SUNSET EMPIRE
PARK + RECREATION DISTRICT

Board Meeting Agenda
Bob Chisholm Community Center
1225 Avenue A, Seaside
Tuesday, July 16, 2019

1. Call to Order
2. Pledge of Allegiance
3. Swearing in of New Board Members, Lindsey Morrison & John Chapman
4. Election of Board President, Board Secretary & Board Vice-President (VP position is optional)
5. Declaration of Potential Conflict of Interest
6. Approval of Board Meeting Minutes, June 18, 2019
7. Public Comment
8. Correspondence
9. Review Financials
10. Old Business
11. New Business
    A. 2019-2020 Board Meeting Information: Format, Date & Time
    B. Board Vacancy Process
    C. SEPRD Community Survey
12. Executive Director Report
    A. 50th Birthday Party Recap
    B. Summer Programs Update
    C. Shutdown Plans
13. Executive Session: *Board of Directors will go to Executive Session for the purpose of "conducting deliberations with persons designated by the governing body to negotiate real property transactions" pursuant to ORS 192.660 (1)(e).*
14. Upcoming Calendar Items
15. Board Comment
16. Adjournment

Accessibility: This meeting is handicapped accessible.
Please let us know at 503-738- 3311 x 0,
if you will need any special accommodation to participate in this meeting.

Sunset Empire Park & Recreation District Board of Director:

Oath of Office

State of Oregon
ss.
County of Clatsop

I, **Lindsey Morrison**, do solemnly swear that I will support the Constitution of the United States of America and the Constitution and laws of the State of Oregon, and that I will faithfully and honorably conduct myself in the office of Sunset Empire Park & Recreation District Board of Director Position, to which I have been appointed, to the best of my ability, so help me God.

Subscribed and sworn before me on this 16th day of July 2019.

Signature of Lindsey Morrison

Signature of District Representative

Sunset Empire Park & Recreation District Board of Director:

Oath of Office

State of Oregon
ss.
County of Clatsop

I, **John Chapman**, do solemnly swear that I will support the Constitution of the United States of America and the Constitution and laws of the State of Oregon, and that I will faithfully and honorably conduct myself in the office of Sunset Empire Park & Recreation District Board of Director Position, to which I have been appointed, to the best of my ability, so help me God.

Subscribed and sworn before me on this 16th day of July 2019.

Signature of John Chapman

Signature of District Representative

STATE OF OREGON
COUNTY OF CLATSOP

Certificate of Election

Lindsey Morrison

THIS IS TO CERTIFY, That at the Regular District Election held in the State of Oregon, County of Clatsop, on the 21st day of May, 2019, you received the highest number of votes cast for the **Sunset Empire Park & Recreation District, Director, Position 4**, and were therefore duly elected to said office for a term of 4 years, as appears on the official election returns and canvass on file in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 17th day of June 2019.

County Clerk

STATE OF OREGON
COUNTY OF CLATSOP

Certificate of Election

John Chapman

THIS IS TO CERTIFY, That at the Regular District Election held in the State of Oregon, County of Clatsop, on the 21st day of May, 2019, you received the highest number of votes cast for the **Sunset Empire Park & Recreation District, Director, Position 5**, and were therefore duly elected to said office for a term of 4 years, as appears on the official election returns and canvass on file in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 17th day of June 2019.

County Clerk

SUNSET EMPIRE
PARK + RECREATION DISTRICT

July 9, 2019

To: SEPRD Board of Directors
From: Skyler Archibald, SEPRD Executive Director
Re: SEPRD Board Positions Name Change

Directors,

With the recent changes in our Board composition, it is necessary to select the following positions to adhere to ORS Statutes:

- Board President
- Board Secretary
- Board Vice-President (optional)

The President & Secretary roles are required. The Vice-President and Secretary positions could be filled by the same person.

The responsibilities of these positions are varied. Essentially, the Board President is trusted to run the monthly Board meetings and taking responsibility for initiatives of the Board.

For your information the ORS Statute reads:

> *At its first meeting or as soon thereafter as may be practicable, the board shall choose one of its members as president and shall appoint a secretary who need not be a member of the board. In case of the absence, or inability to act, of the president or secretary, the board shall, by order entered upon the minutes, choose a president pro tempore, or secretary pro tempore, or both, as the case may be.* [ORS 266.370(2)]

Upon confirmation of the changes requested above, staff would ask that the Board read in the following resolution.

Thank you for your service to the District,

Skyler Archibald
Executive Director, SEPRD

SUNSET EMPIRE
PARK + RECREATION DISTRICT

Resolution Accepting 2019-2020 Board of Directors Officer Positions

Resolution Number: 2019:07, *A Resolution Accepting the Board Officer Positions.*

WHEREAS, the Sunset Empire Park & Recreation District seeks to select a Board President and Secretary and align themselves with current ORS Statutes:

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SUNSET EMPIRE PARK AND RECREATION DISTRICT:

That the Board of Directors has selected _____ as the Board President and _____ as the Board Secretary.

ADOPTED BY THE BOARD OF DIRECTORS THIS 16th DAY OF JULY, 2019.

Board President: _____

Print Name: _____

Attest: _____

Skyler Archibald
Executive Director, SEPRD

SUNSET EMPIRE
PARK + RECREATION DISTRICT

BOARD MEETING MINUTES
SUNSET EMPIRE PARK & RECREATION DISTRICT
JUNE 18, 2019

CALL TO ORDER

The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:13pm by Board President Ed Hassan.

ATTENDANCE

Present: Board President Ed Hassan, Board Secretary Veronica Russell, Directors Rodney Roberts, Jeremy Mills, Michael Hinton
Absent: N/A
Also Present: Skyler Archibald, SEPRD Executive Director

PLEDGE OF ALLEGIANCE

Led by Hassan.

DECLARATION OF POTENTIAL CONFLICT OF INTEREST

Board President Hassan asked for potential conflicts of interest. Director Roberts indicated that he was a Providence Rehab Patient and that topic was on the agenda. No Directors declared a potential conflict of interest.

MEETING MINUTES

Board Meeting Minutes for the May 21, 2019 Board Meeting were approved with one minor change, unanimously, with Hinton abstaining. (Russell/Roberts)

PUBLIC COMMENT

Board President Hassan opened public comment.

Marti Wajc commented to the Board about her request to submit previous documents in the Board Packet. She provided additional copies of the documents and asked that the March and April Board Meeting Minutes as well as October 2018 be amended. Ms. Wajc also requested that employees not be able to utilize the Employee Wellness Policy.

Barbara Hassan commented to the Board about a proposal to remove the current beverage vending machine in the Pool Lobby area and also serve as a host for an OHSU pilot project intended to screen local residents for genetic markers of cancer. Ms. Hassan did not favor the proposal or SEPRD serving as a site for this pilot project.

Board President Hassan closed public comment.

CORRESPONDENCE

There were several items of correspondence reviewed.
District Staff sent a letter to Greg & Monika Ordway regarding their request to have trees removed from the Mary Blake Playhouse property.

The Board also reviewed a Letter of Resignation from Director Russell.

REVIEW FINANCIALS

Motion to approve the financials was carried unanimously (Russell/Hinton).

ADOPTION OF THE PROPOSED AND APPROVED 2019-2020 SEPRD BUDGET

The Board unanimously adopted the proposed and approved 2019-2020 SEPRD Budget via Resolution 2019:04. Board President read the Resolution. (*Mills/Russell)*

SUNSET EMPIRE
PARK + RECREATION DISTRICT

OLD BUSINESS

SEPRD Fee Schedule: The scheduled presentation did not occur as there were several numerical errors. Decision was made to revisit the Fee Schedule in the coming months.

