
Sunset Empire Park & Recreation District: Board Meeting Agenda**Tuesday, August 27, 2024, 5:15pm****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. Public Comment
5. Correspondence
6. Recognition of SEPRD Employees of the Month: Haily Reckmann
7. Approval of Board Meeting Minutes: August 8, 2024
8. Review Financials: July 2024
9. Staff Presentation: Isaiah Collins
10. Old Business
 - A. Strategic Plan Document Review & Update
 - B. Projects:
 1. Fire Alarm Update
 2. Broadway Field Update
 3. System's Development Charges Update
 4. Traffic Impact Analysis
11. New Business
12. Executive Director Report
 - A. Goals for 2024
 - B. Reports:
 1. Staff Transition
 2. Upcoming Training Opportunities
 - SDAO Board Training (w/George Dunkel)
 - i. 10/2: Salem
 - ORPA Conference: October 23-25; Sunriver
 - C. Special Events Recap/Meetings & Events Upcoming
 1. Seaside Farmers Market (June 19-September 18)
 2. LatinX Hispanic Heritage Night: September 21
 3. September Board Meeting: September 24
 4. Fall Fun Fest: October 19
 5. 2024 Shutdown: November 4-18
13. Board Comment
14. 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.

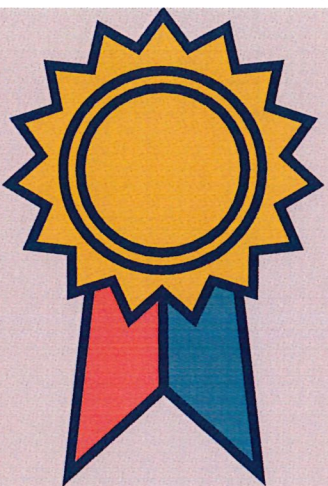
ORS 192.670 requires public bodies to provide members of the general public an opportunity to access and attend the meeting via virtual means and provide an opportunity for oral testimony to be provided via technology. For SEPRD, individuals that would like to offer public comment virtually can do so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

SEPRD is inviting you to a scheduled Zoom meeting.

Topic: SEPRD Board Meeting

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

Meeting ID: 885 4541 3763



**SUNSET
EMPIRE**
PARK + RECREATION DISTRICT

PAUSE FOR APPLAUSE AUGUST 2024 WINNER

AWARDED TO:

HAILEY RECKMANN

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

Skyler Archibald
EXECUTIVE DIRECTOR

Katharine Parker
BOARD PRESIDENT

BOARD MEETING MINUTES**SUNSET EMPIRE PARK & RECREATION DISTRICT****AUGUST 8, 2024, 3PM**

*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 3:11pm by Board President Katharine Parker.
ATTENDANCE	Present: Katharine Parker, Board President; Celeste Bodner, Board Vice-President; Su Coddington, Board Secretary (via phone); Michael Hinton; Kyle Gorman Absent: None Also Present: Skyler Archibald, Isaiah Collins, Darren Gooch (SEPRD Staff)
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.
PUBLIC COMMENT	There was no public comment this month.
APPROVAL OF BOARD MEETING MINUTES	The Board reviewed the meeting minutes from the meeting held on July 23, 2024. There were two corrections to the minutes. <i>After review the Board unanimously approved the meeting minutes with provided edits from the July 23, 2024 Meeting (Gorman/Hinton).</i>
NEW BUSINESS	FEE REVIEW: The Board and Staff reviewed several different options for a fee adjustment. Staff had been able to produce a report that current revenue and worked with Director Bodner to model out the different options. After discussion <i>the Board unanimously voted to adopt Option F which outlines a base rate for programs and services to be determined by Staff and then a discount of 60% off fees for in-district residents for programs and services, except youth programs and passes (40% discount) (Gorman/Hinton).</i>
BOARD COMMENT	Director Gorman thanked Celeste and staff for their work on this process and encouraged the District to continue to use data to drive decision making. He also shared that he has been watching the Olympics and that he couldn't help but think that so many of the Olympians got their start in a recreation program or facility. Board Vice-President Bodner thanked Staff for putting the information together and that she was excited to have the formula in-place to modernize the rates and for the communication that will follow.

Secretary Coddington apologized for her tardiness. She thanked Celeste for her work and shared that she has also been watching the Olympics and encouraging participation in her network. She also shared her gratitude to continue to be involved in this group and our efforts to invite the community to P.L.A.Y.

Director Hinton stated that he appreciated the work of the Board and Staff in getting this done.

Board President Parker thanked Celeste and Staff for their efforts and stated that this sets us up for a good future and showing the benefit of membership for our District and thanked the Board for participation in the meeting.

ADJOURNMENT

The meeting was adjourned at 4:21pm 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: **8.49%**

Through July 31, 2024	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	19,073.03	221,500.00	202,426.97	8.61%
Building Fund	0.00	25,000.00	25,000.00	0.00%
Broadway Field Fund	30.00	37,600.00	37,570.00	0.08%
Community Center	11,247.18	107,600.00	96,352.82	10.45%
Recreation	6,086.52	91,900.00	85,813.48	6.62%
Special Events	28,291.89	57,500.00	29,208.11	49.20%
Sunset Recreation Center	4,874.50	162,500.00	157,625.50	3.00%
Youth Center	31,460.55	362,000.00	330,539.45	8.69%
Taxes & Other	19,688.08	2,198,864.00	2,179,175.92	0.90%
Total Revenues	120,751.75	3,264,464.00	3,143,712.25	3.70%
EXPENSES--				
AD Staffing	45,153.94	378,691.00	333,537.06	11.92%
AD PR Taxes and Benefits	11,159.18	118,469.00	107,309.82	9.42%
AD Materials, Supplies, and Services	29,053.94	307,605.00	278,551.06	9.45%
Sub-total AD Expenses	85,367.06	804,765.00	719,397.94	10.61%
AQ Staffing	69,482.86	530,665.00	461,182.14	13.09%
AQ PR Taxes and Benefits	8,650.71	87,816.00	79,165.29	9.85%
AQ Materials, Supplies, and Services	2,274.83	122,750.00	120,475.17	1.85%
Sub-total AQ Expenses	80,408.40	741,231.00	660,822.60	10.85%
BF Capital Expense	0.00	0.00	0.00	
Sub-total BF Expenses	0.00	0.00	0.00	#DIV/0!
BRF Staffing	2,965.07	32,805.00	29,839.93	9.04%
BRF PR Taxes and Benefits	228.35	3,280.00	3,051.65	6.96%
BRF Materials, Supplies, and Services	2,064.28	15,200.00	13,135.72	13.58%
Sub-total BRF Expenses	5,257.70	51,285.00	46,027.30	10.25%
CC Staffing	9,265.07	91,373.00	82,107.93	10.14%
CC PR Taxes and Benefits	1,033.45	11,612.00	10,578.55	8.90%
CC Material, Supplies, and Services	1,373.59	23,500.00	22,126.41	5.85%
Sub-total CC Expenses	11,672.11	126,485.00	114,812.89	9.23%
MNT Staffing	37,563.39	201,826.00	164,262.61	18.61%
MNT PR Taxes and Benefits	7,388.56	65,715.00	58,326.44	11.24%
MNT Materials, Supplies, and Services	5,825.00	197,250.00	191,425.00	2.95%
Sub-total MNT Expenses	50,776.95	464,791.00	414,014.05	10.92%
RC Staffing	13,319.13	119,453.00	106,133.87	11.15%
RC PR Taxes and Benefits	2,222.51	24,495.00	22,272.49	9.07%
RC Materials, Supplies, and Services	4,757.77	31,700.00	26,942.23	15.01%
Sub-total RC Expenses	20,299.41	175,648.00	155,348.59	11.56%
SE Staffing	4,694.84	43,015.00	38,320.16	10.91%
SE PR Taxes and Benefits	1,715.59	25,027.00	23,311.41	6.85%
SE Materials, Supplies, and Services	3,576.60	35,300.00	31,723.40	10.13%
Sub-total SE Expenses	9,987.03	103,342.00	93,354.97	9.66%
SRC Staffing	5,392.60	77,250.00	71,857.40	6.98%
SRC PR Taxes and Benefits	429.88	7,725.00	7,295.12	5.56%
SRC Materials, Supplies, and Services	4,743.12	111,000.00	106,256.88	4.27%
Sub-total SRC Expenses	10,565.60	195,975.00	185,409.40	5.39%
YC Staffing	72,796.89	632,044.00	559,247.11	11.52%
YC PR Taxes	8,807.05	97,054.00	88,246.95	9.07%
YC Materials, Supplies, and Services	8,400.95	54,500.00	46,099.05	15.41%
Sub-total YC Expenses	90,004.89	783,598.00	693,593.11	11.49%
Total Expenses	364,339.15	3,447,120.00	3,082,780.85	10.57%
Revenues Plus Net Working Capital	624,920.75	3,768,633.00	3,143,712.25	16.58%

July 2024 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 27,869.37	\$ 2,877.58	\$ 7,728.33	\$ -	\$ 38,475.28
Non-exempt Staff	1.50	\$ 10,325.71	\$ 553.27	\$ -	\$ -	\$ 10,878.98
Sub-total	5.80	\$ 38,195.08	\$ 3,430.85	\$ 7,728.33	\$ -	\$ 49,354.26
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 37,563.39	\$ 2,868.40	\$ 4,520.16	\$ -	\$ 44,951.95
Sub-total	3.87	\$ 37,563.39	\$ 2,868.40	\$ 4,520.16	\$ -	\$ 44,951.95
AQUATICS						
Exempt Staff	1.40	\$ 10,082.93	\$ 968.10	\$ 3,312.39	\$ -	\$ 14,363.42
Non-exempt Staff	12.67	\$ 59,193.23	\$ 4,370.22	\$ -	\$ -	\$ 63,563.45
Sub-total	14.07	\$ 69,276.16	\$ 5,338.32	\$ 3,312.39	\$ -	\$ 77,926.87
RECREATION						
Exempt Staff	0.20	\$ 1,990.81	\$ 303.42	\$ 1,205.76	\$ -	\$ 3,499.99
Non-exempt Staff	0.85	\$ 8,126.51	\$ 713.33	\$ -	\$ -	\$ 8,839.84
Sub-total	1.05	\$ 10,117.32	\$ 1,016.75	\$ 1,205.76	\$ -	\$ 12,339.83
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 9,764.46	\$ -	\$ 3,254.80	\$ -	\$ 13,019.26
Non-exempt Staff	11.80	\$ 63,032.43	\$ -	\$ -	\$ -	\$ 63,032.43
Sub-total	13.10	\$ 72,796.89		\$ 3,254.80	\$ -	\$ 76,051.69
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 1,408.49	\$ 72.37	\$ 322.82	\$ -	\$ 1,803.68
Non-exempt Staff	2.70	\$ 7,856.58	\$ 638.26	\$ -	\$ -	\$ 8,494.84
Sub-total	2.85	\$ 9,265.07	\$ 710.63	\$ 322.82	\$ -	\$ 10,298.52
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 4,694.84	\$ 471.47	\$ 1,009.08	\$ -	\$ 6,175.39
Non-exempt Staff	0.50	\$ 4,570.92	\$ 235.04	\$ -	\$ -	\$ 4,805.96
Sub-total	1.15	\$ 9,265.76	\$ 706.51	\$ 1,009.08	\$ -	\$ 10,981.35
BROADWAY FIELD						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 2,965.07	\$ 228.35	\$ -	\$ -	\$ 3,193.42
Sub-total	0.37	\$ 2,965.07	\$ 228.35	\$ -	\$ -	\$ 3,193.42
Sunset Recreation Center						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 5,392.60	\$ 429.88	\$ -	\$ -	\$ 5,822.48
Sub-total	4.20	\$ 5,392.60	\$ 429.88	\$ -	\$ -	\$ 5,822.48
TOTAL	46.46	\$ 254,837.34	#####	\$ 21,353.34	\$ -	\$ 290,920.37



