

**Sunset Empire Park & Recreation District  
Board Meeting Agenda**

**Tuesday, May 24, 2022, 5:15pm**

**Bob Chisholm Community Center, 1225 Avenue A, Seaside, OR 97138**

The SEPRD Board will meet in person following guidance from the State of Oregon. For those that do not prefer to attend in person, the Board will accept written public comment to [info@sunsetempire.com](mailto:info@sunsetempire.com). The Board Meeting will be available via the District's YouTube page at: <https://youtu.be/AbmFwDqsYuc>

1. Call to Order
2. Pledge of Allegiance
3. Proclamation for Pride Month
4. Declaration of Potential Conflict of Interest
5. Request for partnership: Seaside School District Robotics Club
6. Public Comment
7. Correspondence
8. Recognition of SEPRD Employee of the Month: Erin Reding
9. Approval of Board Meeting Minutes: April 26, 2022
10. Review Financials: April 2022
11. Staff Presentation- Chris McCollister, Finance Manager
12. Old Business
  - A. Policy on Youth Programs for Employees
  - B. Fee Review
  - C. SRC Occupancy
13. New Business
  - A. SDAO Board Policy for Insurance Discount
  - B. SRC Surplus Items
14. Executive Director Report
  - A. District Goals Update
  - B. Roundhouse Foundation Grant
  - C. District Budget Timeline
  - D. Special Events/Meetings Upcoming
    1. SEPRD Pickleball Tournament- Slices in the Kitchen- June 10-12
    2. Farmers Market- June 15, 2-6pm (Wednesdays until September)
    3. June Board Meeting- June 28
    4. July Board Meeting- July 26
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.

ORS 192.670 requires public bodies to provide members of the general public an opportunity to access and attend the meeting via virtual means and provide an opportunity for oral testimony to be provided via technology. For SEPRD, individuals that would like to offer public comment virtually can do so by accessing the meeting using the Zoom information here:

**SEPRD is inviting you to a scheduled Zoom meeting.**

Topic: SEPRD Board Meeting- Public Comment

Time: May 24, 2022 05:15 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86971893644?pwd=Z20xMWpWbFN2dldsL3RtQWxWZHVPdz09>

Meeting ID: 869 7189 3644

Passcode: 990515

One tap mobile

+13462487799,,86971893644#,,,,\*990515# US (Houston)

+16699006833,,86971893644#,,,,\*990515# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 869 7189 3644

Passcode: 990515

Find your local number: <https://us02web.zoom.us/j/86971893644?pwd=Z20xMWpWbFN2dldsL3RtQWxWZHVPdz09>

## PROCLAMATION

Recognizing the month of June as LGBTQIA+ Pride Month in the Sunset Empire Park and Recreation District – Clatsop County, OR.

**WHEREAS**, the Sunset Empire Park and Recreation District has a diverse Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex, Allied (LGBTQIA+) community and is committed to supporting visibility, dignity and equality for all people in the community; and

**WHEREAS**, many of the residents, students, employees, and business owners within the District who contribute to the enrichment of our community are a part of the LGBTQIA+ community; and

**WHEREAS**, various advancements have been made with respect to equitable treatment of LGBTQIA+ persons throughout the nation, there continues to be some opposition against people from this community and around the world making it important for governments like Sunset Empire Park and Recreation District to stand up and show support for our residents who are affected; and

**WHEREAS**, many states, counties, cities, and districts in the United States and around the world recognize and celebrate June as LGBTQIA+ Pride Month; and

**WHEREAS**, June has become a symbolic month in which LGBTQIA+ people and supporters come together in various celebrations of pride; and

**WHEREAS**, the rainbow flag, also known as the LGBT pride flag, has been used since 1978 as a symbol of LGBTQIA+ social movements; and

**NOW THEREFORE**, the Board of Directors of the Sunset Empire Park and Recreation District – Clatsop County, Oregon does hereby declare the month of June as LGBTQIA+ Pride Month in the district and invites everyone to reflect on ways we all can live and work together with a commitment of mutual respect and understanding.

---

Katharine Parker, Board President

---

Michael Hinton, Board Secretary



JEFF ROBERTS, PRINCIPAL  
JASON BOYD, ASSISTANT PRINCIPAL  
WENDY CROZIER, ASSISTANT PRINCIPAL  
AARON TANABE, ATHLETIC DIRECTOR  
TRAVIS CAVE, COUNSELOR  
JOANNE KALLUNKI, COUNSELOR  
JANE FORMAN, COUNSELOR

---

May 9, 2022

Board of Directors:

I am writing to express my interest in leasing a room at the recreation center for our extra-curricular high school Robotics program. This spring, Seaside Middle School made the decision to add a full-time art program to the middle school curriculum with the intent of starting the program in the fall of 2022. While we are excited about increased opportunities for our students, the unintended consequence is displacement of some of our other programs that serve students.

Currently, our Robotics program is housed in a "maker space" room. This "maker space" is the only suitable space to add an art classroom and there are no other other classrooms or areas available to relocate the Robotics program within our current building.

The Robotics team is an extracurricular activity for students that takes place after school hours. While we are seeking a lease for a 12 month period, the busy season for our Robotics program typically runs November through April. The current recreation space is attractive because of the large classrooms that are available to complete their build, access to a wide open space for practice (cafeteria), and we have the ability to easily transport students to the recreation center after school without having to run a special bus route to make the program accessible for students. Our robotics team is lead by one head coach, who is also a full-time employee of the district, and two assistant coaches. The team typically has 12-15 students actively participating.

I had an opportunity to meet with Director Archibald on Monday, May 9th to review a couple of classroom options in the building. I believe that we were able to locate a couple of classrooms that were suitable and would meet the needs of our program. We would be interested in relocating our equipment in July or August to ensure that our art teaching space was available for set up prior to the new school year beginning.

Thank you for your consideration in supporting this program and I look forward to continuing this discussion with you.

Regards,

Jeff Roberts



**PAUSE FOR APPLAUSE**

**MAY WINNER**

AWARDED TO:

**ERIN REDING**

In recognition of superior service to the  
District, its patrons, and colleagues.

**Skyler Archibald**  
EXECUTIVE DIRECTOR

**Katharine Parker**  
BOARD PRESIDENT



**BOARD MEETING MINUTES****SUNSET EMPIRE PARK & RECREATION DISTRICT****APRIL 26, 2022, 5:15PM***This meeting was held in person at the Bob Chisholm Community Center.*

|   |   |
|---|---|
| <b>CALL TO ORDER</b>  | The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:21pm by Board President Katharine Parker.  |
| <b>ATTENDANCE</b>   | <b>Present:</b> Katharine Parker, Michael Hinton, Su Coddington Celeste Bodner, Erika Marshall: Directors<br><b>Absent:</b> None<br><b>Also Present:</b> Skyler Archibald, Darren Gooch, Chris McCollister, Jennifer McCollister: SEPRD Staff   |
| <b>PLEDGE OF ALLEGIANCE</b>   | Led by Parker.  |
| <b>CONFLICT OF INTEREST</b>   | No Directors declared a conflict of interest.   |
| <b>2020-2021 AUDIT RESULTS WITH KERN&amp;THOMPSON CPA</b>                         | The Board received the Audit results from the 2020-2021 Fiscal Year and heard information from Richard Proulx from Kern& Thompson, the lead auditor for the District. The District received a clean audit with no significant concerns. <i>After review, the Board unanimously approved the results of the audit (Hinton/Coddington).</i>   |
| <b>PUBLIC COMMENT</b>   | There was no public comment offered.  |
| <b>CORRESPONDENCE</b>   | There was one item of correspondence included in the packet. The Assistance League of the Columbia Pacific, a local non-profit, requested space in the Sunset Recreation Center for the Cinderella's Closet program. The Board reviewed the request and asked staff to get more information from the requestor.   |
| <b>RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH FOR APRIL: JENNIFER MCCOLLISTER</b> | The Board recognized the work of Jennifer McCollister. Jennifer has been with the District for six years and has been an influential teacher in the Learning Ladder preschool and a valuable member of the Youth Programs team. Thank you Jennifer for your hard work for SEPRD!  |
| <b>APPROVAL OF BOARD MEETING AND WORKSHOP MINUTES</b>                             | <p>The Board reviewed the meeting minutes from the Board Meeting on March 29. <i>After review, the Board unanimously approved the March 29, 2022 Board Meeting Minutes (Hinton/Coddington).</i></p> <p>The Board reviewed the minutes from the Board Workshops held on March 29 and April 4. <i>After review, the Board unanimously approved the March 29, 2022 Board Workshop Minutes (Hinton/Coddington) and the Board unanimously approved the April 4, 2022 Board Workshop Minutes (Hinton/Bodner).</i></p> |