NEW BUSINESS

Board Transition: Due to Director Russell's resignation the Board directed Staff to post the Board vacancy until Monday, July 15, with interested candidates to email or indicate their interest to the Executive Director.

Contract Renewals: Mr. Archibald reviewed following contracts with the Board.

- BCCC Contract: *Motion to approve the BCCC Contract with the City of Seaside. Carried unanimously (Hinton/Roberts).*
- Providence Rehabilitation Services Contract: *Motion to approve the contract with Providence Rehabilitation Services. Carried unanimously (Hinton/Roberts).*

Policy on SEPRD Reader Board: The Board reviewed recommendations by District Staff to guide the use of the Reader Board for external requests. *Motion to adopt the Reader Board Policies presented by Staff. Carried unanimously (Hinton/Roberts).*

Vending Machine Policy: The Board had an active discussion about the proposed vending machine. Following that discussion, *Motion to remove the current vending machine and serve as a host site for the OHSU Healthy Oregon Project. Vote was 3 for, 1 against (Hassan) and 1 abstaining (Mills) (Roberts/Hinton).*

EXECUTIVE DIRECTOR REPORT

Mr. Archibald reported to the Board about the following topics:

- Trees near the MBPH: Staff has collaborated with County Staff and will reassess the trees in the Fall.
- Shutdown Plans: Staff is preparing to close the Pool for three weeks to complete a replaster and major concrete work around the Learner Pool.
- Beach Wheelchairs: The Lockers should arrive soon and the wheelchairs will be relocated by this time next month.
- Outgoing Director Recognition: Mr. Archibald recognized and thanked the outgoing directors: Rodney Roberts, Ed Hassan and Veronica Russell.

EXECUTIVE SESSION

The Board of Directors went to Executive Session for the purpose of "conducting deliberations with person designated by the governing body to negotiate real property transactions" pursuant to ORS 192.660I1)(e). (*Mills/Russell).*

Motion to designate Mr. Archibald to continue discussing real property transactions on behalf of the District. Carried unanimously (Russell/Hassan).

BOARD COMMENT

There was no Board Comment this month.

ADJOURNMENT

Motion to adjourn the regular Board meeting at 6:53pm. Carried unanimously (Roberts/Russell).

Skyler Archibald, Exec. Director

Board President

SUNSET EMPIRE PARK AND RECREATION DISTRICT
GENERAL FUND REVENUES & EXPENSE REPORT - Summary

June 30, 2019 — % OF BUDGET YEAR: **100.00%**

DEPARTMENT	REVENUE	REV. BUDGET	%	EXPENSES	EXP. BUDGET	%	NET
Administration	0	0	0.0%	465,938	523,569	89.0%	$ (465,938.42)
Aquatic	204,898	179,500	114.1%	858,451	954,849	89.9%	$ (653,552.07)
Community Center	83,414	80,050	104.2%	112,369	127,575	88.1%	$ (28,955.61)
Recreation	79,113	56,000	141.3%	121,637	133,752	90.9%	$ (42,523.92)
Special Events	32,741	21,000	155.9%	68,156	82,302	82.8%	$ (35,415.44)
Youth Programs	145,771	130,000	112.1%	373,985	418,615	89.3%	$ (228,213.76)
Other/Taxes	1,657,198	1,680,000	98.6%	118,409	157,375	75.2%	$ 1,538,789
TOTAL GENERAL FUND:	2,203,135	2,146,550	102.6%	2,118,945	2,398,037	88.4%	84,190
			BEGINNING GENERAL FUND BALANCE:	500,000			
			ENDING FUND BALANCE:	584,190			

PARK FUND	REVENUE	REV. BUDGET	%	EXPENSES	EXP. BUDGET	%	NET
	0	0	0.0%	0	0	0.0%	0
			BEGINNING PARK FUND BALANCE:	0			
			ENDING FUND BALANCE:	0			

BUILDING FUND	REVENUE	REV. BUDGET	%	EXPENSES	EXP. BUDGET	%	NET
	0	10,000	0.0%	0	0	0.0%	0
			BEGINNING BUILDING FUND BALANCE:	84,000			
			ENDING FUND BALANCE:	84,000			

BROADWAY FIELD FUND	REVENUE	REV. BUDGET	%	EXPENSES	EXP. BUDGET	%	NET
	14,840	23,775	62.4%	10,049	23,775	42.3%	4,791
			BEGINNING BROADWAY FIELD FUND BALANCE:	0			
			ENDING FUND BALANCE:	4,791			
					District Net Revenue:		88,981

TOTAL DIST. REVENUE:	2,217,975	TOTAL DIST. EXP:	2,128,994
		ENDING FUND BALANCE ALL FUNDS:	672,981

Sunset Empire Park & Rec. Dist
REVENUE and EXPENSE REPORT

AD=Administration AQ=Aquatics CC=Community Center RC=Recreation SE=Special Events YC=Youth Center BRF=Broadway Field Fund BF=Building Fund PF=Park Fund

	12 Months Ended June 30, 2019	Annual Budget	Unused	% Used
****** NET REVENUE	0.00	0.00	0.00	
****** GROSS REVENUE	0.00	0.00	0.00	
EXPENSES				
STAFF EXPENSES				
AD Staff General Manager	82,187.26	84,100.00	1,912.74	97.7 %
AD Staff Human Res/Projects	0.00	0.00	0.00	
AD Staff Finance Manager	63,496.41	62,500.00	(996.41)	101.6 %
AD Staff Accounting Asst	18,647.73	18,500.00	(147.73)	100.8 %
AD Staff IT/Marketing Manager	59,915.85	61,500.00	1,584.15	97.4 %
AD Staff Payroll Taxes	27,602.34	39,965.00	12,362.66	69.1 %
AD Staff Benefits	18,467.37	24,620.00	6,152.63	75.0 %
AD Staff Retire Contrib	25,477.09	24,972.00	(505.09)	102.0 %
AD Staff Leave Time Expense	0.00	2,000.00	2,000.00	
AD Staff Reimb Medical Exp	1,512.00	1,512.00	0.00	100.0 %
AD Staff Longevity Pay	0.00	0.00	0.00	
TOTAL STAFF EXPENSES	297,306.05	319,669.00	22,362.95	93.0 %
MATERIALS & SUPPLIES				
AD Postage/Freight EXP	5,864.78	5,500.00	(364.78)	106.6 %
AD Advertising EXP	17,808.68	20,000.00	2,191.32	89.0 %
AD Legal Fees EXP	2,366.70	2,500.00	133.30	94.7 %
AD Financial Review EXP	14,900.00	16,000.00	1,100.00	93.1 %
AD License/Permits EXP	807.12	1,000.00	192.88	80.7 %
AD Membership Dues EXP	5,312.87	6,500.00	1,187.13	81.7 %
AD Communications EXP	11,958.65	13,000.00	1,041.35	92.0 %
AD Election Cost EXP	734.70	2,000.00	1,265.30	36.7 %
AD Insurance EXP	16,691.02	20,000.00	3,308.98	83.5 %
AD Meeting Notices EXP	134.40	700.00	565.60	19.2 %
AD Office Supplies EXP	4,848.22	4,000.00	(848.22)	121.2 %
AD Training/Travel/Meetings EXP	16,621.58	15,000.00	(1,621.58)	110.8 %
AD Board Training/Travel/Meetings EXP	3,502.59	4,000.00	497.41	87.6 %
AD Printing EXP	3,194.02	5,000.00	1,805.98	63.9 %
AD Bank EXP	8,811.90	8,000.00	(811.90)	110.1 %
AD Interest Charge EXP	0.00	0.00	0.00	
AD Machine Rpr/Softwr/Hardwr EXP	16,704.64	15,000.00	(1,704.64)	111.4 %
AD Publications EXP	0.00	200.00	200.00	
AD Contract Svc EXP	21,634.31	50,000.00	28,365.69	43.3 %
AD Other EXP	387.10	3,500.00	3,112.90	11.1 %
AD Employee Recognition EXP	4,770.91	3,500.00	(1,270.91)	136.3 %
AD Recruitment	836.62	2,500.00	1,663.38	33.5 %
REPAIR/MAINT EXP	0.00	0.00	0.00	
AD Repair & maintenance	3,741.56	1,000.00	(2,741.56)	374.2 %
Cash (Over)/Under	0.00	0.00	0.00	
AD Capital EXP-Computer Equip	7,000.00	5,000.00	(2,000.00)	140.0 %
TOTAL MATERIALS & SUPPLIES	168,632.37	203,900.00	35,267.63	82.7 %
TOTAL EXPENSES	465,938.42	523,569.00	57,630.58	89.0 %
****** OPERATING REVENUE	(465,938.42)	(523,569.00)	(57,630.58)	89.0 %
****** REVENUE BEFORE TAXES	(465,938.42)	(523,569.00)	(57,630.58)	89.0 %
****** NET REVENUE	(465,938.42)	(523,569.00)	(57,630.58)	89.0 %