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 07/01/2024 - 07/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00312	AIRGAS USA, LLC	07/02/2024	Regular	0.00	1,196.35	47817
01310	American Red Cross Safety Center	07/02/2024	Regular	0.00	92.00	47818
00951	EO MEDIA GROUP	07/02/2024	Regular	0.00	918.75	47819
VEN01015	Franz Family Bakeries	07/02/2024	Regular	0.00	538.03	47820
01223	Jeane Jensen	07/02/2024	Regular	0.00	540.00	47821
00965	JENNIFER SOPRANO	07/02/2024	Regular	0.00	102.18	47822
VEN01315	Mark Tolan	07/02/2024	Regular	0.00	384.00	47823
01756	Northwest Local Government Legal Advisor	07/02/2024	Regular	0.00	285.00	47824
00150	NORTHWEST NATURAL	07/02/2024	Regular	0.00	3,047.99	47825
VEN01305	Schindler Ornaments	07/02/2024	Regular	0.00	30.00	47826
VEN01195	Tuff Puffin	07/02/2024	Regular	0.00	1,385.60	47827
00454	WALTER NELSON CO.	07/02/2024	Regular	0.00	344.38	47828
01726	Wilcox & Flegel	07/02/2024	Regular	0.00	332.43	47829
VEN01158	949 The Bridge	07/03/2024	Regular	0.00	200.00	47830
VEN01321	A&B Farms	07/03/2024	Regular	0.00	150.00	47831
VEN01339	Baird Family Orchards	07/03/2024	Regular	0.00	29.00	47832
VEN01324	BigShu's Chocolates	07/03/2024	Regular	0.00	10.00	47833
01435	BLACKBERRY BOG FARM	07/03/2024	Regular	0.00	7.00	47834
VEN01316	CheeseButta	07/03/2024	Regular	0.00	10.00	47835
VEN01317	Columbia Bar, LLC	07/03/2024	Regular	0.00	20.00	47836
VEN01266	Cortney Tibbitts	07/03/2024	Regular	0.00	142.04	47837
VEN01319	Diem Farms LLC	07/03/2024	Regular	0.00	11.00	47838
VEN01328	Fosse Farms INC.	07/03/2024	Regular	0.00	30.00	47839
VEN01331	Pablo Munoz Farms	07/03/2024	Regular	0.00	269.00	47840
00161	PACIFIC POWER	07/03/2024	Regular	0.00	3,286.58	47841
VEN01333	Pilgrim's Roasted Nut'Z	07/03/2024	Regular	0.00	32.00	47842
00743	Randall Weese	07/03/2024	Regular	0.00	250.00	47843
00743	Randall Weese	07/03/2024	Regular	0.00	-250.00	47843
00192	ROTARY CLUB OF SEASIDE	07/03/2024	Regular	0.00	346.53	47844
01133	SDIS	07/03/2024	Regular	0.00	13,046.00	47845
01384	Skyler Archibald	07/03/2024	Regular	0.00	473.64	47846
VEN01335	T Bee S Honey	07/03/2024	Regular	0.00	6.00	47847
VEN01337	The Hummus Stop	07/03/2024	Regular	0.00	93.00	47848
01709	John Orr	07/03/2024	Regular	0.00	150.00	47849
00580	Brownsmead Flats	07/10/2024	Regular	0.00	250.00	47850
VEN01340	Virginia Lopez	07/10/2024	Regular	0.00	150.00	47851
VEN01044	Erin Reding	07/14/2024	Regular	0.00	541.47	47852
VEN01340	Virginia Lopez	07/14/2024	Regular	0.00	150.00	47853
00312	AIRGAS USA, LLC	07/17/2024	Regular	0.00	367.95	47854
01304	American Red Cross	07/17/2024	Regular	0.00	760.00	47855
VEN01034	BAMM! Promotional Products, Inc	07/17/2024	Regular	0.00	450.00	47856
VEN01307	Bonnie Cave	07/17/2024	Regular	0.00	99.00	47857
01022	CIVICPLUS	07/17/2024	Regular	0.00	7,755.77	47858
VEN01342	DEANNA BELL	07/17/2024	Regular	0.00	6.00	47859
00187	DMT Auto Parts	07/17/2024	Regular	0.00	135.42	47860
00087	ENGLUND MARINE SUPPLY	07/17/2024	Regular	0.00	143.95	47861
VEN01344	FAWN LAYMAN	07/17/2024	Regular	0.00	80.00	47862
VEN01015	Franz Family Bakeries	07/17/2024	Regular	0.00	538.03	47863
VEN01071	Jacobs Radio	07/17/2024	Regular	0.00	199.00	47864
01492	LEVI CONNER	07/17/2024	Regular	0.00	112.56	47865
VEN01189	Meyer Freeman	07/17/2024	Regular	0.00	400.00	47866
00505	OREGON DEPARTMENT OF JUSTICE	07/17/2024	Regular	0.00	189.41	47867
01153	Oregon Lithoprint Inc	07/17/2024	Regular	0.00	1,795.00	47868
00161	PACIFIC POWER	07/17/2024	Regular	0.00	2,236.59	47869

Check Report

Date Range: 07/01/2024 - 07/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00399	PERS	07/17/2024	Regular	0.00	88.32	47870
00371	POOL & SPA HOUSE	07/17/2024	Regular	0.00	1,135.57	47871
01040	RECOLOGY WESTERN OREGON	07/17/2024	Regular	0.00	680.09	47872
00434	RICOH USA	07/17/2024	Regular	0.00	566.41	47873
01387	RICOH USA, INC.	07/17/2024	Regular	0.00	60.98	47874
01010	Skyler Archibald	07/17/2024	Regular	0.00	1,025.81	47875
00900	STAPLES	07/17/2024	Regular	0.00	253.54	47876
VEN01343	Taryn Wise	07/17/2024	Regular	0.00	321.48	47877
00454	WALTER NELSON CO.	07/17/2024	Regular	0.00	19.56	47878
01510	Wave	07/17/2024	Regular	0.00	967.05	47879
00039	BSN SPORTS	07/17/2024	Regular	0.00	419.98	47880
VEN01254	Clarence Robinson	07/17/2024	Regular	0.00	100.00	47881
VEN01345	Richard J Marx	07/17/2024	Regular	0.00	100.00	47882
00495	THE FREEDOM SHOP	07/17/2024	Regular	0.00	323.60	47883
00829	ACE HARDWARE - SEASIDE	07/24/2024	Regular	0.00	51.94	47884
01310	American Red Cross Safety Center	07/24/2024	Regular	0.00	46.00	47885
00039	BSN SPORTS	07/24/2024	Regular	0.00	899.92	47886
01651	Fire Extinguisher service	07/24/2024	Regular	0.00	282.50	47887
01795	KLOSH GROUP INC	07/24/2024	Regular	0.00	1,654.44	47888
00141	MESHER SUPPLY	07/24/2024	Regular	0.00	25.58	47889
01387	RICOH USA, INC.	07/24/2024	Regular	0.00	79.65	47890
VEN01240	Robin Montero	07/24/2024	Regular	0.00	600.00	47891
01726	Wilcox & Flegel	07/24/2024	Regular	0.00	207.40	47892
VEN01243	Willis Heavenrich	07/24/2024	Regular	0.00	200.00	47893
01560	CHRIS DUFFY	07/31/2024	Regular	0.00	127.73	47894
VEN01346	Cindy Eskelson	07/31/2024	Regular	0.00	200.00	47895
VEN01347	FCS Group	07/31/2024	Regular	0.00	1,903.75	47896
00099	GRAINGER	07/31/2024	Regular	0.00	546.81	47897
VEN01190	Scott Edwards Architecture	07/31/2024	Regular	0.00	2,050.00	47898
VEN01121	Segrid Coleman	07/31/2024	Regular	0.00	250.00	47899
01384	Skyler Archibald	07/31/2024	Regular	0.00	247.94	47900
00454	WALTER NELSON CO.	07/31/2024	Regular	0.00	1,633.95	47901

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	85	0.00	61,188.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-250.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	92	86	0.00	60,938.65

Check Report

Date Range: 07/01/2024 - 07/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	07/31/2024	Bank Draft	0.00	2,409.32	DFT0001491
01793	US Treasury	07/31/2024	Bank Draft	0.00	10,301.90	DFT0001492
01734	Oregon Department of Revenue	07/31/2024	Bank Draft	0.00	5,538.85	DFT0001493
01793	US Treasury	07/31/2024	Bank Draft	0.00	5,806.46	DFT0001494
01793	US Treasury	07/31/2024	Bank Draft	0.00	3.90	DFT0001506
01793	US Treasury	07/31/2024	Bank Draft	0.00	16.70	DFT0001507
01734	Oregon Department of Revenue	07/31/2024	Bank Draft	0.00	10.96	DFT0001508
01793	US Treasury	07/31/2024	Bank Draft	0.00	5.44	DFT0001509
01793	US Treasury	07/31/2024	Bank Draft	0.00	23.26	DFT0001510
01734	Oregon Department of Revenue	07/31/2024	Bank Draft	0.00	13.48	DFT0001511
01793	US Treasury	07/31/2024	Bank Draft	0.00	7.94	DFT0001512
01793	US Treasury	07/31/2024	Bank Draft	0.00	33.92	DFT0001513
01734	Oregon Department of Revenue	07/31/2024	Bank Draft	0.00	17.60	DFT0001514
01793	US Treasury	07/31/2024	Bank Draft	0.00	2,346.80	DFT0001522
01793	US Treasury	07/31/2024	Bank Draft	0.00	10,034.52	DFT0001523
01734	Oregon Department of Revenue	07/31/2024	Bank Draft	0.00	5,397.92	DFT0001524
01793	US Treasury	07/31/2024	Bank Draft	0.00	5,763.17	DFT0001525
01793	US Treasury	07/31/2024	Bank Draft	0.00	396.48	DFT0001526
01793	US Treasury	07/31/2024	Bank Draft	0.00	1,695.30	DFT0001527
01734	Oregon Department of Revenue	07/31/2024	Bank Draft	0.00	1,276.17	DFT0001528
01793	US Treasury	07/31/2024	Bank Draft	0.00	3,564.91	DFT0001529
01793	US Treasury	07/31/2024	Bank Draft	0.00	2.02	DFT0001537
01793	US Treasury	07/31/2024	Bank Draft	0.00	8.66	DFT0001538

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	23	23	0.00	54,675.68
EFT's	0	0	0.00	0.00
	23	23	0.00	54,675.68

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	85	0.00	61,188.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-250.00
Bank Drafts	23	23	0.00	54,675.68
EFT's	0	0	0.00	0.00
	115	109	0.00	115,614.33

