

Board Meeting Agenda
Tuesday, August 24, 2021, 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. All attendees will wear masks and are encouraged to social distance. 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. Public Comment Rules of Decorum
5. Public Comment
6. Recognition of SEPRD Employee of the Month: Justin Marteeny
7. Approval of Board Meeting Minutes: July 27
8. Correspondence
9. Review Financials: June 2021, July 2021
10. Old Business
 - A. Anchor Christian Academy Donation/Proposal
 - B. Surplus of SRC Items & Surplus Sales
 - C. Board of Directors Job Description and Required Training (Review)
11. New Business
 - A. Clatsop County 4H- Presentation from Mary Goff, Volunteer Club Leader
 - B. SEPRD Staff Presentation Schedule (Discussion and approval)
 - C. Requirement for District Staff to be Vaccinated (Discussion and potential decision)
12. Executive Director Report:
 - A. Staffing Update
 1. Finance Manager- Chris McCollister
 2. Staffing levels within District
 3. SEPRD Organizational Chart Update
 - B. Summer Programs & Aquatic Programs Update
 - C. Special Events Report/Events Upcoming
 1. Chalk Art Contest
 2. Prom 100 Year Events
 3. Break the Chain Run
 4. Track Meet
13. Upcoming Calendar Items:
 - A. Seaside Farmers Market: Wednesdays (ending Sept. 29), 2-6pm
 - B. September 1: Youth Track Meet
 - C. September SEPRD Board Meeting: September 28
14. Board Comment
15. Adjournment

Accessibility: This meeting is handicapped accessible.
Please let us know at 503-738- 3311 x0,
if you will need any special accommodation to participate in this meeting.

Thank you for making a public comment during the SEPRD Public Meeting

The goal of public meetings is to allow members of the public to observe and listen to their elected representatives while they conduct the District's business. The SEPRD's Board of Directors ("Board") also uses these meetings to engage with the community we serve in order to serve you better, and we value your questions and concerns. However, it is also imperative that we maintain a respectful and productive environment that allows all voices to be heard.

The following Rules of Decorum ("Rules") define the District's expectations for public comment during SEPRD Public Meetings.

1. The Board of Directors ("Board") will make all reasonable efforts to provide a Public Comment period during each meeting but is not required to do so unless a public hearing is specifically required by law. The Board may remove the Public Comment period from the agenda when a majority of the Board agrees that doing so is necessary to ensure timely and efficient completion of District business.
2. The SEPRD Board President or presiding officer ("President") shall have the sole discretion to enforce these Rules, except that any three directors may vote to override the decision of the President.
3. Members of the public may speak only during the Public Comment period as stated on the Board agenda, and only when specifically recognized by the President.
4. A person may speak only if they have signed up to speak in accordance with these Rules. Speaker substitutions are not allowed.
5. Speakers may speak one time during a Public Comment period unless specifically requested to speak again by the President.
6. Each speaker shall have three (3) minutes to address the Board. The President may, in his or her discretion, increase or decrease this time allocation.
7. A speaker may not share or relinquish any unused time to another speaker.
8. Speakers shall refrain from personal attacks and/or threats directed towards the members of the Board, SEPRD staff, or other members of the public. This includes unsubstantiated allegations or similarly libelous statements. These Rules shall apply to

**Public Meetings:
Public Comment Rules of Decorum**

any public comments submitted in written form and read into, or requested to be read into, the record.

9. Speakers shall be civil and courteous in their language and presentation. Insults, profanity, use of vulgar language or gestures or other inappropriate behavior are not allowed.
10. Interrupting a speaker during his or her allotted speaking time is not allowed. This includes comments, questions, jeering, or other interruptions directed at other members of the public, at a specific board member, or during a conversation between or among board members during the meeting.
11. The Board will allow each speaker who is in compliance with these Rules to finish his or her remarks but will not engage in dialogue with the speaker or other members of the audience during the Public Comment period. The President may, however, request that SEPRD Staff follow up with a speaker after the meeting or provide additional information to the Board at a later date, or the Board may agree to address a speaker's comments at a later date.
12. Failure to obey these Rules may result in the forfeiture of the remaining speaking time. Continued speaking when asked to stop by the President, or continued or repeated violations of these Rules, may result in ejection from the meeting. Any member of the public who does not leave the meeting when asked to do so may be treated as a trespasser and be removed by law enforcement personnel.

I have read and agree to the Rules of Decorum for Public Comment:

Name: _____

Signature: _____

Date: _____



**SUNSET
EMPIRE**
PARK + RECREATION DISTRICT

PAUSE FOR APPLAUSE

SEPTEMBER WINNER

AWARDED TO:

JUSTIN MARTEENY

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****JULY 27, 2021, 5:15PM**

This meeting was held in person at the Bob Chisholm Community Center with limited in-person attendance.

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: Directors: Katharine Parker, Michael Hinton, Su Coddington Celeste Bodner, Erika Marshall Absent: None Also Present: Skyler Archibald: SEPRD Executive Director, Spencer Rockwell (SDAO Counsel), Jennifer Schoorl (HR Answers)
PLEDGE OF ALLEGIANCE	Led by Parker.
BOARD ACTION	Revised agenda
SWEARING IN OF BOARD OF DIRECTORS	Mr. Archibald swore in the newly elected Directors to their respective positions on the Board. <ul style="list-style-type: none">- Position 1: Su Coddington- Position 2: Celeste Bodner- Position 3: Michael Hinton- Position 4: Erika Marshall- Position 5: Katharine Parker
NOMINATION OF BOARD OFFICER POSITIONS	The Board discussed the officer positions. <i>The Board unanimously voted to select Katharine Parker (Marshall/Hinton) as Board President, Celeste Bodner as Vice-President (Parker/Coddington) and Michael Hinton as Board Secretary (Marshall/Parker).</i>
PUBLIC COMMENT	There was no public comment this month.
RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH FOR AUGUST: CAMDON RITTERBY	The Board recognized the work of Camdon Ritterby, the Employee of the Month for August. Camdon has worked for the district for several years and does an outstanding job working with the youth programs department.
EXECUTIVE SESSION	<i>The Board of Directors voted unanimously to go to Executive Session for purpose of "to consider information or records that are exempt by law from public inspection" pursuant to ORS 192.660(2)(f). (Bodner/Marshall)</i>

The Board voted unanimously to return from executive session (Bodner/Coddington).

CONFLICT OF INTEREST

No Directors declared a conflict of interest.

APPROVAL OF BOARD MINUTES

The Board reviewed the meeting minutes from the last month.
The Board unanimously approved the June 22 Board Meeting Minutes (Hinton/Coddington).

CORRESPONDENCE

There were two items of correspondence in the packet this month.

REVIEW OF FINANCIALS

The Board reviewed the Financial Reports from June 2021. Due to the recent software change and a transition in finance staff personnel the report was incomplete. The Board asked staff to bring the June 2021 financials (along with the July 2021 financials) to the August 2021 meeting.

OLD BUSINESS

SEPRD Board Meeting & Board Workshop Information: Date, Time, Location: The Board discussed their meeting information for the upcoming year. *The Board unanimously voted to keep the SEPRD Board Meetings on the 4th Tuesday of the Month at the Bob Chisholm Community Center at 5:15 and to hold workshops on the 2nd Tuesday of the month at the same time, when appropriate (Marshall/Coddington)*

NEW BUSINESS

Review of Broadway Field Inter-Governmental Agreement (IGA): The Board reviewed the current usage of Broadway Field and provided some recommendations to staff. It was decided that the District would have a more optimal solution for this by the end of the calendar year and that Director Marshall would help with the process.

Review proposal regarding Sports Acres Camp: The Board reviewed a proposal regarding the Sports Acres Camp, near Elsie, Oregon. It was discussed that Director Bodner would work with the requestor to get more information.

Review MOU with Seaside School District for Summer Camp Programming: Mr. Archibald reviewed an MOU with the Seaside School District. The SSD is partnering with the SEPRD to provide an all-day summer camp experience for children in August.

EXECUTIVE DIRECTOR REPORT

Special Events Report/Events Upcoming: Mr. Archibald reviewed some recent special events and discussed upcoming opportunities.

Recap of Consultant Visit: Mr. Archibald reviewed the recent visits from the strategic consultants which featured around 75 unique participants in the various meetings.

Oregon Community Foundation Grant: Mr. Archibald shared that the District Foundation was a recipient of a \$50,000 grant for summer camp programming and staff is working to determine the appropriate uses of those funds.

**UPCOMING
CALENDAR ITEMS**

Mr. Archibald and Board President Parker reviewed a couple of upcoming dates of interest.

**EXECUTIVE
SESSION**

The Board of Directors voted unanimously to go to Executive Session for purpose of "Performance Review for Executive Director, pursuant to ORS 192.660(1)(i)" (Bodner/Marshall).

The Board voted unanimously to return from executive session (Coddington/Marshall).

BOARD ACTION

The Board unanimously voted to accept the terms that were previously discussed in Exec Session regarding the Executive Director (Coddington/Marshall).

BOARD COMMENT

Director Marshall stated that there were some great events upcoming and thanked Mr. Archibald and staff for their work.

Director Coddington dittoed that and thanked the staff for persevering through some tough times and shared that she was excited that the Board was officially sworn in.

Vice-President Bodner congratulated Mr. Archibald and stated that she was excited for the SRC Planning Process.

Secretary Hinton noted the growth of the Board and District from one year previous.

Board President Parker stated her excitement to be officially elected and have the certificate to prove it. She shared that she was proud and thankful of the work of the Board.

ADJOURNMENT

The meeting was adjourned at 8:01pm by Board President Parker.