Sunset Empire Park & Rec. Dist
REVENUE and EXPENSE REPORT

AD=Administration AQ=Aquatics CC=Community Center RC=Recreation SE=Special Events YC=Youth Center BRF=Broadway Field Fund BF=Building Fund PF=Park Fund

	12 Months Ended June 30, 2019	Annual Budget	Unused	% Used
REVENUE				
AQ School Program REV	11,500.00	8,000.00	(3,500.00)	143.8 %
AQ Open Swim REV	21,260.66	22,000.00	739.34	96.6 %
AQ Classes REV	44,567.26	35,000.00	(9,567.26)	127.3 %
AQ Pass Sales REV	69,479.95	65,000.00	(4,479.95)	106.9 %
AQ Swim Team REV	8,521.00	10,000.00	1,479.00	85.2 %
AQ Fit/Wellness/Adptv REV	0.00	0.00	0.00	
AQ Product Enhancement REV	21,210.44	13,000.00	(8,210.44)	163.2 %
AQ Vending REV	13,629.39	14,000.00	370.61	97.4 %
AQ Rental REV	14,541.00	12,000.00	(2,541.00)	121.2 %
AQ Grants/Donat REV	188.75	500.00	311.25	37.8 %
TOTAL REVENUE	204,898.45	179,500.00	(25,398.45)	114.1 %
****** NET REVENUE	204,898.45	179,500.00	(25,398.45)	114.1 %
****** GROSS REVENUE	204,898.45	179,500.00	(25,398.45)	114.1 %
EXPENSES				
STAFF EXPENSES				
AQ Staff Manager	59,226.34	60,000.00	773.66	98.7 %
AQ Staff Coordinator	67,678.78	36,500.00	(31,178.78)	185.4 %
AQ Patron Relation Specialist	58,545.89	56,500.00	(2,045.89)	103.6 %
AQ Staff Maintenance Mgr	63,264.93	65,800.00	2,535.07	96.1 %
AQ Staff Maintenance Coord	33,947.98	36,000.00	2,052.02	94.3 %
AQ Staff Maintenance Leader	22,141.98	22,000.00	(141.98)	100.6 %
AQ Staff Custodial	7,949.84	15,000.00	7,050.16	53.0 %
AQ Staff Head Life Guard	1,037.01	0.00	(1,037.01)	
AQ Staff Life Guards	172,989.26	193,000.00	20,010.74	89.6 %
AQ Staff Swim Instruction	24,995.27	35,000.00	10,004.73	71.4 %
AQ Staff Registrar	0.00	0.00	0.00	
AQ Staff Fitness Instructor	23,322.21	25,000.00	1,677.79	93.3 %
AQ Staff Payroll Taxes	62,572.29	94,945.00	32,372.71	65.9 %
AQ Staff Benefits	18,467.37	25,000.00	6,532.63	73.9 %
AQ Staff Retire Contrib	15,059.19	15,096.00	36.81	99.8 %
AQ Staff Leave Time Expense	0.00	4,000.00	4,000.00	
AQ Staff Reimb Medical Exp	1,008.00	1,008.00	0.00	100.0 %
AQ Staff Longevity Pay	586.14	1,500.00	913.86	39.1 %
TOTAL STAFF EXPENSES	632,792.48	686,349.00	53,556.52	92.2 %
MATERIALS & SUPPLIES				
AQ License/Permits EXP	703.80	1,500.00	796.20	46.9 %
AQ Membership Dues EXP	377.94	500.00	122.06	75.6 %
AQ Office Supplies EXP	2,591.23	1,000.00	(1,591.23)	259.1 %
AQ Training/Travel/Meetings	5,750.34	8,000.00	2,249.66	71.9 %
AQ Contract Svc EXP	1,865.06	10,000.00	8,134.94	18.7 %
AQ Other EXP	0.00	1,000.00	1,000.00	
AQ Vehicle Fuel/Repairs EXP	2,853.11	3,000.00	146.89	95.1 %
AQ Natural Gas EXP	34,786.16	36,000.00	1,213.84	96.6 %
AQ Electricity EXP	35,433.49	48,000.00	12,566.51	73.8 %
AQ Water/Sewer EXP	9,282.50	13,000.00	3,717.50	71.4 %
AQ Operating EXP	17,362.50	25,000.00	7,637.50	69.5 %
REPAIR/MAINT EXP	0.00	0.00	0.00	
AQ Repair & Maintenance	56,500.88	60,000.00	3,499.12	94.2 %
AQ Vending EXP	9,665.32	7,000.00	(2,665.32)	138.1 %
AQ Program Supplies EXP	6,458.52	10,000.00	3,541.48	64.6 %
AQ Swim Team Program Supplies	1,034.29	2,000.00	965.71	51.7 %
AQ Refunds EXP	1,806.98	2,500.00	693.02	72.3 %
AQ Cash Under/(Over)	0.00	0.00	0.00	
AQ Capital EXP	39,185.92	40,000.00	814.08	98.0 %
TOTAL MATERIALS & SUPPLIES	225,658.04	268,500.00	42,841.96	84.0 %
TOTAL EXPENSES	858,450.52	954,849.00	96,398.48	89.9 %
****** OPERATING REVENUE	(653,552.07)	(775,349.00)	(121,796.93)	84.3 %

	12 Months Ended	June 30, 2019	Annual Budget	Unused	% Used
TOTAL		0.00	0.00		
****** REVENUE BEFORE TAXES		(653,552.07)	(775,349.00)	(121,796.93)	84.3 %
****** NET REVENUE		(653,552.07)	(775,349.00)	(121,796.93)	84.3 %

Sunset Empire Park & Rec. Dist
REVENUE and EXPENSE REPORT

AD=Administration AQ=Aquatics CC=Community Center RC=Recreation SE=Special Events YC=Youth Center BRF=Broadway Field Fund BF=Building Fund PF=Park Fund