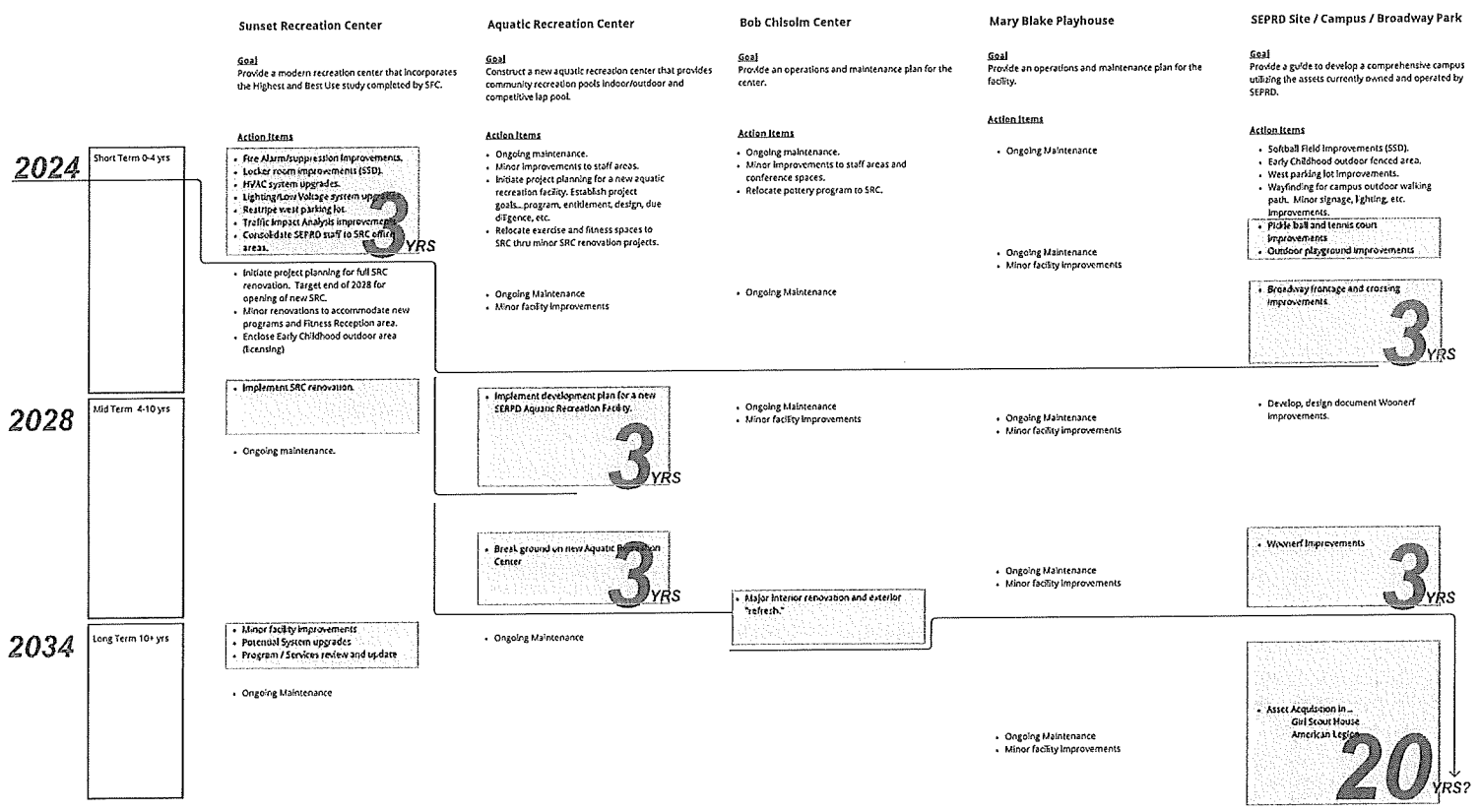
Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2024	115,614.33
			115,614.33

SEPRD's Vendors	
Vendor	Description
94.9 The Bridge	Advertising
Ace Hardware	Maint. Supplies
American Red Cross	Training/Certification
BAMM! Promotional Products	Custom promotional products
Builders First Source	Maint. Supplies
CBM Systems	SRC Custodial
City Of Seaside	Water Bill/Market
Civic Plus	POS annual bill
Cole Industrial	Maint. Supplies
Columbia Locksmith	Lock replacement/Maint.
Convergent	Fire Systems
CTL Corporatyion	Tech Equipment
Diamond Heating	HVAC Repair/Installation
Dex Imaging	Printer Contract
DMT Auto Parts (Napa)	Maint. Supplies
Englund Marine	Maint. Supplies
EO Media Group	Advertising
Evans Plumbing	Plumbing
FCS Group	SDC Consult
Fire Extinguisher Service	Inspection of extinguishers
Franz Family Bakeries	YP Nutrition
Georgies Ceramic & Clay	Pottery Supplies
Government Finance Officers Association	Finance Membership
Grainger	Maint. Supplies
HD Supply Facilites	Maint. Supplies
Jacobs Radio	Advertising
Jeane Jenson	Yoga Contractor
JJ Electric	Electrical maint.
Kern Thompson, CPA	Auditor
Kiwi Glass	Window Replacements
Klosh Group	Consultants
KMUN	Advertising
Les Schwab	Tires
Lincoln Aquatics	Aquatic supplies
Liftoff, LLC	Email/Microsoft Suites
Logotek	Custom Printing
Mediamerica	Advertising
Meshier	Maint. Supplies
Northwest Natural	Natural Gas
NW Local Government Legal	Lawyer
Ohana Media Group	Advertising/Notices
Oregon Recreation and Parks (ORPA)	Dues/Trainings
Oregon State Audit Division	Filing fee for annual audit
P & L Johnson	Mechanical Heating

SEPRD's Vendors	
Vendor	Description
Pacific Alarm Systems	Maintenance/Testing
Pacific Power	Electricity
Pers	Annual social security percentage
Playful Pickleball	Recreation Contractor
Pitney Bowes	Postage/Lease of postage printer
Polk Riley	Printing
Pool & Spa House	Maint. Supplies
Recology Western Oregon	Trash
Ricoh USA	Printer Contract
Rotary	Dues
Scott Edwards Archeticture	Consultants
S & F Land Services	Surveying
SDIS	Insurance/Workers Comp
Seattle Pottery	Pottery supplies
Sherwin Williams	Maint. Supplies
Special Districts of Oregon	Dues/Trainings
Staples	Office Supplies
Sysco	YP Nutrition
Tillicum Foundation	Advertising
Trachsel Construction	Maintenance
Trails End Recovery	Debris Disposal
Tuff Puffin	Marketing
Tyler Technologies	Accounting Software
TYR	Aquatics Vending Supplies
United Rentals	Maint Equipment rental
Water Gear inc.	Aquatics Vending Supplies
Walter Nelson	Cleaning Supplies
WAVE	Phone/Internet
Wilcox Flegel	Fuel
Zions Bank	Building Loan

SEPRD Strategic Plan



SEPRD

GRAPHICS NARRATIVE

OVERALL SITEPLAN

Elements:

- A. Overall Access Connections across the entire SEPRD campus: E/W and N/S
- B. Site Access Points: These red arrows mark the primary vehicular access points to the main site
- C. Campus Buildings
- D. Parking:
- E. Woonerf Courtyard with:
 - a. Emergency Vehicle access into site
 - b. Childcare Playground
 - c. Outdoor Dining Terrace
 - d. The Gathering Space meadow
 - e. Splashpad
- F. Walking Path around perimeter of main site with exercise stations.
- G. River Access

ACCESS DIAGRAM

Elements:

Note: To get the N/S sidewalk axis to work it will be necessary to absorb the east 30' of the existing Seaside Library parking lot. It is understood that this is plausible if the Library adds parking to the west of the current lot.

- A. Hardscape: The redesign of the hardscape areas including:
 - a. Widening the sidewalks to 15' for more of a pedestrian boulevard feeling and creating a pattern specific to the SEPRD to link the pedestrian routes across the campus.
 - i. Wayfinding
 - ii. Accessibility
- B. New light poles along connection paths for wayfinding and security
- C. Benches provided along connection paths
- D. Street Tree wells with trees that will flower in the spring giving a color, connection, and visibility to campus.
- E. New short term Bike Parking areas at every building
 - a. Include a bike maintenance and pump bollard at main SEPRD bike parking area
- F. New accessible pedestrian walking path loop (.64 miles)
 - a. Exercise stations at regular intervals.
- G. New gathering plazas at entries to Aquatics Center and SEPRD buildings.
- H. New Crosswalk with dramatic paving pattern and large concrete planter to divide the east and west lanes
- I. Structured Grasscrete emergency access route between SEPRD and Aquatics center to provide full access for fire department while maintaining the park character of the courtyard.
 - a. Bollards will be added at the curb cut to ensure vehicular access is only for emergencies.
- J. Landscaping:
 - a. More trees will be added along Broadway Street focusing on the E/W and N/S pedestrian connections.
 - b. A denser planting design will be implemented between the sidewalk along Broadway St and the pedestrian walking path loop with grasses, flowering plants, and bushes to provide more color and a visual barrier to the Woonerf.

WOONERF

Definition:

The woonerf, a type of road design that encourages multimodal transportation and blends pedestrian and vehicle space, was born as a reaction to the car-centric development that began dominating American and European city planning in the mid-twentieth century. In this case we have developed a design that remains pedestrian and parklike while still allowing for the required emergency vehicle access when needed.

Elements:

- A. Structured Grasscrete emergency access route between SEPRD and Aquatics center to provide full access for fire department while maintaining the park character of the courtyard.
 - a. Bollards will be added at the curb cut to ensure vehicular access is only for emergencies.
- B. Landscaping:
 - a. More trees will be added along Broadway Street focusing on the E/W and N/S pedestrian connections.
 - b. A denser planting design will be implemented between the sidewalk along Broadway St and the pedestrian walking path loop with grasses, flowering plants, and bushes to provide more color and a visual barrier to the Woonerf.
- C. Childcare Playground
 - a. Rubber mat play surface with custom color pattern
 - b. Shade Sails
 - c. Play Equipment
- D. Outdoor Dining Area
 - a. Café Light strings for evening events
- E. The Grove meadow for small events, classes, and gatherings with benches, concrete seat walls, denser plantings, and specialty lighting.
- F. Splash Pad:
 - a. Water area appropriate for younger to older kids.
 - b. In-ground spray elements as well as above ground water features

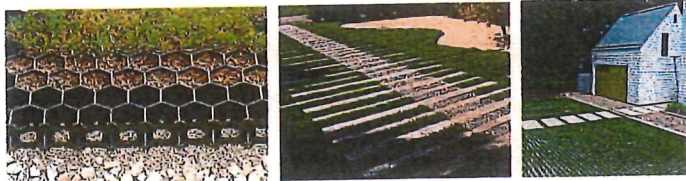
SEPRD

Precedents for Design Elements:



Hardscape Design

Patterning and color to provide wayfinding and an identifiable collection of circulation paths and axis that read as a unified group.



Emergency Route

Grasscrete Design

Providing the feel of uninterrupted park/greenery while providing required emergency vehicular access.



Pathways

A variety of pathway types providing play, accessibility, and seating options. Design of pathways with clear wayfinding.



Planting Design

Robust planting design providing color, enclosure, and a buffer to the street. Focus on indigenous planting and bird/bee habitats



Playground Design

Play space for fun and creativity. Nature Play. Soft colorful playmat ground surface.



