

Sunset Empire Park & Recreation District

Board Meeting Agenda

Tuesday, May 16, 2023, 6:30pm

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. Public Comment
5. New Business
 - A. Intergovernmental Agreement with Seaside School District for Broadway Fields Complex
6. Public Comment (At Board President's discretion)
7. Board Comment
8. 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

Time: May 16, 2023 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/83023420541?pwd=CHFwZ28rR0xmSGfiTy8vNE14enBNQT09>

Meeting ID: 830 2342 0541

Passcode: 328059

One tap mobile

+12532158782,,83023420541#,,,,*328059# US (Tacoma)

Meeting ID: 830 2342 0541

Passcode: 328059

Find your local number: <https://us02web.zoom.us/j/kc0LveZf5K>

May 12, 2023

To: SEPRD Board of Directors
Re: Broadway Field Update

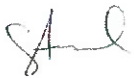
Hi Directors,

I wanted to provide you with an update as we prepare for our special meeting, scheduled for May 16, 2023. The sole agenda item is to discuss the Broadway Field Intergovernmental Agreement (IGA), which is available for review and provided as an addendum to this memo. A quick recap:

- On May 9, the Seaside City Council approved a land lease agreement with the Seaside School District to transfer the land on the "Broadway Field Complex" to the School District.
- This new IGA replaces the previous IGA between the City, School District and SEPRD and now only has two parties: School District and SEPRD.
- This document has been in development and review for an extended period of time. It is editable.
- The School District hopes to begin the reurfing of the existing Broadway Field on Monday, May 22.
- An agreed upon IGA should be in place before that project begins. That is the position of SEPRD staff at least.
- When completed, this IGA will govern the entire Broadway Field Complex, which will include the current Broadway Field area as well as the relocated Softball Field and the Herche Family Training Facility.

I appreciate the efforts of Vice-President Bodner and Director Hinton as we worked towards this agreement coming to fruition.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE SEASIDE SCHOOL DISTRICT #10, AND
SUNSET EMPIRE PARK & RECREATION DISTRICT**

This Agreement made and entered into this ___ day of _____, 2023 by and between Seaside School District #10, hereafter referred to as “SCHOOL DISTRICT”, and Sunset Empire Park & Recreation District, an Oregon Special District formed under ORS 266, hereafter referred to as “SEPRD”;

WHEREAS, by the authority granted in ORS 190.010, units of local government may enter into agreements with other units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform, and,

WHEREAS, SCHOOL DISTRICT & SEPRD are both municipal governments which have an interest in operating Broadway Park which contains: playing fields for softball, football, baseball and soccer, Herche Family Training Facility, for the betterment of the Seaside community, and

WHEREAS, the SEPRD is a single-purpose special District organized under ORS 266 for the purpose of providing parks and recreational opportunities to the citizens of SEPRD,

WHEREAS, SCHOOL DISTRICT and SEPRD currently have an IGA with the CITY of SEASIDE regarding this property BUT the CITY and SCHOOL DISTRICT will have a land lease agreement with the to lease the playing field area to the SCHOOL DISTRICT.

WHEREAS SCHOOL DISTRICT and SEPRD believe this intergovernmental agreement will enhance efficient operation of the Playing Fields and promote greater user opportunities on better facilities, for the benefit of all citizens of the SEPRD, and SCHOOL DISTRICT community.

In consideration of this intergovernmental agreement, each party agrees to defend, hold harmless and indemnify each party to the agreement from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of each party to the agreement while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300 for the activities arising out of this agreement.

NOW, THEREFORE, IN CONSIDERATION of the covenants and agreements hereinafter set forth, it is mutually agreed as follows:

SECTION 1: BACKGROUND

This agreement is designed to update and improve the initial IGA, dated May 2023, and removes the CITY OF SEASIDE as a party in the agreement. This is a complex ownership situation and all parties desire to align our efforts to provide a high-quality field for the community of Seaside, including athletes who will use the field for Softball, Baseball, Soccer & Football.

This agreement includes what is commonly referred to as Broadway Field. Beginning with the artificial surface near the Necanicum River and moving west and encompasses the entire turf field, relocated softball field, Herche Family Training Facility.