	12 Months Ended June 30, 2019	Annual Budget	Unused	% Used
REVENUE				
RC League REV	1,005.00	3,000.00	1,995.00	33.5 %
RC Fitness REV	28,179.12	25,000.00	(3,179.12)	112.7 %
RC Grants/Donat REV	5,286.80	1,000.00	(4,286.80)	528.7 %
RC Sponsorship REV	2,500.00	2,000.00	(500.00)	125.0 %
RC New Program rev	0.00	500.00	500.00	
RC Contract Programs Rev	5,395.00	6,000.00	605.00	89.9 %
RC Fitness Events Rev	7,123.46	3,500.00	(3,623.46)	203.5 %
RC Program REV	19,520.55	14,000.00	(5,520.55)	139.4 %
RC Community Garden REV	10,103.19	1,000.00	(9,103.19)	1010.3 %
TOTAL REVENUE	79,113.12	56,000.00	(23,113.12)	141.3 %
****** NET REVENUE	79,113.12	56,000.00	(23,113.12)	141.3 %
****** GROSS REVENUE	79,113.12	56,000.00	(23,113.12)	141.3 %
EXPENSES				
STAFF EXPENSES				
RC Staff Fitness Coordinator	25,408.64	25,000.00	(408.64)	101.6 %
RC Leader	0.00	0.00	0.00	
RC Staff Fitness Instructors	22,725.41	29,000.00	6,274.59	78.4 %
RC Staff Fitness Specialist	0.00	5,500.00	5,500.00	
RC Staff Leaders	11,907.17	8,500.00	(3,407.17)	140.1 %
RC Staff Payroll Taxes	8,994.38	12,200.00	3,205.62	73.7 %
RC Staff Benefits	5,438.65	7,550.00	2,111.35	72.0 %
RC Staff Retire Contrib	3,670.92	3,000.00	(670.92)	122.4 %
RC Staff Leave Time Expense	0.00	500.00	500.00	
RC Staff Reimb Medical Exp	252.00	252.00	0.00	100.0 %
RC Staff Longevity Pay	0.00	0.00	0.00	
TOTAL STAFF EXPENSES	78,397.17	91,502.00	13,104.83	85.7 %
MATERIALS & SUPPLIES				
RC License/Permits EXP	0.00	600.00	600.00	
RC Membership Dues EXP	157.00	100.00	(57.00)	157.0 %
RC Office Supplies EXP	0.00	250.00	250.00	
RC Training/Travel/Meetings	1,808.85	2,000.00	191.15	90.4 %
RC Contract Svc EXP	18,200.70	19,500.00	1,299.30	93.3 %
RC Vehicle Fuel/Repairs EXP	0.00	0.00	0.00	
REPAIR/MAINT EXP	0.00	0.00	0.00	
RC Repair/Maint EXP	4,033.47	2,000.00	(2,033.47)	201.7 %
RC New Program EXP	0.00	0.00	0.00	
RC Program Supplies EXP	7,937.48	6,000.00	(1,937.48)	132.3 %
RC Refunds EXP	395.00	300.00	(95.00)	131.7 %
RC League EXP	925.00	3,500.00	2,575.00	26.4 %
RC Fitness EXP	3,996.69	4,000.00	3.31	99.9 %
RC Fitness Event EXP	5,583.02	3,000.00	(2,583.02)	186.1 %
RC Community Garden EXP	202.66	1,000.00	797.34	20.3 %
RC Capital/Fitness Machine EXP	0.00	0.00	0.00	
TOTAL MATERIALS & SUPPLIES	43,239.87	42,250.00	(989.87)	102.3 %
TOTAL EXPENSES	121,637.04	133,752.00	12,114.96	90.9 %
****** OPERATING REVENUE	(42,523.92)	(77,752.00)	(35,228.08)	54.7 %
****** REVENUE BEFORE TAXES	(42,523.92)	(77,752.00)	(35,228.08)	54.7 %
****** NET REVENUE	(42,523.92)	(77,752.00)	(35,228.08)	54.7 %

Sunset Empire Park & Rec. Dist
REVENUE and EXPENSE REPORT

AD=Administration AQ=Aquatics CC=Community Center RC=Recreation SE=Special Events YC=Youth Center BRF=Broadway Field Fund BF=Building Fund PF=Park Fund

	12 Months Ended June 30, 2019	Annual Budget	Unused	% Used
REVENUE				
YC Food Reimb REV	0.00	0.00	0.00	
YC Summer Camp 1st- 5th REV	16,321.50	15,000.00	(1,321.50)	108.8 %
YC ASA 1st-5th REV	36,514.38	25,000.00	(11,514.38)	146.1 %
YC Day Off Trips/Camps REV	3,343.48	500.00	(2,843.48)	668.7 %
YC Learning Ladder Preschool REV	53,690.25	50,000.00	(3,690.25)	107.4 %
YC Kinder Camp Explorers REV	11,544.30	8,500.00	(3,044.30)	135.8 %
YC Teen Events REV	0.00	0.00	0.00	
YC Middle School Program	275.00	1,000.00	725.00	27.5 %
YC ASA Kinder-1st	18,887.48	25,000.00	6,112.52	75.5 %
YC Art Explorers	215.00	0.00	(215.00)	
YC Vending REV	0.00	0.00	0.00	
YC Building Rental REV	0.00	0.00	0.00	
YC Grants/Donat REV	4,979.55	5,000.00	20.45	99.6 %
YC Sponsorships REV	0.00	0.00	0.00	
TOTAL REVENUE	145,770.94	130,000.00	(15,770.94)	112.1 %
****** NET REVENUE	145,770.94	130,000.00	(15,770.94)	112.1 %
****** GROSS REVENUE	145,770.94	130,000.00	(15,770.94)	112.1 %
EXPENSES				
STAFF EXPENSES				
YC Manager	52,888.88	53,200.00	311.12	99.4 %
YC Site Supervisor	34,540.29	68,610.00	34,069.71	50.3 %
YC- Preschool Teacher	16,599.75	15,200.00	(1,399.75)	109.2 %
YC Preschool Coordinator	0.00	0.00	0.00	
YC Staff Leaders	162,896.45	135,000.00	(27,896.45)	120.7 %
YC Staff Skate Park Leaders	0.00	0.00	0.00	
YC Staff Custodial	2,134.84	10,200.00	8,065.16	20.9 %
YC Staff Payroll Taxes	31,639.36	49,937.00	18,297.64	63.4 %
YC Staff Benefits	5,533.11	7,380.00	1,846.89	75.0 %
YC Staff Retire Contrib	6,564.87	6,384.00	(180.87)	102.8 %
YC Staff Leave Time Expense	0.00	1,000.00	1,000.00	
YC Staff Reimb Medical Exp	504.00	504.00	0.00	100.0 %
YC Staff Longevity Pay	613.23	700.00	86.77	87.6 %
TOTAL STAFF EXPENSES	313,914.78	348,115.00	34,200.22	90.2 %
MATERIALS & SUPPLIES				
YC License/Permits EXP	287.00	1,000.00	713.00	28.7 %
YC Membership Dues EXP	264.00	500.00	236.00	52.8 %
YC Office Supplies EXP	563.48	1,000.00	436.52	56.3 %
YC Training/Travel/Meetings	2,895.17	6,000.00	3,104.83	48.3 %
YC Publications	0.00	500.00	500.00	
YC Contract Svc EXP	8,894.16	11,000.00	2,105.84	80.9 %
YC Other EXP	0.00	0.00	0.00	
YC Vehicle Fuel/Repairs EXP	1,416.06	2,000.00	583.94	70.8 %
YC Electricity EXP	2,184.01	3,000.00	815.99	72.8 %
YC Water/Sewer EXP	2,750.27	3,500.00	749.73	78.6 %
YC Nutrition EXP	15,323.91	15,000.00	(323.91)	102.2 %
YC Operating EXP	1,329.45	2,000.00	670.55	66.5 %
REPAIR/MAINT EXP	0.00	0.00	0.00	
YC Repair/Maint EXP	3,723.42	5,000.00	1,276.58	74.5 %
YC Vending EXP	0.00	0.00	0.00	
YC Program Supplies 2nd-8th EXP	9,472.48	8,500.00	(972.48)	111.4 %
YC Program Supplies Prek-1st	9,141.90	8,500.00	(641.90)	107.6 %
YC Refunds EXP	1,824.61	3,000.00	1,175.39	60.8 %
YC Cash Under/(Over)	0.00	0.00	0.00	
YC Capital EXP	0.00	0.00	0.00	
TOTAL MATERIALS & SUPPLIES	60,069.92	70,500.00	10,430.08	85.2 %
TOTAL EXPENSES	373,984.70	418,615.00	44,630.30	89.3 %
****** OPERATING REVENUE	(228,213.76)	(288,615.00)	(60,401.24)	79.1 %