Splash Pad

Colorful fun play zone for kids of all ages.



Lighting Design

Upgraded lighting for wayfinding, evening programming, and design accents

DISTRICT INVENTORY

ASSET BENCHMARKS – GAP ANALYSIS

SEPRD oversees more than 14 acres, ranging in size and function from outdoor fields to indoor community centers and an aquatic facility. The median number of acres of parkland per 1,000 residents for agencies of similar population size (Less than 20,000) is 13.0 acres per 1,000 residents. While SEPRD does not currently meet this benchmark, the presence of various nature areas and parks within the SEPRD district borders provides ample public parkland. Each of these park assets contributes to the overall health, wellness, quality of life, and economic vitality of SEPRD residents and the surrounding community as parks are open and accessible to both residents and non-residents of the District. SEPRD parks and facilities include many flexible amenities, such as playgrounds, gyms, meeting spaces, and open space, that promote recreation, sports, gathering, and social activities.

The project team completed facility and program inventories assessment, detailed below, as a baseline and then compared the existing inventory to future community needs based on projected population growth and shifting trends in athletic and non-athletic programs. The District's assets were compared to aspirational and existing metrics using national data from NRPA. The findings from this analysis form the basis for more holistic recommendations and next steps for the development of the SEPRD Master Plan.

The 2023 NRPA benchmarks also notes that a typical park and recreation agency, for communities/service areas of similar size, has one playground for every 2,014 residents, one basketball court for every 3,729 residents, one outdoor tennis court for every 2,805 residents, and one multi-purpose rectangular field for every 9,786 residents. The project team reviewed SEPRD District population and compared it to the range of population per facility by jurisdiction for peer agencies to identify surpluses and deficits of assets. The following chart notes 2023 indoor and outdoor assets which are below the NRPA benchmarks (noted in pink), while assets which exceed the NRPA benchmark data are noted in green.

Type of Asset	Asset Count	SEPRD Service District Est. Population 2023	2023 NRPA Benchmark: Resident per Asset (Pop. Less than 20,000)	2023 NRPA Benchmark Asset Count	Gap/Surplus
Diamond Field- Softball Adult	1	12,297	5,800	2.12	-1.12
Aquatics Center (indoor)	1	12,297	11,650	1.06	-0.06
Senior Center- Bob Chisholm Center	1	12,297	14,000	0.88	0.12
Community Center- Mary Blake Playhouse	1	12,297	8,829	1.39	-0.39
Recreation Centers (including gyms)	1	12,297	9,745	1.26	-0.26
Multi-Purpose Fields- Turf	1	12,297	9,786	1.26	-0.26
Skate Park	1	12,297	10,726	1.15	-0.15
Community Gardens	3	12,297	8,178	1.50	1.50
Playgrounds	2	12,297	2,014	6.11	-4.11
Diamond fields- Baseball Adult (300ft)	1	12,297	7,627	1.61	-0.61
Basketball Courts	1	12,297	3,729	3.30	-2.30
Pickleball (outdoor)	0	12,297	3,252	3.78	-3.78
Tennis courts (outdoor)	0	12,297	2,805	4.38	-4.38
Tot Lot	1	12,297	5,816	2.11	-1.11

Key

SURPLUS
BASE
GAP
INDOOR
NO ASSET

EXISTING SERVICE PROVIDERS

KEY INSIGHTS

- SFA observed a moderate volume of outdoor diamond (21) and multi-purpose fields (11) within the local and sub-regional market (within 60 minutes).
- SFA reviewed the existing service providers and observed that the largest outdoor facilities located within an hour of Seaside offer a minimum of four full multi-purpose fields and four diamond baseball fields.
- SFA noted that there are three (3) indoor aquatics centers (with lap pools) within 60-minutes of Seaside. A metric of 220 square feet of water for every 1,000 residents within a market is a standard metric used to assess the quantity of aquatic facilities needed to properly address community swimming needs. This metric includes a blend of indoor and outdoor water that serves both the recreational and competitive needs of the community.
- SFA noted 12 indoor courts within the local and sub-regional market (within 60-minutes). While an average number of 6-8 basketball courts in one location is typically required to compete for tournaments and events on a regular basis, it is important to note that SEPRD has worked with tournament providers and area courts to deliver successful basketball tournaments.
- The comprehensive analysis of indoor and outdoor parks and recreation assets within the market reveals that while various facilities offer a range of amenities, none singularly possesses enough of a specific asset to qualify as a regional tournament-class facility. However, the assets identified in the competition research effectively meet the diverse needs of their respective communities, providing valuable programs and services to local participants. Despite the absence of a standalone regional tournament-class facility, these assets play a vital role in enhancing community engagement and facilitating recreational opportunities for residents and visitors alike.



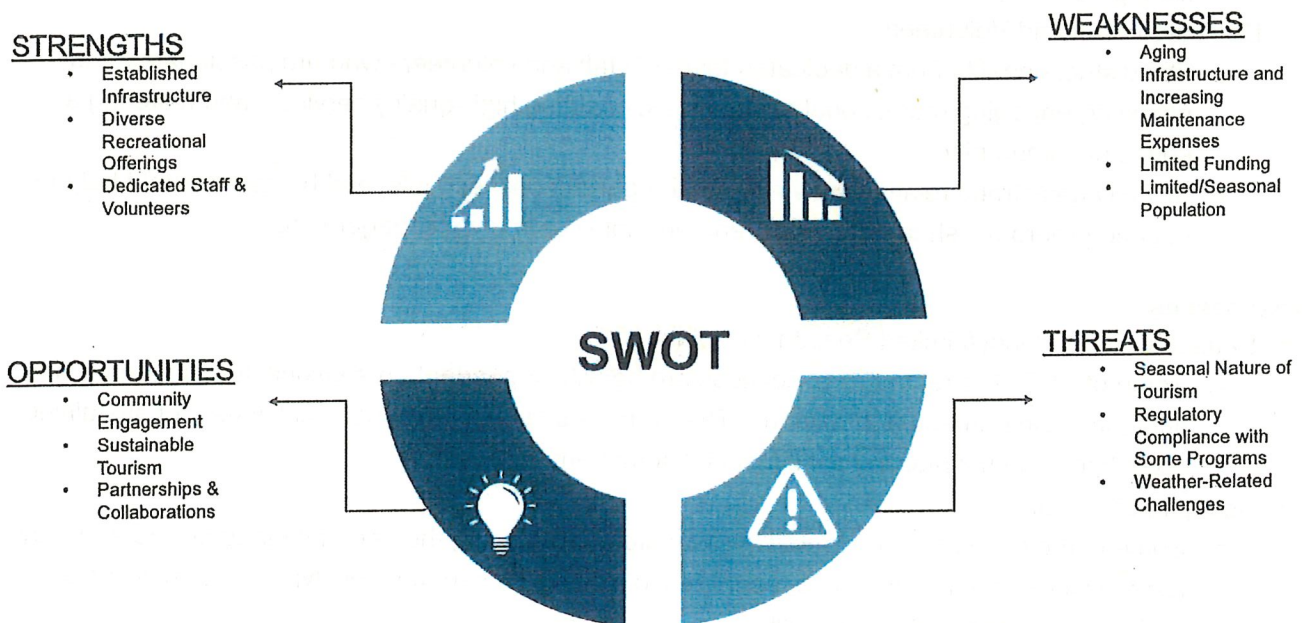
2.7: SWOT ANALYSIS

STRATEGIC EVALUATION

Through the project team's review of existing data, conversations with local stakeholders, user groups, and potential partners, research, analysis, and experience, SFA will utilize the market analysis and regional/national best practices to identify the strength, weaknesses, opportunities, and challenges in the market. An updated Master Plan for Sunset Empire Parks and Recreation District will lead to improved community health outcomes, which can have positive economic implications. SFA has provided a SWOT analysis below based on factors including but not limited to:

- Demographic and socioeconomic data and trends
- Sports participation data trends
- Competition and facilities (existing and potential new)
- Destination visitation factor
- Organizational factors

Each SWOT item features three of the most important key strengths, weaknesses, opportunities, and challenges.



The information detailed below provides a summary of each component based on SFA's conversations with the Project Team and local stakeholders, user groups, and potential partners, research, analysis, and experience.

2.7: SWOT ANALYSIS

STRATEGIC EVALUATION

Strengths

- Established Infrastructure
 - SEPRD has well-developed infrastructure for recreation, including parks, trails, sports facilities, and rental spaces, providing convenient access to recreational amenities for the community.
 - The district has a long-standing presence in Seaside, with a history of delivering quality recreational services and building strong community relationships, as well as fostering community engagement.
- Diverse Recreational Offerings
 - SEPRD provides a wide range of recreational programs and facilities, including sports leagues, fitness classes, aquatic programs, parks, and community events, catering to the diverse interests and age groups within the community.
 - Located within walking distance from the coastline creates perfect conditions for a diverse range of recreational activities, including water sports, hiking, biking, beach volleyball, clamming, and fishing, catering to the varied interests of residents and tourists.
- Dedicated Staff and Volunteers
 - The district benefits from a dedicated team of staff and volunteers who are passionate about providing engaging recreational experiences, ensuring high-quality services, and fostering a sense of community.
 - SEPRD has strong relationships with local organizations, schools, and businesses that help to expand programs, share resources, and promote community engagement.

Weaknesses

- Seasonal Dependency/Limited Seasonal Population
 - Some of SEPRD's recreational services are heavily dependent on seasonal tourism, resulting in fluctuations in demand and revenue. The off-peak seasons may pose challenges for sustaining operations and maintaining consistent customer engagement.
- Aging Infrastructure
 - Some of the district's facilities and infrastructure are nearing the end of their useful life and may require increased maintenance, upgrades, or renovations to meet evolving community needs and ensure safety and accessibility.
 - The need for ongoing maintenance and improvement of existing recreational infrastructure, such as parks, trails, and facilities, may require significant investment and coordination between various stakeholders.