Skyler Archibald, Exec. Director

Katharine Parker, Board President



Sunset Empire Park & Recreation Dist, OR

Detail vs Budget Report Account Summary

Date Range: 06/01/2021 - 06/30/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	%Remaining
100 - General Fund								
Revenue								
100.22.4000.202.000	AQ Classes REV	0.00	-7,000.00	-10,768.65	-1,266.75	-12,035.40	5,035.40	71.93%
100.22.4000.203.000	AQ Pass Sales REV	0.00	-13,000.00	-22,838.21	-2,121.25	-24,959.46	11,959.46	92.00%
100.22.4000.204.000	AQ Swim Team REV	0.00	-4,500.00	-5,560.84	0.00	-5,560.84	1,060.84	23.57%
100.22.4000.206.000	AQ Product Enhancement REV	0.00	-25,000.00	-22,953.97	-1,273.45	-24,227.42	-772.58	-3.09%
100.22.4000.207.000	AQ Vending REV	0.00	-2,250.00	-2,465.85	-476.25	-2,942.10	692.10	30.76%
100.22.4000.208.000	AQ Rental REV	0.00	-1,500.00	-4,202.52	-2,398.26	-6,600.78	5,100.78	340.05%
100.22.4000.209.000	AQ Grants/Donat REV	0.00	-2,500.00	-2,403.05	0.00	-2,403.05	-96.95	-3.88%
100.33.4000.301.000	RC Fitness REV	0.00	-6,500.00	-11,182.66	-1,294.00	-12,476.66	5,976.66	91.95%
100.33.4000.302.000	RC Grants/Donat REV	0.00	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
100.33.4000.303.000	RC Sponsorship REV	0.00	-1,000.00	-500.00	0.00	-500.00	-500.00	-50.00%
100.33.4000.304.000	RC New Program rev	0.00	0.00	-500.00	0.00	-500.00	500.00	0.00%
100.33.4000.306.000	RC Fitness Events Rev	0.00	-3,000.00	-2,866.65	0.00	-2,866.65	-133.35	-4.45%
100.33.4000.307.000	RC Program REV	0.00	-4,000.00	-3,602.75	-481.00	-4,083.75	83.75	2.09%
100.33.4000.308.000	RC Community Garden REV	0.00	-1,000.00	-1,685.00	-480.00	-2,165.00	1,165.00	116.50%
100.44.4000.401.000	YC Summer Camp 1st- 5th REV	0.00	-15,000.00	-11,795.70	-10,484.35	-22,280.05	7,280.05	48.53%
100.44.4000.402.000	YC ASA 1st-5th REV	0.00	-40,000.00	-66,621.77	-4,963.73	-71,585.50	31,585.50	78.96%
100.44.4000.403.000	YC Day Off Trips/Camps REV	0.00	-2,600.00	-2,595.00	0.00	-2,595.00	-5.00	-0.19%
100.44.4000.404.000	YC Learning Ladder Preschool REV	0.00	-70,000.00	-86,760.44	-3,582.05	-90,342.49	20,342.49	29.06%
100.44.4000.405.000	YC Kinder Camp Explorers REV	0.00	-10,000.00	-9,179.95	-16,311.30	-25,491.25	15,491.25	154.91%
100.44.4000.406.000	YC ASA Kinder-1st	0.00	0.00	-3,525.75	0.00	-3,525.75	3,525.75	0.00%
100.44.4000.409.000	YC Art Explorers	0.00	-50.00	-45.00	0.00	-45.00	-5.00	-10.00%
100.44.4000.412.000	YC Grants/Donat REV	0.00	-17,000.00	-81,000.03	0.00	-81,000.03	64,000.03	376.47%
100.44.4000.414.000	YC COBRA	0.00	0.00	-2,738.82	0.00	-2,738.82	2,738.82	0.00%
100.55.4000.502.000	CC Building Rental REV	0.00	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
100.55.4000.503.000	CC Rental Deposit REV	0.00	0.00	-250.00	0.00	-250.00	250.00	0.00%
100.55.4000.504.000	CC Grants/Donat REV	0.00	-500.00	-450.00	0.00	-450.00	-50.00	-10.00%
100.55.4000.505.000	CC Contract REV	0.00	-66,000.00	-60,212.70	-5,875.02	-66,087.72	87.72	0.13%
100.66.4000.601.000	SE Halloween Event REV	0.00	-1,200.00	-1,388.00	0.00	-1,388.00	188.00	15.67%
100.66.4000.603.000	SE Egg Hunt REV	0.00	-1,000.00	-1,000.00	0.00	-1,000.00	0.00	0.00%
100.66.4000.604.000	SE Farmers Market REV	0.00	-15,000.00	-17,029.25	-2,970.00	-19,999.25	4,999.25	33.33%
100.66.4000.610.000	SE New Events REV	0.00	-3,000.00	-5,590.00	-4,000.00	-9,590.00	6,590.00	219.67%
100.91.4000.900.000	SE Foundation Events Rev	0.00	0.00	-60.00	-564.24	-624.24	624.24	0.00%
100.91.4000.901.000	Taxes - Current Taxes	0.00	0.00	-1,732,903.04	0.00	-1,732,903.04	1,732,903.04	0.00%
100.91.4000.903.000	Taxes - Back Taxes	0.00	0.00	-35,979.93	0.00	-35,979.93	35,979.93	0.00%
100.91.4000.904.000	Taxes - Timber Taxes	0.00	0.00	-103,197.23	0.00	-103,197.23	103,197.23	0.00%
100.91.4000.904.000	Taxes - Tax Interest Taxes	0.00	0.00	-445.62	0.00	-445.62	445.62	0.00%

8

Detail vs Budget Report

Date Range: 06/01/2021 - 06/30/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100.91.4000.905.000	OTHER - MISC REV	0.00	0.00	-7,568.89	-70.40	-7,639.29	7,639.29	0.00%
100.91.4000.906.000	OTHER - Bequests/Foundation REV	0.00	0.00	-6,655.28	0.00	-6,655.28	6,655.28	0.00%
100.91.4000.907.000	OTHER - Donations REV	0.00	0.00	-4,410.93	0.00	-4,410.93	4,410.93	0.00%
100.91.4000.908.000	OTHER - Bank Interest REV	0.00	0.00	-8,714.07	-14.02	-8,728.09	8,728.09	0.00%
100.91.4000.909.000	OTHER - Grants/Sponsorships REV	0.00	0.00	-140,882.13	0.00	-140,882.13	140,882.13	0.00%
	Revenue Totals:	0.00	-314,600.00	-2,482,529.68	-58,626.07	-2,541,155.75	2,226,555.75	707.74%
Expense								
100.11.5000.050.000	AD Staff Payroll Taxes	0.00	51,399.00	30,992.70	0.00	30,992.70	20,406.30	39.70%
100.11.5000.050.000	AD Staff Benefits	0.00	48,032.00	42,313.52	0.00	42,313.52	5,718.48	11.91%
100.11.5000.070.000	AD Staff Retire Contrib	0.00	38,180.00	26,815.44	739.06	27,554.50	10,625.50	27.83%
100.11.5000.075.000	AD Staff Leave Time Expense	0.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
100.11.5000.076.000	AD Staff Reimb Medical Exp	0.00	5,550.00	6,708.69	210.00	6,918.69	-1,368.69	-24.66%
100.11.5000.100.000	AD Postage/Freight Exp	0.00	6,500.00	3,675.94	4.80	3,680.74	2,819.26	43.37%
100.11.5000.110.000	AD Advertising Exp	0.00	10,000.00	7,725.78	0.00	7,725.78	2,274.22	22.74%
100.11.5000.120.000	AD Legal Fees Exp	0.00	15,000.00	13,051.35	0.00	13,051.35	1,948.65	12.99%
100.11.5000.130.000	AD Financial Review Exp	0.00	19,000.00	21,379.00	0.00	21,379.00	-2,379.00	-12.52%
100.11.5000.135.000	AD License/Permits Exp	0.00	1,000.00	6,276.00	0.00	6,276.00	-5,276.00	-527.60%
100.11.5000.140.000	AD Membership Dues Exp	0.00	6,500.00	5,348.25	160.00	5,508.25	991.75	15.26%
100.11.5000.150.000	AD Communications Exp	0.00	13,000.00	15,022.19	1,197.37	16,219.56	-3,219.56	-24.77%
100.11.5000.160.000	AD Election Cost Exp	0.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
100.11.5000.170.000	AD Insurance Exp	0.00	23,000.00	20,695.00	0.00	20,695.00	2,305.00	10.02%
100.11.5000.180.000	AD Meeting Notices Exp	0.00	1,400.00	1,016.40	1,764.00	2,780.40	-1,380.40	-98.60%
100.11.5000.182.000	AD Office Supplies Exp	0.00	3,600.00	6,616.37	206.95	6,823.32	-3,223.32	-89.54%
100.11.5000.190.000	AD Training/Travel/Meetings Exp	0.00	4,000.00	4,372.20	318.75	4,690.95	-690.95	-17.27%
100.11.5000.191.000	AD Board Training/Travel/Meetings Exp	0.00	2,000.00	72.51	393.67	466.18	1,533.82	76.69%
100.11.5000.192.000	AD Printing Exp	0.00	5,500.00	2,449.45	0.00	2,449.45	3,050.55	55.46%
100.11.5000.210.000	AD Bank Exp	0.00	4,000.00	2,272.63	103.74	2,376.37	1,623.63	40.59%
100.11.5000.216.000	AD Machine Rpr/Softwr/Hardware Exp	0.00	120,000.00	75,081.04	10,992.11	86,063.15	33,936.85	28.28%
100.11.5000.220.000	AD Publications Exp	0.00	200.00	0.00	0.00	0.00	200.00	100.00%
100.11.5000.230.000	AD Contract Svc Exp	0.00	8,000.00	18,242.08	16,942.19	35,184.27	-27,184.27	-339.80%
100.11.5000.240.000	AD Other Exp	0.00	1,000.00	466.00	0.00	466.00	534.00	53.40%
100.11.5000.255.000	AD Employee Recognition Exp	0.00	3,500.00	4,274.95	474.05	4,749.00	-1,249.00	-35.69%
100.11.5000.257.000	AD Recruitment	0.00	1,000.00	2,766.51	494.12	3,260.63	-2,260.63	-226.06%
100.11.5000.258.000	AD Staff Director of Operations	0.00	25,000.00	12,500.00	0.00	12,500.00	12,500.00	50.00%
100.11.5000.800.001	AD Staff Finance Manager	0.00	50,000.00	47,135.44	4,522.98	51,658.42	-1,658.42	-3.32%
100.11.5000.800.003	AD Staff Accounting Asst	0.00	34,050.00	28,735.20	2,226.85	30,962.05	3,087.95	9.07%
100.11.5000.800.004	AD Staff Marketing Manager	0.00	23,500.00	14,279.09	2,082.72	16,361.81	7,138.19	30.38%
100.11.5000.800.006	AD Staff IT/Marketing Manager	0.00	65,000.00	46,825.51	0.00	46,825.51	18,174.49	27.96%
100.11.5000.801.000	AD Staff General Manager	0.00	88,000.00	82,380.69	21,436.77	103,817.46	-15,817.46	-17.97%
100.15.5000.050.000	MNT Staff Payroll Taxes	0.00	37,267.00	23,234.95	0.00	23,234.95	14,032.05	37.65%
100.15.5000.060.000	MNT Staff Retire Contrib	0.00	22,752.00	13,825.49	0.00	13,825.49	8,926.51	39.23%
100.15.5000.070.000	MNT Staff Benefits	0.00	12,000.00	8,083.48	321.56	8,405.04	3,594.96	29.96%
100.15.5000.075.000	MNT Staff Leave Time Exp	0.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00%

