

Sunset Empire Park & Recreation District: Board Meeting Agenda

Tuesday, January 23, 2024

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

The SEPRD Board will meet in person. 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://youtube/AbmFwDqsYuc>

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Recognition of SEPRD Employee of the Month- Hold for February
5. Public Comment
6. Correspondence
7. Approval of Board Meeting Minutes: November 28, 2023 & January 9, 2024
8. Review Financials: November & December 2023
9. Staff Presentation: Levi Conner & Cortney Tibbits; SEPRD Maintenance & Facilities Team
10. Old Business
 - A. Occupancy Update
 1. Fire Suppression System- Update
 2. Conditional Use Permit Application
 - B. Broadway Field Update
 1. IGA Completion
 2. Softball Field Project
 3. Community Garden Relocation
 - C. Strategic Plan Update
 - D. Previous Presentations
 1. Strategies 360
 2. System's Development Charges
11. New Business
 - A. Budget Committee: Timeline and Recruitment
 - B. Goals for 2023 Review & Goals for 2024
 - C. SKI Agreement
 - D. Out of District Rates
 - E. Board of Directors Training Requirement
12. Executive Session: *Board of Directors will go to Executive Session for the purpose of "conduct deliberations with persons designated by the governing body to negotiate real property transactions: pursuant to ORS 192.660(1)(e).*
13. Executive Director Report
 - A. Organizational Structure Changes
 - B. Special Events Recap/Meetings & Events Upcoming
 1. Santa Swim
 2. SDAO Conference, February 8-11
 3. Family Dance, February 10
 4. February Board Meeting Date: February 27

14. Board Comment
15. 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: Jan 23, 2024 05:15 PM Pacific Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/88545413763>

Meeting ID: 885 4541 3763

BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

NOVEMBER 28, 2023, 5:15PM

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

- CALL TO ORDER** The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:17pm by Board President Katharine Parker
- ATTENDANCE** **Present:** Katharine Parker, Board President; Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman
Absent: Celeste Bodner, Board Vice-President
Also Present: Skyler Archibald, Darren Gooch, Chris McCollister, Zoe Manhire (SEPRD Staff); Rick Proulx (Kern & Thompson)
- PLEDGE OF ALLEGIANCE** Led by Parker.
- DECLARATION OF POTENTIAL CONFLICT OF INTEREST** Board President Parker asked for any conflicts of interest. There were no conflicts of interest declared.
- RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH – OCTOBER: DAFFNE MEJIA ALVAREZ** The Board recognized the work of Daffne Mejia Alvarez who is working for the Special Events Department assisting with the Seaside Farmers Market and providing leadership for the Start Smart Sports programs. Thank you, Daffne!
- PUBLIC COMMENT** Marti Wajc offered public comment via Zoom. She discussed her concerns about the front desk coverage at the pool and an email that she received from Mr. Archibald that she said did not answer her questions.
- CORRESPONDENCE** There was no correspondence this month.
- SEPRD AUDIT REPORT** The Board received the 2022-2023 audit report from Rick Proulx from Kern & Thompson. The audit was a clean one and staff received compliments for their work on that behalf.
- APPROVAL OF BOARD MEETING MINUTES** The Board reviewed the meeting minutes from the Board Meeting held on September 26 and October 24. *After review the Board unanimously approved the meeting minutes from the September 26 meeting (Gorman/Hinton) and October 24 (Gorman/Hinton).*

REVIEW OF FINANCIALS

The Board reviewed the Financial Reports from October 2023. The Board also received correspondence from Umpqua Bank regarding two errors in accounting made on their part on September 11 and again on November 6.
After review the Board unanimously approved the financials for October 2023 (Hinton/Gorman).

STAFF PRESENTATION: ZOE MANHIRE, EVENTS & RECREATION COORDINATOR

The Board received a presentation from Zoe Manhire, SEPRD Events & Recreation Coordinator. Zoe shared information about her leadership with the District fitness and recreation programs.

OLD BUSINESS

OCCUPANCY UPDATE: Mr. Archibald provided an update about the Fire Suppression System. Things are proceeding nicely with permits and preparations. The District is hopeful the work will begin in January. Mr. Archibald also shared that the SRC Conditional Use Permit Application will go before the Planning Commission at the January 2 meeting.

BROADWAY FIELD UPDATE: Mr. Archibald shared an update regarding Broadway Field. Mr. Archibald and Ms. Bodner will be meeting with the SSD representatives to discuss the IGA on December 13.

STRATEGIC PLAN UPDATE: Mr. Archibald shared an update with the Board regarding the strategic plan. The group is going on facility/site visits on November 29 to recreation facilities in Portland, Newberg and Beaverton and the guests will be a combination of staff, board members and community.

NEW BUSINESS

BOARD ACTION- MODIFYING THE BUDGET: Based on recommendation from the Finance Department and SEPRD Auditor, the Board discussed modifying the budget; combining the Broadway Field and SRC Funds into the general fund of the District. *After review, the Board unanimously voted to combine the Broadway Field and SRC Funds into the general fund of the District, effective as soon as practical (Hinton/Coddington).*

RECREATIONAL IMMUNITY CHANGES: Mr. Archibald and the Board discussed the topic of recreational immunity and how recent court rulings could impact trails and other recreation spaces in our State. The District did receive recommendations from SDAO and will closely monitor the situation moving forward.

EXECUTIVE DIRECTOR REPORT

Mr. Archibald provided an update on the following items:

- **SHUTDOWN RECAP:** Staff had a successful shutdown with many projects completed. The diving blocks have not arrived so that project has been delayed.

- **NRPA COMMUNITY WELLNESS HUB VIDEO:** Mr. Archibald shared the video produced by the NRPA that highlighted the work done by other agencies who received the Community Wellness Hub Grant.
- **DISTRICT GOALS 2023:** Mr. Archibald reviewed the District Goals for 2023.
- **SPECIAL EVENT RECAP/MEETINGS & EVENTS UPCOMING:** Mr. Archibald shared the success of recent events, including the ORPA Conference where he was sworn in as ORPA President. He also reviewed the Thanksgiving events. The District had 320 participants at the Turkey Trot and fed 225 individuals at the Thanksgiving Meal. He reminded the Board of No December Meeting and the January Meeting dates of January 9 (tentative) and January 23, 2024.

BOARD COMMENT

Director Gorman congratulated Mr. Archibald on his ORPA service and the experience he had at a conference. He thanked and congratulated Daffne and thanked Marti for her comments and shared that we owe it to her to investigate this matter. He thanked the staff and Rick from the Audit for their work and Zoe for her presentation and great work. He also thanked the Cookie Jar for their support as a sponsor.

Director Coddington said ditto, congratulating Mr. Archibald for his ORPA leadership and the hard work of the staff and auditors. She noted the experience of last year and this year's clean audit which indicated a trustworthy agency. She shared that Marti's concerns are legitimate and talked about the public comment rules for the Board. She talked about the success of the Turkey Trot and her experience in Chicago at a public pool there. She shared that she would like to pat the District staff on their back and encouraged all to appreciate what we have.

Director Hinton shared that it has been a good year and discussed Marti's complaint. He stated that he is happy with Darren's work and that Zoe is exemplary as an employee.

Board President Parker congratulated Mr. Archibald and thanked Kyle for attending the ORPA Conference. She congratulated Daffne and noted that receiving a clean audit review is impressive. She thanked Zoe and the maintenance department for their help in providing safe, warm spaces for recreation. She also noted that Ms. Wajc made valid points.

ADJOURNMENT

The meeting was adjourned at 7:39pm by Board President Parker

Skyler Archibald, Exec. Director

Katharine Parker, Board President

BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

JANUARY 9, 2024 5:15PM

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

- CALL TO ORDER** The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:21pm by Board President Katharine Parker
- ATTENDANCE** **Present:** Katharine Parker, Board President; Board Vice-President Celeste Bodner (via Zoom®); Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman
Absent: N/A
Also Present: Skyler Archibald, Darren Gooch (SEPRD Staff), Bobby Schueller, Strategies 360)
- PLEDGE OF ALLEGIANCE** Led by Parker.
- DECLARATION OF POTENTIAL CONFLICT OF INTEREST** Board President Parker asked for any conflicts of interest. There were no conflicts of interest declared.
- PRESENTATION FROM STRATEGIES 360, BOBBY SCHUELLER** The Board received a presentation from Bobby Schueller, Director of Strategic Communications & Government from Strategies 360 regarding options and opportunities for District border expansion.
After questions and discussion with Bobby, the Board asked for this to remain an agenda item moving forward.
- EXECUTIVE SESSION** *The Board unanimously voted to go to Executive Session for the purpose of “conduct deliberations with persons designated by the governing body to negotiate real property transactions; pursuant to ORS 192.660(1)(e) (Hinton/Gorman).*
The Board unanimously voted to return from Executive Session (Hinton/Gorman).
- BOARD COMMENT** **Director Gorman** shared that he would be missing the Conditional Use Planning Commission Meeting in early February for a professional obligation.
Director Coddington stated that she was not aware we were having a meeting so thankful that she got to attend and grateful for the input and discussion. She shared that she was thankful for opportunities to promote the value of the District.
Director Hinton wished all a Happy New Year and thanked Strategies 360 for their presentation and the necessary discussion on the topic.
Board President Parker thanked the attendees and stated that she looked forward to the conversations in the future regarding the presentation by Strategies 360.