2.7: SWOT ANALYSIS

STRATEGIC EVALUATION

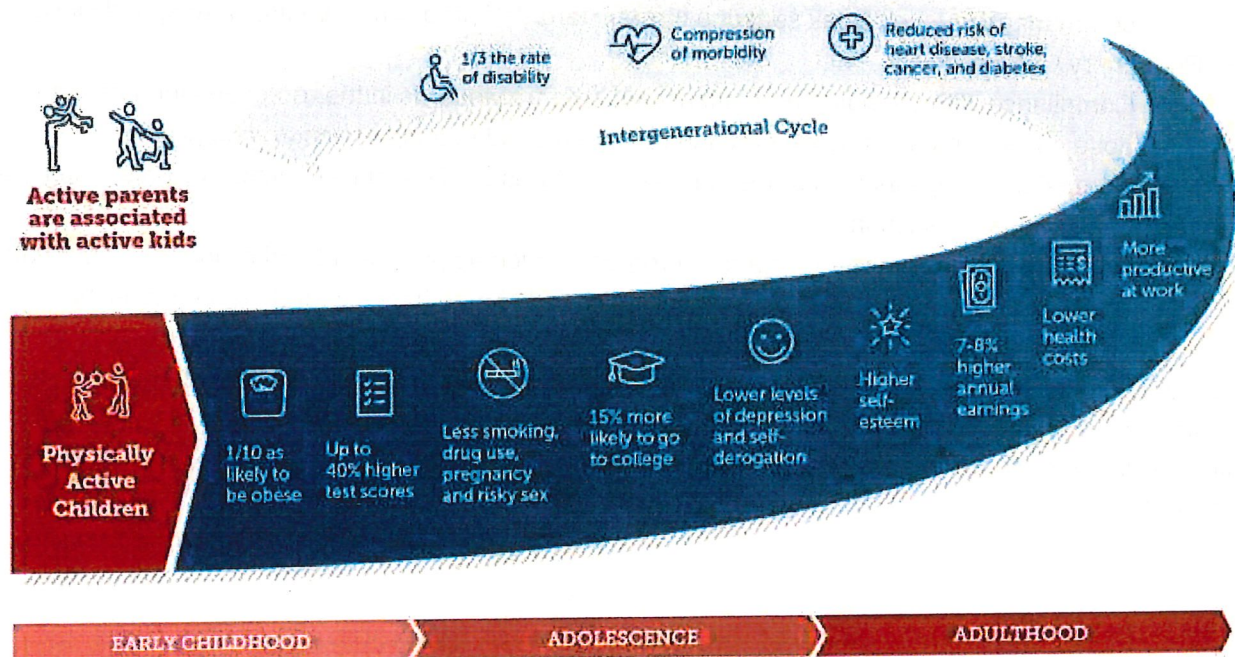
■ Limited Funding

- Like many public recreation entities, the district faces financial constraints, limiting its ability to invest in new programs, facilities, and equipment or to address maintenance and improvement needs.
- Funding to acquire new, updated, or maintained assets/ facilities may require not only public and private development, but other sources including state and federal grants or sponsorships.

Opportunities

■ Local Community Engagement

- The District can capitalize on its strong sense of community by encouraging local participation in recreational services, fostering community-driven initiatives, and supporting local businesses that provide recreational experiences.
- The enhancement of existing facilities and expansion of programs in the District would have the ability to transform and improve the community through offering high-quality sports and recreation spaces to a level that currently does not exist in the community.
- The chart below displays research conducted by the Aspen Institute, which shows the intergenerational cycle and benefits of physically active children beginning in early childhood through adolescence, and adulthood.
- As displayed in the chart below, physically active children are 10 percent as likely to be obese, earn 40 percent higher test scores, 15 percent more likely to attend college, achieve seven to eight percent higher annual earnings, and are more likely to be active parents in adulthood.



2.7: SWOT ANALYSIS

STRATEGIC EVALUATION

- Sustainable Tourism
 - There is an opportunity to promote sustainable tourism practices within the recreation sector, emphasizing environmentally friendly activities, nature conservation, and education about responsible outdoor behavior.
 - As the population and tourism industry continue to grow, opportunities for the district to expand its offerings and serve a larger audience outside the local community may stimulate an expansion of tourism and economic growth.
- Partnerships and Collaborations
 - Collaborating with local businesses, educational institutions, and nonprofit organizations can enhance the variety and quality of recreational offerings.
 - Partnerships could lead to innovative programs, shared resources, and expanded marketing reach.
 - Sunset Empire Parks and Recreation District should explore grant funding options from federal, state, and private sources to support new projects, infrastructure improvements, and program development.

Threats

- Weather-Related Challenges
 - Seaside's recreational services are susceptible to weather conditions, including storms, rain, and strong winds, which can limit outdoor activities and impact visitation rates.
 - While summers are pleasant, Seaside in the winter is cold, rainy, and windy. This makes it difficult for locals to travel to facilities or participate in outdoor recreation activities.
- Seasonal Nature of Tourism
 - The District should explore strategies to diversify revenue streams and engage the local community during off-peak seasons through targeted programs, events, camps, and clinics.
- Regulatory Compliance
 - Compliance with changing regulations and safety standards in the recreation industry can pose challenges and require ongoing monitoring and training to ensure compliance.
 - Regulatory compliance changes can cause unforeseen financial impacts, which can alter year-end revenue projections.
 - Regulatory compliance with specific programs, such as pre-school and childcare, can create additional financial obligations for the District and should be evaluated on an annual basis.

By capitalizing on its strengths, addressing weaknesses, exploring new opportunities, and proactively managing threats, Sunset Empire Parks and Recreation District can continue to provide valuable recreational services to the community, foster a sense of belonging, and contribute to the overall well-being and quality of life in and around Seaside, OR.

3.5: LEVEL OF SERVICE ANALYSIS

The Sunset Empire Parks and Recreation District (SEPRD) plays a crucial role in enhancing the quality of life and promoting well-being within the community. As part of the District's ongoing commitment to excellence, the Master Plan presents a comprehensive Level of Service (LOS) analysis, aimed at evaluating the effectiveness and efficiency of SEPRD's programs, facilities, and services. By assessing key performance indicators and comparing them against established benchmarks and community expectations, this analysis seeks to inform strategic decision-making and guide future planning efforts.

The LOS analysis encompasses a multi-faceted approach, incorporating both quantitative and qualitative measures to evaluate various aspects of SEPRD's operations. Quantitative data, including facility usage statistics, program participation rates, and financial performance metrics, provide insights into the utilization and effectiveness of existing resources. Qualitative assessments, derived from stakeholder feedback, community surveys, and staff evaluations, offer perspectives on service quality, customer satisfaction, and areas for improvement. By triangulating these data sources, the project team provides a holistic understanding of SEPRD's performance and identify opportunities for enhancement. By leveraging data-driven decision-making and stakeholder engagement, SEPRD can continue to deliver high-quality programs, facilities, and services that enrich the lives of residents and contribute to the vitality of the community. Moving forward, ongoing monitoring and evaluation efforts will be critical in sustaining SEPRD's excellence and adapting to the evolving needs and expectations of the community.

Program Effectiveness

SEPRD offers a diverse range of program catering to individuals of all ages and interest. By evaluating program participations rates (noted Chapter 2) and feedback received during community engagement and the community survey, the project team was able to gauge the effectiveness of these offerings in meeting community needs and desired outcomes. Additionally, assessing the alignment of programs with community and District priorities and emerging trends ensures that SEPRD remains responsive to evolving demands and preferences.

Community Engagement and Outreach

The success of SEPRD hinges on its ability to engage with and serve the diverse needs of the community. Through outreach efforts, public forums, and stakeholder engagement, SEPRD seeks to foster meaningful connections and solicit feedback from residents. By evaluating the effectiveness of communication strategies, outreach events, and community partnerships, the District can enhance engagement efforts and ensure that SEPRD remains responsive to community feedback and aspirations.

Financial Sustainability

Financial sustainability is essential for the long-term viability of SEPRD operations. A thorough analysis of revenue streams, expenditure patterns, and budgetary allocations enabled the project team to assess the fiscal health and identify opportunities for optimization. By examining cost-effectiveness measures, grant funding opportunities, and potential revenue-generating initiatives, SEPRD can utilize financial resources efficiently and transparently to maximize community benefit.

3.6: NEEDS AND PRIORITIES SUMMARY

The Level of Service analysis for Sunset Empire Parks and Recreation District (SEPRD) reveals several key needs and priorities to enhance the district's offerings and better serve the community. Facility utilization can be optimized through comprehensive maintenance schedules and innovative strategies to maximize usage during off-peak hours. Additionally, improving program effectiveness requires regular assessments and adjustments to meet evolving community needs, while ensuring financial sustainability necessitates a thorough review of revenue streams and prudent fiscal management practices. Strengthening community engagement and outreach efforts is essential for building trust and soliciting feedback from residents, which can inform decision-making and prioritize initiatives. By addressing these needs and priorities, SEPRD can enhance its level of service delivery, foster community connections, and ensure long-term viability and relevance in meeting the diverse needs of its constituents. The following are recommendations that address the needs and priorities identified by the project team throughout the Master Plan process.

Enhancing Facility Utilization

- Implement a comprehensive facility maintenance schedule to ensure all amenities remain safe, accessible, and well-maintained.
- Implement a comprehensive capital improvement plan to ensure that facilities and amenities are planned for and replaced at the end of their useful life.
- Explore opportunities to optimize facility usage during off-peak hours through targeted marketing campaigns and promotional events.
- Consider partnerships with local organizations or businesses to maximize the utilization of facilities during non-traditional hours.

Improving Program Effectiveness

- Conduct regular assessments of program participation rates and satisfaction surveys to identify areas for improvement and refine program offerings accordingly.
- Explore innovative program formats and delivery methods, such as virtual classes or outdoor programming, to appeal to a broader audience and adapt to changing preferences.
- Enhance collaboration with community stakeholders to co-create programs that address emerging needs and reflect diverse interests within the community.

Ensuring Financial Sustainability

- Conduct a comprehensive review of revenue streams and expenditure patterns to identify opportunities for cost savings and revenue generation.
- Pursue grant funding opportunities to support the development of new programs, facilities, and initiatives aligned with community priorities.
- Enhance transparency and accountability in financial reporting to build trust and confidence among stakeholders and ensure prudent fiscal management.

3.6: NEEDS AND PRIORITIES SUMMARY

Strengthening Community Engagement and Outreach

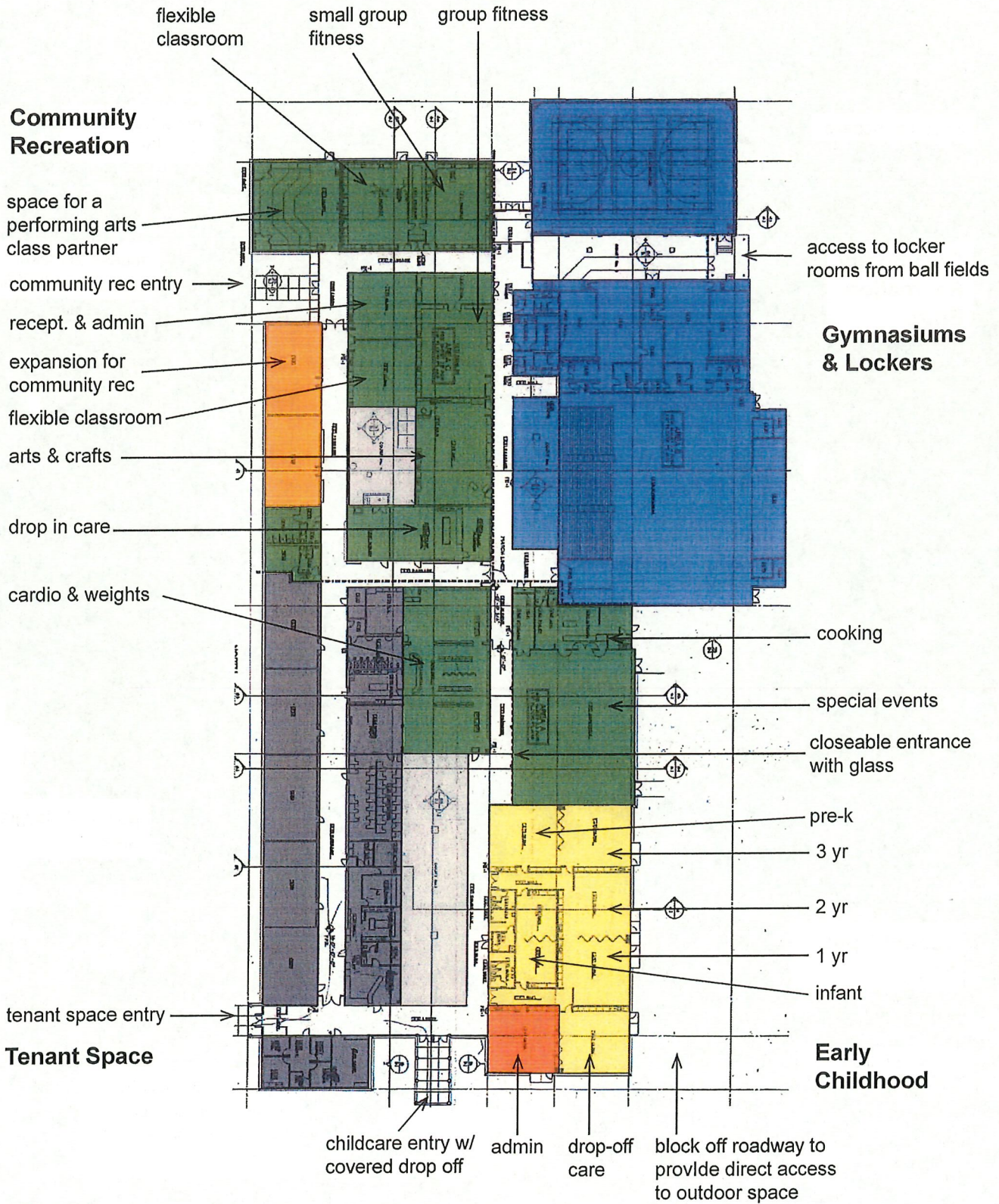
- Develop a comprehensive outreach strategy to increase awareness of SEPRD's programs, services, and events among diverse community segments. Reference feedback received in the Community Survey regarding the methods that the community would prefer to receive program information (i.e. social media).
- Establish regular channels for soliciting feedback from residents, including surveys, focus groups, and community forums, to inform decision-making and prioritize initiatives.
- Foster strategic partnerships with local organizations, schools, and businesses to expand SEPRD's reach and leverage collective resources for greater impact.

