



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)  
[www.penmetparks.org](http://www.penmetparks.org)

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## STUDY SESSION AGENDA

November 03, 2020, **4:00 PM**

**ATTENTION:** Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 818 3658 2160 Password: PenMet1103 or call in at +1 253-215-8782 Password: 5247345402 Meeting agendas can be accessed online at [PenMetParks.org](http://PenMetParks.org). Citizen Comments can be emailed to [admin@penmetparks.org](mailto:admin@penmetparks.org) by November 2, 2020 at 5:00 PM and will be read at the meeting.

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### Call to Order

#### Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill			
Amanda Babich			
Laurel Kingsbury			
Kurt Grimmer			
Steve Nixon			

**ITEM 1 Approval of Agenda**

**ITEM 2 2021 Preliminary Budget Review**

**ITEM 3 Adjournment**



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## AGENDA POLICY

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No comments or discussion will be allowed on consent items.

**Citizen Comments:** Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.

Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Monday preceding the Tuesday meeting date.

Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.

**\*Special Note:** Due to current circumstances, we will be accepting citizen comments via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 PM the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.



## Peninsula Metropolitan Park District 2021 Preliminary Budget

October 29, 2020

	2020 Budget	2020 Projection	2021 Budget	2021 Budget
			Draft 4	Draft 5
<b>Income</b>				
<b>3100000 TAX REVENUE</b>				
3111000 Real and Personal Property Tax	6,806,313.00	6,806,313.00	7,306,786.00	7,306,786.00
3131700 Sales Tax	399,131.00	345,871.00	299,348.25	299,348.25
3172000 Leasehold Excise Tax	4,500.00	1,500.00	1,500.00	1,500.00
<b>Total 3100000 TAX REVENUE</b>	<b>\$ 7,209,944.00</b>	<b>\$ 7,153,684.00</b>	<b>\$ 7,607,634.25</b>	<b>\$ 7,607,634.25</b>
<b>3400000 CHARGES FOR SERVICES</b>				
3472000 Facility Rental Fee	90,000.00	59,248.00	76,549.00	80,582.00
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>\$ 90,000.00</b>	<b>\$ 59,248.00</b>	<b>\$ 76,549.00</b>	<b>\$ 80,582.00</b>
<b>3610000 INTEREST AND OTHER EARNINGS</b>				
3611100 Investment Interest	105,500.00	61,560.00	35,000.00	35,000.00
<b>Total 3610000 INTEREST AND OTHER EARNINGS</b>	<b>\$ 105,500.00</b>	<b>\$ 61,560.00</b>	<b>\$ 35,000.00</b>	<b>\$ 35,000.00</b>
<b>3620000 RENTS, LEASES AND CONCESSIONS</b>				
3625001 Long Term Golf Course Lease	45,000.00	64,246.00	50,000.00	50,000.00
3626001 Housing Rentals/Leases/Concessions	54,485.00	51,485.00	48,385.08	48,385.08
<b>Total 3620000 RENTS, LEASES AND CONCESSIONS</b>	<b>\$ 99,485.00</b>	<b>\$ 115,731.00</b>	<b>\$ 98,385.08</b>	<b>\$ 98,385.08</b>
Other		<b>\$ 36,618.00</b>		
<b>Total Income</b>	<b>\$ 7,504,929.00</b>	<b>\$ 7,426,841.00</b>	<b>\$ 7,817,568.33</b>	<b>\$ 7,821,601.33</b>
<b>Expenses</b>				
<b>5110000 LEGISLATIVE</b>				
5111010 Board / Employee Compensation	61,440.00	61,440.00	61,440.00	61,440.00
5111020 Board Payroll Taxes	5,652.00	5,652.00	5,652.00	5,652.00
5111031 Office & Operating Supplies-Leg	800.00	3,457.00	650.00	650.00
5111044 Printing and Advertising	375.00	375.00	375.00	375.00
5112041 Professional Services	93,000.00	25,000.00	80,000.00	80,000.00
5114043 Travel	5,455.00	0.00	4,312.05	4,312.05
5114049 Memberships & Training	1,818.00	103.50	2,128.00	2,128.00
5117051 Elections	0.00	19,204.00	56,061.00	56,061.00
5115045 Rentals	6,490.00	1,260.00	500.00	500.00
<b>Total 5110000 LEGISLATIVE</b>	<b>\$ 175,030.00</b>	<b>\$ 116,491.50</b>	<b>\$ 211,118.05</b>	<b>\$ 211,118.05</b>
<b>5130000 EXECUTIVE</b>				
5131010 Salaries - Exec	130,000.00	130,000.00	131,075.00	130,000.00
5131011 Wages - Regular	135,012.00	132,012.00	177,686.00	176,178.00
5131020 Benefits	110,494.00	109,494.00	132,103.00	131,794.00
5131041 Executive-Professional Services	174,725.00	148,390.00	63,700.00	63,700.00
5131044 Marketing	112,179.00	95,000.00	99,129.94	99,703.94
5131045 Office Lease	109,824.00	110,000.00	112,305.00	112,305.00
5134043 Executive - Travel	21,700.00	6,000.00	9,740.05	9,740.05
5134049 Memberships & Training	8,695.00	8,695.00	8,810.00	8,810.00
5152041 Legal - Professional Services	30,000.00	45,000.00	60,000.00	60,000.00
5761031 Office and Operating Supplies	7,000.00	6,500.00	7,000.00	7,000.00
5761041 Prof. Serv -Computer & Security	28,500.00	28,500.00	37,000.00	37,696.00
5761043 Administration - Travel	500.00	100.00	500.00	500.00
5761045 Copier Lease	5,460.00	8,724.00	9,300.00	10,000.00
5761046 Insurance - General Liability	78,988.00	78,988.00	81,000.00	81,000.00
5761049 Miscellaneous / Events	1,500.00	0.00	2,500.00	2,500.00
5768953 Other Oper. Exps-External Taxes	15,000.00	5,000.00	12,573.86	12,573.86
5928900 Bond Service Costs	300.00	300.00	300.00	300.00
5977671 Transfer - Debt Service Fund	543,000.00	543,000.00	541,600.00	541,600.00
5982252 Intergovt Pmt - Fire Protect	5,247.00	8,343.00	4,275.94	4,275.94
6103601 Computer Hardware	5,000.00	10,911.00	10,000.00	10,000.00
6103602 Computer Software	11,000.00	8,150.00	14,900.00	15,000.00
6104201 Postage	1,300.00	1,300.00	1,300.00	1,300.00
6104202 Telephone	29,634.00	21,318.00	45,000.00	37,800.00
6104204 Internet	9,000.00	19,229.00	20,000.00	20,000.00
<b>Total 5130000 EXECUTIVE</b>	<b>\$ 1,574,058.00</b>	<b>\$ 1,524,954.00</b>	<b>\$ 1,581,798.79</b>	<b>\$ 1,573,776.79</b>