ADJOURNMENT *The meeting was adjourned at 6:52pm by Board President Parker*

Skyler Archibald, Exec. Director

Katharine Parker, Board President



Sunset Empire Park & Recreation District

Revenue and Expense Report

AD= Administration AQ= Aquatics BF= Building Fund BRF= Broadway Field Fund CC= Community Center
 MNT= Maintenance RC= Recreation SE= Special Events SRC= Sunset Recreation Center YC= Youth Center

Current percentage of the fiscal year: **50.41%**

Through December 31, 2023	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	100,806.21	166,000.00	65,193.79	60.73%
Building Fund	0.00	156,000.00	156,000.00	0.00%
Broadway Field Fund	15,658.92	60,000.00	44,341.08	26.10%
Community Center	51,916.64	93,800.00	41,883.36	55.35%
Recreation	27,285.58	101,500.00	74,214.42	26.88%
Special Events	44,918.95	41,950.00	-2,968.95	107.08%
Sunset Recreation Center	52,397.49	895,000.00	842,602.51	5.85%
Youth Center	149,960.31	445,000.00	295,039.69	33.70%
Taxes & Other	1,903,738.83	1,971,360.00	67,621.17	96.57%
Total Revenues	2,346,682.93	3,930,610.00	1,583,927.07	59.70%
EXPENSES--				
AD Staffing	187,425.40	378,500.00	191,074.60	49.52%
AD PR Taxes and Benefits	54,598.94	109,000.00	54,401.06	50.09%
AD Materials, Supplies, and Services	176,374.94	255,000.00	78,625.06	69.17%
<i>Sub-total AD Expenses</i>	<i>418,399.28</i>	<i>742,500.00</i>	<i>324,100.72</i>	<i>56.35%</i>
AQ Staffing	254,556.66	486,375.00	231,818.34	52.34%
AQ PR Taxes and Benefits	42,926.05	84,900.00	41,973.95	50.56%
AQ Materials, Supplies, and Services	46,663.84	127,000.00	80,336.16	36.74%
<i>Sub-total AQ Expenses</i>	<i>344,146.55</i>	<i>698,275.00</i>	<i>354,128.45</i>	<i>49.29%</i>
CF Capital/Board Discretion Expense	0.00	250,000.00	250,000.00	0.00%
<i>Sub-total BF Expenses</i>	<i>0.00</i>	<i>250,000.00</i>	<i>250,000.00</i>	<i>0.00%</i>
BRF Staffing	577.44	30,000.00	29,422.56	1.92%
BRF PR Taxes and Benefits	44.37	2,750.00	2,705.63	1.61%
BRF Materials, Supplies, and Services	6,274.31	23,750.00	17,475.69	26.42%
<i>Sub-total BRF Expenses</i>	<i>6,896.12</i>	<i>56,500.00</i>	<i>49,603.88</i>	<i>12.21%</i>
CC Staffing	47,350.06	119,300.00	71,949.94	39.69%
CC PR Taxes and Benefits	6,563.17	16,600.00	10,036.83	39.54%
CC Material, Supplies, and Services	10,636.44	30,000.00	19,363.56	35.45%
<i>Sub-total CC Expenses</i>	<i>64,549.67</i>	<i>165,900.00</i>	<i>101,350.33</i>	<i>38.91%</i>
MNT Staffing	96,794.15	196,000.00	99,205.85	49.38%
MNT PR Taxes and Benefits	30,292.32	61,500.00	31,207.68	49.26%
MNT Materials, Supplies, and Services	130,201.16	195,250.00	65,048.84	66.68%
<i>Sub-total MNT Expenses</i>	<i>257,287.63</i>	<i>452,750.00</i>	<i>195,462.37</i>	<i>56.83%</i>
RC Staffing	51,523.29	83,505.00	31,981.71	61.70%
RC PR Taxes and Benefits	9,225.54	22,000.00	12,774.46	41.93%
RC Materials, Supplies, and Services	15,981.63	69,550.00	53,568.37	22.98%
<i>Sub-total RC Expenses</i>	<i>76,730.46</i>	<i>175,055.00</i>	<i>98,324.54</i>	<i>43.83%</i>
SE Staffing	19,288.37	39,350.00	20,061.63	49.02%
SE PR Taxes and Benefits	7,502.84	22,700.00	15,197.16	33.05%
SE Materials, Supplies, and Services	22,839.77	29,150.00	6,310.23	78.35%
<i>Sub-total SE Expenses</i>	<i>49,630.98</i>	<i>91,200.00</i>	<i>41,569.02</i>	<i>54.42%</i>
SRC Staffing	25,863.31	30,000.00	4,136.69	86.21%
SRC PR Taxes and Benefits	1,989.04	4,200.00	2,210.96	47.36%
SRC Materials, Supplies, and Services	150,983.41	704,800.00	553,816.59	21.42%
<i>Sub-total SRC Expenses</i>	<i>178,835.76</i>	<i>739,000.00</i>	<i>560,164.24</i>	<i>24.20%</i>
YC Staffing	289,061.63	576,350.00	287,288.37	50.15%
YC PR Taxes	44,439.30	83,500.00	39,060.70	53.22%
YC Materials, Supplies, and Services	19,436.48	72,500.00	53,063.52	26.81%
<i>Sub-total YC Expenses</i>	<i>352,937.41</i>	<i>732,350.00</i>	<i>379,412.59</i>	<i>48.19%</i>
Total Expenses	1,749,413.86	4,103,530.00	2,354,116.14	42.63%
Revenues Plus Net Working Capital	2,850,851.93	4,434,779.00	1,583,927.07	64.28%

December 2023 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 119,417.25	\$ 17,803.08	\$ 33,372.86	\$ -	\$ 170,593.19
Non-exempt Staff	1.50	\$ 38,636.21	\$ 3,423.00	\$ -	\$ -	\$ 42,059.21
Sub-total	5.80	\$ 158,053.46	\$ 21,226.08	\$ 33,372.86	\$ -	\$ 212,652.40
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 96,794.15	\$ 10,452.85	\$ 19,839.47	\$ -	\$ 127,086.47
Sub-total	3.87	\$ 96,794.15	\$ 10,452.85	\$ 19,839.47	\$ -	\$ 127,086.47
AQUATICS						
Exempt Staff	1.40	\$ 42,347.94	\$ 5,164.64	\$ 14,447.19	\$ -	\$ 61,959.77
Non-exempt Staff	12.67	\$ 212,121.40	\$ 23,314.22	\$ -	\$ -	\$ 235,435.62
Sub-total	14.07	\$ 254,469.34	\$ 28,478.86	\$ 14,447.19	\$ -	\$ 297,395.39
RECREATION						
Exempt Staff	0.20	\$ 8,075.23	\$ 1,197.93	\$ 5,211.31	\$ -	\$ 14,484.47
Non-exempt Staff	0.85	\$ 30,216.06	\$ 2,816.30	\$ -	\$ -	\$ 33,032.36
Sub-total	1.05	\$ 38,291.29	\$ 4,014.23	\$ 5,211.31	\$ -	\$ 47,516.83
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 40,909.34	\$ -	\$ 14,172.98	\$ -	\$ 55,082.32
Non-exempt Staff	11.80	\$ 248,152.29	\$ -	\$ -	\$ -	\$ 248,152.29
Sub-total	13.10	\$ 289,061.63		\$ 14,172.98	\$ -	\$ 303,234.61
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 5,974.11	\$ 524.72	\$ 1,410.86	\$ -	\$ 7,909.69
Non-exempt Staff	2.70	\$ 41,375.95	\$ 4,627.59	\$ -	\$ -	\$ 46,003.54
Sub-total	2.85	\$ 47,350.06	\$ 5,152.31	\$ 1,410.86	\$ -	\$ 53,913.23
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 19,288.37	\$ 2,092.59	\$ 4,367.02	\$ -	\$ 25,747.98
Non-exempt Staff	0.50	\$ 14,272.37	\$ 1,043.23	\$ -	\$ -	\$ 15,315.60
Sub-total	1.15	\$ 33,560.74	\$ 3,135.82	\$ 4,367.02	\$ -	\$ 41,063.58
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 577.44	\$ 44.37	\$ -	\$ -	\$ 621.81
Sub-total	0.37	\$ 577.44	\$ 44.37	\$ -	\$ -	\$ 621.81
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 25,863.31	\$ 1,989.04	\$ -	\$ -	\$ 27,852.35
Sub-total	4.20	\$ 25,863.31	\$ 1,989.04	\$ -	\$ -	\$ 27,852.35
TOTAL	46.46	\$ 944,021.42	\$ 74,493.56	\$ 92,821.69	\$ -	\$ 1,111,336.67



