

Sunset Empire Park & Recreation District
Board Meeting Agenda
Tuesday, May 23, 2023, 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. 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. Declaration of Potential Conflict of Interest
4. Declaration of Pride Month
5. Recognition of SEPRD Employee of the Month, May: Clay Henry
6. Public Comment
7. Adoption of SEPRD 2023-2024 Approved Budget
8. Correspondence
9. Approval of Board Meeting Minutes: April 25, 2023, May 16, 2023
10. Review Financials: April 2023
11. Staff Presentation: Chris McCollister, SEPRD Finance Manager
12. Old Business
 - A. Occupancy Update
 - B. Broadway Field Update
 1. IGA
 2. Construction Update
 - C. Strategic Plan Update
 1. Survey Review
 2. Community Meeting Dates
13. New Business
 - A. 2023 SEPRD Election Results
14. 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).*
15. Executive Director Report
 - A. District Goals 2023
 - B. Special Events Recap/Meetings & Events Upcoming
 1. Ship & Savor Recap
 2. Farmers Market- 1st Date: Wednesday, June 14
 3. SEPRD June Board Meeting: Tuesday, June 23
 4. SDAO Board & Management Staff Training Opportunities
 - Board Member Duties, Liabilities and Responsibilities:
 - i. Cottage Grove- August 10
 - ii. Newport- August 22
 - iii. Salem- August 23
 - Board Member Relations, Expectations and Ethics
 - i. Astoria- September 26
 - ii. Salem- September 27
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 & Virtual Guests)

Time: May 23, 2023 05:15 PM Pacific Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/83697235504?pwd=K0xma0Q1ZE1YWVkwK2VEUWhJU2grQT09>

Meeting ID: 836 9723 5504

Passcode: 207461

One tap mobile

+16694449171,,83697235504#,,,,*207461# US

Meeting ID: 836 9723 5504

Passcode: 207461

Find your local number: <https://us02web.zoom.us/j/83697235504?pwd=K0xma0Q1ZE1YWVkwK2VEUWhJU2grQT09>

P R O C L A M A T I O N

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

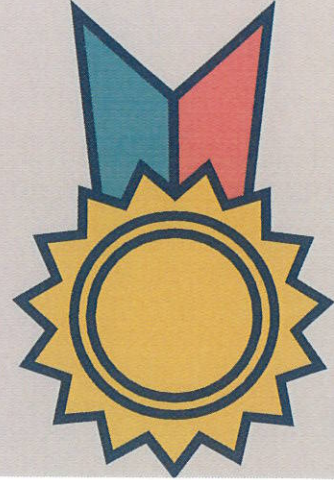
WHEREAS, the rainbow flag, also known as the LGBT pride flag, has been used since 1978 as a symbol of LGBTQIA+ social movements; and

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

Su Coddington, Board Secretary

May 23, 2023



PAUSE FOR APPLAUSE

MAY
2023 WINNER

AWARDED TO:

CLAY HENRY

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

Skyler Archibald
EXECUTIVE DIRECTOR

Katharine Parker
BOARD PRESIDENT

RESOLUTION No. 2023-2024-05

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the **Sunset Empire Park and Recreation District** hereby adopts the budget for fiscal year **2023-2024** in the total amount of \$ 4,992,420
This budget is now on file at District Offices - 1140 Broadway in Seaside, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning **July 1, 2023** for the following purposes:

General Fund

Administration Services.....	742,500
Maintenance Services.....	452,750
Aquatic Services.....	698,275
Recreation Services.....	175,055
Youth Program Services.....	732,350
Community Center Services.....	173,400
Special Event Services.....	112,650
Debt Service.....	0
Transfers.....	30,000
Contingency.....	50,000
Total.....	\$ 3,166,980

Capital Fund

Personnel.....	0
Materials & Supplies.....	0
Board Discretionary.....	0
Capital Outlay.....	250,000
Debt Service.....	0
Contingency.....	0
Total.....	\$ 250,000

Sunset Recreation Center Fund

Personnel.....	34,200
Materials & Supplies.....	281,100
Capital Outlay.....	238,431
Debt Service.....	175,269
Transfers.....	156,000
Contingency.....	10,000
Total.....	\$ 895,000

Broadway Field Fund

Personnel.....	33,950
Materials & Supplies.....	25,750
Capital Outlay.....	55,000
Debt Service.....	0
Contingency.....	0
Total.....	\$ 114,700

Total APPROPRIATIONS, All Funds..... \$ 4,426,680

Total Unappropriated and Reserve Amounts, All Funds..... \$ 565,740

TOTAL ADOPTED BUDGET..... \$ 4,992,420

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year **2023-2024**:

(1) At the rate of \$ **.9280** per \$1000 of assessed value for permanent rate tax;

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....\$ **.9280**/\$1000

The above resolution statements were approved and declared adopted on _____, _____.

X _____
Katharine Parker, Board Chairperson

X _____
Su Coddington, Board Secretary

SEPRD Budget FY 23-24
SUMMARY SHEET OF GENERAL FUND

	Actual 15-16	Actual 16-17	Actual 17-18	Actual 18-19	Actual 19-20	Actual 20-21	Actual 21-22	Adopted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:											
2 Net Working Capital	\$ 677,075	\$ 722,913	\$ 641,800	\$ 479,215	\$ 621,616	\$ 889,511	\$ 1,166,388	\$ 1,075,840	\$ 837,070	\$	\$ 837,070
3 Previously Levied/Back Taxes	\$ 79,903	\$ 73,152	\$ 73,303	\$ 75,721	\$ 63,668	\$ 40,001	\$ 64,563	\$ 65,000	\$ 65,000	\$	\$ 65,000
4 Wauna Mill Settlement	\$ -	\$ -	\$ (5,841)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$ -
5 Tax Interest	\$ 221	\$ 368	\$ 571	\$ 767	\$ -	\$ 455	\$ 6,743	\$ 700	\$ 7,000	\$	\$ 7,000
6											
7 Other Resources:											
8 Other/TRAN - Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$ -
9 Timber/TRAN Revenue	\$ 8,550	\$ 36,346	\$ 19,410	\$ 2,915	\$ 8,434	\$ 103,187	\$ 13,964	\$ 35,000	\$ 5,000	\$	\$ 5,000
10 Donations	\$ 48,075	\$ -	\$ -	\$ 63,557	\$ 12,318	\$ 4,411	\$ -	\$ 1,000	\$ 1,000	\$	\$ 1,000
11 Bequests/Foundation	\$ 21,313	\$ 4,806	\$ 21,861	\$ 13,569	\$ -	\$ 6,655	\$ 1,583	\$ 15,000	\$ 15,000	\$	\$ 15,000
12 Grants/Sponsorships	\$ 40,000	\$ -	\$ -	\$ -	\$ 184,636	\$ 140,882	\$ -	\$ 50,000	\$ 50,000	\$	\$ 50,000
13 Bank Interest	\$ 5,029	\$ 10,017	\$ 12,519	\$ 16,751	\$ 5,063	\$ 9,346	\$ 3,289	\$ 10,000	\$ 5,000	\$	\$ 5,000
14 Miscellaneous	\$ 6,336	\$ 7,275	\$ 6,945	\$ 9,074	\$ 8,078	\$ 7,639	\$ 16,614	\$ 2,500	\$ 10,000	\$	\$ 10,000
15 Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$ -
16 Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$ -
17 Aquatics	\$ 169,921	\$ 209,889	\$ 167,799	\$ 203,102	\$ 146,579	\$ 89,234	\$ 183,119	\$ 168,000	\$ 166,000	\$	\$ 166,000
18 Community Center	\$ 47,863	\$ 46,028	\$ 82,695	\$ 82,510	\$ 74,385	\$ 66,788	\$ 88,921	\$ 76,575	\$ 93,800	\$	\$ 93,800
19 Recreation	\$ 52,830	\$ 51,366	\$ 60,099	\$ 72,159	\$ 50,527	\$ 22,593	\$ 45,428	\$ 48,650	\$ 101,500	\$	\$ 101,500
20 Special Events	\$ 12,241	\$ 16,322	\$ 25,586	\$ 32,741	\$ 25,423	\$ 32,601	\$ 31,102	\$ 37,950	\$ 41,950	\$	\$ 41,950
21 Youth Programs	\$ 116,105	\$ 216,514	\$ 145,879	\$ 141,214	\$ 149,596	\$ 299,604	\$ 298,640	\$ 435,000	\$ 445,000	\$	\$ 445,000
22											
23 Total Resources Except Taxes	\$ 1,285,411	\$ 1,394,995	\$ 1,252,625	\$ 1,193,295	\$ 1,350,343	\$ 1,712,917	\$ 1,920,354	\$ 2,019,215	\$ 1,843,320	\$	\$ 1,843,320
24 Taxes Est. to be rec'd/Current	\$ 1,440,952	\$ 1,484,819	\$ 1,539,192	\$ 1,586,508	\$ 1,637,428	\$ 1,738,463	\$ 1,779,094	\$ 1,792,160	\$ 1,859,369	\$	\$ 1,859,369
25											
26 REVENUE TOTAL:	\$ 2,726,363	\$ 2,879,814	\$ 2,791,817	\$ 2,779,803	\$ 2,987,771	\$ 3,451,380	\$ 3,699,448	\$ 3,811,375	\$ 3,702,689	\$	\$ 3,702,689
27											
28 EXPENSES:											
29 Department Expense:											
30 Administration	\$ 392,937	\$ 432,009	\$ 476,921	\$ 464,873	\$ 464,722	\$ 614,042	\$ 686,981	\$ 717,530	\$ 742,500	\$	\$ 742,500
31 Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321,170	\$ 309,314	\$ 424,290	\$ 452,750	\$	\$ 452,750
32 Aquatics	\$ 791,558	\$ 849,500	\$ 965,914	\$ 855,938	\$ 847,039	\$ 465,928	\$ 568,534	\$ 646,060	\$ 698,275	\$	\$ 698,275
33 Community Center	\$ 78,553	\$ 81,741	\$ 119,395	\$ 111,926	\$ 111,195	\$ 90,922	\$ 141,560	\$ 145,792	\$ 165,900	\$	\$ 173,400
34 Recreation	\$ 101,196	\$ 100,421	\$ 128,840	\$ 121,149	\$ 97,352	\$ 76,874	\$ 123,577	\$ 175,055	\$ 175,055	\$	\$ 175,055
35 Special Events	\$ 54,206	\$ 55,143	\$ 62,294	\$ 67,582	\$ 66,406	\$ 74,140	\$ 98,089	\$ 110,050	\$ 112,650	\$	\$ 112,650
36 Youth Programs	\$ 302,565	\$ 384,690	\$ 368,108	\$ 372,237	\$ 398,851	\$ 441,916	\$ 490,314	\$ 681,637	\$ 732,350	\$	\$ 732,350
37											
38 Department Expenses Total:	\$ 1,721,016	\$ 1,883,504	\$ 2,121,472	\$ 1,993,725	\$ 1,985,565	\$ 2,084,992	\$ 2,418,369	\$ 2,823,011	\$ 3,079,480	\$	\$ 3,086,980
39											
40 TRANSFERS:											
41 Capital Improvement Fund	\$ 30,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$	\$ -
42 Broadway Field Fund	\$ 31,850	\$ 26,021	\$ 7,870	\$ 7,875	\$ -	\$ -	\$ 150,000	\$ 333,330	\$ 30,000	\$	\$ 30,000
43 Sunset Recreation Center Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$ -
44											
45 TOTAL TRANSFERS:	\$ 61,850	\$ 41,021	\$ 22,870	\$ 17,875	\$ -	\$ 150,000	\$ -	\$ 388,330	\$ 30,000	\$	\$ 30,000
46											
47 DEBT SERVICE:											
48 US Bank - Flex Lease Pool Improvements	\$ 116,809	\$ 111,438	\$ 112,058	\$ 112,664	\$ 112,695	\$ -	\$ -	\$ -	\$ -	\$	\$ -
49 US Bank - TRAN Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$	\$ -
50 Wauna Mill Settlement	\$ 6,212	\$ 6,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$ -
51											
52 TOTAL DEBT SERVICE:	\$ 123,021	\$ 117,637	\$ 112,058	\$ 112,664	\$ 112,695	\$ 50,000	\$ -	\$ -	\$ -	\$	\$ -
53											
54 General Operating Contingency:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$	\$ 50,000
55											
56 Total Expenditures:	\$ 1,905,887	\$ 2,042,161	\$ 2,256,399	\$ 2,124,264	\$ 2,098,260	\$ 2,284,992	\$ 2,418,369	\$ 3,261,341	\$ 3,159,480	\$	\$ 3,159,480
57											
58 Unappropriated Ending Fund Balances:	\$ 820,476	\$ 837,653	\$ 535,418	\$ 655,339	\$ 889,511	\$ 1,166,388	\$ 1,281,079	\$ 550,034	\$ 543,209	\$	\$ 535,709
59											
60 Total Expenses Incl. Unappropriated amt.	\$ 2,726,363	\$ 2,879,814	\$ 2,791,817	\$ 2,779,803	\$ 2,987,771	\$ 3,451,380	\$ 3,699,448	\$ 3,811,375	\$ 3,702,689	\$	\$ 3,702,689
61											
62 Total Revenues:	\$ 2,726,363	\$ 2,879,814	\$ 2,791,817	\$ 2,779,803	\$ 2,987,771	\$ 3,451,380	\$ 3,699,448	\$ 3,811,375	\$ 3,702,689	\$	\$ 3,702,689

