval**

Agenda approved with no changes.

#### **5. Special Presentations**

None

#### **6. Public Comment**

Stan Moffett – spoke regarding upcoming community clean-up, needed donations, and  
upcoming KPBA litter pick-up.

Sami Jensen – spoke on appreciation for Family Fun Day event and suggestions for next year.

#### **7. Approval of Minutes**

None

#### **8. Financial Report**

None due to July 4<sup>th</sup> holiday.

#### **9. Executive Director Report**

Director Perkosky reported on the items listed in the written report and responded to  
questions.

## **10. Board Committee And Advisory Council Reports**

- a. Land and Improvements Committee – None
- b. Key Peninsula Parks and Recreation Foundation Report – None
- c. Trail Update – Vice President Michel commented on trail maintenance and needing work on Ticket to Ride and That One Trail. He also asked questions on trail creation in the new Cramer McCracken parcel and the approval of trails on DNR properties. Director Perkosky and Parks Manager Howarth responded to questions.

## **11. Board President's Report**

President Parry gave an update on the scope of work with Compensation Connections. Commissioner Jensen also offered comments on the scope of work.

## **12. Unfinished Business**

- a. Resolution R2023-02 Adopting Trails Committee Policy and Rescinding R2013-02  
Director Perkosky presented the item and took questions. Discussion ensued. President Parry suggested edits on numbers of people in each user group. Recommended edit to have a maximum of two members per user group to avoid overrepresentation.

Recommended Action: None

**MOTION:** Vice President moved to adopt the Resolution as amended. Seconded by Commissioner Jensen. Motion carried 5-0.

## **13. New Business**

- a. Resolution R2023-03 Proclaiming July as Parks and Recreation Month  
President Parry introduced the item. Commissioner Jensen's suggested edits were discussed to make July Parks & Recreation Month annually.

Recommended Action: None

**MOTION:** Commissioner Robison moved to adopt the Resolution as amended. Seconded by Clerk Clinton. Motion carried 5-0.

## **14. Other minor matters**

Discussion on Home Park Playground replacement and donated Fire Engine playground item.

## **15. Good of the Order/Comments by Board Members**

Commissioner Michel expressed appreciation for Family Fun Fest, Gnome Hunt, 4<sup>th</sup> of July Parade decorations and signage especially for MTB 101 event.  
Commissioner Jensen expressed appreciation on the Gnome Hunt.  
Commissioner Robison expressed appreciation for Family Fun Fest and the Gnome Hunt.

## **16, 17. Next Meeting and Adjourn**

Regular Meeting on August 14, 2023

Adjourn at 7:56 PM

Respectfully submitted by Executive Director Tracey 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.***



## **Key Peninsula Metropolitan Park District (Key Pen Parks)**

### **MINUTES - DRAFT**

#### **Board of Park Commissioners**

**Monday, June 12, 2023 @ 7:00 PM; Study Session at 6:00 PM**

Meeting Room, Key Peninsula Fire Protection District 16, Station No 47,  
1921 Key Peninsula Hwy NW, Home WA 98349

#### **Study Session**

Called to order at 6:00 PM.

Director Perkosky led a discussion continued from the May 8, 2023, Study Session on the changes to the Trails Committee Policy. Direction was provided by the Board Members.

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

Director Perkosky called the meeting to order at 7:02 PM

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

Absent: None

#### **4. Meeting Agenda Approval**

Agenda approved with no changes.

#### **5. Special Presentations**

Recognition to volunteer Heather Rogers for her hundreds of hours of service.

#### **6. Public Comment**

Sami Jensen – spoke on the study session wanting no bias in the Trails Committee, wanted Key Peninsula residents or business owners to be on Committee, encouraged having a no conflict of interest requirement. Board discussion occurred on this topic.

#### **7. Approval of Minutes**

None. Clerk Clinton spoke that she has delegated minutes to the Director due to her work schedule.



## **8. Financial Report**

May 2023 Financial Report was approved, following questions regarding shelter revenue.

## **9. Executive Director Report**

Director Perkosky reported on the items listed in the written report and added in information on the oversized trailer parking at Gateway, discussed the appraisal amount for the Zeren property, and gave an update on the logging road construction by DNR in Key Central Forest. She responded to questions.

## **10. Board Committee And Advisory Council Reports**

- a. Land and Improvements Committee – Commissioner Robison discussed continued opportunity for Key Pen Parks to secure the Sportsman’s Club.
- b. Key Peninsula Parks and Recreation Foundation Report – Director Perkosky gave a report on a recent meeting regarding project status and discussed a lump sum donation with a letter describing the funds usage.
- c. Trail Update – Vice President Michel mentioned a tree down in Key Central Forest and work needed on Ticket to Ride, referencing a V shape for better sight lines. Parks & Facilities Manager responded to questions.

## **11. Board President’s Report**

President Parry gave an update on the scope of work with human resources consulting services and interview process to select a firm. She responded to questions. Director Perkosky also answered questions on work scope.

## **12. Unfinished Business**

None

## **13. New Business**

- a. Direction on acquisition of 360 Trails from Department of Natural Resources  
Director Perkosky gave a presentation on the new Trust Transfer legislation and opened for questions and discussion. Board members discussed property and next steps.

Recommended Action: Monitor Trust Land Transfer Development program development after July 23, 2023, and consider land acquisition as part of Capital Facilities Plan later in 2023.

**Direction:** Continue to monitor progress of development of program to take action in the future and consider for 2024 Budget process.

## **14. Other minor matters**

None

### **15. Good of the Order/Comments by Board Members**

Clerk Clinton commented on Bill Trandem's memorial gift location. Director Perkosky clarified that at the request of the family any funds are to go to the acquisition of new parks.

President Parry expressed appreciation for the donations.

Commissioner Robison commented on Hugh McMillian memorial service.

### **16, 17. Next Meeting and Adjourn**

Regular Meeting on July 10, 2023

Adjourn at 8:05 PM

Respectfully submitted by Executive Director Tracey Perkosky.

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Meeting: August 14, 2023

Item # 8a

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Via: Laura Armstrong, Fiscal Specialist  
Date: August 14, 2023  
Subject: Approval of Finances

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### Background

This report includes a summary of the financial information from June and July 2023 for Board approval.

#### June 2023 Financial Report

Total expenditures \$142,014.22

• Accounts Payable	\$42,378.47	Check # 2436 - 2465
• First Citizens	\$0	EFT's
• <u>Payroll/Benefits</u>	\$59,018.15	EFT's
• <u>Pierce County Claim</u>	\$40,375.00	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$242.60	EFT's

Total Revenue \$50,940.10

• Other Revenues	\$7,798.75
• Zoo Trek	\$21,453.65
• Property Tax	\$12,839.99
• Investment	\$8,847.71
• Leasehold Excise	\$0
• Timber Excise Tax	\$0
• Sale of Tax Title Property	\$0

#### July 2023 Financial Report

Total expenditures \$110,267.32

• Accounts Payable	\$44,423.69	Check # 2466-2491
• First Citizens	\$	EFT's
• <u>Payroll/Benefits</u>	\$65,620.73	EFT's
• <u>Pierce County Claim</u>	\$	EFT's
• <u>Petty Cash</u>	\$0	Cash



- Bank service fees \$222.90 EFT's

Total Revenue \$165,744.86

- Other Revenues \$125,518.74 - \$370.80 = 125,147.94 (return fees from overpayment of shelter rental)
- Zoo Trek \$23,232.07
- Property Tax \$8,090.78
- Investment \$9,273.31
- Leasehold Excise \$0.76
- Timber Excise Tax \$0
- Sale of Tax Title Property \$0

# TREASURER'S REPORT

## Fund Totals

Key Peninsula Metro Parks District

06/01/2023 To: 06/30/2023

Time: 15:52:25 Date: 07/11/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,564,027.31	50,940.10	142,014.22	5,472,953.19	8,880.30	0.00	0.00	5,481,833.49
	5,564,027.31	50,940.10	142,014.22	<b><u>5,472,953.19</u></b>	8,880.30	0.00	0.00	<b>5,481,833.49</b>

# TREASURER'S REPORT

## Account Totals

Key Peninsula Metro Parks District

06/01/2023 To: 06/30/2023

Time: 15:52:25 Date: 07/11/2023

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	4,106.23	7,798.75	10,289.02	1,615.96	0.00	0.00	1,615.96
2 First Citizens Payroll	13,988.36	85,719.20	59,018.15	40,689.41	0.00	0.00	40,689.41
3 Pierce County	5,511,281.06	53,187.77	187,790.19	5,376,678.64	0.00	0.00	5,376,678.64
4 Petty Cash	166.63	0.00	0.00	166.63	0.00	0.00	166.63
5 First Citizens AP	34,485.03	61,695.99	42,378.47	53,802.55	0.00	8,880.30	62,682.85
Total Cash:	5,564,027.31	208,401.71	299,475.83	5,472,953.19	0.00	8,880.30	<b>5,481,833.49</b>
	5,564,027.31	208,401.71	299,475.83	5,472,953.19	0.00	8,880.30	<b>5,481,833.49</b>

# TREASURER'S REPORT

## Outstanding Vouchers

06/01/2023 To: 06/30/2023

As Of: 06/30/2023 Date: 07/11/2023

Time: 15:52:25 Page: 3

Key Peninsula Metro Parks District

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	614	06/23/2023	Claims	5	2453	Canon Financial Services, INX	121.11	Rental of office copier and fax (Canon)
2023	615	06/23/2023	Claims	5	2454	Copiers Northwest	164.83	Charges for additional copies from rented office printer as per contract.
2023	617	06/23/2023	Claims	5	2456	Key Peninsula Fire Department	250.00	Hands on fire extinguisher training for 10 employees.
2023	618	06/23/2023	Claims	5	2457	Merry Makers	4,003.29	Balance due for rental/service of 3 bouncy houses, face painter, balloon twister, popcorn and cotton candy machines, and portable power for Family Fun Fest event 7-8-2023
2023	640	06/30/2023	Claims	5	2460	AMI Graphics	65.65	4 Vinyl sticker covers for Cinema under the stars street banner.
2023	641	06/30/2023	Claims	5	2461	Jeffrey Foster	55.00	\$55.00 refunded due to error in pavilion rental sign posted as half rental and not full rental. Charge dropped from \$140 to \$85.
2023	642	06/30/2023	Claims	5	2462	Merry Makers	324.00	Balance due on updated contract # 15111677 (due to setup time change) for Family Fun Fest event.
2023	643	06/30/2023	Claims	5	2463	Peninsula Light Company	1,746.42	Electric service fee for Volunteer Park, Home Park, and Taylor Bay.
2023	644	06/30/2023	Claims	5	2464	Pierce County Sheriff's Department	400.00	Traffic Control for Summer Family Fun Fest July 8th 2023 from 11:30 to 3:30.
2023	645	06/30/2023	Claims	5	2465	The Red Barn	1,750.00	2023 Youth service contract payment 1 of 2.
							8,880.30	

Fund	Claims	Payroll	Total
001 General Fund	8,880.30	0.00	8,880.30
	8,880.30	0.00	8,880.30

**TREASURER'S REPORT**

**Signature Page**

Key Peninsula Metro Parks District

Time: 15:52:25 Date: 07/11/2023

06/01/2023 To: 06/30/2023

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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: 16:00:44 Date: 07/11/2023

06/01/2023 To: 06/30/2023

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
508	06/01/2023	Tr Rec	2051	1687	1	US Bank	482.46	Credit card rebate from NASPO contract for 1st Q 2023
509	06/01/2023	Tr Rec	2052	1688	1	The Snack Shack	591.36	Rent, electric and leasehold tax for June 2023 from VP concession building.
510	06/01/2023	Tr Rec	2053	1689	1	Tracey L Perkosky	1,203.75	Rent, electric and leasehold tax for June 2023 from Gateway House.
529	06/05/2023	Tr Rec	2059	1690	1	General Customer	61.80	Rental of Gateway Park pavilion on 6-25-2023 from 1pm to 3pm for (Lindsey)
530	06/05/2023	Tr Rec	2060	1691	1	General Customer	108.15	Rental of Gateway Park pavilion on 6-12-2023 from 5:30 pm to 8:30 pm for (Nesbit)
531	06/05/2023	Tr Rec	2061	1692	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-3-2023 from 10 am to 12 pm for (Hesse)
532	06/05/2023	Tr Rec	2062	1693	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-2-2023 from 10 am to 12 pm for (Crow)
533	06/05/2023	Tr Rec	2063	1694	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-25-2023 from 3 pm to 5 pm for (Camacho)
534	06/05/2023	Tr Rec	2064	1695	1	General Customer	113.30	Rental of Gateway Park pavilion on 8-12-2023 from 3 pm to 7 pm for (Lucena)
535	06/05/2023	Tr Rec	2065	1696	1	General Customer	87.55	Rental of Gateway Park pavilion on 7-9-2023 from 12 pm to 3 pm for (McRay)
536	06/05/2023	Tr Rec	2066	1697	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-15-2023 from 10 am to 12 pm for (Sammis)
537	06/05/2023	Tr Rec	2067	1698	1	General Customer	108.15	Rental of Gateway Park pavilion on 6-21-2023 from 4 pm to 7 pm for (Emerson)
538	06/05/2023	Tr Rec	2068	1699	1	Kyle Armstrong	768.20	Rent, electric and leasehold tax for June 2023 from Taylor Bay caretaker.
540	06/07/2023	Tr Rec	2069	1700	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-7-2023 from 4 pm to 6pm for (Aaenson)
541	06/07/2023	Tr Rec	2070	1701	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-17-2023 from 1:30 pm to 3:30 pm for (Lopiccolo)
542	06/07/2023	Tr Rec	2071	1702	1	General Customer	61.80	Rental of Gateway Park pavilion on 6-18-2023 from 1 pm to 3 pm for (Holloway)
543	06/07/2023	Tr Rec	2072	1703	1	General Customer	113.30	Rental of Gateway Park pavilion on 7-9-2023 from 12:30 pm to 4:30 pm for (Hills)
544	06/07/2023	Tr Rec	2073	1704	1	General Customer	61.80	Rental of Gateway Park pavilion on 6-5-2023 from 4:30 pm to 6:30 pm for (Nelson)
545	06/07/2023	Tr Rec	2074	1705	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-24-2023 from 5:30 pm to 7:30 pm for (Escoto)

# RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 16:00:44 Date: 07/11/2023

06/01/2023 To: 06/30/2023

Page: 2

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
546	06/07/2023	Tr Rec	2075	1706	1	General Customer	61.80	Rental of Gateway Park pavilion on 8-12-2023 from 3pm to 6 pm for (Jacobsen)
547	06/07/2023	Tr Rec	2076	1707	1	General Customer	87.55	Rental of Gateway Park pavilion on 7-23-2023 from 3pm to 6 pm for (Chaffin)
548	06/07/2023	Tr Rec	2077	1708	1	General Customer	36.05	Rental of Home Park Shelter on 6-15-2023 from 4 pm to 6 pm for (Callaway)
562	06/12/2023	Tr Rec	2078	1709	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-25-2023 from 11 am to 1pm for (Helm)
563	06/12/2023	Tr Rec	2079	1710	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-23-2023 from 4 pm to 6pm for (Rose)
567	06/14/2023	Tr Rec	2080	1711	1	General Customer	61.80	Rental of Gateway Park pavilion on 6-11-2023 from 10:30 am to 12:30pm for (Oberlander)
568	06/14/2023	Tr Rec	2081	1712	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-16-2023 from 10:00 am to 12:00pm for (Crow)
569	06/14/2023	Tr Rec	2082	1713	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-2-2023 from 2 pm to 4 pm for (Pierce)
570	06/14/2023	Tr Rec	2083	1714	1	General Customer	61.80	Rental of Gateway Park pavilion on 6-10-2023 from 5:30 pm to 7:30 pm for (Turner)
571	06/14/2023	Tr Rec	2084	1715	1	General Customer	77.25	Rental of Gateway Park pavilion on 7-15-2023 from 4:30 pm to 8:30 pm for (Hunsaker)
572	06/14/2023	Tr Rec	2085	1716	1	General Customer	61.80	Rental of Gateway Park pavilion on 6-16-2023 from 1 pm to 3 pm for (Wilkerson)
573	06/14/2023	Tr Rec	2086	1717	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-22-2023 from 4:30 pm to 6:30 pm for (Farr)
574	06/14/2023	Tr Rec	2087	1718	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-16-2023 from 2 pm to 4 pm for (Olin)
575	06/14/2023	Tr Rec	2088	1719	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-16-2023 from 3 pm to 5 pm for (Stinocher)
586	06/16/2023	Tr Rec	2089	1720	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-24-2023 from 5:30 pm to 7:30 pm for (DuBose)
587	06/16/2023	Tr Rec	2090	1721	1	General Customer	103.00	Rental of Gateway Park pavilion on 8-19-2023 from 2 pm to 4 pm for (Knowles)
588	06/16/2023	Tr Rec	2091	1722	1	General Customer	61.80	Rental of Gateway Park pavilion on 8-5-2023 from 11 am to 2 pm for (Henson)
589	06/16/2023	Tr Rec	2092	1723	1	General Customer	113.30	Rental of Gateway Park pavilion on 7-23-2023 from 12 pm to 4 pm for (Gipaya)

## RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 16:00:44 Date: 07/11/2023

06/01/2023 To: 06/30/2023

Page: 3

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
590	06/16/2023	Tr Rec	2093	1724	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-09-2023 from 3 pm to 5 pm for (Lanza)
591	06/16/2023	Tr Rec	2094	1725	1	General Customer	46.35	Rental of Gateway Park pavilion on 7-1-2023 from 9 am to 11am for (Jazuk)
592	06/16/2023	Tr Rec	2095	1726	1	General Customer	77.25	Rental of Gateway Park pavilion on 6-19-2023 from 1 pm to 4 pm for (Mauerman)
593	06/16/2023	Tr Rec	2096	1727	1	General Customer	51.50	Rental of Volunteer Park pavilion on 7-1-2023 from 3 pm to 6 pm for (Ryan)
594	06/20/2023	Tr Rec	2097	1728	1	General Customer	87.55	Rental of Gateway Park pavilion on 8/19-2023 from 10:30 am to 1:30pm for (White)
595	06/20/2023	Tr Rec	2098	1729	1	General Customer	103.00	Rental of Gateway Park pavilion on 8-5-2023 from 5:30 pm to 7:30pm for (Burton)
596	06/20/2023	Tr Rec	2099	1730	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-14-2023 from 1 pm to 4 pm for (Rickabaugh)
597	06/20/2023	Tr Rec	2100	1731	1	General Customer	185.40	Rental of Gateway Park pavilion on 7-29-2023 from 9am to 1 pm for (Sublett)
609	06/22/2023	Tr Rec	2101	1732	1	General Customer	103.00	Rental of Gateway Park pavilion on 8-20-2023 from 10 am to 12 pm for (Rhodes)
610	06/22/2023	Tr Rec	2102	1733	1	General Customer	77.25	Rental of Gateway Park pavilion on 6-20-2023 from 5 pm to 7 pm for (Kinerk)
611	06/22/2023	Tr Rec	2103	1734	1	General Customer	77.25	Rental of Gateway Park pavilion on 7-1-2023 from 5 pm to 9 pm for (Larsen)
612	06/22/2023	Tr Rec	2104	1735	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-2-2023 from 3:30 pm to 5:30 pm for (Messer)
613	06/22/2023	Tr Rec	2105	1736	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-23-2023 from 4 pm to 6 pm for (DuPea)
621	06/23/2023	Tr Rec	2106	1737	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-9-2023 from 10 am to 12 pm for (Bell)
622	06/23/2023	Tr Rec	2107	1738	1	General Customer	61.80	Rental of Gateway Park pavilion on 8-20-2023 from 12 pm to 2 pm for (Sneed)
623	06/23/2023	Tr Rec	2108	1739	1	General Customer	36.05	Rental of Volunteer Park Shelter on 6-21-2023 from 12:30 pm to 2:30 pm for (Ryker)
624	06/26/2023	Tr Rec	2109	1740	1	General Customer	46.35	Rental of Gateway Park pavilion on 8-13-2023 from 1pm to 3pm for (Glenn)
628	06/28/2023	Tr Rec	2110	1741	1	General Customer	36.05	Rental of Home Park pavilion on 7-22-2023 from 12:30 pm to 2:30 pm for (Morris)

## RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 16:00:44 Date: 07/11/2023

06/01/2023 To: 06/30/2023

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
629	06/28/2023	Tr Rec	2111	1742	1	General Customer	185.40	Rental of Gateway Park pavilion on 8-2-2023 from 11am to 3 pm for (Binkowski)
630	06/28/2023	Tr Rec	2112	1743	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-27-2023 from 1 pm to 3 pm for (Russell)
631	06/28/2023	Tr Rec	2113	1744	1	General Customer	51.50	Rental of Volunteer Park pavilion on 6-25-2023 from 2 pm to 5 pm for (Comack)
632	06/28/2023	Tr Rec	2114	1745	1	Pierce County Fire Prevention B	151.25	Refund of permit #1008001 fees paid for Makers Market event that was cancelled.
637	06/29/2023	Tr Rec	2115	1746	1	General Customer	46.35	Rental of Gateway Park pavilion on 7-2-2023 from 4:30 pm to 6:30 pm for (Flowers)
638	06/29/2023	Tr Rec	2116	1747	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-30-2023 from 1 pm to 3 pm for (Murphy)
639	06/29/2023	Tr Rec	2117	1748	1	General Customer	61.80	Rental of Gateway Park pavilion on 8-6-2023 from 11 am to 2 pm for (Talkington)
649	06/30/2023	Tr Rec	2121	1752	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-29-2023 from 5 pm to 7 pm for (Burk)
650	06/30/2023	Tr Rec	2122	1753	1	General Customer	556.20	Rental of Gateway Park pavilion on 8-26-2023 from 11 am to 3 pm for (Ryland) Paid \$185.40 X 3 by mistake \$556.20. \$370.80 was refunded via cc but did not show up in time for the June statement.
652	06/12/2023	Tr Rec	2123	1754	1	General Customer	33.68	Rental of Volunteer Park shelter on 6-11-2023 from 11am to 1pm for (Perks)
653	06/30/2023	Tr Rec	2124		3	Pierce County Budget and Finar	12,839.99	Property tax of \$9808.39 and delinquent tax of \$3031.60
654	06/30/2023	Tr Rec	2125		3	Pierce County Budget and Finar	8,847.71	Investment Interest
655	06/30/2023	Tr Rec	2126		3	Pierce County Budget and Finar	21,453.65	Zoo Trek
							310 Taxes	34,293.64
							360 Long Terms	16,646.46
							001 General Fund	50,940.10
							<b>50,940.10</b>	

## June 2023 AP expenditures

Key Peninsula Metro Parks District

Time: 15:54:06 Date: 07/11/2023

06/01/2023 To: 06/30/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230603001 PEBB Health Insurance Health Care Authority	551	06/09/2023	Payroll	5	7,967.44	
230604001 Alpine Products INC	552	06/09/2023	Claims	5	269.05	Three new signs for the Scott Gallacher Memorial Spray and Play Park
230604002 Alstead Trielle E	553	06/09/2023	Claims	5	55.02	May 2023 mileage for Outreach and Community Events Coordinator
230604003 CenturyLink	554	06/09/2023	Claims	5	126.85	May 2023 monthly charges
230604004 D.M. Recycling Co	555	06/09/2023	Claims	5	228.00	Recycle pick-up service for Gateway Park (1x weekly)
230604005 Murreys Disposal Company	556	06/09/2023	Claims	5	662.15	Trash pick-up service for Gateway Park (2x weekly) and Volunteer Park (1x weekly)
230604006 North Shore Electric INC	557	06/09/2023	Claims	5	1,006.50	Two additional outlets for cameras at Volunteer Park and the disconnection of one outlet from administrative office
230604007 Peninsula Light Company	558	06/09/2023	Claims	5	1,613.09	Electric service from 4/22/23 to 5/22/23 at Home Park, Volunteer Park, and Taylor Bay
230604008 Purdy Topsoil and Gravel LLC	559	06/09/2023	Claims	5	95.90	Gravel for road repairs at the maintenance yard and Key Central Forest
230604009 Verizon Wireless	560	06/09/2023	Claims	5	494.67	May 2023 monthly charges for staff cell phones
230604010 WA. Recreation and Park Association	561	06/09/2023	Claims	5	615.00	Membership renewal
230606001 Astound	580	06/16/2023	Claims	5	173.83	Monthly high speed internet and digital phone charges - statement from 6/6/23
230606002 Hemley's Handy Kans	581	06/16/2023	Claims	5	307.50	June monthly rental rate for portable toilets at Taylor Bay and Key Central Forest
230606003 Howarth Samuel J	582	06/16/2023	Claims	5	59.50	Expense statement for Parks and Facilities Manager for Certified Playground Safety Inspector Training
230606004 Schowalter Megan	583	06/16/2023	Claims	5	454.86	Bisque fire and glaze fire for 200 gnomes (30 per batch) for Summer Solstice Gnome Hunt event
230606005 US Bank	584	06/16/2023	Claims	5	18,377.57	Professional pressure washer, repairs to garage door, 2 water heaters, fuel, travel and training, subscriptions for business functions, office and maintenance supplies.
230606006 Waypoint Church	585	06/16/2023	Claims	5	300.00	Refund for community worship service (7/9/23) rental fee at Gateway Park
230608001 Canon Financial Services, INX	614	06/23/2023	Claims	5	121.11	Rental of office copier and fax (Canon)
230608002 Copiers Northwest	615	06/23/2023	Claims	5	164.83	Charges for additional copies from rented office printer as per contract.
230608003 Gentile Kristin	616	06/23/2023	Claims	5	139.05	Refund issued for rental on 6-17-2023 due to trash being left at pavilion prior to rental.
230608004 Key Peninsula Fire Department	617	06/23/2023	Claims	5	250.00	Hands on fire extinguisher training for 10 employees.
230608005 Merry Makers	618	06/23/2023	Claims	5	4,003.29	Balance due for rental/service of 3 bouncy houses, face painter, balloon twister, popcorn and cotton candy machines, and portable power for Family Fun Fest event 7-8-2023
230608006 Peninsula Light Company	619	06/23/2023	Claims	5	257.43	Electric service fees for Gateway Park.
230608007 Washington Water Service Company	620	06/23/2023	Claims	5	294.76	Water service fees for Gateway Park.