The land ownership of the Broadway Field Complex is split between the City of Seaside and Sunset Empire Parks and Recreation. Land ownership will stay with these owners (Identify on map below).



While the above area represents the Broadway Park Complex, this agreement also includes provisions for additional property including the: Sunset Recreation Center Locker Rooms, Parking near both the Sunset Recreation Center and the Seaside Skate Park.

This agreement also addresses the construction projects required for this field to become a reality. Construction projects in 2023 include the re-turfing of the existing field, relocation of the Herche Family Training Facility, relocation of the softball field and renovation of the locker rooms at the Sunset Recreation Center. The locker room project may occur in the future (beyond 2023). The agreement also lays out responsibility for future projects and growth for the field.

SECTION 2: GOVERNANCE & MANAGEMENT

This agreement establishes responsibility for the operation and management of the facilities.

SCHOOL DISTRICT & SEPRD agree to create the BROADWAY FIELD IGA MANAGEMENT COMMITTEE, composed of SEPR Executive Director, Seaside School District Superintendent, one representative from Seaside Kids, and a maintenance staff member from each entity.

The role of the committee is to review the annual budget, draft any amendments needed, approve major repairs, and other duties, as needed.

SECTION 3: ANNUAL COST OF MAINTENANCE

3.1 ONGOING MAINTENANCE

The SEPRD will perform regular maintenance on Broadway Field. Day to Day maintenance includes but is not limited to: janitorial services of on-site bathrooms during regular working hours; trash

cans of receptacles in the Broadway Field complex (SSD will be responsible for trash service at the conclusion of Varsity football games), replacement of consumable supplies (paper towels, toilet paper in restrooms), minor (less than \$5,000 cumulative annually) maintenance and repair or replacement of items on the facilities; general upkeep and grounds care.

The SEPRD shall perform regular maintenance work using the applicable work order procedure of SEPRD. SCHOOL DISTRICT will be provided access to the Work Order Request form used by SEPRD. Maintenance work and hours will be tracked in a document for tracking purposes.

3.2 MAJOR MAINTENANCE

Major maintenance, repair, replacement or improvements of joint-use facilities, which cost over \$5,000 per occurrence, will be the responsibility of the BROADWAY FIELDS IGA MANAGEMENT COMMITTEE, for approval.

In special circumstances and as agreed upon by each party in writing, the SCHOOL DISTRICT and SEPRD may share the costs to perform agreed upon maintenance, repairs, replacements or other improvements.

Both SCHOOL DISTRICT and SEPRD should allocate funds annually for major planned maintenance needs. SCHOOL DISTRICT will allocate \$30,000 and SEPRD will allocate \$15,000 annually. This amount will be reviewed annually to determine if these figures need to be adjusted.

General oversight of maintenance of such joint-use facilities will be the responsibility of the BROADWAY FIELDS IGA MANAGEMENT COMMITTEE.

SECTION 4: EQUIPMENT REPLACEMENT

The SCHOOL DISTRICT is responsible for all equipment associated with their primary sports (full list on table in Section 12).

SECTION 5: SETUP, CLEANUP and SECURITY for EVENTS

The SCHOOL DISTRICT takes sole responsibility for site supervision during their events and SEPRD takes full responsibility for all other events and open play times.

SECTION 6: REVENUE & CONCESSIONS

SEPRD will be responsible for maintaining the concession stands at the Herche Family Training Facility.

Other concession stands/vending are not permissible unless approved in writing by BROADWAY FIELDS IGA MANAGEMENT COMMITTEE.

Revenue from concession stands will be split between the operator of the concession stand for that event (75%) and SEPRD (25%). SEPRD will use those revenues to offset facility expenses at the concession stand and operating costs.

The School District will make payment to SEPRD at the conclusion of each season and will be facilitated by the Seaside High School Bookkeeper.

The School District will provide dates of concession stand operations and list of vendors/contact information to SEPRD for reconciliation.

The SEPRD will be responsible for ensuring that concession stand(s) are inspected according to Clatsop County Health Department guidelines.