12 Months Ended	*June 30, 2019*	*Annual Budget*	*Unused*	*% Used*
TOTAL	0.00	0.00		
****** REVENUE BEFORE TAXES	(228,213.76)	(288,615.00)	(60,401.24)	79.1 %
****** NET REVENUE	(228,213.76)	(288,615.00)	(60,401.24)	79.1 %

Sunset Empire Park & Rec. Dist
REVENUE and EXPENSE REPORT

AD=Administration AQ=Aquatics CC=Community Center RC=Recreation SE=Special Events YC=Youth Center BRF=Broadway Field Fund BF=Building Fund PF=Park Fund

12 Months Ended	June 30, 2019	Annual Budget	Unused	% Used
REVENUE				
CC New Programs REV	0.00	0.00	0.00	
CC Vending REV	150.00	50.00	(100.00)	300.0 %
CC Building Rental REV	5,340.00	6,000.00	660.00	89.0 %
CC Rental Deposit REV	6,405.00	5,500.00	(905.00)	116.5 %
CC Grants/Donat REV	903.45	500.00	(403.45)	180.7 %
CC Contract REV	68,060.35	66,000.00	(2,060.35)	103.1 %
CC Program/Staffing REV	2,555.00	2,000.00	(555.00)	127.8 %
TOTAL REVENUE	83,413.80	80,050.00	(3,363.80)	104.2 %
****** NET REVENUE	83,413.80	80,050.00	(3,363.80)	104.2 %
****** GROSS REVENUE	83,413.80	80,050.00	(3,363.80)	104.2 %
EXPENSES				
STAFF EXPENSES				
CC Patron Relation Specialist	43,235.35	40,000.00	(3,235.35)	108.1 %
CC Staff Leaders	1,050.28	1,500.00	449.72	70.0 %
CC Staff Custodial	2,340.38	10,000.00	7,659.62	23.4 %
CC Nutrition Coordinator	29,778.90	31,000.00	1,221.10	96.1 %
CC Staff Payroll Taxes	8,986.98	14,875.00	5,888.02	60.4 %
CC Staff Benefits	0.00	0.00	0.00	
CC Staff Retire Contrib	0.00	0.00	0.00	
CC Staff Leave Time Expense	0.00	600.00	600.00	
CC Staff Reimb Medical Exp	0.00	0.00	0.00	
CC Staff Longevity Pay	0.00	0.00	0.00	
TOTAL STAFF EXPENSES	85,391.89	97,975.00	12,583.11	87.2 %
MATERIALS & SUPPLIES				
CC License/Permits EXP	0.00	100.00	100.00	
CC Membership Dues EXP	135.00	0.00	(135.00)	
CC Communications EXP	0.00	0.00	0.00	
CC Office Supplies EXP	722.48	1,500.00	777.52	48.2 %
CC Training/Travel/Meetings	0.00	500.00	500.00	
CC Contract Svc EXP	3,904.13	9,000.00	5,095.87	43.4 %
CC Vehicle Fuel/Repairs EXP	0.00	500.00	500.00	
CC Operating EXP	0.00	500.00	500.00	
REPAIR/MAINT EXP	0.00	0.00	0.00	
CC Repair/Maint EXP	5,178.48	5,000.00	(178.48)	103.6 %
CC Mary Blake Play House expense	7,952.52	2,000.00	(5,952.52)	397.6 %
CC New Program Supplies EXP	0.00	0.00	0.00	
CC Program Supplies EXP	4,352.91	3,000.00	(1,352.91)	145.1 %
CC Refunds EXP	4,732.00	7,500.00	2,768.00	63.1 %
CC Cash Under/(Over)	0.00	0.00	0.00	
CC Capital EXP	0.00	0.00	0.00	
TOTAL MATERIALS & SUPPLIES	26,977.52	29,600.00	2,622.48	91.1 %
TOTAL EXPENSES	112,369.41	127,575.00	15,205.59	88.1 %
****** OPERATING REVENUE	(28,955.61)	(47,525.00)	(18,569.39)	60.9 %
****** REVENUE BEFORE TAXES	(28,955.61)	(47,525.00)	(18,569.39)	60.9 %
****** NET REVENUE	(28,955.61)	(47,525.00)	(18,569.39)	60.9 %

Sunset Empire Park & Rec. Dist
REVENUE and EXPENSE REPORT

AD=Administration AQ=Aquatics CC=Community Center RC=Recreation SE=Special Events YC=Youth Center BRF=Broadway Field Fund BF=Building Fund PF=Park Fund