6

Detail vs Budget Report

Date Range: 06/01/2021 - 06/30/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100.15.5000.076.000	MNT Staff Reimb Medical EXP	0.00	2,016.00	2,094.38	168.00	2,262.38	-246.38	-12.22%
100.15.5000.187.000	MNT Office Supplies EXP	0.00	1,000.00	12.90	15.94	28.84	971.16	97.12%
100.15.5000.190.000	MNT Training/Travel/Meetings	0.00	1,000.00	222.32	0.00	222.32	777.68	77.77%
100.15.5000.240.000	MNT Contract Svc EXP	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
100.15.5000.255.000	MNT Other EXP	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
100.15.5000.260.000	MNT Vehicle Fuel/repairs EXP	0.00	3,000.00	1,557.58	151.11	1,708.69	1,291.31	43.04%
100.15.5000.455.000	MNT Repair/Maint EXP AD	0.00	0.00	696.79	257.45	954.24	-954.24	0.00%
100.15.5000.455.001	MNT Repair/Maint EXP AD	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
100.15.5000.455.002	MNT Repair/Maint EXP AQ	0.00	55,000.00	61,760.50	1,361.47	63,121.97	-8,121.97	-14.77%
100.15.5000.455.003	MNT Repair/Maint EXP RC	0.00	6,500.00	5,783.76	0.00	5,783.76	716.24	11.02%
100.15.5000.455.004	MNT Repair/Maint EXP VC	0.00	3,000.00	5,418.31	195.32	5,613.63	-2,613.63	-87.12%
100.15.5000.455.005	MNT Repair/Maint EXP SE	0.00	800.00	0.00	0.00	0.00	800.00	100.00%
100.15.5000.455.006	MNT Repair/Maint EXP CC	0.00	0.00	385.75	0.00	385.75	-385.75	0.00%
100.15.5000.455.007	MNT Repair/Maint EXP GROUNDS	0.00	0.00	588.72	162.44	751.16	-751.16	0.00%
100.15.5000.807.001	MNT Staff Director of Facilities and Maintenance	0.00	25,000.00	14,340.04	6,096.27	20,436.31	4,563.69	18.25%
100.15.5000.807.002	MNT STAFF MAINTENANCE MANAGER	0.00	75,000.00	56,063.97	0.00	56,063.97	18,936.03	25.25%
100.15.5000.807.003	MNT Staff Coordinator	0.00	30,000.00	27,229.08	3,551.48	30,780.56	-280.56	-2.60%
100.15.5000.807.004	MNT Staff Leader	0.00	32,760.00	30,324.96	3,070.94	33,395.90	-635.90	-1.94%
100.15.5000.807.005	MNT Staff Custodial AQ	0.00	8,600.00	3,089.80	0.00	3,089.80	5,510.20	64.07%
100.15.5000.807.006	MNT Staff Custodial VP	0.00	28,400.00	29,697.94	1,775.94	31,473.88	-3,073.88	-10.82%
100.15.5000.807.007	MNT Staff Custodial CC	0.00	7,280.00	5,510.54	0.00	5,510.54	1,769.46	24.31%
100.15.5000.900.000	MNT Capital EXP	0.00	0.00	2,405.00	11,527.12	13,932.12	-13,932.12	0.00%
100.15.5000.900.001	VP Capital EXP	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
100.15.5000.900.004	RC Capital EXP	0.00	4,000.00	0.00	0.00	0.00	4,000.00	100.00%
100.15.5000.900.006	Grounds Capital EXP	0.00	14,000.00	0.00	0.00	0.00	14,000.00	100.00%
100.22.5000.050.000	AQ Staff Payroll Taxes	0.00	53,581.00	28,241.20	0.00	28,241.20	25,339.80	47.29%
100.22.5000.060.000	AQ Staff Benefits	0.00	25,128.00	15,205.32	0.00	15,205.32	9,922.68	39.49%
100.22.5000.070.000	AQ Staff Retime Contrib	0.00	10,786.00	5,916.81	294.23	6,211.04	4,574.96	42.42%
100.22.5000.075.000	AQ Staff Leave Time Expense	0.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
100.22.5000.076.000	AQ Staff Reimb Medical Exp	0.00	3,689.00	1,749.98	126.00	1,875.98	1,813.02	49.15%
100.22.5000.135.000	AQ License/Permits EXP	0.00	1,000.00	165.00	0.00	165.00	835.00	83.50%
100.22.5000.140.000	AQ Membership Dues EXP	0.00	600.00	0.00	0.00	0.00	600.00	100.00%
100.22.5000.182.000	AQ Office Supplies EXP	0.00	1,000.00	1,422.38	57.98	1,480.36	-480.36	-48.04%
100.22.5000.190.000	AQ Training/Travel/Meetings	0.00	2,000.00	953.80	0.00	953.80	1,046.20	52.31%
100.22.5000.240.000	AQ Contract Svc EXP	0.00	3,000.00	2,178.23	504.61	2,682.84	317.16	10.57%
100.22.5000.255.000	AQ Other EXP	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
100.22.5000.400.000	AQ Natural Gas EXP	0.00	36,000.00	25,228.27	2,380.94	27,609.21	8,390.79	23.31%
100.22.5000.410.000	AQ Electricity EXP	0.00	40,000.00	19,742.37	1,818.08	21,560.45	18,439.55	46.10%
100.22.5000.430.000	AQ Water/Sewer EXP	0.00	11,500.00	3,901.53	891.38	4,792.91	6,707.09	58.32%
100.22.5000.440.000	AQ Operating EXP	0.00	16,000.00	15,577.58	1,686.88	17,264.46	-1,264.46	-7.90%
100.22.5000.455.000	AQ Repair & Maintenance	0.00	0.00	-4,489.71	3,025.15	-1,464.56	1,464.56	0.00%
100.22.5000.460.000	AQ Vending EXP	0.00	1,000.00	547.78	0.00	547.78	452.22	45.22%
100.22.5000.490.000	AQ Program Supplies EXP	0.00	1,500.00	629.70	0.00	629.70	870.30	58.02%
100.22.5000.500.000	AQ Refunds EXP	0.00	5,000.00	3,212.44	0.00	3,212.44	1,787.56	35.75%

Detail vs Budget Report

Date Range: 06/01/2021 - 06/30/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100.22.5000.805.003	AQ Staff Personnel	0.00	70,000.00	0.00	0.00	0.00	70,000.00	100.00%
100.22.5000.807.001	AQ Staff Assistant Director of Programs	0.00	7,500.00	3,894.25	0.00	3,894.25	3,605.75	48.08%
100.22.5000.807.002	AQ Staff Manager	0.00	44,880.00	32,562.88	0.00	32,562.88	12,317.12	27.44%
100.22.5000.807.003	AQ Staff Coordinator	0.00	0.00	64,211.83	7,353.67	71,565.50	-71,565.50	0.00%
100.22.5000.807.004	AQ Patron Relation Specialist	0.00	61,795.00	51,232.44	6,538.88	57,771.32	4,023.68	6.51%
100.22.5000.807.006	AQ Staff Maintenance Coord	0.00	0.00	873.15	360.73	1,233.88	-1,233.88	0.00%
100.22.5000.807.007	AQ Staff Maintenance Leader	0.00	0.00	0.00	127.91	127.91	-127.91	0.00%
100.22.5000.807.009	AQ Staff Head Life Guard	0.00	0.00	525.00	0.00	525.00	-525.00	0.00%
100.22.5000.807.010	AQ Staff Life Guards	0.00	100,000.00	101,175.00	11,993.19	113,168.19	-13,168.19	-13.17%
100.22.5000.807.011	AQ Staff Swim Instruction	0.00	6,000.00	4,596.36	4,732.32	9,328.68	-3,328.68	-55.48%
100.22.5000.807.012	AQ Staff Registrar	0.00	0.00	4,374.40	0.00	4,374.40	-4,374.40	0.00%
100.22.5000.807.013	AQ Staff Fitness Instructor	0.00	7,500.00	8,908.26	1,764.43	10,672.69	-3,172.69	-42.30%
100.22.5000.900.000	AQ Capital EXP	0.00	0.00	7,066.00	27,160.00	34,226.00	-34,226.00	0.00%
100.33.5000.050.000	RC Staff Payroll Taxes	0.00	9,202.00	4,369.35	0.00	4,369.35	4,832.65	52.52%
100.33.5000.060.000	RC Staff Benefits	0.00	9,600.00	7,765.08	0.00	7,765.08	1,834.92	19.11%
100.33.5000.075.000	RC Staff Retire Contrib	0.00	5,874.00	124.60	155.77	280.37	5,593.63	95.23%
100.33.5000.076.000	RC Staff Leave Time Expense	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
100.33.5000.140.000	RC Staff Reimb Medical Exp	0.00	1,008.00	459.82	42.00	501.82	506.18	50.22%
100.33.5000.140.000	RC Membership Dues EXP	0.00	250.00	0.00	0.00	0.00	250.00	100.00%
100.33.5000.182.000	RC Office Supplies EXP	0.00	250.00	151.04	0.00	151.04	98.96	39.58%
100.33.5000.190.000	RC Training/Travel/Meetings	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
100.33.5000.240.000	RC Contract Svc EXP	0.00	18,000.00	11,125.99	607.99	11,733.98	6,266.02	34.81%
100.33.5000.440.000	RC Operating	0.00	0.00	0.00	53.75	53.75	-53.75	0.00%
100.33.5000.480.000	RC New Program EXP	0.00	0.00	491.38	0.00	491.38	-491.38	0.00%
100.33.5000.490.000	RC Program Supplies EXP	0.00	3,500.00	1,429.68	0.00	1,429.68	2,070.32	59.15%
100.33.5000.500.000	RC Refunds EXP	0.00	5,000.00	4,000.00	0.00	4,000.00	1,000.00	20.00%
100.33.5000.740.000	RC Fitness EXP	0.00	1,000.00	895.00	0.00	895.00	105.00	10.50%
100.33.5000.750.000	RC Fitness Event EXP	0.00	4,500.00	4,325.00	0.00	4,325.00	175.00	3.89%
100.33.5000.760.000	RC Community Garden EXP	0.00	1,000.00	1,423.23	201.00	1,624.23	-624.23	-62.42%
100.33.5000.819.001	RC Director of Programs	0.00	5,000.00	2,596.15	0.00	2,596.15	2,403.85	48.08%
100.33.5000.819.002	RC Staff Fitness Coordinator	0.00	18,120.00	14,606.55	0.00	14,606.55	3,513.45	19.39%
100.33.5000.819.003	RC Staff Fitness Instructors	0.00	10,000.00	8,016.71	868.63	8,885.34	1,114.66	11.15%
100.33.5000.819.006	RC Staff Leaders	0.00	13,000.00	9,197.69	0.00	9,197.69	3,802.31	29.25%
100.33.5000.900.000	RC Capital/Fitness Machine EXP	0.00	0.00	3,977.45	0.00	3,977.45	-3,977.45	0.00%
100.44.5000.050.000	YC Staff Payroll Taxes	0.00	55,966.00	39,654.07	0.00	39,654.07	16,311.93	29.15%
100.44.5000.060.000	YC Staff Benefits	0.00	21,528.00	19,008.02	0.00	19,008.02	2,519.98	11.71%
100.44.5000.070.000	YC Staff Retire Contrib	0.00	10,000.00	4,297.98	0.00	4,297.98	5,702.02	57.02%
100.44.5000.075.000	YC Staff Leave Time Expense	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
100.44.5000.076.000	YC Staff Reimb Medical Exp	0.00	2,016.00	1,744.68	0.00	1,744.68	271.32	13.46%
100.44.5000.135.000	YC License/Permits EXP	0.00	500.00	10.00	0.00	10.00	490.00	98.00%
100.44.5000.182.000	YC Office Supplies EXP	0.00	1,000.00	537.84	73.97	611.81	388.19	38.82%
100.44.5000.190.000	YC Training/Travel/Meetings	0.00	4,000.00	480.47	49.00	529.47	3,470.53	86.76%
100.44.5000.240.000	YC Contract Svc EXP	0.00	16,000.00	15,880.63	279.73	16,160.36	-160.36	-1.00%
100.44.5000.410.000	YC Electricity EXP	0.00	2,800.00	1,851.84	77.09	1,928.93	871.07	31.11%