SECTION 7: USE & ACCESS

GENERAL ACCESS (including Broadway Playing Fields and the Herche Family Training

Facility):

- o Park must remain open as a space for the public (community and guests) during standard park hours (Dawn to Dusk).
- o All programming for the field and Herche Batting Facility will be scheduled through SEPRD.
- o When park is in use by program or scheduled by SEPRD or SCHOOL DISTRICT, park is not available for public use, unless agreed upon by primary user/previously scheduled.
- o Programmed or organized activities that are not scheduled with SEPRD staff are not permissible. Community users/groups that want to have designated times on the field or utilize the field for programmed activities should reserve time on the field or use of the Herche Batting Facility with SEPRD staff.
- o Except service animals, dogs are not permitted on the field.
- o SEPRD & SCHOOL DISTRICT are responsible for developing and posting signs that the public is welcome to use the field, providing they follow the rules posted.

SCHEDULING CREATION: SEPRD Staff are responsible for scheduling the field and balancing the needs of different user groups as well as the SCHOOL DISTRICT and SERPD. Times reserved by the SCHOOL DISTRICT but not used by the SCHOOL DISTRICT will be made available to SEPRD for user groups and/or community use (see Exhibit A).

SITE SUPERVISION, CLEAN-UP AND SECURITY DURING EVENTS: Responsibility for site supervision, garbage service at the conclusion of varsity football contests and security during events will be SEPRD's during its time of use, and School District's during its time of use.

SECTION 8: CONSTRUCTION PHASE INCLUSIONS

The SCHOOL DISTRICT shall be responsible for all costs associated with the relocated softball field, including: construction of new softball field, relocation of the Herche Family Training Facility, construction of dugouts, lights, fencing, backstop and netting that are necessary for the relocated softball field.

THE SEPRD and SCHOOL DISTRICT shall be responsible for the costs associated with the field reurfing of the existing field, according to the IGA of 2012 which calls for those expenses to be shared equally by CITY, SEPRD and SCHOOL DISTRICT. SCHOOL DISTRICT and CITY may have separate funding agreements outside of the previous version or this version of IGA.

THE SCHOOL DISTRICT will be financially responsible for renovations to occur in the Sunset Recreation Center locker rooms to fit SEPRD purposes and SCHOOL DISTRICT purposes. SEPRD and the SCHOOL DISTRICT will work together on a mutually agreed upon design that supports the needs of the SCHOOL DISTRICT and the mission of SEPRD.

THE SCHOOL DISTRICT will be financially responsible for the relocation of the existing Sunny Hunt Community Garden to a mutually agreed upon location by SEPRD, SCHOOL DISTRICT, CITY OF SEASIDE and other community partners.

CONSTRUCTION ITEM	PRIMARY RESPONSIBLE PARTY	% RESPONSIBLE	SECONDARY RESPONSIBLE PARTY	% RESPONSIBLE
Softball Field Relocation	SCHOOL DISTRICT	100%		
Herche Family Training Facility Relocation	SCHOOL DISTRICT	100%		
Sunny Hunt Community Garden Relocation	SCHOOL DISTRICT	100%		
Broadway Field Re-turfing project (existing turf)	SEPRD	50%	SCHOOL DISTRICT	50%

SECTION 10. SCHOOL DISTRICT RESPONSIBILITIES

The School District will provide a written field schedule to SEPRD no later than August 1, November 1, and February 1. Any changes must be approved by SEPRD. The School District and SEPRD will communicate any schedule changes, in order to provide greater community and rental access.

The equipment listed as EXHIBIT B will be the responsibility of the SCHOOL DISTRICT and/or SEPRD, at the percentage indicated.

The SCHOOL DISTRICT will pay 50% for synthetic turf surface infill materials cost. SEPRD will also pay 50% and SEPRD will be responsible for distributing the infill according to manufacturer's specifications.