	12 Months Ended June 30, 2019	Annual Budget	Unused	% Used
REVENUE				
SE A Day in the Park REV	0.00	0.00	0.00	
SE Halloween Event REV	1,820.00	1,000.00	(820.00)	182.0 %
SE Holiday Event REV	1,298.00	1,000.00	(298.00)	129.8 %
SE Egg Hunt REV	500.00	1,000.00	500.00	50.0 %
SE Farmers Market REV	17,781.60	12,000.00	(5,781.60)	148.2 %
SE Skate Park Events REV	0.00	0.00	0.00	
SE Daddy/Daughter Dance REV	5,795.30	5,000.00	(795.30)	115.9 %
SE Senior Event REV	0.00	0.00	0.00	
SE New Events REV	5,545.64	1,000.00	(4,545.64)	554.6 %
SE foundation Events Rev	0.00	0.00	0.00	
TOTAL REVENUE	32,740.54	21,000.00	(11,740.54)	155.9 %
****** NET REVENUE	32,740.54	21,000.00	(11,740.54)	155.9 %
****** GROSS REVENUE	32,740.54	21,000.00	(11,740.54)	155.9 %
EXPENSES				
STAFF EXPENSES				
SE Staff Coordinator	23,321.04	25,000.00	1,678.96	93.3 %
SE Staff Leaders	18,736.41	17,000.00	(1,736.41)	110.2 %
SE Staff Payroll Taxes	3,077.31	7,800.00	4,722.69	39.5 %
SE Staff Benefits	5,438.88	7,550.00	2,111.12	72.0 %
SE Staff Retire Contrib	2,532.24	3,000.00	467.76	84.4 %
SE Staff Leave Time Expense	0.00	500.00	500.00	
SE Staff Reimb Medical Exp	252.00	252.00	0.00	100.0 %
SE Staff Longevity Pay	0.00	0.00	0.00	
TOTAL STAFF EXPENSES	53,357.88	61,102.00	7,744.12	87.3 %
MATERIALS & SUPPLIES				
SE License/Permits EXP	0.00	500.00	500.00	
SE Membership Dues EXP	587.00	700.00	113.00	83.9 %
SE Office Supplies EXP	0.00	200.00	200.00	
SE Training/Travel/Meetings	181.10	2,500.00	2,318.90	7.2 %
SE Vehicle Fuel/Repairs EXP	0.00	200.00	200.00	
REPAIR/MAINT EXP	0.00	0.00	0.00	
SE Program Supplies EXP	0.00	0.00	0.00	
SE A Day in the Park EXP	0.00	0.00	0.00	
SE Halloween Event EXP	868.50	2,500.00	1,631.50	34.7 %
SE Holiday Event EXP	331.02	1,000.00	668.98	33.1 %
SE Egg Hunt EXP	1,001.42	1,000.00	(1.42)	100.1 %
SE Daddy/Daughter Dance EXP	2,862.14	3,000.00	137.86	95.4 %
SE Senior Event EXP	158.02	500.00	341.98	31.6 %
SE Farmers Market EXP	6,336.92	6,000.00	(336.92)	105.6 %
SE Skate Park Events EXP	0.00	0.00	0.00	
SE New Events EXP	2,090.53	2,500.00	409.47	83.6 %
SE Refunds EXP	165.00	100.00	(65.00)	165.0 %
SE 4th of July EXP	216.45	500.00	283.55	43.3 %
Foundations Events	0.00	0.00	0.00	
SE Capital EXP	0.00	0.00	0.00	
TOTAL MATERIALS & SUPPLIES	14,798.10	21,200.00	6,401.90	69.8 %
TOTAL EXPENSES	68,155.98	82,302.00	14,146.02	82.8 %
****** OPERATING REVENUE	(35,415.44)	(61,302.00)	(25,886.56)	57.8 %
****** REVENUE BEFORE TAXES	(35,415.44)	(61,302.00)	(25,886.56)	57.8 %
****** NET REVENUE	(35,415.44)	(61,302.00)	(25,886.56)	57.8 %

Sunset Empire Park & Rec. Dist
REVENUE and EXPENSE REPORT

AD=Administration AQ=Aquatics CC=Community Center RC=Recreation SE=Special Events YC=Youth Center BRF=Broadway Field Fund BF=Building Fund PF=Park Fund

	12 Months Ended June 30, 2019	Annual Budget	Unused	% Used
REVENUE				
BRF Rental Fees REV	1,560.00	4,000.00	2,440.00	39.0 %
BRF Concession Sales REV	2,379.96	1,000.00	(1,379.96)	238.0 %
BRF Foundation COL REV	0.00	0.00	0.00	
BRF Grants REV	0.00	0.00	0.00	
BRF Sponsorships/Donat REV	0.00	0.00	0.00	
BRF Partnership REV	10,900.00	10,900.00	0.00	100.0 %
BRF TR From General Fund	0.00	7,875.00	7,875.00	
BRF Net Working Capital	0.00	0.00	0.00	
BRF Previously Levied Taxes	0.00	0.00	0.00	
BRF-TR From General Fund REV	0.00	0.00	0.00	
BRF Interest REV	0.00	0.00	0.00	
TOTAL REVENUE	14,839.96	23,775.00	8,935.04	62.4 %
****** NET REVENUE	14,839.96	23,775.00	8,935.04	62.4 %
****** GROSS REVENUE	14,839.96	23,775.00	8,935.04	62.4 %
EXPENSES				
STAFF EXPENSES				
BRF Staff Nutritional/Conc Leader	0.00	0.00	0.00	
BRF Staff Maintenance Mgr	0.00	0.00	0.00	
BRF Staff Maintenance Leader	5,097.05	6,500.00	1,402.95	78.4 %
BRF Staff Payroll Taxes	614.88	1,225.00	610.12	50.2 %
BRF Staff Benefits	0.00	0.00	0.00	
BRF Staff Retire Contrib	0.00	0.00	0.00	
BRF Staff Leave Time Expense	0.00	0.00	0.00	
TOTAL STAFF EXPENSES	5,711.93	7,725.00	2,013.07	73.9 %
MATERIALS & SUPPLIES				
BRF License/Permits EXP	0.00	50.00	50.00	
BRF Training/Travel/Meetings	0.00	500.00	500.00	
BRF Contract Svc EXP	2,084.75	8,000.00	5,915.25	26.1 %
BRF Vehicle Fuel/Repairs EXP	342.14	1,000.00	657.86	34.2 %
BRF Electricity EXP	0.00	0.00	0.00	
BRF Water/Sewer EXP	0.00	0.00	0.00	
BRF Operating EXP	0.00	500.00	500.00	
REPAIR/MAINT EXP	0.00	0.00	0.00	
BRF Repair/Maint EXP	2,854.15	5,000.00	2,145.85	57.1 %
BRF Vending EXP	0.00	0.00	0.00	
BRF Refunds EXP	0.00	1,000.00	1,000.00	
BRF Capital EXP	0.00	0.00	0.00	
BRF Debt Service-Backstop Loan	0.00	0.00	0.00	
BRF Debt Service-Circle of Lights TLC	0.00	0.00	0.00	
TOTAL MATERIALS & SUPPLIES	5,281.04	16,050.00	10,768.96	32.9 %
TOTAL EXPENSES	10,992.97	23,775.00	12,782.03	46.2 %
****** OPERATING REVENUE	3,846.99	0.00	(3,846.99)	
****** REVENUE BEFORE TAXES	3,846.99	0.00	(3,846.99)	
****** NET REVENUE	3,846.99	0.00	(3,846.99)	

Sunset Empire Park & Rec. Dist
REVENUE and EXPENSE REPORT

AD=Administration AQ=Aquatics CC=Community Center RC=Recreation SE=Special Events YC=Youth Center BRF=Broadway Field Fund BF=Building Fund PF=Park Fund

12 Months Ended	June 30, 2019	Annual Budget	Unused	% Used
REVENUE				
Taxes - Current Taxes	1,550,487.53	1,531,700.00	(18,787.53)	101.2 %
Taxes - Back Taxes	63,614.28	75,000.00	11,385.72	84.8 %
Taxes- Wauna Mill Settlement	0.00	0.00	0.00	
Taxes - Timber Taxes	2,914.64	35,000.00	32,085.36	8.3 %
Taxes - Tax Interest Taxes	787.20	300.00	(487.20)	262.4 %
OTHER - MISC REV	9,074.41	5,000.00	(4,074.41)	181.5 %
OTHER - Bequests/Foundation REV	0.00	20,000.00	20,000.00	
OTHER - Donations REV	69.35	5,000.00	4,930.65	1.4 %
OTHER - Bank Interest REV	16,750.77	8,000.00	(8,750.77)	209.4 %
OTHER - Grants/Sponsorships REV	13,500.00	0.00	(13,500.00)	
OTHER - Other/Tran REV	0.00	0.00	0.00	
TOTAL REVENUE	1,657,198.18	1,680,000.00	22,801.82	98.6 %
****** NET REVENUE	1,657,198.18	1,680,000.00	22,801.82	98.6 %
****** GROSS REVENUE	1,657,198.18	1,680,000.00	22,801.82	98.6 %
EXPENSES				
MATERIALS & SUPPLIES				
REPAIR/MAINT EXP	0.00	0.00	0.00	
OTHER - TR to Park Reserve Fund	0.00	0.00	0.00	
OTHER - TR to Building Reserve Fund	0.00	10,000.00	10,000.00	
OTHER - TR to Broadway Field Fund	0.00	7,875.00	7,875.00	
Debt Service - Wauna Mill Settlement	5,745.25	6,500.00	754.75	88.4 %
OTHER - Debt Service - SEPRF UV Loan	0.00	0.00	0.00	
OTHER - Debt Service - TRAN Loan	0.00	0.00	0.00	
OTHER - Debt Service-FlexLease	112,663.75	113,000.00	336.25	99.7 %
OTHER - Contingency	0.00	20,000.00	20,000.00	
(Gain) Loss on Disposal of Assets	0.00	0.00	0.00	
TOTAL MATERIALS & SUPPLIES	118,409.00	157,375.00	38,966.00	75.2 %
TOTAL EXPENSES	118,409.00	157,375.00	38,966.00	75.2 %
****** OPERATING REVENUE	1,538,789.18	1,522,625.00	(16,164.18)	101.1 %
****** REVENUE BEFORE TAXES	1,538,789.18	1,522,625.00	(16,164.18)	101.1 %
****** NET REVENUE	1,538,789.18	1,522,625.00	(16,164.18)	101.1 %