Check Report

By Check Number

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00829	ACE HARDWARE - SEASIDE	11/01/2023	Regular	0.00	107.54	47406
VEN01140	CBM Systems, LLC	11/01/2023	Regular	0.00	2,832.81	47407
01560	CHRIS DUFFY	11/01/2023	Regular	0.00	74.67	47408
00788	ELIZABETH MACDONALD	11/01/2023	Regular	0.00	35.95	47409
00099	GRAINGER	11/01/2023	Regular	0.00	594.85	47410
00150	NORTHWEST NATURAL	11/01/2023	Regular	0.00	3,343.54	47411
01656	Oregon Secretary of State Audit Division	11/01/2023	Regular	0.00	250.00	47412
VEN01195	Tuff Puffin	11/01/2023	Regular	0.00	1,385.60	47413
VEN01242	CONVERGINT	11/06/2023	Regular	0.00	47,221.00	47414
00187	DMT Auto Parts	11/06/2023	Regular	0.00	103.88	47415
00140	KIWANIS CLUB OF SEASIDE	11/06/2023	Regular	0.00	125.00	47416
01756	Northwest Local Government Legal Advisor	11/06/2023	Regular	0.00	330.00	47417
00161	PACIFIC POWER	11/06/2023	Regular	0.00	4,756.91	47418
01040	RECOLOGY WESTERN OREGON	11/06/2023	Regular	0.00	680.09	47419
01133	SDIS	11/06/2023	Regular	0.00	15,075.62	47420
00183	SPECIAL DISTRICTS ASSOC. OF OREGON	11/06/2023	Regular	0.00	2,720.00	47421
VEN01268	Christine Menke	11/07/2023	Regular	0.00	40.00	47422
01143	Theresa Hecox	11/07/2023	Regular	0.00	200.00	47423
VEN01269	Amber Lime	11/09/2023	Regular	0.00	50.00	47424
01560	CHRIS DUFFY	11/09/2023	Regular	0.00	142.14	47425
00080	DIAMOND HEATING	11/09/2023	Regular	0.00	28,610.50	47426
00080	DIAMOND HEATING	11/09/2023	Regular	0.00	23,500.00	47427
VEN01071	Jacobs Radio	11/09/2023	Regular	0.00	199.00	47428
01787	Kern Thompson CPA	11/09/2023	Regular	0.00	4,500.00	47429
01795	KLOSH GROUP INC	11/09/2023	Regular	0.00	2,131.39	47430
00084	KNORR SYSTEMS	11/09/2023	Regular	0.00	336.17	47431
00371	POOL & SPA HOUSE	11/09/2023	Regular	0.00	826.32	47432
00577	RICOH USA	11/09/2023	Regular	0.00	62.99	47433
00454	WALTER NELSON CO.	11/09/2023	Regular	0.00	43.37	47434
01450	DAMARKOM INC.	11/14/2023	Regular	0.00	600.00	47435
00398	FINIS	11/14/2023	Regular	0.00	169.65	47436
00099	GRAINGER	11/14/2023	Regular	0.00	461.72	47437
VEN01218	Haley Wilding	11/14/2023	Regular	0.00	85.15	47438
VEN01193	Meyer Freeman	11/14/2023	Regular	0.00	400.00	47439
01079	OHANA MEDIA GROUP, LLC	11/14/2023	Regular	0.00	396.00	47440
01384	Skyler Archibald	11/14/2023	Regular	0.00	283.35	47441
00454	WALTER NELSON CO.	11/14/2023	Regular	0.00	113.82	47442
VEN01271	Angelina Alcalá	11/21/2023	Regular	0.00	32.50	47443
VEN01270	Annette Mede	11/21/2023	Regular	0.00	30.00	47444
01758	COLUMBIA LOCKSMITH LLC	11/21/2023	Regular	0.00	-3,168.00	47445
01758	COLUMBIA LOCKSMITH LLC	11/21/2023	Regular	0.00	3,168.00	47445
VEN01052	Department of Administrative Services	11/21/2023	Regular	0.00	500.00	47446
00080	DIAMOND HEATING	11/21/2023	Regular	0.00	2,850.50	47447
VEN01272	Mandee Wilmot	11/21/2023	Regular	0.00	105.00	47448
00371	POOL & SPA HOUSE	11/21/2023	Regular	0.00	1,144.42	47449
VEN01108	Sandra Delgado	11/21/2023	Regular	0.00	50.00	47450
00900	STAPLES	11/21/2023	Regular	0.00	334.76	47451
00454	WALTER NELSON CO.	11/21/2023	Regular	0.00	585.00	47452
00312	AIRGAS USA, LLC	11/30/2023	Regular	0.00	1,169.92	47453
01304	American Red Cross	11/30/2023	Regular	0.00	33.00	47454
00186	CITY OF SEASIDE	11/30/2023	Regular	0.00	100.00	47455
00397	CLATSOP COUNTY PUBLIC HEALTH	11/30/2023	Regular	0.00	1,453.00	47456
01758	COLUMBIA LOCKSMITH LLC	11/30/2023	Regular	0.00	3,168.00	47457
00141	MESHER SUPPLY	11/30/2023	Regular	0.00	156.44	47458

Check Report

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01129	Pacific Alarm Systems	11/30/2023	Regular	0.00	726.00	47459
00434	RICOH USA	11/30/2023	Regular	0.00	79.65	47460
01510	Wave	11/30/2023	Regular	0.00	966.95	47461

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	62	56	0.00	159,442.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-3,168.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	62	57	0.00	156,274.17

Check Report

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	11/30/2023	Bank Draft	0.00	2,012.60	DFT0001172
01793	US Treasury	11/30/2023	Bank Draft	0.00	8,605.70	DFT0001173
01734	Oregon Department of Revenue	11/30/2023	Bank Draft	0.00	4,569.73	DFT0001174
01793	US Treasury	11/30/2023	Bank Draft	0.00	5,457.40	DFT0001175
01793	US Treasury	11/30/2023	Bank Draft	0.00	5.36	DFT0001176
01793	US Treasury	11/30/2023	Bank Draft	0.00	22.90	DFT0001177
01734	Oregon Department of Revenue	11/30/2023	Bank Draft	0.00	13.09	DFT0001178
01793	US Treasury	11/30/2023	Bank Draft	0.00	2,079.62	DFT0001182
01793	US Treasury	11/30/2023	Bank Draft	0.00	8,892.10	DFT0001183
01734	Oregon Department of Revenue	11/30/2023	Bank Draft	0.00	4,753.26	DFT0001184
01793	US Treasury	11/30/2023	Bank Draft	0.00	5,554.20	DFT0001185

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	11	11	0.00	41,965.96
EFT's	0	0	0.00	0.00
	11	11	0.00	41,965.96

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	62	56	0.00	159,442.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-3,168.00
Bank Drafts	11	11	0.00	41,965.96
EFT's	0	0	0.00	0.00
	73	68	0.00	198,240.13

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2023	198,240.13
			<u>198,240.13</u>



Sunset Empire Park & Recreation District

Revenue and Expense Report

AD= Administration AQ= Aquatics BF= Building Fund BRF= Broadway Field Fund CC= Community Center
 MNT= Maintenance RC= Recreation SE= Special Events SRC= Sunset Recreation Center YC= Youth Center

Current percentage of the fiscal year: **41.92%**

Through November 30, 2023	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	100,806.21	166,000.00	65,193.79	60.73%
Building Fund	0.00	156,000.00	156,000.00	0.00%
Broadway Field Fund	15,658.92	60,000.00	44,341.08	26.10%
Community Center	51,916.64	93,800.00	41,883.36	55.35%
Recreation	27,285.58	101,500.00	74,214.42	26.88%
Special Events	44,918.95	41,950.00	-2,968.95	107.08%
Sunset Recreation Center	52,397.49	895,000.00	842,602.51	5.85%
Youth Center	149,960.31	445,000.00	295,039.69	33.70%
Taxes & Other	1,903,738.83	1,971,360.00	67,621.17	96.57%
Total Revenues	2,346,682.93	3,930,610.00	1,583,927.07	59.70%
EXPENSES--				
AD Staffing	187,425.40	378,500.00	191,074.60	49.52%
AD PR Taxes and Benefits	54,598.94	109,000.00	54,401.06	50.09%
AD Materials, Supplies, and Services	176,374.94	255,000.00	78,625.06	69.17%
<i>Sub-total AD Expenses</i>	<i>418,399.28</i>	<i>742,500.00</i>	<i>324,100.72</i>	<i>56.35%</i>
AQ Staffing	254,556.66	486,375.00	231,818.34	52.34%
AQ PR Taxes and Benefits	42,926.05	84,900.00	41,973.95	50.56%
AQ Materials, Supplies, and Services	46,663.84	127,000.00	80,336.16	36.74%
<i>Sub-total AQ Expenses</i>	<i>344,146.55</i>	<i>698,275.00</i>	<i>354,128.45</i>	<i>49.29%</i>
CF Capital/Board Discretion Expense	0.00	250,000.00	250,000.00	0.00%
<i>Sub-total BF Expenses</i>	<i>0.00</i>	<i>250,000.00</i>	<i>250,000.00</i>	<i>0.00%</i>
BRF Staffing	577.44	30,000.00	29,422.56	1.92%
BRF PR Taxes and Benefits	44.37	2,750.00	2,705.63	1.61%
BRF Materials, Supplies, and Services	6,274.31	23,750.00	17,475.69	26.42%
<i>Sub-total BRF Expenses</i>	<i>6,896.12</i>	<i>56,500.00</i>	<i>49,603.88</i>	<i>12.21%</i>
CC Staffing	47,350.06	119,300.00	71,949.94	39.69%
CC PR Taxes and Benefits	6,563.17	16,600.00	10,036.83	39.54%
CC Material, Supplies, and Services	10,636.44	30,000.00	19,363.56	35.45%
<i>Sub-total CC Expenses</i>	<i>64,549.67</i>	<i>165,900.00</i>	<i>101,350.33</i>	<i>38.91%</i>
MNT Staffing	96,794.15	196,000.00	99,205.85	49.38%
MNT PR Taxes and Benefits	30,292.32	61,500.00	31,207.68	49.26%
MNT Materials, Supplies, and Services	130,201.16	195,250.00	65,048.84	66.68%
<i>Sub-total MNT Expenses</i>	<i>257,287.63</i>	<i>452,750.00</i>	<i>195,462.37</i>	<i>56.83%</i>
RC Staffing	51,523.29	83,505.00	31,981.71	61.70%
RC PR Taxes and Benefits	9,225.54	22,000.00	12,774.46	41.93%
RC Materials, Supplies, and Services	15,981.63	69,550.00	53,568.37	22.98%
<i>Sub-total RC Expenses</i>	<i>76,730.46</i>	<i>175,055.00</i>	<i>98,324.54</i>	<i>43.83%</i>
SE Staffing	19,288.37	39,350.00	20,061.63	49.02%
SE PR Taxes and Benefits	7,502.84	22,700.00	15,197.16	33.05%
SE Materials, Supplies, and Services	22,839.77	29,150.00	6,310.23	78.35%
<i>Sub-total SE Expenses</i>	<i>49,630.98</i>	<i>91,200.00</i>	<i>41,569.02</i>	<i>54.42%</i>
SRC Staffing	25,863.31	30,000.00	4,136.69	86.21%
SRC PR Taxes and Benefits	1,989.04	4,200.00	2,210.96	47.36%
SRC Materials, Supplies, and Services	150,983.41	704,800.00	553,816.59	21.42%
<i>Sub-total SRC Expenses</i>	<i>178,835.76</i>	<i>739,000.00</i>	<i>560,164.24</i>	<i>24.20%</i>
YC Staffing	289,061.63	576,350.00	287,288.37	50.15%
YC PR Taxes	44,439.30	83,500.00	39,060.70	53.22%
YC Materials, Supplies, and Services	19,436.48	72,500.00	53,063.52	26.81%
<i>Sub-total YC Expenses</i>	<i>352,937.41</i>	<i>732,350.00</i>	<i>379,412.59</i>	<i>48.19%</i>
Total Expenses	1,749,413.86	4,103,530.00	2,354,116.14	42.63%
Revenues Plus Net Working Capital	2,850,851.93	4,434,779.00	1,583,927.07	64.28%