**REVIEW OF FINANCIALS**

The Board reviewed the Financial Reports from March 2022. After review, *the Board voted unanimously to approve the financial report as presented from March (Bodner/Marshall).*

**OLD BUSINESS**

BUDGET COMMITTEE COMPOSITION: Mr. Archibald and the Board discussed the Budget Committee composition. The Board received a letter of resignation from Budget Committee Member Robert Gazewood. The Board asked staff to prepare a letter of appreciation to those who had served previously on the Budget Committee. *After discussion the Board voted unanimously to accept the applications of Marcus Runkle, Jamie Bingham and Kyle Gorman to fill the vacancies on the Budget Committee (Bodner/Hinton).*

**NEW BUSINESS**

SUNSET RECREATION CENTER STRATEGIC PLAN: The Board received the Project Summary Report and Five-Year Financial Forecast prepared by the District's Consultant: the Sports Facilities Advisory company. The Board and staff had a great discussion about the next steps for the facility, how to share the information with the general public and the hopes for using the documents as jumping off points for future growth and developments.

BROADWAY FIELD UPDATE: The Board had a discussion about the potential modifications to Broadway Field. SEPRD is working with partners (City & SSD) to find solutions to the Title IX issue regarding the softball field. All parties are awaiting land survey results.

POLICY ON YOUTH PROGRAMS FOR EMPLOYEES: The Board and Staff discussed the possibility of adding a new benefit for employees as part of their compensation package: a possible discount on youth programs for eligible employees. The policy is legally permissible so long as it is adopted policy by the Board and available to employees as part of their compensation. The Board asked staff to continue working on the policy for review.

JUNE BOARD MEETING & WORKSHOP SCHEDULE: The Board discussed their meeting schedule for June. Mr. Archibald will not be in attendance at the June meeting on June 28. The Board will meet for a workshop on Tuesday, June 7 at 4:30pm.

**EXECUTIVE DIRECTOR  
REPORT & DATES  
UPCOMING**

Mr. Archibald provided brief updates to the Board on the following topics:

- District Goals Update: Mr. Archibald provided a recap and update regarding the District Goals for 2022.
- Foundation Grantwriter: Mr. Archibald shared that the Foundation has successfully hired a grantwriter to help develop funding strategies for the Sunset Recreation Center.
- Egg Hunt Recap: The District held a very successful Egg Hunt & Treasure Dive on April 16. There were over 1,500 participants and great weather!

- Sip & Savor 2022: The Foundation and Rotary Foundation will hold their fundraiser on Sunday, May 1.
- The Board had a discussion on the current fee structure and potential changes for that structure.

#### BOARD COMMENT

**Director Marshall** shared that how grateful she was to have access to the facilities at the SRC and Broadway Field for youth sports and noted the work of staff in working to utilize the spaces available.

**Director Coddington** shared her positive feedback on the audit and her gratitude for the Board and staff to continue working as a team. She also thanked Chris and Darren for their work on the budget. She also asked a question about the shower voucher program.

**Vice-President Bodner** shared her enthusiasm for the open road ahead and gratitude that there is a strong foundation for good work to continue.

**Secretary Hinton** shared his appreciation for the work of the Board and commented about a recent trip to visit family in Arizona where his granddaughter was hired as a lifeguard.

**Board President Parker** thanked the staff for their work and noted the contributions of aquatic staff that attended and completed their LGIT training.

#### ADJOURNMENT

*The meeting was adjourned at 7:53pm by Board President Parker.*

---

Skyler Archibald, Exec. Director

---

Katharine Parker, Board President



# Sunset Empire Park & Recreation District

## Revenue and Expense Report

AD= Administration AQ= Aquatics BF= Building Fund BRF= Broadway Field Fund CC= Community Center

MNT= Maintenance RC= Recreation SE= Special Events SRC= Sunset Recreation Center YC= Youth Center

Current percentage of the fiscal year: **83.29%**

| Through April 30, 2022                   | FY-to-Date          | Annual Budget       | Remaining         | % Used        |
|--|---------------------|---------------------|-------------------|---------------|
| <b>REVENUES--</b>                        |                     |                     |                   |               |
| Aquatics                                 | 149,402.48          | 116,000.00          | -33,402.48        | 128.80%       |
| Building Fund                            | 0.00                | 279,400.00          | 279,400.00        | 0.00%         |
| Broadway Field Fund                      | 14,104.95           | 30,806.00           | 16,701.05         | 45.79%        |
| Community Center                         | 74,456.17           | 74,100.00           | -356.17           | 100.48%       |
| Recreation                               | 38,777.61           | 52,875.00           | 14,097.39         | 73.34%        |
| Special Events                           | 21,288.75           | 28,000.00           | 6,711.25          | 76.03%        |
| Sunset Recreation Center                 | 65,599.66           | 203,718.00          | 138,118.34        | 32.20%        |
| Youth Center                             | 220,108.48          | 238,875.00          | 18,766.52         | 92.14%        |
| Taxes & Other                            | 1,821,726.12        | 1,928,196.00        | 106,469.88        | 94.48%        |
| <b>Total Revenues</b>                    | <b>2,405,464.22</b> | <b>2,951,970.00</b> | <b>546,505.78</b> | <b>81.49%</b> |
| <b>EXPENSES--</b>                        |                     |                     |                   |               |
| AD Staffing                              | 285,576.57          | 292,413.00          | 6,836.43          | 97.66%        |
| AD PR Taxes and Benefits                 | 83,768.68           | 129,922.00          | 46,153.32         | 64.48%        |
| AD Materials, Supplies, and Services     | 199,683.16          | 146,800.00          | -52,883.16        | 136.02%       |
| Sub-total AD Expenses                    | 569,028.41          | 569,135.00          | 106.59            | 99.98%        |
| AQ Staffing                              | 379,028.85          | 392,062.00          | 13,033.15         | 96.68%        |
| AQ PR Taxes and Benefits                 | 44,076.53           | 90,462.00           | 46,385.47         | 48.72%        |
| AQ Materials, Supplies, and Services     | 71,891.50           | 128,100.00          | 56,208.50         | 56.12%        |
| Sub-total AQ Expenses                    | 494,996.88          | 610,624.00          | 115,627.12        | 81.06%        |
| BF Capital Expense                       | 0.00                | 279,400.00          | 279,400.00        | 0.00%         |
| Sub-total BF Expenses                    | 0.00                | 279,400.00          | 279,400.00        | 0.00%         |
| BRF Staffing                             | 2,408.96            | 11,700.00           | 9,291.04          | 20.59%        |
| BRF PR Taxes and Benefits                | 48.00               | 2,106.00            | 2,058.00          | 2.28%         |
| BRF Materials, Supplies, and Services    | 7,174.36            | 17,000.00           | 9,825.64          | 42.20%        |
| Sub-total BRF Expenses                   | 9,631.32            | 30,806.00           | 21,174.68         | 31.26%        |
| CC Staffing                              | 100,317.86          | 101,802.00          | 1,484.14          | 98.54%        |
| CC PR Taxes and Benefits                 | 7,691.97            | 21,422.00           | 13,730.03         | 35.91%        |
| CC Material, Supplies, and Services      | 10,359.42           | 7,500.00            | -2,859.42         | 138.13%       |
| Sub-total CC Expenses                    | 118,369.25          | 130,724.00          | 12,354.75         | 90.55%        |
| MNT Staffing                             | 178,557.57          | 168,176.00          | -10,381.57        | 106.17%       |
| MNT PR Taxes and Benefits                | 35,309.95           | 57,848.00           | 22,538.05         | 61.04%        |
| MNT Materials, Supplies, and Services    | 41,600.68           | 98,700.00           | 57,099.32         | 42.15%        |
| Sub-total MNT Expenses                   | 255,468.20          | 324,724.00          | 69,255.80         | 78.67%        |
| RC Staffing                              | 33,680.67           | 44,758.00           | 11,077.33         | 75.25%        |
| RC PR Taxes and Benefits                 | 7,848.43            | 14,858.00           | 7,009.57          | 52.82%        |
| RC Materials, Supplies, and Services     | 14,981.67           | 41,750.00           | 26,768.33         | 35.88%        |
| Sub-total RC Expenses                    | 56,510.77           | 101,366.00          | 44,855.23         | 55.75%        |
| SE Staffing                              | 42,448.19           | 35,925.00           | -6,523.19         | 118.16%       |
| SE PR Taxes and Benefits                 | 22,959.17           | 31,214.00           | 8,254.83          | 73.55%        |
| SE Materials, Supplies, and Services     | 22,333.69           | 12,050.00           | -10,283.69        | 185.34%       |
| Sub-total SE Expenses                    | 87,741.05           | 79,189.00           | -8,552.05         | 110.80%       |
| SRC Staffing                             | 0.00                | 3,900.00            | 3,900.00          | 0.00%         |
| SRC PR Taxes and Benefits                | 0.00                | 702.00              | 702.00            | 0.00%         |
| SRC Materials, Supplies, and Services    | 272,459.04          | 469,669.00          | 197,209.96        | 58.01%        |
| Sub-total SRC Expenses                   | 272,459.04          | 474,271.00          | 201,811.96        | 57.45%        |
| YC Staffing                              | 326,181.13          | 385,125.00          | 58,943.87         | 84.69%        |
| YC PR Taxes                              | 38,100.93           | 90,113.00           | 52,012.07         | 42.28%        |
| YC Materials, Supplies, and Services     | 55,162.72           | 42,900.00           | -12,262.72        | 128.58%       |
| Sub-total YC Expenses                    | 419,444.78          | 518,138.00          | 98,693.22         | 80.95%        |
| <b>Total Expenses</b>                    | <b>2,283,649.70</b> | <b>3,118,377.00</b> | <b>834,727.30</b> | <b>73.23%</b> |
| <b>Revenues Plus Net Working Capital</b> | <b>2,909,633.22</b> | <b>3,456,139.00</b> | <b>546,505.78</b> | <b>84.19%</b> |