Detail vs Budget Report

Date Range: 06/01/2021 - 06/30/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100.44.5000.430.000	YC Water/Sewer EXP	0.00	3,000.00	915.34	202.42	1,117.76	1,882.24	62.74%
100.44.5000.431.000	YC Nutrition EXP	0.00	13,000.00	10,471.61	981.38	11,452.99	1,547.01	11.90%
100.44.5000.440.000	YC Operating EXP	0.00	500.00	255.08	96.00	351.08	148.92	29.78%
100.44.5000.455.000	YC Repair/Maint EXP	0.00	0.00	50.12	0.00	50.12	-50.12	0.00%
100.44.5000.490.000	YC Program Supplies 2nd-8th EXP	0.00	10,000.00	4,971.57	1,519.03	6,490.60	3,509.40	35.09%
100.44.5000.492.000	YC Program Supplies Prek-1st	0.00	5,000.00	3,987.07	71.55	4,058.62	941.38	18.83%
100.44.5000.500.000	YC Refunds EXP	0.00	3,000.00	2,074.80	0.00	2,074.80	925.20	30.84%
100.44.5000.824.001	YC Director of Programs	0.00	7,500.00	3,894.25	3,305.35	3,894.25	3,605.75	48.08%
100.44.5000.824.002	YC Manager	0.00	50,000.00	46,499.21	0.00	49,804.56	195.44	0.39%
100.44.5000.824.003	YC Site Supervisor	0.00	37,327.50	28,021.19	0.00	28,021.19	9,306.31	24.93%
100.44.5000.824.004	YC Preschool Teacher	0.00	60,000.00	22,766.52	8,854.96	31,621.48	28,378.52	47.30%
100.44.5000.824.005	YC Preschool Coordinator	0.00	0.00	30,279.01	0.00	30,279.01	-30,279.01	0.00%
100.44.5000.824.006	YC Staff Leaders	0.00	165,000.00	169,648.89	18,246.27	187,895.16	-22,895.16	-13.88%
100.44.5000.824.008	YC Staff Custodial	0.00	0.00	0.00	127.91	127.91	-127.91	0.00%
100.55.5000.050.000	CC Staff Payroll Taxes	0.00	15,962.40	8,044.37	0.00	8,044.37	7,918.03	49.60%
100.55.5000.050.000	CC Staff Benefits	0.00	0.00	196.78	0.00	196.78	-196.78	0.00%
100.55.5000.070.000	CC Staff Retire Contrib	0.00	0.00	31.16	300.00	331.16	-331.16	0.00%
100.55.5000.075.000	CC Staff Leave Time Expense	0.00	600.00	0.00	0.00	0.00	600.00	100.00%
100.55.5000.076.000	CC Staff Reimb Medical Exp	0.00	0.00	96.60	84.00	180.60	-180.60	0.00%
100.55.5000.150.000	CC Communications EXP	0.00	0.00	0.00	224.89	224.89	-224.89	0.00%
100.55.5000.182.000	CC Office Supplies EXP	0.00	1,000.00	5,461.98	20.05	5,482.03	-4,482.03	-448.20%
100.55.5000.240.000	CC Contract Svc EXP	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
100.55.5000.440.000	CC Operating EXP	0.00	400.00	366.60	0.00	366.60	33.40	8.35%
100.55.5000.440.000	CC Mary Blake Play House expense	0.00	100.00	393.26	49.99	443.25	-343.25	-343.25%
100.55.5000.457.000	CC Program Supplies EXP	0.00	1,500.00	1,643.37	490.14	2,133.51	-633.51	-42.23%
100.55.5000.490.000	CC Refunds EXP	0.00	1,000.00	650.00	100.00	750.00	250.00	25.00%
100.55.5000.500.000	CC Director of Programs	0.00	1,250.00	0.00	0.00	0.00	1,250.00	100.00%
100.55.5000.601.000	CC Patron Relation Specialist	0.00	41,120.00	34,896.31	2,972.70	37,869.01	3,250.99	7.91%
100.55.5000.831.001	CC Staff Leaders	0.00	100.00	70.81	0.00	70.81	29.19	29.19%
100.55.5000.831.003	CC Nutrition Coordinator	0.00	33,000.00	31,840.51	2,989.76	34,830.27	-1,830.27	-5.55%
100.66.5000.050.000	SE Staff Payroll Taxes	0.00	7,470.00	5,057.05	0.00	5,057.05	2,412.95	32.30%
100.66.5000.060.000	SE Staff Benefits	0.00	8,670.00	8,810.43	0.00	8,810.43	-140.43	-1.62%
100.66.5000.070.000	SE Staff Retire Contrib	0.00	2,820.00	4,042.07	106.15	4,148.22	-1,328.22	-47.10%
100.66.5000.075.000	SE Staff Leave Time Expense	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
100.66.5000.076.000	SE Staff Reimb Medical Exp	0.00	1,512.00	1,172.48	42.00	1,214.48	297.52	19.68%
100.66.5000.135.000	SE License/Permits EXP	0.00	500.00	75.00	0.00	75.00	425.00	85.00%
100.66.5000.140.000	SE Membership Dues EXP	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
100.66.5000.182.000	SE Office Supplies EXP	0.00	250.00	0.00	0.00	0.00	250.00	100.00%
100.66.5000.493.000	SE Halloween Event EXP	0.00	2,000.00	1,260.68	0.00	1,260.68	739.32	36.97%
100.66.5000.494.000	SE Holiday Event EXP	0.00	0.00	628.21	0.00	628.21	-628.21	0.00%
100.66.5000.495.000	SE Egg Hunt EXP	0.00	1,000.00	895.99	0.00	895.99	104.01	10.40%
100.66.5000.496.000	SE Daddy/Daughter Dance EXP	0.00	0.00	0.00	71.91	71.91	-71.91	0.00%
100.66.5000.497.000	SE Senior Event EXP	0.00	350.00	0.00	0.00	0.00	350.00	100.00%

12

Detail vs Budget Report

Date Range: 06/01/2021 - 06/30/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100.66.5000.498.000	SE Farmers Market EXP	0.00	3,500.00	1,708.90	780.00	2,488.90	1,011.10	28.89%
100.66.5000.500.000	SE Refunds EXP	0.00	100.00	0.00	0.00	0.00	100.00	100.00%
100.66.5000.501.000	SE New Events EXP	0.00	3,500.00	4,252.51	0.00	4,252.51	-752.51	-21.50%
100.66.5000.510.000	SE 4th of July EXP	0.00	600.00	0.00	0.00	0.00	600.00	100.00%
100.66.5000.835.001	SE Director Of Programs	0.00	3,750.00	1,947.10	0.00	1,947.10	1,802.90	48.08%
100.66.5000.835.002	SE Staff Coordinator	0.00	23,500.00	30,970.71	2,082.62	33,053.33	-9,553.33	-40.65%
100.66.5000.836.003	SE Staff Leaders	0.00	0.00	8,516.95	1,573.93	10,090.88	-10,090.88	0.00%
100.91.5000.971.000	OTHER - Debt Service - TRAN Loan	0.00	0.00	392,570.00	0.00	392,570.00	-392,570.00	0.00%
Expense Totals:		0.00	2,324,242.90	2,269,273.18	211,433.49	2,480,706.67	-156,463.77	-6.73%
100 - General Fund Totals:		0.00	2,009,642.90	-213,256.50	152,807.42	-60,449.08	2,070,091.98	

200 - Broadway Field

Revenue	BRF Rental Fees REV	0.00	-500.00	-427.50	0.00	-427.50	-72.50	-14.50%
200.77.4000.700.000	BRF Partnership REV	0.00	-13,900.00	0.00	0.00	0.00	-13,900.00	-100.00%
200.77.4000.705.000	BRF TR From General Fund	0.00	-12,000.00	0.00	0.00	0.00	-12,000.00	-100.00%
200.77.4000.706.000	BRF Net Working Capital	0.00	-74,616.00	0.00	0.00	0.00	-74,616.00	-100.00%
200.77.4000.709.000	BRF-TR From General Fund REV	0.00	0.00	0.00	162,000.00	162,000.00	-162,000.00	0.00%
Revenue Totals:		0.00	-101,016.00	-427.50	162,000.00	161,572.50	-262,588.50	-259.95%

Expense

200.77.5000.050.000	BRF Staff Payroll Taxes	0.00	1,965.60	410.62	0.00	410.62	1,554.98	79.11%
200.77.5000.260.000	BRF Vehicle Fuel/Repairs EXP	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
200.77.5000.410.000	BRF Electricity EXP	0.00	1,650.00	0.00	0.00	0.00	1,650.00	100.00%
200.77.5000.430.000	BRF Water/Sewer EXP	0.00	850.00	0.00	0.00	0.00	850.00	100.00%
200.77.5000.440.000	BRF Operating EXP	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
200.77.5000.455.000	BRF Repair/Maint EXP	0.00	9,514.00	2,774.34	0.00	2,774.34	6,739.66	70.84%
200.77.5000.837.003	BRF Staff Maintenance Leader	0.00	10,920.00	8,093.12	806.64	8,899.76	2,020.24	18.50%
200.77.5000.954.000	OTHER - TR to Broadway Field Fund	0.00	0.00	50,000.00	0.00	50,000.00	-50,000.00	0.00%
Expense Totals:		0.00	26,399.60	61,278.08	806.64	62,084.72	-35,685.12	-135.17%
200 - Broadway Field Totals:		0.00	-74,616.40	60,850.58	162,806.64	223,657.22	-298,273.62	

300 - Sunset Recreation Fund

Revenue	SRC Building Rental REV	0.00	-5,000.00	-1,947.50	-775.00	-2,722.50	-2,277.50	-45.55%
300.88.4000.801.000	SRC Rental Deposit REV	0.00	-600.00	0.00	0.00	0.00	-600.00	-100.00%
300.88.4000.802.000	SRC Grants/Donat REV	0.00	-5,000.00	-2,000.00	0.00	-2,000.00	-3,000.00	-60.00%
300.88.4000.803.000	SRC Program/Staffing REV	0.00	-1,000.00	0.00	0.00	0.00	-1,000.00	-100.00%
300.88.4000.805.000	SRC TR From General Fund	0.00	-150,000.00	0.00	0.00	0.00	-150,000.00	-100.00%
300.88.4000.806.000	SRC-TR From General Fund	0.00	0.00	-342,570.00	0.00	-342,570.00	342,570.00	0.00%
300.88.4000.808.000	SRC Proceeds from loan	0.00	-342,570.00	-342,623.00	0.00	-342,623.00	53.00	0.02%
Revenue Totals:		0.00	-504,170.00	-689,140.50	-775.00	-689,915.50	185,745.50	36.84%
Expense	SRC Staff Payroll Taxes	0.00	684.00	0.00	0.00	0.00	684.00	100.00%
300.88.5000.050.000	AD Insurance EXP	0.00	20,000.00	19,493.00	0.00	19,493.00	507.00	2.54%