**FY 23-24
ADMINISTRATION**

	Actual 20-21	Actual 21-22	Adopted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:						
2						
3 REVENUE TOTAL:						
4						
5 EXPENSES:						
6 Personnel Services:						
7 Executive Director (1.0 FTE)	\$ 103,817	\$ 128,707	\$ 97,980	\$ 109,000	\$ 109,000	
8 Director of Operations (0.8 FTE)	\$ 12,500	\$ 59,058	\$ 56,000	\$ 62,500	\$ 62,500	
9 Finance Manager (1.0 FTE)	\$ 51,658	\$ 55,223	\$ 57,750	\$ 60,000	\$ 60,000	
10 IT & Development Manager (0.0 FTE)	\$ 46,826	\$ -	\$ -	\$ -	\$ -	
11 Marketing Manager (0.5 FTE)	\$ 16,562	\$ 35,614	\$ 28,000	\$ 57,500	\$ 57,500	
12 Human Resource Coordinator (1.0 FTE)	\$ -	\$ 18,846	\$ 51,500	\$ 198,500	\$ 198,500	
13 Administrative Personnel Services (1.5 FTE)	\$ 139,035	\$ 143,202	\$ 215,500	\$ -	\$ -	
14						
15 Personnel Services Total: (FTE 5.3)	\$ 370,198	\$ 440,649	\$ 506,730	\$ 487,500	\$ 487,500	\$ -
16						
17 Materials & Services:						
18 AD Postage & Freight	\$ 3,681	\$ 1,436	\$ 3,000	\$ 3,000	\$ 3,000	
19 AD Advertising	\$ 7,726	\$ 7,977	\$ 8,000	\$ 9,000	\$ 9,000	
20 AD Legal Fees	\$ 13,051	\$ 4,442	\$ 5,500	\$ 4,500	\$ 4,500	
21 AD Financial Review	\$ 21,379	\$ 20,250	\$ 21,500	\$ 21,500	\$ 21,500	
22 AD License/Permits	\$ 6,276	\$ 15,761	\$ 2,200	\$ 12,500	\$ 12,500	
23 AD Membership Dues	\$ 5,508	\$ 5,873	\$ 6,500	\$ 6,500	\$ 6,500	
24 AD Communications	\$ 16,220	\$ 19,061	\$ 12,000	\$ 15,000	\$ 15,000	
25 AD Election Cost	\$ -	\$ 3,349	\$ 3,000	\$ 3,000	\$ 3,000	
26 AD Insurance	\$ 20,695	\$ 23,369	\$ 23,000	\$ 25,000	\$ 25,000	
27 AD Meetings/Notices	\$ 2,780	\$ 141	\$ 1,500	\$ 1,500	\$ 1,500	
28 AD Office Supplies	\$ 6,823	\$ 3,719	\$ 3,500	\$ 3,500	\$ 3,500	
29 AD Training/Travel/Meetings	\$ 4,691	\$ 9,726	\$ 10,500	\$ 10,500	\$ 10,500	
30 AD Board Training/Travel/Meetings	\$ 466	\$ 3,183	\$ 3,000	\$ 3,000	\$ 3,000	
31 AD Printing	\$ 2,449	\$ 815	\$ 3,000	\$ 2,000	\$ 2,000	
32 AD Bank Expenses	\$ 2,376	\$ 6,115	\$ 9,600	\$ 10,000	\$ 10,000	
33 AD Machine Repair/Software/Hardware	\$ 86,063	\$ 45,281	\$ 22,000	\$ 22,000	\$ 22,000	
34 AD Contract Services	\$ 35,184	\$ 46,913	\$ 60,000	\$ 74,500	\$ 74,500	
35 AD Admin Other	\$ 466	\$ 10,586	\$ 3,500	\$ -	\$ -	
36 AD Employee Recognition/Retention	\$ 4,749	\$ 13,303	\$ 4,000	\$ 12,500	\$ 12,500	
37 AD Recruitment	\$ 3,261	\$ 4,119	\$ 2,500	\$ 3,000	\$ 3,000	
38 AD Committee Expense	\$ -	\$ 914	\$ 3,000	\$ 12,500	\$ 12,500	
39						
40 Materials & Services Total:	\$ 243,844	\$ 246,331	\$ 210,800	\$ 255,000	\$ 255,000	\$ -
41						
42 CAPITAL OUTLAY:						
43 Computer Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44						
45 CAPITAL OUTLAY TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46						
47 Total Revenues:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48 Total Expenses:	\$ 614,042	\$ 686,981	\$ 717,530	\$ 742,500	\$ 742,500	\$ -
49						
50 Difference:	\$ (614,042)	\$ (686,981)	\$ (717,530)	\$ (742,500)	\$ (742,500)	\$ -
51 Cost Recovery:	0%	0%	0%	0%	0%	0%

**FY 23-24
MAINTENANCE**

	Actual 20-21	Actual 21-22	Adopted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:						
2						
3 REVENUE TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4						
5 EXPENSES:						
6 Personnel Services:						
7 Director of Maintenance & Facilities (1.0 FTE)	\$ 20,436	\$ 97,954	\$ 74,000	\$ 83,250	\$ 83,250	\$ -
8 Maintenance Personnel Services (3.35 FTE)	\$ 208,285	\$ 156,488	\$ 171,040	\$ 174,250	\$ 174,250	\$ -
9						
10 Personnel Services Total: (FTE 3.35)	\$ 228,721	\$ 254,442	\$ 245,040	\$ 257,500	\$ 257,500	\$ -
11						
12 Materials & Services:						
13 MNT Membership Dues	\$ -	\$ -	\$ 750	\$ 750	\$ 750	\$ -
14 MNT Office Supplies	\$ 29	\$ 783	\$ 1,000	\$ 1,500	\$ 1,500	\$ -
15 MNT Training/Travel/Meetings	\$ 222	\$ 1,783	\$ 7,500	\$ 6,500	\$ 6,500	\$ -
16 MNT Contract Services	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
17 MNT Admin Repair & Maintenance	\$ 954	\$ 5,202	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
18 MNT Aquatics Repair & Maintenance	\$ 63,122	\$ 35,645	\$ 60,000	\$ 60,000	\$ 60,000	\$ -
19 MNT Youth Program Repair & Maintenance	\$ 5,614	\$ 1,094	\$ -	\$ -	\$ -	\$ -
20 MNT Recreation Repair & Maintenance	\$ 5,731	\$ 921	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
21 MNT Community Center Repair & Maintenance	\$ 386	\$ 681	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
22 MNT MBPH Repair & Maintenance	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
23 MNT Grounds Repair & Maintenance	\$ 751	\$ 4,885	\$ 3,000	\$ 4,500	\$ 4,500	\$ -
24 MNT Other	\$ -	\$ 1,253	\$ 1,000	\$ -	\$ -	\$ -
25 MNT Vehicle Repairs	\$ 1,709	\$ 2,625	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
26 MNT Fuel	\$ -	\$ -	\$ 1,500	\$ 2,500	\$ 2,500	\$ -
27						
28 Materials & Services Total:	\$ 78,517	\$ 54,872	\$ 84,250	\$ 85,250	\$ 85,250	\$ -
29						
30 CAPITAL OUTLAY:						
31 MNT Capital Equipment	\$ 13,932	\$ -	\$ -	\$ -	\$ -	\$ -
32 AQ Capital Equipment	\$ -	\$ -	\$ 75,000	\$ 110,000	\$ 110,000	\$ -
33 CC Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34 RC Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35 MBPH Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36 Grounds Capital Equipment	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
37						
38 CAPITAL OUTLAY TOTAL:	\$ 13,932	\$ -	\$ 95,000	\$ 110,000	\$ 110,000	\$ -
39						
40 Total Revenues:	\$ -	\$ 309,314	\$ 424,290	\$ 452,750	\$ 452,750	\$ -
41 Total Expenses:	\$ 321,170	\$ 309,314	\$ 424,290	\$ 452,750	\$ 452,750	\$ -
42						
43 Difference:	\$ (321,170)	\$ (309,314)	\$ (424,290)	\$ (452,750)	\$ (452,750)	\$ -
44 Cost Recovery:	0%	0%	0%	0%	0%	#DIV/0!