# Sunset Empire Park & Recreation Dist, OR

## Check Report

By Check Number

Date Range: 04/01/2022 - 04/30/2022

| Vendor Number              | Vendor Name                              | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|----------------------------|--|--------------|--------------|-----------------|----------------|--------|
| Bank Code: General-General |  |              |              |                 |                |        |
| 00829                      | ACE HARDWARE - SEASIDE                   | 04/06/2022   | Regular      | 0.00            | 190.91         | 46309  |
| VEN01085                   | Alejandro Tello Altamirano               | 04/06/2022   | Regular      | 0.00            | 200.00         | 46310  |
| 00549                      | BUILDERS FIRSTSOURCE                     | 04/06/2022   | Regular      | 0.00            | 323.56         | 46311  |
| 00649                      | CTL CORPORATION                          | 04/06/2022   | Regular      | 0.00            | 596.00         | 46312  |
| VEN01088                   | Deejae Snider                            | 04/06/2022   | Regular      | 0.00            | 50.00          | 46313  |
| 00460                      | DEX IMAGING                              | 04/06/2022   | Regular      | 0.00            | 771.30         | 46314  |
| 00951                      | EO MEDIA GROUP                           | 04/06/2022   | Regular      | 0.00            | 255.00         | 46315  |
| VEN01086                   | Kyle Schmitt                             | 04/06/2022   | Regular      | 0.00            | 52.00          | 46316  |
| 01578                      | MELISSA OUSLEY                           | 04/06/2022   | Regular      | 0.00            | 110.96         | 46317  |
| 00187                      | NAPA Auto Parts                          | 04/06/2022   | Regular      | 0.00            | 192.40         | 46318  |
| 00150                      | NORTHWEST NATURAL                        | 04/06/2022   | Regular      | 0.00            | 7,365.90       | 46319  |
| 00161                      | PACIFIC POWER                            | 04/06/2022   | Regular      | 0.00            | 4,882.38       | 46320  |
| VEN01087                   | Reserve at Gearhart                      | 04/06/2022   | Regular      | 0.00            | 100.00         | 46321  |
| 00434                      | RICOH USA                                | 04/06/2022   | Regular      | 0.00            | 43.06          | 46322  |
| 01133                      | SDIS                                     | 04/06/2022   | Regular      | 0.00            | 12,168.19      | 46323  |
| 00531                      | SUNSET EMPIRE PARK & REC DIST FOUNDATION | 04/06/2022   | Regular      | 0.00            | 927.00         | 46324  |
| 01778                      | TYLER TECHNOLOGIES INC                   | 04/06/2022   | Regular      | 0.00            | 2,650.50       | 46325  |
| 00454                      | WALTER NELSON CO.                        | 04/06/2022   | Regular      | 0.00            | 267.40         | 46326  |
| 01726                      | Wilcox & Flegel                          | 04/06/2022   | Regular      | 0.00            | 42.68          | 46327  |
| 00312                      | AIRGAS USA, LLC                          | 04/14/2022   | Regular      | 0.00            | 1,316.07       | 46328  |
| VEN01089                   | Breanna Downey                           | 04/14/2022   | Regular      | 0.00            | 135.00         | 46329  |
| 00297                      | CASH                                     | 04/14/2022   | Regular      | 0.00            | 200.00         | 46330  |
| 00186                      | CITY OF SEASIDE                          | 04/14/2022   | Regular      | 0.00            | 45.80          | 46331  |
| 00186                      | CITY OF SEASIDE                          | 04/14/2022   | Regular      | 0.00            | -45.80         | 46331  |
| 01510                      | COASTCOM                                 | 04/14/2022   | Regular      | 0.00            | 1,233.24       | 46332  |
| 01223                      | Jeane Jensen                             | 04/14/2022   | Regular      | 0.00            | 1,125.00       | 46333  |
| 00526                      | Megan McKeown                            | 04/14/2022   | Regular      | 0.00            | 230.27         | 46334  |
| 01079                      | OHANA MEDIA GROUP, LLC                   | 04/14/2022   | Regular      | 0.00            | 354.00         | 46335  |
| 00156                      | ORPA                                     | 04/14/2022   | Regular      | 0.00            | 100.00         | 46336  |
| 01129                      | Pacific Alarm Systems                    | 04/14/2022   | Regular      | 0.00            | 396.00         | 46337  |
| 01040                      | RECOLOGY WESTERN OREGON                  | 04/14/2022   | Regular      | 0.00            | 783.32         | 46338  |
| 01133                      | SDIS                                     | 04/14/2022   | Regular      | 0.00            | 654.00         | 46339  |
| 01778                      | TYLER TECHNOLOGIES INC                   | 04/14/2022   | Regular      | 0.00            | 210.00         | 46340  |
| 00454                      | WALTER NELSON CO.                        | 04/14/2022   | Regular      | 0.00            | 246.68         | 46341  |
| 01748                      | Bonnie Marlene Ruch                      | 04/14/2022   | Regular      | 0.00            | 50.00          | 46342  |
| 01492                      | LEVI CONNER                              | 04/15/2022   | Regular      | 0.00            | 118.99         | 46343  |
| 00882                      | LOGOTEK, INC.                            | 04/15/2022   | Regular      | 0.00            | 496.50         | 46344  |
| 01656                      | Oregon Secretary of State Audit Division | 04/15/2022   | Regular      | 0.00            | 250.00         | 46345  |
| VEN01090                   | Seaside Middle School                    | 04/15/2022   | Regular      | 0.00            | 200.00         | 46346  |
| 00531                      | SUNSET EMPIRE PARK & REC DIST FOUNDATION | 04/15/2022   | Regular      | 0.00            | 243.56         | 46347  |
| 00186                      | CITY OF SEASIDE                          | 04/19/2022   | Regular      | 0.00            | 2,614.97       | 46348  |
| VEN01095                   | Debbie Kenyon                            | 04/19/2022   | Regular      | 0.00            | 22.90          | 46349  |
| 00096                      | GEORGIE'S CERAMIC & CLAY                 | 04/19/2022   | Regular      | 0.00            | 625.10         | 46350  |
| 00099                      | GRAINGER                                 | 04/19/2022   | Regular      | 0.00            | 479.33         | 46351  |
| VEN01091                   | Mackenzie Greenwell                      | 04/19/2022   | Regular      | 0.00            | 54.93          | 46352  |
| VEN01094                   | Randy Reith                              | 04/19/2022   | Regular      | 0.00            | 22.90          | 46353  |
| 00577                      | RICOH USA                                | 04/19/2022   | Regular      | 0.00            | 79.65          | 46354  |

**All Bank Codes Check Summary**

| Payment Type   | Payable<br>Count | Payment<br>Count | Discount    | Payment          |
|----------------|------------------|------------------|-------------|------------------|
| Regular Checks | 51               | 47               | 0.00        | 43,797.45        |
| Manual Checks  | 0                | 0                | 0.00        | 0.00             |
| Voided Checks  | 0                | 1                | 0.00        | -45.80           |
| Bank Drafts    | 0                | 0                | 0.00        | 0.00             |
| EFT's          | 0                | 0                | 0.00        | 0.00             |
|                | <b>51</b>        | <b>48</b>        | <b>0.00</b> | <b>43,751.65</b> |

**Fund Summary**

| Fund | Name        | Period | Amount           |
|------|-------------|--------|------------------|
| 999  | Pooled Cash | 4/2022 | 43,751.65        |
|      |             |        | <b>43,751.65</b> |

Chris  
McCollister

Finance  
Manager



1

Agenda

01 Introduction

02 Day to day finance life


03 Projects


04 What's next


05 Closing

2

01 Introduction








- Importance of family
- Finance Manager August 2021 - Present
- BA in Accounting/ MBA In Accounting
- Multiple roles with the district before becoming Finance Manager

3

Roles in the District

- 2002-2012: Youth Programs, and recreation
- 2017-2021: Aquatics, and Admin



4

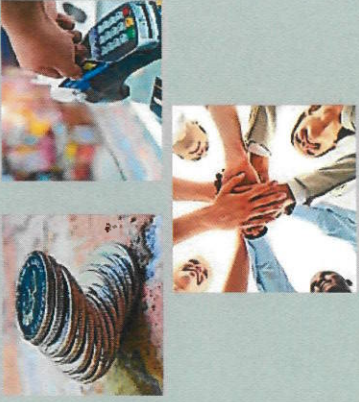


## 02 Day to day finance life

5

### Daily

- Daily money balancing
- Daily CCT processing
- Provide assistance to management as needed



6

### Monthly, Quarterly, Annually

- Payroll/Payroll tax
- Bank reconciliations
- Foundation Taxes



7

## 03 Projects

8



# Projects

- 1<sup>st</sup> Audit process
- 1<sup>st</sup> Budget process
- 110% Cost recovery
- Executive Software

9

# 04 What's next

10

# Goals for FY:22/23

- Streamline our POS and Money balancing
- Complete the scheduling aspect of Executive
- Revamp monthly budget reviews with management
- Dive deeper into our current cost recovery percentages

11

# Principles for Leadership

## 1. SWEEP THE SHEDS

Never be too big to do the small things that need to be done.

Rugby is a team sport and everyone needs to contribute on and off the field. Richie McCow might be considered a legend of the game but he and other well known players are just some of the players who have helped the All Blacks through their journey to the top of the world.

## 4. PASS THE BALL

Leaders Create Leaders.

In rugby the captain is just one leader on the field but successful teams have many leaders. The All Blacks have leaders throughout their ranks. Take responsibility.

## 14. BE A GOOD ANCESTOR

Plant trees you'll never see.

The All Blacks often speak of their responsibility to protect and enhance the reputation of the team for as long as they are chosen to wear the green jersey as well as the responsibility to the players who follow in their footsteps. It's not about personal glory, it's about the team. Play for the name on the front of the shirt, not the back.

12

05

Closing

Thank you for getting to know me in my new role. I look forward to discovering new ways for our finance department to continue to grow and support the district.

13

May 24, 2022

To: SEPRD Board of Directors  
Re: Youth Program Benefit for Employees

Directors,

Thank you for your feedback and willingness to engage in dialogue regarding a potential addition to the official compensation for District employees for youth programs. Staff have worked on creating a policy for your review. We have also gathered information from other agencies who provide a similar benefit to employees. Lastly, this policy has been reviewed by the District's counsel- Eileen Eakins.

As a reminder, Oregon law allows public employees to receive discounts on services from their public employer if the discount is part of a formally approved "official compensation package" [ORS 244.040(2)]. Approval of the proposed policy would make it part of our employees' official compensation package, along with other employee benefits.

#### **Name of Policy:** Youth Program Benefit for SEPRD Employees

**Introduction:** The Sunset Empire Park & Recreation District has strong desire to recruit and retain the best workforce to help provide our important services to the community. As such, we work to provide compensation and a working environment that is attractive and enriching to individuals. Included in that is the compensation available to all employees, including this benefit.

The youth program benefit is designed to reduce barriers to employment and retention and provide employees of the District with access to youth programs of the District including preschool, after school zone and summer camp. The access could also include programs awaiting development such as infant and toddler care. The policy or benefit does not apply to other programs of the District included but not limited to: Swim Lessons, Special Events, Learn to Surf Camps and Start Smart Sports.

It is the hope of the District that through access to the youth programs of the District, employees will be more attracted to long-term employment with SEPRD and will be engaged, productive and happy employees.

#### **Policy Details:**

It is the policy of the District that the benefit applies to employees whose children or dependents meet the following criteria:

- Child/dependent resides in the same household all or part of the time
- Employee has legal guardianship of the child/dependent

There is no limit on the number of children that this policy could apply to at any given time, provided the criteria are met.

- The Youth Program Benefit is available to all District employees that meet the following criteria:
  - Completed their initial onboarding and probation period of employment (typically 90 days)
  - Are working at least 20 hours per week
- Employees requesting the Youth Program Benefit will be evaluated based on the average amount of hours worked per week using the following scale:

| Amount of Hours Worked (Average) | Eligibility Status | Discount Available |
|----------------------------------|--------------------|--------------------|
| 0-20 Hours                       | Not Eligible       | N/A                |
| 20-25 Hours                      | Eligible           | 30%                |
| 25-30 Hours                      | Eligible           | 40%                |
| 30-40 Hours                      | Eligible           | 50%                |

- The Youth Program Benefit is only available to employees when:
  - The employee is in good standing with the District
  - The requested program has space for the dependent (program space for employees' dependents).
  - Registration for the program will occur simultaneously for both patrons and employees.
  - Program slots filled by children/dependents of employees will not exceed 50% for the maximum capacity of that program. For example, if there are 50 slots in the after-school program, no more than 25 of those slots can be filled by children/dependents of employees.
- If an employee separates from employment with the District (either at the choosing of the employee or the District) the benefit will no longer be valid. The dependent may continue in the program enrolled but will do so at the regular rate.

I look forward to hearing your perspectives on this and hopefully moving forward.

Sincerely,

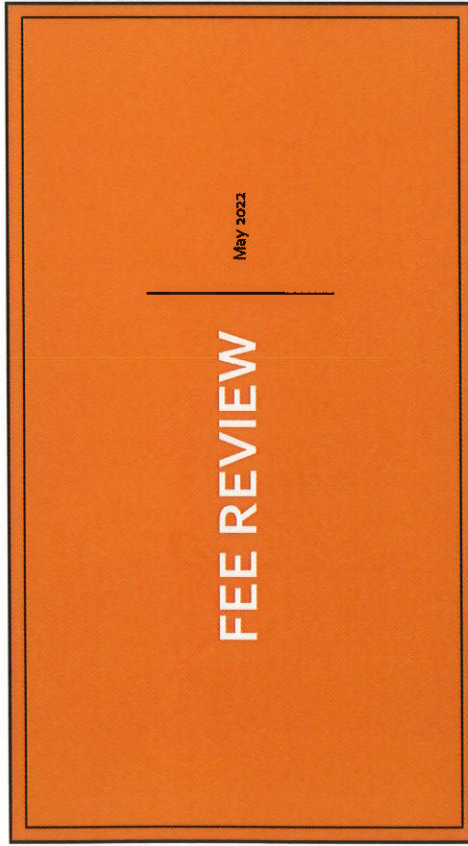


Skyler Archibald | Executive Director | Sunset Empire Park & Recreation District

1140 Broadway | Seaside, Oregon 97138

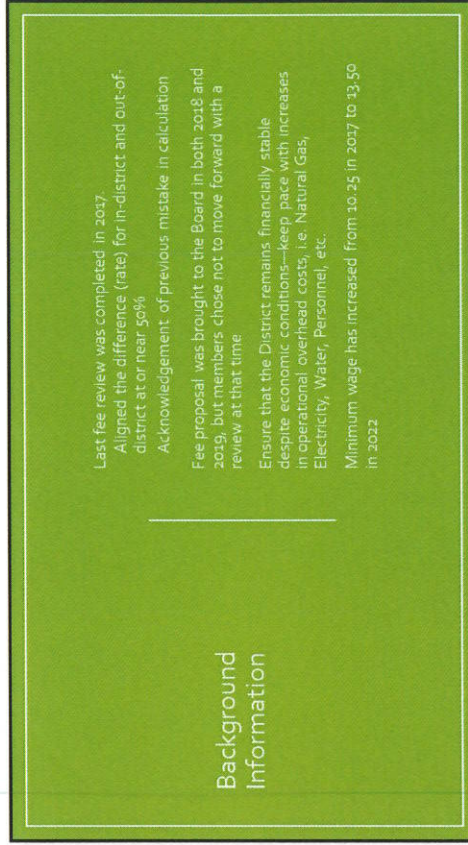
503-738-3311 | sarchibald@sunsetempire.com | sunsetempire.com





1

18



2

| Current Fees   |                  |                      |                               |
|--|------------------|----------------------|-------------------------------|
|  | IN-DISTRICT RATE | OUT-OF-DISTRICT RATE | CURRENT PERCENTAGE DIFFERENCE |
| Open Swim Single                                     | \$ 2.25          | \$ 3.25              | 45%                           |
| Open Swim Family                                     | \$ 7.50          | \$ 11.25             | 50%                           |
| Open Swim Single (10 Time Punch Pass)                | \$ 18.00         | \$ 27.00             | 50%                           |
| General Admission Single                             | \$ 6.00          | \$ 9.00              | 50%                           |
| General Admission Family                             | \$ 18.00         | \$ 27.00             | 50%                           |
| General Admission- Single (10 Time Punch Pass)       | \$ 50.00         | \$ 75.00             | 50%                           |
| Senior General Admission Single (10 Time Punch Pass) | \$ 40.00         | \$ 60.00             | 50%                           |
| Monthly Pass Single                                  | \$ 40.00         | \$ 60.00             | 50%                           |
| Monthly Pass Family                                  | \$ 70.00         | \$ 105.00            | 50%                           |
| 3 Month Pass Single                                  | \$ 90.00         | \$ 135.00            | 50%                           |
| 3 Month Pass Family                                  | \$ 175.00        | \$ 260.00            | 49%                           |
| Annual Pass Single                                   | \$ 275.00        | \$ 410.00            | 49%                           |
| Annual Pass Family                                   | \$ 525.00        | \$ 780.00            | 49%                           |

3

| Current Fees- Comparisons (2022) |                           |                               |  |  |  |
|----------------------------------|---------------------------|-------------------------------|--|--|--|
|                                  | SEPRD<br>REGULAR RATE     | SEPRD<br>NON-RESIDENT<br>RATE |  | BEND PARKS & REC<br>DISTRICT REGULAR<br>RATE | BEND PARKS & REC<br>DISTRICT<br>NON-RESIDENT<br>RATE |
| General Admission<br>Single      | \$ 6.00                   | \$ 9.00                       |  | \$ 8.00                                      | \$ 9.60  |
| 10-Visit Pass                    | \$ 50.00<br>(\$5.00/each) | \$ 75.00<br>(\$7.50/each)     |  | \$ 68.00                                     | \$ 81.60   |
|                                  | \$ 40.00                  | \$ 60.00                      |  | \$ 59.00                                     | \$ 70.80   |
| Monthly Pass                     | \$ 275.00                 | \$ 410.00                     |  | \$ 566                                       | \$ 679.20  |
| Annual Pass                      |                           |                               |  |  |  |

4



**Current Fees- Comparisons (2022)**

|                             | SEPRD<br>REGULAR RATE     | SEPRD<br>NON-RESIDENT<br>RATE | BEND PARKS &<br>REC DISTRICT<br>REGULAR RATE | BEND PARKS &<br>REC DISTRICT<br>NON-RESIDENT<br>RATE |
|-----------------------------|---------------------------|-------------------------------|--|--|
| General Admission<br>Single | \$ 6.00                   | \$ 9.00                       | \$ 8.00                                      | \$ 9.60  |
| 10-Visit Pass               | \$ 50.00<br>(\$5.00/each) | \$ 75.00<br>(\$7.50/each)     | \$ 68.00                                     | \$ 81.60   |
| Monthly Pass                | \$ 40.00                  | \$ 60.00                      | \$ 59.00                                     | \$ 70.80   |
| Annual Pass                 | \$ 275.00                 | \$ 410.00                     | \$ 566                                       | \$ 679.20  |

5

**Current Fees- Comparisons (2022)**

|                             | SEPRD<br>REGULAR RATE     | SEPRD<br>NON-RESIDENT<br>RATE | BEND PARKS &<br>REC DISTRICT<br>REGULAR RATE | BEND PARKS &<br>REC DISTRICT<br>NON-RESIDENT<br>RATE |
|-----------------------------|---------------------------|-------------------------------|--|--|
| General Admission<br>Single | \$ 6.00                   | \$ 9.00                       | \$ 8.00                                      | \$ 9.60  |
| 10-Visit Pass               | \$ 50.00<br>(\$5.00/each) | \$ 75.00<br>(\$7.50/each)     | \$ 68.00                                     | \$ 81.60   |
| Monthly Pass                | \$ 40.00                  | \$ 60.00                      | \$ 59.00                                     | \$ 70.80   |
| Annual Pass                 | \$ 275.00                 | \$ 410.00                     | \$ 566.00                                    | \$ 679.20  |

6

**Current Fees- Comparisons (2022)**

|                             | SEPRD<br>REGULAR RATE     | SEPRD<br>NON-RESIDENT<br>RATE | THPRD REGULAR<br>RATE | THPRD NON-<br>RESIDENT RATE |
|-----------------------------|---------------------------|-------------------------------|-----------------------|-----------------------------|
| General Admission<br>Single | \$ 6.00                   | \$ 9.00                       | \$ 5.25               | \$ 6.50                     |
| 10-Visit Pass               | \$ 50.00<br>(\$5.00/each) | \$ 75.00<br>(\$7.50/each)     | N/A                   |                             |
| Monthly Pass                | \$ 40.00                  | \$ 60.00                      | \$ 34.00              | \$ 42.50                    |
| Annual Pass                 | \$ 275.00                 | \$ 410.00                     | N/A                   |                             |

7

**Current Fees- Comparisons (2022)**

|                             | SEPRD<br>REGULAR RATE     | SEPRD<br>NON-RESIDENT<br>RATE | THPRD REGULAR<br>RATE | THPRD NON-<br>RESIDENT RATE |
|-----------------------------|---------------------------|-------------------------------|-----------------------|-----------------------------|
| General Admission<br>Single | \$ 6.00                   | \$ 9.00                       | \$ 5.25               | \$ 6.50                     |
| 10-Visit Pass               | \$ 50.00<br>(\$5.00/each) | \$ 75.00<br>(\$7.50/each)     | N/A                   |                             |
| Monthly Pass                | \$ 40.00                  | \$ 60.00                      | \$ 34.00              | \$ 42.50                    |
| Annual Pass                 | \$ 275.00                 | \$ 410.00                     | N/A                   |                             |

8



**Current Fees- Comparisons (2022)**

|                             | SEPRD<br>REGULAR RATE     | SEPRD<br>NON-RESIDENT<br>RATE | THPRD REGULAR<br>RATE | THPRD NON-<br>RESIDENT RATE |
|-----------------------------|---------------------------|-------------------------------|-----------------------|-----------------------------|
| General Admission<br>Single | \$ 6.00                   | \$ 9.00                       | \$ 5.25               | \$ 6.50                     |
| 10-Visit Pass               | \$ 50.00<br>(\$5.00/each) | \$ 75.00<br>(\$7.50/each)     | N/A                   | N/A                         |
| Monthly Pass                | \$ 40.00                  | \$ 60.00                      | \$ 34.00              | \$ 42.50                    |
| Annual Pass                 | \$ 275.00                 | \$ 410.00                     | N/A                   | N/A                         |

9

**Current Fees- Comparisons (2022)**

|                             | SEPRD<br>REGULAR RATE     | SEPRD<br>NON-RESIDENT<br>RATE | CHEHALEM PARK<br>& REC DISTRICT<br>REGULAR RATE | CHEHALEM PARK &<br>REC DISTRICT<br>NON-RESIDENT<br>RATE |
|-----------------------------|---------------------------|-------------------------------|---|---|
| General Admission<br>Single | \$ 6.00                   | \$ 9.00                       | \$ 8.00   | \$ 9.60   |
| 10-Visit Pass               | \$ 50.00<br>(\$5.00/each) | \$ 75.00<br>(\$7.50/each)     | \$ 68.00  | \$ 81.60  |
| Monthly Pass                | \$ 40.00                  | \$ 60.00                      | \$ 59.00  | \$ 70.80  |
| Annual Pass                 | \$ 275.00                 | \$ 410.00                     | \$ 566.00                                       | \$ 679.20   |

10

**Current Fees- Comparisons (2022)**

|                             | SEPRD<br>REGULAR RATE     | SEPRD<br>NON-RESIDENT<br>RATE | CHEHALEM PARK<br>& REC DISTRICT<br>REGULAR RATE | CHEHALEM PARK &<br>REC DISTRICT<br>NON-RESIDENT<br>RATE |
|-----------------------------|---------------------------|-------------------------------|---|---|
| General Admission<br>Single | \$ 6.00                   | \$ 9.00                       | \$ 7.50   | \$ 7.50   |
| 10-Visit Pass               | \$ 50.00<br>(\$5.00/each) | \$ 75.00<br>(\$7.50/each)     | \$ 75.00  | \$ 81.60  |
| Monthly Pass                | \$ 40.00                  | \$ 60.00                      | \$ 50.00  | \$ 63.00  |
| Annual Pass                 | \$ 275.00                 | \$ 410.00                     | \$ 512.00                                       | \$ 640.00   |

11

**Current Fees- Comparisons (2022)**

|                             | SEPRD<br>REGULAR RATE     | SEPRD<br>NON-RESIDENT<br>RATE | CHEHALEM PARK<br>& REC DISTRICT<br>REGULAR RATE | CHEHALEM PARK &<br>REC DISTRICT<br>NON-RESIDENT<br>RATE |
|-----------------------------|---------------------------|-------------------------------|---|---|
| General Admission<br>Single | \$ 6.00                   | \$ 9.00                       | \$ 7.50   | \$ 7.50   |
| 10-Visit Pass               | \$ 50.00<br>(\$5.00/each) | \$ 75.00<br>(\$7.50/each)     | \$ 75.00  | \$ 81.60  |
| Monthly Pass                | \$ 40.00                  | \$ 60.00                      | \$ 50.00  | \$ 63.00  |
| Annual Pass                 | \$ 275.00                 | \$ 410.00                     | \$ 512.00                                       | \$ 640.00   |

12

## Summary and Considerations

- By and large, SEPRD programs and access cost less than counterparts in other agencies throughout the state
- Other districts may utilize an "out-of-district rate" with rates similar or in some cases lower than SEPRD
  - The average District resident pays \$21.95 monthly in taxes to SEPRD
  - *\*based on average assessed value is \$283,900 x SEPRD permanent tax rate of .9280= average annual tax is \$263.46 (263.46/12=21.95/month)*
- Those Districts may not have the out-of-district usership dynamic of SEPRD
  - Based on that calculation it's clear that our District residents provide a significant portion of our operating budget

13

21

## Proposed Rates

- Keep resident rate intact
- Increase non-resident rate to 75% (from 50%)
- Consider eliminating the following options for out-of-district
  - Punch Passes
  - Open Swim
- *\*Considerations*
  - Some situations where having a punch pass for open swim and general admission are popular

15

### Current Fees

|  | IN-DISTRICT RATE | OUT-OF-DISTRICT RATE | CURRENT PERCENTAGE DIFFERENCE |
|--|------------------|----------------------|-------------------------------|
| Open Swim Single                                     | \$ 2.25          | \$ 3.25              | 45%                           |
| Open Swim Family                                     | \$ 7.50          | \$ 11.25             | 50%                           |
| Open Swim Single (10 Time Punch Pass)                | \$ 18.00         | \$ 27.00             | 50%                           |
| General Admission Single                             | \$ 6.00          | \$ 9.00              | 50%                           |
| General Admission Family                             | \$ 18.00         | \$ 27.00             | 50%                           |
| General Admission- Single (10 Time Punch Pass)       | \$ 50.00         | \$ 75.00             | 50%                           |
| Senior General Admission Single (10 Time Punch Pass) | \$ 40.00         | \$ 60.00             | 50%                           |
| Monthly Pass Single                                  | \$ 40.00         | \$ 60.00             | 50%                           |
| Monthly Pass Family                                  | \$ 70.00         | \$ 105.00            | 50%                           |
| 3 Month Pass Single                                  | \$ 90.00         | \$ 135.00            | 50%                           |
| 3 Month Pass Family                                  | \$ 175.00        | \$ 260.00            | 49%                           |
| Annual Pass Single                                   | \$ 275.00        | \$ 410.00            | 49%                           |
| Annual Pass Family                                   | \$ 525.00        | \$ 780.00            | 49%                           |

14

### Proposed Fees

|  | IN-DISTRICT RATE | OUT-OF-DISTRICT RATE | PROPOSED PERCENTAGE DIFFERENCE |
|--|------------------|----------------------|--------------------------------|
| Open Swim Single                                     | \$ 2.25          | \$ 4.00              | 78%                            |
| Open Swim Family                                     | \$ 7.50          | \$ 13.25             | 77%                            |
| Open Swim Single (10 Time Punch Pass)                | \$ 18.00         | \$ 31.50             | 75%                            |
| General Admission Single                             | \$ 6.00          | \$ 10.50             | 75%                            |
| General Admission Family                             | \$ 18.00         | \$ 31.50             | 75%                            |
| General Admission- Single (10 Time Punch Pass)       | \$ 50.00         | \$ 87.50             | 75%                            |
| Senior General Admission Single (10 Time Punch Pass) | \$ 40.00         | \$ 70.00             | 75%                            |
| Monthly Pass Single                                  | \$ 40.00         | \$ 70.00             | 75%                            |
| Monthly Pass Family                                  | \$ 70.00         | \$ 122.50            | 75%                            |
| 3 Month Pass Single                                  | \$ 90.00         | \$ 157.50            | 75%                            |
| 3 Month Pass Family                                  | \$ 175.00        | \$ 306.25            | 75%                            |
| Annual Pass Single                                   | \$ 275.00        | \$ 481.25            | 75%                            |
| Annual Pass Family                                   | \$ 525.00        | \$ 918.75            | 75%                            |

16

## Other Considerations

- Bring a fee review to the Board annually (Spring quarter)
- If agreed upon, September enactment



May 24, 2022

To: SEPRD Board of Directors  
Re: SDAO Board Training for Directors

Directors,

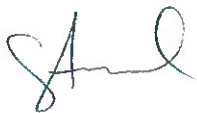
As you may know, the District contracts with SDAO to provide support and training on an abundance of resources and topics. SDAO is offering a discount on insurance services for Districts that comply with a set of requirements that, this year, are aimed at improving policy and education for Directors.

The only areas where the District is seeking compliance are the following:

- SDAO Board Leadership Academy (2 members of the Board enrolled)  
(<https://www.sdao.com/sdao-board-leadership-academy>)
  - o The Board Leadership Academy has a curriculum based course developed by SDAO and includes information on: Public Meetings, Local Budgeting, Risk Management and Human Resources.
  - o Participants have three years to complete requirements for the bronze-level certificate and can further advance to the silver or gold levels with additional training.
  - o SDAO is making additional training opportunities available for both in-person and online. I anticipate that the SDAO will also offer training opportunities at the 2023 Conference, to be held February 9-13 in Sunriver (<https://www.sdao.com/annual-conference>).
- SDAO Board Training (All Board Members must complete)
  - o Completion means participation in one of the following:
    - SDAO Board of Directors and Management Staff Regional Training
      - August (Cottage Grove, Newport, Salem)  
(<https://www.sdao.com/sdao-board-of-directors-and-management-staff-training-series>)
    - Board Duties and Responsibilities Pre-Conference Training

The work needs to be completed by the end of the calendar year. Please let me know how staff can support the Board in these efforts. As always, we thank you for your time and volunteerism.

Sincerely,



Skyler Archibald | Executive Director | Sunset Empire Park & Recreation District

1140 Broadway | Seaside, Oregon 97138

503-738-3311 | [sarchibald@sunsetempire.com](mailto:sarchibald@sunsetempire.com) | [sunsetempire.com](http://sunsetempire.com)

1140 Broadway Seaside, OR 97138 | [sunsetempire.com](http://sunsetempire.com) | (503) 738-3311



May 24, 2022

To: SEPRD Board of Directors

Re: District Goals for 2022 (Updated, May, 5<sup>th</sup> of 12 months, 42% of year completed)

Directors,

As shared previously with you, the below list of eight goals for 2022 represents our hopes and aspirations for completion during the rest of the calendar year. We have gotten a head start on some while others will be challenging and involve support from Board members.

This is the second month since the Board's approval of the goals that I'll be updating them on the work of the staff.

### **District Goals for 2022**

- 1. Obtain full occupancy for the Sunset Recreation Center and begin the process of utilizing the building spaces, providing more recreation and community space.**
  - Goal: Begun work, hope to complete by June 30.
  - Current Status: After meeting with Kloth Group and SEA Architect Brandon, a great plan was developed. Brandon met with City of Seaside Building Officials and Life Safety personnel and the plan was well accepted. Unofficial documents are included as an attachment to this document and we believe that we are on track for occupancy to be followed by some improvements to the building for safety and efficiency.
- 2. Hire a grantwriter position to fundraise for phased improvements at the Sunset Recreation Center, in coordination with the Sunset Park & Rec Foundation. Utilize the position to develop a strategy aimed to increase programming and capacity at the SRC.**
  - Goal: Hiring of the position in April
  - Current Status: Hired Tonya Raines, meeting weekly with her and we are well underway. Tonya has extensive experience and is working to gain project knowledge while actively seeking opportunities.
- 3. Create a timeline for an overarching strategic plan for the entire District and begin that process with an established scope of work, deliverables and a RFP (request for proposal)**
  - Goal: Not yet begun. Look to begin process in August/September

- Current Status: N/A

**4. Expand the District's youth programs to provide more space for preschool and afterschool programs as well as the development of toddler and infant care programs.**

- Goal: September 2022
- Current Status: Obtained significant grant with more promising news to come. Once grants are confirmed, staffing capacity and infrastructure to be improved to ensure that we are prepared for expansion.

**5. Return the Sunset Pool to its pre-pandemic programmatic offering including expansion of hours to provide weekend opportunities, expansion of swim lessons and open swim opportunities and the installation of the new aquatic features, the Zipline and Climbing Wall.**

- GOAL: Expand to weekend hours in Spring quarter and aquatic features installed prior to Summer programming beginning.
- Current Status: Still working to find weekend maintenance staff and working with the OHA for clearance to proceed with new elements. Still hopeful for a return during spring quarter (next 5 weeks).

**6. Edit or recreate the IGA between the City, SSD and SEPRD regarding Broadway Field.**

- GOAL: Hope to engage partners in late summer/early fall 2022.
- Current Status: Awaiting survey results which will impact the Softball field before we move forward. We know we need additional support and we are hoping to continue our partnership.

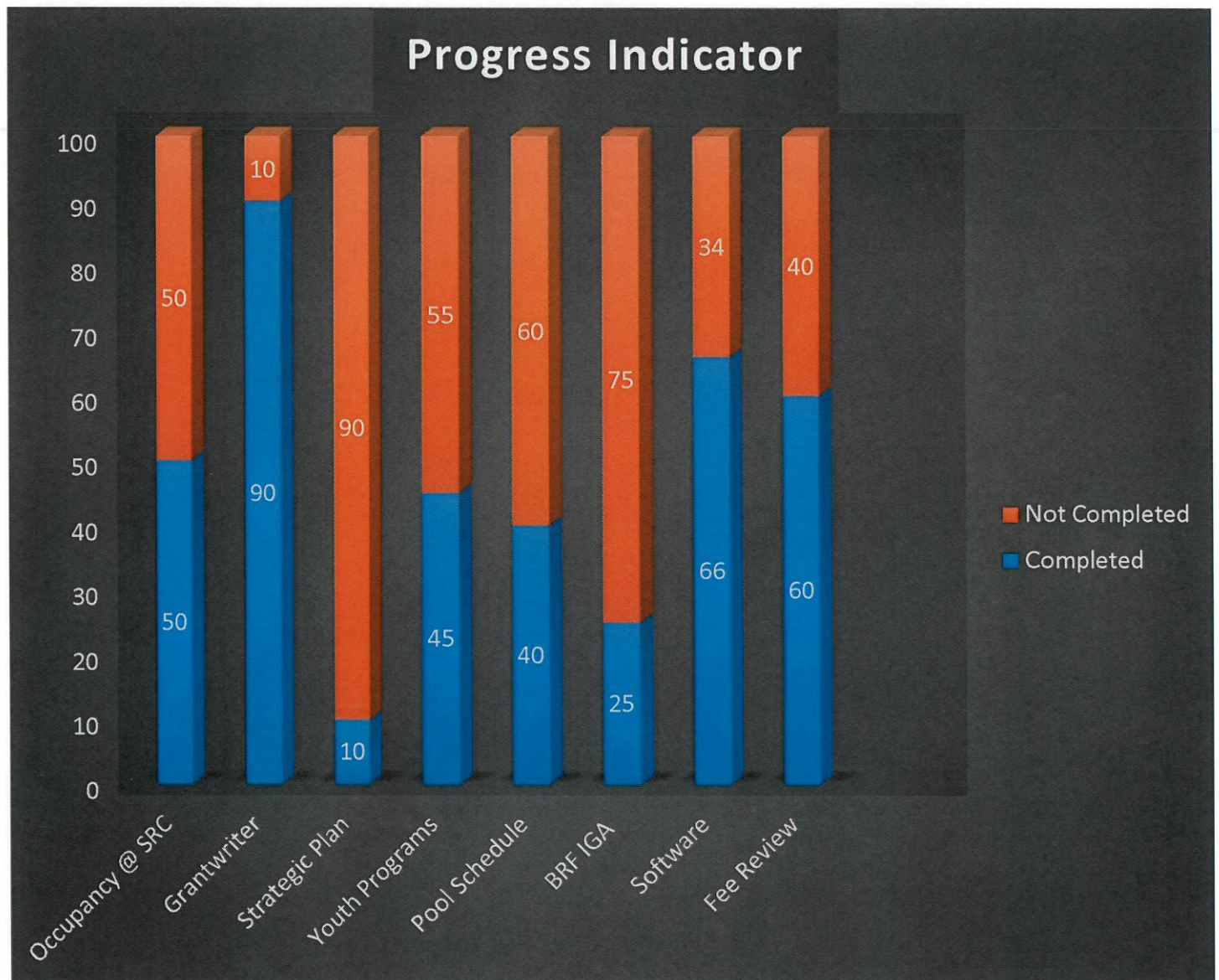
**7. Fully implement the entire package of new operational software including financial software, Executime, Tyler Parks,...**

- GOAL: Accounting software and Executime are fully implemented with goal of having Tyler Parks ready by May.