Detail vs Budget Report

Date Range: 06/01/2021 - 06/30/2021

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
300.88.5000.182.000	SRC Office Supplies EXP	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
300.88.5000.220.000	SRC Machine Rpr/Softwr/Hardwr EXP	0.00	2,000.00	109.78	54.89	164.67	1,835.33	91.77%
300.88.5000.240.000	SRC Contract Svc EXP	0.00	40,000.00	36,193.25	536.83	36,730.08	3,269.92	8.17%
300.88.5000.255.000	AD Other EXP	0.00	6,800.00	6,051.13	0.00	6,051.13	548.87	8.32%
300.88.5000.400.000	AQ Natural Gas EXP	0.00	0.00	1,282.02	0.00	1,282.02	-1,282.02	0.00%
300.88.5000.410.000	SRC Electricity	0.00	0.00	3,488.34	2,651.66	11,140.00	-11,140.00	0.00%
300.88.5000.420.000	SRC Natural Gas EXP	0.00	0.00	23,504.17	1,422.82	24,926.99	-24,926.99	0.00%
300.88.5000.430.000	SRC Water/Sewer	0.00	0.00	318.96	841.42	1,160.38	-1,160.38	0.00%
300.88.5000.440.000	SRC Operating EXP	0.00	0.00	0.00	637.98	637.98	-637.98	0.00%
300.88.5000.455.000	SRC Repair/Maint EXP	0.00	15,000.00	7,592.26	32,038.24	39,630.50	-24,630.50	-164.20%
300.88.5000.500.000	SRC Refunds EXP	0.00	600.00	0.00	0.00	0.00	600.00	100.00%
300.88.5000.840.001	SRC Patron Relation Specialist	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
300.88.5000.840.003	SRC Staff Custodial	0.00	2,800.00	0.00	0.00	0.00	2,800.00	100.00%
300.88.5000.900.000	SRC Capital EXP	0.00	38,642.00	19,318.82	0.00	19,318.82	19,323.18	50.01%
Expense Totals:		0.00	127,826.00	122,351.73	38,183.84	160,535.57	-32,709.57	-25.59%
300 - Sunset Recreation Fund Totals:		0.00	-376,344.00	-566,788.77	37,408.84	-529,379.93	153,085.93	
Revenue								
400.97.4000.907.000	BF-Met Working Capital	0.00	-84,000.00	0.00	0.00	0.00	-84,000.00	-100.00%
400.97.4000.910.000	BF-TR from General Fund REV	0.00	-75,000.00	-50,000.00	0.00	-50,000.00	-25,000.00	-33.33%
Revenue Totals:		0.00	-159,000.00	-50,000.00	0.00	-50,000.00	-109,000.00	-68.55%
400 - BF Capital Fund Totals:		0.00	-159,000.00	-50,000.00	0.00	-50,000.00	-109,000.00	-68.55%
Report Total:		0.00	1,399,682.50	-769,194.69	353,022.90	-416,171.79	1,815,854.29	

5

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - General Fund	0.00	2,009,642.90	-213,256.50	152,807.42	-60,449.08	2,070,091.98	
200 - Broadway Field	0.00	-74,616.40	60,850.58	162,806.64	223,657.22	-298,273.62	
300 - Sunset Recreation Fund	0.00	-376,344.00	-566,788.77	37,408.84	-529,379.93	153,035.93	
400 - BF Capital Fund	0.00	-159,000.00	-50,000.00	0.00	-50,000.00	-109,000.00	-68.55%
Report Total:	0.00	1,399,682.50	-769,194.69	353,022.90	-416,171.79	1,815,854.29	



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
01223	Jeane Jensen	06/07/2021	Regular	0.00	4,050.00	
	Void	06/11/2021	Regular	0.00	0.00	1
	Void	06/11/2021	Regular	0.00	0.00	2
	Void	06/11/2021	Regular	0.00	0.00	3
	Void	06/11/2021	Regular	0.00	0.00	4
	Void	06/11/2021	Regular	0.00	0.00	5
	Void	06/11/2021	Regular	0.00	0.00	6
	Void	06/11/2021	Regular	0.00	0.00	7
	Void	06/11/2021	Regular	0.00	0.00	8
	Void	06/11/2021	Regular	0.00	0.00	9
	Void	06/11/2021	Regular	0.00	0.00	10
	Void	06/11/2021	Regular	0.00	0.00	11
	Void	06/11/2021	Regular	0.00	0.00	12
	Void	06/11/2021	Regular	0.00	0.00	13
00829	ACE HARDWARE - SEASIDE	06/11/2021	Regular	0.00	82.51	45728
00388	CASH & CARRY	06/11/2021	Regular	0.00	37.89	45729
01022	CIVICPLUS	06/11/2021	Regular	0.00	1,245.15	45730
00073	DAILY ASTORIAN	06/11/2021	Regular	0.00	378.00	45731
00460	DEX IMAGING	06/11/2021	Regular	0.00	679.73	45732
00520	HOME DEPOT CREDIT SERVICES	06/11/2021	Regular	0.00	248.23	45733
01223	Jeane Jensen	06/11/2021	Regular	0.00	540.00	45734
00161	PACIFIC POWER	06/11/2021	Regular	0.00	49.99	45735
00161	PACIFIC POWER	06/11/2021	Regular	0.00	77.09	45736
00161	PACIFIC POWER	06/11/2021	Regular	0.00	1,818.08	45737
00161	PACIFIC POWER	06/11/2021	Regular	0.00	2,651.66	45738
01778	TYLER TECHNOLOGIES INC	06/11/2021	Regular	0.00	10,746.00	45739
01726	Wilcox & Flegel	06/11/2021	Regular	0.00	24.36	45740
00297	CASH	06/16/2021	Regular	0.00	200.00	45741
01510	COASTCOM	06/16/2021	Regular	0.00	1,918.11	45742
00951	EO MEDIA GROUP	06/16/2021	Regular	0.00	504.00	45743
VEN01001	Government Finance Officers Association	06/16/2021	Regular	0.00	160.00	45744
00150	NORTHWEST NATURAL	06/16/2021	Regular	0.00	3,803.76	45745
00434	RICOH USA	06/16/2021	Regular	0.00	58.48	45746
00900	STAPLES	06/16/2021	Regular	0.00	696.07	45747
00206	SYSCO	06/16/2021	Regular	0.00	742.62	45748
00612	WestWind Landscape Supply	06/16/2021	Regular	0.00	201.00	45749
VEN01005	Rebecca Wagner	06/16/2021	Regular	0.00	150.00	45750
01691	CHASING EBENEZER	06/30/2021	Regular	0.00	200.00	45751
VEN01007	Deere & Company	06/30/2021	Regular	0.00	11,527.12	45752
01710	Richard Thomasian	06/30/2021	Regular	0.00	150.00	45753
VEN01006	River City NW Mechanical	06/30/2021	Regular	0.00	28,989.00	45754

Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00341	SPECTRUM AQUATICS	06/30/2021	Regular	0.00	27,160.00	45755

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	29	0.00	99,088.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	13	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	31	42	0.00	99,088.85

Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01734	Oregon Department of Revenue	06/30/2021	Bank Draft	0.00	46.27	DFT0000004
01735	Oregon Employment Department	06/30/2021	Bank Draft	0.00	1,631.81	DFT0000005
01793	US Treasury	06/30/2021	Bank Draft	0.00	1,519.90	DFT0000006
01793	US Treasury	06/30/2021	Bank Draft	0.00	6,527.12	DFT0000007

Bank Code Payroll Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	4	4	0.00	9,725.10
EFT's	0	0	0.00	0.00
	4	4	0.00	9,725.10

18

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	29	0.00	99,088.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	13	0.00	0.00
Bank Drafts	4	4	0.00	9,725.10
EFT's	0	0	0.00	0.00
	35	46	0.00	108,813.95

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2021	104,763.95
			104,763.95



Sunset Empire Park & Recreation Dist, OR

Detail vs Budget Report Account Summary

Date Range: 07/01/2021 - 07/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - General Fund							
Revenue							
100.22.4000.201.000	AQ Open Swim REV	0.00	0.00	-27.00	-27.00	27.00	0.00%
100.22.4000.202.000	AQ Classes REV	0.00	0.00	-10,201.09	-10,201.09	10,201.09	0.00%
100.22.4000.203.000	AQ Pass Sales REV	0.00	0.00	-3,250.50	-3,250.50	3,250.50	0.00%
100.22.4000.204.000	AQ Swim Team REV	0.00	0.00	-800.00	-800.00	800.00	0.00%
100.22.4000.206.000	AQ Product Enhancement REV	0.00	0.00	-1,706.60	-1,706.60	1,706.60	0.00%
100.22.4000.207.000	AQ Vending REV	0.00	0.00	-330.50	-330.50	330.50	0.00%
100.33.4000.301.000	RC Fitness REV	0.00	0.00	-2,004.75	-2,004.75	2,004.75	0.00%
100.33.4000.307.000	RC Program REV	0.00	0.00	-431.00	-431.00	431.00	0.00%
100.44.4000.401.000	YC Summer Camp 1st-5th REV	0.00	0.00	-7,222.50	-7,222.50	7,222.50	0.00%
100.44.4000.402.000	YC ASA 1st-5th REV	0.00	0.00	-1,584.00	-1,584.00	1,584.00	0.00%
100.44.4000.404.000	YC Learning Ladder Preschool REV	0.00	0.00	-861.50	-861.50	861.50	0.00%
100.44.4000.405.000	YC Kinder Camp Explorers REV	0.00	0.00	-12,601.98	-12,601.98	12,601.98	0.00%
100.55.4000.502.000	CC Building Rental REV	0.00	0.00	-45.00	-45.00	45.00	0.00%
100.55.4000.503.000	CC Rental Deposit REV	0.00	0.00	-380.00	-380.00	380.00	0.00%
100.55.4000.505.000	CC Contract REV	0.00	0.00	-5,875.02	-5,875.02	5,875.02	0.00%
100.66.4000.604.000	SE Farmers Market REV	0.00	0.00	-2,654.00	-2,654.00	2,654.00	0.00%
100.66.4000.608.000	SE New Events REV	0.00	0.00	-10,363.00	-10,363.00	10,363.00	0.00%
100.91.4000.905.000	OTHER - MISC REV	0.00	0.00	-818.30	-818.30	818.30	0.00%
100.91.4000.906.000	OTHER - Requests/Foundation REV	0.00	0.00	-504.00	-504.00	504.00	0.00%
100.91.4000.908.000	OTHER - Bank Interest REV	0.00	0.00	-16.88	-16.88	16.88	0.00%
Revenue Totals:		0.00	0.00	-61,677.62	-61,677.62	61,677.62	0.00%
Expense							
100.11.5000.050.000	AD Staff Payroll Taxes	0.00	0.00	3,614.24	3,614.24	-3,614.24	0.00%
100.11.5000.060.000	AD Staff Benefits	0.00	0.00	7,859.77	7,859.77	-7,859.77	0.00%
100.11.5000.100.000	AD Postage/Freight EXP	0.00	0.00	29.99	29.99	-29.99	0.00%
100.11.5000.110.000	AD Advertising EXP	0.00	0.00	590.00	590.00	-590.00	0.00%
100.11.5000.120.000	AD Legal Fees EXP	0.00	0.00	1,254.19	1,254.19	-1,254.19	0.00%
100.11.5000.140.000	AD Membership Dues EXP	0.00	0.00	405.00	405.00	-405.00	0.00%
100.11.5000.150.000	AD Communications EXP	0.00	0.00	544.10	544.10	-544.10	0.00%
100.11.5000.160.000	AD Election Cost EXP	0.00	0.00	3,348.69	3,348.69	-3,348.69	0.00%
100.11.5000.190.000	AD Training/Travel/Meetings EXP	0.00	0.00	75.00	75.00	-75.00	0.00%
100.11.5000.191.000	AD Board Training/Travel/Meetings EXP	0.00	0.00	75.00	75.00	-75.00	0.00%
100.11.5000.210.000	AD Bank EXP	0.00	0.00	212.78	212.78	-212.78	0.00%
100.11.5000.220.000	AD Machine Rpr/Softwr/Hardware EXP	0.00	0.00	1,233.76	1,233.76	-1,233.76	0.00%
100.11.5000.240.000	AD Contract Svc EXP	0.00	0.00	15,452.69	15,452.69	-15,452.69	0.00%

