

**Sunset Empire Park & Recreation District: Board Meeting Agenda****Tuesday, July 25, 2023: Bob Chisholm Community Center, 1225 Avenue A, Seaside, OR 97138**

The SEPRD Board will meet in person following guidance from the State of Oregon. For those that do not prefer to attend in person, the Board will accept written public comment to [info@sunsetempire.com](mailto:info@sunsetempire.com). The Board Meeting will be available via the District's YouTube page at: <https://youtu.be/AbmFwDqsYuc>

1. Call to Order
2. Pledge of Allegiance
3. Swearing in of Elected Board Members, Katharine Parker & Kyle Gorman
4. Board Business: Election of Board Officers (President, Vice-President [optional], Secretary; Review Board Member List; Review Board Meeting Schedule for 2023-2024
5. Declaration of Potential Conflict of Interest
6. Recognition of SEPRD Employee of the Month, July: Jennifer Soprano
7. Public Comment
8. Correspondence
9. Approval of Board Meeting Minutes: June 27, 2023
10. Review Financials: June 2023
11. Staff Presentation: Lindsey Wolfe, Aquatics Coordinator
12. Old Business
  - A. Occupancy Update
  - B. Broadway Field Update
    1. IGA (new)
    2. Termination of Existing IGA
    3. Construction Update
  - C. Strategic Plan Update
    1. Survey
  - D. Patron Incident Report
13. New Business
  - A. Executive Director Review: Process & Timeline
  - B. Foundation Board Addition
14. Executive Director Report
  - A. District Goals 2023
  - B. Special Events Recap/Meetings & Events Upcoming
    1. Farmers Market: Wednesdays through September
    2. Chalk Art Contest: July 29
    3. Run for Change: August 19
    4. SDAO Board & Management Staff Training Opportunities
      - Board Member Duties, Liabilities and Responsibilities:
        - i. Cottage Grove- August 10
        - ii. Newport- August 22
        - iii. Salem- August 23
      - Board Member Relations, Expectations and Ethics
        - i. Astoria- September 26
        - ii. Salem- September 27
15. Board Comment
16. Adjournment

Accessibility: This meeting is handicapped accessible.  
Please let us know at 503-738- 3311 x 0,  
if you will need any special accommodation to participate in this meeting.

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

**SEPRD is inviting you to a scheduled Zoom meeting.**

Topic: SEPRD Board Meeting (Public Comment & Virtual Guests)

Time: Jul 25, 2023 05:15 PM Pacific Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 836 9723 5504

Passcode: 207461

One tap mobile

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

Meeting ID: 836 9723 5504

Passcode: 207461

Find your local number: <https://us02web.zoom.us/j/kbxlfYea3V>



**Sunset Empire Park & Recreation**  
**District Board of Director:**  
Oath of Office



State of Oregon

ss.

County of Clatsop

I, **Katharine Parker**, do solemnly swear that I will support the Constitution of the United States of America, the Constitution and laws of the State of Oregon and the Sunset Empire Park & Recreation District, and that I will faithfully and honorably conduct myself in the office of the Board of Director Position, to which I have been elected, to the best of my ability.

Subscribed and sworn before me on this 25<sup>th</sup> day of July 2023

\_\_\_\_\_  
Signature of Katharine Parker

\_\_\_\_\_  
Signature of District Representative



**Sunset Empire Park & Recreation**  
**District Board of Director:**  
 Oath of Office



State of Oregon

ss.

County of Clatsop

I, **Kyle Gorman**, do solemnly swear that I will support the Constitution of the United States of America, the Constitution and laws of the State of Oregon and the Sunset Empire Park & Recreation District, and that I will faithfully and honorably conduct myself in the office of the Board of Director Position, to which I have been elected, to the best of my ability.

Subscribed and sworn before me on this 25<sup>th</sup> day of July 2023

\_\_\_\_\_  
 Signature of Kyle Gorman

\_\_\_\_\_  
 Signature of District Representative

**Sunset Empire Park & Recreation District Board Members 2023-2024**  
**\*\*Effective July 1, 2023**

**Director, Board Secretary, Position 1**

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

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

**Director, Board Vice-President, Position 2**

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

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

**Director, Position 3**

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

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

**Director, Position 4**

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

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

**Director, Board President, Position 5**

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

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

July 25, 2023

To: SEPRD Board of Directors  
From: Skyler Archibald, SEPRD Executive Director  
Re: SEPRD Board Meetings & Officers, 2023-2024 Fiscal Year

Directors,

Thank you for serving the Sunset Empire Park & Recreation District and giving of your time and talents to our community. Staff recognizes that Board service is often a thankless responsibility.