School District will pay SEPRD an annual fee of \$29,900 for regular maintenance in 2023-2024 and appreciating amount for anticipated labor costs on the following schedule:

2023-2024	\$ 29,900
2024-2025	\$ 30,478
2025-2026	\$ 31,107
2026-2027	\$ 31,730
2027-2028	\$ 32,364
2028-2029	\$ 33,012
2029-2030	\$ 33,672
2030-2031	\$ 34,345
2031-2032	\$ 35,032
2032-2033	\$ 35,733
2033-2034	\$ 36,447

This amount is inclusive of the following expenses, incurred by SEPRD as a result of this agreement: Staff expenses for maintenance staff for regularly maintaining the field. These figures may be adjusted, if needed.

SCHOOL DISTRICT shall name SEPRD as an additional insured on its liability insurance policy.

Seaside School District will fund an in-kind replacement of the Sunny Hunt Community Gardens once a location is determined.

SECTION 11. SEPRD RESPONSIBILITIES

The SEPRD will provide field maintenance to manufacturers specifications on the turf field for regularly scheduled use and for usage outside of scheduled field use. See appendix 3 for list of required maintenance duties.

The SEPRD will oversee the development of an operational manual between the SEPRD, School District and community use, for the fees, maintenance and operation of the Playing Fields.

SEPRD will be responsible for scheduling Playing Fields use and setting and collecting user fees pursuant to a mutually acceptable schedule. The first priority will be given to the Seaside School District's use for school sports, then SEPRD use, followed by youth non-profits, and finally general community use.

SEPRD will work to add enhanced security measures throughout the field and amenities including cameras.

SEPRD will abide by the maintenance task list (EXHIBIT C) at all times, maintaining the Broadway Field Complex as an inviting, attractive and safe community space.

The SEPRD shall name the School District as an additional insured on its liability insurance policy.

SECTION 12: OTHER FACILITIES/EQUIPMENT

All amenities will be made available to SEPRD and SCHOOL DISTRICT.

Herche Family Training Facility: This agreement dissolves the previous Intergovernmental Agreement between the City of Seaside, SEPRD and Seaside Kids Inc., with Seaside Kids retaining ownership.

The HFTF will be scheduled and managed by SEPRD according to Exhibit B found in this IGA.

SCHOOL DISTRICT and SEPRD will provide liability insurance for the facility.

PARKING AT BROADWAY FIELDS COMPLEX: Both SCHOOL DISTRICT and SEPRD understand and agree that parking at the Field will come at a premium during peak events. SEPRD agrees to allocate space and accessibility for the NW parking lot for peak events and during the softball season. All other parking use will be considered "general public access" and first come, first served, unless mutually agreed upon by both parties.

EQUIPMENT REPLACEMENT/REPAIRS: The following pieces of equipment are considered equipment necessary or beneficial to the programs, sports, offerings at the Broadway Field Complex. Those items,

when necessary, are to be replaced or repaired using the following table. For items not listed here or items that are purchased after this agreement, the Broadway Fields IGA Management Committee will determine which party will be responsible.

EQUIPMENT/ INVENTORY	PRIMARY RESPONSIBLE PARTY	% RESPONSIBLE	SECONDARY RESPONSIBLE PARTY	% RESPONSIBLE
Broadway Field Lights	SCHOOL DISTRICT	75%	SEPRD	25%
Perimeter Netting	SCHOOL DISTRICT	50%	SEPRD	50%
Bleachers	SCHOOL DISTRICT	100%	N/A	0%
<i>Bleachers are currently owned by the City.</i>				
Perimeter Fencing & Walkway	SEPRD	50%	SCHOOL DISTRICT	50%
<i>SCHOOL DISTRICT will hold the inspection certification, if required, for fencing and walkway</i>				
Baseball/ Softball Equipment (Items)	SCHOOL DISTRICT	75%	SEPRD	25%
<i>Including: Bases, Mound, Pitching Rubber, Home Plate, Batter's Boxes, Foul Poles, Dugouts, Backstops, Netting</i> <i>SCHOOL DISTRICT will provide SEPRD with access to locations of stored items for rentals to other user groups and/or SEPRD programs</i>				
Baseball/ Softball Fencing (Outfield)	SCHOOL DISTRICT	75%	SEPRD	25%
Football Equipment (Items)	SCHOOL DISTRICT	100%	SEPRD	0%
<i>Including: Goalposts, football sleds, blocking cage, pylons, yardage markers</i>				
<i>**If circumstances arise where the Broadway Field Complex becomes an attractive venue for external football rentals, SEPRD & SCHOOL DISTRICT maintain the right to renegotiate the primary responsibility. For instance, wildfires affecting the Willamette Valley area forcing football teams in that area with a need to relocate games/practices to the Coast, such as happened in recent history.</i>				
Soccer Equipment	SCHOOL DISTRICT	75%	SEPRD	25%