20

Detail vs Budget Report

Date Range: 07/01/2021 - 07/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100.11.5000.255.000	AD Other EXP	0.00	0.00	4,189.26	4,189.26	-4,189.26	0.00%
100.11.5000.800.001	AD Staff Director of Operations	0.00	0.00	2,759.09	2,759.09	-2,759.09	0.00%
100.11.5000.800.003	AD Staff Finance Manager	0.00	0.00	9,173.24	9,173.24	-9,173.24	0.00%
100.11.5000.800.004	AD Staff Accounting Asst	0.00	0.00	3,524.08	3,524.08	-3,524.08	0.00%
100.11.5000.800.006	AD Staff Marketing Manager	0.00	0.00	3,018.44	3,018.44	-3,018.44	0.00%
100.11.5000.801.000	AD Staff General Manager	0.00	0.00	18,120.92	18,120.92	-18,120.92	0.00%
100.15.5000.050.000	MINT Staff Payroll Taxes	0.00	0.00	1,002.40	1,002.40	-1,002.40	0.00%
100.15.5000.060.000	MINT Staff Benefits	0.00	0.00	3,155.48	3,155.48	-3,155.48	0.00%
100.15.5000.260.000	MINT Vehicle Fuel/repairs EXP	0.00	0.00	120.14	120.14	-120.14	0.00%
100.15.5000.455.000	MINT Repair/Maint EXP AD	0.00	0.00	83.75	83.75	-83.75	0.00%
100.15.5000.455.007	MINT Repair/Maint EXP GROUNDS	0.00	0.00	122.12	122.12	-122.12	0.00%
100.15.5000.807.001	MINT Staff Director of Facilities and Maintenance	0.00	0.00	7,358.41	7,358.41	-7,358.41	0.00%
100.15.5000.807.003	MINT Staff Coordinator	0.00	0.00	4,564.28	4,564.28	-4,564.28	0.00%
100.15.5000.807.004	MINT Staff Leader	0.00	0.00	4,457.00	4,457.00	-4,457.00	0.00%
100.15.5000.807.006	MINT Staff Custodial YP	0.00	0.00	845.68	845.68	-845.68	0.00%
100.22.5000.050.000	AQ Staff Payroll Taxes	0.00	0.00	2,981.44	2,981.44	-2,981.44	0.00%
100.22.5000.060.000	AQ Staff Benefits	0.00	0.00	2,911.18	2,911.18	-2,911.18	0.00%
100.22.5000.182.000	AQ Office Supplies EXP	0.00	0.00	41.45	41.45	-41.45	0.00%
100.22.5000.190.000	AQ Training/Travel/Meetings	0.00	0.00	40.00	40.00	-40.00	0.00%
100.22.5000.240.000	AQ Contract Svc EXP	0.00	0.00	658.43	658.43	-658.43	0.00%
100.22.5000.400.000	AQ Natural Gas EXP	0.00	0.00	1,958.62	1,958.62	-1,958.62	0.00%
100.22.5000.410.000	AQ Electricity EXP	0.00	0.00	3,556.18	3,556.18	-3,556.18	0.00%
100.22.5000.440.000	AQ Operating EXP	0.00	0.00	2,099.26	2,099.26	-2,099.26	0.00%
100.22.5000.807.001	AQ Staff Assistant Director of Programs	0.00	0.00	1,205.25	1,205.25	-1,205.25	0.00%
100.22.5000.807.003	AQ Staff Coordinator	0.00	0.00	8,282.59	8,282.59	-8,282.59	0.00%
100.22.5000.807.004	AQ Patron Relation Specialist	0.00	0.00	5,105.13	5,105.13	-5,105.13	0.00%
100.22.5000.807.006	AQ Staff Life Guards	0.00	0.00	78.56	78.56	-78.56	0.00%
100.22.5000.807.010	AQ Staff Swim Instruction	0.00	0.00	14,563.49	14,563.49	-14,563.49	0.00%
100.22.5000.807.011	AQ Staff Fitness Instructor	0.00	0.00	5,417.18	5,417.18	-5,417.18	0.00%
100.22.5000.807.013	RC Staff Payroll Taxes	0.00	0.00	1,795.77	1,795.77	-1,795.77	0.00%
100.33.5000.050.000	RC Staff Benefits	0.00	0.00	48.16	48.16	-48.16	0.00%
100.33.5000.060.000	RC Community Garden EXP	0.00	0.00	888.96	888.96	-888.96	0.00%
100.33.5000.760.000	RC Director of Programs	0.00	0.00	17.63	17.63	-17.63	0.00%
100.33.5000.819.001	RC Staff Fitness Instructors	0.00	0.00	803.49	803.49	-803.49	0.00%
100.33.5000.819.003	RC Staff Payroll Taxes	0.00	0.00	915.00	915.00	-915.00	0.00%
100.44.5000.050.000	YC Staff Benefits	0.00	0.00	2,872.80	2,872.80	-2,872.80	0.00%
100.44.5000.060.000	YC Contract Svc EXP	0.00	0.00	2,122.31	2,122.31	-2,122.31	0.00%
100.44.5000.240.000	YC Electricity EXP	0.00	0.00	279.73	279.73	-279.73	0.00%
100.44.5000.410.000	YC Nutrition EXP	0.00	0.00	1,857.10	1,857.10	-1,857.10	0.00%
100.44.5000.431.000	YC Program Supplies 2nd-8th EXP	0.00	0.00	69.76	69.76	-69.76	0.00%
100.44.5000.450.000	YC Refunds EXP	0.00	0.00	878.00	878.00	-878.00	0.00%
100.44.5000.500.000	YC Director of Programs	0.00	0.00	1,205.16	1,205.16	-1,205.16	0.00%
100.44.5000.824.001	YC Manager	0.00	0.00	5,000.07	5,000.07	-5,000.07	0.00%

Detail vs Budget Report

Date Range: 07/01/2021 - 07/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100.44.5000.824.004	YC- Preschool Teacher	0.00	0.00	9,941.91	9,941.91	-9,941.91	0.00%
100.44.5000.824.005	YC Staff Leaders	0.00	0.00	19,901.33	19,901.33	-19,901.33	0.00%
100.44.5000.824.008	YC Staff Custodial	0.00	0.00	822.34	822.34	-822.34	0.00%
100.55.5000.050.000	CC Staff Payroll Taxes	0.00	0.00	580.16	580.16	-580.16	0.00%
100.55.5000.060.000	CC Staff Benefits	0.00	0.00	222.24	222.24	-222.24	0.00%
100.55.5000.457.000	CC Mary Blake Play House expense	0.00	0.00	84.76	84.76	-84.76	0.00%
100.55.5000.601.000	CC Director of Programs	0.00	0.00	200.87	200.87	-200.87	0.00%
100.55.5000.602.000	Director of Operations	0.00	0.00	306.57	306.57	-306.57	0.00%
100.55.5000.831.001	CC Patron Relation Specialist	0.00	0.00	3,909.79	3,909.79	-3,909.79	0.00%
100.55.5000.831.004	CC Nutrition Coordinator	0.00	0.00	3,110.87	3,110.87	-3,110.87	0.00%
100.66.5000.050.000	SE Staff Payroll Taxes	0.00	0.00	100.86	100.86	-100.86	0.00%
100.66.5000.060.000	SE Staff Benefits	0.00	0.00	2,503.94	2,503.94	-2,503.94	0.00%
100.66.5000.498.000	SE Farmers Market EXP	0.00	0.00	1,525.52	1,525.52	-1,525.52	0.00%
100.66.5000.501.000	SE New Events EXP	0.00	0.00	2,422.75	2,422.75	-2,422.75	0.00%
100.66.5000.835.002	SE Staff Coordinator	0.00	0.00	3,018.33	3,018.33	-3,018.33	0.00%
100.66.5000.836.003	SE Staff Leaders	0.00	0.00	1,488.54	1,488.54	-1,488.54	0.00%
Expense Totals:		0.00	0.00	215,107.72	215,107.72	-215,107.72	0.00%
100 - General Fund Totals:		0.00	0.00	153,430.10	153,430.10	-153,430.10	
200 - Broadway Field							
Revenue							
200.77.4000.700.000	BRF Rental Fees REV	0.00	0.00	-230.00	-230.00	230.00	0.00%
200.77.4000.705.000	BRF Partnership REV	0.00	0.00	-10,900.00	-10,900.00	10,900.00	0.00%
Revenue Totals:		0.00	0.00	-11,130.00	-11,130.00	11,130.00	0.00%
Expense							
200.77.5000.837.003	BRF Staff Maintenance Leader	0.00	0.00	678.82	678.82	-678.82	0.00%
Expense Totals:		0.00	0.00	678.82	678.82	-678.82	0.00%
200 - Broadway Field Totals:		0.00	0.00	-10,451.18	-10,451.18	10,451.18	
300 - Sunset Recreation Fund							
Revenue							
300.88.4000.801.000	SRC Building Rental REV	0.00	0.00	-630.00	-630.00	630.00	0.00%
300.88.4000.802.000	SRC Rental Deposit REV	0.00	0.00	-405.00	-405.00	405.00	0.00%
Revenue Totals:		0.00	0.00	-1,035.00	-1,035.00	1,035.00	0.00%
Expense							
300.88.5000.240.000	SRC Contract Svc EXP	0.00	0.00	35,542.48	35,542.48	-35,542.48	0.00%
300.88.5000.410.000	SRC Electricity	0.00	0.00	2,629.83	2,629.83	-2,629.83	0.00%
300.88.5000.420.000	SRC Natural Gas EXP	0.00	0.00	1,066.67	1,066.67	-1,066.67	0.00%
300.88.5000.440.000	SRC Operating EXP	0.00	0.00	637.98	637.98	-637.98	0.00%
300.88.5000.455.000	SRC Repair/Maint EXP	0.00	0.00	2,794.01	2,794.01	-2,794.01	0.00%
Expense Totals:		0.00	0.00	42,670.97	42,670.97	-42,670.97	0.00%
300 - Sunset Recreation Fund Totals:		0.00	0.00	41,635.97	41,635.97	-41,635.97	
Report Total:		0.00	0.00	184,614.89	184,614.89	-184,614.89	

22

Fund Summary

Fund	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - General Fund	0.00	0.00	153,430.10	153,430.10	-153,430.10	
200 - Broadway Field	0.00	0.00	-10,451.18	-10,451.18	10,451.18	
300 - Sunset Recreation Fund	0.00	0.00	41,635.97	41,635.97	-41,635.97	
Report Total:	0.00	0.00	184,614.89	184,614.89	-184,614.89	