To begin preparing for the upcoming fiscal year, Staff would like to finalize our meeting times. Based on our current schedule, the Board Meeting schedule for the year upcoming is:

July 25, 2023	August 22, 2023	September 26, 2023
October 24, 2023	November 28, 2023	December 26, 2023**
January 23, 2024	February 27, 2024	March 26, 2024**
April 23, 2024	May 28, 2024	June 25, 2024

*\*\*Possibly consider moving these meetings for Christmas holiday and Oregon Spring Break.*

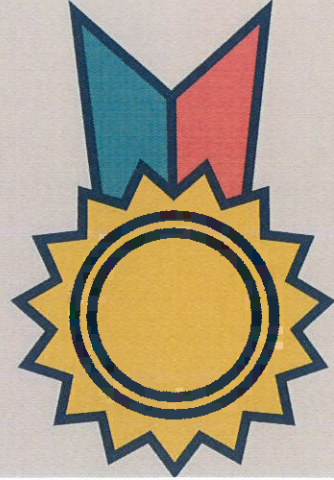
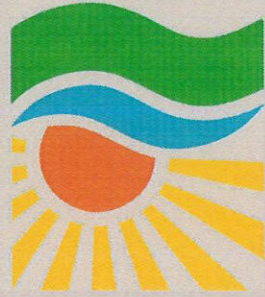
As a reminder, the Board has an internal goal of all Directors attending at least 75% of the meetings.

Thank you for your service to the District,



Skyler Archibald  
Executive Director, SEPRD

**SUNSET**  
**EMPIRE**  
PARK + RECREATION DISTRICT



PAUSE FOR APPLAUSE

# JULY 2023 WINNER

AWARDED TO:

# JENNIFER SOPRANO

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

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**Skylar Archibald**  
EXECUTIVE DIRECTOR

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**Katharine Parker**  
BOARD PRESIDENT





**BOARD MEETING MINUTES**  
**SUNSET EMPIRE PARK & RECREATION DISTRICT**  
**JUNE 27, 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®*

<b>CALL TO ORDER</b>	The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:18pm by Board President Katharine Parker
<b>ATTENDANCE</b>	<b>Present:</b> Katharine Parker, Board President; Celeste Bodner, Board Vice-President; Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman <b>Absent:</b> N/A <b>Also Present:</b> Skyler Archibald, Darren Gooch, Chris McCollister, Hayden McCanna
<b>PLEDGE OF ALLEGIANCE</b>	Led by Parker.
<b>DECLARATION OF POTENTIAL CONFLICT OF INTEREST</b>	No Directors declared a potential conflict of interest.
<b>DECLARATION OF NATIONAL PARK &amp; RECREATION MONTH, JULY</b>	Board President Parker read a proclamation recognizing the month of July as National Park & Recreation Month for the District. <i>After the reading the Board approved by majority vote the proclamation (Gorman/Hinton, with Coddington abstaining).</i>
<b>RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH – MAY: HAYDEN MCCANNA</b>	The Board recognized the work of Hayden McCanna who serves as a lifeguard and as our Finance Intern. Hayden is doing great work in both areas and his growth is noticed and recognized.
<b>PUBLIC COMMENT</b>	There was no public comment this month.
<b>CORRESPONDENCE</b>	The Board reviewed the official results from the Spring 2023 Election, which saw Director Gorman and President Parker retain their seats on the District Board.
<b>APPROVAL OF BOARD MEETING MINUTES</b>	The Board reviewed the meeting minutes from the Board Meetings held on May 23, 2023. <i>After review, the Board unanimously approved the May 23, 2023 Meeting Minutes (Hinton/Coddington).</i>
<b>REVIEW OF FINANCIALS</b>	The Board reviewed the Financial Reports from May 2023, which included the new reports created by staff to ease the review of the financials by the Board. <i>After</i>

*review the Board unanimously approved the financials for May 2023 (Gorman/Bodner).*

**OLD BUSINESS**

OCCUPANCY UPDATE: Mr. Archibald updated the Board on the Occupancy Process. The District expected to receive the fire alarm design by the end of the week and the next steps could move quickly after that. The project team (Brandon & Chris) met with City of Seaside staff and confirmed that a Conditional Use Permit is required.