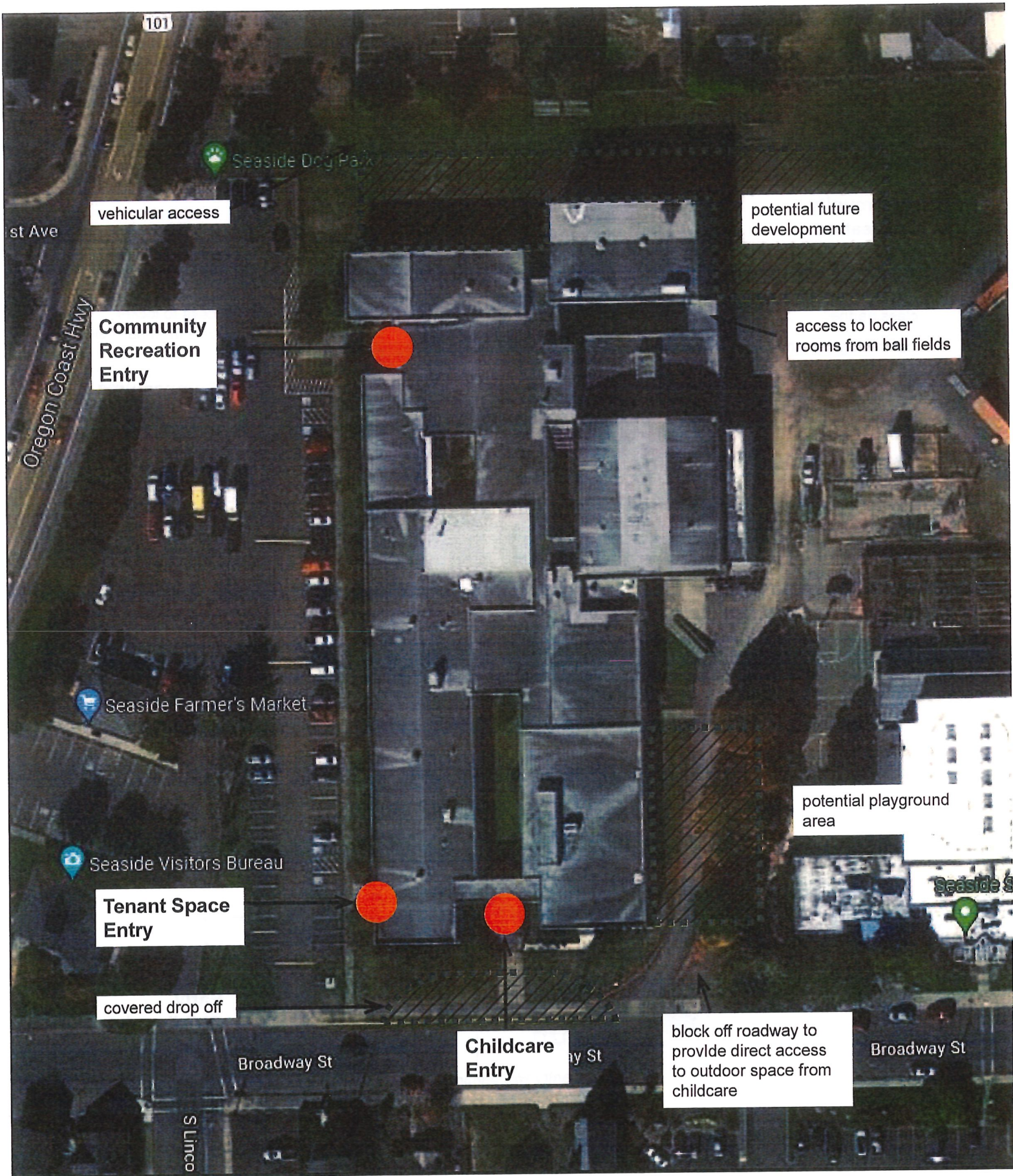
In summary, by implementing these recommendations, SEPRD can enhance its level of service delivery, foster community engagement, and ensure long-term sustainability, thereby fulfilling its mission of enriching the lives of residents and contributing to the overall well-being of the community.

5.3: ACTION ITEMS

The action items outlined below encompass programming, facilities, and communication recommendations, prioritized according to urgency. Items marked in green denote straightforward initiatives, while those in yellow represent moderate needs. Highlighted in red are high-priority items that require significant financial investment. These recommendations aim to optimize SEPRD's operations, enhance service delivery, and improve stakeholder engagement, ensuring alignment with the district's overarching goals and objectives.

Key Action Items Legend GREEN - minor concern YELLOW - opportunity to improve RED - key issue/priority WHITE - not applicable		Priority	Comments
Enhance SEPRD Programs Transform parks and recreation facilities into vibrant hubs that promote healthy lifestyles and outdoor activities.			
<i>Provide and promote pickleball offerings</i>	GREEN		Need for additional Pickleball space (existing indoor space is shared with other programs)
<i>Continue to support and grow outdoor festivals and special events</i>	GREEN		Existing indoor and outdoor space provides opportunity for partnerships and growth
<i>Expand team sports and athletic programs</i>	YELLOW		Limited offerings of fitness and wellness at the SRC
<i>Meet demand for indoor athletic and fitness activities</i>	YELLOW		Existing space limits indoor athletics offerings
<i>Support and promote home school/after school youth/teen development</i>	YELLOW		Opportunity to enhance utilization of program space during day time hours for additional program offerings
<i>Grow Intergenerational programs</i>	YELLOW		Develop opportunities to have Bob Chisholm and Sunset Recreation Center/Pre-School Interact
<i>Support and promote creative arts programs</i>	YELLOW		Limited existing programming, room for growth
<i>Increase access to aquatics programs</i>	RED		Existing indoor aquatics facilities limited by size and age of facility
Facilities and Connectivity Enhance parks and facilities to foster community cohesion and cultivate meaningful social interactions			
<i>Grow intergenerational programs</i>	YELLOW		Improve connectivity and collaboration between adult/senior, Bob Chisholm program participants and youth programs
<i>Develop and support growth of eLearning, technology</i>	YELLOW		Expand technology capacity to grow eLearning, esports, and technology based programs
<i>Provide opportunities for outdoor fitness i.e. trails, outdoor fitness equipment</i>	YELLOW		Additional trails and exercise/wellness related assets can work collectively with connectivity and program development
<i>Improve playground space associated with early childcare</i>	YELLOW		Gap analysis identified community need for additional tot-lot/pre-school playground space. Ensure compliance with state pre-school regulations.
<i>Assess and Improve Community Playground space</i>	YELLOW		Ensure that existing playground spaces are inspected and replaced according to manufacturer requirements
<i>Improve connectivity between SEPRD facilities and assets</i>	YELLOW		Creation of safe, accessible pedestrian friendly spaces that encourage travel within the SEPRD recreation campus
<i>Renovate/ Replace/ Expand Aquatics Assets (lane lines, recreational pool, therapy/teaching pool)</i>	RED		Aquatics facility is nearing end of useful life and community aquatic needs have expanded since time of original construction
Aware Increase resident awareness of SEPRD's programs and amenities through targeted outreach and communication strategies.			
<i>Improve communication of SEPRD offerings and amenities</i>	GREEN		Quarterly recreation guide, social media, print flyers. Reoccurring consistent schedule of social media posts and marketing strategies
<i>Improve collaborative marketing partnerships and strategies</i>	GREEN		Develop relationships that foster marketing partnerships and collaborative marketing efforts





**SUNSET EMPIRE PARK & REC DISTRICT
SUNSET RECREATION CENTER (BMS)
HIGHEST & BEST USE**
1120 Broadway St. Seaside, OR
12.13.21 | Project # 21097

SITE DIAGRAM



S|E A
SCOTT|EDWARDS ARCHITECTURE LLP

1993 GYMNASIUM EXTERIOR ENVELOPE

REPAIR CONCRETE WALLS PER STRUCTURAL ENGINEER. REMOVE PAINT & REPAIR CRACKS WITH BACKER RODS AND SEALANT AS REQUIRED. PAINT WITH INDUSTRIAL ELASTOMERIC COATING.

INSPECT AND REPLACE METAL CLAD SWING DOORS AS REQUIRED.

1970'S LOCKER ROOMS EXTERIOR ENVELOPE

REMOVE ALL STOREFRONT WINDOW SYSTEMS AND REPLACE WITH NEW DUAL-PANE ASSEMBLY. PROVIDE NEW DRAINAGE PANS, FLASHINGS, AND ADDITIONAL FRAMING AS REQUIRED. REPLACE GLAZED SWING DOORS IN STOREFRONT.

INSPECT AND REPLACE METAL CLAD SWING DOORS AS REQUIRED.

REPAIR CMU WALLS WITH CEMENTITIOUS COATING. CLEAN, PREP, AND REPAINT WITH ELASTOMERIC COATING.

NEW EXTERIOR LIGHTING-ASSUME LIKE FOR LIKE REPLACEMENT.

1948 ORIGINAL GYMNASIUM EXTERIOR ENVELOPE

REMOVE ALL STOREFRONT WINDOW SYSTEMS AND REPLACE WITH NEW DUAL-PANE ASSEMBLY. PROVIDE NEW DRAINAGE PANS, FLASHINGS, AND ADDITIONAL FRAMING AS REQUIRED. REPLACE GLAZED SWING DOORS IN STOREFRONT.