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 07/01/2021 - 07/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00829	ACE HARDWARE - SEASIDE	07/07/2021	Regular	0.00	83.75	45756
00312	AIRGAS USA, LLC	07/07/2021	Regular	0.00	1,128.89	45757
01304	American Red Cross	07/07/2021	Regular	0.00	240.00	45758
01025	BIO-MEDTesting Services, Inc.	07/07/2021	Regular	0.00	80.00	45759
00388	CASH & CARRY	07/07/2021	Regular	0.00	240.30	45760
00186	CITY OF SEASIDE	07/07/2021	Regular	0.00	1,935.22	45761
01022	CIVICPLUS	07/07/2021	Regular	0.00	1,245.15	45762
VEN01010	Collier International Valuation & Advisory Services	07/07/2021	Regular	0.00	3,900.00	45763
00460	DEX IMAGING	07/07/2021	Regular	0.00	679.73	45764
01549	EARTH 20	07/07/2021	Regular	0.00	67.99	45765
00951	EO MEDIA GROUP	07/07/2021	Regular	0.00	882.00	45766
00099	GRAINGER	07/07/2021	Regular	0.00	336.49	45767
00520	HOME DEPOT CREDIT SERVICES	07/07/2021	Regular	0.00	766.35	45768
VEN01008	Jillian Conrad	07/07/2021	Regular	0.00	399.00	45769
01709	John Orr	07/07/2021	Regular	0.00	200.00	45770
VEN01012	Margie Arata	07/07/2021	Regular	0.00	40.00	45771
01129	Pacific Alarm Systems	07/07/2021	Regular	0.00	366.48	45772
VEN01009	Pacific Crab Company	07/07/2021	Regular	0.00	100.00	45773
00165	Pitney Bowes Purchase Power	07/07/2021	Regular	0.00	87.30	45774
01040	RECOLOGY WESTERN OREGON	07/07/2021	Regular	0.00	637.98	45775
VEN01011	Rick Smith	07/07/2021	Regular	0.00	40.00	45776
01387	RICOH USA, INC.	07/07/2021	Regular	0.00	79.65	45777
01133	SDIS	07/07/2021	Regular	0.00	9,054.66	45778
00309	Seaside Downtown Development Assoc.	07/07/2021	Regular	0.00	270.00	45779
VEN01013	Sports Facilities Authority	07/07/2021	Regular	0.00	30,800.00	45780
00206	SYSCO	07/07/2021	Regular	0.00	42.75	45781
01778	TYLER TECHNOLOGIES INC	07/07/2021	Regular	0.00	9,765.00	45782
00454	WALTER NELSON CO.	07/07/2021	Regular	0.00	3,450.23	45783
01726	Wilcox & Flegel	07/07/2021	Regular	0.00	126.75	45784
VEN01014	Zions Bank	07/07/2021	Regular	0.00	17,726.22	45785
	Void	07/22/2021	Regular	0.00	0.00	45789
	Void	07/22/2021	Regular	0.00	0.00	45790
	Void	07/22/2021	Regular	0.00	0.00	45791
	Void	07/22/2021	Regular	0.00	0.00	45792
	Void	07/22/2021	Regular	0.00	0.00	45793
	Void	07/22/2021	Regular	0.00	0.00	45794
	Void	07/22/2021	Regular	0.00	0.00	45795
	Void	07/22/2021	Regular	0.00	0.00	45796
	Void	07/22/2021	Regular	0.00	0.00	45797
	Void	07/22/2021	Regular	0.00	0.00	45798
VEN01016	Ronnie Carrier Music	07/14/2021	Regular	0.00	150.00	45799
01710	Richard Thomasian	07/21/2021	Regular	0.00	150.00	45806
00052	Clatsop County Clerk & Elections Division	07/22/2021	Regular	0.00	3,348.69	45807
00951	EO MEDIA GROUP	07/22/2021	Regular	0.00	390.00	45808
VEN01015	Franz Family Bakeries	07/22/2021	Regular	0.00	224.35	45809
00099	GRAINGER	07/22/2021	Regular	0.00	69.76	45810
01795	KLOSH GROUP INC	07/22/2021	Regular	0.00	3,292.48	45811
01756	Northwest Local Government Legal Advisor	07/22/2021	Regular	0.00	1,254.19	45812
00150	NORTHWEST NATURAL	07/22/2021	Regular	0.00	3,025.29	45813
00434	RICOH USA	07/22/2021	Regular	0.00	73.43	45814
VEN01016	Ronnie Carrier Music	07/22/2021	Regular	0.00	150.00	45815
00206	SYSCO	07/22/2021	Regular	0.00	760.83	45816
00312	AIRGAS USA, LLC	07/23/2021	Regular	0.00	1,427.91	45829
VEN01019	Allison Branham	07/23/2021	Regular	0.00	570.00	45830

Check Report

Date Range: 07/01/2021 - 07/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00549	BUILDERS FIRSTSOURCE	07/23/2021	Regular	0.00	74.00	45831
01510	COASTCOM	07/23/2021	Regular	0.00	544.10	45832
01761	HD Supply Facilities Maintenance Ltd	07/23/2021	Regular	0.00	246.80	45833
VEN01018	Holly Maine	07/23/2021	Regular	0.00	41.45	45834
00084	KNORR SYSTEMS	07/23/2021	Regular	0.00	2,810.78	45835
01724	Marcus Runkle	07/23/2021	Regular	0.00	147.52	45836
01255	NORMAND MECHANICAL	07/23/2021	Regular	0.00	125.00	45837
00161	PACIFIC POWER	07/23/2021	Regular	0.00	6,395.51	45838
01040	RECOLOGY WESTERN OREGON	07/23/2021	Regular	0.00	637.98	45839
01133	SDIS	07/23/2021	Regular	0.00	10,609.22	45840
00459	TRAILS END RECOVERY	07/23/2021	Regular	0.00	17.63	45841
01778	TYLER TECHNOLOGIES INC	07/23/2021	Regular	0.00	4,500.00	45842
VEN01022	Bev Cordova	07/26/2021	Regular	0.00	300.00	45844
VEN01021	Mary Wallace	07/26/2021	Regular	0.00	300.00	45845
VEN01024	Norma Contreras	07/26/2021	Regular	0.00	127.50	45846
00312	AIRGAS USA, LLC	07/27/2021	Regular	0.00	671.35	45847
00186	CITY OF SEASIDE	07/27/2021	Regular	0.00	2,277.63	45848
01719	HR Answers INC.	07/27/2021	Regular	0.00	3,504.00	45849
VEN01025	Jeffrey Anderson	07/27/2021	Regular	0.00	1,750.00	45850
01795	KLOSH GROUP INC	07/27/2021	Regular	0.00	1,450.00	45851
00882	LOGOTEK, INC.	07/27/2021	Regular	0.00	626.75	45852
00165	Pitney Bowes Purchase Power	07/27/2021	Regular	0.00	29.99	45853
VEN01026	Annmarie Hill	07/29/2021	Regular	0.00	180.50	45854
01025	BIO-MEDTesting Services, Inc.	07/29/2021	Regular	0.00	385.00	45855
01758	COLUMBIA LOCKSMITH LLC	07/29/2021	Regular	0.00	2,512.00	45856
00530	INTERNAL REVENUE SERVICE	07/29/2021	Regular	0.00	11,200.06	45857
00503	Mary Blake	07/29/2021	Regular	0.00	161.63	45858
00183	SPECIAL DISTRICTS ASSOC. OF OREGON	07/29/2021	Regular	0.00	150.00	45859
00206	SYSCO	07/29/2021	Regular	0.00	752.44	45860
00297	CASH	07/30/2021	Regular	0.00	120.00	45861

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	84	74	0.00	152,307.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	84	84	0.00	152,307.66

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	84	74	0.00	152,307.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	84	84	0.00	152,307.66

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2021	152,307.66
			152,307.66

August 24, 2021

To: SEPRD Board of Directors
Re: Review of Policy on Training for Board

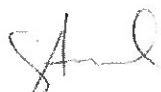
Directors,

In June of 2017, the District Board reviewed and adopted a policy that listed the following as requirements for all Board Members to complete on the frequency noted:

- Read and review the [SDAO Administrative Handbook](#) (annually)
- Read and review the [SDAO Special District Board Member Handbook](#) (annually)
- Read and comply with SEPRD and SDAO "Guidelines for Public Meetings" which was developed in 2017
- Meet with SEPRD Staff for overview of District Activities, Operations and Tour of Facilities (Annually)
- Complete SDAO Training on Ethics (annually)
- Attend SDAO Trainings or the annual SDAO Conference (every two years)

In July 2020, I presented this information to the Board and since that time, you have all served faithfully and been elected to your positions. There are upcoming training opportunities within SDAO as well as conferences for SDAO in February 2022 and ORPA in October 2021. My goal in bringing this to the Board is for visibility to the public regarding the time and resource commitment for the elected officials of the Board as well as opening a dialogue between Board and Staff to ensure that training, education and best practice information is available.

Regards,



Skyler Archibald
Executive Director, SEPRD

Job Description: Director (Elected)

Last updated: July 2017

General Description: A director of the Sunset Empire Park and Recreation District (SEPRD) is an elected representative of the citizens. As a member of a five-member Board of Directors, each individual is responsible for establishing and maintaining the programs and services of SEPRD in conjunction with local, state and federal laws and guidelines. In general, a Board may adopt its own policies to establish its general procedures and processes, assign tasks and conduct its business.

Supervision Received: A director, as an elected official, represents a voting constituency. It is his or her responsibility to seek information concerning the needs, wants and interests of the electorate. A Director may also be assigned selected responsibilities, including committee work, by the Chairperson of the Board of Directors.

Supervision Exercised: The Board of directors, as a whole, are responsible for directing the affairs of the District. The Board supervises the work of the Executive Director and directs its comments, suggestions and directives concerning the operations of SEPRD to that individual.

General Duties:

1. To establish policies and formulate direction for the District. In this capacity the Board serves as a legislative and policy-making body in consultation with the staff.
2. To interpret the programs, services and policies of the District and to its residents.
3. To secure and manage funds essential for the effective operation of the Park and Recreation District.
4. To ensure accountability through meetings, reports, evaluation processes and periodic reviews.
5. To be an advocate of SEPRD programs, activities and personnel when appropriate.

Specific Duties:

1. To review O.R.S. regulations 198 governing the organization of the Board and the calling and conducting of its meetings.
2. To participate in the election of officers annually as prescribed in the O.R.S. regulations.
3. To participate in standing and special committees as necessary.
4. To attend the SEPRD board meetings that are open to the public as well as other meetings that could be considered useful for a Board of Director.
5. To ensure that the Board maintains a complete record of all meetings.
6. To follow specific procedures for the efficient handling, spending and accounting of SEPRD funds.
7. To review financial statements of appropriations, expenditures, receipts and balances.
8. To analyze the financial needs of SEPRD and then adopt, submit and interpret the budget requests for the District to the public.
9. To promote and interpret current and future financial needs to the general public.

10. To select, employ and review Executive Director of SEPRD.
11. To support and encourage the Executive Director and work with this individual as a partner.
12. To respect the concept that individual Board members shall not give instructions to the Executive Director, except as related to specific committee assignments and only after the approval of the Board in official session.
13. To request that the Executive Director submit recommendations on all issues to be considered by the Board that relate to policies and procedures, programs, personnel, budget, facilities and other matters.

August 24, 2021

To: SEPRD Board of Directors
From: Skyler Archibald, SEPRD Executive Director
Re: SEPRD Board Meetings, Presentations by SEPRD Staff

Directors,

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

To begin preparing for the upcoming fiscal year, Staff would like to finalize opportunities for the next fiscal year to hear from the different staff within the District. Typically, we would allocate time for each of the District's full-time staff to have an opportunity to present to the Board and Public.

Last month the Board ratified their meeting schedule (4th Tuesday of each month at 5:15pm). The following dates are the scheduled dates for our 2021-2022 fiscal year and I've laid out a tentative schedule of staff reports. I also want to note that several Board meetings scheduled fall very close to Holidays so the Board may want to consider rescheduling or canceling those meetings.