BROADWAY FIELD UPDATE: Mr. Archibald shared that the reurfing of Broadway Field has been completed and the field looks amazing. The IGA is under review by SEPRD Counsel but expected to be signed soon.

STRATEGIC PLAN UPDATE: Mr. Archibald provided an update that the survey responses are at about 50% towards meeting the goal and thus far, there has been some great data obtained.

**NEW BUSINESS**

NWSDS MEALSITE CONTRACT: Mr. Archibald and the Board reviewed the Mealsite Agreement between SEPRD and NWSDS. *After review, the Board unanimously approved the 2023-2024 NWSDS Mealsite Contract (Gorman/Hinton).*

PATRON INCIDENT REPORT: Mr. Archibald shared a proposed Patron Incident Report policy and form for the District to utilize in future incidents with patrons. The Board provided feedback and Mr. Archibald will continue working on the form and policy and bring back to Board.

**EXECUTIVE  
DIRECTOR REPORT**

Mr. Archibald provided an update on the following items:

- Mr. Archibald shared an update on the District Goals 2023.
- Farmers Market begins on Wednesday June 14
- Lots of opportunities for Board & Management Staff Training through SDAO upcoming.
- ORPA Conference is in November and Mr. Archibald shared that at that conference he will be instated as the ORPA Board President for the 2024 year.

**BOARD COMMENT**

**Director Gorman** shared that he attended City Council yesterday and they also proclaimed July as National Park and Rec Month. That meeting was also attended by Director Hinton and Levi. He shared that he had been attending community meetings in the city and that he had recently heard a radio advertisement featuring Darren. He will be attending a swimming meet in Texas in July but will try to Zoom into the meeting.

**Director Hinton** shared perspectives about the parking lot at the SRC which he's seen many people cutting through to access Broadway or the Highway.

**Director Coddington** expressed her gratitude to the staff of the District and Zoe for their help with recent items. She also shared about her recent attendance at community meetings.

**Board Vice-President Bodner** talked about attending a recent family gathering and sharing information about the District's work with childcare programs.

**Board President Parker** thanked the Board and staff for their work and shared that she'd like the District to pursue an improvement for the crosswalk near the Sunset Pool.

**ADJOURNMENT**

*The meeting was adjourned at 7:28pm by Board President Parker.*

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Skyler Archibald, Exec. Director

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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: **100.00%**