INSPECT AND REPLACE METAL CLAD SWING DOORS AS REQUIRED.

REPAIR CONCRETE WALLS PER STRUCTURAL ENGINEER. REMOVE STUCCO INFILL PANELS AND CORRODED FLASHING. INFILL WITH CMU. FINISH WITH CEMENTITIOUS COATING TO MATCH SURROUNDING WALLS. CLEAN AND REPAINT WITH COMMERCIAL-GRADE ELASTOMERIC COATING.

NEW EXTERIOR LIGHTING-ASSUME LIKE FOR LIKE REPLACEMENT.

1993 EARLY CHILDHOOD EXTERIOR ENVELOPE

REMOVE EIFS CLADDING TO EXPOSE WOOD SHEATHING. INSTALL NEW FLUID APPLIED WEATHER BARRIER, CONTINUOUS INSULATION, AND EXTERIOR RAIN SCREEN SYSTEM. EXTERIOR CLADDING TBD

REMOVE ALL STOREFRONT WINDOW SYSTEMS AND REPLACE WITH NEW DUAL-PANE ASSEMBLY. PROVIDE NEW DRAINAGE PANS, FLASHINGS, AND ADDITIONAL FRAMING AS REQUIRED.

NEW EXTERIOR LIGHTING-ASSUME LIKE FOR LIKE REPLACEMENT

NEW STOREFRONT AND EXTERIOR DOOR WITH FULL RELITE AT EACH OPENING. NO CHANGE IN OPENING SIZE.

1993 EARLY CHILDHOOD EXTERIOR ENVELOPE

REMOVE EIFS CLADDING TO EXPOSE WOOD SHEATHING. INSTALL NEW FLUID APPLIED WEATHER BARRIER, CONTINUOUS INSULATION, AND EXTERIOR RAIN SCREEN SYSTEM. EXTERIOR CLADDING TBD

REMOVE ALL STOREFRONT WINDOW SYSTEMS AND REPLACE WITH NEW DUAL-PANE ASSEMBLY. PROVIDE NEW DRAINAGE PANS, FLASHINGS, AND ADDITIONAL FRAMING AS REQUIRED. REPLACE GLAZED SWING DOORS IN STOREFRONT.

NEW STOREFRONT AND EXTERIOR DOOR WITH FULL RELITE AT EACH OPENING. NO CHANGE IN OPENING SIZE.

NEW EXTERIOR LIGHTING-ASSUME LIKE FOR LIKE REPLACEMENT

KEY PLAN

ROOF + MECH

REMOVE MULTI-PLY ROOF SYSTEM, FLASHING, AND INSULATION. REPLACE WITH NEW SBS ROOF SYSTEM W/ FLASHING. PROVIDE NEW AIR/VAPOR BARRIERS, INSULATION, TAPERS, COVERBOARD, AND ADDITIONAL FRAMING AS REQUIRED.

REMOVE AND REPLACE ALL RTU - ASSUME LIKE FOR LIKE REPLACEMENT.

REMOVE INDOOR AIR HANDLERS, REPLACE WITH VRF SYSTEM.

REMOVE UNIT VENTILATORS WITH HEATING ONLY, REPLACE WITH VRF SYSTEM FOR HEATING AND COOLING.

INSTALL NEW RTU AT GYM-1.

REMOVE PNEUMATIC CONTROL SYSTEM, REPLACE WITH DIRECT DIGITAL CONTROL SYSTEM (DDC).

ELEC

REMOVE AND REPLACE 1950'S FEDERAL PACIFIC EQUIPMENT. REMOVE AND REPLACE DISTRIBUTION PANEL WITH SMALLER 600 AMP WALLMOUNTED. REMOVE AND REPLACE TRANSFORMERS AND FEEDER FOR 208V, 4-PHASE VOLTAGE.

PROVIDE EXTERIOR EMERGENCY LIGHTING.

NEW GFCI PROTECTION ADDED TO WEIGHT ROOM.

1948 ORIGINAL BUILDING EXTERIOR ENVELOPE

REMOVE ALL STOREFRONT WINDOW SYSTEMS AND REPLACE WITH NEW DUAL-PANE ASSEMBLY. PROVIDE NEW DRAINAGE PANS, FLASHINGS, AND ADDITIONAL FRAMING AS REQUIRED. REPLACE GLAZED SWING DOORS IN STOREFRONT.

INSPECT AND REPLACE METAL CLAD SWING DOORS AS REQUIRED.

REPAIR CMU WALLS WITH CEMENTITIOUS COATING. CLEAN, PREP, AND REPAINT WITH ELASTOMERIC COATING.

NEW EXTERIOR LIGHTING-ASSUME LIKE FOR LIKE REPLACEMENT.

Telephone



SELIG/LEE/R

ADDITIONS AND MODIFICATIONS TO EXISTING BUILDING
FIVE SEASONS SCHOOL DIST. - ST. LOUIS
CLATSOP COUNTY, OREGON
2017-18

2.1

Notes:
New architectural finishes throughout.
Remove all interior applied wall finishes.

All existing casework to be replaced with new, configuration to match, p-lam throughout

New LED lighting throughout including occupancy and daylighting switching.

All existing wood doors to be replaced w/new wood doors. New doors to include new hardware and security access controls.

All existing metal doors to be refurbished for reuse. Hardware to be replaced with new and security access controls.

All hollow metal door frames are to be inspected and refurbished required. Paint to match adjacent wall color.

New roller shade window coverings throughout each classroom and office space.

All existing restroom space: grind and polish concrete floors new stainless steel water closet partitions new plumbing fixtures throughout new tile walls at lavs, urinals, and toilets new mirrors at lavs new restroom accessories throughout new paint throughout

-New Rubber flooring
-Paint walls
-Paint ceiling
-New fire suppression system @ hood.

Typical Daycare Classrooms:
-Paint walls
-Replace carpeting
-New ACT ceiling
-Replace folding partitions- assume new support structure
-New casework to match existing configuration, p-lam throughout
-New plumbing fixtures throughout

Typical Daycare Hall:
-New carpet flooring
-New ACT ceiling
-Paint walls

-Grind and Polish existing concrete floor
-Paint walls-assume 2 colors min
-Refinish GLB's and exposed roof framing.
-New ACT ceiling- similar Jasco Panels
-New acoustic wall panels from 15' off to roof structure full perimeter.

-New 1 hr Rated Dbl Door

-Paint walls
-Replace carpeting

-New storefront glazing system

-Close opening with new 1 hr fire wall

-New 1hr Fire Wall

Create (2) new offices with open workstations. Infill folding partition with new framed wall between Classroom.

New carpet flooring
Paint walls
New ACT ceilings

-New vinyl tile flooring
-Paint walls
-Refinish wood ceiling
-New reception desk

-New 1 hr rated dbl-door

-Remove reception desk

-Paint walls
-Replace carpeting

Typical ea classroom:
-New carpet flooring
-Paint walls
-New ACT ceilings

Typical ea Hallway:
-Grind and polish existing concrete floors
-Paint walls, door frames
-Replace ACT

Typical ea office:
-New carpet flooring
-Paint walls
-New ACT ceilings
-New casework-configuration to match existing, p-lam throughout

FLOOR PLAN - AREA A

2.3

Notes:

New architectural finishes throughout.
Remove all interior applied wall finishes.

All existing casework to be replaced with new, configuration to match, p-lam throughout

New LED lighting throughout including occupancy and daylighting switching.

All existing wood doors to be replaced w/new wood doors. New doors to include new hardware and security access controls.

All existing metal doors to be refurbished for reuse. Hardware to be replaced with new and security access controls.

All hollow metal door frames are to be inspected and refurbished required. Paint to match adjacent wall color.

New roller shade window coverings throughout each classroom and office space.

All existing restroom space:
grind and polish concrete floors
new stainless steel water closet partitions
new plumbing fixtures throughout
new tile walls at lavs, urinals, and toilets
new mirrors at lavs
new restroom accessories throughout
new paint throughout

Typical sa Shower Room:

- Remove Showers
- Refinish floors
- Replace ACT
- New Lockers

Locker Rooms

- Grind and polish concrete floors
- New ACT ceiling
- New metal lockers throughout

Weight Room below:

- Refinish floors and stairs
- Patch and paint walls
- Paint Ceiling
- GFCI protect electrical
- New sump pump system to discharge to exterior storm drain

- Paint walls
- Service and refinish bleachers
- Paint overhead structure and exposed roof and stage ceilings.
- Refinish existing wood basketball flooring. New stripping.
- New acoustic wall panels full perimeter, match existing height.
- New acoustic ceiling panels attached to exposed roof deck between wood girders.

-New 1hr Fire Wall

- Remove bleachers and sound podium
- Paint walls
- Paint overhead structure and exposed roof and stage ceilings.
- Refinish existing wood basketball flooring, extend flooring at removed bleachers. New court stripping, basketball and pickle ball.

(E) 1 hr Fire Wall

Typical sa Hallway:

- Grind and polish existing concrete floors
- Paint walls, door frames
- Replace ACT

FLOOR PLAN - AREA B



LEGEND
 - GRIND AND POLISH CONCRETE FLOORS
 - PAINT WALLS, DOOR FRAMES
 - REPLACE ACT



SELIG/LEE/RUEDA
 ARCHITECTS
 1000 N. LAKE STREET, SUITE 200
 CHICAGO, IL 60610
 (312) 555-1234
 www.slr.com

ADDENDUM NO. 1: BRUNY MIDDLE SCHOOL
 FOR BRUNY MIDDLE SCHOOL, DIST. #19
 CHICAGO COUNTY, ILLINOIS
 FLOOR PLAN - AREA B

2.4

Notes:

New architectural finishes throughout.
Remove all interior applied wall finishes.

All existing casework to be replaced with new, configuration to match, p-lam throughout

New LED lighting throughout including occupancy and daylighting switching.

All existing wood doors to be replaced w/new wood doors. New doors to include new hardware and security access controls.

All existing metal doors to be refurbished for reuse. Hardware to be replaced with new and security access controls.

All hollow metal door frames are to be inspected and refurbished required. Paint to match adjacent wall color.

New roller shade window coverings throughout each classroom and office space.

All existing restroom space:
grind and polish concrete floors
new stainless steel water closet partitions
new plumbing fixtures throughout
new tile walls at lavs, urinals, and toilets
new mirrors at lavs
new restroom accessories throughout
new paint throughout

Create (2) new offices with open workstations. New reception desk.