**FY 23-24
AQUATICS**

	Actual 20-21	Actual 21-22	Budgeted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:						
2 School Programs	\$ -	\$ 11,693	\$ 10,000	\$ 10,000	\$ 10,000	
3 Open Swim	\$ -	\$ 1,773	\$ 5,000	\$ 9,000	\$ 9,000	
4 Swim Lessons (Classes)	\$ 12,035	\$ 67,419	\$ 48,000	\$ 50,000	\$ 50,000	
5 Pass Sales	\$ 35,465	\$ 57,977	\$ 55,000	\$ 57,000	\$ 57,000	
6 Swim Team	\$ 5,561	\$ 8,993	\$ 8,000	\$ 8,500	\$ 8,500	
7 Contracted Programs (Product Enhancement)	\$ 24,227	\$ 23,525	\$ 25,000	\$ 15,000	\$ 15,000	
8 Vending	\$ 2,942	\$ 7,705	\$ 7,500	\$ 8,000	\$ 8,000	
9 Rentals	\$ 6,601	\$ 3,434	\$ 5,000	\$ 4,000	\$ 4,000	
10 Grants/ Donations	\$ 2,403	\$ 600	\$ -	\$ -	\$ -	
11 Sponsorships/Scholarships	\$ -	\$ -	\$ 4,500	\$ 4,500	\$ 4,500	
12						
13 REVENUE TOTAL:	\$ 89,234	\$ 183,119	\$ 168,000	\$ 166,000	\$ 166,000	\$ -
14						
15 EXPENSES:						
16 Personnel Services:						
17 Director of Programs (0.3 FTE)	\$ 3,894	\$ 26,241	\$ 23,750	\$ 25,000	\$ 25,000	
18 Director of Operations (0.1 FTE)	\$ -	\$ 4,264	\$ 7,500	\$ 7,800	\$ 7,800	
19 AQ Coordinator (1.0 FTE)	\$ -	\$ 36,833	\$ 48,000	\$ 52,500	\$ 52,500	
20 AQ Personnel Services (12.67 FTE)	\$ 353,956	\$ 395,994	\$ 451,810	\$ 485,975	\$ 485,975	
21						
22 Personnel Services Total: (FTE 14.07)	\$ 357,850	\$ 463,332	\$ 531,060	\$ 571,275	\$ 571,275	\$ -
23						
24 Materials & Services:						
25 AQ Membership Dues	\$ -	\$ 103	\$ 500	\$ 1,000	\$ 1,000	
26 AQ Office Supplies	\$ 1,480	\$ 955	\$ 1,000	\$ 1,000	\$ 1,000	
27 AQ Training/Travel/Meetings	\$ 954	\$ 4,922	\$ 2,500	\$ 5,200	\$ 5,200	
28 AQ Contract Services	\$ 2,703	\$ 3,028	\$ 2,500	\$ 2,500	\$ 2,500	
29 AQ Natural Gas	\$ 27,609	\$ 27,207	\$ 29,000	\$ 32,000	\$ 32,000	
30 AQ Electricity	\$ 21,560	\$ 22,705	\$ 32,000	\$ 32,000	\$ 32,000	
31 AQ Water/ Sewer	\$ 4,793	\$ 6,359	\$ 10,000	\$ 10,000	\$ 10,000	
32 AQ Operating	\$ 17,264	\$ 15,337	\$ 18,000	\$ 20,000	\$ 20,000	
33 AQ Vending	\$ 548	\$ 5,138	\$ 5,000	\$ 6,500	\$ 6,500	
34 AQ Program Supplies	\$ 630	\$ 3,079	\$ 7,500	\$ 9,000	\$ 9,000	
35 AQ Swim Team Program Supplies	\$ -	\$ 201	\$ 2,000	\$ 2,000	\$ 2,000	
36 AQ Other	\$ -	\$ 325	\$ 1,000	\$ -	\$ -	
37 AQ Refunds	\$ 3,212	\$ 995	\$ 3,000	\$ 4,800	\$ 4,800	
38 AQ License/Permits	\$ 165	\$ 330	\$ 1,000	\$ 1,000	\$ 1,000	
39						
40 Materials & Services Total:	\$ 80,918	\$ 90,684	\$ 115,000	\$ 127,000	\$ 127,000	\$ -
41						
42 CAPITAL OUTLAY:						
43 AQ Capital Equipment	\$ 27,160	\$ 14,518	\$ -	\$ -	\$ -	\$ -
44						
45 CAPITAL OUTLAY TOTAL:	\$ 27,160	\$ 14,518	\$ -	\$ -	\$ -	\$ -
46						
47 Total Revenues:	\$ 89,234	\$ 183,119	\$ 168,000	\$ 166,000	\$ 166,000	\$ -
48 Total Expenses:	\$ 465,928	\$ 568,534	\$ 646,060	\$ 698,275	\$ 698,275	\$ -
49						
50 Difference:	\$ (376,694)	\$ (385,415)	\$ (478,060)	\$ (532,275)	\$ (532,275)	\$ -
51 Cost Recovery:	19%	32%	26%	24%	24%	#DIV/0!

**FY 23-24
RECREATION**

	Actual 20-21	Actual 21-22	Budgeted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:						
2 RC Program	\$ 4,084	\$ 9,533	\$ 13,000	\$ 14,000	\$ 14,000	
3 RC League	\$ -	\$ -	\$ -	\$ -	\$ -	
4 RC Fitness	\$ 12,477	\$ 21,722	\$ 22,500	\$ 24,500	\$ 24,500	
5 RC Grants/ Donations	\$ -	\$ 2,683	\$ 2,500	\$ 47,500	\$ 47,500	
6 RC Sponsorships	\$ 500	\$ 200	\$ 500	\$ 500	\$ 500	
7 RC New Program	\$ 500	\$ -	\$ -	\$ -	\$ -	
8 RC Contracted Programs (Product Enhancement)	\$ -	\$ 2,435	\$ 2,500	\$ 10,000	\$ 10,000	
9 RC Events/Workshops	\$ 2,867	\$ 7,647	\$ 5,500	\$ 3,500	\$ 3,500	
10 RC Community Garden	\$ 2,165	\$ 1,208	\$ 2,150	\$ 1,500	\$ 1,500	
11						
12 REVENUE TOTAL:	\$ 22,593	\$ 45,428	\$ 48,650	\$ 101,500	\$ 101,500	\$ -
13						
14 EXPENSES:						
15 Personnel Services:						
16 Director of Programs (0.2 FTE)	\$ 2,596	\$ 17,494	\$ 15,750	\$ 16,755	\$ 16,755	
17 RC Fitness Manager (0.5 FTE)	\$ 14,607	\$ -	\$ -	\$ 27,250	\$ 27,250	
18 Recreation Personnel Services (0.75 FTE)	\$ 45,597	\$ 33,577	\$ 50,652	\$ 61,500	\$ 61,500	
19						
20 Personnel Services Total: (FTE 1.45)	\$ 48,193	\$ 51,071	\$ 66,402	\$ 105,505	\$ 105,505	\$ -
21						
22 Materials & Services:						
23 RC Membership Dues	\$ -	\$ -	\$ -	\$ -	\$ -	
24 RC Office Supplies	\$ 151	\$ -	\$ 250	\$ 300	\$ 300	
25 RC Training/Travel/Meetings	\$ -	\$ -	\$ 1,000	\$ 1,500	\$ 1,500	
26 RC Contract Services	\$ 11,734	\$ 10,243	\$ 12,000	\$ 12,000	\$ 12,000	
27 RC Program Supplies	\$ 1,484	\$ 7,455	\$ 7,500	\$ 47,500	\$ 47,500	
28 RC Leagues	\$ -	\$ -	\$ -	\$ -	\$ -	
29 RC Fitness	\$ 895	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	
30 RC Fitness Events	\$ 4,325	\$ 782	\$ 4,500	\$ 2,500	\$ 2,500	
31 RC Refunds	\$ 4,000	\$ 40	\$ 1,000	\$ 750	\$ 750	
32 RC License/Permits	\$ -	\$ -	\$ 500	\$ 500	\$ 500	
33 RC Community Garden Expense	\$ 1,624	\$ 933	\$ 3,500	\$ 3,500	\$ 3,500	
34 RC New Program Expense	\$ 491	\$ -	\$ -	\$ -	\$ -	
35						
36 Materials & Services Total:	\$ 24,704	\$ 19,453	\$ 31,250	\$ 69,550	\$ 69,550	\$ -
37						
38 CAPITAL OUTLAY:						
39 Capital Outlay	\$ 3,977	\$ -	\$ -	\$ -	\$ -	
40						
41 CAPITAL OUTLAY TOTAL:	\$ 3,977	\$ -	\$ -	\$ -	\$ -	\$ -
42						
43 Total Revenues:	\$ 22,593	\$ 45,428	\$ 48,650	\$ 101,500	\$ 101,500	\$ -
44 Total Expenses:	\$ 76,874	\$ 70,524	\$ 97,652	\$ 175,055	\$ 175,055	\$ -
45						
46 Difference:	\$ (54,281)	\$ (25,096)	\$ (49,002)	\$ 101,500	\$ 101,500	\$ -
47 Cost Recovery:	29%	64%	50%	58%	58%	#DIV/0!