(Items)				
<i>Including: Large, medium & small goals, corner flags, netting on East end of field</i>				
HFTF Items	SEPRD	50%	SCHOOL DISTRICT	50%
Press Boxes	School District	75%	SEPRD	25%
<i>Including: Softball, Baseball, Soccer/Football Press Boxes and all items in press boxes including Audio/Visual equipment, microphones, speakers, etc..</i>				
Scoreboards	SEPRD	50%	SCHOOL DISTRICT	50%
<i>Including: Softball, Baseball, Soccer/Football Scoreboards</i>				
Turf Maintenance Equipment	SEPRD	75%	SCHOOL DISTRICT	25%
STORAGE FACILITIES	SEPRD	50%	SCHOOL DISTRICT	50%
<i>Storage Facilities responsibility will be determined by whose equipment/inventory is stored. If SEPRD inventory, SEPRD is responsible, for example</i>				
ALL OTHER ITEMS NOT INCLUDED IN THIS TABLE OR ITEMS TO BE ADDED AT A LATER DATE ARE TO BE DELIBERATED BY THE BROADWAY FIELD MANAGEMENT COMMITTEE				

SECTION 13. FIELD SURFACE REPLACEMENT

The cost to replace the artificial surface field will be paid by the SCHOOL DISTRICT and SEPRD with the SCHOOL DISTRICT responsible for 66% or 2/3 of that cost and SEPRD responsible for 33% or 1/3 of that cost. There will be an annual inspection of the turf using the GMAX rating system and that report will be shared between SEPRD and SCHOOL DISTRICT. SEPRD and SCHOOL DISTRICT will share costs of this inspection with SEPRD coordinating work.

SECTION 14. FIELD NAMES

The SEPRD, and SCHOOL DISTRICT will agree on a process for naming rights of the artificial field.

SECTION 15. SPONSORSHIP AND ADVERTISING

SEPRD and SCHOOL DISTRICT reserve the right to determine sponsorships, advertising related to the artificial surface playing field after consultation with SEPRD and School District. There can be no advertising that is contrary to the OSAA or NFHS rules during a school event. SEPRD and School District may authorize the temporary placement of signs associated with events provided signs are removed at the end of the event and do not cause damage to facilities. Signs are to fit on the chain link fence no longer than 3' x 6'. Permanent signs must meet the approval of SEPRD, and SCHOOL DISTRICT and be in compliance with the City of Seaside rules and regulations and will be on an individual basis.

SECTION 16. TERM.

Original Term. This Agreement shall commence _____ and will terminate _____ Unless any party to this Agreement notifies the others, in writing, of its intent not to renew, this Agreement shall renew for one additional 30 year term.

Amendment and Agreement Review. SEPRD, and SCHOOL DISTRICT shall jointly review this Agreement after three (3) years and at least once every five (5) years thereafter. It may be modified at any time by written agreement of all parties.

SECTION 17. MISCELLANEOUS.

All notices and communications in connection with this IGA shall be given in writing and shall be transmitted by personal delivery or certified or registered mail, return receipt requested, to the following:

For notices to the SEPRD, to:
EXECUTIVE DIRECTOR
Sunset Empire Park and Recreation District

For notices to the School District, to:
Superintendent
Seaside School District

This IGA shall be construed, interpreted and enforced in accordance with the laws of the State of Oregon and without regard to conflict of law principles.