New carpet flooring
Paint walls
New ACT ceilings

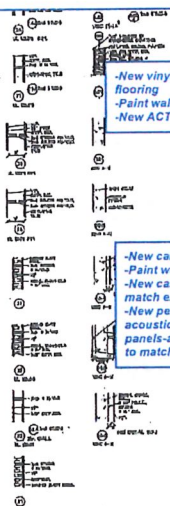
-New vinyl plank flooring
-Paint walls
-New ACT ceiling

-New carpet flooring
-Paint walls
-New casework to match existing.
-New perforated wood acoustic wall panels-assume quantity to match existing

Typical ea Hallway:
-Grind and polish existing concrete floors
-Paint walls, door frames
-Replace ACT

Typical ea classroom:
-New carpet flooring
-Paint walls
-New ACT ceilings

-New vinyl plank flooring
-Paint walls
-New ACT ceiling



FLOOR PLAN - AREA C

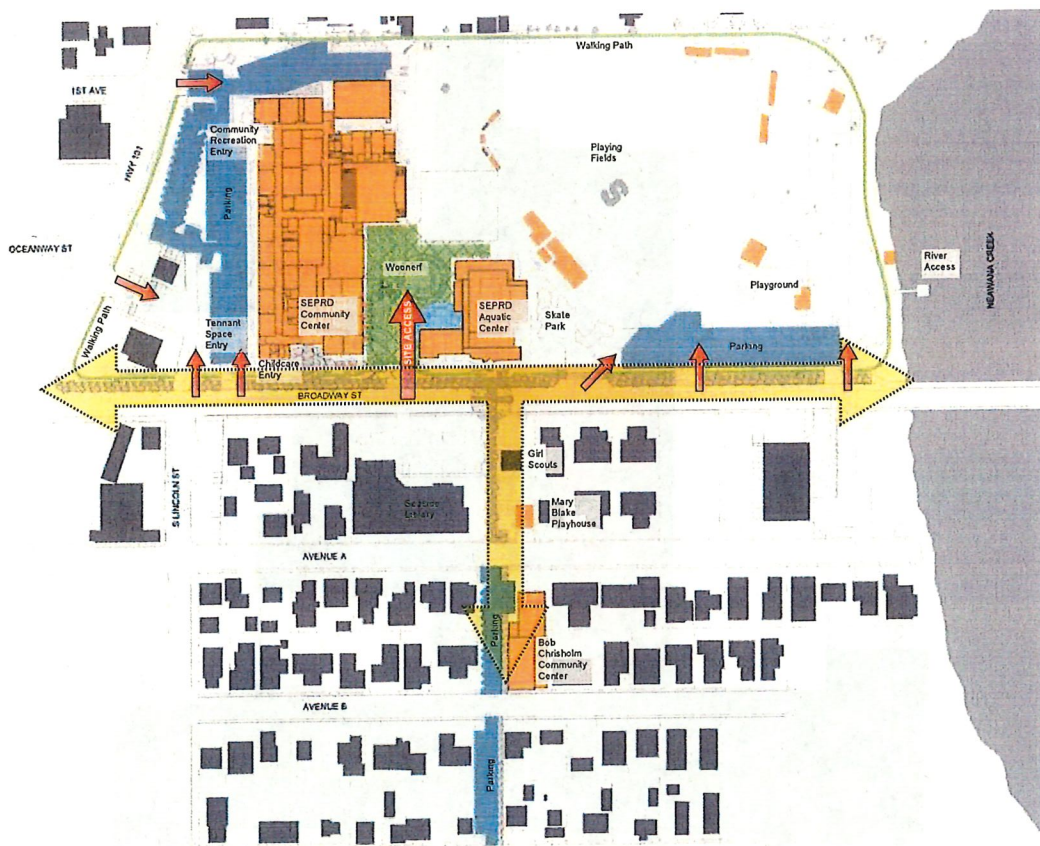


NOTES:
1. SEE SHEET 20-1 FOR GENERAL NOTES
2. SEE SHEET 20-2 FOR MATERIALS
3. SEE SHEET 20-3 FOR FINISHES
4. SEE SHEET 20-4 FOR EQUIPMENT
5. SEE SHEET 20-5 FOR FURNITURE
6. SEE SHEET 20-6 FOR LIGHTING
7. SEE SHEET 20-7 FOR MECHANICAL
8. SEE SHEET 20-8 FOR ELECTRICAL
9. SEE SHEET 20-9 FOR SECURITY
10. SEE SHEET 20-10 FOR ACCESSIBILITY



ADDITIONAL AND EXISTING A. BRADWAY MIDDLE SCHOOL
NEW SEASIDE, NEW HAMPSHIRE
FLOOR PLAN - AREA C
DATE: 01/15/2013
SCALE: 1/8" = 1'-0"





Proposed Campus Map



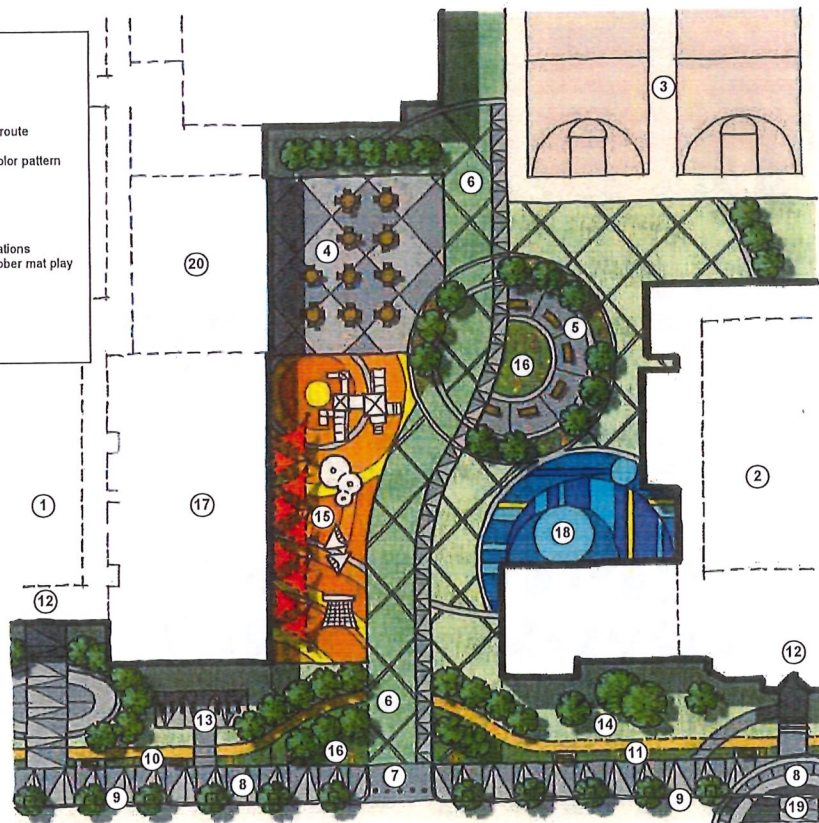
Not to Scale

SEPRD Strategic Master Plan
1140 Broadway St, Seaside, OR 97138
Project #23012 07.03.2024



Scott
Edwards
Architecture

- DRAWING KEY**
1. SEPRD Community Center
 2. SEPRD Aquatic Center
 3. Basketball Court
 4. Terrace for outdoor dining
 5. The Grove gathering space
 6. Grasscrete emergency access route
 7. Removable bollards
 8. Sidewalk paving with custom color pattern
 9. Tree well
 10. Bench
 11. Light pole
 12. Building entry
 13. Bike parking
 14. Walking path with exercise stations
 15. Preschool playground with rubber mat play surface and shade sails
 16. Denser planting area
 17. Preschool
 18. Splash Pad
 19. Cross Walk
 20. Cafeteria



Woonerf Concept Plan



Not to Scale

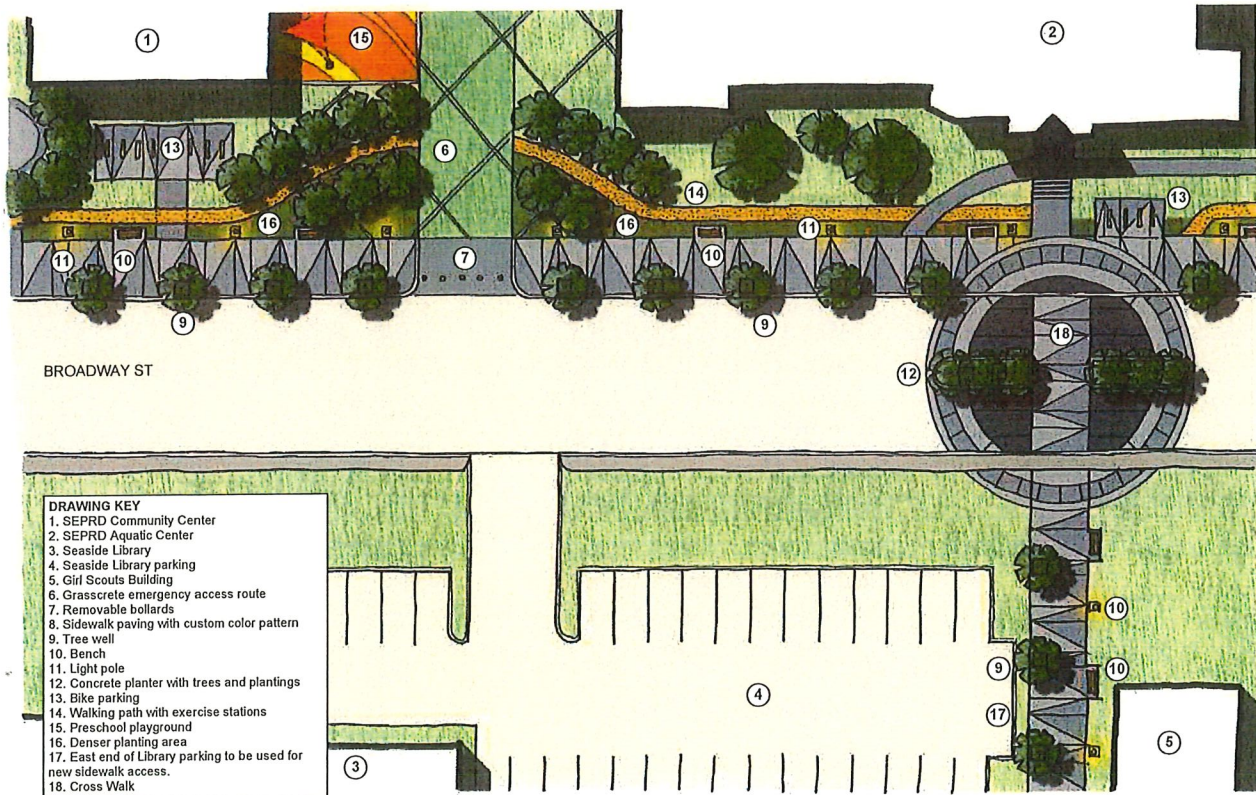
SEPRD Strategic Master Plan

1140 Broadway St, Seaside, OR 97138

Project #23012 07.03.2024



**Scott
Edwards
Architecture**



Broadway Frontage/Crossing Concept Plan



Not to Scale

SEPRD Strategic Master Plan
1140 Broadway St, Seaside, OR 97138
Project #23012 07.03.2024



Scott
Edwards
Architecture

Sunset Empire Park + Recreation District



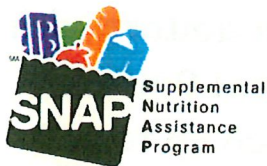
seaside
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MARKET**
— SEASIDE, OR-USA —

Celebrando más de 10 años

**19 DE JUNIO -
18 DE SEPTIEMBRE**
2:00PM - 6:00PM

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Información del proveedor

y de la banda

Más información: 503-738-3311
www.sunsetempire.com



Sunset Empire Park + Recreation District



seaside
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MARKET**
— SEASIDE, OR - USA —

Celebrating 10+ Years

**JUNE 19TH -
SEPTEMBER 18TH**
2:00PM - 6:00PM

EVERY WEDNESDAY

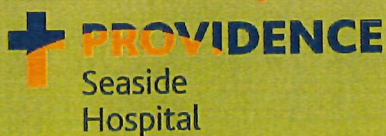
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