**FY 23-24
YOUTH PROGRAMS**

	Actual 20-21	Actual 21-22	Budgeted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:						
2 YP Grants/Donations	\$ 81,000	\$ -	\$ 120,000	\$ 140,000	\$ 140,000	\$ 140,000
3 YP Sponsorships/Scholarships	\$ -	\$ -	\$ 60,000	\$ 15,000	\$ 15,000	\$ 15,000
4 YP Summer Camp	\$ 22,280	\$ 129,145	\$ 25,000	\$ 35,000	\$ 35,000	\$ 35,000
5 YP ASA- K- 5th grade	\$ 71,586	\$ 54,387	\$ 35,000	\$ 38,000	\$ 38,000	\$ 38,000
6 YP Day Off Trips/Camps	\$ 2,595	\$ -	\$ -	\$ -	\$ -	\$ -
7 YP Learning Ladder	\$ 90,342	\$ 58,791	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
8 YP ASA- Preschool	\$ 3,526	\$ 24,365	\$ -	\$ -	\$ -	\$ -
9 YP Summer Explorers	\$ 25,491	\$ 31,952	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000
10 YP Middle School Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12 YP Art Explorers	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ -
14 YP Infant Toddler Care	\$ -	\$ -	\$ 66,000	\$ 90,000	\$ 90,000	\$ 90,000
15 YP COBRA	\$ 2,739	\$ -	\$ -	\$ -	\$ -	\$ -
16						
17 REVENUE TOTAL:	\$ 299,604	\$ 298,640	\$ 433,000	\$ 445,000	\$ 445,000	\$ 445,000
18						
19						
20 EXPENSES:						
21 Personnel Services:						
22 Director of Programs (0.3 FTE)	\$ 3,894	\$ 26,240	\$ 23,650	\$ 24,850	\$ 24,850	\$ 24,850
23 YP Manager (1.0 FTE)	\$ -	\$ 40,688	\$ 53,000	\$ 57,500	\$ 57,500	\$ 57,500
24 YP Coordinator (0.0 FTE)	\$ 49,805	\$ 21,568	\$ -	\$ -	\$ -	\$ -
25 Youth Programs Personnel Services (11.8 FTE)	\$ 343,380	\$ 339,075	\$ 552,237	\$ 577,500	\$ 577,500	\$ 577,500
26						
27 Personnel Services Total: (FTE 13.10)	\$ 397,079	\$ 427,571	\$ 628,887	\$ 659,850	\$ 659,850	\$ 659,850
28						
29 Materials & Services:						
30 YP Membership Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31 YP Office Supplies	\$ 612	\$ 686	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
32 YP Training/Travel/Meetings	\$ 529	\$ 1,433	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
33 YP Electricity	\$ 1,929	\$ 2,314	\$ -	\$ -	\$ -	\$ -
34 YP Water/Sewer	\$ 1,118	\$ 1,190	\$ -	\$ -	\$ -	\$ -
35 YP Operating Expense	\$ 351	\$ 4,250	\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000
36 YP Repair/Maintenance	\$ 50	\$ 36	\$ -	\$ -	\$ -	\$ -
37 YP Program Supplies 2nd-8th	\$ 6,491	\$ 17,812	\$ 7,500	\$ 10,000	\$ 10,000	\$ 10,000
38 YP Program Supplies Prek- 1st	\$ 4,059	\$ 6,342	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
39 YP Nutrition	\$ 11,453	\$ 16,459	\$ 15,000	\$ 23,000	\$ 23,000	\$ 23,000
40 YP Refunds	\$ 2,075	\$ 1,527	\$ 2,250	\$ 6,000	\$ 6,000	\$ 6,000
41 YP License/Permits	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -
42 YP Contract Services	\$ 16,160	\$ 10,744	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
43 YP Infant Toddler Supplies	\$ -	\$ -	\$ 7,500	\$ 10,000	\$ 10,000	\$ 10,000
44						
44 Materials & Services Total:	\$ 44,837	\$ 62,748	\$ 52,750	\$ 72,500	\$ 72,500	\$ 72,500
46						
47 CAPITAL OUTLAY:						
48 YP Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49						
50 CAPITAL OUTLAY TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51						
52 Total Revenues:	\$ 299,604	\$ 298,640	\$ 433,000	\$ 445,000	\$ 445,000	\$ 445,000
53 Total Expenses:	\$ 441,916	\$ 490,314	\$ 681,637	\$ 732,350	\$ 732,350	\$ 732,350
54						
55 Difference:	\$ (142,312)	\$ (191,674)	\$ (248,637)	\$ (287,350)	\$ (287,350)	\$ (287,350)
56 Cost Recovery:	68%	61%	64%	61%	61%	#DIV/0!

**FY 23-24
COMMUNITY CENTER**

	Actual 20-21	Actual 21-22	Budgeted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:						
2 CC Building Rental	\$ -	\$ 6,466	\$ 2,500	\$ 9,000	\$ 9,000	
3 CC Grants/ Donations	\$ 450	\$ 1,804	\$ 1,500	\$ 500	\$ 500	
4 CC Contract	\$ 66,088	\$ 70,941	\$ 66,000	\$ 70,000	\$ 70,000	
5 CC Program/Staffing	\$ -	\$ 3,020	\$ 2,000	\$ 4,000	\$ 4,000	
6 CC Vending	\$ -	\$ 115	\$ 75	\$ 300	\$ 300	
7 CC Rental Deposit	\$ 250	\$ 6,575	\$ 4,500	\$ 10,000	\$ 10,000	
9						
10 REVENUE TOTAL:	\$ 66,788	\$ 88,921	\$ 76,575	\$ 93,800	\$ 93,800	\$ -
11						
12 EXPENSES:						
13 Personnel Services:						
14 Director of Programs (0.05 FTE)	\$ -	\$ 4,414	\$ 3,750	\$ 4,000	\$ 4,000	
15 Director of Operations (0.1 FTE)	\$ -	\$ 10,118	\$ 7,000	\$ 7,800	\$ 7,800	
16 Community Center Personnel Services (2.25 FTE)	\$ 81,522	\$ 114,557	\$ 126,042	\$ 124,100	\$ 124,100	\$ -
17						
18 Personnel Services Total: (FTE 2.4)	\$ 81,522	\$ 129,089	\$ 136,792	\$ 135,900	\$ 135,900	\$ -
19						
20 Materials & Services:						
21 CC Membership Dues	\$ -	\$ -	\$ -	\$ -	\$ -	
22 CC Office Supplies	\$ 5,482	\$ 795	\$ 1,000	\$ 1,000	\$ 1,000	
23 CC Training/Travel/Meetings	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	
24 CC Contract Services	\$ -	\$ 973	\$ 500	\$ 6,500	\$ 14,000	
25 CC Operating Supplies	\$ 367	\$ 111	\$ 500	\$ 2,000	\$ 2,000	
26 CC MBPH	\$ 443	\$ 962	\$ 1,000	\$ 1,000	\$ 1,000	
27 CC Program Supplies	\$ 2,358	\$ 3,565	\$ 1,500	\$ 6,000	\$ 6,000	
28 CC Refunds	\$ 750	\$ 6,065	\$ 4,500	\$ 12,000	\$ 12,000	
29						
30 Materials & Services Total:	\$ 9,400	\$ 12,471	\$ 9,000	\$ 30,000	\$ 37,500	\$ -
31						
32 CAPITAL OUTLAY:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33						
34 CAPITAL OUTLAY TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35						
36 Total Revenues:	\$ 66,788	\$ 88,921	\$ 76,575	\$ 93,800	\$ 93,800	\$ -
37 Total Expenses:	\$ 90,922	\$ 141,560	\$ 145,792	\$ 165,900	\$ 173,400	\$ -
38						
39 Difference:	\$ (24,134)	\$ (52,639)	\$ (69,217)	\$ (72,100)	\$ (79,600)	\$ -
40 Cost Recovery:	73%	63%	53%	57%	54%	#DIV/0!

**FY 23-24
SPECIAL EVENTS**

	Actual 20-21	Actual 21-22	Budgeted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:						
2 SE Halloween Event	\$ 1,388	\$ 1,596	\$ 1,500	\$ 2,250	\$ 2,250	\$ 2,250
3 SE Holiday Event	\$ -	\$ -	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000
4 SE Egg Hunt	\$ 1,000	\$ 500	\$ 1,500	\$ 2,250	\$ 2,250	\$ 2,250
5 SE Farmers Market	\$ 19,999	\$ 18,371	\$ 13,000	\$ 15,000	\$ 15,000	\$ 15,000
6 SE Family Dance	\$ -	\$ 2,731	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
8 SE Chalk Art	\$ 9,590	\$ 7,042	\$ 7,250	\$ 7,250	\$ 7,250	\$ 7,250
9 SE Foundation Events	\$ 624	\$ 862	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
12 SE Run 4 Change Event	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
13 SE Turkey Trot	\$ -	\$ -	\$ 5,700	\$ 5,700	\$ 5,700	\$ 5,700
15						
16 REVENUE TOTAL:	\$ 32,601	\$ 31,102	\$ 37,950	\$ 41,950	\$ 41,950	\$ 41,950
17						
18 EXPENSES:						
19 Personnel Services:						
20 Director of Programs (0.15 FTE)	\$ 1,947	\$ 12,478	\$ 12,000	\$ 12,100	\$ 12,100	\$ 12,100
21 SE Manager (0.5 FTE)	\$ 33,053	\$ 35,613	\$ 26,000	\$ 27,250	\$ 27,250	\$ 27,250
22 SE Personnel Services (0.5 FTE)	\$ 29,466	\$ 45,899	\$ 50,950	\$ 42,650	\$ 42,650	\$ 42,650
23						
24 Personnel Services Total: (FTE 1.15)	\$ 64,466	\$ 93,990	\$ 88,950	\$ 82,000	\$ 82,000	\$ 82,000
25						
26 Materials & Services:						
27 SE Membership Dues	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
28 SE Office Supplies	\$ -	\$ -	\$ 250	\$ 300	\$ 300	\$ 300
29 SE Training/Travel/Meetings	\$ -	\$ 50	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000
30 SE Halloween Event	\$ 1,261	\$ 983	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000
31 SE Holiday Event	\$ 628	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
32 SE Egg Hunt	\$ 896	\$ 1,311	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000
33 SE Family Dance	\$ 72	\$ 795	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
34 SE Mother Son Dance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35 SE Run 4 Change Event	\$ -	\$ 878	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
36 SE Farmers Market	\$ 2,489	\$ 6,106	\$ 5,000	\$ 11,000	\$ 11,000	\$ 11,000
37 SE Turkey Trot	\$ -	\$ -	\$ 1,200	\$ 3,200	\$ 3,200	\$ 3,200
38 SE 4th of July	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
39 SE Chalk Art & 100K	\$ 4,253	\$ 13,507	\$ 3,850	\$ 3,850	\$ 3,850	\$ 3,850
40 SE Refunds	\$ -	\$ 90	\$ 300	\$ 300	\$ 300	\$ 300
41 SE License/Permits	\$ 75	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
42 SE Foundation Events	\$ -	\$ 5,867	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
43						
44 Materials & Services Total:	\$ 9,674	\$ 29,587	\$ 21,100	\$ 30,650	\$ 30,650	\$ 30,650
45						
46 CAPITAL OUTLAY:						
47						
48 CAPITAL OUTLAY TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49						
50 Total Revenues:	\$ 32,601	\$ 31,102	\$ 37,950	\$ 41,950	\$ 41,950	\$ 41,950
51 Total Expenses:	\$ 74,140	\$ 123,577	\$ 110,050	\$ 112,650	\$ 112,650	\$ 112,650
52						
53 Difference:	\$ (41,539)	\$ (92,475)	\$ (72,100)	\$ (70,700)	\$ (70,700)	\$ (70,700)
54 Cost Recovery:	44%	25%	34%	37%	37%	#DIV/0!