5140000 FINANCIAL AND RECORDS SERVICES

5141011 Wages - Regular	147,991.00	147,991.00	150,735.00	150,735.00
5141020 Personnel Benefits	57,094.00	56,500.00	54,341.00	54,341.00
5141031 Supplies	1,140.00	300.00	1,149.00	1,149.00
5142000 Financial Services	600.00	600.00	600.00	600.00
5142336 Computers	10,000.00	10,000.00	0.00	0.00
5142341 Professional Services	27,860.00	27,860.00	36,584.00	36,584.00
5142349 Bank Charges	600.00	272.00	600.00	600.00
5144043 Travel	980.00	30.00	545.00	545.00

Total 5140000 FINANCIAL AND RECORDS SERVICES \$ 246,265.00 \$ 233,553.00 \$ 244,554.00 \$ 244,554.00

5710000 PARTICIPANT RECREATION

5711011 Wages - Administration	125,737.00	80,777.00	79,146.00	79,146.00
5711020 Benefits - Administration	59,625.00	35,416.00	41,176.00	41,176.00
5711043 Conferences	5,340.00	906.00	4,340.05	4,340.05
5972055 Transfer- Rec. Revolving Fund	180,500.00	180,500.00	150,847.64	150,847.64

Total 5710000 PARTICIPANT RECREATION \$ 371,202.00 \$ 297,599.00 \$ 275,509.69 \$ 275,509.69

5768000 CAPITAL

5768010 Wages - Regular	249,584.00	171,471.00	293,933.00	293,933.00
5768020 Personnel Benefits	103,798.00	67,656.00	122,727.00	122,727.00
5768031 Supplies	5,000.00	2,500.00	5,000.00	5,000.00
5768035 Small Equipment	1,600.00	0.00	1,600.00	1,600.00
5768041 Professional Services	0.00	0.00	10,000.00	10,000.00
5768043 Travel	2,750.00	2,750.00	3,300.00	3,300.00
5768045 Rentals	15,000.00	0.00	5,000.00	5,000.00
5768049 Training	2,217.00	2,217.00	2,217.00	2,217.00

Total 5768000 CAPITAL \$ 379,949.00 \$ 246,594.00 \$ 443,777.00 \$ 443,777.00

5768500 PARKS & GROUNDS MAINTENANCE

5768511 Wages - Regular	589,056.00	512,690.00	598,603.00	594,772.00
5768520 Benefits	267,964.00	224,150.00	302,311.50	301,449.50
5768531 Operating Supplies	113,162.00	108,162.00	139,110.00	124,660.00
5768532 Fuel	18,000.00	12,000.00	23,500.00	23,500.00
5768534 Concessions Permit	0.00	0.00	0.00	55.00
5768535 Small Tools & Minor Equipment	39,401.00	39,401.00	10,800.00	12,300.00
5768541 Professional Services	57,200.00	57,725.00	68,955.00	62,200.00
5768543 Travel	2,200.00	1,000.00	2,500.00	4,500.00
5768545 Operating Rentals & Leases	9,000.00	6,000.00	12,000.00	12,000.00
5768546 Surface Water/Noxious Weed Tax	3,500.00	3,496.00	3,700.00	3,700.00
5768547 Utility Services	86,230.00	80,230.00	87,909.00	94,825.00
5768548 Repairs & Maintenance	15,000.00	7,500.00	23,000.00	23,000.00
5768549 Memberships & Training	9,400.00	1,500.00	4,400.00	8,600.00
5977664 Transfer-Capital Equipment Fund	105,075.00	105,075.00	76,477.00	76,477.00

Total 5768500 PARKS & GROUNDS MAINTENANCE \$ 1,315,188.00 \$ 1,178,929.00 \$ 1,353,265.50 \$ 1,342,038.50

Total Expenses 4,061,692.00 3,598,120.50 4,110,023.03 4,090,774.03

Decision Cards 277,360.00 0.00

CAPITAL EXPENDITURES

5947600 Capital Transfer - Structures	3,443,237.00	3,443,237.00	3,430,185.30	3,730,827.30
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Total Expenses \$ 7,504,929.00 \$ 7,041,357.50 \$ 7,817,568.33 \$ 7,821,601.33

Net Operating Income \$ 0.00 \$ 385,483.50 \$ 0.00 \$ 0.00