November 2023 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 119,417.25	\$ 17,803.08	\$ 33,372.86	\$ -	\$ 170,593.19
Non-exempt Staff	1.50	\$ 38,636.21	\$ 3,423.00	\$ -	\$ -	\$ 42,059.21
Sub-total	5.80	\$ 158,053.46	\$ 21,226.08	\$ 33,372.86	\$ -	\$ 212,652.40
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 96,794.15	\$ 10,452.85	\$ 19,839.47	\$ -	\$ 127,086.47
Sub-total	3.87	\$ 96,794.15	\$ 10,452.85	\$ 19,839.47	\$ -	\$ 127,086.47
AQUATICS						
Exempt Staff	1.40	\$ 42,347.94	\$ 5,164.64	\$ 14,447.19	\$ -	\$ 61,959.77
Non-exempt Staff	12.67	\$ 212,121.40	\$ 23,314.22	\$ -	\$ -	\$ 235,435.62
Sub-total	14.07	\$ 254,469.34	\$ 28,478.86	\$ 14,447.19	\$ -	\$ 297,395.39
RECREATION						
Exempt Staff	0.20	\$ 8,075.23	\$ 1,197.93	\$ 5,211.31	\$ -	\$ 14,484.47
Non-exempt Staff	0.85	\$ 30,216.06	\$ 2,816.30	\$ -	\$ -	\$ 33,032.36
Sub-total	1.05	\$ 38,291.29	\$ 4,014.23	\$ 5,211.31	\$ -	\$ 47,516.83
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 40,909.34	\$ -	\$ 14,172.98	\$ -	\$ 55,082.32
Non-exempt Staff	11.80	\$ 248,152.29	\$ -	\$ -	\$ -	\$ 248,152.29
Sub-total	13.10	\$ 289,061.63		\$ 14,172.98	\$ -	\$ 303,234.61
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 5,974.11	\$ 524.72	\$ 1,410.86	\$ -	\$ 7,909.69
Non-exempt Staff	2.70	\$ 41,375.95	\$ 4,627.59	\$ -	\$ -	\$ 46,003.54
Sub-total	2.85	\$ 47,350.06	\$ 5,152.31	\$ 1,410.86	\$ -	\$ 53,913.23
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 19,288.37	\$ 2,092.59	\$ 4,367.02	\$ -	\$ 25,747.98
Non-exempt Staff	0.50	\$ 14,272.37	\$ 1,043.23	\$ -	\$ -	\$ 15,315.60
Sub-total	1.15	\$ 33,560.74	\$ 3,135.82	\$ 4,367.02	\$ -	\$ 41,063.58
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 577.44	\$ 44.37	\$ -	\$ -	\$ 621.81
Sub-total	0.37	\$ 577.44	\$ 44.37	\$ -	\$ -	\$ 621.81
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 25,863.31	\$ 1,989.04	\$ -	\$ -	\$ 27,852.35
Sub-total	4.20	\$ 25,863.31	\$ 1,989.04	\$ -	\$ -	\$ 27,852.35
TOTAL	46.46	\$ 944,021.42	\$ 74,493.56	\$ 92,821.69	\$ -	\$ 1,111,336.67



Check Report

By Check Number

Date Range: 12/01/2023 - 12/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00829	ACE HARDWARE - SEASIDE	12/06/2023	Regular	0.00	469.99	47462
01304	American Red Cross	12/06/2023	Regular	0.00	84.00	47463
VEN01140	CBM Systems, LLC	12/06/2023	Regular	0.00	2,832.81	47464
00187	DMT Auto Parts	12/06/2023	Regular	0.00	30.06	47465
00087	ENGLUND MARINE SUPPLY	12/06/2023	Regular	0.00	119.46	47466
VEN01275	Hector Ramirez	12/06/2023	Regular	0.00	50.00	47467
01223	Jeane Jensen	12/06/2023	Regular	0.00	1,215.00	47468
01567	JJ ELECTRIC SERVICE	12/06/2023	Regular	0.00	1,232.49	47469
01492	LEVI CONNER	12/06/2023	Regular	0.00	248.93	47470
VEN01189	Meyer Freeman	12/06/2023	Regular	0.00	400.00	47471
01756	Northwest Local Government Legal Advisor	12/06/2023	Regular	0.00	385.00	47472
00150	NORTHWEST NATURAL	12/06/2023	Regular	0.00	6,167.44	47473
01387	RICOH USA, INC.	12/06/2023	Regular	0.00	51.84	47474
00192	ROTARY CLUB OF SEASIDE	12/06/2023	Regular	0.00	398.50	47475
00459	TRAILS END RECOVERY	12/06/2023	Regular	0.00	40.00	47476
VEN01195	Tuff Puffin	12/06/2023	Regular	0.00	1,385.60	47477
01726	Wilcox & Flegel	12/06/2023	Regular	0.00	372.63	47478
VEN01014	Zions Bank	12/06/2023	Regular	0.00	19,443.00	47479
VEN01158	949 The Bridge	12/08/2023	Regular	0.00	300.00	47480
00549	BUILDERS FIRSTSOURCE	12/08/2023	Regular	0.00	351.35	47481
01560	CHRIS DUFFY	12/08/2023	Regular	0.00	93.01	47482
00099	GRAINGER	12/08/2023	Regular	0.00	166.86	47483
00161	PACIFIC POWER	12/08/2023	Regular	0.00	5,254.94	47484
01133	SDIS	12/08/2023	Regular	0.00	15,075.62	47485
00495	THE FREEDOM SHOP	12/08/2023	Regular	0.00	659.50	47486
00312	AIRGAS USA, LLC	12/12/2023	Regular	0.00	391.05	47487
VEN01071	Jacobs Radio	12/12/2023	Regular	0.00	199.00	47488
00900	STAPLES	12/12/2023	Regular	0.00	436.92	47489
00312	AIRGAS USA, LLC	12/20/2023	Regular	0.00	1,252.36	47490
VEN01276	Allison Kosmas	12/20/2023	Regular	0.00	50.00	47491
01025	BIO-MEDTesting Services, Inc.	12/20/2023	Regular	0.00	422.00	47492
VEN01174	Clatsop County Democratic Central Committee	12/20/2023	Regular	0.00	450.00	47493
01037	Consejo Hispano	12/20/2023	Regular	0.00	95.00	47494
00460	DEX IMAGING	12/20/2023	Regular	0.00	3,410.64	47495
VEN01072	Evans Pumbing Inc	12/20/2023	Regular	0.00	1,543.09	47496
VEN01220	Gabriella Barajas	12/20/2023	Regular	0.00	200.00	47497
01566	HIGH TIDE	12/20/2023	Regular	0.00	200.00	47498
VEN01277	Katherine Davidson	12/20/2023	Regular	0.00	131.65	47499
01795	KLOSH GROUP INC	12/20/2023	Regular	0.00	5,646.16	47500
01492	LEVI CONNER	12/20/2023	Regular	0.00	208.29	47501
01079	OHANA MEDIA GROUP, LLC	12/20/2023	Regular	0.00	396.00	47502
01010	Skylar Archibald	12/20/2023	Regular	0.00	384.57	47503
00454	WALTER NELSON CO.	12/20/2023	Regular	0.00	789.12	47504
01510	Wave	12/20/2023	Regular	0.00	966.95	47505
00054	CLEAN-SWEEP MAINTENANCE	12/28/2023	Regular	0.00	400.00	47506
01727	Government Ethics Commission	12/28/2023	Regular	0.00	945.68	47507
00099	GRAINGER	12/28/2023	Regular	0.00	464.48	47508
01567	JJ ELECTRIC SERVICE	12/28/2023	Regular	0.00	3,904.15	47509
00141	MESHER SUPPLY	12/28/2023	Regular	0.00	336.70	47510
00371	POOL & SPA HOUSE	12/28/2023	Regular	0.00	104.40	47511
00577	RICOH USA	12/28/2023	Regular	0.00	79.65	47512
VEN01190	Scott Edwards Architecture	12/28/2023	Regular	0.00	178.00	47513

Check Report

Date Range: 12/01/2023 - 12/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00454	WALTER NELSON CO.	12/28/2023	Regular	0.00	252.16	47514

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	60	53	0.00	80,666.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
	60	53	0.00	80,666.05

Check Report

Date Range: 12/01/2023 - 12/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	12/31/2023	Bank Draft	0.00	1,999.86	DFT0001211
01793	US Treasury	12/31/2023	Bank Draft	0.00	8,550.74	DFT0001212
01734	Oregon Department of Revenue	12/31/2023	Bank Draft	0.00	4,504.68	DFT0001213
01793	US Treasury	12/31/2023	Bank Draft	0.00	5,328.86	DFT0001214
01793	US Treasury	12/31/2023	Bank Draft	0.00	47.92	DFT0001216
01793	US Treasury	12/31/2023	Bank Draft	0.00	204.88	DFT0001217
01734	Oregon Department of Revenue	12/31/2023	Bank Draft	0.00	121.19	DFT0001218
01793	US Treasury	12/31/2023	Bank Draft	0.00	145.73	DFT0001219
01793	US Treasury	12/31/2023	Bank Draft	0.00	17.68	DFT0001224
01793	US Treasury	12/31/2023	Bank Draft	0.00	75.62	DFT0001225
01734	Oregon Department of Revenue	12/31/2023	Bank Draft	0.00	30.50	DFT0001226
01793	US Treasury	12/31/2023	Bank Draft	0.00	2,148.74	DFT0001227
01793	US Treasury	12/31/2023	Bank Draft	0.00	9,187.54	DFT0001228
01734	Oregon Department of Revenue	12/31/2023	Bank Draft	0.00	4,880.72	DFT0001229
01793	US Treasury	12/31/2023	Bank Draft	0.00	5,649.60	DFT0001230
01793	US Treasury	12/31/2023	Bank Draft	0.00	-6.02	DFT0001231
01793	US Treasury	12/31/2023	Bank Draft	0.00	-25.78	DFT0001232
01734	Oregon Department of Revenue	12/31/2023	Bank Draft	0.00	-9.43	DFT0001233

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	18	18	0.00	42,853.03
EFT's	0	0	0.00	0.00
	18	18	0.00	42,853.03

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	60	53	0.00	80,666.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	18	18	0.00	42,853.03
EFT's	0	0	0.00	0.00
	78	71	0.00	123,519.08

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2023	123,519.08
			<u>123,519.08</u>

**INTERGOVERNMENTAL AGREEMENT
BETWEEN SEASIDE SCHOOL DISTRICT #10 AND
SUNSET EMPIRE PARK & RECREATION DISTRICT FOR
BROADWAY PARK MANAGEMENT**

This INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into by and between the SEASIDE SCHOOL DISTRICT #10 (the “District”) AND SUNSET EMPIRE PARK & RECREATION DISTRICT (“SEPRD”) pursuant to ORS 190.010 and shall be effective upon signing by both parties hereto (Effective Date). For purposes of this Agreement the District and SEPRD are each a “Party,” and collectively, the “Parties.”

RECITALS

- A. 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.
- B. SEPRD is a park and recreation district organized under ORS chapter 266 for the purpose of providing parks and recreational opportunities to the citizens of Seaside.
- C. The Parties each have an interest in operating Broadway Park Complex (the “Complex”), which contains playing fields for softball, football, baseball and soccer, and the Herche Family Training Facility (“HFTF”). The Complex is depicted in Exhibit A to this Agreement, attached hereto and incorporated herein by this reference. The land on which the Complex is located is owned partially by SEPRD and partially by the City of Seaside (“the City”).
- D. The Parties also have an interest in the operation of additional property outside of the Complex, including the Sunset Recreation Center Locker Rooms, and parking near (i) both the Sunset Recreation Center and the Seaside Skate Park (“Skate Parking Lot”) and (ii) the northwest corner of the Complex near the dog park (the “Northwest Parking Lot”) [the “Additional Facilities”].
- E. The District, SEPRD, and the City currently have an intergovernmental agreement for the management of the Complex dated July 10, 2012 (the “Existing IGA”). It is the intention of the Parties and the City that the Existing IGA will be terminated upon execution of this Agreement.
- F. The City and the District have entered into a Ground Lease for Broadway Field effective as of May 17th, 2023 whereby the City will lease portions of the Complex to the District (the “Lease”), making the City’s participation in the IGA unnecessary. Leased portions are shown in Exhibit B to this Agreement, which is attached hereto and incorporated herein by this reference.
- G. SEPRD and the District wish to enter into a new intergovernmental agreement for, among other things, clarification of the maintenance, construction, and management responsibilities as they relate to the Complex and the Additional Facilities.
- H. SEPRD and the District will form the Broadway Field Management Committee, referenced in Section 3 of this agreement.

AGREEMENT

The Parties agree as follows:

Section 1

SEPRD RESPONSIBILITIES

1.1 Regular Maintenance.

- a. SEPRD will perform the regular maintenance tasks on the schedule in Exhibit C to this Agreement, which is attached hereto and incorporated herein by this reference. Additionally, SEPRD will perform general upkeep and grounds care and repair and replace items within the Complex and the Additional Facilities provided that such repair and replacement does not exceed \$5,000 in one budget year.
- b. If maintenance activities are required outside of the schedule in Exhibit C, the District may request that SEPRD perform such activities using the Work Order Request Form provided by SEPRD.
- c. SEPRD will keep a written record of the maintenance activities it
- d. performs under this Section 1.1 and the amount of time spent on each activity and will provide a copy of written record to the District on a quarterly basis.
- e. (d) When performing field maintenance, SEPRD will follow the applicable turf manufacturer's maintenance specifications.

1.2 Major Maintenance. By separate agreement of the Parties, SEPRD will perform Major Maintenance to the Complex and the Additional Facilities. For purposes of this Agreement, Major Maintenance means any maintenance, repair, or replacement that (a) is not already addressed under this Agreement and (b) exceeds \$5,000 per occurrence.

1.3 Setup, Cleanup, and Security.

- a. SEPRD will be solely responsible for all non-District events and "open play" times taking place at the Complex or Additional Facilities, including but not limited to setup, cleanup, and event security.
- b. SEPRD will be responsible for adding enhanced security measures at the Complex and the Additional Facilities, including installing security cameras and for monitoring such cameras.

1.4 Scheduling.

- a. SEPRD will be responsible for scheduling all events taking place at the Complex and the Additional Facilities, and for collecting any user fees for scheduled events.
- b. When scheduling events, SEPRD will balance the needs of the District and the larger community; however, SEPRD will schedule events according to the following order of priority:

- i. District use in connection with the District's sports programs.
 - ii. SEPRD use.
 - iii. Youth non-profit use.
 - iv. General community use.
- c. The Parties have developed a scheduling model intended to maintain a distribution of time for use of the Complex and Additional Facilities. The scheduling model is attached hereto as Exhibit D and incorporated herein by this reference. Material changes to the distribution of scheduling time must be approved in writing by both Parties.

1.5 Vendors and Concessions.

- a. SEPRD will maintain the concession stands, including but not limited to collecting revenue, at the HFTC and any other concession stands that the Parties may approve under Section 4.6.
- b. SEPRD will require that all concession stand revenue be split between the operator of the concession stand for a particular event and SEPRD as follows: 75% operator, 25% SEPRD. SEPRD will keep its portion of the concession stand revenues in a separate account to be used to offset any expenses it incurs to maintain and manage the concession stands. SEPRD will provide quarterly reports to the District that track concession stand revenues and expenses.
- c. Sale or service of alcohol shall not be permitted at concession stands.

1.6 Operation Manual. SEPRD will oversee the development of an operational manual to be used by SEPRD and the District, regarding community use, fees, maintenance, and operation of the Complex and the Additional Facilities. The manual will comply with the terms of this Agreement and is subject to final approval by the District. This manual will be developed within 90 days of signing and approval of this contract.

1.7 Standard of Service. In addition to any other standards that may be specified under this Agreement, including but not limited to following turf manufacturer maintenance specifications as required under Section 1.1(d), SEPRD will perform its obligations under this Section 1 in accordance with standards equal or better to those adhered to by others furnishing similar services in Clatsop County.

Section 2

DISTRICT RESPONSIBILITIES

2.1 Maintenance.

- a. The District will empty trash receptacles at the Complex after varsity football games. All other regular maintenance is SEPRD's responsibility as set forth in Section 1.1 of this Agreement.

- b. If regular maintenance activities are needed outside of the schedule set forth in Exhibit C, the District will submit a Work Order Request Form to SEPRD requesting that SEPRD perform the activity. This work order request form will be developed by SEPRD.

2.2 Setup, Cleanup, and Security. The District will be responsible for District events taking place at the Complex, including but not limited to setup, cleanup, and event security.

2.3 Scheduling. The District will provide a written schedule for its anticipated use of the Complex and the Additional Facilities no later than August 1, November 1, and February 1 of each year. Any changes to the District's anticipated written schedule must be approved in writing by SEPRD. Any times reserved by District but not used by District will be made available to SEPRD.

Section 3

COMMUNICATION

3.1 Regular Meetings.

- a. The Parties agree to hold meetings at least once per quarter to discuss any issues arising under this Agreement, including but not limited to the following:
 - i. Items requiring the Parties' mutual approval.
 - ii. Issues regarding the quality or frequency of services provided under Section 1 of this Agreement.
 - iii. Budget proposals as described in Section 8.2 of this Agreement.
 - iv. Modifications to this Agreement.
- b. Attendees will include the District's Superintendent, SEPRD's Executive Director, a maintenance staff member from the District, and a maintenance staff member from SEPRD. The Parties will also invite a representative from Seaside Kids, Inc., to attend the meetings and provide input as requested by the Parties.

Section 4

USE AND ACCESS

4.1 Public Access. The Parties will provide public access to the Complex during standard peak hours when the Complex is not in use by the District or SEPRD, provided, however, that the public may be excluded from the following facilities located at the Complex: sheds, storage facilities, baseball/softball crowd's nest structure, equipment storage facilities, concession facilities, and any part of the Complex that is under construction.

4.2 Permitted Use. The Parties will use the Complex in accordance with all Laws and solely for recreational and parks-related purposes as described in this Agreement. Furthermore, in its performance of this Agreement, SEPRD will not use, occupy, or permit any part of the

Complex to be used or occupied for any unlawful, illegal, or extra hazardous business use, or purpose, or in such a manner as to constitute a nuisance of any kind (public or private), or for any purpose or in any way in violation of any Laws or which may make void or voidable any insurance then in force on the Complex. For purposes of this Agreement, "Laws" means present or future applicable law, statute, ordinance, regulation (including zoning regulations), code, building code, judgment, injunction, arbitration award, order, rule, directive, common law, codes, and ordinances of any governmental authorities, easement, covenant, restriction, or other agreement of record affecting the Complex or the Additional Facilities.

4.3 Scheduled Events. Programs or events that are not scheduled through SEPRD will not be permitted at the Complex or the Additional Facilities.

4.4 Pets. Except for service animals, no pets will be allowed at the Complex or the Additional Facilities.

4.5 Parking. SEPRD will allocate parking space and accessibility in the Northwest Parking Lot for peak events during the District's softball season. Unless otherwise mutually agreed by the Parties, all other parking use, including parking in the Skate Parking Lot and the Northwest Parking Lot, will be available for general public access on a first-come, first-served basis.

4.6 Concessions and Vendors. Concession stands and vendor activities within the Complex are not permitted unless approved by both Parties. The Parties will mutually agree upon a concession and vendor schedule for the Complex.

4.7 Signs. The Parties will develop and post signs at the Complex that set forth the rules for the public's use of the Complex. All signs must be approved by both Parties.

SECTION 5

CONSTRUCTION

5.1 Current Construction.

- a. The District is overseeing the construction of the projects set forth in Section 5.1(b) below at the Complex (the "Current Projects"), including retaining a designer (as needed) and contractor. The District is responsible for all costs associated with the design and construction of the Current Projects.
- b. The Current Projects are as follows:
 - i. Relocation of the HFTE.
 - ii. Relocation of the softball field, including construction of dugouts, lights, fencing, backstops, and netting.
- c. Notwithstanding anything to the contrary in this Agreement, SEPRD's Activities (as defined in Section 12 below) at the Complex and the Additional Facilities, including but not limited to regular maintenance and scheduling of events, will not interfere with the Current Projects. SEPRD must provide notice to and receive approval from

the District before conducting any Activities within the construction sites of the Current Projects.

5.2 Future Construction.

- a. The Parties anticipate the design and construction of the following construction projects at the Complex and the Additional Facilities (the “Future Projects”):
 - i. Sunset Recreation Center Locker Rooms
 - ii. Broadway Field Returfing Project
 - iii. Sunny Hunt Community Garden Relocation
- b. The Parties will address their respective rights and responsibilities for the Future Projects identified in Section 5.2 (i) and (ii) in greater detail under separate IGAs (to be negotiated between the Parties before the procurement of any design or construction contract). For purposes of this Agreement the Parties agree to the following general terms regarding the Future Projects:
 - i. Sunset Recreation Center Locker Rooms. The District will be responsible for retaining a designer and contractor for the construction of the Sunset Recreation Center Locker Rooms. The District agrees to work with SEPRD to reach a mutually agreed-upon design and scope of work for the Sunset Recreation Center Locker Rooms. The design will support the needs of the District and SEPRD’s mission. The District will be responsible for costs associated with the design and construction, provided that such costs are within the mutually agreed-upon design scope and scope of work. This does not include fees associated with SEPRD staff or contractor’s review of the design and construction.
 - ii. Broadway Field Returfing Project. The District will be responsible for retaining a designer (if needed) and contractor to returf Broadway Field. The Parties will share all associated costs equally.
 - iii. Sunny Hunt Community Garden. The District will be responsible for retaining a designer (if needed) and contractor to relocate the Sunny Hunt Community Garden, including all associated costs. The District will relocate the Sunny Hunt Community Garden to a location mutually agreed upon by the District, SEPRD, and the City.
- c. Notwithstanding anything to the contrary in this Agreement, SEPRD’s Activities at the Complex and the Additional Facilities, including but not limited to regular maintenance and scheduling of events, will not interfere with the Future Projects. SEPRD must provide notice to and receive approval from the District, before conducting any Activities within the construction site of any Future Project once construction on the Future Project has commenced.
- d. The District will communicate and involve SEPRD in all possible communication

regarding construction timeline and other decisions relevant.

Section 6

OTHER SHARED COSTS AND RESPONSIBILITIES

6.1 Major Maintenance. The Parties will share the costs of Major Maintenance as provided by separate written agreement between the Parties.

6.2 Equipment.

- a. The equipment located at the Complex and described in the table below (the "Equipment") is considered necessary or beneficial to the operation of the Complex. If repair or replacement of any Equipment becomes necessary, the Parties will share costs of repair or replacement as set forth in the table below.

EQUIPMENT	RESPONSIBLE PARTY FOR COST	% RESPONSIBLE	RESPONSIBLE PARTY FOR COST	% RESPONSIBLE
Broadway Field Lights	THE DISTRICT	75%	SEPRD	25%
Perimeter Netting	THE DISTRICT	50%	SEPRD	50%
Bleachers	THE DISTRICT	100%	N/A	0%

<i>Bleachers are currently owned by the City.</i>				
Perimeter Fencing & Walkway	THE DISTRICT	50%	SEPRD	50%
Baseball/ Softball Equipment (Items)	THE DISTRICT	75%	SEPRD	25%
<i>Including: Bases, Mound, Pitching Rubber, Home Plate, Batter's Boxes, Foul Poles, Dugouts, Backstops, Netting</i>				
Baseball/ Softball Fencing (Outfield)	THE DISTRICT	75%	SEPRD	25%
Football Equipment (Items)	THE DISTRICT	100%	SEPRD	0%

<i>Including: Goalposts, football sleds, blocking cage, pylons, yardage markers</i>				
Soccer Equipment (Items)	THE DISTRICT	75%	SEPRD	25%
<i>Including: Large, medium & small goals, corner flags, netting on East end of field</i>				
HFTF Items	THE DISTRICT	50%	SEPRD	50%
Press Boxes	THE DISTRICT	75%	SEPRD	25%
<i>Including: Softball, Baseball, Soccer/Football Press Boxes</i>				
Scoreboards	THE DISTRICT	50%	SEPRD	50%
<i>Including: Softball, Baseball, Soccer/Football Press Boxes</i>				
Turf Maintenance Equipment	THE DISTRICT	75%	SEPRD	25%
Storage Facilities	THE DISTRICT	See Section 6.2(b)	SEPRD	See Section 6.2(b)

- b. Costs for repair or replacement of any storage facilities will be the responsibility of the Party storing the majority of the Equipment in the storage facility. If neither Party stores a majority of the Equipment in the storage facility, the Parties will share the cost of repair or replacement equally.
- c. If the Complex becomes an attractive venue for external football rentals, SEPRD and the District may renegotiate the primary responsibility for costs of repairing and replacing Equipment.

Section 7

TERM

7.1 Unless earlier terminated as provided herein, this Agreement shall commence on the Effective Date and shall terminate fifteen (15) years from the Effective Date (the "Term"). The Parties may agree to renew this Agreement for two (2) additional fifteen (15) year terms.

Section 8

COMPENSATION, PAYMENT, AND BUDGETING

8.1 Compensation and Payment.

- a. Subject to Section 8.1(c), the District shall pay an annual fee to SEPRD for SEPRD’s management and maintenance of the Complex under this Agreement (the “Annual Fee”). The Annual Fee for the 2023-2024 fiscal year (beginning July 1 and ending June 30) will be \$29,900. The Annual Fee may increase each year thereafter, after a review of the previous fiscal year’s spending, for each fiscal year as estimated in the table below:

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

- b. The District will pay the Annual Fee to SEPRD via check in equal quarterly installments payable on the first day of each quarter (July 1, October 1, January 1, and April 1), beginning on July 1, 2023.
- c. **Non-Appropriation; Adequate Funding.** The District’s payment obligations to SEPRD that extend beyond the District’s 2023-2024 fiscal year are subject to the approval of future board appropriations to fund this Agreement. Moreover, continuation of this Agreement at specified levels is specifically conditioned on adequate funding under the District’s budget adopted in June of each year. The District reserves the right to adjust the level of services provided for in this Agreement in accordance with funding levels adopted by the District’s Board of Directors.

8.2 Budget Proposal. The Parties agree to commit to proposing an appropriate amount to fund a recommended budget for an appropriation of sufficient funds to make payments due under this Agreement and to use their best efforts to obtain approval of the budget.

Section 9

OTHER PROVISIONS

9.1 Field Names. The artificial field within the Complex will retain the name “Broadway Field” unless the Parties mutually agree otherwise.

9.2 Sponsorship and Advertising. SEPRD and the District will mutually agree upon sponsorship and advertising related to Broadway Field. No advertising may be contrary to the OSAA or NFHS rules during a District event. SEPRD and the District may mutually agree, on a case-by-case basis, to authorize the temporary placement of signs associated with events, provided that the signs are removed at the end of the event and do not cause damage to any part of the Complex or the Equipment. Signs must fit on the chain link fence and be no longer than 3' x 6'. Any permanent signs must be approved by both Parties and must be in compliance with the City’s rules and regulations.

Section 10

INDEMNITY AND INSURANCE

10.1 Indemnification. To the maximum extent permitted by law and subject to the limitations of the Oregon Tort Claims Act, ORS Chapter 30, and the Oregon Constitution, each Party will defend, indemnify, and hold the other Party and its officers, directors, employees, representatives, and agents harmless from, for, and against all liabilities, losses, claims, suits, demands, damages, expenses, and costs (including attorney fees and expert fees) arising out of or relating to the indemnifying party’s performance under this Agreement.

10.2 Insurance.

a. District’s Insurance.

i. General Liability. District will maintain general liability insurance coverage of at least \$1,000,000 for each claim, incident, or occurrence, and at least \$2,000,000 annual aggregate coverage. District will name SEPRD as an additional insured on its general liability insurance policy.

b. SEPRD’s Insurance.

i. General Liability. SEPRD will maintain general liability insurance coverage of at least \$1,000,000 for each claim, incident, or occurrence, and at least \$5,000,000 annual aggregate coverage. SEPRD will name District as an additional insured on its general liability insurance policy.

ii. Commercial Automobile Liability. SEPRD will maintain commercial motor vehicle liability insurance of at least \$1,000,000 for each claim, incident, or occurrence.

Section 11

REVIEW, AMENDMENT, AND TERMINATION

11.1 Agreement Review. The Parties will jointly review this Agreement each year to recommend and draft any amendments that may be needed. Thereafter, the Parties will review this Agreement at least every five (5) years to recommend and draft any amendments.

11.2 Amendment. This Agreement may be amended or modified only by written agreement signed by both Parties.

11.3 Termination.

- a. This Agreement may be terminated at any time by mutual written agreement, signed by both Parties.
- b. Either Party may terminate this Agreement for cause after giving thirty (30) days' written notice to the other Party and stating the reason for termination. If the Party receiving the notice of termination corrects, or takes adequate steps toward correcting, the matter giving rise to the notice within fourteen (14) days, the Agreement shall continue. The Parties agree to meet and discuss any cause for termination prior to giving notice of termination pursuant to this paragraph.
- c. Either Party may terminate this Agreement for any reason upon ninety (90) days' written notice to the other Party.
- d. This Agreement will automatically terminate upon termination of the Lease.

Section 12

RIGHT TO PERFORM ACTIVITIES

If at any point during the Term of this Agreement it is determined that the District does not have the right to conduct activities at the Complex or any part of the Complex, SEPRD will cease any activity at the Complex as directed by the District and communicate the same to any other parties scheduled to use the Complex, as applicable.

Section 13

GENERAL PROVISIONS

13.1 Remedies. In addition to all other remedies that the District may have at law and in equity, should SEPRD fail to perform its maintenance or scheduling duties as required under Sections 1.1(a) and 1.4 of this Agreement, the District may perform the maintenance duties, and SEPRD will reimburse the District for all costs that the District incurs in performing the scheduling and maintenance duties.

13.2 Lease Subordination. This Agreement is subordinate and subject to the Lease, and the Parties understand that the Term of this Agreement will not extend beyond the Lease's

expiration date (see Section 11.3(d)).

13.3 Other Actions. The Parties agree to 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 Agreement.

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

13.5 Compliance with Applicable Law. SEPRD and the District will each comply, and cause their respective contractors and subcontractors to comply, in all material respects with all applicable Laws in the performance of this Agreement. Compliance will be at each Party's sole cost and expense.

13.6 Prior Agreements. This Agreement supersedes all prior oral or written negotiations, understandings, or agreements between the Parties with respect to the subject matter set forth herein.

13.7 Assignment. Except as otherwise provided herein, a Party may not assign any of its rights or responsibilities under this Agreement without prior written consent from the other Party.

13.8 Notices. Any notice required to be given by the terms and conditions of this agreement shall be given to the other Party either by personal service or registered mail, returned receipt requested to the following persons at the listed address:

District	SEPRD
Superintendent, Seaside School District	Executive Director, Sunset Empire Park & Recreation District
2600 Spruce Drive, Suite 100	1140 Broadway St
Seaside, OR 97138	Seaside, OR 97138


13.9 Applicable Law, Dispute Resolution, Venue, and Attorney Fees. This Agreement is governed by the laws of the State of Oregon without regard to conflict of law principles. In the event that a dispute arises under or related to the terms of this Agreement including but not limited to its enforcement or interpretation, the Parties agree to meet and confer to attempt to resolve the dispute through the Executive Director of SEPRD and the District Superintendent prior to the initiation of litigation. Any action or proceeding to enforce the provisions of this Agreement, or based on any right arising out of this venue for any claim under this Agreement will be in the Clatsop County Circuit Court or the United States District Court for the District of Oregon. 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.

13.10 Headings. The headings of the sections of this Agreement are inserted for convenience of reference only and shall not in any manner affect the construction or meaning of anything contained herein.

13.11 Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures transmitted electronically, whether sent via facsimile or as attached files (e.g., .pdf), will be acceptable to bind the District and SEPRD, respectively, and will not in any way affect the validity of this Agreement. The District and SEPRD intend to confirm any electronically transmitted signatures by exchanging ink-signed originals, but the failure to do so does not affect this Agreement's validity in any way.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date:

SEASIDE SCHOOL DISTRICT#10



**Susan Penrod,
Superintendent**

Date: 1/18/24

**SUNSET EMPIRE PARK &
RECREATION DISTRICT**

**Skyler Archibald,
Executive Director**

Date: _____

EXHIBIT A: THE COMPLEX

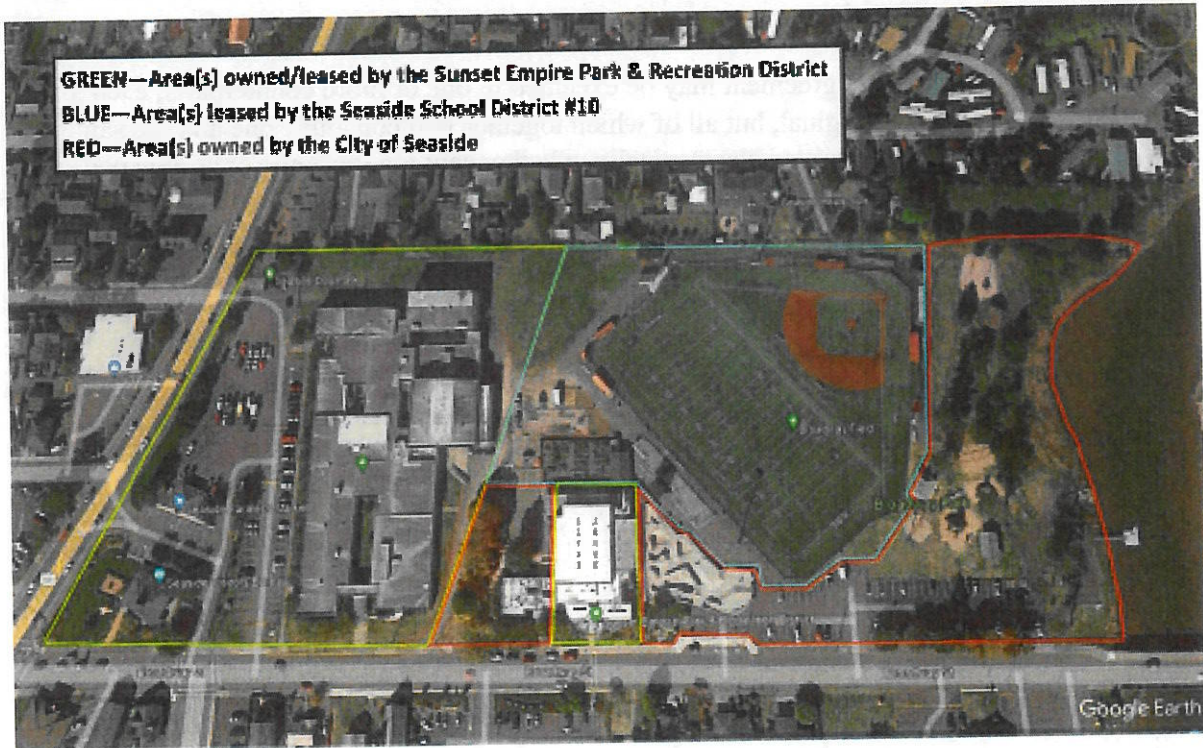


EXHIBIT B: LEASED PORTION*



*Leased Area shown in green.

EXHIBIT C

MAINTENANCE SCHEDULE

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 (pedestrian?) walkways, storage facilities, press boxes and bleachers	(twice/annually)	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

EXHIBIT D

**SCHEDULING MATRIX
BROADWAY FIELDS SCHEDULING MATRIX BY PRIORITY**

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

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 E: HERCHE FAMILY TRAINING FACILITY SCHEDULING 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							

January 23, 2024

To: SEPRD Board of Directors
Re: Budget Committee Vacancy, Process & Timeline

Directors,

We are well underway into the budget preparations for the 2024-2025 Budget. Staff have begun the internal process and established a rough timeline for presenting the budget, gathering public feedback and Budget Committee perspective and then completing this process this Spring.

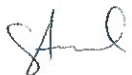
As was shared in January, we have two vacancies on the Budget Committee this year. The current budget committee members are:

- Jamie Bingham | Term Expires 2024-2025
- William Montero | Term Expires 2025-2026
- Jay Stirling | Term Expires 2025-2026
- Vacant | Term Expires 2026-2027
- Vacant | Term Expires 2026-2027

Staff would recommend that we post the Budget Committee vacancies and accept applications, with interviews and a decision to fill the vacancy coming in the month of March. Staff, upon approval, will post the vacancy on the District website, social media, printed flyers and a local advertisement. It has become the custom to encourage but not require a brief resume along a required "statement of interest" which can be provided either electronically or in writing to myself. Please see the proposed budget timeline below:

January-March	Staff internally preparing budget information
January 29	Budget Committee Vacancy posted
March 1:	Budget Committee Vacancy Period Closes
March 21:	Budget Committee Interviews (before/after March Board Meeting)
April 16:	Budget Committee Meeting, 6pm
May 7:	Budget Committee Meeting (if necessary), 6pm
May 21:	Budget Adopted during May Board Meeting

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

January 23, 2024

To: SEPRD Board of Directors
Re: District Goals 2023, January (2024) Update

Hi Directors,

Here are the goals established and agreed upon by the Board and an update on those goals as of January 2024. This is the final update I intend to provide regarding the 2023 goals and I am hopeful for continued efforts on appropriate items and collaboration and direction from the Board on the goals for 2024.

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

The Board heard a presentation from Doug Gabbard from FCS Group and received other information from him. Looking forward to the next part of this discussion.

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

The Board received a presentation from Strategies 360 and I believe, has all the information needed to discuss moving forward.

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

We have continued operation on Saturdays with a full catalog of programs, open swims and even some rentals also. At this point, we do not have the financial incentive, participation or staffing available to open on Sundays.

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

Staff have hosted two meet and greet opportunities, including one on Friday, 9/22. Executive Director has begun offering weekly columns to local media and District will also publish the program guide in early 2024 to help community get to know staff and programs better.

5. Enhance utilization

Staff have hired two bilingual individuals for help in translating marketing materials as well as translating for Seaside Farmers Market attendees. Retained those individuals for duties outside of the SFM.

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

Update provided earlier in the meeting.

- Hire a grantwriter to fundraise for phased improvements at the Sunset Recreation Center, in coordination with the Sunset Park & Rec Foundation. Utilize the position to develop a strategy aimed to increase programming and capacity at the SRC.**

Grantwriter has been hired and begun their work. Grants have been applied for!

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

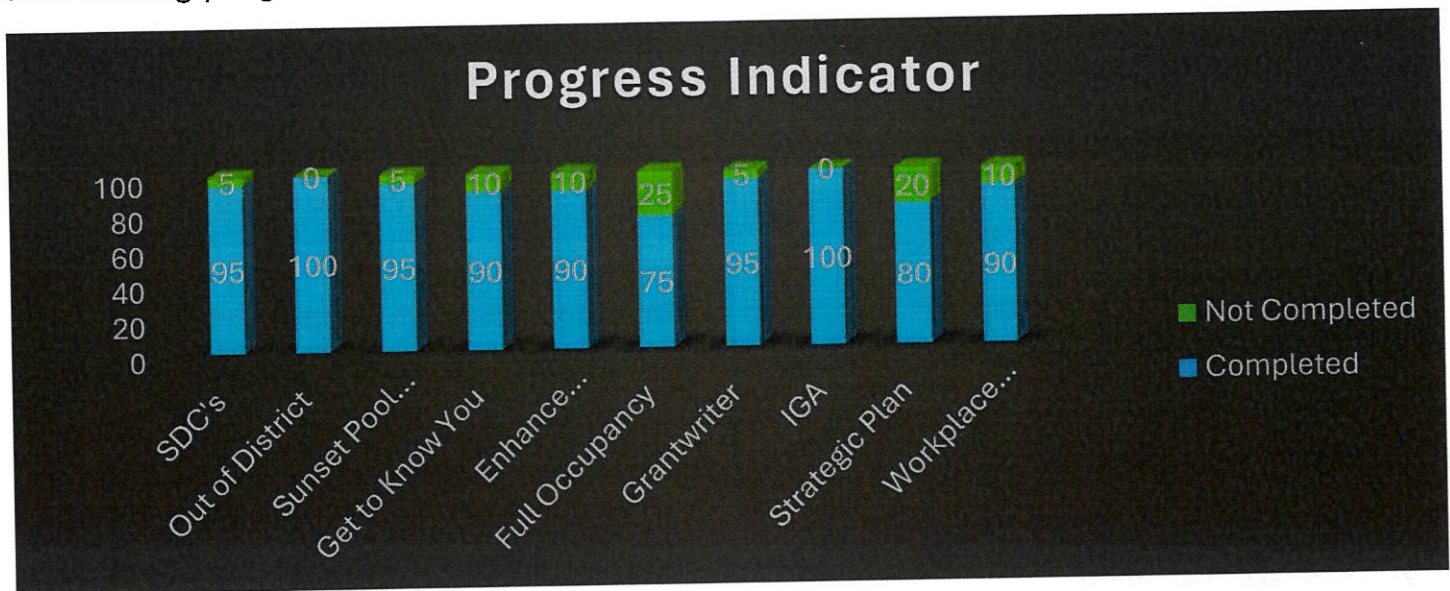
IGA has been completed and signed by SSD and SEPRD.

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

Update provided earlier in the meeting.

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

Completed a year of work on this effort with enhanced recognition, more attention and highlighting great effort to staff, recognizing longevity in a more public way, creating the SEPRD staff apparel program and other recognition. We also implemented a district wide staff training program and had a 90% completion percentage.



Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

January 23, 2024

To: SEPRD Board of Directors

Re: District Goals, 2024

Hi Directors,

I'm incredibly pleased with the progress and accomplishments we were able to deliver by working together and focusing on our goals for 2023. I feel fortunate to work with such dedicated individuals and an informed and hardworking Board.

With hopes of continuing the great momentum of the District over the past few years, I'd like to receive feedback from the Board regarding goals for 2024. These goals provide transparency to the public, accountability for both staff and Board and focus and direction that is helpful for myself and the staff to allocate our time properly.

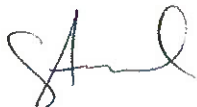
I'm hoping that together we can identify an appropriate number of goals (last year we had 10). Most of those are completed or near completion. Those goals will be included in a monthly update to the Board at our meetings. Relevant to 2024, I would recommend at least discussing or keeping the following goals:

- Obtain full occupancy of the SRC
- Complete the strategic plan
- Adopt a new fee structure meeting Board and Staff priorities
- Oversee (from the SEPRD perspective) the softball field relocation project
- Allocate proper time and engagement for ORPA leadership

It's worth noting that these goals were not the only focus items during 2023—much has been done to improve recreation opportunities for our District residents and guests.

I look forward to our discussion and working this year to accomplish the goals identified.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

January 17, 2024

Seaside Kids Inc. & Sunset Empire Park & Recreation District Agreement for Services

This agreement outlines a partnership between Seaside Kids Inc. (SKI) and Sunset Empire Park & Recreation District and will expire on June 30, 2024.

This agreement requires the following from SEPRD:

- Manage registration process for spring sports for SKI (baseball, softball) using SKI software and registration system
- Place registrants on teams with appropriate coaches assigned
- Allocate field time for practice and games, working in conjunction with coaches and league coordinators as appropriate
- Provide background checks for all coaches
- Provide one SEPRD staff member to serve on the SKI Board with attendance at the Bi-Monthly SKI Meetings
- Perform other duties associated with registration or other management duties in conjunction with SKI

SEPRD will, for terms of service, bill SKI monthly at a rate of \$32/hour with total maximum agreement to not exceed \$3,500 for the entire term of contract (date of signed contract-June 30), unless agreed upon by both parties.

This agreement requires the following from SKI:

Allocate one space on the SKI board for SEPRD staff

Share access to registration and management software

Support SEPRD in efforts to organize team and allocate field space

SKI will, according to this agreement, provide payment to SEPRD by the 15th of the following month for service rendered at a rate of \$32/hour with total maximum agreement to not exceed \$3,500 for the entire term of contract (date of signed contract-June 30), unless agreed upon by both parties.

This agreement is signed by representative from SKI and SEPRD and effective as of the date of signature.

SEASIDE KIDS INC

SUNSET EMPIRE PARK & RECREATION DIST.

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

A Knight Out

With Your Prince Or Princess Family Dance



SATURDAY, FEBRUARY 10TH 2024

6:00PM - 8:00PM

AT THE SUNSET RECREATION CENTER

1120 BROADWAY ST, SEASIDE

\$35 PER FAMILY



This inclusive dance will be held for children and their families.

The cost is \$35 per family.

The evening includes a photo booth, food and refreshments,
and a live DJ playing the latest hits.

This will be a night of FUN for the whole family!

GOLD SPONSOR

LEWIS & CLARK
BANK

SILVER SPONSOR

MUSIC SPONSOR



TOYOTA



 **SUNSET
EMPIRE**
PARK + RECREATION DISTRICT

SUNSETEMPIRE.COM | 503.738.3311

Warm up this Winter with Evening Fitness!

Sunset Pool & Fitness Gym-1140 Broadway, Seaside



Strength Training

Monday/Wednesday 5:30pm

&

Conditioning Circuit

Tuesday/Thursday 4:30pm



Ai Chi H.I.I.T.

Tuesday/Thursday 6:00pm



Water Volleyball

Wednesday 6:00pm



Bob Chisholm Community Center-1225 Ave. A, Seaside

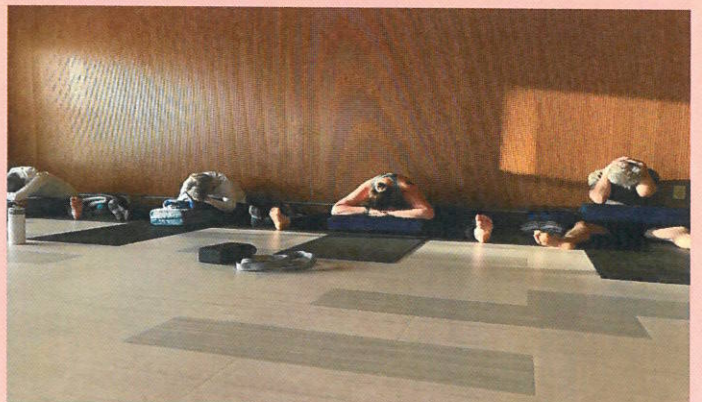
Gentle Yoga Level 2

Monday/Wednesday 5:30pm

Begins Jan/2024

Gentle Yoga Level 1

Friday 5:30pm



sunsetempire.com



503.738.3311