**FY 23-24
BROADWAY FIELD FUND**

	Actual 19-20	Actual 21-22	Budgeted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:						
2 BRF Net working capital	\$ 54,193	\$ 74,616	\$ 60,065	\$ 82,731	\$ 82,731	
3 BRF Previously Levied Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	
4 BRF Interest	\$ -	\$ -	\$ -	\$ -	\$ -	
5 BRF Transfer from General Fund	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	
6 BRF Foundation Circle of Lights Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	
7 BRF Rental Fees	\$ -	\$ 2,594	\$ 1,500	\$ 5,000	\$ 5,000	
8 BRF Concession Sales	\$ -	\$ -	\$ 1,000	\$ 3,000	\$ 3,000	
9 BRF Grants	\$ -	\$ -	\$ -	\$ -	\$ -	
10 BRF Sponsorships/ Donations	\$ 30	\$ 1,000	\$ 1,000	\$ -	\$ -	
11 BRF Partnership Revenues	\$ 30,300	\$ 11,029	\$ 19,900	\$ 22,000	\$ 22,000	
12 BRF Rental Deposit	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	
13						
14 Total Resources Except Taxes	\$ 84,523	\$ 89,239	\$ 109,465	\$ 144,731	\$ 144,731	
15 Taxes Estimated to be received	\$ -	\$ -	\$ -	\$ -	\$ -	
16						
17 REVENUE TOTAL:	\$ 84,523	\$ 89,239	\$ 109,465	\$ 144,731	\$ 144,731	
18						
19						
20 EXPENSES:						
21 Personnel Services:						
22 BRF Personnel Services (0.75 FTE)	\$ 5,060	\$ 2,531	\$ 19,330	\$ 33,950	\$ 33,950	
23						
24 Personnel Services Total: (FTE 0.75)	\$ 5,060	\$ 2,531	\$ 19,330	\$ 33,950	\$ 33,950	
25						
26 Materials & Services:						
27 BRF License/Permits	\$ -	\$ -	\$ -	\$ -	\$ -	
28 BRF Contract Services	\$ -	\$ 1,360	\$ 1,500	\$ 1,000	\$ 1,000	
29 BRF Vehicle Fuel Repairs	\$ -	\$ 80	\$ 1,000	\$ 750	\$ 750	
30 BRF Electricity	\$ -	\$ -	\$ 1,650	\$ 15,000	\$ 15,000	
31 BRF Water/ Sewer	\$ -	\$ -	\$ 850	\$ -	\$ -	
32 BRF Operating	\$ -	\$ 285	\$ 500	\$ 2,000	\$ 2,000	
33 BRF Repair & Maintenance	\$ 4,847	\$ 6,278	\$ 18,000	\$ 5,000	\$ 5,000	
34 BRF Vending	\$ -	\$ 144	\$ -	\$ -	\$ -	
35 BRF Training/Travel/Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	
36 BRF Refunds	\$ -	\$ 400	\$ 2,000	\$ 2,000	\$ 2,000	
37						
38 Materials & Services Total:	\$ 4,847	\$ 8,547	\$ 25,500	\$ 25,750	\$ 25,750	
39						
40 CAPITAL OUTLAY:						
41						
42 CAPITAL OUTLAY TOTAL:	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000	
43						
44 Interfund Transfer:	\$ -	\$ -	\$ -	\$ -	\$ -	
45						
46 Total Interfund Transfers:	\$ -	\$ -	\$ -	\$ -	\$ -	
47						
48 DEBT SERVICE:						
49 BRF Backstop Loan	\$ -	\$ -	\$ -	\$ -	\$ -	
50 BRF Circle of Lights Loan - TLC	\$ -	\$ -	\$ -	\$ -	\$ -	
51						
52 DEBT SERVICE TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	
53						
54 General Operating Contingency:	\$ -	\$ -	\$ -	\$ -	\$ -	
55						
56 Total Expenditures:	\$ 9,907	\$ 11,078	\$ 44,830	\$ 114,700	\$ 114,700	
57						
58 Unappropriated Ending Fund Balance:	\$ 74,616	\$ 78,161	\$ 64,635	\$ 30,031	\$ 30,031	
59						
60 Total Expenses Incl. Unappropriated amt.	\$ 9,907	\$ 89,239	\$ 109,465	\$ 144,731	\$ 144,731	
61						
62 Total Revenues:	\$ 84,523	\$ 89,239	\$ 109,465	\$ 144,731	\$ 144,731	

**FY 23-24
SUNSET RECREATION CENTER FUND**

	Actual 20-21	Actual 21-22	Budgeted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:						
2 SRC Net working capital	\$ -	\$ 336,757	\$ 255,133	\$ -	\$ -	\$ -
3 SRC Loan Receivable	\$ 342,570	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
4 SRC Building Rental	\$ 2,723	\$ 78,777	\$ 92,000	\$ 10,000	\$ 10,000	\$ 10,000
5 SRC Rental Deposit	\$ -	\$ 532	\$ 10,000	\$ 150,000	\$ 150,000	\$ 150,000
6 SRC Grants/ Donations	\$ 2,000	\$ 6,830	\$ 15,000	\$ -	\$ -	\$ -
7 SRC Contract Programs	\$ -	\$ 310	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
8 SRC Program/Staffing	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
9 SRC Vending	\$ -	\$ -	\$ 333,330	\$ -	\$ -	\$ -
10 SRC Transfer from General Fund	\$ 150,000	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
11 SRC Sponsorships	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000	\$ 700,000
12 SRC Proceeds from Real Estate Transaction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13						
14 REVENUE TOTAL:	\$ 497,293	\$ 423,206	\$ 715,463	\$ 895,000	\$ 895,000	\$ -
15						
16 EXPENSES:						
17 Personnel Services:						
18 SRC Personnel Services (4.2 FTE)	\$ -	\$ -	\$ 175,244	\$ 34,200	\$ 34,200	\$ 34,200
19						
20 Personnel Services Total: (FTE 4.2)	\$ -	\$ -	\$ 175,244	\$ 34,200	\$ 34,200	\$ 34,200
21						
22 Materials & Services:						
23 SRC Membership Dues	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
24 SRC Office Supplies	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
25 SRC Contract Services	\$ 36,730	\$ 84,219	\$ 75,000	\$ 23,500	\$ 23,500	\$ 23,500
26 SRC Insurance	\$ 19,493	\$ 21,247	\$ 23,500	\$ 50,000	\$ 50,000	\$ 50,000
27 SRC Repair & Maintenance	\$ 39,631	\$ 44,641	\$ 45,000	\$ 10,000	\$ 10,000	\$ 10,000
28 SRC Refunds	\$ -	\$ 200	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
29 SRC Machine Repair/Software/Hardware	\$ 165	\$ 2,302	\$ 15,000	\$ 500	\$ 500	\$ 500
30 SRC License/Permits	\$ -	\$ 94	\$ -	\$ -	\$ -	\$ -
31 SRC Other	\$ 6,051	\$ 5	\$ 42,000	\$ 35,000	\$ 35,000	\$ 35,000
32 SRC Natural Gas	\$ 26,209	\$ 48,161	\$ 47,500	\$ 38,000	\$ 38,000	\$ 38,000
33 SRC Electric	\$ 11,140	\$ 33,907	\$ 8,750	\$ 8,000	\$ 8,000	\$ 8,000
34 SRC Trash/Recycling	\$ -	\$ -	\$ 7,200	\$ 7,600	\$ 7,600	\$ 7,600
35 SRC Water/Sewage	\$ 1,160	\$ 5,437	\$ 2,000	\$ 15,000	\$ 15,000	\$ 15,000
36 SRC Operating Expense	\$ 638	\$ 20,665	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
37 SRC Vending	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38						
39 Materials & Services Total:	\$ 141,217	\$ 260,878	\$ 279,950	\$ 281,100	\$ 281,100	\$ 281,100
40						
41 CAPITAL OUTLAY:	\$ 19,319	\$ 43,217	\$ 75,000	\$ 238,431	\$ 238,431	\$ 238,431
42						
43 CAPITAL OUTLAY TOTAL:	\$ 19,319	\$ 43,217	\$ 75,000	\$ 238,431	\$ 238,431	\$ 238,431
44						
45 INTERFUND TRANSFER:						
46 Transfer to Capital Improvement Fund	\$ -	\$ -	\$ -	\$ 156,000	\$ 156,000	\$ 156,000
47						
48 INTERFUND TRANSFER TOTAL:	\$ -	\$ -	\$ -	\$ 156,000	\$ 156,000	\$ 156,000
49						
50 DEBT SERVICE:						
51 1120 Loan Payable	\$ -	\$ 42,543	\$ 175,269	\$ 175,269	\$ 175,269	\$ 175,269
52						
53 DEBT SERVICE TOTAL:	\$ -	\$ 42,543	\$ 175,269	\$ 175,269	\$ 175,269	\$ 175,269
54						
55 General Operating Contingency:	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
56						
57 Total Revenues:	\$ 497,293	\$ 423,206	\$ 715,463	\$ 895,000	\$ 895,000	\$ 895,000
58 Total Expenditures:	\$ 160,536	\$ 346,638	\$ 715,463	\$ 895,000	\$ 895,000	\$ 895,000
59						
60 Unappropriated Ending Fund Balance:	\$ 336,757	\$ 76,568	\$ -	\$ -	\$ -	\$ -
61						
62 Total Expenses Incl. Unappropriated amt.	\$ 497,293	\$ 423,206	\$ 715,463	\$ 895,000	\$ 895,000	\$ 895,000
63 Cost Recovery:	310%	122%	100%	100%	100%	100%

HDIV/01

**FY 23-24
CAPITAL IMPROVEMENT FUND**

	Actual 20-21	Actual 21-22	Budgeted 22-23	Proposed 23-24	Budget Committee	Board Adopted
1 REVENUES:						
2 CF Net working capital	\$ 84,000.00	\$ 69,000.00	\$ 109,000	\$ 94,000	\$ 94,000	
3 CF Previously Levied Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	
4 CF Transfer from General Fund	\$ -	\$ -	\$ 25,000	\$ 156,000	\$ 156,000	
5 CF Grants	\$ -	\$ -	\$ -	\$ -	\$ -	
6 CF Donations	\$ -	\$ -	\$ -	\$ -	\$ -	
7 CF Interest	\$ -	\$ -	\$ -	\$ -	\$ -	
8						
9 Total Resources Except Taxes	\$ 84,000	\$ 69,000	\$ 134,000	\$ 250,000	\$ 250,000	\$ -
10 Taxes Estimated to be received	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11						
12 REVENUE TOTAL:	\$ 84,000	\$ 69,000	\$ 134,000	\$ 250,000	\$ 250,000	\$ -
13						
14						
15 EXPENSES:						
16 Personnel Services:						
17 CF Personnel Services (0.0 FTE)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18						
19 Personnel Services Total: (FTE 0.0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20						
21 Board Discretionary Expense:						
22 CF Board Discretionary Expense	\$ -	\$ -	\$ 134,000	\$ 250,000	\$ -	\$ -
23						
24 Board Discretionary Expense Total:	\$ -	\$ -	\$ 134,000	\$ 250,000	\$ -	\$ -
25						
26 CAPITAL OUTLAY:						
27 CF Project Expenses	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
28						
29 CAPITAL OUTLAY TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
30						
31 Interfund Transfer:						
32						
33						
34 Total Interfund Transfers:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35						
36						
37 DEBT SERVICE:						
38						
39						
40 DEBT SERVICE TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41						
42 General Operating Contingency:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43						
44 Total Expenditures:	\$ -	\$ -	\$ 134,000	\$ 250,000	\$ 250,000	\$ -
45						
46 Unappropriated Ending Fund Balance:	\$ 84,000	\$ 69,000	\$ -	\$ -	\$ -	\$ -
47						
48 Total Expenses Incl. Unappropriated amt.	\$ 84,000	\$ 69,000	\$ 134,000	\$ 250,000	\$ 250,000	\$ -
49						
50 Total Revenues:	\$ 84,000	\$ 69,000	\$ 134,000	\$ 250,000	\$ 250,000	\$ -

BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

APRIL 25, 2023, 5:15PM

This meeting was held in person at the Bob Chisholm Community Center.

Staff & Board participating were either in person or participated via Zoom®

CALL TO ORDER	The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:16pm by Board President Katharine Parker
ATTENDANCE	Present: Katharine Parker, Board President; Celeste Bodner, Board Vice-President; Michael Hinton; Kyle Gorman (via Zoom®) Absent: Board Secretary Su Coddington Also Present: Skyler Archibald, Darren Gooch, Chris McCollister, Levi Conner, Cortney Tibbitts (SEPRD Staff)
PLEDGE OF ALLEGIANCE	Led by Parker.
DECLARATION OF POTENTIAL CONFLICT OF INTEREST	No Directors declared a potential conflict of interest.
RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH FOR APRIL: BONNIE CAVE	The Board recognized the work of Bonnie Cave, who serves as a dedicated dryland and aquatic fitness instructor. Thank you, Bonnie!
PUBLIC COMMENT	Kate Besse offered public comment and correspondence regarding an incident that occurred in the Sunset Pool on March 10 th . A patron exposed himself to her, according to the public comment, as well as written correspondence. Marti Wajc offered public comment regarding an incident that occurred with the Sunset Pool music volume and a complaint about an interaction with a staff member.
CORRESPONDENCE	The Board reviewed written correspondence that Mr. Archibald drafted to Oregon State Representative Cyrus Javadi, to secure funding for the Summer Camp Grant Program, which the District has received the last two years. The Board also reviewed the 2023 NRPA Agency Performance Review and had a discussion about the District's performance in comparison with the information provided as well as how the District might be able to implement information from the report into operations.
APPROVAL OF BOARD MEETING MINUTES	The Board reviewed the meeting minutes from the Board Meeting held on March 23, 2023. <i>After review the Board unanimously approved the Board Meeting Minutes (Hinton/Gorman).</i>

REVIEW OF FINANCIALS

The Board reviewed the Financial Reports from March 2023, which included the new reports created by staff to ease the review of the financials by the Board. *After review the Board unanimously approved the financials for March 2023 (Gorman/Bodner)*

STAFF PRESENTATION: LEVI CONNER & CORTNEY TIBBITTS

The Board received a presentation from the SEPRD Maintenance Leaders, Levi Conner, Director of Facilities & Maintenance and Cortney Tibbitts, Maintenance Coordinator.

OLD BUSINESS

OCCUPANCY UPDATE: The Board and Mr. Archibald discussed the occupancy process at the SRC, still ongoing but progress has been made with another round of comments being submitted to the City staff.

BROADWAY FIELD UPDATE: Mr. Archibald shared an update about:

- MOU Visibility: Mr. Archibald provided the Board with the MOU that was signed by SSD and SEPRD prior to the Conditional Use Permit for the Softball Field relocation.
- IGA: Mr. Archibald shared an update on the IGA. The Board provided feedback on the document including the locker room project, budget and timeline, maintenance contract and supplies. The Board agreed to meet for an additional meeting on May 16 at 6:30 to review the IGA in compliance with the project timeline.
- Logo on Football/Soccer Field: Mr. Archibald shared that there will be a logo on the football/soccer field, a red S.

STRATEGIC PLAN RFP UPDATE: Mr. Archibald shared that the group had their second kickoff meeting and work is beginning with surveys and some site visits in the planning phase.

NEW BUSINESS

2023 Audit Agreement: *The Board reviewed and unanimously adopted the 2023 Audit with Kern & Thompson (Bodner/Hinton).*

EXECUTIVE DIRECTOR REPORT

Mr. Archibald provided an update on the following items:

- District Goals 2023
- Special Events Recap/Events upcoming:
 - o SEPRD Community Egg Hunt Recap
 - o Ship & Savor
 - o SEPRD Budget Committee Meeting
 - o SEPRD All Staff Training
 - o SEPRD May Board Meeting

BOARD COMMENT

Director Hinton thanked Mr. Archibald for his efforts, on top of the budget. He shared experiences of his trip to Barcelona recently and his visits to lots of parks there.

Board Vice-President Bodner thanked Mr. Archibald for his efforts and stated her appreciation for the maintenance team presentation. She shared her excitement for the sun to come out.

Director Gorman shared his experience at attending a recent Chamber of Commerce meeting and thanked Zoe for her message there. He also thanked those that offered public comment, the Maintenance Team and the staff and Board that have worked on the I.G.A.

Board President Parker thanked the Maintenance Team, calling them the unsung heroes of the District. She noted the work of the I.G.A. team and shared her appreciation for them.

ADJOURNMENT

The meeting was adjourned at 8:25pm by Board President Parker.

Skyler Archibald, Exec. Director

Katharine Parker, Board President

BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

MAY 16, 2023, 6:30PM

*This meeting was held in person at the Bob Chisholm Community Center.
Staff & Board participating were either in person or participated via Zoom®*

- CALL TO ORDER** The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 6:36pm by Board President Katharine Parker
- ATTENDANCE** **Present:** Katharine Parker, Board President; Celeste Bodner, Board Vice-President; Su Coddington, Board Secretary; Michael Hinton
Absent: Kyle Gorman
- PLEDGE OF ALLEGIANCE** Led by Parker.
- DECLARATION OF POTENTIAL CONFLICT OF INTEREST** Board President Parker declared that she does work for the Seaside School District but has no financial interest in the Broadway Fields IGA.
- PUBLIC COMMENT** There was no public comment.
- NEW BUSINESS** Intergovernmental Agreement with Seaside School District for Broadway Fields Complex: The Board reviewed the drafted IGA with the Seaside School District. There were great questions and direction provided to ensure that the document is inclusive of the District's current and future position.

After review, the Board unanimously agreed to grant Mr. Archibald the authority to sign the IGA pending that the suggested edits are made, that no further material changes were made to the document and that the District counsel had an opportunity to review (Bodner/Hinton).
- BOARD COMMENT** There was no Board Comment, at the discretion of the Board President
- ADJOURNMENT** The meeting was adjourned at 8:49pm 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, 2023	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	155,772.45	168,000.00	12,227.55	92.72%
Building Fund	25,000.00	25,000.00	0.00	100.00%
Broadway Field Fund	42,565.28	47,400.00	4,834.72	89.80%
Community Center	85,922.50	76,575.00	-9,347.50	112.21%
Recreation	86,227.68	48,650.00	-37,577.68	177.24%
Special Events	41,933.66	37,950.00	-3,983.66	110.50%
Sunset Recreation Center	408,655.95	460,330.00	51,674.05	88.77%
Youth Center	485,573.89	433,000.00	-52,573.89	112.14%
Taxes & Other	1,956,552.25	1,971,360.00	14,807.75	99.25%
Total Revenues	3,288,203.66	3,268,265.00	-19,938.66	100.61%
EXPENSES--				
AD Staffing	286,104.35	350,480.00	64,375.65	81.63%
AD PR Taxes and Benefits	79,465.08	156,250.00	76,784.92	50.86%
AD Materials, Supplies, and Services	198,175.33	210,800.00	12,624.67	94.01%
<i>Sub-total AD Expenses</i>	<i>563,744.76</i>	<i>717,530.00</i>	<i>153,785.24</i>	<i>78.57%</i>
AQ Staffing	381,495.33	437,000.00	55,504.67	87.30%
AQ PR Taxes and Benefits	62,012.18	94,060.00	32,047.82	65.93%
AQ Materials, Supplies, and Services	88,808.43	115,000.00	26,191.57	77.22%
<i>Sub-total AQ Expenses</i>	<i>532,315.94</i>	<i>646,060.00</i>	<i>113,744.06</i>	<i>82.39%</i>
CF Capital/Board Discretion Expense	0.00	134,000.00	134,000.00	0.00%
<i>Sub-total BF Expenses</i>	<i>0.00</i>	<i>134,000.00</i>	<i>134,000.00</i>	<i>0.00%</i>
BRF Staffing	7,024.79	16,380.00	9,355.21	42.89%
BRF PR Taxes and Benefits	541.28	2,950.00	2,408.72	18.35%
BRF Materials, Supplies, and Services	36,360.30	23,500.00	-12,860.30	154.72%
<i>Sub-total BRF Expenses</i>	<i>43,926.37</i>	<i>42,830.00</i>	<i>-1,096.37</i>	<i>102.56%</i>
CC Staffing	92,259.12	111,092.00	18,832.88	83.05%
CC PR Taxes and Benefits	13,228.08	25,700.00	12,471.92	51.47%
CC Material, Supplies, and Services	14,922.40	9,000.00	-5,922.40	165.80%
<i>Sub-total CC Expenses</i>	<i>120,409.60</i>	<i>145,792.00</i>	<i>25,382.40</i>	<i>82.59%</i>
MNT Staffing	161,880.79	178,000.00	16,119.21	90.94%
MNT PR Taxes and Benefits	47,088.23	67,040.00	19,951.77	70.24%
MNT Materials, Supplies, and Services	107,408.12	179,250.00	71,841.88	59.92%
<i>Sub-total MNT Expenses</i>	<i>316,377.14</i>	<i>424,290.00</i>	<i>107,912.86</i>	<i>74.57%</i>
RC Staffing	44,591.76	52,850.00	8,258.24	84.37%
RC PR Taxes and Benefits	9,949.67	13,552.00	3,602.33	73.42%
RC Materials, Supplies, and Services	18,160.07	31,250.00	13,089.93	58.11%
<i>Sub-total RC Expenses</i>	<i>72,701.50</i>	<i>97,652.00</i>	<i>24,950.50</i>	<i>74.45%</i>
SE Staffing	29,122.54	38,000.00	8,877.46	76.64%
SE PR Taxes and Benefits	15,752.43	31,950.00	16,197.57	49.30%
SE Materials, Supplies, and Services	20,707.55	19,600.00	-1,107.55	105.65%
<i>Sub-total SE Expenses</i>	<i>65,582.52</i>	<i>89,550.00</i>	<i>23,967.48</i>	<i>73.24%</i>
SRC Staffing	22,318.61	148,512.00	126,193.39	15.03%
SRC PR Taxes and Benefits	1,899.16	26,732.00	24,832.84	7.10%
SRC Materials, Supplies, and Services	283,798.92	540,219.00	256,420.08	52.53%
<i>Sub-total SRC Expenses</i>	<i>308,016.69</i>	<i>715,463.00</i>	<i>407,446.31</i>	<i>43.05%</i>
YC Staffing	400,701.20	509,650.00	108,948.80	78.62%
YC PR Taxes	61,880.50	119,237.00	57,356.50	51.90%
YC Materials, Supplies, and Services	66,538.72	52,750.00	-13,788.72	126.14%
<i>Sub-total YC Expenses</i>	<i>529,120.42</i>	<i>681,637.00</i>	<i>152,516.58</i>	<i>77.62%</i>
Total Expenses	2,552,194.94	3,694,804.00	1,142,609.06	69.08%
Revenues Plus Net Working Capital	3,792,372.66	3,772,434.00	-19,938.66	100.53%

April 2023 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 189,729.70	\$ 20,641.21	\$ 54,855.18	\$ -	\$ 265,226.09
Non-exempt Staff	1.50	\$ 47,135.49	\$ 3,968.69	\$ -	\$ -	\$ 51,104.18
Sub-total	5.80	\$ 236,865.19	\$ 24,609.90	\$ 54,855.18	\$ -	\$ 316,330.27
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 161,880.79	\$ 13,758.02	\$ 33,330.21	\$ -	\$ 208,969.02
Sub-total	3.87	\$ 161,880.79	\$ 13,758.02	\$ 33,330.21	\$ -	\$ 208,969.02
AQUATICS						
Exempt Staff	1.40	\$ 68,128.61	\$ 6,445.16	\$ 26,472.27	\$ -	\$ 101,046.04
Non-exempt Staff	12.67	\$ 297,861.00	\$ 29,094.74	\$ -	\$ -	\$ 326,955.74
Sub-total	14.07	\$ 365,989.61	\$ 35,539.91	\$ 26,472.27	\$ -	\$ 428,001.79
RECREATION						
Exempt Staff	0.20	\$ 13,030.12	\$ 1,165.09	\$ 6,045.48	\$ -	\$ 20,240.69
Non-exempt Staff	0.85	\$ 28,167.77	\$ 2,739.10	\$ -	\$ -	\$ 30,906.87
Sub-total	1.05	\$ 41,197.89	\$ 3,904.19	\$ 6,045.48	\$ -	\$ 51,147.56
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 65,375.82	\$ -	\$ 25,531.20	\$ -	\$ 90,907.02
Non-exempt Staff	11.80	\$ 335,325.38	\$ -	\$ -	\$ -	\$ 335,325.38
Sub-total	13.10	\$ 400,701.20		\$ 25,531.20	\$ -	\$ 426,232.40
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 9,634.41	\$ 893.30	\$ 2,394.47	\$ -	\$ 12,922.18
Non-exempt Staff	2.70	\$ 82,624.71	\$ 7,878.12	\$ -	\$ 2,062.19	\$ 92,565.02
Sub-total	2.85	\$ 92,259.12	\$ 8,771.42	\$ 2,394.47	\$ 2,062.19	\$ 105,487.20
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 29,122.54	\$ 2,605.88	\$ 11,847.42	\$ -	\$ 43,575.84
Non-exempt Staff	0.50	\$ 13,866.27	\$ 1,299.13	\$ -	\$ -	\$ 15,165.40
Sub-total	1.15	\$ 42,988.81	\$ 3,905.01	\$ 11,847.42	\$ -	\$ 58,741.24
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 7,024.79	\$ 541.28	\$ -	\$ -	\$ 7,566.07
Sub-total	0.37	\$ 7,024.79	\$ 541.28	\$ -	\$ -	\$ 7,566.07
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 22,318.61	\$ 1,899.16	\$ -	\$ -	\$ 24,217.77
Sub-total	4.20	\$ 22,318.61	\$ 1,899.16	\$ -	\$ -	\$ 24,217.77
TOTAL	46.46	\$ 1,371,226.01	\$ 92,928.89	\$ 160,476.23	\$ 2,062.19	\$ 1,626,693.32



Check Report

By Check Number

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00297	CASH	04/05/2023	Regular	0.00	200.00	47013
00829	ACE HARDWARE - SEASIDE	04/05/2023	Regular	0.00	51.89	47014
00312	AIRGAS USA, LLC	04/05/2023	Regular	0.00	1,059.67	47015
00174	COMMERCIAL ADJUST	04/05/2023	Regular	0.00	439.97	47016
01651	Fire Extinguisher service	04/05/2023	Regular	0.00	868.00	47017
00099	GRAINGER	04/05/2023	Regular	0.00	528.89	47018
01223	Jeane Jensen	04/05/2023	Regular	0.00	630.00	47019
01211	Justin Smith	04/05/2023	Regular	0.00	44.06	47020
01492	LEVI CONNER	04/05/2023	Regular	0.00	241.53	47021
VEN01200	Mallory Litehiser	04/05/2023	Regular	0.00	120.00	47022
00141	MESHER SUPPLY	04/05/2023	Regular	0.00	348.75	47023
01756	Northwest Local Government Legal Advisor	04/05/2023	Regular	0.00	825.00	47024
00161	PACIFIC POWER	04/05/2023	Regular	0.00	5,401.40	47025
01040	RECOLOGY WESTERN OREGON	04/05/2023	Regular	0.00	653.93	47026
00434	RICOH USA	04/05/2023	Regular	0.00	146.88	47027
01133	SDIS	04/05/2023	Regular	0.00	15,070.72	47028
00511	Shara Ford	04/05/2023	Regular	0.00	200.00	47029
00511	Shara Ford	04/12/2023	Regular	0.00	-200.00	47029
00918	TILLCUM FOUNDATION	04/05/2023	Regular	0.00	125.00	47030
00454	WALTER NELSON CO.	04/05/2023	Regular	0.00	542.31	47031
01726	Wilcox & Fiegel	04/05/2023	Regular	0.00	111.94	47032
00174	COMMERCIAL ADJUST	04/11/2023	Regular	0.00	57.69	47034
00187	DMT Auto Parts	04/11/2023	Regular	0.00	75.05	47035
00087	ENGLUND MARINE SUPPLY	04/11/2023	Regular	0.00	-582.95	47036
00087	ENGLUND MARINE SUPPLY	04/11/2023	Regular	0.00	582.95	47036
00951	EO MEDIA GROUP	04/11/2023	Regular	0.00	223.00	47037
VEN01015	Franz Family Bakeries	04/11/2023	Regular	0.00	465.67	47038
01761	HD Supply Facilities Maintenance Ltd	04/11/2023	Regular	0.00	220.08	47039
VEN01071	Jacobs Radio	04/11/2023	Regular	0.00	224.00	47040
VEN01201	Mike Scott	04/11/2023	Regular	0.00	43.00	47041
00150	NORTHWEST NATURAL	04/11/2023	Regular	0.00	10,699.06	47042
01079	OHANA MEDIA GROUP, LLC	04/11/2023	Regular	0.00	400.00	47043
VEN01195	Tuff Puffin	04/11/2023	Regular	0.00	1,385.60	47044
00454	WALTER NELSON CO.	04/11/2023	Regular	0.00	148.53	47045
VEN01203	Adam Morse	04/14/2023	Regular	0.00	804.08	47046
VEN01091	Mackenzie Greenwell	04/14/2023	Regular	0.00	1,806.01	47047
00312	AIRGAS USA, LLC	04/17/2023	Regular	0.00	1,098.10	47048
01748	Bonnie Marlene Ruch	04/17/2023	Regular	0.00	50.00	47049
01510	COASTCOM	04/17/2023	Regular	0.00	1,234.03	47050
00174	COMMERCIAL ADJUST	04/17/2023	Regular	0.00	30.00	47051
VEN01202	Curtis Restaurant Equipment	04/17/2023	Regular	0.00	7,788.00	47052
00099	GRAINGER	04/17/2023	Regular	0.00	47.50	47053
VEN01206	Ignacia Valevio	04/17/2023	Regular	0.00	200.00	47054
01795	KLOSH GROUP INC	04/17/2023	Regular	0.00	6,658.35	47055
VEN01054	Linda Perme	04/17/2023	Regular	0.00	17.60	47056
01129	Pacific Alarm Systems	04/17/2023	Regular	0.00	459.88	47057
01684	RE Investment Company	04/17/2023	Regular	0.00	96.28	47058
VEN01205	Rebecca Reed	04/17/2023	Regular	0.00	50.00	47059

Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number Vendor Name
VEN01203 Adam Morse

Payment Date Payment Type
04/28/2023 Regular

Discount Amount Payment Amount Number
0.00 875.21 47060

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	47	0.00	63,349.61
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-782.95
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	50	49	0.00	62,566.66

All Bank Codes Check Summary


Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	47	0.00	63,349.61
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-782.95
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	50	49	0.00	62,566.66

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2023	<u>62,566.66</u>
			62,566.66

Chris
McCollister

Finance
Manager






Agenda

- 01 Introduction
- 02 Day to day finance life
- 03 Projects
- 04 What's next
- 05 Closing

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

01 Finance Department



Elizabeth
MacDonald



Hayden
McCanna

02 Day to day finance life

Daily

- Day money balances
- Day CC processing
- Billing/Invoicing
- Provide assistance to management as needed



Monthly, Quarterly, Annually

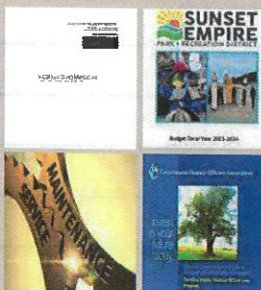
- Payroll/Payroll tax
- ACH processing
- Bank reconciliations
- Foundation Taxes
- Current budget reviews with management



03 Projects

Projects

- Audit process
 - Clean audit
- Budget process
 - Successful Budget
- Capital Projects
 - Deferred Maintenance
- Creating a PAFR
 - Popular Annual Financial Review



04 What's next

Goals for FY:23/24

- Begin the CPFO Program
- Continue monthly budget reviews with management
- Develop a new structure for organizing grants and contracts
- Create a full mentor program for accounting internships

05 Closing

Thank you for getting to know us even more in the Finance Department!

SUNSET EMPIRE PARK AND RECREATION DISTRICT, DIRECTOR, POSITION 4

Follow this contest



KYLE GORMAN
NONPARTISAN

98.64%

1,233



WRITE-IN

1.36%

17



TOTAL VOTES

1,250

SUNSET EMPIRE PARK AND RECREATION DISTRICT, DIRECTOR, POSITION 5

Follow this contest



KATHARINE PARKER
NONPARTISAN

98.50%

1,312



WRITE-IN

1.50%

20



TOTAL VOTES

1,332



Sunset Empire Park & Recreation District Board Members 2023-2024
****Effective May 19, 2023**

Director, Board Secretary, Position 1

Susan Coddington
2152 Cedar St.
Seaside, Oregon 97138
(503)738-8787
Email: scoddington@sunsetempire.com

START DATE: 07/1/2021
TERM EXP: 06/30/2025

Director, Board Vice-President, Position 2

Celeste Bodner
145 N Wahanna Rd.
Seaside, OR 97138
(503) 367-8740
Email: cbodner@sunsetempire.com

START DATE: 07/1/2021
TERM EXP: 06/30/2025

Director, Position 3

Michael Hinton
1015 S. Irvine Pl.
Seaside, OR 97138
(503) 440-1281
Email: mhinton@sunsetempire.com

START DATE: 07/1/2021
TERM EXP: 06/30/2025

Director, Position 4

Kyle Gorman
2249 S Edgewood St.
Seaside, OR 97138
(503) 939-8664
Email: kgorman@sunsetempire.com

START DATE: 07/01/2023
TERM EXP: 06/30/2027

Director, Board President, Position 5

Katharine Parker
PO Box 368
Seaside, OR 97138
(503) 351-1671
Email: kparker@sunsetempire.com

START DATE: 07/01/2023
TERM EXP: 06/30/2027

May 23, 2023

To: SEPRD Board of Directors
Re: District Goals 2023, May Update

Hi Directors,

Here are the goals established and agreed upon by the Board and an update on those goals as of May 2023 (end of April), (33% of 2023 completed).

1. Explore and learn more about Systems Development Charges (SDC's) and bring information back to the Board

Identified a consulting firm (FCS Group) that could come and inform the Board on this topic. Attended the ORPA Admin Retreat where staff from FCS Group presented information. Direction from the Board at the March meeting indicated that they would like to revisit this around the end of Summer/early Fall.

2. Start conversation with out-of-District communities for possible District expansion

Not begun yet. Would look to the Board for guidance on how they'd like to move forward on this or if there is a designee from the Board to assist with this effort.

3. Return Sunset Pool to pre-pandemic hours of operation, offering more weekend hours and open swims

We have continued operation on Saturdays with a full catalog of programs, open swims and even some rentals also. This past Saturday we hosted a successful Free Open Swim, sponsored by the Kiwanis Club.

4. Create more opportunities for patrons to get to know staff, particularly the Executive Director

Staff have designated Friday, June 2 from 8:30-10am for our initial meet and greet opportunity. We will host a casual come-and-go event to highlight the door project and other improvements in the West Wing and give patrons the opportunity to get to know staff and Board, should they choose to participate.

5. Enhance utilization

Staff are in negotiations to hire a bilingual individual for the Seaside Farmers Market as well as translation of marketing and other materials.

6. Obtain full occupancy for the Sunset Recreation Center and begin the process of utilizing the building spaces, providing more recreation and community space.

Update provided earlier in the meeting.

- Hire a grantwriter 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.

Grantwriter has been hired and begun their work.

- Edit or recreate the IGA between the City, SSD, and SEPRD regarding Broadway Field

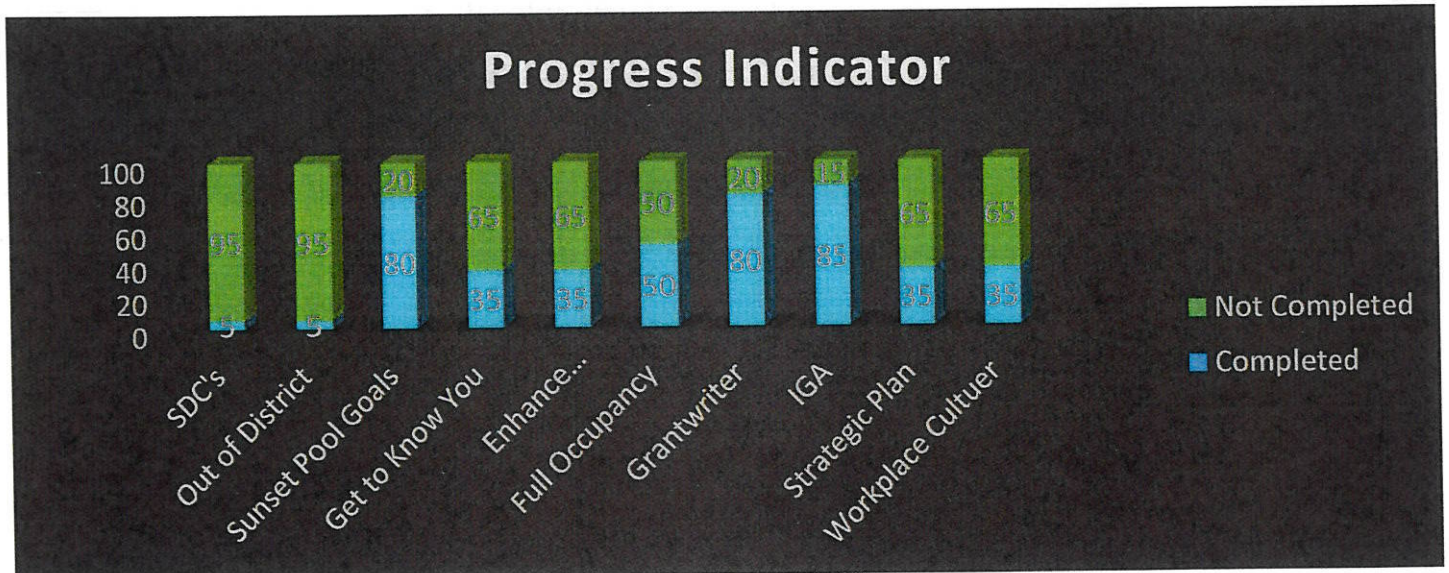
Update provided earlier in the meeting.

- Complete the Strategic Plan, in conjunction with consultants from SEA and SFA

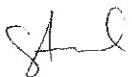
Update provided earlier in the meeting.

- Align recruitment and retention goals to ensure a healthy workplace culture while meeting program needs.

Lots to do in this area but efforts made thus far include the District apparel program, expanded efforts in staff recognition and other retention efforts but open to insight from the Board of Directors



Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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



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



June 14TH - September 27TH
2:00PM - 6:00PM Every Wednesday

40+ Vendors | Farmers | Artisans
With A Food Court & Live Music

Celebrating 10 Years!



Supplemental
Nutrition
Assistance
Program

Stretch Your Dollars!
Farm Direct Dollars
Snap Match Up To \$10
DUFB Match Up To \$20

Sponsor



Partners



1120 Broadway St, Seaside, OR 97138 @Highway 101 & Broadway
www.SeasideMarket.org | www.sunsetempire.com