August 24: No staff reports scheduled

September 21: Melissa Ousley, Special Events & Marketing Manager

October 26: Levi Conner, Director of Facilities & Maintenance

November 23: No staff reports scheduled

December 28: No staff reports scheduled

January 25, 2022: Justin Smith, Director of Programs

February 22, 2022: Darren Gooch, Director of Operations

March 22, 2022: Lindsey Wolfe, Aquatics Coordinator

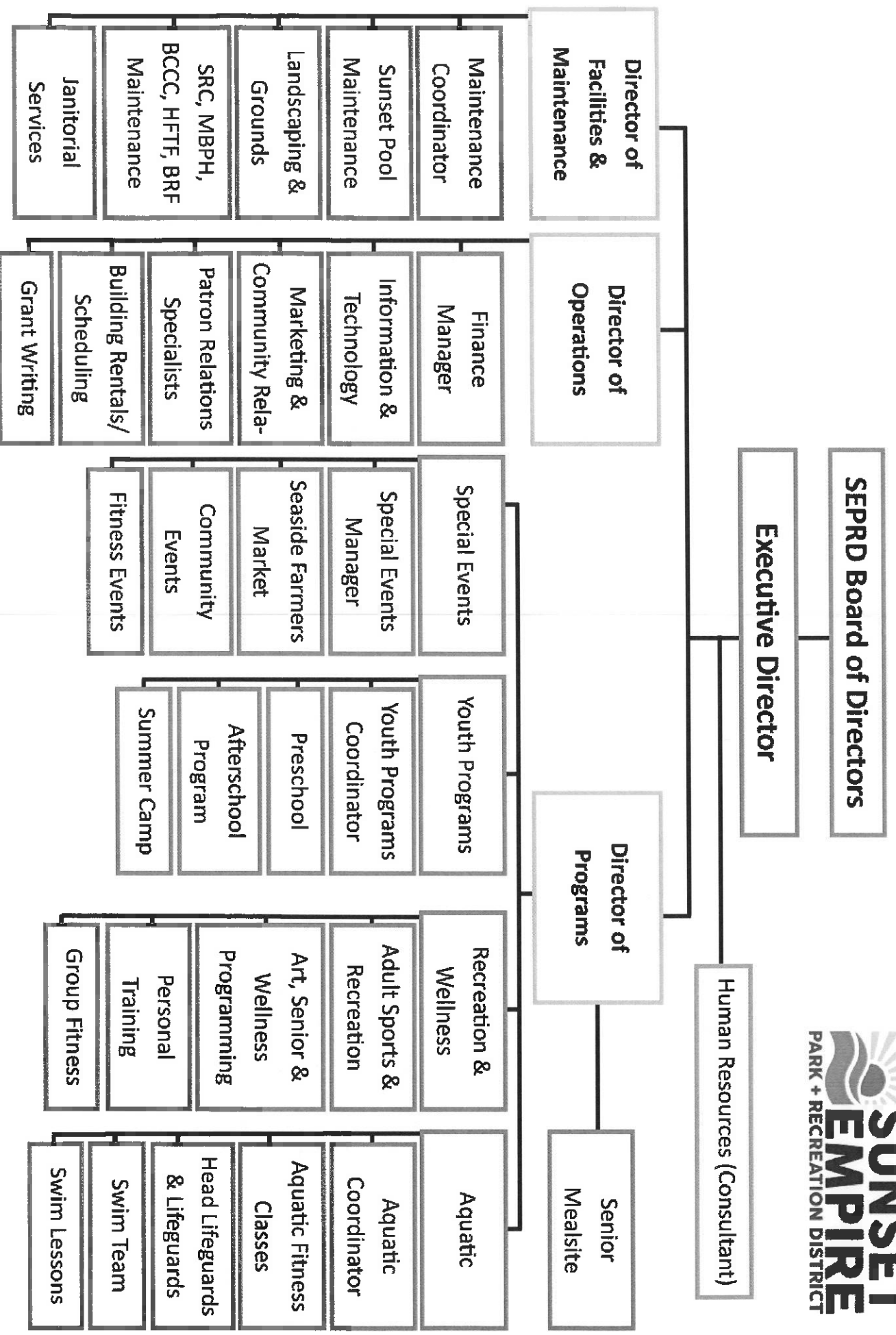
April 26, 2022: Erin Reding, Youth Programs Coordinator

May 24, 2022: Chris McCollister, Finance Manager

As a reminder, the Board has an internal goal of all Directors attending at least 75% of the meetings. Thank you for your service to the District,



Skyler Archibald
Executive Director, SEPRD



PRESS RELEASE

Melissa Ousley, Marketing Manager
503.738.3311 x102
mousley@sunsetempire.com

FOR IMMEDIATE RELEASE

Sunset Empire Park & Recreation District Winners of the Chalk Art Contest

SEASIDE, OR. – In celebration of the Prom Centennial, the Sunset Empire Park & Recreation District hosted a Chalk Art Contest on the Seaside Promenade.

Portland artists Bev Cordova and May Wallace offered a class in Chalk Art on Friday, July 30 at the Sunset Recreation Center, providing contestants with a chance to learn how to create chalk art using pastels. Then, on Saturday, July 31, contestants created art on the Seaside Prom between Ocean Way and 1st Avenue. This family-friendly event was open to patrons of all ages and skill levels, and included 21 participants from age 6 to 73.

A panel of judges including Mayor Jay Barber and Library Director Esther Moberg choose the winning entries. Visitors to the Prom also weighed in, voting on the People's Choice Award.

- Best Representation of the Prom Centennial Theme: #8 Bob Weidman
- Best Representation of Marine Life: #15 Kelsey Potter
- Best Representation of the Spirit of Seaside: #5 Roy Sanchez
- Best Kids Entry: #3 Madison Ziemer
- Best Adult Entry: #9 Robin Montero
- People's Choice Award: #5 Roy Sanchez

"We received 173 votes for the People's Choice Award. People were really engaged as they watched the art being created, and we received so much positive feedback that we're going to have to make this an annual event," said Melissa Ousley, Marketing and Special Events Manager for SEPRD. "Thank you to all the contestants, artists Bev Cordova and May Wallace, all our judges, our sponsors, and the army of volunteers who made this event a success."

A portion of this project was made possible through a grant from the City of Seaside Tourism Advisory Committee, funded by room tax dollars. This event was also funded by a grant from

the Juan Young Trust. Maggie's on the Prom provided lemonade for the contestants and volunteers.

"We're so grateful for these grants and donations because they allow us to subsidize the costs of the pastels and art supplies as well as other expenses, keeping the entry fee low for contestants," said Ousley. "Our mission with SEPRD is to increase access to recreational activities for everyone in the community and this kind of support helps us do that."

"This event was special because it involved art. We have a pottery studio and wanted to build on that, offering something different than our aquatics or physical fitness programs," said Skyler Archibald, Executive Director of SEPRD. "It also gave us the opportunity to celebrate the Prom Centennial, utilizing the Promenade in a creative way."

PRESS RELEASE

Melissa Ousley, Marketing Manager

503.738.3311 x102

FOR IMMEDIATE RELEASE

mousley@sunsetempire.com

Sunset Empire Park & Recreation District Seaside Run to Break the Chain 5K Winners

SEASIDE, OR. – The fourth annual *Seaside Run to Break the Chain 5K* was held on Saturday, August 14. This family-friendly race began at 12th Avenue and Prom, and participants ran the length of the beach to Avenue U and back at low tide to complete the 5K.

The goal of the *Seaside Run to Break the Chain 5K* was to raise awareness and benefit the Sunset Empire Park and Recreation District (SEPRD) and Operation Underground Railroad (O.U.R.), an organization which exists to rescue children from sex trafficking. Proceeds will go toward local, healthy activities for children and families, as well as the rescue and recovery of children caught in the nightmare of sex slavery.

Zander Moha, a member of the Warrenton High School Cross Country team, had the fastest time in completing the 5K: nineteen minutes and 39 seconds. Two winners in each age group were selected:

Kids under 12: Travis Ahearn and Sylvia Hamilton

Youth, ages 12-17: Zander Moha and James Roehr

Adult: Brett Duer and Destiny Kastener

Event sponsors included Runkle Consulting Group, Ashley Flukinger, Attorney at Law, Providence Seaside Hospital, and Shannon Symonds, Author

PRESS RELEASE

FOR IMMEDIATE RELEASE

Melissa Ousley, Marketing Manager
503.738.3311 x102
mousley@sunsetempire.com

Sunset Empire Park & Recreation District New Scoreboard at the Sunset Recreation Center

SEASIDE, OR. – A new scoreboard has been installed in the north gym at the Sunset Recreation Center. “The Sunset Park and Recreation Foundation partnered with the Pacific Basketball League to graciously sponsor the purchase of a new scoreboard,” said Skyler Archibald, Executive Director of SEPRD. The Foundation raises funds to support District activities and to increase access for recreational programming for members of the community.

“It was exciting to watch the crew install the scoreboard,” said Levi Conner, Director of Maintenance for SEPRD. “This upgrade brings a gym built in the 90s into the current era and will serve hundreds of patrons who play in the Pacific Basketball League and in other games.”

The Pacific Basketball League has been hosting tournaments in the Sunset Recreation Center, and brings visitors to Seaside annually. “Increasing sports tourism is a goal for the District,” said Archibald. “This benefits our community by offering new opportunities for physical activity as well as bringing tourist dollars to the local economy. We’re grateful for strong partnerships that allow us to build these programs.”

PRESS RELEASE

Melissa Ousley, Marketing Manager

503.738.3311 x102

FOR IMMEDIATE RELEASE

mousley@sunsetempire.com

Sunset Empire Park & Recreation District Track Meet for Kids Encourages Healthy Lifestyle

SEASIDE, OR. – The Sunset Empire Park & Recreation District is partnering with Jeff Kilday, Track Coach for Seaside High School, to host a track meet for children ages 3-13 on Wednesday, September 1 from 5-7pm at the track at the old high school in Seaside. The cost is \$5 per participant and registration will begin at 4pm the day of the meet.

“Running is a life-long sport,” said Coach Kilday. “Our goal is to keep kids active and healthy and to inspire them by introducing them to running at an early age.”

Track meet events will be separated by age group and include races of 50 meters to 400 meters, a broad jump, a long jump, a softball toss, and a one mile race. There will also be a raffle. Proceeds from this event will benefit the Seaside High School Track Team as well as the Sunset Park and Recreation Foundation, which raises funds for scholarships with the goal of increasing access to recreational programming in the community.

“SEPRD is excited to work with Coach Kilday to host this track meet,” said Erika Marshall, SEPRD Board Member. “Activities like this are in line with our overall vision for the District: leading our community toward a healthy, active lifestyle and fostering a sense of community through inclusive recreational programs.”

Benefiting SEPRD & the
SHS Track Team

Track Meet

Kids, age 3-13

9/1/21

5-7pm

Old High School

Seaside

\$5 per child

Registration at

3

4

5

6



Seaside Farmers Market

June 16-September 29

Wednesdays, 2-6pm

Broadway & Hwy 101

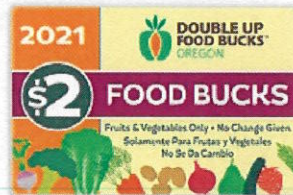
seasidemarket.org

Supplemental nutrition programs offered through the market.

Up to \$10 Match!



Up to \$10 Match!



Thank you to our Sponsors!



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Over 40 Booths

Live Music

Lunch, Brunch, or Dinner To Go

Brought to you by:



In partnership with:

