



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

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

July 11, 2022

7:30 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) 253 215 8782 with
Meeting ID: 847 4216 4413 Passcode: 370951

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/84742164413?pwd=UjJqNXNRdXBST3VPSGd6V09Kb0pHdz09>

Members of the Board of Park Commissioners
Mark Michel, President

Linda Parry, Vice President
Kip Clinton, Clerk

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

Regular Meeting – 7:30 PM

1. Call to Order

2. Roll Call

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

Present Excused Comment

3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations

- a. Volunteer Park Disc Golf, Ben Rasmussen

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. Special Meeting of March 28, 2022 (forthcoming)
- b. Regular Meeting of April 11, 2022 (forthcoming)
- c. Regular Meeting of May 9, 2022 (forthcoming)

8. Financial Report

May 2022 Financial Report

Total expenditures \$65,111.45

- Accounts Payable \$21,984.37 Check # 2088
- Payroll/Benefits \$42,958.17 EFT's
- Pierce County Claim \$0.00 EFT's
- Petty Cash \$0 Cash
- Bank service fees \$168.91 EFT's

Total Revenue \$148,129.76

- Other Revenues \$6,081.22
- Zoo Trek \$24,386.43
- Property Tax \$114,026.15
- Investment \$1,149.88
- Leasehold Excise \$60.54
- Timber Excise Tax \$2,425.54
- Sale of Tax Title Property \$0

June 2022 Financial Report

Total expenditures \$119,404.64



Meeting: July 11, 2022

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 11, 2022

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from Special Meeting on March 28, 2022, the Regular Meeting on April 11, 2022, and the Regular Meeting on May 9, 2022.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the Special Meeting on March 28, 2022 (forthcoming)

Attachment 2: Minutes from the Regular Meeting of April 11, 2022 (forthcoming)

Attachment 3: Minutes from the Regular Meeting of May 9, 2022 (forthcoming)



Meeting: July 11, 2022

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: July 11, 2022

Subject: Approval of Finances

Background

This report includes a summary of the financial information from May & June 2022 for Board approval.

May 2022 Financial Report

Total expenditures \$65,111.45

- Accounts Payable \$21,984.37 Check # 2088
- Payroll/Benefits \$42,958.17 EFT's
- Pierce County Claim \$0.00 EFT's
- Petty Cash \$0 Cash
- Bank service fees \$168.91 EFT's

Total Revenue \$148,129.76

- Other Revenues \$6,081.22
- Zoo Trek \$24,386.43
- Property Tax \$114,026.15
- Investment \$1,149.88
- Leasehold Excise \$60.54
- Timber Excise Tax \$2,425.54
- Sale of Tax Title Property \$0

June 2022 Financial Report

Total expenditures \$119,404.64

- Accounts Payable \$53,230.83 -125.19 = **\$53,105.64** for stop payment on
lost check #2068. Check # 2109 to 2138
- Payroll/Benefits \$51,870.18 EFT's
- Pierce County Claim \$14,244.67 EFT's
- Petty Cash \$0 Cash
- Bank service fees \$184.15 EFT's



Total Revenue \$96,837.23

- Other Revenues \$5,466.61
- Zoo Trek \$23,388.24
- Property Tax \$8,402.34
- Investment \$1,615.99
- Leasehold Excise \$
- Timber Excise Tax \$
- Sale of Tax Title Property \$0
- Premiums on Bonds Sold \$57,964.05

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

05/01/2022 To: 05/31/2022

Time: 15:37:07 Date: 06/16/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,829,061.33	148,129.76	65,111.45	4,912,079.64	1,501.65	0.00	0.00	4,913,581.29
	4,829,061.33	148,129.76	65,111.45	<u>4,912,079.64</u>	1,501.65	0.00	0.00	4,913,581.29

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

05/01/2022 To: 05/31/2022

Time: 15:37:07 Date: 06/16/2022

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	5,791.21	6,081.22	9,683.48	2,188.95	0.00	0.00	2,188.95
2 First Citizens Payroll	46,450.49	23,450.88	42,962.17	26,939.20	0.00	0.00	26,939.20
3 Pierce County	4,692,669.20	151,567.11	39,174.14	4,805,062.17	0.00	0.00	4,805,062.17
4 Petty Cash	166.28	0.00	0.00	166.28	0.00	0.00	166.28
5 First Citizens AP	83,984.15	15,723.26	21,984.37	77,723.04	0.00	1,501.65	79,224.69
Total Cash:	4,829,061.33	196,822.47	113,804.16	4,912,079.64	0.00	1,501.65	4,913,581.29
	4,829,061.33	196,822.47	113,804.16	4,912,079.64	0.00	1,501.65	4,913,581.29

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

05/01/2022 To: 05/31/2022

As Of: 05/31/2022 Date: 06/16/2022

Time: 15:37:07 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	336	04/08/2022	Claims	5	2068	Tracey L Perkosky	125.19	Travel reimbursement for Perkosky, Tracey March 2022
2022	444	05/04/2022	Claims	5	2094	PCRCD, LLC	113.81	Taylor bay old staircase tear down brought to purdy dump.
2022	460	05/13/2022	Claims	5	2098	EPIC Business Essentials	147.74	Post it, laminating pouch, printer paper, red/black ink, tab dispensor
2022	512	05/26/2022	Claims	5	2103	Astound	173.92	Phone and Internet for Volunteer Park
2022	513	05/26/2022	Claims	5	2104	Automated Gates	253.81	Service charge for repair on Gateway Park gate repair
2022	514	05/26/2022	Claims	5	2105	Canon Financial Services, INX	121.11	Monthly rental fee for canon fax board and canon C5535i printer
2022	515	05/26/2022	Claims	5	2106	Copiers Northwest	91.03	Printer usage at Volunteer Park
2022	517	05/26/2022	Claims	5	2107	Peninsula Light Company	344.59	Electric bill for Gateway Park
2022	518	05/26/2022	Claims	5	2108	WA water service company	130.45	Gateway Park water use
							<u>1,501.65</u>	

Fund	Claims	Payroll	Total
001 General Fund	1,501.65	0.00	1,501.65
	<u>1,501.65</u>	<u>0.00</u>	<u>1,501.65</u>

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

05/01/2022 To: 05/31/2022

Time: 15:37:07 Date: 06/16/2022

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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

May 2022 AP Expenditures

Key Peninsula Metro Parks District

Time: 15:44:13 Date: 06/16/2022

05/01/2022 To: 05/31/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	455	05/02/2022	Claims	5	1,470.18	1st Quarter Lease hold tax for Taylor Bay, Gateway house , and Snack Shack.
220503001 PEBB Health Insurance	447	05/04/2022	Payroll	5	4,923.65	
220502001 CenturyLink	439	05/04/2022	Claims	5	107.52	Internet and phone for Gateway Park
220502002 Gleason Timothy J	440	05/04/2022	Claims	5	108.81	Private vehicle mileage log reimbursement for Gleason, Jake for April 2022
220502003 Grandt Veronica L	441	05/04/2022	Claims	5	134.55	Private vehicle mileage log reimbursement for Grandt, Veronica April 2022
220502004 Hemley's Handy Kans	442	05/04/2022	Claims	5	395.00	Portable toilet rental for 360 trails, Key central forest, and Taylor Bay. Delivery fee for toilet drop off at Taylor bay.
220502005 Occupational Medical Clinic of Tacoma	443	05/04/2022	Claims	5	266.00	Preemployment physical and drug screen for Seasonal Manning, Ken. and Full Time Law, Mic
220502006 PCRCO, LLC	444	05/04/2022	Claims	5	113.81	Taylor bay old staircase tear down brought to purdy dump.
220502007 Peninsula Light Company	445	05/04/2022	Claims	5	1,706.96	Electric bill for Taylor Bay, Home Park, and Volunteer Park
220502008 Perkosky Tracey L	446	05/04/2022	Claims	5	351.51	Private vehicle mileage log reimbursement for Perkosky, Tracey April 2022
220505001 D.M. Recycling Co	459	05/13/2022	Claims	5	197.00	Recycling service for Gateway Park
220505002 EPIC Business Essentials	460	05/13/2022	Claims	5	147.74	Post it, laminating pouch, printer paper, red/black ink, tab dispenser
220505003 Madrona Law Group PLLC	461	05/13/2022	Claims	5	1,192.00	Professional services regarding draft water line easements, emails regarding Bond counsels, and 1HR question.
220505004 Murreys Disposal Company	462	05/13/2022	Claims	5	554.73	Garbage services for Volunteer park and Gateway park
220505005 US Bank	463	05/13/2022	Claims	5	8,712.03	US bank statement May 2022
220505006 Verizon Wireless	464	05/13/2022	Claims	5	487.97	Wireless cellphones for all employees
220508001 Astound	512	05/26/2022	Claims	5	173.92	Phone and Internet for Volunteer Park
220508002 Automated Gates	513	05/26/2022	Claims	5	253.81	Service charge for repair on Gateway Park gate repair
220508003 Canon Financial Services, INX	514	05/26/2022	Claims	5	121.11	Monthly rental fee for canon fax board and canon C5535i printer
220508004 Copiers Northwest	515	05/26/2022	Claims	5	91.03	Printer usage at Volunteer Park
220508006 Peninsula Light Company	517	05/26/2022	Claims	5	344.59	Electric bill for Gateway Park
220508007 WA water service company	518	05/26/2022	Claims	5	130.45	Gateway Park water use
Total Checks:					21,984.37	

May 2022 Payroll Expenditures

Key Peninsula Metro Parks District

Time: 15:45:37 Date: 06/16/2022

05/01/2022 To: 05/31/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	437	05/04/2022	Payroll	2	4,306.35	
EFT United Concordia	438	05/04/2022	Payroll	2	441.40	
EFT Employee Paycheck	427	05/10/2022	Payroll	2	1,982.38	
EFT Employee Paycheck	428	05/10/2022	Payroll	2	1,616.58	
EFT Employee Paycheck	429	05/10/2022	Payroll	2	762.44	
EFT Employee Paycheck	430	05/10/2022	Payroll	2	1,402.58	
EFT Employee Paycheck	431	05/10/2022	Payroll	2	1,471.15	
EFT Employee Paycheck	432	05/10/2022	Payroll	2	637.29	
EFT Employee Paycheck	433	05/10/2022	Payroll	2	918.68	
EFT Employee Paycheck	434	05/10/2022	Payroll	2	2,685.13	
EFT Employee Paycheck	435	05/10/2022	Payroll	2	1,206.57	
EFT Employee Paycheck	436	05/10/2022	Payroll	2	670.80	
EFT WA State Department of Retiremen	465	05/13/2022	Payroll	2	5,790.94	
EFT EFTPS	510	05/24/2022	Payroll	2	4,466.77	
EFT United Concordia	511	05/24/2022	Payroll	2	441.40	
EFT Employee Paycheck	488	05/25/2022	Payroll	2	1,982.38	
EFT Employee Paycheck	489	05/25/2022	Payroll	2	1,476.29	
EFT Employee Paycheck	490	05/25/2022	Payroll	2	236.44	
EFT Employee Paycheck	491	05/25/2022	Payroll	2	617.93	
EFT Employee Paycheck	492	05/25/2022	Payroll	2	1,262.31	
EFT Employee Paycheck	493	05/25/2022	Payroll	2	1,317.59	
EFT Employee Paycheck	494	05/25/2022	Payroll	2	236.44	
EFT Employee Paycheck	495	05/25/2022	Payroll	2	1,240.66	
EFT Employee Paycheck	496	05/25/2022	Payroll	2	1,208.85	
EFT Employee Paycheck	497	05/25/2022	Payroll	2	236.44	
EFT Employee Paycheck	498	05/25/2022	Payroll	2	2,685.13	
EFT Employee Paycheck	499	05/25/2022	Payroll	2	1,319.90	
EFT Employee Paycheck	500	05/25/2022	Payroll	2	324.35	
E1 First Citizens	457	05/02/2022	Claims	2	13.00	Driving recored for Jacobs.
Total Checks:					42,958.17	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 15:50:27 Date: 06/16/2022

05/01/2022 To: 05/31/2022

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
456	05/11/2022	05/31/2022	2		Ser Chge		First Citizens	4.00	ACH charge fee
	576 80 49 003	Banking Fees		001	General Fund			4.00	ACH charge fee
458	05/11/2022	05/31/2022	1		Ser Chge		Merch Bankcard service	89.91	Credit card processing fees.
	576 80 49 003	Banking Fees		001	General Fund			89.91	Credit card processing fees.
526	05/31/2022	05/31/2022	1		Ser Chge		First Citizens	75.00	Banking fees
	576 80 49 003	Banking Fees		001	General Fund			75.00	Banking fees
	Records Printed:		3				Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	0.00	
							Non Warrant Expenditures:	168.91	
							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	168.91	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	168.91	0.00	0.00	0.00

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 11:52:21 Date: 06/20/2022

05/01/2022 To: 05/31/2022

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
421	05/02/2022	Tr Rec	1669	1351	1	General Customer	61.80	Rental of Gateway Park Pavilion on 5-15-2022 from 11 - 1PM for (Blakes Jr.)
422	05/02/2022	Tr Rec	1670	1352	1	General Customer	25.75	Added an additional hour to reservation Rental of Gateway Park Pavilion on 5-15-2022 was from 11 - 1PM now it is from 11 - 2pm for (Blakes Jr.)
423	05/03/2022	Tr Rec	1671	1353	1	Kyle Armstrong	500.00	Taylor Bay caretaker rent for May 2022.
424	05/03/2022	Tr Rec	1672	1354	1	Kyle Armstrong	264.20	Taylor Bay caretaker electric, and leasehold tax for May 2022.
425	05/03/2022	Tr Rec	1673	1355	1	The Snack Shack	591.36	Volunteer Park concession building rent, electric, and leasehold tax for May 2022.
426	05/03/2022	Tr Rec	1674	1356	1	Tracey L Perkosky	1,266.43	Gateway Park house rent, electric, and leasehold tax for May 2022.
449	05/05/2022	Tr Rec	1676	1357	1	General Customer	108.15	Rental of Gateway Park pavilion on 7-10-2022 from 4-7pm for (Petersen)
450	05/05/2022	Tr Rec	1677	1358	1	General Customer	61.80	Rental of Gateway Park pavilion on 5-15-2022 from 11-2pm for (Williams)
451	05/05/2022	Tr Rec	1678	1359	1	General Customer	113.30	Rental of Gateway Park pavilion on 6-4-2022 from 10-2pm for (Price)
452	05/05/2022	Tr Rec	1679	1360	1	General Customer	87.55	Rental of Gateway Park pavilion on 5-29-2022 from 11-1pm for (Osborne)
466	05/13/2022	Tr Rec	1680	1361	1	The Snack Shack	453.78	Inspection of kitchen fire suppression system for concession building.
471	05/16/2022	Tr Rec	1681	1362	1	General Customer	46.35	Gateway Park pavilion rental on 5-28-2022 from 1 to 3pm for (Seames)
472	05/16/2022	Tr Rec	1682	1363	1	General Customer	61.80	Gateway Park pavilion rental on 5-21-2022 from 11 to 1pm for (Rogers)
473	05/16/2022	Tr Rec	1683	1364	1	General Customer	77.25	Gateway Park pavilion rental on 6-11-2022 from 11 to 1pm for (Phillips)
474	05/16/2022	Tr Rec	1684	1365	1	General Customer	61.80	Gateway Park pavilion rental on 5-21-2022 from 2 to 4pm for (Ablitt)
475	05/16/2022	Tr Rec	1685	1366	1	General Customer	113.30	Gateway Park pavilion rental on 6-25-2022 from 12 to 4pm for (Tag)
476	05/16/2022	Tr Rec	1686	1367	1	General Customer	108.15	Gateway Park pavilion rental on 8-13-2022 from 12 to 3pm for (Rinearson)
477	05/16/2022	Tr Rec	1687	1368	1	General Customer	103.00	Gateway Park pavilion rental on 6-6-2022 from 11:30 to 1:30pm for (Schmidt)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 11:52:21 Date: 06/20/2022

05/01/2022 To: 05/31/2022

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
478	05/16/2022	Tr Rec	1688	1369	1	General Customer	77.25	Gateway Park pavilion rental on 7-3-2022 from 12 to 4pm for (Storwick)
479	05/17/2022	Tr Rec	1689	1370	1	General Customer	46.35	Rental of Gateway Park pavilion on 5-21-2022 from 12-2pm for (Kashuba)
480	05/17/2022	Tr Rec	1690	1371	1	General Customer	36.05	Rental of Gateway Park pavilion on 5-21-2022 from 12-2pm for (Mathis)
481	05/17/2022	Tr Rec	1691	1372	1	General Customer	103.00	Rental of Gateway Park pavilion on 6-4-2022 from 3:30 to 5:30 pm for (Lang)
482	05/17/2022	Tr Rec	1692	1373	1	General Customer	46.35	Rental of Gateway Park pavilion on 5-22-2022 from 4 to 6 pm for (Gordievich)
483	05/17/2022	Tr Rec	1693	1374	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-5-2022 from 11 to 1 pm for (Johnston)
484	05/17/2022	Tr Rec	1694	1375	1	General Customer	103.00	Rental of Gateway Park pavilion on 7-30-2022 from 3-5 pm for (Vinig)
485	05/17/2022	Tr Rec	1695	1376	1	General Customer	46.35	Rental of Gateway Park pavilion on 7-16-2022 from 4-6 pm for (Hunsaker)
486	05/17/2022	Tr Rec	1696	1377	1	General Customer	87.55	Rental of Gateway Park pavilion on 7-2-2022 from 3-6 pm for (Paloma)
487	05/17/2022	Tr Rec	1697	1378	1	General Customer	103.00	Rental of Gateway Park pavilion on 6-11-2022 from 3-5 pm for (Sorensen)
501	05/20/2022	Tr Rec	1698	1379	1	General Customer	46.35	Rental of Gateway Pavilion on 7-24-2022 from 2-4pm for (Taiclet)
502	05/20/2022	Tr Rec	1699	1380	1	General Customer	185.40	Rental of Gateway Pavilion on 7-30-2022 from 11-3pm for (Mendoza)
503	05/20/2022	Tr Rec	1700	1381	1	General Customer	61.80	Rental of Gateway Pavilion on 6-12-2022 from 11-1pm for (Ferrazzi)
504	05/20/2022	Tr Rec	1701	1382	1	General Customer	61.80	Vendor fee for Makers Market event (King)
505	05/20/2022	Tr Rec	1702	1383	1	General Customer	77.25	Rental of Gateway Pavilion on 6-1-2022 from 6-8pm for (Nesbit)
506	05/20/2022	Tr Rec	1703	1384	1	General Customer	61.80	Vendor fee for Makers Market event. (Farnsworth)
507	05/20/2022	Tr Rec	1704	1385	1	General Customer	139.05	Rental of Gateway pavilion on 8-20-2022 from 11:30 - 3:30 pm for (Moter)
508	05/20/2022	Tr Rec	1705	1386	1	General Customer	61.80	Rental of Gateway pavilion on 6-5-2022 from 11 - 1 pm for (Johnson)
509	05/20/2022	Tr Rec	1706	1387	1	General Customer	61.80	Vendor Fee for Makers Market event.

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 11:52:21 Date: 06/20/2022

05/01/2022 To: 05/31/2022

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
522	05/26/2022	Tr Rec	1707	1388	1	General Customer	51.50	Rental of Home Park shelter on 6-18-2022 from 9:30am to 12:30 pm for (Threde)
523	05/26/2022	Tr Rec	1708	1389	1	General Customer	51.50	Rental of Home Park shelter on 6-18-2022 from 2 to 5 pm for (Alder)
524	05/26/2022	Tr Rec	1709	1390	1	General Customer	61.80	Rental of Gateway Park Pavilion on 7/2/2022 from 3-6pm for (Rogers)
525	05/27/2022	Tr Rec	1710	1391	1	General Customer	87.55	Rental of Gateway Park Pavilion on 6/25/2022 from 11-2pm for (Olver)
539	05/27/2022	Tr Rec	1711	1392	1	General Customer	106.00	Rental of Gateway Pavilion on 6-14-2022 from 11-1pm for (Cedar Heights Junior High)
540	05/27/2022	Tr Rec	1712	1393	1	General Customer	77.25	Vendor for Makers Market event.
541	05/31/2022	Tr Rec	1713	1394	1	General Customer	87.55	Rental of Gateway Pavilion on 7-23-2022 from 4-7pm for (Allen)
542	05/31/2022	Tr Rec	1714		3	Pierce County Budget and Finan	114,026.15	Property tax of \$109,343.57 and Delinquent years of \$4,682.58
543	05/31/2022	Tr Rec	1715		3	Pierce County Budget and Finan	24,386.43	Zoo Trek
544	05/31/2022	Tr Rec	1716		3	Pierce County Budget and Finan	60.54	Leasehold Excise Tax
545	05/31/2022	Tr Rec	1717		3	Pierce County Budget and Finan	2,425.54	Timber Excise Tax
546	05/31/2022	Tr Rec	1718		3	Pierce County Budget and Finan	1,149.88	Investment Interest
							310 Taxes	140,898.66
							340 Park Fees	255.00
							360 Long Terms	6,976.10
							001 General Fund	148,129.76
							148,129.76	

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 14:43:35 Date: 06/22/2022

January To May

Page: 1

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 00 000 Taxes, Real & Person	5,240.30	32,886.27	95,001.67	562,715.90	114,026.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	809,870.29	1,461,536.00	55%
313 17 00 000 Taxes, Zoo Trek Excis	22,379.30	24,652.65	20,534.92	20,690.34	24,386.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112,643.64	185,000.00	61%
317 20 00 000 Taxes, Leasehold Exc	0.00	62.69	2.75	0.00	60.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.98	1,000.00	13%
317 40 00 000 Taxes, Forest Excise T	0.00	0.00	0.00	0.00	2,425.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,425.54	2,500.00	97%
310 Taxes	27,619.60	57,601.61	115,539.34	583,406.24	140,898.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	925,065.45	1,650,036.00	56%
334 02 70 000 Recreation Conserva	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	50,000.00	0%
330 Intergovernmental Revenues	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	50,000.00	0%
347 60 00 003 Program Fees, Progi	0.00	525.00	1,195.09	285.00	255.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,260.09	2,000.00	113%
340 Park Fees	0.00	525.00	1,195.09	285.00	255.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,260.09	2,000.00	113%
361 11 00 000 Investment Interest	147.53	158.01	366.72	645.21	1,149.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,467.35	2,000.00	123%
362 40 00 003 S&F Rentals, Campin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0%
362 40 00 004 S&F Rentals, 360 Fiel	1,370.00	680.00	1,640.00	5,520.40	2,560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,770.40	13,000.00	91%
362 40 00 005 S&F Rentals, Home F	0.00	0.00	0.00	150.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	200.00	125%
362 40 00 006 S&F Rentals, Volunte	0.00	0.00	100.00	1,085.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,185.00	4,000.00	30%
362 50 00 001 S&F Rentals, Conces	365.68	365.68	591.36	591.36	1,045.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,959.22	10,800.00	27%
362 50 00 002 S&F Rentals, Gatewa	1,263.91	1,347.93	1,300.30	1,280.38	1,266.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,458.95	15,618.00	41%
362 50 00 003 S&F Rentals, Storage	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	50.00	0%
362 50 00 004 S&F Rentals, Little Le	4,463.41	110.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,073.41	2,000.00	254%
362 50 00 005 S&F Rental, Taylor Bz	814.20	1,550.40	0.00	764.20	764.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,893.00	9,171.00	42%
367 00 00 000 Contributions & Dor	500.00	2,000.00	1,250.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,250.00	10,000.00	53%
369 91 00 000 Other Revenue	50.85	4,730.30	439.54	339.27	90.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,650.41	2,000.00	283%
382 10 00 000 Refundable Deposits	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0%
360 Long Terms	8,975.58	10,942.32	6,187.92	12,375.82	6,976.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,457.74	69,089.00	66%
FUND REVENUES:	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	972,783.28	1,771,125.00	55%
576 80 10 001 Commissioner Wage	512.04	256.02	128.01	768.06	768.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,432.19	7,500.00	32%
576 80 10 002 Administrative Wage	21,298.67	20,274.22	20,521.14	23,023.25	21,325.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106,442.74	263,000.00	40%
576 80 10 003 Park Operations Waç	14,646.74	14,351.20	14,755.85	18,616.40	12,290.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74,660.75	278,000.00	27%
576 80 10 004 Park Operations - Tei	0.00	0.00	0.00	0.00	2,505.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,505.12	58,500.00	4%
576 80 20 001 Commissioner Perso	53.94	19.60	9.80	67.63	58.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209.71	600.00	35%
576 80 20 002 Administrative Benef	7,092.00	5,135.69	8,391.93	9,064.67	7,481.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,165.77	98,000.00	38%
576 80 20 003 Park Operations Ben	8,429.95	4,863.04	5,003.77	9,621.54	4,201.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,119.79	155,000.00	21%
576 80 20 004 Park Operations - Tei	0.00	0.00	0.00	0.00	301.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	301.15	16,500.00	2%
576 80 20 006 Uniforms/Safety Gea	0.00	24.82	0.00	708.97	135.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	869.61	3,500.00	25%
576 80 31 001 Office Supplies	142.51	348.61	317.32	392.67	844.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,045.24	3,700.00	55%
576 80 31 002 Maintenance Supplie	463.87	3,548.61	2,895.35	2,774.11	4,054.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,736.75	60,000.00	23%
576 80 31 003 Equipment Maintena	56.11	69.98	353.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	479.80	3,200.00	15%
576 80 31 004 Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
576 80 31 130 Supplies, Special Eve	0.00	0.00	263.61	1,423.59	271.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,958.60	3,000.00	65%
576 80 31 140 Supplies, Special Eve	0.00	0.00	0.00	1,261.79	289.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,551.49	14,000.00	11%

2022 CASH FLOW - YEAR TO DATE

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0%
576 80 32 000 Park Operations Fuel	899.84	863.77	1,227.48	1,248.00	1,430.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,669.58	9,000.00	63%
576 80 35 000 Small Tools & Equipr	1,662.11	2,426.75	593.30	6,093.96	384.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,160.74	9,500.00	117%
576 80 41 000 Professional Services	5,206.00	40.00	0.00	38.99	418.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,703.19	6,500.00	88%
576 80 41 001 Professional Services	0.00	0.00	72.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.50	20,000.00	0%
576 80 41 002 Professional Services	19,479.63	1,102.95	232.20	1,509.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,324.08	23,100.00	97%
576 80 41 004 Professional Services	606.00	1,840.00	2,883.00	354.00	1,192.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,875.00	9,500.00	72%
576 80 41 005 Professional Services	266.00	497.81	1,310.03	2,964.88	344.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,383.22	7,500.00	72%
576 80 41 007 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
576 80 41 008 Professional Services	0.00	0.00	0.00	3,240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,240.00	6,500.00	50%
576 80 41 009 Election Costs	0.00	8,911.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,911.00	12,000.00	74%
576 80 42 001 Communications, Ph	703.70	740.68	723.12	695.49	796.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,659.35	9,450.00	39%
576 80 43 001 Travel, Commissione	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
576 80 43 002 Travel, Staff	0.00	130.18	433.41	637.02	657.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,858.28	15,000.00	12%
576 80 44 001 Taxes And Operation	0.00	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	1,100.00	29%
576 80 45 000 Equipment Rental\ L	1,329.11	276.11	1,672.27	395.80	607.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,280.43	8,000.00	54%
576 80 46 000 Insurance, General Li	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,250.00	0%
576 80 47 000 Utility Services, For P	2,673.18	2,014.23	7,051.20	2,987.22	3,047.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,773.37	35,700.00	50%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	213.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.84	1,000.00	21%
576 80 48 000 Repairs & Maintenan	1,828.95	602.42	408.13	7,321.87	253.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,415.18	27,100.00	38%
576 80 49 001 Licenses & Permits	141.00	1,905.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,046.00	4,500.00	45%
576 80 49 002 Dues & Subscription	370.00	487.65	375.46	1,663.12	716.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,612.56	5,000.00	72%
576 80 49 003 Banking Fees	84.00	92.56	118.15	154.05	168.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	617.67	1,500.00	41%
576 80 49 004 Other Expenses	0.00	220.00	607.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,007.00	4,000.00	25%
576 80 49 006 Training, Staff	0.00	935.00	860.00	450.00	146.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,391.02	6,000.00	40%
576 Parks	87,945.35	71,977.90	71,524.08	97,870.22	64,691.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	394,009.06	1,241,200.00	32%
589 00 00 999 Payroll Liability Acco	-1,356.60	-1,063.13	-965.98	-913.27	-1,050.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,349.22	0.00	0%
589 30 00 000 Other Non-Expenditu	1,444.50	0.00	0.00	0.00	1,470.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,914.68	4,900.00	59%
580 Non-Expenditures	87.90	-1,063.13	-965.98	-913.27	419.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,434.54	4,900.00	50%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,525.00	0%
591	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,525.00	0%
594 76 62 001 Capital Improvemen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0%
594 76 62 020 Capital Improvemen	0.00	0.00	533.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533.18	275,000.00	0%
594 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	10,000.00	0%
594 76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78,500.00	0%
594 76 64 002 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
594 Capital Expenditures	0.00	0.00	533.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533.18	468,500.00	0%
FUND EXPENDITURES:	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	392,107.70	1,771,125.00	22%

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
FUND GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	580,675.58		
FUND NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	580,675.58	580,675.58	580,675.58	580,675.58	580,675.58	580,675.58	580,675.58			

2022 FUND TOTALS

Key Peninsula Metro Parks District

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REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	972,783.28	1,771,125.00	55%
	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	972,783.28	1,771,125.00	55%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	392,107.70	1,771,125.00	22%
	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	392,107.70	1,771,125.00	22%
GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	580,675.58		
NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	580,675.58	580,675.58	580,675.58	580,675.58	580,675.58	580,675.58	580,675.58			

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

06/01/2022 To: 06/30/2022

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,912,079.64	96,837.23	119,404.64	4,889,512.23	31,990.24	0.00	0.00	4,921,502.47
	4,912,079.64	96,837.23	119,404.64	4,889,512.23	31,990.24	0.00	0.00	4,921,502.47

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

06/01/2022 To: 06/30/2022

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	2,188.95	5,466.61	4,629.56	3,026.00	0.00	0.00	3,026.00
2 First Citizens Payroll	26,939.20	48,698.28	51,874.18	23,763.30	0.00	0.00	23,763.30
3 Pierce County	4,805,062.17	95,820.03	62,942.95	4,837,939.25	0.00	0.00	4,837,939.25
4 Petty Cash	166.28	0.00	0.00	166.28	0.00	0.00	166.28
5 First Citizens AP	77,723.04	125.19	53,230.83	24,617.40	0.00	31,990.24	56,607.64
Total Cash:	4,912,079.64	150,110.11	172,677.52	4,889,512.23	0.00	31,990.24	4,921,502.47
	4,912,079.64	150,110.11	172,677.52	4,889,512.23	0.00	31,990.24	4,921,502.47

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

06/01/2022 To: 06/30/2022

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	550	06/03/2022	Claims	5	2112	Hemley's Handy Kans	232.50	Rental of 3 portable toilets for 360, Key Central Forest, and Taylor Bay.
2022	568	06/17/2022	Claims	5	2123	Merry Makers	1,255.75	Rental of classic 30 obstacle course, camelot castle bounce house, airbrush artist, balloon twister and portable power for July family fun fest event
2022	616	06/24/2022	Claims	5	2130	Canon Financial Services, INX	121.11	Rental contract for Canon fax board and Canon C5535I printer
2022	619	06/24/2022	Claims	5	2133	Hemley's Handy Kans	665.00	Portable toilet rental for Makers Market event
2022	620	06/24/2022	Claims	5	2134	J & I Power Equipment Inc	28,549.30	Hustler 104" 40 hp W/oil Guard zero turn mower
2022	622	06/24/2022	Claims	5	2136	Peninsula Light Company	286.58	Electric usage for Gateway park
2022	623	06/24/2022	Claims	5	2137	Andrea Pollard	850.00	Flagger certifications for 6 staff members.
2022	624	06/24/2022	Claims	5	2138	Two Waters Arts Alliance	30.00	Booth rental for marketing of parks information at the Key Center Art Walk event on August 3, 2022
							31,990.24	

Fund	Claims	Payroll	Total
001 General Fund	31,990.24	0.00	31,990.24
	31,990.24	0.00	31,990.24

TREASURER'S REPORT

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Key Peninsula Metro Parks District

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Time: 14:02:21 Date: 07/06/2022

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

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

June 2022 Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time: 13:21:24 Date: 07/06/2022

06/01/2022 To: 06/30/2022

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo
220602001	CenturyLink	547	06/03/2022	Claims	5	107.52	Phone an Internet service for Gateway Park.
220602002	Gleason Timothy J	548	06/03/2022	Claims	5	133.38	Mileage for May 2022
220602003	Grandt Veronica L	549	06/03/2022	Claims	5	136.31	Mileage for May 2022
220602004	Hemley's Handy Kans	550	06/03/2022	Claims	5	232.50	Rental of 3 portable toilets for 360, Key Central Forest, and Taylor Bay.
220602005	Occupational Medical Clinic of Tacoma	551	06/03/2022	Claims	5	133.00	Employment physical for Jacobs.
220602006	Peninsula Light Company	552	06/03/2022	Claims	5	1,613.59	Electric bill for Volunteer Park, Home Park and Taylor Bay
220602007	Perkosky Tracey L	553	06/03/2022	Claims	5	95.36	Mileage for May 2022
220602008	WA. Recreation and Park Association	554	06/03/2022	Claims	5	615.00	Annual Agency membership for WRPA Through August 2023
220604001	PEBB Health Insurance	562	06/17/2022	Payroll	5	4,923.65	
220605001	Astound	563	06/17/2022	Claims	5	171.65	Phone and Internet for Volunteer Park
220605002	Correctional Industries Accounting	564	06/17/2022	Claims	5	962.89	Employee uniforms
220605003	D.M. Recycling Co	565	06/17/2022	Claims	5	197.00	Gateway park recycle service
220605004	H.D. Fowler	566	06/17/2022	Claims	5	247.09	3' pvc pro span expansion repair coupling, pvc elbow, ovc hand pump, blue cement (Irrigation)
220605005	Madrona Law Group PLLC	567	06/17/2022	Claims	5	410.00	Professional service fees for May 2022.
220605006	Merry Makers	568	06/17/2022	Claims	5	1,255.75	Rental of classic 30 obstacle course, camelot castle bounce house, airbrush artist, balloon twister and portable power for July family fun fest event
220605007	Murreys Disposal Company	569	06/17/2022	Claims	5	554.73	Garbage services for Gateway Park and Volunteer Park
220605008	Reyes Jose A	570	06/17/2022	Claims	5	100.00	Reyes, Jose boot allowance reimbursement per employee handbook 06-16-2022
220605009	US Bank	571	06/17/2022	Claims	5	8,808.24	U.S. bank statement for June 2022
220605010	Verizon Wireless	572	06/17/2022	Claims	5	498.05	Wireless cellphones for all employees
220605011	Washington Water Service Company	573	06/17/2022	Claims	5	170.95	Water usage for Gateway Park
220606001	Perkosky Tracey L	588	06/17/2022	Claims	5	125.19	Replacement mileage check (2068) due to lost check.
220608001	Canon Financial Services, INX	616	06/24/2022	Claims	5	121.11	Rental contract for Canon fax board and Canon C5535i printer
220608002	Copiers Northwest	617	06/24/2022	Claims	5	61.99	Canon IRC5535i usage
220608003	Foster Garvey	618	06/24/2022	Claims	5	1,000.00	2022 local agency refinancing legal services as counsel
220608004	Hemley's Handy Kans	619	06/24/2022	Claims	5	665.00	Portable toilet rental for Makers Market event
220608005	J & I Power Equipment Inc	620	06/24/2022	Claims	5	28,549.30	Hustler 104" 40 hp W/oil Guard zero turn mower
220608006	National Recreation and Park Association	621	06/24/2022	Claims	5	175.00	NRPA membership
220608007	Peninsula Light Company	622	06/24/2022	Claims	5	286.58	Electric usage for Gateway park
220608008	Pollard Andrea	623	06/24/2022	Claims	5	850.00	Flagger certifications for 6 staff members.
220608009	Two Waters Arts Alliance	624	06/24/2022	Claims	5	30.00	Booth rental for marketing of parks information at the Key Center Art Walk event on August 3, 2022

June 2022 Accounts Payable Expenditures

Key Peninsula Metro Parks District

Time: 13:21:24 Date: 07/06/2022

06/01/2022 To: 06/30/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
Total Checks:					53,230.83	

June 2022 Payroll Expenditures

Key Peninsula Metro Parks District

Time:

13:19:23 Date: 07/06/2022

06/01/2022 To: 06/30/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Licensing	519	06/01/2022	Payroll	2	13.00	
EFT EFTPS	538	06/02/2022	Payroll	2	5,603.62	
EFT Employee Paycheck	527	06/10/2022	Payroll	2	2,375.05	
EFT Employee Paycheck	528	06/10/2022	Payroll	2	1,616.58	
EFT Employee Paycheck	529	06/10/2022	Payroll	2	755.40	
EFT Employee Paycheck	530	06/10/2022	Payroll	2	1,535.07	
EFT Employee Paycheck	531	06/10/2022	Payroll	2	1,683.46	
EFT Employee Paycheck	532	06/10/2022	Payroll	2	2,359.08	
EFT Employee Paycheck	533	06/10/2022	Payroll	2	1,474.13	
EFT Employee Paycheck	534	06/10/2022	Payroll	2	1,131.22	
EFT Employee Paycheck	535	06/10/2022	Payroll	2	2,685.13	
EFT Employee Paycheck	536	06/10/2022	Payroll	2	1,433.22	
EFT Employee Paycheck	537	06/10/2022	Payroll	2	639.08	
EFT WA State Department of Retiremen	561	06/16/2022	Payroll	2	6,795.77	
EFT United Concordia	614	06/20/2022	Payroll	2	739.60	
EFT Employee Paycheck	577	06/24/2022	Payroll	2	2,181.83	
EFT Employee Paycheck	578	06/24/2022	Payroll	2	1,616.58	
EFT Employee Paycheck	579	06/24/2022	Payroll	2	118.21	
EFT Employee Paycheck	580	06/24/2022	Payroll	2	748.35	
EFT Employee Paycheck	581	06/24/2022	Payroll	2	1,441.56	
EFT Employee Paycheck	582	06/24/2022	Payroll	2	1,538.92	
EFT Employee Paycheck	583	06/24/2022	Payroll	2	2,359.08	
EFT Employee Paycheck	584	06/24/2022	Payroll	2	1,474.13	
EFT Employee Paycheck	585	06/24/2022	Payroll	2	2,685.13	
EFT Employee Paycheck	586	06/24/2022	Payroll	2	1,319.91	
EFT Employee Paycheck	587	06/24/2022	Payroll	2	403.47	
EFT EFTPS	647	06/27/2022	Payroll	2	5,143.60	
Total Checks:					51,870.18	

June 2022 Pierce County Expenditures

Key Peninsula Metro Parks District

Time: 13:22:29 Date: 07/06/2022

06/01/2022 To: 06/30/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Pierce County Budget and Finance	649	06/30/2022	Claims	3	11,200.00	Debt Services - Interest
EFT Pierce County Budget and Finance	666	06/30/2022	Claims	3	3,044.67	Debt Issuance Costs.
Total Checks:					<u>14,244.67</u>	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 14:03:42 Date: 07/06/2022
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06/01/2022 To: 06/30/2022

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
642	06/30/2022	06/30/2022	1		Ser Chge		First Citizens	77.00	Banking fees
	576 80 49 003	Banking Fees		001	General Fund			77.00	Banking fees
643	06/30/2022	06/30/2022	1		Ser Chge		Merch Bankcard service	103.15	Banking fees (Credit card processing fees)
	576 80 49 003	Banking Fees		001	General Fund			103.15	Banking fees (Credit card processing fees)
648	06/30/2022	06/30/2022	2		Ser Chge		First Citizens	4.00	Banking fees
	576 80 49 003	Banking Fees		001	General Fund			4.00	Banking fees
	Records Printed:		3						
						Adjustments:		0.00	
						Beginning Balance:		0.00	
						Revenues:		0.00	
						Warrant Expenditures:		0.00	
						Non Warrant Expenditures:		184.15	
						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	184.15	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	184.15	0.00	0.00	0.00

STOP PAYMENT RECORD

Key Peninsula Metro Parks District

Tax Year: 2022
Transaction: 574
Date: 06/17/2022
Amt: 125.19

Year	Trans	Date	Acct #	War #	Claimant	Amount	Memo	
2022	336	04/08/2022	Claims	5	2068	446 Tracey L Perkosky	125.19	Travel reimbursment for Perkosky, Tracey March 2022
			576 80 43 002		Travel, Staff	125.19		
			001 General Fund			125.19		

RECEIPT REGISTER

Key Peninsula Metro Parks District

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06/01/2022 To: 06/30/2022

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
555	06/01/2022	Tr Rec	1719	1395	1	Tracey L Perkosky	1,238.85	Rent, electric, and leasehold tax covering June 2022 for Gateway Park House.
556	06/03/2022	Tr Rec	1720	1396	1	The Snack Shack	591.36	Rent, electric, and leasehold tax covering June 2022 for Volunteer Park concession building.
576	06/17/2022	Tr Rec	1721	1397	1	General Customer	61.80	Ventor payment for Makers Market event. (Fraiola)
589	06/17/2022	Tr Rec	1722	1398	1	General Customer	144.20	Rental of Gateway Park Pavilion on 7-24-2022 from 4-7pm for (Keevy)
590	06/17/2022	Tr Rec	1723	1399	1	General Customer	144.20	Rental of Gateway Park Pavilion on 9-11-2022 from 3-6pm for (Keevy)
591	06/17/2022	Tr Rec	1724	1400	1	General Customer	103.00	Rental of Gateway Park Pavilion on 6-17-2022-2022 from 4-6pm for (Walters)
592	06/17/2022	Tr Rec	1725	1401	1	General Customer	61.80	Rental of Gateway Park Pavilion on 6-24-2022-2022 from 5-8pm for (Crock)
593	06/17/2022	Tr Rec	1726	1402	1	General Customer	61.80	Makers Market event vendor. (Powell)
594	06/17/2022	Tr Rec	1727	1403	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-24-2022 from 11-1pm for (McDonald)
595	06/17/2022	Tr Rec	1728	1404	1	General Customer	61.80	Rental of Volunteer Park pavilion on 6-25-2022 from 1-5pm for (Bump)
596	06/17/2022	Tr Rec	1729	1405	1	General Customer	113.30	Rental of Gateway Park pavilion on 7-23-2022 from 4-8 pm for (Gipaya)
597	06/17/2022	Tr Rec	1730	1406	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-5-2022 from 3-5 pm for (Wilson)
598	06/17/2022	Tr Rec	1731	1407	1	General Customer	103.00	Rental of Gateway Park pavilion on 7-17-2022 from 2-4 pm for (Pau)
599	06/17/2022	Tr Rec	1732	1408	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-8-2022 from 5-7 pm for (Hooper)
600	06/17/2022	Tr Rec	1733	1409	1	General Customer	36.05	Rental of Volunteer Park pavilion on 7-16-2022 from 12-2 pm for (Smith)
601	06/17/2022	Tr Rec	1734	1410	1	General Customer	154.50	Rental of Gateway Park pavilion on 7-31-2022 from 10-2 pm for (Sublett)
602	06/17/2022	Tr Rec	1735	1411	1	General Customer	87.55	Rental of Gateway Park pavilion on 8-6-2022 from 11-2 pm for (Waxler)
603	06/17/2022	Tr Rec	1736	1412	1	General Customer	30.90	Rental of Gateway Park pavilion on 7-31-2022 balance due for extra hour added to this rental for (Sublett)

RECEIPT REGISTER

Key Peninsula Metro Parks District

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06/01/2022 To: 06/30/2022

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
604	06/17/2022	Tr Rec	1737	1413	1	General Customer	87.55	Rental of Gateway Park pavilion on 7-10-2022 from 10-1pm for (Emerson)
605	06/17/2022	Tr Rec	1738	1414	1	General Customer	46.35	Rental of Gateway Park pavilion on 6-26-2022 from 4-6pm for (Braunstein)
606	06/17/2022	Tr Rec	1739	1415	1	General Customer	61.80	Rental of Gateway Park pavilion on 7-3-2022 from 1-3pm for (Black)
607	06/17/2022	Tr Rec	1740	1416	1	General Customer	46.35	Rental of Gateway Park pavilion on 7-7-2022 from 2-4pm for (Alsup)
608	06/17/2022	Tr Rec	1741	1417	1	General Customer	103.00	Rental of Gateway Park pavilion on 7-16-2022 from 11-1pm for (Gizzi)
609	06/17/2022	Tr Rec	1742	1418	1	General Customer	61.80	Makers Market event vendor (Shaw)
610	06/17/2022	Tr Rec	1743	1419	1	General Customer	103.00	Rental of Gateway Park pavilion on 8-7-2022 from 10-12pm for (Berger)
611	06/17/2022	Tr Rec	1744	1420	1	General Customer	87.55	Rental of Gateway Park pavilion on 8-14-2022 from 10-1pm for (Saur)
612	06/17/2022	Tr Rec	1745	1421	1	General Customer	87.55	Rental of Gateway Park pavilion on 7-6-2022 from 3-6pm for (McBurnett)
613	06/20/2022	Tr Rec	1746	1422	1	General Customer	77.25	Rental of Gateway Park pavilion on 7-1-2022 from 4-6pm for (Russell)
615	06/22/2022	Tr Rec	1747	1423	1	Kyle Armstrong	814.20	Taylor Bay caretakers rent, electric and Leasehold tax for June 2022 plus a 50\$ late fee
625	06/27/2022	Tr Rec	1748	1424	1	General Customer	61.80	Rental of Gateway pavilion on 7-12-2022 from 4:30 to 6:30pm for (Tranthum)
626	06/27/2022	Tr Rec	1749	1425	1	General Customer	61.80	Rental of Gateway pavilion on 7-3-2022 from 3-5pm for (Black)
627	06/27/2022	Tr Rec	1750	1426	1	General Customer	61.80	Rental of Gateway pavilion on 7-5-2022 from 5-7pm for (Nation)
628	06/27/2022	Tr Rec	1751	1427	1	General Customer	103.00	Rental of Gateway pavilion on 7-2-2022 from 10-12pm for (Ross)
629	06/27/2022	Tr Rec	1752	1428	1	General Customer	46.35	Rental of Gateway pavilion on 7-17-2022 from 4-6pm for (Flowers)
630	06/27/2022	Tr Rec	1753	1429	1	General Customer	36.05	Rental of Gateway pavilion on 6-22-2022 from 5-7pm for (Marler)
637	06/29/2022	Tr Rec	1754	1430	1	General Customer	61.80	Rental of Gateway Pavilion on 8-20-2022 from 3:30 -5:30pm for (Cormier)
638	06/29/2022	Tr Rec	1755	1431	1	General Customer	46.35	Rental of Gateway Pavilion on 8-13-2022 from 10-12 pm for (Braunstein)

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 15:32:29 Date: 07/07/2022

January To June

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 00 000 Taxes, Real & Person	5,240.30	32,886.27	95,001.67	562,715.90	114,026.15	8,402.34	0.00	0.00	0.00	0.00	0.00	0.00	818,272.63	1,461,536.00	56%
313 17 00 000 Taxes, Zoo Trek Excis	22,379.30	24,652.65	20,534.92	20,690.34	24,386.43	23,388.24	0.00	0.00	0.00	0.00	0.00	0.00	136,031.88	185,000.00	74%
317 20 00 000 Taxes, Leasehold Exc	0.00	62.69	2.75	0.00	60.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.98	1,000.00	13%
317 40 00 000 Taxes, Forest Excise T	0.00	0.00	0.00	0.00	2,425.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,425.54	2,500.00	97%
310 Taxes	27,619.60	57,601.61	115,539.34	583,406.24	140,898.66	31,790.58	0.00	0.00	0.00	0.00	0.00	0.00	956,856.03	1,650,036.00	58%
334 02 70 000 Recreation Conserva	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	50,000.00	0%
392 00 00 000 Premiums on Bonds	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0.00	0.00	0.00	0.00	0.00	57,964.05	50,000.00	116%
347 60 00 003 Program Fees, Progi	0.00	525.00	1,195.09	285.00	255.00	270.00	0.00	0.00	0.00	0.00	0.00	0.00	2,530.09	2,000.00	127%
340 Park Fees	0.00	525.00	1,195.09	285.00	255.00	270.00	0.00	0.00	0.00	0.00	0.00	0.00	2,530.09	2,000.00	127%
361 11 00 000 Investment Interest	147.53	158.01	366.72	645.21	1,149.88	1,615.99	0.00	0.00	0.00	0.00	0.00	0.00	4,083.34	2,000.00	204%
362 40 00 003 S&F Rentals, Campin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0%
362 40 00 004 S&F Rentals, 360 Fiel	1,370.00	680.00	1,640.00	5,520.40	2,560.00	2,375.00	0.00	0.00	0.00	0.00	0.00	0.00	14,145.40	13,000.00	109%
362 40 00 005 S&F Rentals, Home F	0.00	0.00	0.00	150.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	200.00	125%
362 40 00 006 S&F Rentals, Volunte	0.00	0.00	100.00	1,085.00	0.00	95.00	0.00	0.00	0.00	0.00	0.00	0.00	1,280.00	4,000.00	32%
362 50 00 001 S&F Rentals, Conces	365.68	365.68	591.36	591.36	1,045.14	591.36	0.00	0.00	0.00	0.00	0.00	0.00	3,550.58	10,800.00	33%
362 50 00 002 S&F Rentals, Gatewa	1,263.91	1,347.93	1,300.30	1,280.38	1,266.43	1,238.85	0.00	0.00	0.00	0.00	0.00	0.00	7,697.80	15,618.00	49%
362 50 00 003 S&F Rentals, Storage	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	50.00	0%
362 50 00 004 S&F Rentals, Little Le	4,463.41	110.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,073.41	2,000.00	254%
362 50 00 005 S&F Rental, Taylor Bz	814.20	1,550.40	0.00	764.20	764.20	814.20	0.00	0.00	0.00	0.00	0.00	0.00	4,707.20	9,171.00	51%
367 00 00 000 Contributions & Dor	500.00	2,000.00	1,250.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,250.00	10,000.00	53%
369 91 00 000 Other Revenue	50.85	4,730.30	439.54	339.27	90.45	82.20	0.00	0.00	0.00	0.00	0.00	0.00	5,732.61	2,000.00	287%
382 10 00 000 Refundable Deposits	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0%
360 Long Terms	8,975.58	10,942.32	6,187.92	12,375.82	6,976.10	6,812.60	0.00	0.00	0.00	0.00	0.00	0.00	52,270.34	69,089.00	76%
FUND REVENUES:	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	0.00	0.00	0.00	0.00	0.00	0.00	1,069,620.51	1,771,125.00	60%
576 80 10 001 Commissioner Wage	512.04	256.02	128.01	768.06	768.06	128.01	0.00	0.00	0.00	0.00	0.00	0.00	2,560.20	7,500.00	34%
576 80 10 002 Administrative Wage	21,298.67	20,274.22	20,521.14	23,023.25	21,325.46	23,114.60	0.00	0.00	0.00	0.00	0.00	0.00	129,557.34	263,000.00	49%
576 80 10 003 Park Operations Wag	14,646.74	14,351.20	14,755.85	18,616.40	12,290.56	20,765.47	0.00	0.00	0.00	0.00	0.00	0.00	95,426.22	278,000.00	34%
576 80 10 004 Park Operations - Tei	0.00	0.00	0.00	0.00	2,505.12	1,335.45	0.00	0.00	0.00	0.00	0.00	0.00	3,840.57	58,500.00	7%
576 80 20 001 Commissioner Perso	53.94	19.60	9.80	67.63	58.74	9.80	0.00	0.00	0.00	0.00	0.00	0.00	219.51	600.00	37%
576 80 20 002 Administrative Benef	7,092.00	5,135.69	8,391.93	9,064.67	7,481.48	7,365.48	0.00	0.00	0.00	0.00	0.00	0.00	44,531.25	98,000.00	45%
576 80 20 003 Park Operations Ben	8,429.95	4,863.04	5,003.77	9,621.54	4,201.49	5,331.71	0.00	0.00	0.00	0.00	0.00	0.00	37,451.50	155,000.00	24%
576 80 20 004 Park Operations - Tei	0.00	0.00	0.00	0.00	301.15	386.31	0.00	0.00	0.00	0.00	0.00	0.00	687.46	16,500.00	4%
576 80 20 006 Uniforms/Safety Gea	0.00	24.82	0.00	708.97	135.82	1,195.89	0.00	0.00	0.00	0.00	0.00	0.00	2,065.50	3,500.00	59%
576 80 31 001 Office Supplies	142.51	348.61	317.32	392.67	844.13	757.74	0.00	0.00	0.00	0.00	0.00	0.00	2,802.98	3,700.00	76%
576 80 31 002 Maintenance Supplie	463.87	3,548.61	2,895.35	2,774.11	4,054.81	3,661.15	0.00	0.00	0.00	0.00	0.00	0.00	17,397.90	60,000.00	29%
576 80 31 003 Equipment Maintena	56.11	69.98	353.71	0.00	0.00	345.63	0.00	0.00	0.00	0.00	0.00	0.00	825.43	3,200.00	26%
576 80 31 004 Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	53.90	0.00	0.00	0.00	0.00	0.00	0.00	53.90	1,500.00	4%
576 80 31 130 Supplies, Special Eve	0.00	0.00	263.61	1,423.59	271.40	539.78	0.00	0.00	0.00	0.00	0.00	0.00	2,498.38	3,000.00	83%

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

Time: 15:32:29 Date: 07/07/2022

January To June

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 31 140 Supplies, Special Eve	0.00	0.00	0.00	1,261.79	289.70	51.58	0.00	0.00	0.00	0.00	0.00	0.00	1,603.07	14,000.00	11%
576 80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0%
576 80 32 000 Park Operations Fuel	899.84	863.77	1,227.48	1,248.00	1,430.49	1,562.17	0.00	0.00	0.00	0.00	0.00	0.00	7,231.75	9,000.00	80%
576 80 35 000 Small Tools & Equipr	1,662.11	2,426.75	593.30	6,093.96	384.62	359.84	0.00	0.00	0.00	0.00	0.00	0.00	11,520.58	9,500.00	121%
576 80 41 000 Professional Services	5,206.00	40.00	0.00	38.99	418.20	548.99	0.00	0.00	0.00	0.00	0.00	0.00	6,252.18	6,500.00	96%
576 80 41 001 Professional Services	0.00	0.00	72.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.50	20,000.00	0%
576 80 41 002 Professional Services	19,479.63	1,102.95	232.20	1,509.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,324.08	23,100.00	97%
576 80 41 004 Professional Services	606.00	1,840.00	2,883.00	354.00	1,192.00	1,410.00	0.00	0.00	0.00	0.00	0.00	0.00	8,285.00	9,500.00	87%
576 80 41 005 Professional Services	266.00	497.81	1,310.03	2,964.88	344.50	1,297.25	0.00	0.00	0.00	0.00	0.00	0.00	6,680.47	7,500.00	89%
576 80 41 007 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
576 80 41 008 Professional Services	0.00	0.00	0.00	3,240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,240.00	6,500.00	50%
576 80 41 009 Election Costs	0.00	8,911.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,911.00	12,000.00	74%
576 80 42 001 Communications, Ph	703.70	740.68	723.12	695.49	796.36	777.22	0.00	0.00	0.00	0.00	0.00	0.00	4,436.57	9,450.00	47%
576 80 43 001 Travel, Commissione	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
576 80 43 002 Travel, Staff	0.00	130.18	433.41	637.02	657.67	370.30	0.00	0.00	0.00	0.00	0.00	0.00	2,228.58	15,000.00	15%
576 80 44 001 Taxes And Operation	0.00	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	1,100.00	29%
576 80 45 000 Equipment Rental\ L	1,329.11	276.11	1,672.27	395.80	607.14	1,080.60	0.00	0.00	0.00	0.00	0.00	0.00	5,361.03	8,000.00	67%
576 80 46 000 Insurance, General Li	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,250.00	0%
576 80 47 000 Utility Services, For A	2,673.18	2,014.23	7,051.20	2,987.22	3,047.54	2,822.85	0.00	0.00	0.00	0.00	0.00	0.00	20,596.22	35,700.00	58%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	213.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.84	1,000.00	21%
576 80 48 000 Repairs & Maintenan	1,828.95	602.42	408.13	7,321.87	253.81	589.57	0.00	0.00	0.00	0.00	0.00	0.00	11,004.75	27,100.00	41%
576 80 49 001 Licenses & Permits	141.00	1,905.00	0.00	0.00	0.00	151.25	0.00	0.00	0.00	0.00	0.00	0.00	2,197.25	4,500.00	49%
576 80 49 002 Dues & Subscripion	370.00	487.65	375.46	1,663.12	716.33	1,206.98	0.00	0.00	0.00	0.00	0.00	0.00	4,819.54	5,000.00	96%
576 80 49 003 Banking Fees	84.00	92.56	118.15	154.05	168.91	184.15	0.00	0.00	0.00	0.00	0.00	0.00	801.82	1,500.00	53%
576 80 49 004 Other Expenses	0.00	220.00	607.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,007.00	4,000.00	25%
576 80 49 006 Training, Staff	0.00	935.00	860.00	450.00	146.02	850.00	0.00	0.00	0.00	0.00	0.00	0.00	3,241.02	6,000.00	54%
576 Parks	87,945.35	71,977.90	71,524.08	97,870.22	64,691.51	78,253.67	0.00	0.00	0.00	0.00	0.00	0.00	472,262.73	1,241,200.00	38%
589 00 00 999 Payroll Liability Acco	-1,356.60	-1,063.13	-965.98	-913.27	-1,050.24	-1,643.00	0.00	0.00	0.00	0.00	0.00	0.00	-6,992.22	0.00	0%
589 30 00 000 Other Non-Expenditi	1,444.50	0.00	0.00	0.00	1,470.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,914.68	4,900.00	59%
580 Non-Expenditures	87.90	-1,063.13	-965.98	-913.27	419.94	-1,643.00	0.00	0.00	0.00	0.00	0.00	0.00	-4,077.54	4,900.00	83%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	11,200.00	0.00	0.00	0.00	0.00	0.00	0.00	11,200.00	21,525.00	52%
591	0.00	0.00	0.00	0.00	0.00	11,200.00	0.00	0.00	0.00	0.00	0.00	0.00	11,200.00	56,525.00	20%
592 76 84 000 Debt Issuance Cost	0.00	0.00	0.00	0.00	0.00	3,044.67	0.00	0.00	0.00	0.00	0.00	0.00	3,044.67	0.00	0%
594 76 62 001 Capital Improvemen:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0%
594 76 62 020 Capital Improvemen:	0.00	0.00	533.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533.18	275,000.00	0%
594 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	10,000.00	0%
594 76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	28,549.30	0.00	0.00	0.00	0.00	0.00	0.00	28,549.30	78,500.00	36%
594 76 64 002 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
594 Capital Expenditures	0.00	0.00	533.18	0.00	0.00	31,593.97	0.00	0.00	0.00	0.00	0.00	0.00	32,127.15	468,500.00	7%

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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January To June

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
FUND EXPENDITURES:	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	0.00	0.00	0.00	0.00	0.00	0.00	511,512.34	1,771,125.00	29%
FUND GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	-22,567.41	0.00	0.00	0.00	0.00	0.00	0.00	558,108.17		
FUND NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	558,108.17	558,108.17	558,108.17	558,108.17	558,108.17	558,108.17	558,108.17			

2022 FUND TOTALS

Key Peninsula Metro Parks District

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REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	0.00	0.00	0.00	0.00	0.00	0.00	1,069,620.51	1,771,125.00	60%
	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	0.00	0.00	0.00	0.00	0.00	0.00	1,069,620.51	1,771,125.00	60%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	0.00	0.00	0.00	0.00	0.00	0.00	511,512.34	1,771,125.00	29%
	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	0.00	0.00	0.00	0.00	0.00	0.00	511,512.34	1,771,125.00	29%
GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	-22,567.41	0.00	0.00	0.00	0.00	0.00	0.00	558,108.17		
NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	558,108.17	558,108.17	558,108.17	558,108.17	558,108.17	558,108.17	558,108.17			



Regular Meeting: July 11, 2022

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: July 11, 2022
Subject: Executive Director's Report

The Maker's Market at Gateway Park was a success with many people attending to browse and shop the vendors who registered. This was the first separate market organized by Key Pen Parks – with the first as part of All Hallows Eve/Harvest Festival. We had many requests to do another one this year as well as a few very excited folks who asked for them monthly. We received positive feedback from the vendors and are looking to do another one next year. The Family Fun Fest is a few days away (this report is written a few days before the Board Meeting) with bounce houses, face painting, carnival games, field games, and more! Closing out the summer is Cinema Under the Stars is Friday nights in August, split between Gateway and Volunteer Parks.

Weather seems to have a large impact on the volunteer events. After receiving many positive comments on the Home Park event, namely that different work was available such as sanding, moving wood chips, weeding, painting, etc. we had 3 volunteers come for the last hour. They worked hard and with two small kids it was great to have them help out! The heat – our first 90 degree day – definitely kept folks indoors or working on their own yards. Additional trail work is scheduled for July 16th and also July 30th (Pierce County Trails Day!), then we will return to finish the work at Home Park on August 13th. The Volunteer Work Parties are from 9am to 12 noon on these days.

Maintenance has also been working hard at 360 Trails and Key Central Forest with more than 72 staff hours spent on brush removal. There is still more work to do, and the new Parks & Facilities Manager is making trails a priority. He recently received a short training/walk through from the lead Mountain Bike Trail volunteer to help understand their priorities and needs.

Maintenance has also been doing a lot of mowing, string trimming and trash removal now that summer is here. The Pavilion and shelter rentals are in full swing and all of the parties create a lot of trash. The Admin building in Volunteer Park has been repaired including replacing some of the rotten siding, fixing holes where water was leaking through to the basement, and more and then it was re-painted. It is now a gray and white color. The Snack Shack also needs some minor repairs and then will be re-painted in the late summer. The heat/AC unit in the Admin building is no longer working due to an electrical issue – the plug has melted the plug itself and the wall outlet. This will be repaired or replaced soon.

After a bit of a dearth of seasonal applicants, we have two interviews scheduled and are hopeful that we can on-board one or both of them. Another of our part-time employees will be working additional hours during the summer and then returning to part-time once school starts in the fall. This is a great help for hours since we have been unable to hire seasonals.



Maintenance also finished the fencing around the splash pad drainage area as well as planted a small rain garden. It is helping to absorb some of the water and while it fills up during the day, staff removes the sand bags at night to help the water flow and most is gone in the morning.

The RFQ for the Master Plan is still on track to be released this month. I had planned to release it in early July, however I am scheduled for Jury Duty the week of the 11th and would prefer to be available to answer questions. However, if Jury Duty is more than a week, then I will release it and let folks know about a potential delay in a response to questions.

Harbor Soccer remains on track for field usage in Volunteer Park from mid-August to early November.

An online survey is open for dog park users regarding their input on the puddles, mud, shade and more in the dog park. Signs have been posted in the park, notice on Facebook and on our website. I will be doing a pop-up with the Foundation about the dog park, answering questions and encouraging people to fill out the survey. The survey is open through July 31st. Then the results will be compiled and re-shared with the community for comment to make sure that we are hearing them. The information will be shared at the August and September Board meetings. As of the writing of this report, there are over 60 responses to the dog park survey. More information is here: <https://www.keypenparks.com/off-leash-dog-park.html>

A third-party inspection service came out to look at the Gateway house and 2 outbuildings (barn and 5 car). The report is being used to help organize and prioritize the needed work. Gutter replacement/repair is a universal theme on all of the structures. Staff is working on using the Small Works Roster for potential providers for the gutters. There are a number of issues from deferred maintenance, vermin, and code standards. In the 5 car, there is some wood rot and carpenter ants which need removal as it part of the structure holding up the doors. There are also some small areas which need screening to prevent vermin intrusion. The barn needs the holes sealed and vermin removal as a priority. The house also has vermin in the attic and in the crawlspace which is missing the cover. This has allowed major damage to the HVAC system and possible wood rot. There is also no vapor barrier between the dirt and the house. It was advised that vermin are living in the main HVAC tube and to cease using the system to avoid spreading disease. We have one quote for the initial work needed to clean out and seal the spaces/attic, however additional quotes are needed. The next steps are vermin removal followed by HVAC duct repair and cleaning. These are major assets which need to be repaired. Funds for the repairs were budgeted in the 2022 Capital budget.



Regular Meeting: July 11, 2022

Item # 13a

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: July 11, 2022
Subject: Direction on Private Businesses in Parks

Background:

In the adopted park rules, it states:

Permits Required for Certain Activities

It shall be prohibited in any park, without first securing a permit from the Director or designee, for any person to:

- Use a public address system or other sound amplifying device;

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- Use, place or erect any signboard, sign, billboard, bulletin board, post, pole or device of any kind for advertising in any park or to attach any notice, bill, poster, sign, wire, rod or card to any tree, shrub, railing, post or structure, or erect a structure of any kind;
 - Sell refreshments or merchandise or engage in any business or occupation;

I am seeking direction on which types of businesses, with proper permission, should be allowed in the parks. For example, there is currently a person advertising on Facebook that she will be running a Nature Pre-School out of Gateway Park, 3 days a week in the morning, 2 4-month long sessions, charging \$3000 per child. We have a permit request pending with them to learn more, so I don't have full details of their unique proposal, but this is potentially a long-term commitment if the school becomes popular. The school would use parking, the pavilion, restrooms, trash, and perhaps electricity. Many nature schools pick leaves or dig up small areas, which would also require permission.

Common requests that many parks receive are to hold exercise classes such as boot camp or yoga classes, dance classes, sports camps/classes, painting sessions, photography (either a photo shoot or classes), dog obedience, or classes based on amenities such as a skateboard class. Another common request is for commercial filming (tv advertisements or movies).



Are there preferred business types which can operate in the parks such as a short-term (one day?) class with an outdoor recreation focus or are any businesses okay if a permit is obtained? Are there a maximum number of permits per day, e.g. no more than 3 businesses operating per park per day? Staff does recommend allowing food trucks to use Gateway as the public frequently requests that. Trucks are not permitted at Volunteer Park under the concession agreement.

I am also seeking direction on any potential enforcement, such as staff will ask people for a permit application from an activity identified on Facebook and nothing is submitted but the individual moves forward anyway. Staff's recommendation is a warning and then if it continues for the activity to be stopped.

Gateway Park has some nuanced rules due to the tax-exempt bonds such as one vendor can't be longer than 96 days, a maximum of 10% of the park can be used for such purposes and facility rentals such as this can't exceed 10% of the debt service on the loan. Other parks are not bound by these rules. If the Board has an interest in a specific long-term use, the business permit application can be shared with bond counsel who can help guide the nuanced discussion of potential long-term uses.

Recommendation: Staff is seeking direction on business use of parks.

Attachments: sample guidelines from other park systems (Honolulu has a very formal process including a public hearing)



WHAT IS COMMERCIAL USE OF PARK PROPERTY?

Commercial use is defined as any activity conducted for pecuniary or commercial gain including private lessons, classes, or recreational activities where the lesson, class, or activity has a fee or other barrier to entry. "Commercial use" also includes any lesson, class, or commercial activities taking place on park system property that is associated with any trade, occupation, profession, business, or franchise. "Commercial use" does not include activities conducted on the City's behalf or in conjunction with the City.

WHY DO I NEED A PERMIT?

Commercial use of any park system property is unlawful without first obtaining a permit from the City authorizing the use or entering into a rental agreement with the City authorizing use of a specific facility.

Commercial use includes anyone who offers instruction, education, care, service, or supervision.

If you are an individual, group, or organization and you conduct organized commercial recreational activities such as fitness classes, nature education, organized school activities such as recess or PE, wilderness training classes, or recreational services such as pop-up picnics or laser-tag on city parkland, you are required to obtain a park permit.

WHAT ACTIVITIES ARE AUTHORIZED UNDER A COMMERCIAL USE PERMIT?

Activities (1) must be recreational in nature, (2) will not restrict or impede access for the general public, (3) must not conflict with recreational programming offered by the City, or other permitted/contracted businesses or events (4) will not pose a safety risk to persons or property, and (5) will does not constitute over usage of the park property in use.

Examples of authorized activities may include but are not limited to fitness classes, nature programming, art or photography classes, on-leash dog obedience courses or organized school use of park space.

Your business may not transact or collect money on park property and is limited to ten (10) hours per week of operation. Attendance is limited to 35 participants.

WHAT ACTIVITIES ARE NOT AUTHORIZED UNDER A COMMERCIAL USE PERMIT?

Examples of unauthorized activities may include but are not limited to marketing activities, off-leash dog obedience courses, mobile vehicle detailing and sales of goods.

ARE THERE LIMITATIONS?

- Groups must not impact the area for general visitors.
- Permits are available at most park locations with some exceptions including: Discovery Park, Washington Park Arboretum, and beaches. Questions about a specific park? Call or email us.
- You may be required to submit a site map of your proposed park location to avoid conflicts with other scheduled users.
- Service business like pop-up picnic/laser tag businesses are reviewed on a case by-case basis. Permits will not be issued at busy park locations, picnic parks, special amenity sites, playgrounds or athletic fields.
- The use of any playground area or equipment is not permitted.
- Amplified sound is not allowed.
- The sale of any products on park lands is prohibited.
- Parks and Recreation maintenance, programs and special events will have priority for use of park areas.



- Gathering or collecting natural products of a renewable nature including but not limited to fruits, berries, mushrooms, driftwood, wood, is not authorized.
- The destroying, digging, cutting, removing or possession of any tree, shrub, or other plant is prohibited without a permit granted by the Superintendent of Parks and Recreation.
- Marketing and promotional events are not permitted.

WHAT IF I WANT TO OPERATE MORE THAN 10 HOURS PER WEEK OR MY BUSINESS DOESN'T SEEM TO FIT?

A commercial use permit is limited in duration/attendees to allow for small business use within certain parameters that does not impact the enjoyment of the park for others. If your business needs exceed 10 hours per weeks of use or greater than 35 participants, you need to find an alternative location for your business.

DOES MY PERMIT GIVE ME EXCLUSIVE USE OF THE PARK PROPERTY?

No, it does not. A commercial use permit does not grant exclusive use of space. A permit provides the permit holder a license for the activity in the designated areas and is revocable at will. The permit holder and participants must share the designated areas with other users and cannot block public access. The permit holder may need to move or share space.

WHAT IS THE PERMIT COST AND HOW LONG IS IT VALID?

There is a \$75.00 permit fee/per park in addition to a monthly use fee of \$75 per month per park. This permit fee is due at the time of permit issuance.

- After you submit your application and it is approved, you will receive an invoice for payment.
- The monthly use fee is based on the calendar month and may not be prorated.
- You can request a permit for up to one year

WHAT INFORMATION MUST I PROVIDE TO APPLY?

Permit applicants must submit:

- completed application
- copy of a City of Seattle business license
- certificate of insurance (COI) with additional endorsement page CG 20 26 listing the City of Seattle as additional insured.

WHAT IS A CERTIFICATE OF INSURANCE (COI) AND ENDORSEMENT PAGE?

A Certificate of Insurance is a document that proves that the applicant has Comprehensive General Liability insurance to cover any liability claims, whether personal or damage, which may occur during use of the park property. The City of Seattle must be named on the additional insured on the policy.

BASIC PERMIT REQUIREMENTS:

- CGL LIMITS \$1,000,000 CSL PER OCCURRENCE, \$2,000,000 AGGREGATE.
- 30 DAY PRIOR WRITTEN NOTICE OF CANCELLATION EXCEPT 10 DAYS FOR NON-PAYMENT OF PREMIUM.
- "CITY OF SEATTLE" NAMED AS AN "ADDITIONAL INSURED" UNDER A FORM # CG 20 26, FOR PRIMARY AND NON-CONTRIBUTORY LIMITS.
- INCLUDE A COPY OF THE ACTUAL "ADDITIONAL INSURED" POLICY ENDORSEMENT THAT MEETS THE ABOVE REQUIREMENTS. MUST INCLUDE POLICY NUMBER AND "CITY OF SEATTLE" UNDER SCHEDULE.



WHAT IS THE DIFFERENCE BETWEEN A SPECIAL EVENT, SPORTS FIELD AND CONCESSION PERMIT

- **Special Events:** Special Use Permits are required if: 1) Any amplified sound is planned. 2) Any equipment is brought into a park. 3) The event is publicly advertised. 4) Your gathering will impact normal public use of the park. For more information on public use permits, please contact our special events unit at: <http://www.seattle.gov/parks/reserve/park-use-permits> or call 206 684-4080. •
- **Athletic Field use:** Seattle Parks and Recreation has 200+ athletic fields suitable for seasonal, occasional and tournament play for sports such as, but not limited to; softball, baseball, soccer, football, ultimate, lacrosse and more. For more information, contact our field scheduling office at: <http://www.seattle.gov/parks/reserve/sports-field-reservations> or call 206 684- 4077.
- **Concessions permits:** A Concession permit allows the concessionaire to conduct business on City of Seattle Parks and Recreation property for an established time frame.
- **Day Camp Permit:** Permits are required to operate a daytime program offering supervised and registered activities that are open to the public. More information: <https://www.seattle.gov/parks/reserve/day-camp-permits>

CAN I CONDUCT BUSINESS IN THE PARK WHEN THERE ARE SPECIAL EVENTS HAPPENING?

No. There are specific dates when annual or community events take place in Seattle parks, such as Seafair, art fairs, festivals, etc. The event organizers hold the permit to the park site for the event dates and have precedence. In some cases, you may be able to arrange to vend at an event by working directly with the organizer. Separate fees may apply. www.seattle.gov/special-events-office/calendar contains a list of Major Special Events and locations. Check back frequently as this list can change.

WHO DO I CONTACT FOR MORE INFORMATION ON COMMERCIAL USE OF PARK PROPERTY?

Please contact the Seattle Parks Contracts Administration Support Office by emailing SPRconcessions@seattle.gov. If you need assistance or language translation, please provide the best phone number to reach you at and the specific language for which you require translation services.

COMMERCIAL USE PERMIT

Commercial recreation providers are those businesses that conduct their recreational business activities on or through state park lands. Washington State Parks has a variety of commercial recreation providers including: tour groups, kayak adventures, bicycle tours, mountain climbing expeditions, day camps and more. In addition, those businesses that deliver recreational rentals are also considered commercial use. Each business is required to register and possess a Commercial Use Permit in order to engage in commercial recreational use of state parks.

Registration for Commercial Use Permit requires completion of the [application](#), proof of insurance, and paying the appropriate fees. For more information or questions that are not shown on this page, call (360) 902-8593 or [email the permit office](#).

For more information regarding state permitting requirements, contact the [Governor's Office of Regulatory Innovation and Assistance \(ORIA\)](#). For information on permit timeliness data, please see the [ORIA Central Repository](#).

APPLYING FOR THE PERMIT

To apply and receive a commercial use permit for Washington State Parks:

1. Fill out, print, sign and date the [Registration/Permit Application \(PDF\)](#).
2. If you are a non-profit group, you must also send in proof of your current non-profit status
3. Include your certificate of insurance (COI) which lists Washington State Parks as the certificate holder.
4. Return the application, your COI, and usage fee to: Washington State Parks, P.O. Box 42650 Olympia, WA 98504-2650.
5. Please allow up to 30 days for processing.

APPLICATION FEE AND USAGE FEES

\$50 annual permit fee is required for all groups (non-refundable)

Usage fee is \$2 per person/per day/per park. This includes staff. Non-profit group pay a usage fee of \$1 per person/per day/per park. This also includes staff. Usage fees are paid at the end of your season. If you would like to pay for your usage prior to my end of season reminder, you may do so. Here is a link to the [Usage Report](#).

FAQ

What other documents do I need to send in with my application? You must send in your completed Commercial Use Permit Application along with a copy of your certificate of insurance and a check for \$50. If your group is non-profit, you must also include proof of your current non-profit status. Please also include itineraries or schedules and maps of the locations you plan to use.

How much insurance coverage do I need? That will depend on the risk level of your activity. At a minimum, we require you to have \$1,000,000 in liability with a general aggregate of \$2,000,000. Your insurance certificate must show Washington State Parks as the certificate holder.

Do I need a Discover Pass in addition to my permit? Yes. The commercial use permit you receive is only for you to conduct business within the park. The Discover Pass is required on all vehicles parking within park property.

How long will it take to get my permit? Please allow up to 30 days for an approved permit.

How long is my permit good for? The permit is good for one calendar year (January 1 - December 31).

How much do I send in with my permit application? The permit fee is \$50.

Is there a use fee with the permit? Yes. There is a \$2 charge per person/per day/per park. For non-profit groups, the fee is \$1 per person/per day/per park.

When do I pay for my use? At the end of the year, we will send you a letter requesting your usage for the year. The usage report must be returned to us along with any monies owed.

Do I need to keep track of how many clients I have using the park? Yes. You will need that information to report to our office at the end of the year. Keep track of parks used, dates and how many clients you had for that day/park.

Do employees of my business get charged the per person rate? Yes. All employees, tour leaders, etc will be charged at the same rate as clients.

CONTACT US

1111 Israel Road SW

Tumwater, WA 98501-6512

Phone: [360-902-8844](tel:360-902-8844)

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WASHINGTON STATE PARKS & RECREATION COMMISSION
BUSINESS DEVELOPMENT

**Commercial Use Permit /
Temporary Vendor Permit & Application**

Office Use Only:

Permit No. _____

Annual Vendor

Vendor Dates: _____

A non-refundable \$50 permit fee and proof of insurance must accompany this application. Permit may take up to 30 days to process. Additional information such as itineraries, calendar of activities and maps should accompany this application. If these items are not included and staff must request them, this may delay approval of permit. *Business activity cannot take place until approved CUP is returned by State Parks and received by applicant.*

Instructions:

1. Fill out the application form including signature and date.
2. Attach your insurance certificate and proof of non-profit status (if applicable).
3. Include maps, itineraries, calendar of activities or other relevant information for your group/activity.
4. Enclose the application fee of \$50.00.
5. Mail everything to: Washington State Parks, P.O. Box 42650. Olympia, WA 98504-2650

1. Business Information			
Business Name			
Doing Business As (DBA)		UBI or Business License Number (Required)	
2. Contact Information			
Contact Person/Title		Field Contact (if different)	
Mailing Address	City	State	Zip
E-Mail Address	Business Phone Number		Cell Phone Number
3. Activities Proposed dates and times may not be approved due to other authorized special activities. Additional terms apply.			
Provide a detailed description of activities. If additional space is needed, please attach a separate page, planned itineraries, or other relevant information.			
Times per year activity will take place?	Days of the week activities will take place?	Average size group?	
4. Parks/Location Washington State Parks has the right to limit use or forbid certain activities from taking place at specific parks.			
List each park name and proposed location within the park where the activity will take place. DO NOT write vague answers such as "same as last year" or "all San Juan parks." Attach maps and trail routes if known.			

Permittee Acknowledgment: I attest that the information submitted on this form and any attachments are true, complete, and accurate to the best of my knowledge. By signing this form, the permittee, its agents and employees agree to conduct the authorized activities under this permit in accordance with the attached terms and conditions and any special terms that are incorporated upon the issuance of this permit. Any violation of the terms and conditions or false information presented constitute grounds for revocation of this permit.

Signature of Permittee

Date

Office Use Only:

- Approved Approved with Changes Additional Terms Denied

Accounting		
Date:	CJ# or CC#	Amount Paid:
End of Season:		

Signature of Authorized State Representative

Date

GENERAL TERMS AND CONDITIONS

- Term.** This permit is good for one calendar year (January – December).
- Fees – Annual Permit Holders.** For Profit Businesses: \$2 per person, per day, per park. Non-Profit Businesses: \$1 per person, per day, per park. Per person charge shall include staff and clients.
- Fees – Temporary Vendors.** No per person charge shall apply. Other fees may be charged depending on type of vendor/event. Permit and fee are good only for dates shown on the face of this permit. A new application and permit fee is required for each event vendor will participate in.
- End of Season Report.** Permittee shall document all usage on an End of Season Usage Report and submit to State Parks no later than one month after activities have ended for the season. An annual CUP will not be issued for subsequent years until State Parks receives the End of Season Usage Report and payment fees for prior years. This report is due whether you conducted activities in a state park or not. Temporary vendors are excluded from this term.
- Business Transactions.** This permit does not authorize the permittee to solicit business, advertise, collect fees, or sell any goods or services on property owned or managed by State Parks. This includes, but not limited to: receiving or exchanging money or compensation by barter, cash, credit card, or other financial instrument; entering into any contracts or rental agreements; soliciting for signatures, waivers, or hold harmless agreements from business customers. The Permittee shall make no representation to the public that said Permittee is authorized to transact business on State Parks property by virtue of this Permit. Temporary vendors are excluded from this term.
- Advertising.** The Permittee shall display no signs, banners, or other advertisements for the purpose of soliciting business on property owned or managed by Washington State Parks. Logos and signs painted or attached to vehicles are permissible, provided they are permanently affixed. The Permittee shall not distribute any brochures, flyers, or other promotional literature on property owned or managed by State Parks. Temporary vendors are excluded from this term.
- Non-Exclusive Use.** This permit shall not be construed as limiting the rights of State Parks to issue similar permits for the same or similar activities in the area covered by this permit. The Permittee shall have no exclusive rights, privileges, or possessory interest to use State Parks owned or managed property, including, but not limited to, parking spaces, staging areas, trail areas, picnic and kitchen shelters, campsites, docks, piers, floats, watercraft launching or water areas. Furthermore, the Permittee shall have no exclusive rights or privileges to conduct the given activity on State Parks owned or managed areas.
- Lawful Operations.** The permittee agrees to operate in accordance with all local, state, and federal laws and regulations. The issuance of this authorization does not alleviate the necessity of the permittee to obtain all required local, state, and federal licenses, tags, permits, registrations, and certifications that are applicable to the permittee's activities. Permittee shall ensure compliance by its employees, agents, contractors, subcontractors, licensees, or invitees.
- Protection of Public Health, Safety, and Welfare.** The permittee shall exercise diligence in protecting the health, safety, and welfare of clients and the general public. Washington State Parks may require the permittee to submit copies of applicable industry standards and require the permittee to adhere to those standards.

10. **Natural Hazards:** The permittee recognizes and understands that natural hazards are likely to exist within the area of his/her operation. The permittee agrees to take all reasonable precautions to make himself/herself aware of these hazards and to advise all clients of the hazards. The permittee is responsible for ensuring the safety of the clients under his/her supervision.
11. **Protection of Lands, Facilities, and Resources.** The commercial activity shall not damage, destroy, or diminish state property, natural amenities, or facilities except for normal wear and tear. No natural vegetation shall be cut, pruned, cleared, or altered and no soil disturbed without prior approval of State Parks. State Parks reserves the right to observe and inspect the area affected by the commercial activity and take whatever action it deems necessary to protect natural resources and people on the state property or to restore any damages to natural resources or state property at Permittee's cost and expense.
12. **Other Permits.** Permittee shall obtain and be in possession of all permits and licenses required for the permitted use including a copy of this approved Commercial Use Permit (or vehicle display CUP). Permittee and permittee's customers shall have a valid Discover Pass or day pass while parking on State Park owned or managed land. The permittee may also be required to obtain additional permits depending on the activity (Sno-Park Permit, Boat Launch Permit, photography permit).
13. **Insurance.** Permittee is required to have general liability insurance with coverage limits not less than \$1,000,000 (one million dollars). The liability insurance policy must also list Washington State Parks and Recreation Commission as the additional insured and provide State Parks with a copy of the insurance certificate. Insurance must be valid for the term of the commercial use permit.
14. **Indemnity.** Permittee shall indemnify, hold harmless, and defend the State, its officers, agents, and employees from liability of any nature or kind, including costs and expenses for or on account and any and all legal actions or claims of character whatsoever resulting from any actual or alleged claims, losses, or lawsuits directly or indirectly resulting from use of State Parks owned or managed land.
15. **Report of Damage.** The permittee shall be liable for the repair of any damages to lands, facilities, or resources resulting from the activities of the permittee, his/her agents, employees, or clients.
16. **Geographic Limit/Private Property.** This permit is applicable only for the use of the parks designated on the permit. This permit is not applicable to lands not owned or managed by Washington State Parks. Many state parks are bounded by private property and permission to use private property must be obtained in advance from the land owner. Use of private land without permission is trespassing.
17. **Report Abnormal Sightings.** The permittee agrees to notify park staff of any problems, abnormal conditions, or unusual conditions observed while operating on/over park lands.
18. **Strict Compliance Required.** Any failure by Permittee to comply with the General Terms and Conditions to State Parks' satisfaction constitutes grounds for immediate revocation of the permit, per Section 19 below, at the sole discretion of the State Parks Director or Director's designee.
19. **Revocation.** Notwithstanding the stated term (duration) of the permit, this permit may be revoked by State Parks for 1) failure to strictly comply with the General Terms and Conditions, or 2) any good cause, as determined at the sole discretion of the State Parks Director or Director's designee. Any revocation of this permit may result in denial of future permits by the same permittee. **PERMITTEE HEREBY ACKNOWLEDGES AND AGREES THAT REVOCATION OF THE PERMIT DOES NOT GIVE RISE TO ANY CAUSE OF ACTION, LEGAL OR ADMINISTRATION REMEDIES, ENTITLEMENT TO REFUND OR FINANCIAL COMPENSATION, AND PERMITTEE WAIVES ANY AND ALL CLAIMS AGAINST WASHINGTON STATE PARKS AND RECREATION COMMISSION.**

WAC 352-32-330 – Commercial Recreation Providers – PERMITS

- 1) Commercial Recreation Providers are required to register and possess a commercial recreation provider permit in order to engage in commercial recreation use of state parks. Registration for commercial recreation provider permits requires completion of application forms, providing proof of insurance and paying the appropriate fees.
- 2) Except as provided in WAC 352-32-310, any violation of this section is an infraction under chapter 8.84 RCW.

**APPROVED AS TO FORM ONLY:
OFFICE OF THE ATTORNEY GENERAL**

Signature

Andy Woo

Andy Woo, AAG

Date

12/29/2021

CITY AND COUNTY OF HONOLULU
DEPARTMENT OF PARKS AND RECREATION

Under and by virtue of the authority conferred upon him by Chapter 91, Hawaii Revised Statutes (HRS), Chapter 10, Revised Ordinances of Honolulu 1990 (ROH), as amended, and every other enabling power, the Director of the Department of Parks and Recreation of the City and County of Honolulu does hereby prescribe the following:

AMENDED RULES AND REGULATIONS
RELATING TO THE LIMITED COMMERCIAL USE
OF PARKS AND PARK FACILITIES

PART I

Section 1. Findings and Purpose. Pursuant to Section 10-1.3(10)(b), ROH 1990, as amended, the people of the City and County of Honolulu have determined that certain commercial activities, which are generally recreational in nature, may be allowed in limited numbers and under controlled conditions within selected park areas under the management and control of the Department of Parks and Recreation.

It has been further established that these commercial activities will favorably contribute toward the ability of the general public to enjoy and utilize certain park areas and facilities. These activities, however, will result in increased administrative costs to the Department. Therefore, the system which allows these commercial uses should ensure that the public is properly recompensed for the additional costs incurred.

It is also recognized that because of the risk inherent with certain activities, it is in the public's interest, safety and welfare that the permittees shall meet the requirement as indicated in the definitions of scuba instructor, snorkel instructor and snorkel tour guides as listed in Part I, Section 3. Definitions, of these rules.

Finally, it is recognized that commercial activities within City parks exist as a privilege, not as a right. Therefore, all reasonable measures by the Department of Parks and Recreation to minimize the adverse impacts of these activities upon the general public and upon park capacities, are just and proper. These measures may include, but are

not limited to, temporarily or permanently curtailing at any location, one or more commercial activities that may have become incompatible due to changes in circumstances.

Section 2. Applicability and Scope. These rules shall apply to all areas of the park system under the jurisdiction of the City and County of Honolulu as defined in Section 10-1.1, ROH 1990, as amended. The purpose of these rules is to govern the use and protection of the City and County park system. (Authority: §10-1 and §10-1.3(b), ROH 1990, as amended.)

Section 3. Definitions. As used in these rules, unless the context requires otherwise:

"Accessory activity" means a use which is incidental and subordinate to an authorized activity.

"Applicant" means an individual, group or organization who has made a formal request or petition to the Department for a determination upon a commercial activity or for the purpose of securing a permit.

"Authorized activity" means a commercial use which has been properly reviewed and approved under these rules.

"Authorized representative" means any person legally or otherwise properly designated to act for the Director.

"Commercial activity" means a use or purpose designed for profit, which includes the exchange or buying and selling of commodities, or the providing of services, or relating to or connected with trade, traffic or commerce in general; provided, however, that the use of land for utility purposes shall not be considered a commercial activity.

"Department" means the Department of Parks and Recreation, City and County of Honolulu.

"Director" means the Director of the Department of Parks and Recreation, City and County of Honolulu.

"Permittee" means an individual, group or organization who has requested and received permission to conduct an authorized activity according to these rules.

"Scuba Instructor" means an individual who is currently certified to conduct scuba diving instruction by a nationally recognized certification agency and is rated scuba instructor or of higher category.

"Snorkel Instructor" means an individual who is currently certified by the American Red Cross or American Heart Association in Cardio-Pulmonary Resuscitation techniques, American Red Cross Lifeguard Training and Standard First Aid or by other nationally

recognized certification agency or who is currently certified to conduct snorkel instructions by a nationally recognized certification agency.

"Snorkel Tour Guide" means an individual who conducts snorkel tours and shall have met the requirements established for a snorkel instructor.

"Snuba Guide" means an individual who has been certified by the American Red Cross in Cardio-Pulmonary Resuscitation techniques or by another nationally recognized certification agency and who is currently authorized to conduct snuba activities by Snuba International, Inc., as a snuba guide.

"Windsurfing Instructor" means an individual who has been certified by the American Red Cross or American Heart Association in Cardio-Pulmonary Resuscitation techniques, American Red Cross Lifeguard Training and Standard First Aid and who has been certified to conduct windsurfing instruction by a nationally recognized certification agency.

Section 4. Penalties. Any person found in violation of these rules may be subjected to a fine of up to five-hundred dollars or by imprisonment for up to thirty days, or by both such fine and imprisonment, for each violation. (Authority: §10-1.6(d), ROH 1990, as amended.)

PART II

Section 5. Commercial Activities. All commercial activities within City parks are subject to a system of regulation. Only authorized commercial activities shall be allowed within City parks. (Authority: §10-1.2(b), ROH 1990, as amended.)

Section 6. Exception. Unless otherwise indicated, commercial activities which are authorized or controlled by concession, contract or are part of a City-sponsored program, other than that described herein, shall not be subject to these rules. (Authority: §10-1.3(b), ROH 1990, as amended.)

Section 7. Authorized Activity Designation. A commercial activity may receive an authorized activity designation only after proper designation application has been made to the Department and a public hearing has been held upon the designation application. (Authority: §10-1.3(b), ROH 1990, as amended.)

Section 8. Public Hearing. During the course of a public hearing upon an application for an authorized activity designation, the Director or an authorized representative may accept and consider written and oral information from interested persons concerning but not limited to:

(1) Whether the activity is consistent with the nature of a particular park or park system;

- (2) Whether the facilities in a particular park or the facilities of the park system generally may be consistent with the needs of the applicant and the general public;
- (3) The extent to which the general public will be inconvenienced should the activity be authorized;
- (4) An appropriate fee to be assessed should the activity be authorized;
- (5) Proper parks or locations within parks where the activity should take place;
- (6) Appropriate times or durations when the activity should occur;
- (7) The proper number of persons that should be allowed to participate in the activity; or
- (8) Any other subject or condition which relates to the propriety of any designation application. (Authority: §10-1.3(b), ROH 1990, as amended.)

Section 9. Accessory Activity. Any accessory activity shall be a permitted use provided it retains its subordinate character; and it remains incidental to the proper functioning of its authorized activity. (Authority: §10-1.3(c), ROH 1990, as amended.)

Section 10. Disposition of Designation Application. After a public hearing described in Section 8 of these rules, but in no event later than twenty days thereafter, the Director shall determine the disposition application either by:

- (1) Granting the authorized activity designation as described within the application and recommending to the City Council a permit fee;
- (2) Granting the authorized activity designation but imposing reasonable conditions thereto and recommending to the City Council a permit fee;
- (3) Requiring one or more further public hearings, or
- (4) Denying the authorized activity designation and providing the applicant with a written explanation for the denial. (Authority: §10-1.3(b), ROH 1990, as amended.)

Section 11. Revocation of Authorized Activity Designation. The Director or an authorized representative may schedule a public hearing for the purpose of revoking or otherwise modifying an authorized activity designation. During the course of such a hearing, information may be accepted from interested parties related but not limited to:

- (1) Changes in conditions subsequent to the granting of the authorized activity designation;

(2) The reasonableness of the conditions that may have been set forth in the granting of the designation; and

(3) Any other factor which relates to the proposed revocation or modification of the authorized activity designation.

After such a hearing, the Director may revoke, modify or continue the authorized activity designation, providing applicant and the affected permittees with a written explanation for the action. (Authority: §10-1.3(b) and (c), ROH 1990, as amended.)

PART III

Section 12. Permits. All authorized activities shall be conducted within the park system only with a valid permit. A valid permit shall be the green-colored permit issued by the Department. Duplicate copies shall not be honored. (Authority: §10-1.3(a), ROH 1990, as amended.)

Section 13. Fees. All permits shall be subject to a fee established under Section 10 of these rules. (Authority: §10-1.3, ROH 1990, as amended.)

Section 14. Application for Permit. The following conditions shall apply to permits:

(1) In general, permits shall be issued on a first-come, first-served basis; however, depending upon the commercial activity and the beach park involved, the Department may implement a lottery system when the number of requests exceeds the number of permits allowed.

(2) Persons eighteen years of age or older who have met the requirements established by these rules shall be eligible to secure permits.

(3) Permits shall be obtained from the Department at the following address:

Honolulu Municipal Building
650 South King Street
Honolulu, Hawaii 96813

(4) Permits shall be obtained between the hours of 7:45 a.m. and 4:00 p.m. on regular working days of the Department.

(5) Permits shall be non-transferable.

(6) Persons or organizations to whom permits are issued are bound by the permit conditions stipulated on or attached to the permit and any applicable Federal, State and County laws, ordinances and rules and regulations.

(7) The size of the groups as well as the length of time any permit may be in effect may be limited by the Director or an authorized representative in accordance with the authorized activity designation described in Section 10 of these rules.

(8) Fees and charges, as set by the City Council, shall reflect the reasonable cost of administration of the activity by the City and County of Honolulu, or to meet other conditions as the Director or an authorized representative may prescribe to carry out the provisions of Section 10-3.1, Section 10-3.2 and Section 10-5.4, ROH 1990, as amended.

(9) All payments of fees and charges shall be in cash, personal check, cashier's check, certified check, postal money order, or bank money order.

(10) Upon request, permittees shall show the permit qualification card and identification card to an authorized representative, including water safety officers, and to any law enforcement officer upon arrival at the designated park.

(11) There shall be reasonable limitations upon the number of permits issued to each applicant for every park location, in accordance with authorized activity designation described in Section 10 of these rules.

(12) Other terms and conditions deemed by the Director necessary to carry out the provisions of Section 10-1.3(10)(b), ROH 1990, as amended, these rules, or any applicable Federal, State or County statute, ordinance or rule.

Section 15. Denial of Permit. Application for permits may be denied when:

(1) The park or park facilities requested are closed or will be closed because of damages, or because of scheduled or ongoing construction, repairs or maintenance activities, or because of other reasons.

(2) A state of emergency is declared by the Director or other proper authorities.

(3) Natural or civil disturbances, including but not limited to, tsunamis, floods, earthquakes, storms, riots, demonstrations, and employee strikes occur or threaten to occur.

(4) There are inadequate facilities to meet the needs of the applicant for the permit and the needs of the general public.

(5) The requested time or duration for the permit would exceed the limits as may be established for this activity under Section 10 of these rules.

(6) The requested number of people for the permit would exceed the limits as may be established for this activity under Section 10 of these rules.

(7) The request would exceed the number of permits authorized for that time and location, as may be established under Section 10 of these rules.

(8) An applicant has previously failed to perform in accordance with the conditions of these rules and regulations and who has been issued citations for such violations or whose permit has been revoked for violations of these rules.

Section 16. Revocation of Permit. Permits may be revoked, canceled or otherwise terminated at any time without prior notice when:

- (1) A state of emergency is declared by the Director or other proper authorities.
- (2) Natural or civil disturbances, including but not limited to, tsunamis, floods, earthquakes, storms, riots, demonstrations and employee strikes occur or threaten to occur.
- (3) Permittees violate permit conditions or other provisions of these rules.
- (4) Fees, as required, are not paid. (Authority: §10-1.3(c), ROH 1990, as amended.)
- (5) The authorized activity designation is revoked.

Section 16A. Appeal of Revocation. Any permittee whose permit has been revoked by the Director may appeal to the City Council pursuant to the rules and regulations, and said appeal must be filed by the permittee within 30 days of the mailing of a notice of said revocation to the last known address of the permittee.

Section 17. Non-use of Permit. Failure to use a permit at the designated time and place, not due to an act of interference by the Department, shall not result in a refund or credit of fees previously paid. (Authority: §10-1.3(c), ROH 1990, as amended.)

Section 18. Advertisements. Commercial notices or advertisements shall not be displayed, posted or distributed within the parks except with the prior written permission of the Director. Permission may be granted only if the notice or advertisements relate to services, goods or facilities available within the premises and the notices and advertisements are found by the Director to be desirable and necessary for the convenience and guidance of the public. (Authority: §10-1.2(9)(6), ROH 1990, as amended.)

Section 19. Business Operations. Engaging in or soliciting any business within the premises except in accordance with the provisions of a permit, contract, license, lease, concession or other written agreement with the City and County of Honolulu is prohibited. (Authority: §10-1.2(b)(2), ROH 1990, as amended.)

Section 20. Incorporation of Authorized Activities. The activities designated as authorized under Section 10 of these rules shall be incorporated and made a part of these same rules. (Authority: §10-1.3(b), ROH 1990, as amended.)

Section 21. Severability. If any section, subsection, sentence, clause, phrase or portion of these rules is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 22. Effective Date. These rules shall take effect ten days after filing with the Office of the City Clerk.

ADOPTED this 2nd day of October, 1992, by the Director of the Department of Parks and Recreation, City and County of Honolulu, State of Hawaii.

WALTER M. OZAWA, Director
Department of Parks and Recreation
City and County of Honolulu

APPROVED AS TO FORM:

Deputy Corporation Counsel

APPROVED this 12th day of
October __, 1992.

FRANK F. FASI, Mayor
City and County of Honolulu

CERTIFICATION

I, WALTER M. OZAWA, in my capacity as Director of the Department of Parks and Recreation, City and County of Honolulu, do hereby certify that the foregoing is a full, true and correct copy of the **Amended Rules and Regulations Relating to the Limited Commercial Use of Parks and Park Facilities** which were adopted on October 2, 1992, following a public hearing held on September 22, 1992, after public notice was given on August 16, 1992, in the Sunday Star-Bulletin and Advertiser.

WALTER M. OZAWA, Director
Department of Parks and Recreation
City and County of Honolulu

Received this 13th day of
October, 1992.

RAYMOND K. PUA, City Clerk

(1004R)



Meeting: July 11, 2022

Item # 13b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: July 11, 2022

Subject: Mid Year Report

Background

This presentation will give a budget update, upcoming expenses, unanticipated revenues and District highlights, as well as challenges, from the first part of this year.