Through June 30, 2023	FY-to-Date	Annual Budget	Remaining	% Used
<b>REVENUES--</b>				
Aquatics	191,661.59	168,000.00	-23,661.59	114.08%
Building Fund	25,000.00	25,000.00	0.00	100.00%
Broadway Field Fund	43,063.23	47,400.00	4,336.77	90.85%
Community Center	102,535.40	76,575.00	-25,960.40	133.90%
Recreation	51,640.99	48,650.00	-2,990.99	106.15%
Special Events	58,088.47	37,950.00	-20,138.47	153.07%
Sunset Recreation Center	461,838.15	460,330.00	-1,508.15	100.33%
Youth Center	528,946.19	433,000.00	-95,946.19	122.16%
Taxes & Other	2,026,440.36	1,971,360.00	-55,080.36	102.79%
<b>Total Revenues</b>	<b>3,489,214.38</b>	<b>3,268,265.00</b>	<b>-220,949.38</b>	<b>106.76%</b>
<b>EXPENSES--</b>				
AD Staffing	337,841.01	350,480.00	12,638.99	96.39%
AD PR Taxes and Benefits	93,257.39	156,250.00	62,992.61	59.68%
AD Materials, Supplies, and Services	241,031.23	210,800.00	-30,231.23	114.34%
<i>Sub-total AD Expenses</i>	<i>672,129.63</i>	<i>717,530.00</i>	<i>45,400.37</i>	<i>93.67%</i>
AQ Staffing	453,506.94	437,000.00	-16,506.94	103.78%
AQ PR Taxes and Benefits	72,019.47	94,060.00	22,040.53	76.57%
AQ Materials, Supplies, and Services	110,789.49	115,000.00	4,210.51	96.34%
<i>Sub-total AQ Expenses</i>	<i>636,315.90</i>	<i>646,060.00</i>	<i>9,744.10</i>	<i>98.49%</i>
CF Capital/Board Discretion Expense	0.00	134,000.00	134,000.00	0.00%
<i>Sub-total BF Expenses</i>	<i>0.00</i>	<i>134,000.00</i>	<i>134,000.00</i>	<i>0.00%</i>
BRF Staffing	12,097.89	16,380.00	4,282.11	73.86%
BRF PR Taxes and Benefits	932.15	2,950.00	2,017.85	31.60%
BRF Materials, Supplies, and Services	27,772.65	23,500.00	-4,272.65	118.18%
<i>Sub-total BRF Expenses</i>	<i>40,802.69</i>	<i>42,830.00</i>	<i>2,027.31</i>	<i>95.27%</i>
CC Staffing	107,076.83	111,092.00	4,015.17	96.39%
CC PR Taxes and Benefits	14,777.88	25,700.00	10,922.12	57.50%
CC Material, Supplies, and Services	19,597.92	9,000.00	-10,597.92	217.75%
<i>Sub-total CC Expenses</i>	<i>141,452.63</i>	<i>145,792.00</i>	<i>4,339.37</i>	<i>97.02%</i>
MNT Staffing	187,291.37	178,000.00	-9,291.37	105.22%
MNT PR Taxes and Benefits	54,958.35	67,040.00	12,081.65	81.98%
MNT Materials, Supplies, and Services	125,640.51	179,250.00	53,609.49	70.09%
<i>Sub-total MNT Expenses</i>	<i>367,890.23</i>	<i>424,290.00</i>	<i>56,399.77</i>	<i>86.71%</i>
RC Staffing	55,740.12	52,850.00	-2,890.12	105.47%
RC PR Taxes and Benefits	12,382.47	13,552.00	1,169.53	91.37%
RC Materials, Supplies, and Services	22,983.17	31,250.00	8,266.83	73.55%
<i>Sub-total RC Expenses</i>	<i>91,105.76</i>	<i>97,652.00</i>	<i>6,546.24</i>	<i>93.30%</i>
SE Staffing	34,757.38	38,000.00	3,242.62	91.47%
SE PR Taxes and Benefits	17,753.22	31,950.00	14,196.78	55.57%
SE Materials, Supplies, and Services	24,317.98	19,600.00	-4,717.98	124.07%
<i>Sub-total SE Expenses</i>	<i>76,828.58</i>	<i>89,550.00</i>	<i>12,721.42</i>	<i>85.79%</i>
SRC Staffing	30,034.70	148,512.00	118,477.30	20.22%
SRC PR Taxes and Benefits	2,492.88	26,732.00	24,239.12	9.33%
SRC Materials, Supplies, and Services	450,546.79	540,219.00	89,672.21	83.40%
<i>Sub-total SRC Expenses</i>	<i>483,074.37</i>	<i>715,463.00</i>	<i>232,388.63</i>	<i>67.52%</i>
YC Staffing	473,872.17	509,650.00	35,777.83	92.98%
YC PR Taxes	71,863.39	119,237.00	47,373.61	60.27%
YC Materials, Supplies, and Services	75,677.27	52,750.00	-22,927.27	143.46%
<i>Sub-total YC Expenses</i>	<i>621,412.83</i>	<i>681,637.00</i>	<i>60,224.17</i>	<i>91.16%</i>
<b>Total Expenses</b>	<b>3,131,012.62</b>	<b>3,694,804.00</b>	<b>563,791.38</b>	<b>84.74%</b>
<b>Revenues Plus Net Working Capital</b>	<b>3,993,383.38</b>	<b>3,772,434.00</b>	<b>-220,949.38</b>	<b>105.86%</b>

## June 2022 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
<b>ADMINISTRATION</b>						
Exempt Staff	4.30	\$ 222,663.36	\$ 23,936.40	\$ 64,718.73	\$ -	\$ 311,318.49
Non-exempt Staff	1.50	\$ 57,376.37	\$ 4,602.26	\$ -	\$ -	\$ 61,978.63
<b>Sub-total</b>	<b>5.80</b>	<b>\$ 280,039.73</b>	<b>\$ 28,538.66</b>	<b>\$ 64,718.73</b>	<b>\$ -</b>	<b>\$ 373,297.12</b>
<b>MAINTENANCE</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 187,291.37	\$ 15,717.28	\$ 39,241.07	\$ -	\$ 242,249.72
<b>Sub-total</b>	<b>3.87</b>	<b>\$ 187,291.37</b>	<b>\$ 15,717.28</b>	<b>\$ 39,241.07</b>	<b>\$ -</b>	<b>\$ 242,249.72</b>
<b>AQUATICS</b>						
Exempt Staff	1.40	\$ 80,403.85	\$ 7,470.10	\$ 30,827.87	\$ -	\$ 118,701.82
Non-exempt Staff	12.67	\$ 357,542.10	\$ 33,721.50	\$ -	\$ -	\$ 391,263.60
<b>Sub-total</b>	<b>14.07</b>	<b>\$ 437,945.95</b>	<b>\$ 41,191.60</b>	<b>\$ 30,827.87</b>	<b>\$ -</b>	<b>\$ 509,965.42</b>
<b>RECREATION</b>						
Exempt Staff	0.20	\$ 15,374.48	\$ 1,416.83	\$ 7,634.72	\$ -	\$ 24,426.03
Non-exempt Staff	0.85	\$ 33,095.21	\$ 3,330.92	\$ -	\$ -	\$ 36,426.13
<b>Sub-total</b>	<b>1.05</b>	<b>\$ 48,469.69</b>	<b>\$ 4,747.75</b>	<b>\$ 7,634.72</b>	<b>\$ -</b>	<b>\$ 60,852.16</b>
<b>YOUTH PROGRAMS</b>						
Exempt Staff	1.30	\$ 77,244.86	\$ -	\$ 29,806.24	\$ -	\$ 107,051.10
Non-exempt Staff	11.80	\$ 396,627.31	\$ -	\$ -	\$ -	\$ 396,627.31
<b>Sub-total</b>	<b>13.10</b>	<b>\$ 473,872.17</b>		<b>\$ 29,806.24</b>	<b>\$ -</b>	<b>\$ 503,678.41</b>
<b>COMMUNITY CENTER</b>						
Exempt Staff	0.15	\$ 11,356.51	\$ 1,008.34	\$ 2,814.71	\$ -	\$ 15,179.56
Non-exempt Staff	2.70	\$ 95,720.32	\$ 8,892.64	\$ -	\$ 2,062.19	\$ 106,675.15
<b>Sub-total</b>	<b>2.85</b>	<b>\$ 107,076.83</b>	<b>\$ 9,900.98</b>	<b>\$ 2,814.71</b>	<b>\$ 2,062.19</b>	<b>\$ 121,854.71</b>
<b>SPECIAL EVENTS</b>						
Exempt Staff	0.65	\$ 34,757.38	\$ 3,065.41	\$ 13,159.58	\$ -	\$ 50,982.37
Non-exempt Staff	0.50	\$ 17,277.11	\$ 1,528.23	\$ -	\$ -	\$ 18,805.34
<b>Sub-total</b>	<b>1.15</b>	<b>\$ 52,034.49</b>	<b>\$ 4,593.64</b>	<b>\$ 13,159.58</b>	<b>\$ -</b>	<b>\$ 69,787.71</b>
<b>BROADWAY FIELD FUND</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 12,097.89	\$ 932.15	\$ -	\$ -	\$ 13,030.04
<b>Sub-total</b>	<b>0.37</b>	<b>\$ 12,097.89</b>	<b>\$ 932.15</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,030.04</b>
<b>SRC FUND</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 30,034.70	\$ 2,492.88	\$ -	\$ -	\$ 32,527.58
<b>Sub-total</b>	<b>4.20</b>	<b>\$ 30,034.70</b>	<b>\$ 2,492.88</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,527.58</b>
<b>TOTAL</b>	<b>46.46</b>	<b>\$ 1,628,862.82</b>	<b>\$ 108,114.94</b>	<b>\$ 188,202.92</b>	<b>\$ 2,062.19</b>	<b>\$ 1,927,242.87</b>



# Check Report

By Check Number

Date Range: 06/01/2023 - 06/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: General-General</b>						
VEN01208	Stephaine Jones	06/30/2023	Regular	0.00	-9.00	47086
00829	ACE HARDWARE - SEASIDE	06/07/2023	Regular	0.00	20.97	47116
00312	AIRGAS USA, LLC	06/07/2023	Regular	0.00	979.05	47117
00549	BUILDERS FIRSTSOURCE	06/07/2023	Regular	0.00	220.43	47118
00460	DEX IMAGING	06/07/2023	Regular	0.00	1,928.03	47119
00187	DMT Auto Parts	06/07/2023	Regular	0.00	336.37	47120
VEN01220	Gabriella Barajas	06/07/2023	Regular	0.00	50.00	47121
00099	GRAINGER	06/07/2023	Regular	0.00	397.90	47122
VEN01071	Jacobs Radio	06/07/2023	Regular	0.00	199.00	47123
00150	NORTHWEST NATURAL	06/07/2023	Regular	0.00	3,725.28	47124
00161	PACIFIC POWER	06/07/2023	Regular	0.00	5,362.97	47125
00371	POOL & SPA HOUSE	06/07/2023	Regular	0.00	362.44	47126
01040	RECOLOGY WESTERN OREGON	06/07/2023	Regular	0.00	653.93	47127
00434	RICOH USA	06/07/2023	Regular	0.00	31.00	47128
01133	SDIS	06/07/2023	Regular	0.00	15,075.62	47129
00966	SHERWIN WILLIAMS	06/07/2023	Regular	0.00	206.30	47130
01384	Skyler Archibald	06/07/2023	Regular	0.00	171.61	47131
VEN01207	State of Washington	06/07/2023	Regular	0.00	123.69	47132
VEN01219	Teresa Sullivan	06/07/2023	Regular	0.00	50.00	47133
01602	TYR SPORT INC	06/07/2023	Regular	0.00	348.88	47134
00454	WALTER NELSON CO.	06/07/2023	Regular	0.00	958.38	47135
VEN01218	Haley Wilding	06/07/2023	Regular	0.00	151.96	47136
01510	COASTCOM	06/13/2023	Regular	0.00	1,234.03	47137
VEN01044	Erin Reding	06/13/2023	Regular	0.00	117.50	47138
VEN01224	Esther Moberg	06/13/2023	Regular	0.00	35.00	47139
01709	John Orr	06/13/2023	Regular	0.00	150.00	47140
VEN01091	Mackenzie Greenwell	06/13/2023	Regular	0.00	135.00	47141
VEN01221	Maria Fabion	06/13/2023	Regular	0.00	25.00	47142
VEN01215	Mark Smith	06/13/2023	Regular	0.00	50.00	47143
00999	Miriam Ayala	06/13/2023	Regular	0.00	50.00	47144
01255	NORMAND MECHANICAL	06/13/2023	Regular	0.00	337.00	47145
01079	OHANA MEDIA GROUP, LLC	06/13/2023	Regular	0.00	420.00	47146
00900	STAPLES	06/13/2023	Regular	0.00	474.93	47147
VEN01223	Tricia Brown	06/13/2023	Regular	0.00	40.00	47148
00454	WALTER NELSON CO.	06/13/2023	Regular	0.00	1,080.11	47149
01793	US Treasury	06/14/2023	Regular	0.00	10,470.67	47150
00312	AIRGAS USA, LLC	06/21/2023	Regular	0.00	366.00	47151
01691	CHASING EBENEZER	06/21/2023	Regular	0.00	200.00	47152
00096	GEORGIE'S CERAMIC & CLAY	06/21/2023	Regular	0.00	176.00	47153
01492	LEVI CONNER	06/21/2023	Regular	0.00	160.54	47154
VEN01195	Tuff Puffin	06/21/2023	Regular	0.00	1,385.60	47155
01726	Wilcox & Flegel	06/21/2023	Regular	0.00	128.51	47156
00312	AIRGAS USA, LLC	06/27/2023	Regular	0.00	1,004.79	47157
VEN01232	Barbara Galdosh	06/27/2023	Regular	0.00	200.00	47158
VEN01230	Becket Wright	06/27/2023	Regular	0.00	200.00	47159
VEN01140	CBM Systems, LLC	06/27/2023	Regular	0.00	2,832.81	47160
VEN01226	Coral Sadler	06/27/2023	Regular	0.00	420.00	47161
VEN01229	Daniel Poppino	06/27/2023	Regular	0.00	105.00	47162
VEN01231	Debbie Denardo	06/27/2023	Regular	0.00	50.00	47163
VEN01225	Debbie Maurina	06/27/2023	Regular	0.00	68.75	47164
VEN01072	Evans Pumbing Inc	06/27/2023	Regular	0.00	170.00	47165
VEN01015	Franz Family Bakeries	06/27/2023	Regular	0.00	432.74	47166
VEN01228	Jocelyn Rodriguez	06/27/2023	Regular	0.00	10.00	47167
00434	RICOH USA	06/27/2023	Regular	0.00	79.65	47168