Sunset Empire Park & Rec. Dist
REVENUE and EXPENSE REPORT

AD=Administration AQ=Aquatics CC=Community Center RC=Recreation SE=Special Events YC=Youth Center BRF=Broadway Field Fund BF=Building Fund PF=Park Fund

	12 Months Ended June 30, 2019	Annual Budget	Unused	% Used
REVENUE				
BF-TR from General Fund REV	0.00	0.00	0.00	
BF-Flex Lease Proceeds REV	0.00	0.00	0.00	
BF-Grants & Donations REV	0.00	0.00	0.00	
TOTAL REVENUE	0.00	0.00	0.00	
****** NET REVENUE	0.00	0.00	0.00	
****** GROSS REVENUE	0.00	0.00	0.00	
EXPENSES				
MATERIALS & SUPPLIES				
REPAIR/MAINT EXP	0.00	0.00	0.00	
BF-Project Expenses	0.00	0.00	0.00	
TOTAL MATERIALS & SUPPLIES	0.00	0.00	0.00	
TOTAL EXPENSES	0.00	0.00	0.00	
****** OPERATING REVENUE	0.00	0.00	0.00	
****** REVENUE BEFORE TAXES	0.00	0.00	0.00	
****** NET REVENUE	0.00	0.00	0.00	

REVENUE and EXPENSE REPORT

AD=Administration AQ=Aquatics CC=Community Center RC=Recreation SE=Special Events YC=Youth Center BRF=Broadway Field Fund BF=Building Fund PF=Park Fund

	12 Months Ended June 30, 2019	*Annual Budget*	*Unused*	*% Used*
REVENUE				
PF Net Working Capital	0.00	0.00	0.00	
PF Previously Levied Taxes	0.00	0.00	0.00	
PF-TR From General Fund REV	0.00	0.00	0.00	
PF-Grants REV	0.00	0.00	0.00	
PF Interest REV	0.00	0.00	0.00	
PF Donations REV	0.00	0.00	0.00	
TOTAL REVENUE	0.00	0.00	0.00	
****** NET REVENUE	0.00	0.00	0.00	
****** GROSS REVENUE	0.00	0.00	0.00	
EXPENSES				
STAFF EXPENSES				
PF Staff Project Manager	416.65	0.00	(416.65)	
PF Staff Payroll	36.45	0.00	(36.45)	
PF Staff Benefits	0.00	0.00	0.00	
PF Staff Retire Contrib	0.00	0.00	0.00	
TOTAL STAFF EXPENSES	453.10	0.00	(453.10)	
MATERIALS & SUPPLIES				
REPAIR/MAINT EXP	0.00	0.00	0.00	
PF-Capital/Project EXP	0.00	0.00	0.00	
TOTAL MATERIALS & SUPPLIES	0.00	0.00	0.00	
TOTAL EXPENSES	453.10	0.00	(453.10)	
****** OPERATING REVENUE	(453.10)	0.00	453.10	
****** REVENUE BEFORE TAXES	(453.10)	0.00	453.10	
****** NET REVENUE	(453.10)	0.00	453.10	

Sunset Empire Park & Rec. Dist
Balance Sheet

June 2019

ASSETS		
Current Assets		
Register/Till Cash	935.00	
CB AP Checking	85,686.66	
CB PR Checking	8,639.41	
Gov't Investment Pool	617,760.25	
TLC Money Market	4,288.34	
TLC Shared Acct	319.23	
Accounts Receivable	6,251.75	
Accounts Receivable - REC1	9,650.00	
Accounts Receivable - Misc	200.00	
Property Tax Receivable	118,465.00	
Inventories	2,149.09	
Prepaid Health Insurance	31,836.59	
Prepaid P & L Insurance	(158.45)	
Payroll Draws	100.00	
TOTAL Current Assets		886,122.87
Fixed Assets		
Building/Pool/Improvements	2,695,866.00	
Equipment/Furniture	357,554.00	
Accumlated Depreciation	(1,578,743.00)	
TOTAL Fixed Assets		1,474,677.00
TOTAL ASSETS		2,360,799.87
LIABILITIES		
Current Liabilities		
Accrued Bank TR W/H	2,832.00	
Accounts Payable	13,476.94	
Accrued Payroll	29,502.00	
Accrued SUTA	3,683.70	
Accrued Retirement W/H	2,093.77	
Accrued Garnishment W/H	99.54	
Accrued Workers Comp Tax	425.50	
Accrued Insurance W/H	(3,712.95)	
Deferred Pass Sales	17,375.63	
TOTAL Current Liabilities		65,776.13
Long-Term Liabilities		
Long Term Debt - Compensated Leave	43,449.00	
TOTAL Long-Term Liabilities		43,449.00
Other Liabilities		
Loan Payable - Flex Lease	215,000.00	
Accrued OR Statewide Transit Tax	329.63	
Deferred Revenue	118,465.00	
Penalties taxes	(24.75)	

TOTAL Other Liabilities	333,769.88
TOTAL LIABILITIES	442,995.01

CAPITAL		
Fund Balance - Fixed Assets	1,259,677.00	
Fund Balance- Other Accrual Adjustments	(43,449.00)	
Fund Balance - General	(108,070.00)	
Fund Balance- Broadway Field	39,070.00	
Fund Balance- Building Fund	69,000.00	
Retained Earnings	613,993.01	
Year-to-Date Earnings	87,583.85	
TOTAL CAPITAL		1,917,804.86
TOTAL LIABILITIES & CAPITAL		2,360,799.87

SUNSET EMPIRE
PARK + RECREATION DISTRICT

July 9, 2019

To: SEPRD Board of Directors
From: Skyler Archibald, SEPRD Executive Director
Re: SEPRD Board Meetings, 2019-2020 Fiscal Year

Directors,

Thank you for serving the Sunset Empire Park & Recreation District and giving of your time and talents to our community. The District has taken great strides through your leadership and service and we recognize that Board service is often a thankless responsibility.

To begin preparing for the upcoming fiscal year, Staff would like to finalize our meeting times. This past year, we met on the 3rd Tuesday of each month at 5:15pm at the Bob Chisholm Community Center. If the Board elects to keep that schedule, meetings would occur on the following dates:

August 20, September 17, October 15**, November 19**, December 17, January 21, February 18, March 17, April 21, May 19, June 16

***ORPA Conference & ORPA Board Retreat*

The Board has, in the past, had an internal goal of all Directors attending no less than 9 of the meetings each year. In our previous year that goal was met.

Additionally, the Board may want to use this opportunity to reshape their meeting process. Many Special Districts and other Government agencies hold a work session each month to offset their Board Meetings. This meeting is sometimes held at a regularly scheduled date midway between the scheduled Board Meetings (for SEPRD, perhaps on the 1st Tuesday of each month).

This format would provide an opportunity for the Board to work through and discuss current challenges and questions and provide recommendations to staff. The regular Board Meetings would be more limited to action items, hearing public comment and other executive level decisions. The meeting could also be held before the Board Meeting each month.

Please consider the preferred format, date and time of the SEPRD Board Meetings for the upcoming year and be prepared for discussion and motion to finalize the schedule at the upcoming Board Meeting on July 16, 2019.

Thank you for your service to the District,

Skyler Archibald
Executive Director, SEPRD

SUNSET EMPIRE
PARK + RECREATION DISTRICT

July 9, 2019

To: SEPRD Board of Directors
From: Skyler Archibald, SEPRD Executive Director
Re: Board Vacancy Process

Directors,

Thank you for serving the Sunset Empire Park & Recreation District and giving of your time and talents to our community.

As you know, we have a vacancy on the Board for Position #1, vacated by Veronica Russell. It is necessary for this vacancy to be filled in expedient fashion.

As of time of writing, District Staff has received notification of interest from three individuals: Katharine Parker, Patrick Duhachek and Rodney Roberts. However, the application period does not close until Monday, July 15.

The individual selected will serve the remainder of that District's term which expires on June 30, 2021.

District staff will prepare interviews with the candidates upon your request.

Thank you for your service to the District,

Skyler Archibald
Executive Director, SEPRD

SUNSET EMPIRE
PARK + RECREATION DISTRICT

July 9, 2019

To: SEPRD Board of Directors
From: Skyler Archibald, SEPRD Executive Director
Re: SEPRD Community Survey

Directors,

One of the goals established by the Board for this calendar year was to get a better sense of the District's reputation and perception in our community using surveys and feedback tools.

In February the District began using a survey kiosk which has rotated throughout the District facilities and provided some valuable feedback.

Additionally, the District will look to deliver a Community Survey in August. A draft of the questions are attached. The District staff has set internal goals for the number of respondents and will use all available marketing channels to encourage that response.

Please review the questions and let me know if you have feedback. Thank you for your service to the District.

Skyler Archibald
Executive Director, SEPRD

SUNSET EMPIRE
PARK + RECREATION DISTRICT

Sunset Empire Park & Recreation District Community Survey

Please rate your level of agreement with the following statements:

* 1. High quality recreation programs and facilities are meaningful to the overall quality of life for district residents and guests.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
○	○	○	○	○

* 2. The Sunset Empire Park & Recreation District programs and facilities for children and adults are important to the overall quality of life in the community.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
○	○	○	○	○

SUNSET EMPIRE
PARK + RECREATION DISTRICT

Sunset Empire Park & Recreation District Community Survey

Program & Facility Review

* 3. Which of these facilities have been used by you or anyone in your household in the last 12 months?

- [ ] Sunset Pool
- [ ] Broadway Park
- [ ] Seaside Youth Center
- [ ] Mary Blake Playhouse
- [ ] Bob Chisholm Community Center
- [ ] Basketball Court and Playground near Seaside Youth Center
- [ ] Community Garden Space
- [ ] I have not visited any of these facilities in the last 12 months.

* 4. Would you recommend the Sunset Empire Park & Recreation District to a friend or colleague?

- ◯ Yes
- ◯ No

* 5. How do you rate the variety of classes, programs and events offered by the Sunset Empire Park & Recreation District?

Poor	Fair	Average	Good	Excellent	N/A
					◯

* 6. How do you rate the value of classes, programs and events offered by the Sunset Empire Park & Recreation District?

Poor	Fair	Average	Good	Excellent	N/A
					◯

7. What programs or facilities do you wish that SEPRD offered but does not currently?

SUNSET EMPIRE
PARK + RECREATION DISTRICT

Sunset Empire Park & Recreation District Community Survey

* 8. If you have used SEPRD programs in the past, how did you register?

- [ ] Using our online system
- [ ] In person at the Sunset Pool Front Desk
- [ ] In person at the Bob Chisholm Community Center
- [ ] Over the phone
- [ ] Other
- [ ] Haven't registered for a District program

* 9. How do you currently receive information about the Sunset Empire Park & Recreation District?

- [ ] SEPRD Program Guide
- [ ] District Website (www.sunsetempire.com)
- [ ] Facebook
- [ ] Instagram
- [ ] Radio Advertisements
- [ ] Daily Astorian/Seaside Signal coverage
- [ ] SEPRD Electronic Readerboard
- [ ] In person at the Sunset Pool/Bob Chisholm Community Center
- [ ] Over the Phone
- [ ] From a Friend/Colleague
- [ ] Other (please specify)

* 10. How do you prefer to receive information about the Sunset Empire Park & Recreation District?

- [ ] SEPRD Program Guide
- [ ] District Website (www.sunsetempire.com)
- [ ] Facebook
- [ ] Instagram
- [ ] Radio Advertisements
- [ ] Daily Astorian/Seaside Signal coverage
- [ ] SEPRD Electronic Readerboard
- [ ] In person at the Sunset Pool/Bob Chisholm Community Center
- [ ] Over the Phone
- [ ] From a Friend/Colleague
- [ ] Other (please specify)

* 11. How do you feel about the SEPRD Program Guide, published three times each year?

Not useful at all — Neutral — Extremely Useful

SUNSET EMPIRE PARK + RECREATION DISTRICT

Sunset Empire Park & Recreation District Community Survey

Demographic Information

To ensure that we've reached a wide range of respondents, please share a bit of information about yourself.

* 12. What is your age?

- ◯ Under 18
- ◯ 18-24
- ◯ 25-34
- ◯ 35-44
- ◯ 45-54
- ◯ 55-64
- ◯ 65+

13. What is your gender?

- ◯ Female
- ◯ Male
- ◯ Prefer not to answer

14. What is your annual household income?

- ◯ Under $15,000
- ◯ Between $15,000 and $29,999
- ◯ Between $30,000 and $49,999
- ◯ Between $50,000 and $74,999
- ◯ Between $75,000 and $99,999
- ◯ Between $100,000 and $150,000
- ◯ Over $150,000

15. Please specify your Ethnicity

- ◯ White or Caucasian
- ◯ Black or African American
- ◯ Hispanic or Latino
- ◯ Asian or Asian American
- ◯ American Indian or Alaska Native
- ◯ Native Hawaiian or other Pacific Islander
- ◯ Prefer not to answer
- ◯ Another race

SUNSET EMPIRE
PARK + RECREATION DISTRICT

Sunset Empire Park & Recreation District Community Survey

* 16. Do you have children/grandchildren in your household?

- ◯ Yes
- ◯ No

SUNSET EMPIRE
PARK + RECREATION DISTRICT

Sunset Empire Park & Recreation District Community Survey

17. How many children/grandchildren reside in your household?

- ◯ 1
- ◯ 2
- ◯ 3
- ◯ 4
- ◯ 5
- ◯ 6
- ◯ More than 6

SUNSET EMPIRE
PARK + RECREATION DISTRICT

Sunset Empire Park & Recreation District Community Survey

18. Thank you for your time. Is there anything else that you'd like to share with us?

19. Thank you for taking the time to complete the community survey. If you'd like, please enter your contact information below for an opportunity to win a Fitbit Versa or a 3-Month Family Pass.

Name

Email Address

Phone Number