- Current Status: Budget work has delayed implementation of Tyler Parks software but recent work has been completed and hopeful to have migration of data and implementation over the next 4-6 weeks.

## 8. Conduct a fee review and implement the information learned from the 110% Cost Recovery process

- GOAL: Assessed current fees, worked with staff and Board and shared proposal to Board in May.
- Current Status: TBD.







Telephone

GYMNASIUM & LOCKERS: A-3

AREA: 5,636 sf +/-  
VFV IF THIS SPACE SHOULD NOT BE 'E' OCCUPANCY?

GYMNASIUM & LOCKERS: A-3

AREA: 14,100 sf +/-  
VFV IF THIS SPACE SHOULD NOT BE 'E' OCCUPANCY?

CAFETERIA & LIBRARY: A-3

AREA: 8,075 sf +/-  
VFV IF THIS SPACE SHOULD NOT BE 'E' OCCUPANCY?

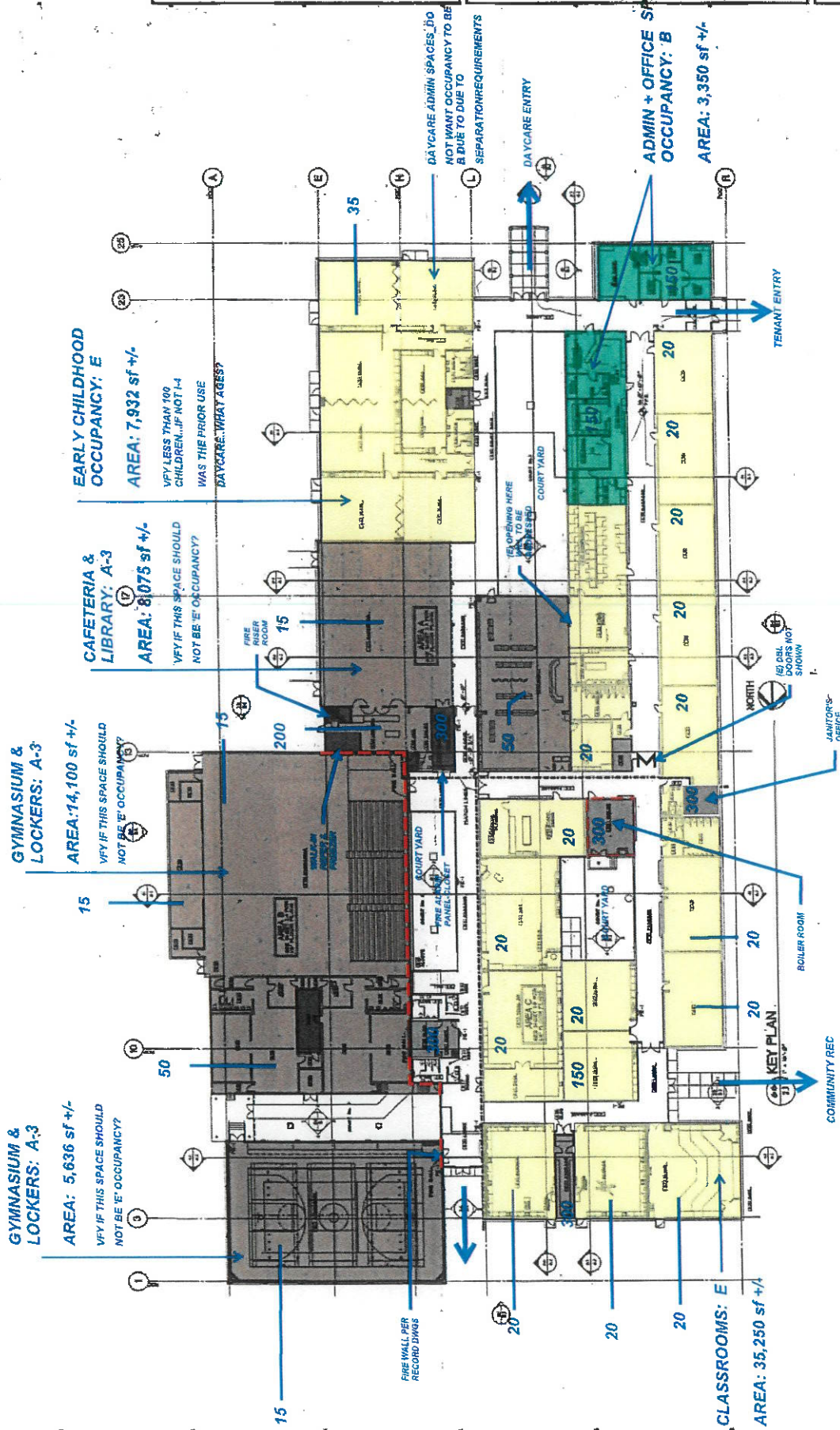
EARLY CHILDHOOD OCCUPANCY: E

AREA: 7,932 sf +/-  
VFV LESS THAN 100 CHILDREN, IF NOT 1-4 WAS THE PRIOR USE DAYCARE...WHAT AGES?

WELIG/LEE/RUEDA

ADDITIONS AND RECONFIGURATIONS TO EXISTING ADULT SCHOOL

FIRE & LIFE SAFETY DIAGRAM  
EXISTING CONDITIONS



2.1





ADDRESSES AND TELEPHONE NUMBERS OF MEMBERS OF THE BOARD OF DIRECTORS OF THE NATIONAL ASSOCIATION OF REALTORS, INC.

12

11,759 (15%)

total area = 74 485 m<sup>2</sup>

**FIRE & LIFE SAFETY DIAGRAM  
PROPOSED CONDITIONS**









SUNSET EMPIRE PARK & RECREATION DISTRICT  
PRESENTS

# SLICES IN THE KITCHEN PICKLEBALL TOURNAMENT

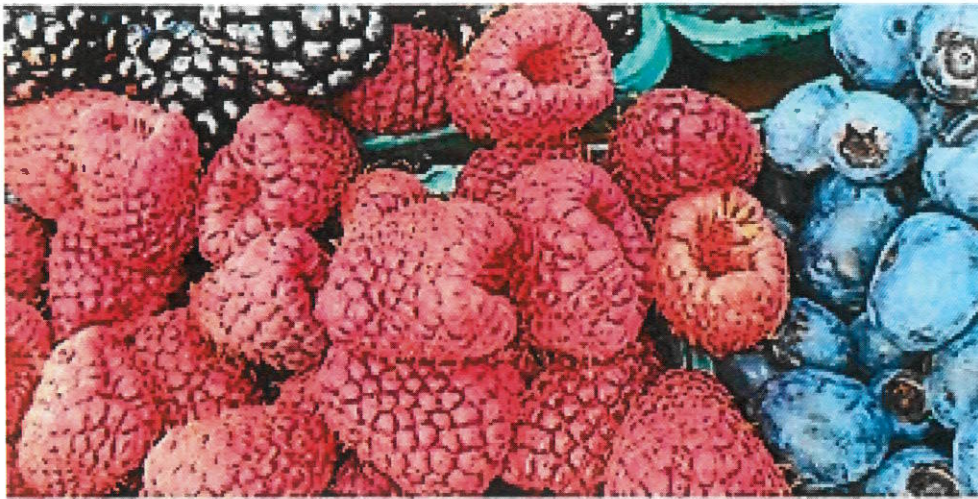
JUNE 10, 11, AND 12, 2022 | 10 AM TO 5 PM  
SUNSET RECREATION CENTER  
1120 BROADWAY ST. SEASIDE, OR 97138

ENTRY FEE - \$50 PER PERSON 1ST EVENT  
\$10 FOR ADDITIONAL EVENT  
REGISTRATION INCLUDES SHIRT  
EVENTS - MEN'S | WOMEN'S | MIXED  
PIZZA AND SNACKS WILL BE AVAILABLE FOR PURCHASE

REGISTRATION INFORMATION:  
SUNSETEMPIRE.COM | 503.738.3311







Wednesdays 2 PM to 6 PM



**seaside**  
**FARMERS**  
**MARKET**  
— SEASIDE, OR-USA —

June 15 through September 28