In the event that a dispute arises under or related to the terms of this IGA including, but not limited to, its enforcement or interpretation, the Parties agree to meet and confer to resolve the dispute through the

Executive Director of the SEPRD and the School District Superintendent prior to the initiation of litigation. Any action or proceeding to enforce the provisions of this IGA, or based on any right arising out of this IGA, shall be brought in Clatsop County Circuit Court in the State of Oregon, or, subject to applicable jurisdictional requirements, in the United States District Court for the District of Oregon, and each of the Parties consents to the jurisdiction of such courts (and of the appropriate appellate courts) in any such action or proceeding and waives any objection to such venue. The prevailing Party in such an action or proceeding, or appeal of the same shall be entitled to an award of such Party's reasonable attorney fees and costs incurred in preparation, prosecution or defense of such action or proceeding.

The Parties agree to cooperate fully and execute any and all supplementary documents and to take all additional actions which may be necessary or appropriate to give full force and effect to the basic terms and intent of this IGA.

This IGA contains all the terms and conditions agreed upon by the Parties. No oral or written agreement either before or contemporaneous with the execution of this IGA shall affect or modify any of the terms or obligations contained herein.

If any provision of this IGA is deemed invalid or unenforceable, the balance of this IGA shall remain in full force and effect.

Any modification or amendment of this IGA shall be binding only if evidenced in writing and signed by each Party or an authorized representative of each Party.

IN WITNESS WHEREOF, SEPRD has caused this Agreement to be executed by the Executive Director, and SCHOOL DISTRICT has caused this Agreement to be executed by the Superintendent.

Seaside School District Superintendent Signature

Date

SEPRD Executive Director Signature

Date

EXHIBIT A: BROADWAY FIELDS SCHEDULING MATRIX BY PRIORITY

	SCHOOL DISTRICT
	SEPRD
<i>**SEPRD connotes that the space is available for either District or community purposes (either reserved through SEPRD or open play)</i>	

ATHLETIC YEAR (August-June) - As per the OSAA [August 15- June 3, approximately]							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am							
11am							
1pm							
3pm							
5pm							
7pm							
9pm							

NON- ATHLETIC YEAR (June-August) [June 4- August 14, approximately]							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am							
11am							
1pm							
3pm							
5pm							
7pm							
9pm							

EXHIBIT B: HERCHE FAMILY TRAINING FACILITY SCHEDULING MATRIX BY PRIORITY

	SCHOOL DISTRICT
	SEASIDE KIDS PROGRAMS
	SEPRD/
<p><i>**SEPRD connotes that the space is available for either District or community purposes (either reserved through SEPRD or open play)</i></p>	

BASEBALL/SOFTBALL YEAR - As per the OSAA [February 1- June 3, approximately]							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
10am							
12pm							
2pm							
4pm							
6pm							
8pm							

BASEBALL/SOFTBALL YEAR - Non-OSAA Time [June 3- July 31, January 1- February 1]							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
10am							
12pm							
2pm							
4pm							
6pm							
8pm							

REST OF YEAR [August 1-December 31]							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
10am							
12pm							
2pm							
4pm							
6pm							
8pm							

EXHIBIT C: FIELD MAINTENANCE DUTIES

The below duties represent the agreed upon tasks and schedule for those to be performed, to keep the Broadway Field Complex at the highest level possible for service to the community and users.

Maintenance Task	Weekly Hours	Number of Annual Hours
Maintain the artificial turf field to manufacturers requirements	15 hours/week (March-November) 5 hours/week (December-February)	600 hours
Maintain all other buildings, facilities, amenities at Broadway Field Complex including: <ul style="list-style-type: none"> ● Press Boxes ● Storage facilities ● Dugouts ● Walkways ● Perimeter Fence ● Netting 	5 hours per week	260 hours
Remove trash from trash receptacles and clear field of litter Regular trash and recycling pick up from the inside of the HFTF (2-3 times per week)	5 hours per week	260 hours
Clean and supply restrooms at HFTF with necessary products Twice monthly vacuuming of the HFTF	2.5 hours per week	130 hours
Power wash walkways, storage facilities, press boxes and bleachers	(twice/annually on average)	78 hours
Total Maintenance Hours		1,328 Hours 25 hours/week
Operational Task		Number of Annual Hours

Scheduling the field for SCHOOL DISTRICT	1/hr week average	52 hours annually
--	-------------------	-------------------