## June 2023 AP expenditures

Key Peninsula Metro Parks District

Time:

15:54:06 Date: 07/11/2023

06/01/2023 To: 06/30/2023

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
230609001 AMI Graphics	640	06/30/2023	Claims	5	65.65	4 Vinyl sticker covers for Cinema under the stars street banner.
230609002 Foster Jeffrey	641	06/30/2023	Claims	5	55.00	\$55.00 refunded due to error in pavilion rental sign posted as half rental and not full rental. Charge dropped from \$140 to \$85.
230609003 Merry Makers	642	06/30/2023	Claims	5	324.00	Balance due on updated contract # 15111677 (due to setup time change) for Family Fun Fest event.
230609004 Peninsula Light Company	643	06/30/2023	Claims	5	1,746.42	Electric service fee for Volunteer Park, Home Park, and Taylor Bay.
230609005 Pierce County Sheriff's Department	644	06/30/2023	Claims	5	400.00	Traffic Control for Summer Family Fun Fest July 8th 2023 from 11:30 to 3:30.
230609006 The Red Barn	645	06/30/2023	Claims	5	1,750.00	2023 Youth service contract payment 1 of 2.
Total Checks:					<u>42,378.47</u>	

## June 2023 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

15:56:33 Date: 07/11/2023

06/01/2023 To: 06/30/2023

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	539	06/06/2023	Payroll	2	6,308.97	
EFT Employee Paycheck	512	06/09/2023	Payroll	2	1,923.95	
EFT Employee Paycheck	513	06/09/2023	Payroll	2	2,685.75	
EFT Employee Paycheck	514	06/09/2023	Payroll	2	2,023.20	
EFT Employee Paycheck	515	06/09/2023	Payroll	2	118.21	
EFT Employee Paycheck	516	06/09/2023	Payroll	2	2,619.23	
EFT Employee Paycheck	517	06/09/2023	Payroll	2	1,587.29	
EFT Employee Paycheck	518	06/09/2023	Payroll	2	236.44	
EFT Employee Paycheck	519	06/09/2023	Payroll	2	1,582.48	
EFT Employee Paycheck	520	06/09/2023	Payroll	2	1,978.71	
EFT Employee Paycheck	521	06/09/2023	Payroll	2	3,013.68	
EFT Employee Paycheck	522	06/09/2023	Payroll	2	1,673.47	
EFT Employee Paycheck	523	06/09/2023	Payroll	2	826.84	
EFT WA State Department of Retiremen	550	06/09/2023	Payroll	2	8,366.47	
EFT United Concordia	566	06/14/2023	Payroll	2	450.70	
EFT EFTPS	608	06/21/2023	Payroll	2	5,532.70	
EFT Employee Paycheck	598	06/26/2023	Payroll	2	1,872.97	
EFT Employee Paycheck	599	06/26/2023	Payroll	2	2,458.46	
EFT Employee Paycheck	600	06/26/2023	Payroll	2	393.95	
EFT Employee Paycheck	601	06/26/2023	Payroll	2	1,861.13	
EFT Employee Paycheck	602	06/26/2023	Payroll	2	2,619.23	
EFT Employee Paycheck	603	06/26/2023	Payroll	2	1,587.29	
EFT Employee Paycheck	604	06/26/2023	Payroll	2	1,735.79	
EFT Employee Paycheck	605	06/26/2023	Payroll	2	1,518.41	
EFT Employee Paycheck	606	06/26/2023	Payroll	2	3,013.68	
EFT Employee Paycheck	607	06/26/2023	Payroll	2	1,014.15	
EFT Department of Licensing	625	06/26/2023	Claims	2	15.00	Driving record for new staff.
Total Checks:					59,018.15	

# June 2023 Pierce County Expenditures

Key Peninsula Metro Parks District

Time: 15:57:53 Date: 07/11/2023

06/01/2023 To: 06/30/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Pierce County Budget and Finance	656	06/30/2023	Claims	3	30,000.00	Debt Service-Principal
EFT Pierce County Budget and Finance	657	06/30/2023	Claims	3	10,375.00	Debt Service-Interest
Total Checks:					<u>40,375.00</u>	



# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 15:58:55 Date: 07/11/2023

06/01/2023 To: 06/30/2023

Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
<b>549</b>	<b>06/08/2023</b>	<b>06/30/2023</b>	<b>1</b>	<b>EFT</b>	<b>Ser Chge</b>		<b>Merch Bankcard service</b>	<b>154.60</b>	<b>Credit card processing charges</b>
	576 80 49 003	Banking Fees		001	General Fund			154.60	Credit card processing charges
<b>651</b>	<b>06/30/2023</b>	<b>06/30/2023</b>	<b>1</b>		<b>Ser Chge</b>		<b>First Citizens</b>	<b>88.00</b>	<b>Bank service fees.</b>
	576 80 49 003	Banking Fees		001	General Fund			88.00	
	Records Printed:		2					0.00	
						Adjustments:		0.00	
						Beginning Balance:		0.00	
						Revenues:		0.00	
						Warrant Expenditures:		0.00	
						Non Warrant Expenditures:		242.60	
						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	242.60	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	242.60	0.00	0.00	0.00

# 2023 CASH FLOW - YEAR TO DATE

City of Peninsula Metro Parks District

Time: 13:32:26 Date: 07/12/2023

January To June

Page: 1

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
10 00 000 Taxes, Real & Person	3,846.25	37,790.34	78,033.33	561,455.93	135,996.76	12,839.99	0.00	0.00	0.00	0.00	0.00	0.00	829,962.60	1,494,356.00	56%
17 00 000 Taxes, Zoo Trek Excis	22,106.46	25,380.71	20,510.65	20,322.27	23,306.37	21,453.65	0.00	0.00	0.00	0.00	0.00	0.00	133,080.11	245,000.00	54%
20 00 000 Taxes, Leasehold Exc	0.00	52.28	0.00	0.00	60.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.93	1,000.00	11%
40 00 000 Taxes, Forest Excise 1	0.00	0.00	0.00	0.00	2,350.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,350.91	2,500.00	94%
00 00 000 Other Tax (REET)	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%
<b>Taxes</b>	<b>25,952.71</b>	<b>63,223.33</b>	<b>98,543.98</b>	<b>581,778.20</b>	<b>161,714.69</b>	<b>34,293.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>965,506.55</b>	<b>1,802,856.00</b>	<b>54%</b>
60 00 003 Program Fees, Prog	0.00	0.00	359.54	851.00	157.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,367.54	800.00	171%
<b>Park Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>359.54</b>	<b>851.00</b>	<b>157.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,367.54</b>	<b>800.00</b>	<b>171%</b>
11 00 000 Investment Interest	7,585.27	7,204.87	8,289.00	8,415.56	9,017.42	8,847.71	0.00	0.00	0.00	0.00	0.00	0.00	49,359.83	4,000.00	***%
40 00 004 S&F Rentals, 360 Fie	240.00	770.00	2,057.79	6,160.00	4,176.35	4,233.15	0.00	0.00	0.00	0.00	0.00	0.00	17,637.29	18,000.00	98%
40 00 005 S&F Rentals, Home I	0.00	0.00	0.00	65.00	100.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	235.00	400.00	59%
40 00 006 S&F Rentals, Volunte	0.00	0.00	0.00	0.00	0.00	168.68	0.00	0.00	0.00	0.00	0.00	0.00	168.68	1,000.00	17%
50 00 001 S&F Rentals, Conces	365.68	365.68	591.36	591.36	591.36	591.36	0.00	0.00	0.00	0.00	0.00	0.00	3,096.80	7,000.00	44%
50 00 002 S&F Rentals, Gatewa	1,287.88	1,292.98	1,274.79	1,269.04	1,251.25	1,203.75	0.00	0.00	0.00	0.00	0.00	0.00	7,579.69	14,400.00	53%
50 00 004 S&F Rentals, Sportsf	0.00	8,647.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,647.55	8,000.00	108%
50 00 005 S&F Rental, Taylor B	768.20	768.20	768.20	768.20	768.20	768.20	0.00	0.00	0.00	0.00	0.00	0.00	4,609.20	9,180.00	50%
00 00 000 Contributions & Dor	500.00	0.00	500.00	1,500.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	7,500.00	60%
91 00 000 Other Revenue	588.79	23.10	898.86	239.43	130.11	763.61	0.00	0.00	0.00	0.00	0.00	0.00	2,643.90	2,000.00	132%
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	550,000.00	0%
10 00 000 Refundable Deposits	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	1,500.00	33%
<b>Long Terms</b>	<b>11,335.82</b>	<b>19,072.38</b>	<b>14,880.00</b>	<b>19,008.59</b>	<b>18,034.69</b>	<b>16,646.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>98,977.94</b>	<b>622,980.00</b>	<b>16%</b>
<b>ID REVENUES:</b>	<b>37,288.53</b>	<b>82,295.71</b>	<b>113,783.52</b>	<b>601,637.79</b>	<b>179,906.38</b>	<b>50,940.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,065,852.03</b>	<b>2,426,636.00</b>	<b>44%</b>
80 10 001 Commissioner Wage	512.04	384.03	0.00	640.05	256.02	384.03	0.00	0.00	0.00	0.00	0.00	0.00	2,176.17	7,500.00	29%
80 10 002 Administrative Wage	23,105.94	24,893.91	23,517.02	24,888.25	24,775.19	21,441.68	0.00	0.00	0.00	0.00	0.00	0.00	142,621.99	301,983.00	47%
80 10 003 Park Operations Wa	12,615.27	12,986.01	19,230.63	26,587.74	28,082.85	28,819.17	0.00	0.00	0.00	0.00	0.00	0.00	128,321.67	380,292.00	34%
80 10 004 Park Operations - Te	644.38	454.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,099.31	0.00	0%
80 20 001 Commissioner Perso	50.63	29.40	0.00	59.76	19.60	29.38	0.00	0.00	0.00	0.00	0.00	0.00	188.77	678.00	28%
80 20 002 Administrative Bene	7,418.45	8,362.87	7,060.90	9,073.04	6,009.41	5,693.22	0.00	0.00	0.00	0.00	0.00	0.00	43,617.89	109,190.00	40%
80 20 003 Park Operations Ben	9,677.88	5,265.75	5,988.86	13,571.11	14,099.58	11,553.21	0.00	0.00	0.00	0.00	0.00	0.00	60,156.39	184,765.00	33%
80 20 004 Park Operations - Te	577.95	112.78	0.00	149.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.13	0.00	0%
80 20 006 Uniforms/Safety Gea	0.00	0.00	0.00	46.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46.39	4,000.00	1%
80 31 001 Office Supplies	144.35	357.87	351.03	680.95	484.81	218.75	0.00	0.00	0.00	0.00	0.00	0.00	2,237.76	5,500.00	41%
80 31 002 Maintenance Supplie	7,296.39	4,681.12	3,945.94	7,097.00	10,044.80	2,489.95	0.00	0.00	0.00	0.00	0.00	0.00	35,555.20	107,000.00	33%
80 31 003 Equipment Maintena	0.00	221.71	56.46	923.34	0.00	1,008.54	0.00	0.00	0.00	0.00	0.00	0.00	2,210.05	3,520.00	63%
80 31 004 Vehicle Maintenance	0.00	0.00	0.00	0.00	6.51	177.58	0.00	0.00	0.00	0.00	0.00	0.00	184.09	2,000.00	9%
80 31 130 Supplies, Special Eve	0.00	0.00	0.00	177.99	180.09	-25.41	0.00	0.00	0.00	0.00	0.00	0.00	332.67	600.00	55%
80 31 140 Supplies, Special Eve	0.00	1,027.30	453.41	605.69	761.96	63.47	0.00	0.00	0.00	0.00	0.00	0.00	2,911.83	10,000.00	29%
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	1,000.00	0%
80 32 000 Park Operations Fue	281.39	746.60	983.30	1,341.70	1,407.77	1,447.90	0.00	0.00	0.00	0.00	0.00	0.00	6,208.66	22,000.00	28%
80 35 000 Small Tools & Equipm	0.00	0.00	1,199.34	0.00	624.24	3,118.02	0.00	0.00	0.00	0.00	0.00	0.00	4,941.60	10,400.00	48%
80 41 000 Professional Service	5,272.50	49.00	148.20	653.43	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	6,153.13	12,500.00	49%
80 41 001 Professional Service	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	20,000.00	0%
80 41 002 Professional Service	0.00	13,981.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,981.46	16,000.00	87%

## 2023 CASH FLOW - YEAR TO DATE

y Peninsula Metro Parks District

Time: 13:32:26 Date: 07/12/2023

January To June

Page: 2

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
80 41 004 Professional Services	50.00	0.00	128.00	675.00	297.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,150.00	10,450.00	11%
80 41 005 Professional Services	0.00	465.70	0.00	2,120.28	1,497.43	6,477.29	0.00	0.00	0.00	0.00	0.00	0.00	10,560.70	47,863.00	22%
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	1,000.00	0%
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	7,500.00	0%
80 41 009 Election Costs	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	15,000.00	0%
80 42 001 Communications, Ph	939.12	705.83	813.72	601.13	828.86	863.20	0.00	0.00	0.00	0.00	0.00	0.00	4,751.86	9,500.00	50%
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	500.00	0%
80 43 002 Travel, Staff	72.50	83.06	336.50	397.22	562.69	2,439.45	0.00	0.00	0.00	0.00	0.00	0.00	3,891.42	15,000.00	26%
80 44 001 Taxes And Operati	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	2,000.00	16%
80 45 000 Equipment Rental\ I	326.03	144.96	1,478.05	268.48	903.29	593.44	0.00	0.00	0.00	0.00	0.00	0.00	3,714.25	8,000.00	46%
80 46 000 Insurance, General L	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	45,000.00	0%
80 47 000 Utility Services, For /	3,029.13	1,655.88	4,238.56	3,269.14	1,450.11	4,917.16	0.00	0.00	0.00	0.00	0.00	0.00	18,559.98	37,485.00	50%
80 47 001 Utility Services, For	0.00	0.00	82.78	85.15	0.00	134.73	0.00	0.00	0.00	0.00	0.00	0.00	302.66	1,000.00	30%
80 48 000 Repairs & Maintenai	1,382.65	2,566.41	5,047.48	33,081.31	6,218.26	2,001.36	0.00	0.00	0.00	0.00	0.00	0.00	50,297.47	29,810.00	169%
80 49 001 Licenses & Permits	2,148.00	64.00	0.00	1,006.50	74.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,292.99	6,000.00	55%
80 49 002 Dues & Subscription	29.78	1,313.44	466.15	603.22	923.92	1,078.66	0.00	0.00	0.00	0.00	0.00	0.00	4,415.17	7,500.00	59%
80 49 003 Banking Fees	85.00	128.19	137.58	134.46	203.51	242.60	0.00	0.00	0.00	0.00	0.00	0.00	931.34	1,700.00	55%
80 49 004 Other Expenses	0.00	0.00	45.00	0.00	478.32	509.05	0.00	0.00	0.00	0.00	0.00	0.00	1,032.37	4,000.00	26%
80 49 006 Training, Staff	19.95	590.00	480.00	1,362.46	140.00	975.00	0.00	0.00	0.00	0.00	0.00	0.00	3,567.41	7,000.00	51%
<b>Parks</b>	<b>75,679.33</b>	<b>81,588.55</b>	<b>76,188.91</b>	<b>130,100.19</b>	<b>100,330.71</b>	<b>96,681.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>560,569.12</b>	<b>1,455,236.00</b>	<b>39%</b>
10 00 000 Refund Deposits - O	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%
00 00 999 Payroll Liability Accc	-1,290.56	-994.72	-1,255.26	-1,169.19	-869.15	-950.10	0.00	0.00	0.00	0.00	0.00	0.00	-6,528.98	0.00	0%
30 00 000 Other Non-Expendit	1,508.32	0.00	0.00	1,470.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,978.50	4,900.00	61%
<b>Non-Expenditures</b>	<b>217.76</b>	<b>-994.72</b>	<b>-1,255.26</b>	<b>300.99</b>	<b>-869.15</b>	<b>-950.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,550.48</b>	<b>6,400.00</b>	<b>55%</b>
76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	100%
76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	10,375.00	0.00	0.00	0.00	0.00	0.00	0.00	10,375.00	20,000.00	52%
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,375.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,375.00</b>	<b>50,000.00</b>	<b>81%</b>
76 61 000 Capital Expenditures	0.00	0.00	0.00	0.00	209.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209.50	0.00	0%
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	250,000.00	0%
76 62 020 Capital Improvemen	-50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-50.00	470,000.00	0%
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%
76 63 001 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	15,000.00	0%
76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	5,907.89	0.00	0.00	0.00	0.00	0.00	0.00	5,907.89	120,000.00	5%
<b>Capital Expenditures</b>	<b>-50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>209.50</b>	<b>5,907.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,067.39</b>	<b>915,000.00</b>	<b>1%</b>
<b>ID EXPENDITURES:</b>	<b>75,847.09</b>	<b>80,593.83</b>	<b>74,933.65</b>	<b>130,401.18</b>	<b>99,671.06</b>	<b>142,014.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>603,461.03</b>	<b>2,426,636.00</b>	<b>25%</b>
<b>ID GAIN/LOSS:</b>	<b>-38,558.56</b>	<b>1,701.88</b>	<b>38,849.87</b>	<b>471,236.61</b>	<b>80,235.32</b>	<b>-91,074.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>462,391.00</b>		
<b>ID NET POSITION:</b>	<b>-38,558.56</b>	<b>-36,856.68</b>	<b>1,993.19</b>	<b>473,229.80</b>	<b>553,465.12</b>	<b>462,391.00</b>	<b>462,391.00</b>	<b>462,391.00</b>	<b>462,391.00</b>	<b>462,391.00</b>	<b>462,391.00</b>	<b>462,391.00</b>			

## 2023 FUND TOTALS

City of Peninsula Metro Parks District

Time: 13:32:26 Date: 07/12/2023

January To June

Page: 3

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
General Fund	37,288.53	82,295.71	113,783.52	601,637.79	179,906.38	50,940.10	0.00	0.00	0.00	0.00	0.00	0.00	1,065,852.03	2,426,636.00	44%
	37,288.53	82,295.71	113,783.52	601,637.79	179,906.38	50,940.10	0.00	0.00	0.00	0.00	0.00	0.00	1,065,852.03	2,426,636.00	44%
<b>EXPENDITURES</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>	<b>Bud Amt</b>	<b>%</b>
General Fund	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	142,014.22	0.00	0.00	0.00	0.00	0.00	0.00	603,461.03	2,426,636.00	25%
	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	142,014.22	0.00	0.00	0.00	0.00	0.00	0.00	603,461.03	2,426,636.00	25%
NET LOSS:	-38,558.56	1,701.88	38,849.87	471,236.61	80,235.32	-91,074.12	0.00	0.00	0.00	0.00	0.00	0.00	462,391.00		
NET POSITION:	-38,558.56	-36,856.68	1,993.19	473,229.80	553,465.12	462,391.00	462,391.00	462,391.00	462,391.00	462,391.00	462,391.00	462,391.00			

# TREASURER'S REPORT

## Fund Totals

Key Peninsula Metro Parks District

Time: 12:07:55 Date: 08/08/2023

07/01/2023 To: 07/31/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	5,473,353.19	165,744.86	110,267.32	5,528,830.73	16,323.44	0.00	0.00	5,545,154.17
	5,473,353.19	165,744.86	110,267.32	<b>5,528,830.73</b>	16,323.44	0.00	0.00	<b>5,545,154.17</b>

# TREASURER'S REPORT

## Account Totals

Key Peninsula Metro Parks District

Time: 12:07:55 Date: 08/08/2023

07/01/2023 To: 07/31/2023

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	1,615.96	125,518.74	593.70	126,541.00	0.00	0.00	126,541.00
2 First Citizens Payroll	40,689.41	35,000.00	65,620.73	10,068.68	0.00	0.00	10,068.68
3 Pierce County	5,376,678.64	40,596.92	70,000.00	5,347,275.56	0.00	0.00	5,347,275.56
4 Petty Cash	166.63	0.00	0.00	166.63	0.00	0.00	166.63
5 First Citizens AP	54,202.55	35,000.00	44,423.69	44,778.86	0.00	16,323.44	61,102.30
Total Cash:	5,473,353.19	236,115.66	180,638.12	5,528,830.73	0.00	16,323.44	<b>5,545,154.17</b>
	5,473,353.19	236,115.66	180,638.12	5,528,830.73	0.00	16,323.44	<b>5,545,154.17</b>

**TREASURER'S REPORT**

**Outstanding Vouchers**

Key Peninsula Metro Parks District

07/01/2023 To: 07/31/2023

As Of: 07/31/2023 Date: 08/08/2023

Time: 12:07:55 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	618	06/23/2023	Claims	5	2457	Merry Makers	4,003.29	Balance due for rental/service of 3 bouncy houses, face painter, balloon twister, popcorn and cotton candy machines, and portable power for Family Fun Fest event 7-8-2023
2023	642	06/30/2023	Claims	5	2462	Merry Makers	324.00	Balance due on updated contract # 15111677 (due to setup time change) for Family Fun Fest event.
2023	699	07/12/2023	Claims	5	2476	Verizon Wireless	439.24	Cell phone service fee: employees for business use.
2023	715	07/27/2023	Claims	5	2478	4 Sight Septic, Inc	500.00	Inspection on Home Park and Maple Hollow vault toilet's.
2023	717	07/27/2023	Claims	5	2480	Astound	173.89	Phone and internet servcie for Volunteer Park.
2023	718	07/27/2023	Claims	5	2481	Canon Financial Services, INX	121.22	Rental of Canon copier and Fax unit.
2023	719	07/27/2023	Claims	5	2482	Copiers Northwest	54.94	Additional copy's as per Canon contract.
2023	720	07/27/2023	Claims	5	2483	Porscha Foster	55.00	Refund on Cancelled pavilion rental at Gateway Park on July 30 2023.
2023	722	07/27/2023	Claims	5	2485	Samuel J Howarth	100.00	Annual boot allowance as per employee handbook.
2023	723	07/27/2023	Claims	5	2486	Key Peninsula Historical Society	1,250.00	2023 contracted servcies (CY2023 Museum Exhibit ) Payment #1 of 2.
2023	725	07/27/2023	Claims	5	2488	Purdy Topsoil and Gravel LLC	275.00	Premium Lawn Mix for Volunteer Park.
2023	726	07/27/2023	Claims	5	2489	Thea Ulangkaya	175.00	Refund for cancelled Pavilion rental at Gateway Park for July 30 2023.
2023	727	07/27/2023	Claims	5	2490	Walrath Trucking Inc	8,851.86	Infield mix for ballfields at Volunteer Park.
							16,323.44	

Fund	Claims	Payroll	Total
001 General Fund	16,323.44	0.00	16,323.44
	16,323.44	0.00	16,323.44

**TREASURER'S REPORT**

**Signature Page**

Key Peninsula Metro Parks District

07/01/2023 To: 07/31/2023

Time: 12:07:55 Date: 08/08/2023

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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: 12:56:36 Date: 08/08/2023

07/01/2023 To: 07/31/2023

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
646	07/03/2023	Tr Rec	2118	1749	1	General Customer	36.05	Rental of Gateway Park pavilion on -2023 moved reservation from Home Park to Gateway this price includes the difference for paid (Kohler)
647	07/03/2023	Tr Rec	2119	1750	1	General Customer	87.55	Rental of Gateway Park pavilion on 8-19-2023 from 10:30 am to 1:30 pm for (Bunting)
648	07/03/2023	Tr Rec	2120	1751	1	General Customer	46.35	Rental of Gateway Park pavilion on 9-3-2023 from 12 pm to 2 pm for (Layman)
672	07/06/2023	Tr Rec	2127	1755	1	Tracey L Perkosky	1,172.75	Rent, electric, and leasehold tax for July 2023 from Gateway house.
673	07/06/2023	Tr Rec	2128	1756	1	Kyle Armstrong	768.20	Rent, electric, and leasehold tax for July 2023 from Taylor Bay caretaker house.
674	07/06/2023	Tr Rec	2129	1757	1	The Snack Shack	591.36	Rent, electric, and leasehold tax for July 2023 from Volunteer Park concession building.
679	07/07/2023	Tr Rec	2130	1758	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-22-2023 from 10 am to 12pm for (Muyskens)
683	07/10/2023	Tr Rec	2131	1759	1	General Customer	61.80	Rental of Gateway Park pavilion on 8-13-2023 from 11 am to 2 pm for (Schnabel)
684	07/10/2023	Tr Rec	2132	1760	1	General Customer	87.55	Rental of Gateway Park pavilion on 8-7-2023 from 12 pm to 3 pm for (Martinsons)
686	07/11/2023	Tr Rec	2133	1761	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-30-2023 from 1 pm to 3pm for (Foster)
687	07/11/2023	Tr Rec	2134	1762	1	General Customer	61.80	Rental of Gateway Park pavilion on 8-6-2023 from 11 am to 1 pm for (Park)
688	07/11/2023	Tr Rec	2135	1763	1	General Customer	46.35	Rental of Gateway Park pavilion on 8-19-2023 from 4:30 pm to 6:30 pm for (Lark)
689	07/11/2023	Tr Rec	2136	1764	1	General Customer	150.00	Sponsorship from the Jensen Family for Cinema Under the Stars 2023
729	07/27/2023	Tr Rec	2137	1765	1	General Customer	103.00	Rental of Gateway Park pavilion on 8-25-2023 from 5 pm to 7 pm for (Wellman)
730	07/27/2023	Tr Rec	2138	1766	1	General Customer	108.15	Rental of Gateway Park pavilion on 8-27-2023 from 1 pm to 4 pm for (Adams)
731	07/27/2023	Tr Rec	2139	1767	1	General Customer	61.80	Rental of Gateway Park pavilion on 10-22-2023 from 12 pm to 2 pm for (Giddings)
732	07/27/2023	Tr Rec	2140	1768	1	General Customer	51.50	Rental of Volunteer Park pavilion on 7-23-2023 from 2 pm to 5 pm for (Short)
733	07/27/2023	Tr Rec	2141	1769	1	General Customer	61.80	Rental of Gatewayt Park pavilion on 7-15-2023 from 8:30 am to 11:30 am for (La Fleur)

## RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 12:56:36 Date: 08/08/2023

07/01/2023 To: 07/31/2023

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
734	07/27/2023	Tr Rec	2142	1770	1	General Customer	46.35	Rental of Gatewayt Park pavilion on 9-10-2023 from 11:00 am to 1 pm for (Abbott)
735	07/27/2023	Tr Rec	2143	1771	1	General Customer	77.25	Rental of Gatewayt Park pavilion on 8-27-2023 from 10:30 am to 12:30 pm for (Hopkins)
736	07/27/2023	Tr Rec	2144	1772	1	General Customer	87.55	Rental of Gatewayt Park pavilion on 8-20-2023 from 1 pm to 4 pm for (Thomas)
737	07/27/2023	Tr Rec	2145	1773	1	General Customer	144.20	Rental of Gatewayt Park pavilion on 8-26-2023 from 4 pm to 7 pm for (Leenstra)
738	07/27/2023	Tr Rec	2146	1774	1	Recreation and conservation fu	50,000.00	Final payment on project #20-1009 A Cramer McCracken Acquisition (Minter Creek) from June 30 2021.
745	07/27/2023	Tr Rec	2147	1775	1	Key Peninsula Parks & Recreat	38,660.47	Check from Key Pen Parks & Recreation Foundation to use on park projects. (Foundation is being desloved)
746	07/27/2023	Tr Rec	2148	1776	1	Enduris Washington	1,000.00	Restitution received from claim reported in 2006. This was the refund of the Park Districts deductible.
747	07/28/2023	Tr Rec	2149	1777	1	General Customer	87.55	Rental of Gateway Park pavilion on 9-30-2023 from 10 am to 1pm for (Casellini)
748	07/28/2023	Tr Rec	2150	1778	1	General Customer	61.80	Rental of Gateway Park pavilion on 8-12-2023 from 9:30 am to 11:30 am for (Matthews)
769	07/31/2023	Tr Rec	2155	1779	1	WA Department of Natural Res	31,733.96	Reimbursement from the Derelict Vessel program. Removal of large burned up abandoned sailboat at Taylor Bay.

330 Intergovernmental Revenues	50,000.00
360 Long Terms	43,784.78
385 Special or Extraordinary Items	31,733.96

001 General Fund	125,518.74
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**125,518.74**

# RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 12:56:55 Date: 08/08/2023

07/01/2023 To: 07/31/2023

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
762	07/31/2023	Tr Rec	2151		3	Pierce County Budget and Finar	8,090.78	Property tax of \$6,990.66 and delinquent year of \$1,100.12
763	07/31/2023	Tr Rec	2152		3	Pierce County Budget and Finar	23,232.07	Zoo Trek
764	07/31/2023	Tr Rec	2153		3	Pierce County Budget and Finar	9,273.31	Investment interest
765	07/31/2023	Tr Rec	2154		3	Pierce County Budget and Finar	0.76	Leasehold Excise tax
							310 Taxes	31,323.61
							360 Long Terms	9,273.31
								<hr/>
001 General Fund							40,596.92	
								<hr/>
							<b>40,596.92</b>	

# July 2023 Expenditures Checking Account

Key Peninsula Metro Parks District

Time: 12:53:50 Date: 08/08/2023

07/01/2023 To: 07/31/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT First Citizens	761	07/28/2023 *	Claims	1	370.80	Person paid 4 times for one shelter rental in June. This is the amount credited back to her credit card. (Ryland)
Total Checks:					<u>370.80</u>	*

\* withdrew from Revenues

## July 2023 Expenditures for AP

Key Peninsula Metro Parks District

Time: 12:51:57 Date: 08/08/2023

07/01/2023 To: 07/31/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	680	07/07/2023	Claims	5	1,521.54	2nd quarter Leasehold tax for Gateway house, Taylor Bay house and VP Concession building.
230704001 PEBB Health Insurance Health Care Authority	681	07/10/2023	Payroll	5	7,083.99	
230707001 ABS Valuation	690	07/12/2023	Claims	5	3,950.00	Professional services for property appraisal (Zeren)
230707002 Alstead Trielle E	691	07/12/2023	Claims	5	85.81	Mileage reimbursement for June 2023
230707003 D.M. Recycling Co	692	07/12/2023	Claims	5	229.10	Recycle pickup at Gateway Park.
230707004 Hemley's Handy Kans	693	07/12/2023	Claims	5	307.50	Rental of portable toilets for 360 parks, Key Central Forest, and Taylor bay.
230707005 Madrona Law Group PLLC	694	07/12/2023	Claims	5	384.00	Professiona service regarding easement of water line.
230707006 Murreys Disposal Company	695	07/12/2023	Claims	5	698.76	Trash pickup service for Gateway Park and Volunteer Park.
230707007 Occupational Medical Clinic of Tacoma	696	07/12/2023	Claims	5	163.00	Pre employment physical for Brunton.
230707008 Shaw Robert	697	07/12/2023	Claims	5	400.00	Traffic Control for Summer Family Fun Fest held July 8th 2023 (4 Hrs)
230707009 US Bank	698	07/12/2023	Claims	5	8,765.20	Credit card payment from statement date 7-6-2023
230707010 Verizon Wireless	699	07/12/2023	Claims	5	439.24	Cell phone service fee: employees for business use.
230707011 WSDA	700	07/12/2023	Claims	5	75.00	Test cost for Carson (Laws and Safety and Ornamental Weed Exam)
230709001 4 Sight Septic, Inc	715	07/27/2023	Claims	5	500.00	Inspection on Home Park and Maple Hollow vault toilet's.
230709002 Alpine Products INC	716	07/27/2023	Claims	5	5,421.06	Park signs for all park area usage.
230709003 Astound	717	07/27/2023	Claims	5	173.89	Phone and internet servcie for Volunteer Park.
230709004 Canon Financial Services, INX	718	07/27/2023	Claims	5	121.22	Rental of Canon copier and Fax unit.
230709005 Copiers Northwest	719	07/27/2023	Claims	5	54.94	Additional copy's as per Canon contract.
230709006 Foster Porscha	720	07/27/2023	Claims	5	55.00	Refund on Cancelled pavilion rental at Gateway Park on July 30 2023.
230709007 H.D. Fowler	721	07/27/2023	Claims	5	2,654.99	Items for irragations system at Volunteer Park.
230709008 Howarth Samuel J	722	07/27/2023	Claims	5	100.00	Annual boot allowance as per employee handbook.
230709009 Key Peninsula Historical Society	723	07/27/2023	Claims	5	1,250.00	2023 contracted servcies (CY2023 Museum Exhibit ) Payment #1 of 2.
230709010 Peninsula Light Company	724	07/27/2023	Claims	5	260.07	Electric servcie bill for Gateway Park.
230709011 Purdy Topsoil and Gravel LLC	725	07/27/2023	Claims	5	275.00	Premium Lawn Mix for Volunteer Park.
230709012 Ulangkaya Thea	726	07/27/2023	Claims	5	175.00	Refund for cancelled Pavilion rental at Gateway Park for July 30 2023.
230709013 Walrath Trucking Inc	727	07/27/2023	Claims	5	8,851.86	Infield mix for ballfields at Volunteer Park.
230709014 Washington Water Service Company	728	07/27/2023	Claims	5	427.52	Water servcie fees for Gateway Park.

Total Checks: 44,423.69

## July 2023 Expenditures Payroll Account

Key Peninsula Metro Parks District

Time: 12:52:41 Date: 08/08/2023

07/01/2023 To: 07/31/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Labor & Industries	669	07/05/2023	Payroll	2	7,256.12	
EFT EFTPS	670	07/05/2023	Payroll	2	5,552.48	
EFT WA State Department of Retirement	671	07/05/2023	Payroll	2	7,737.31	
EFT Employee Paycheck	658	07/10/2023	Payroll	2	1,859.05	
EFT Employee Paycheck	659	07/10/2023	Payroll	2	2,458.46	
EFT Employee Paycheck	660	07/10/2023	Payroll	2	754.69	
EFT Employee Paycheck	661	07/10/2023	Payroll	2	1,847.30	
EFT Employee Paycheck	662	07/10/2023	Payroll	2	2,599.74	
EFT Employee Paycheck	663	07/10/2023	Payroll	2	1,294.27	
EFT Employee Paycheck	664	07/10/2023	Payroll	2	1,577.97	
EFT Employee Paycheck	665	07/10/2023	Payroll	2	1,377.34	
EFT Employee Paycheck	666	07/10/2023	Payroll	2	352.42	
EFT Employee Paycheck	667	07/10/2023	Payroll	2	2,963.99	
EFT Employee Paycheck	668	07/10/2023	Payroll	2	971.01	
EFT Employment Security Department	682	07/10/2023	Payroll	2	1,854.89	
EFT ESD-PFLMA	685	07/11/2023	Payroll	2	907.32	
EFT Employee Paycheck	701	07/25/2023	Payroll	2	1,709.83	
EFT Employee Paycheck	702	07/25/2023	Payroll	2	2,276.73	
EFT Employee Paycheck	703	07/25/2023	Payroll	2	615.29	
EFT Employee Paycheck	704	07/25/2023	Payroll	2	1,965.38	
EFT Employee Paycheck	705	07/25/2023	Payroll	2	117.47	
EFT Employee Paycheck	706	07/25/2023	Payroll	2	2,599.74	
EFT Employee Paycheck	707	07/25/2023	Payroll	2	1,556.78	
EFT Employee Paycheck	708	07/25/2023	Payroll	2	234.96	
EFT Employee Paycheck	709	07/25/2023	Payroll	2	1,597.41	
EFT Employee Paycheck	710	07/25/2023	Payroll	2	1,377.34	
EFT Employee Paycheck	711	07/25/2023	Payroll	2	117.47	
EFT Employee Paycheck	712	07/25/2023	Payroll	2	2,985.59	
EFT Employee Paycheck	713	07/25/2023	Payroll	2	1,057.22	
EFT United Concordia	714	07/26/2023	Payroll	2	501.60	
EFT EFTPS	740	07/27/2023	Payroll	2	5,528.56	
EFT Department of Licensing	739	07/28/2023	Payroll	2	15.00	
Total Checks:					65,620.73	

# TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 14:22:31 Date: 08/08/2023

07/01/2023 To: 07/31/2023

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
<b>759</b>	<b>07/31/2023</b>	<b>07/31/2023</b>	<b>1</b>		<b>Ser Chge</b>		<b>First Citizens</b>	<b>86.00</b>	<b>Bank service fees</b>
	576 80 49 003	Banking Fees		001	General Fund			86.00	Bank service fees
<b>760</b>	<b>07/31/2023</b>	<b>07/31/2023</b>	<b>1</b>		<b>Ser Chge</b>		<b>Merch Bankcard service</b>	<b>136.90</b>	<b>Credit card processing fees.</b>
	576 80 49 003	Banking Fees		001	General Fund			136.90	Credit card processing fees.
	Records Printed:		2					0.00	Adjustments:
								0.00	Beginning Balance:
								0.00	Revenues:
								0.00	Warrant Expenditures:
								222.90	Non Warrant Expenditures:
								0.00	Interfund Transfers:
								0.00	Redemptions:
								0.00	Deposits:
								0.00	Withdrawals:
								0.00	Stop Payments:

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	222.90	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	222.90	0.00	0.00	0.00

# 2023 CASH FLOW - YEAR TO DATE

City of Peninsula Metro Parks District

Time: 14:48:44 Date: 08/08/2023

January To July

Page: 1

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
10 00 000 Taxes, Real & Person	3,846.25	37,790.34	78,033.33	561,455.93	135,996.76	12,839.99	8,090.78	0.00	0.00	0.00	0.00	0.00	838,053.38	1,494,356.00	56%
17 00 000 Taxes, Zoo Trek Excis	22,106.46	25,380.71	20,510.65	20,322.27	23,306.37	21,453.65	23,232.07	0.00	0.00	0.00	0.00	0.00	156,312.18	245,000.00	64%
20 00 000 Taxes, Leasehold Exc	0.00	52.28	0.00	0.00	60.65	0.00	0.76	0.00	0.00	0.00	0.00	0.00	113.69	1,000.00	11%
40 00 000 Taxes, Forest Excise 1	0.00	0.00	0.00	0.00	2,350.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,350.91	2,500.00	94%
00 00 000 Other Tax (REET)	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%
<b>Taxes</b>	<b>25,952.71</b>	<b>63,223.33</b>	<b>98,543.98</b>	<b>581,778.20</b>	<b>161,714.69</b>	<b>34,293.64</b>	<b>31,323.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>996,830.16</b>	<b>1,802,856.00</b>	<b>55%</b>
02 70 001 Pierce County Parks	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0%
<b>Intergovernmental Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0%</b>
60 00 003 Program Fees, Prog	0.00	0.00	359.54	851.00	157.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,367.54	800.00	171%
<b>Park Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>359.54</b>	<b>851.00</b>	<b>157.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,367.54</b>	<b>800.00</b>	<b>171%</b>
11 00 000 Investment Interest	7,585.27	7,204.87	8,289.00	8,415.56	9,017.42	8,847.71	9,273.31	0.00	0.00	0.00	0.00	0.00	58,633.14	4,000.00	***%
40 00 004 S&F Rentals, 360 Fie	240.00	770.00	2,057.79	6,160.00	4,176.35	4,233.15	979.20	0.00	0.00	0.00	0.00	0.00	18,616.49	18,000.00	103%
40 00 005 S&F Rentals, Home I	0.00	0.00	0.00	65.00	100.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	235.00	400.00	59%
40 00 006 S&F Rentals, Volunte	0.00	0.00	0.00	0.00	0.00	168.68	50.00	0.00	0.00	0.00	0.00	0.00	218.68	1,000.00	22%
50 00 001 S&F Rentals, Conces	365.68	365.68	591.36	591.36	591.36	591.36	591.36	0.00	0.00	0.00	0.00	0.00	3,688.16	7,000.00	53%
50 00 002 S&F Rentals, Gatewa	1,287.88	1,292.98	1,274.79	1,269.04	1,251.25	1,203.75	1,172.75	0.00	0.00	0.00	0.00	0.00	8,752.44	14,400.00	61%
50 00 004 S&F Rentals, Sportsf	0.00	8,647.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,647.55	8,000.00	108%
50 00 005 S&F Rental, Taylor B.	768.20	768.20	768.20	768.20	768.20	768.20	768.20	0.00	0.00	0.00	0.00	0.00	5,377.40	9,180.00	59%
00 00 000 Contributions & Dor	500.00	0.00	500.00	1,500.00	2,000.00	0.00	38,660.47	0.00	0.00	0.00	0.00	0.00	43,160.47	7,500.00	575%
00 00 001 Event Sponsorship F	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0%
91 00 000 Other Revenue	588.79	23.10	898.86	239.43	130.11	763.61	1,042.00	0.00	0.00	0.00	0.00	0.00	3,685.90	2,000.00	184%
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	550,000.00	0%
10 00 000 Refundable Deposits	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	1,500.00	33%
<b>Long Terms</b>	<b>11,335.82</b>	<b>19,072.38</b>	<b>14,880.00</b>	<b>19,008.59</b>	<b>18,034.69</b>	<b>16,646.46</b>	<b>52,687.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>151,665.23</b>	<b>622,980.00</b>	<b>24%</b>
00 00 000 Special or Extraordir	0.00	0.00	0.00	0.00	0.00	0.00	31,733.96	0.00	0.00	0.00	0.00	0.00	31,733.96	0.00	0%
<b>Special or Extraordinary Items</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,733.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,733.96</b>	<b>0.00</b>	<b>0%</b>
<b>ID REVENUES:</b>	<b>37,288.53</b>	<b>82,295.71</b>	<b>113,783.52</b>	<b>601,637.79</b>	<b>179,906.38</b>	<b>50,940.10</b>	<b>165,744.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,231,596.89</b>	<b>2,426,636.00</b>	<b>51%</b>
80 10 001 Commissioner Wage	512.04	384.03	0.00	640.05	256.02	384.03	896.07	0.00	0.00	0.00	0.00	0.00	3,072.24	7,500.00	41%
80 10 002 Administrative Wage	23,105.94	24,893.91	23,517.02	24,888.25	24,775.19	21,441.68	20,608.08	0.00	0.00	0.00	0.00	0.00	163,230.07	301,983.00	54%
80 10 003 Park Operations Wa	12,615.27	12,986.01	19,230.63	26,587.74	28,082.85	28,819.17	26,545.56	0.00	0.00	0.00	0.00	0.00	154,867.23	380,292.00	41%
80 10 004 Park Operations - Te	644.38	454.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,099.31	0.00	0%
80 20 001 Commissioner Perso	50.63	29.40	0.00	59.76	19.60	29.38	83.92	0.00	0.00	0.00	0.00	0.00	272.69	678.00	40%
80 20 002 Administrative Bene	7,418.45	8,362.87	7,060.90	9,073.04	6,009.41	5,693.22	7,336.98	0.00	0.00	0.00	0.00	0.00	50,954.87	109,190.00	47%
80 20 003 Park Operations Ben	9,677.88	5,265.75	5,988.86	13,571.11	14,099.58	11,553.21	18,463.29	0.00	0.00	0.00	0.00	0.00	78,619.68	184,765.00	43%
80 20 004 Park Operations - Te	577.95	112.78	0.00	149.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.13	0.00	0%
80 20 006 Uniforms/Safety Gea	0.00	0.00	0.00	46.39	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	146.39	4,000.00	4%
80 31 001 Office Supplies	144.35	357.87	351.03	680.95	484.81	218.75	20.00	0.00	0.00	0.00	0.00	0.00	2,257.76	5,500.00	41%
80 31 002 Maintenance Supplie	7,296.39	4,681.12	3,945.94	7,097.00	10,044.80	2,489.95	18,942.51	0.00	0.00	0.00	0.00	0.00	54,497.71	107,000.00	51%
80 31 003 Equipment Maintena	0.00	221.71	56.46	923.34	0.00	1,008.54	0.00	0.00	0.00	0.00	0.00	0.00	2,210.05	3,520.00	63%
80 31 004 Vehicle Maintenance	0.00	0.00	0.00	0.00	6.51	177.58	0.00	0.00	0.00	0.00	0.00	0.00	184.09	2,000.00	9%



# 2023 CASH FLOW - YEAR TO DATE

City of Peninsula Metro Parks District

Time: 14:48:44 Date: 08/08/2023

January To July

Page: 2

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
80 31 130 Supplies, Special Eve	0.00	0.00	0.00	177.99	180.09	-25.41	0.00	0.00	0.00	0.00	0.00	0.00	332.67	600.00	55%
80 31 140 Supplies, Special Eve	0.00	1,027.30	453.41	605.69	761.96	63.47	1,083.84	0.00	0.00	0.00	0.00	0.00	3,995.67	10,000.00	40%
80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	113.22	0.00	0.00	0.00	0.00	0.00	113.22	1,000.00	11%
80 32 000 Park Operations Fue	281.39	746.60	983.30	1,341.70	1,407.77	1,447.90	1,789.71	0.00	0.00	0.00	0.00	0.00	7,998.37	22,000.00	36%
80 35 000 Small Tools & Equip	0.00	0.00	1,199.34	0.00	624.24	3,118.02	802.18	0.00	0.00	0.00	0.00	0.00	5,743.78	10,400.00	55%
80 41 000 Professional Services:	5,272.50	49.00	148.20	653.43	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	6,153.13	12,500.00	49%
80 41 001 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	20,000.00	0%
80 41 002 Professional Service:	0.00	13,981.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,981.46	16,000.00	87%
80 41 004 Professional Services:	50.00	0.00	128.00	675.00	297.00	0.00	384.00	0.00	0.00	0.00	0.00	0.00	1,534.00	10,450.00	15%
80 41 005 Professional Services:	0.00	465.70	0.00	2,120.28	1,497.43	6,077.29	2,188.50	0.00	0.00	0.00	0.00	0.00	12,349.20	47,863.00	26%
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	1,000.00	0%
80 41 008 Professional Services:	0.00	0.00	0.00	0.00	4,503.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,503.60	7,500.00	60%
80 41 009 Election Costs	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	15,000.00	0%
80 42 001 Communications, Ph	939.12	705.83	813.72	601.13	828.86	863.20	613.13	0.00	0.00	0.00	0.00	0.00	5,364.99	9,500.00	56%
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	500.00	0%
80 43 002 Travel, Staff	72.50	83.06	336.50	397.22	562.69	2,439.45	414.91	0.00	0.00	0.00	0.00	0.00	4,306.33	15,000.00	29%
80 44 001 Taxes And Operator	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	2,000.00	16%
80 45 000 Equipment Rental\ I	326.03	144.96	1,478.05	268.48	903.29	593.44	483.66	0.00	0.00	0.00	0.00	0.00	4,197.91	8,000.00	52%
80 46 000 Insurance, General L	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	45,000.00	0%
80 47 000 Utility Services, For	3,029.13	1,655.88	4,238.56	3,269.14	1,450.11	4,917.16	1,762.69	0.00	0.00	0.00	0.00	0.00	20,322.67	37,485.00	54%
80 47 001 Utility Services, For	0.00	0.00	82.78	85.15	0.00	134.73	0.00	0.00	0.00	0.00	0.00	0.00	302.66	1,000.00	30%
80 48 000 Repairs & Maintenan	1,382.65	2,566.41	5,047.48	33,081.31	1,714.66	2,001.36	993.21	0.00	0.00	0.00	0.00	0.00	46,787.08	29,810.00	157%
80 49 001 Licenses & Permits	2,148.00	64.00	0.00	1,006.50	74.49	0.00	37.00	0.00	0.00	0.00	0.00	0.00	3,329.99	6,000.00	55%
80 49 002 Dues & Subscriptio	29.78	1,313.44	466.15	603.22	923.92	1,078.66	1,459.60	0.00	0.00	0.00	0.00	0.00	5,874.77	7,500.00	78%
80 49 003 Banking Fees	85.00	128.19	137.58	134.46	203.51	242.60	222.90	0.00	0.00	0.00	0.00	0.00	1,154.24	1,700.00	68%
80 49 004 Other Expenses	0.00	0.00	45.00	0.00	478.32	509.05	245.00	0.00	0.00	0.00	0.00	0.00	1,277.37	4,000.00	32%
80 49 006 Training, Staff	19.95	590.00	480.00	1,362.46	140.00	975.00	450.00	0.00	0.00	0.00	0.00	0.00	4,017.41	7,000.00	57%
<b>Parks</b>	<b>75,679.33</b>	<b>81,588.55</b>	<b>76,188.91</b>	<b>130,100.19</b>	<b>100,330.71</b>	<b>96,281.43</b>	<b>106,039.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>666,209.08</b>	<b>1,455,236.00</b>	<b>46%</b>
10 00 000 Refund Deposits - O	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%
00 00 999 Payroll Liability Accc	-1,290.56	-994.72	-1,255.26	-1,169.19	-869.15	-950.10	-1,244.18	0.00	0.00	0.00	0.00	0.00	-7,773.16	0.00	0%
30 00 000 Other Non-Expendit	1,508.32	0.00	0.00	1,470.18	0.00	0.00	1,521.54	0.00	0.00	0.00	0.00	0.00	4,500.04	4,900.00	92%
<b>Non-Expenditures</b>	<b>217.76</b>	<b>-994.72</b>	<b>-1,255.26</b>	<b>300.99</b>	<b>-869.15</b>	<b>-950.10</b>	<b>277.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,273.12</b>	<b>6,400.00</b>	<b>51%</b>
76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	100%
76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	10,375.00	0.00	0.00	0.00	0.00	0.00	0.00	10,375.00	20,000.00	52%
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,375.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,375.00</b>	<b>50,000.00</b>	<b>81%</b>
76 61 000 Capital Expenditures	0.00	0.00	0.00	0.00	209.50	0.00	3,950.00	0.00	0.00	0.00	0.00	0.00	4,159.50	0.00	0%
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	250,000.00	0%
76 62 020 Capital Improvemen	-50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-50.00	470,000.00	0%
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%
76 63 001 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	15,000.00	0%
76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	5,907.89	0.00	0.00	0.00	0.00	0.00	0.00	5,907.89	120,000.00	5%
<b>Capital Expenditures</b>	<b>-50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>209.50</b>	<b>5,907.89</b>	<b>3,950.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,017.39</b>	<b>915,000.00</b>	<b>1%</b>

## 2023 CASH FLOW - YEAR TO DATE

y Peninsula Metro Parks District

Time: 14:48:44 Date: 08/08/2023

January To July

Page: 3

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
JD EXPENDITURES:	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	0.00	0.00	0.00	0.00	0.00	713,328.35	2,426,636.00	29%
JD GAIN/LOSS:	-38,558.56	1,701.88	38,849.87	471,236.61	80,235.32	-90,674.12	55,477.54	0.00	0.00	0.00	0.00	0.00	518,268.54		
JD NET POSITION:	-38,558.56	-36,856.68	1,993.19	473,229.80	553,465.12	462,791.00	518,268.54	518,268.54	518,268.54	518,268.54	518,268.54	518,268.54			

# 2023 FUND TOTALS

City of Peninsula Metro Parks District

Time: 14:48:44 Date: 08/08/2023

January To July

Page: 4

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
General Fund	37,288.53	82,295.71	113,783.52	601,637.79	179,906.38	50,940.10	165,744.86	0.00	0.00	0.00	0.00	0.00	1,231,596.89	2,426,636.00	51%
	37,288.53	82,295.71	113,783.52	601,637.79	179,906.38	50,940.10	165,744.86	0.00	0.00	0.00	0.00	0.00	1,231,596.89	2,426,636.00	51%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
General Fund	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	0.00	0.00	0.00	0.00	0.00	713,328.35	2,426,636.00	29%
	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	0.00	0.00	0.00	0.00	0.00	713,328.35	2,426,636.00	29%
NET LOSS:	-38,558.56	1,701.88	38,849.87	471,236.61	80,235.32	-90,674.12	55,477.54	0.00	0.00	0.00	0.00	0.00	518,268.54		
NET POSITION:	-38,558.56	-36,856.68	1,993.19	473,229.80	553,465.12	462,791.00	518,268.54	518,268.54	518,268.54	518,268.54	518,268.54	518,268.54			

## WEEKLY STAFF MEETING AGENDA

August 8, 2023

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1. General Issues
  - a. Meeting time
  - b. Hiring Update
  - c. Key Central Forest/Maple Hollow
  
2. Roundtable Sharing
  - a. Trielle
  - b. Sam
  - c. Laura
  - d. Tracey
  
3. Budget Update
  - a. August 8
  
4. Review Newsletter/Ad schedules (Trielle)
  
5. Upcoming Events & Outreach
  - a. Friday Night Movies – Aug 11, 18, 25
  - b. Bubble Day – Aug 15
  - c. Evergreen Trunk or Treat – October 27 (tentative)
  - d. All Hallows Eve – October 28
  
6. Training/Conference Re-cap
  - a. None
  
7. Upcoming Time off
  - a. Tracey – Friday (tentative)

2023 CASH FLOW - YEAR TO DATE

Peninsula Metro Parks District

Time: 11:56:33 Date: 08/08/2023

Page: 1

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
30 10 001 Commissioner Waqes	512.04	384.03	0.00	640.05	256.02	384.03	896.07	0.00	0.00	0.00	0.00	0.00	3,072.24	7,500.00	41%
30 10 002 Administrative Waqes	23,105.94	24,893.91	23,517.02	24,888.25	24,775.19	21,441.68	20,608.08	10,534.71	0.00	0.00	0.00	0.00	173,764.78	301,983.00	58%
30 10 003 Park Operations Waqes	12,615.27	12,986.01	19,230.63	26,587.74	28,082.85	28,819.17	26,545.56	13,870.45	0.00	0.00	0.00	0.00	168,737.68	380,292.00	44%
30 10 004 Park Operations - Temp W	644.38	454.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,099.31	0.00	0%
30 20 001 Commissioner Personnel E	50.63	29.40	0.00	59.76	19.60	29.38	83.92	0.00	0.00	0.00	0.00	0.00	272.69	678.00	40%
30 20 002 Administrative Benefits	7,418.45	8,362.87	7,060.90	9,073.04	6,009.41	5,693.22	7,336.98	4,414.01	0.00	0.00	0.00	0.00	55,368.88	109,190.00	51%
30 20 003 Park Operations Benefits	9,677.88	5,265.75	5,988.86	13,571.11	14,099.58	11,553.21	18,463.29	8,759.11	0.00	0.00	0.00	0.00	87,378.79	184,765.00	47%
30 20 004 Park Operations - Temp Bc	577.95	112.78	0.00	149.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.13	0.00	0%
30 20 006 Uniforms/Safety Gear - Pe	0.00	0.00	0.00	46.39	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	146.39	4,000.00	4%
30 31 001 Office Supplies	144.35	357.87	351.03	680.95	484.81	218.75	20.00	0.00	0.00	0.00	0.00	0.00	2,257.76	5,500.00	41%
30 31 002 Maintenance Supplies	7,296.39	4,681.12	3,945.94	7,097.00	10,044.80	2,489.95	18,942.51	0.00	0.00	0.00	0.00	0.00	54,497.71	107,000.00	51%
30 31 003 Equipment Maintenance S	0.00	221.71	56.46	923.34	0.00	1,008.54	0.00	0.00	0.00	0.00	0.00	0.00	2,210.05	3,520.00	63%
30 31 004 Vehicle Maintenance Supr	0.00	0.00	0.00	0.00	6.51	177.58	0.00	0.00	0.00	0.00	0.00	0.00	184.09	2,000.00	9%
30 31 130 Supplies, Special Event Prc	0.00	0.00	0.00	177.99	180.09	-25.41	0.00	0.00	0.00	0.00	0.00	0.00	332.67	600.00	55%
30 31 140 Supplies, Special Events N	0.00	1,027.30	453.41	605.69	761.96	63.47	1,083.84	0.00	0.00	0.00	0.00	0.00	3,995.67	10,000.00	40%
30 31 150 Supplies - Volunteer Proqr	0.00	0.00	0.00	0.00	0.00	0.00	113.22	0.00	0.00	0.00	0.00	0.00	113.22	1,000.00	11%
30 32 000 Park Operations Fuel	281.39	746.60	983.30	1,341.70	1,407.77	1,447.90	1,789.71	0.00	0.00	0.00	0.00	0.00	7,998.37	22,000.00	36%
30 35 000 Small Tools & Equipment +	0.00	0.00	1,199.34	0.00	624.24	3,118.02	802.18	0.00	0.00	0.00	0.00	0.00	5,743.78	10,400.00	55%
30 41 000 Professional Services, Marl	5,272.50	49.00	148.20	653.43	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	6,153.13	12,500.00	49%
30 41 001 Professional Services, Con	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	20,000.00	0%
30 41 002 Professional Services, Fina	0.00	13,981.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,981.46	16,000.00	87%
30 41 004 Professional Services, Leqa	50.00	0.00	128.00	675.00	297.00	0.00	384.00	0.00	0.00	0.00	0.00	0.00	1,534.00	10,450.00	15%
30 41 005 Professional Services, Con	0.00	465.70	0.00	2,120.28	1,497.43	6,077.29	2,188.50	0.00	0.00	0.00	0.00	0.00	12,349.20	47,863.00	26%
30 41 007 Professional Services, Wet	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	1,000.00	0%
30 41 008 Professional Services, Arbc	0.00	0.00	0.00	0.00	4,503.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,503.60	7,500.00	60%
30 41 009 Election Costs	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	15,000.00	0%
30 42 001 Communications, Phones,	939.12	705.83	813.72	601.13	828.86	863.20	613.13	0.00	0.00	0.00	0.00	0.00	5,364.99	9,500.00	56%
30 43 001 Travel, Commissioners	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	500.00	0%
30 43 002 Travel, Staff	72.50	83.06	336.50	397.22	562.69	2,439.45	414.91	0.00	0.00	0.00	0.00	0.00	4,306.33	15,000.00	29%
30 44 001 Taxes And Operation Asse	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	2,000.00	16%
30 45 000 Equipment Rental, Land, I	326.03	144.96	1,478.05	268.48	903.29	593.44	483.66	0.00	0.00	0.00	0.00	0.00	4,197.91	8,000.00	52%
30 46 000 Insurance, General Liability	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	45,000.00	0%
30 47 000 Utility Services, For All Parl	3,029.13	1,655.88	4,238.56	3,269.14	1,450.11	4,917.16	1,762.69	0.00	0.00	0.00	0.00	0.00	20,322.67	37,485.00	54%
30 47 001 Utility Services, For Illega	0.00	0.00	82.78	85.15	0.00	134.73	0.00	0.00	0.00	0.00	0.00	0.00	302.66	1,000.00	30%
30 48 000 Repairs & Maintenance, G	1,382.65	2,566.41	5,047.48	33,081.31	1,714.66	2,001.36	993.21	0.00	0.00	0.00	0.00	0.00	46,787.08	29,810.00	157%
30 49 001 Licenses & Permits	2,148.00	64.00	0.00	1,006.50	74.49	0.00	37.00	0.00	0.00	0.00	0.00	0.00	3,329.99	6,000.00	55%
30 49 002 Dues & Subscriptions	29.78	1,313.44	466.15	603.22	923.92	1,078.66	1,459.60	0.00	0.00	0.00	0.00	0.00	5,874.77	7,500.00	78%
30 49 003 Banking Fees	85.00	128.19	137.58	134.46	203.51	242.60	222.90	0.00	0.00	0.00	0.00	0.00	1,154.24	1,700.00	68%
30 49 004 Other Expenses	0.00	0.00	45.00	0.00	478.32	509.05	245.00	0.00	0.00	0.00	0.00	0.00	1,277.37	4,000.00	32%
30 49 006 Training, Staff	19.95	590.00	480.00	1,362.46	140.00	975.00	450.00	0.00	0.00	0.00	0.00	0.00	4,017.41	7,000.00	57%
576 Parks	75,679.33	81,588.55	76,188.91	130,100.19	100,330.71	96,281.43	106,039.96	37,578.28	0.00	0.00	0.00	0.00	703,787.36	1,455,236.00	48%
10 00 000 Refund Deposits - Other C	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%
30 00 999 Payroll Liability Account	-1,290.56	-994.72	-1,255.26	-1,169.19	-869.15	-950.10	-1,244.18	918.34	0.00	0.00	0.00	0.00	-6,854.82	0.00	0%
30 00 000 Other Non-Expenditures -	1,508.32	0.00	0.00	1,470.18	0.00	0.00	1,521.54	0.00	0.00	0.00	0.00	0.00	4,500.04	4,900.00	92%
580 Non-Expenditures	217.76	-994.72	-1,255.26	300.99	-869.15	-950.10	277.36	918.34	0.00	0.00	0.00	0.00	-2,354.78	6,400.00	37%
76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	100%
76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	10,375.00	0.00	0.00	0.00	0.00	0.00	0.00	10,375.00	20,000.00	52%

**2023 CASH FLOW - YEAR TO DATE**

General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
591	0.00	0.00	0.00	0.00	0.00	40,375.00	0.00	0.00	0.00	0.00	0.00	0.00	40,375.00	50,000.00	81%
76 61 000 Capital Expenditures/Expe	0.00	0.00	0.00	0.00	209.50	0.00	3,950.00	0.00	0.00	0.00	0.00	0.00	4,159.50	0.00	0%
76 62 001 Capital Improvements Ma	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	250,000.00	0%
76 62 020 Capital Improvements	-50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-50.00	470,000.00	0%
76 62 024 Capital Expenditures - REE	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%
76 63 001 Capital Expenditures/Expe	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	15,000.00	0%
76 64 001 Capital Equipment - Maint	0.00	0.00	0.00	0.00	0.00	5,907.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120,000.00	5%
594 Capital Expenditures	-50.00	0.00	0.00	0.00	209.50	5,907.89	3,950.00	0.00	0.00	0.00	0.00	0.00	10,017.39	915,000.00	1%
D EXPENDITURES:	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	38,496.62	0.00	0.00	0.00	0.00	751,824.97	2,426,636.00	31%
D GAIN/LOSS:	-75,847.09	-80,593.83	-74,933.65	-130,401.18	-99,671.06	-141,614.22	-110,267.32	-38,496.62	0.00	0.00	0.00	0.00	-751,824.97		
D NET POSITION:	-75,847.09	-156,440.92	-231,374.57	-361,775.75	-461,446.81	-603,061.03	-713,328.35	-751,824.97	-751,824.97	-751,824.97	-751,824.97	-751,824.97			

**2023 FUND TOTALS**

EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
General Fund	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	38,496.62	0.00	0.00	0.00	0.00	751,824.97	2,426,636.00	31%
	75,847.09	80,593.83	74,933.65	130,401.18	99,671.06	141,614.22	110,267.32	38,496.62	0.00	0.00	0.00	0.00	751,824.97	2,426,636.00	31%
D GAIN/LOSS:	-75,847.09	-80,593.83	-74,933.65	-130,401.18	-99,671.06	-141,614.22	+110,267.32	-38,496.62	0.00	0.00	0.00	0.00	-751,824.97		
D NET POSITION:	-75,847.09	-156,440.92	-231,374.57	-361,775.75	-461,446.81	-603,061.03	-713,328.35	-751,824.97	-751,824.97	-751,824.97	-751,824.97	-751,824.97			



Regular Meeting: August 14, 2023

Item # 9

To: Board of Park Commissioners  
From: Tracey Perkosky, Executive Director  
Date: August 14, 2023  
Subject: Executive Director's Report

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The maintenance team continues to push hard during these summer months, while taking on a special project. Field 1 at Volunteer Park is undergoing a change, with the existing infield tilled up – it was extremely compact and required much more time than anticipated to get through that very hard dirt, new sod down for a grass infield, and they are in the process of adding infield mix. Additional irrigation was trenched and installed for the new sod. The old mound was removed and will be rebuilt. Once the Field 1 infield work is completed, the skinned infields of 2 and 3 will also be replaced. The team is also checking the condition of base plugs, pitching rubbers, home plate, etc. and making replacements as needed.

In addition to this large project, the team has assisted with Cinema Under the Stars and Mountain Biking 101 events. For every hour they are doing preparation work, extra attention to park spaces for events, set-up/break-down and working events is less time that can be dedicated to maintenance tasks. We all appreciate their assistance!

Mowing and string trimming, trail work, keeping the Splash Pad pressure washing, coordinating Pavilion/Shelter rentals switch-over/clean-ups were also completed. Trail work has focused on 360 Trails including Ticket to Ride, Stella, and Shakedown Street. There was also a full day spent at Rocky Creek to brush back those trails.

Currently the Merry go Round at the Gateway Park playground is closed for repairs. We are waiting on several parts, including bearings.

Some projects are taking longer than anticipated this month due to a several staff members being sick and quite a few workplace injuries with yellow jacket/wasp bites. We look forward to welcoming Shayne Vidovic to the team who will start on August 16<sup>th</sup> as Maintenance Worker I.

Events and Outreach recuperated from Family Fun Fest, which was a wonderful success with several hundred members of the community enjoying the carnival theme, games, cotton candy and popcorn. Mountain Biking 101 had about 50 adults and kids come to learn more about the sport and take a guided ride through the trails. Many thanks to the Key Pen Pirates who put on a great skills course that the kids loved!

Key Pen Parks had a tent at the Art Walk in Key Center hosted by Two Waters Arts Alliance. We had many good conversations with folks about what the parks offer and over 40 newsletter sign-ups!





The first movie for Cinema Under the Stars featured Top Gun Maverick and the Key Peninsula Lions selling hot dogs, popcorn and treats for movie goers. We expected more folks to attend given the interest on social media, however only about 50 folks were there for the film. The Coordinator added music and lawn games before the film. Additional movies are coming during the month, with the Minions: Rise of Gru also featuring some live music before the film, plus dinner options from the Key Peninsula Lions and lawn games.

The Director updated the District's Outdoor Heat Exposure Plan in accordance with Labor & Industries new standards. Administrative staff was trained by the Director; Maintenance staff was trained by the Parks & Facilities Manager. Additional changes are coming to the wildfire smoke guidance; and these are being monitored by the Director.

Bubble Fun Day which is coming up on August 15<sup>th</sup>, has over 300 folks on FaceBook indicating that they are coming to the event! We have re-assigned some staff on that day to help support parking and look forward to seeing how popular the event is!

The Fiscal Specialist has returned from vacation and has caught up on payroll, taxes, accounts payable and more.

The District had its annual inspection by the Tacoma Pierce County Health Department (TPCHD) for the splash pad amenity and it created a bit of an incident. The staff proceeded to shut down the pad, posting signs over the park rules/buttons, talking to the parents about the closure informing them that there were no disinfection chemicals present. However, this is not required as we are a non-recirculating facility. TPCHD called the main office and Parks & Facilities Manager arrived on site to assist them, showing all of the pipes, etc. to help them understand that disinfection is not required with drinking water. Shortly thereafter, they re-opened the pad but most people had gone home already. A call was made to TPCHD to complain, and we were promised that staff would receive training. Quite frustrating but thankfully there were no complaints to the office and we saw no chatter on social media about it.

The Key Peninsula Parks & Recreation Foundation has given the District a letter outlining how the funds can be spent – this is the same 3 previously agreed upon projects and direction to use any remaining funds on park beautification along with a check which closes out all of the funds for the Foundation. We are grateful for the contributions made to the Foundation.

The Director has been working on the 2024 Budget and staff will be submitting their suggestions later this month. She also spent time with the Pierce Conservation District at Taylor Bay to discuss tidal erosion. PCD has seen similar erosion on most south Sound properties and has made a recommendation to install photo points to be able to compare year over year impacts, work on drainage/creek run-off through the bluff near the garage as this can lead to problematic erosion versus the natural give and take of the water. Additional design and permitting work will be needed to ensure continued public access to the waterfront. The Director will be outreaching to Pierce County to discuss possible salmon habitat related projects as the public access could be considered the District match to a salmon habitat grant award. The Director also met with a shoreline tree expert, who was not too concerned with the leaning trees. He did offer methodologies to measure the trees, especially after storms, to see about additional risk for tree failure.



However, currently the trees are a key component to holding up the bluff. The park will continue to be monitored.

The Director is also monitoring and getting pricing information from staff for the RCO deferred maintenance and operations grant that will be released next week. The applications will have a short 5 week turn around, and awards will range from \$35,000 to \$100,000. The Director has also applied to be a peer reviewer for RCO on these grants and will learn shortly if she is selected. This is a virtual review with no in-person work needed in Olympia.

The staff appreciated the Board's adoption of the Resolution making July Parks & Recreation Month. Management treated staff to a lunch on Parks & Recreation Professionals Day

The most recent monthly safety meeting topic was injury reporting.

#### Trail Work Photos

Before – Ticket to Ride





After







Before – Ticket to Ride





After







Before – Roller Coaster on Ticket to Ride





After







Regular Meeting: August 10, 2023

Item: 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: August 13, 2023

Subject: Approval of terms for Key Peninsula Little League Agreement

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In August 2022, Key Peninsula Little League (KPLL) requested the following fee structure: a flat rate fee that was paid to the Key Pen Parks at Volunteer Park from February 1<sup>st</sup> through June 30<sup>th</sup> of the respective year, and requested \$4,250 for 2023, \$4,500 for 2024 (5.3% increase), and \$4,500 for 2025 (no increase).

During the August 2022 Board meeting, the Director also proposed granting priority use by KPLL vs exclusive use of the fields during this time. The Director is asking for the same contract language change in 2023 because there is interest from soccer for spring play and preliminary conversations with Skyhawks for use of the fields (organization provides youth sports and the agency receives a percentage of the revenue for the field use). In this scenario, KPLL would provide a schedule for use, for example, by February 15th to allow for time for other users to contract for the remaining time slots. This date will be to be discussed with KPLL and Skyhawks to ensure that there is enough time for Skyhawks to market the opportunities to the community and for KPLL to schedule practices and games. Looking at the numbers from last year, there may not be a lot of space left, however there were times last year when the fields were vacant and had rental potential.

During the August 2022 Board of Park Commissioners Meeting, the Board directed that the rate for 2023 be \$4,250 and to keep the exclusive use of the field for KPLL. The attached draft agreement proposes the 2024 rate but offers priority use of the fields rather than exclusive use.

In addition, the Director is proposing waiving the field damage deposit. KPLL has shown great respect for the fields and has not had a damage incident in many years. With new BARS rules on how deposits are kept, used and returned, it makes sense to remove this administrative burden on both sides. KPLL remains financially responsible for any field damage.

Recommendation: Approve the terms in the attached agreement between Key Pen Parks and KPLL.



### Key Peninsula Little League Fee 10 Year Lookback

Year	# of Youth	# of Teams	Scholarships	Field Use Fees	Field Light Fees	Sponsor Signs	Total Field/Lights/Signs	Other	Total
2023	226	19	11	\$ 4,250.00	\$ 3,342.82	\$ 1,125.00	\$ 8,717.82		\$ 8,717.82
2022	203	17	7	\$ 4,176.35	\$ 3,311.20	\$ 300.00	\$ 7,787.55		\$ 7,787.55
2021	142	12		\$ 3,828.00	\$ 3,963.41	\$ 500.00	\$ 8,291.41		\$ 8,291.41
2020	Cancelled Season								
2019	54			\$ 3,750.00	\$ 3,586.52		\$ 7,336.52		\$ 7,336.52
2018	168		23	\$ 4,798.47	\$ 2,698.58	\$ 800.00	\$ 8,297.05		\$ 8,297.05
2017	194		13	\$ 4,654.19	\$ 2,130.46	\$ 1,150.00	\$ 7,934.65		\$ 7,934.65
2016	232		32	\$ 4,554.00		\$ 1,150.00	\$ 5,704.00	\$3,111.00	\$ 8,815.00
2015	348	27		\$ 4,500.00	\$ 2,961.20	\$ 1,175.00	\$ 8,636.20	\$4,995.57	\$ 13,631.77
2014	330	25		\$ 4,380.84	\$ 2,132.17	\$ 1,125.00	\$ 7,638.01		\$ 7,638.01
2013	321	24		\$ 4,695.00	\$ 3,076.30	\$ 1,125.00	\$ 8,896.30		\$ 8,896.30
10 Year Average	221.8	12.4	8.6	\$ 4,358.69	\$ 2,720.27	\$ 845.00	\$ 7,923.95		\$ 8,734.61

**KEY PENINSULA METROPOLITAN PARK DISTRICT  
&  
KEY PENINSULA LITTLE LEAGUE  
Field Use Agreement**

THIS AGREEMENT entered this 13<sup>th</sup> day of August 2023, by and between the Key Peninsula Metropolitan Park District, a Washington municipal corporation formed pursuant to Chapter 35.61 of RCW (hereinafter Key Pen Parks), and the Key Peninsula Little League, (hereinafter “the Organization”).

WHEREAS Key Pen Parks is a municipal corporation organized under the laws of the State of Washington; and

WHEREAS Key Pen Parks is the owner and administrator of the public park facilities known as Volunteer Park, located on the Key Peninsula, within the County of Pierce, in the State of Washington; and

WHEREAS Key Pen Parks agrees to provide the Organization the use of the four (4) multiuse baseball fields (hereinafter “the Fields”), which includes the adjacent foul line and spectator areas.

NOW, THEREFORE, the parties to this Agreement agree as follows:

**1. Field Use Schedule.** Key Pen Parks grants to the Organization the priority use of the Fields, for scheduled games and practices, for the calendar period beginning February 1, 2023, for regular team practices and games to June 30, 2023, weather permitting. Schedule of field needs will be provided to Key Pen Parks by [mutually agreeable date]. Key Pen Parks retains the right to have joint use for park programs, events, or other youth sports rentals.

**2. Charges.** The Organization, for conducting a youth baseball and fast pitch softball program, including organized games between teams to be chosen by the Organization at the Organization’s sole discretion, agrees to pay Key Pen Parks for charges as follows:

- Flat rate for games and practices in the amount of \$4,500.00 per the Board of Park Commissioners on August 14, 2023, including sole use of the storage shed located between Fields 2 & 3 (Organization to provide own lock).
- Invoiced amount for field lighting. Per Section 3 of this Agreement.
- Sign Fees: \$25 (Twenty-five dollars) per small sign (4x4 or smaller); \$50 (Fifty dollars) per large sign (larger than 4x4). Per Section 10 of this Agreement.

**3. Key Pen Parks Responsibilities.** Key Pen Parks shall provide the following services to the Fields in consideration for the fee:

- (a) Properly groom, prepare, and maintain the Fields (see Appendix A.) The Organization will apply the required field marking chalk to the infield foul lines, batter’s box, pitcher’s mound, and coach’s boxes.

- (b) Program field lighting for scheduled evening league games and practices on Fields 1, 2, & 3. The Organization shall be responsible for paying usage and demand charges, and a 10% maintenance surcharge of field lighting for any games and practices on Fields 1, 2, & 3 commencing during the Agreement period (excluding meter pole reading costs and any joint usage by the Key Pen Park's programs or other users which pro-rated usage will be deducted from the base fee for field lighting).

**4. Organization Responsibilities.** The Organization, their appointed or elected officers, employees, representatives, agents, volunteers, coaches, managers, or umpires, shall be required to properly secure all secured park areas or buildings to which they have access and return all park property and equipment to the designated storage area. The Organization shall be wholly responsible for any loss, theft, or damage to any equipment and property, of or entrusted to the Key Pen Parks, resulting from negligence or failure to properly secure all property, equipment, and secured park areas or buildings to which the Organization, its appointed or elected officers, employees, representatives, agents, volunteers, coaches, managers, or umpires, has access or use thereof. The Organization shall not make nor distribute unauthorized duplicates of any keys owned or provided by Key Pen Parks. Enforcement of the no dogs on fields rule, to include the spectator areas. Organization shall be responsible for items listed in Appendix A.

**5. Field Closure Procedure.** Key Pen Parks has the right to cancel any game(s), event(s), or other organized sanctioned activities, without prior notice, to protect and preserve the welfare of any park facilities, Key Pen Parks staff, patrons, and/or the public, including - but not limited to - cancellations due to inclement or other (potentially) hazardous weather. If Key Pen Parks cancels any game, event, or other Organized sanctioned activity, Key Pen Parks will place a "Field Closed" sign on the field. The Organization will not be charged for this time.

**6. Violation of Field Closure.** If an organization's team enters any of the Fields in violation of a "Field Closed" sign that team will be reported to the Organization's Executive Board.

(a) Penalties.

- (i) First Occurrence: one game field suspension with no between game practices allowed.
- (ii) Second Occurrence: The Organization will be assessed a \$1,000.00 penalty.

**7. Field Damage Deposit.** The Organization shall not be required to pay Key Pen Parks a field maintenance damage deposit of \$500.00 to be used to repair damage caused by KPLL or its agents. This is waived due to the lack of field damage in recent years. However, Key Pen Parks shall notify the Organization of any damage caused by the Organization. The Organization shall have the opportunity to inspect said damage with Key Pen Parks in a timely manner. If the Organization can repair the damage immediately, the Organization will be allowed to fix, or correct problem and no fees will be incurred. If the Organization cannot repair damage, the Organization will be billed at the rate of \$35.00 per staff hour for repairs plus materials. Key Pen Parks agrees to provide a field maintenance training class, upon request, to the Organization and their authorized personnel upon commencement of this contract.

**8. Damage to Park Property.** The Organization shall repair or replace immediately, at the Organization's expense, all damage other than normal wear and tear at the discretion of the Key Pen Park's Executive Director or Key Pen Parks staff incurred to the park property including but not limited to fields, parking areas, and related facilities caused by the Organization or its representatives, including players, coaches, and spectators, throughout the terms specified in Section 1 of this Agreement.

**9. Field Maintenance.** The Organization shall maintain the Fields and appurtenances thereto in a neat, clean, and respectable condition throughout the terms of this Agreement. Immediately following the end of all games and practices, the Organization, or its representatives, including players and coaches, shall be required to remove all garbage and debris left on or about the Fields and adjoining areas, which may have been left by the Organization players, coaches, or spectators.

**10. Sponsor Signs.** The Organization shall pay Key Pen Parks \$25.00 per year per sign for 4ft x 4ft sponsor signs and \$50.00 per year per sign for 4ft x 8ft sponsor signs placed on outfield fences of Fields 1, 2, and 3. The Organization agrees to maintain and hang signs in a manner that will not damage the outfield fences. Key Pen Parks has the right to require the Organization to move and re-hang signs. Additional sign criteria are needed due to safety hazards occurring with high winds and the signs becoming loose or unbound. They are as follows:

- All signs must be vinyl only. No wood or metal signs permitted.
- Signs may be one-side printed only.
- All signs will require location approval by Key Pen Parks due to line-of-sight concerns.

**11. List of Games and Practices.** The Organization shall provide Key Pen Parks with a list of practices and games (including tournament games) for fields 1, 2, 3, and 4 by [mutually agreed upon date]. This will allow Key Pen Parks to perform required maintenance on the fields when not in use and schedule events or other youth sporting events.

**12. Field Satisfaction.** The Organization has examined the Fields and is satisfied with the condition thereof, and relying solely upon such examination, accepts the premises in their present condition, except as may be expressly agreed upon by and between the parties herein. The base pegs and pitcher's mounds shall be located by Key Pen Parks to meet Little League Baseball requirements.

**13. Use of Shed between Fields 2 and 3.** Organization shall have sole use of shed during contract period. Organization will provide its own lock and/or other securing device such as a chain as deemed necessary. Key Pen Parks is not liable for loss or damage to equipment stored in the shed for any reason.

**14. Insurance.** The Organization shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the use of the park property.

No Limitation. The Organization's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit Key Pen Parks' recourse to any remedy available at law or in equity.

The Organization shall provide a certificate of insurance evidencing:

General Liability insurance covering premises, products-completed operations, and contractual liability. Key Pen Parks shall be named as an additional insured on the Organization's General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate. General Liability insurance shall include coverage for participant liability with limits of not less than \$2,000,000 per occurrence.

The insurance policy shall contain or be endorsed to contain that the Organization's insurance coverage shall be primary insurance as respect to Key Pen Parks. Any insurance, self-insurance, or insurance pool coverage maintained by Key Pen Parks shall be excess of the Organization's insurance and shall not contribute with it.

The Organization shall provide a certificate of insurance evidencing the required insurance before using the park property.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A.

**15. Indemnification / Hold Harmless:** The Organization shall defend, indemnify, and hold harmless Key Pen Parks, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of park property or from any activity, work, or thing done, permitted, or suffered by the Organization in or about the park property, except only such injury or damage as shall have been occasioned by the sole negligence of Key Pen Parks.

**16. Rules and Regulations.** The Organization, its players, coaches, umpires, agents, representatives, and guests shall adhere to all rules and regulations of Key Pen Parks at Volunteer Park, whether explicit or implied.

**17. Gender Equity.** Key Pen Parks is committed to expand and support equal gender participation in community athletics/sports programs and provide all community athletics/sports programs equal access to Key Pen Parks facilities.

**18. Points of Contact.** Both parties shall assign a Point of Contact (POC) who will be responsible for coordinating and administering all matters related to this agreement. All requests for services shall flow through these POCs. The POCs for this agreement are:

For Key Pen Parks (maintenance and operations):  
Sam Howarth  
Parks & Facilities Manager  
5514 Key Peninsula Hwy NW

Lakebay, WA 98349  
Email: [samh@keypenparks.com](mailto:samh@keypenparks.com)  
Cell: 253-225-9552

For Key Pen Parks (contract questions):  
Tracey Perkosky  
Executive Director  
5514 Key Peninsula Hwy NW  
Lakebay, WA 98349  
Email: [tracey@keypenparks.com](mailto:tracey@keypenparks.com)  
Cell: 253-514-0876

For Key Peninsula Little League:  
Lee Miller  
Email: [cakeeater175@gmail.com](mailto:cakeeater175@gmail.com)  
Phone: (253) 225-9911

This Agreement contains the entire agreement in writing, signed and executed by the parties thereto.

IN WITNESS WHEREOF, Key Pen Parks and the Organization have signed and executed this Agreement on the day and year above written.

Tracey Perkosky, Executive Director  
Key Pen Parks

Key Peninsula Little League

\_\_\_\_\_

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

## Appendix A

### Key Pen Parks Responsibilities

- Provide access to Musco Lighting App for field lights.
- Mow Grass to a playable height
- Drag Fields 2-3 times a week (weather permitting)
- Remove Trash from Trash cans
- Clean restrooms on a regular basis.
- Paint foul lines
- Install mound(s) per Little League rules on agreed upon Fields.
- Install outfield Fence per Little League rules on Fields 2 @ 200 feet and 3 @ 200 feet.
- Install base plugs for Field #4
- Provide lock code to access supply room.

### Key Peninsula Little League Responsibilities

- Chalk Fields on dirt areas only
- Rake areas around 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> base, pitcher's mound, and home plate to grade and fill in holes after conclusion of game(s) or practices.
- Rake out chalk lines after each game.
- Pick up trash around bleacher-area and dugouts.
- Observe any field closed signs.
- Communicate any schedule changes to Point of Contact.
- Remove and reinstall bases when dragging fields on Saturdays or Sundays.
- Keep supply room clean.

### Key Peninsula Little League is not permitted to:

- Add any material on fields to make it playable unless authorized by Key Pen Parks Staff
- Chalk areas not used for game preparation (grass/asphalt)