**Check Report**

Date Range: 06/01/2023 - 06/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01227	SAIF Corporation	06/27/2023	Regular	0.00	15,065.00	47169
VEN01190	Scott Edwards Architecture	06/27/2023	Regular	0.00	2,810.22	47170
00225	Water Gear Inc.	06/27/2023	Regular	0.00	455.12	47171
00297	CASH	06/30/2023	Regular	0.00	1,500.00	47172
00460	DEX IMAGING	06/30/2023	Regular	0.00	852.66	47173
VEN01224	Esther Moberg	06/30/2023	Regular	0.00	35.00	47174
00096	GEORGIE'S CERAMIC & CLAY	06/30/2023	Regular	0.00	176.00	47175
VEN01233	John Hoff	06/30/2023	Regular	0.00	28.00	47176
VEN01189	Meyer Freeman	06/30/2023	Regular	0.00	400.00	47177
VEN01208	Stephaine Jones	06/30/2023	Regular	0.00	22.76	47178

**Bank Code General Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	63	0.00	75,308.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-9.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>69</b>	<b>64</b>	<b>0.00</b>	<b>75,299.20</b>



### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	63	0.00	75,308.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-9.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>69</u>	<u>64</u>	<u>0.00</u>	<u>75,299.20</u>

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	6/2023	75,299.20
			<u>75,299.20</u>



Sunset Empire Park & Recreation Dist, OR

# Balance Sheet

## Account Summary

AS OF 06/30/2023

AcctType	100 - General Fund	200 - Broadway Field	300 - Sunset Recreation Fund	400 - BF Capital Fund	999 - Pooled Cash	Total
<b>Asset</b>						
1000 - Assets	5,299,036.17	40,469.57	2,414,650.33	94,000.00	1,426,819.55	9,274,975.62
<b>Total Asset:</b>	<b>5,299,036.17</b>	<b>40,469.57</b>	<b>2,414,650.33</b>	<b>94,000.00</b>	<b>1,426,819.55</b>	<b>9,274,975.62</b>
<b>Liability</b>						
2000 - Liabilities	3,310,284.13	29.79	2,367,999.44	0.00	1,426,819.55	7,105,132.91
<b>Total Liability:</b>	<b>3,310,284.13</b>	<b>29.79</b>	<b>2,367,999.44</b>	<b>0.00</b>	<b>1,426,819.55</b>	<b>7,105,132.91</b>
<b>Equity</b>						
3000 - Equity	2,046,250.76	39,379.24	67,887.11	69,000.00	0.00	2,222,517.11
<b>Total Total Beginning Equity:</b>	<b>2,046,250.76</b>	<b>39,379.24</b>	<b>67,887.11</b>	<b>69,000.00</b>	<b>0.00</b>	<b>2,222,517.11</b>
Total Revenue	2,959,313.00	43,063.23	461,838.15	25,000.00	0.00	3,489,214.38
Total Expense	3,016,811.72	42,002.69	483,074.37	0.00	0.00	3,541,888.78
<b>Revenues Over/Under Expenses</b>	<b>-57,498.72</b>	<b>1,060.54</b>	<b>-21,236.22</b>	<b>25,000.00</b>	<b>0.00</b>	<b>-52,674.40</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>1,988,752.04</b>	<b>40,439.78</b>	<b>46,650.89</b>	<b>94,000.00</b>	<b>0.00</b>	<b>2,169,842.71</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>5,299,036.17</b>	<b>40,469.57</b>	<b>2,414,650.33</b>	<b>94,000.00</b>	<b>1,426,819.55</b>	<b>9,274,975.62</b>



Scott  
Edwards  
Architecture

July 19, 2023

ATTN:  
Planning Division  
City of Seaside  
1387 Avenue U  
Seaside, OR 97138

RE: Conditional Use Permit Application: SEPRD Site

Dear, Jeff Flory

Following please see our submission for the Conditional Use Permit for parking at the SEPRD. As part of the application for the occupancy change, we have been notified that a Conditional Use Permit will be required. We are providing the following narrative for the change in occupancy.

We look forward to hearing from you. Please let us know if you require any additional information to begin processing the request.

Sincerely,

Brandon Dole

Project Manager

**SCOTT | EDWARDS ARCHITECTURE, LLP.**

## SEPRD Code Analysis

### Applicable Sections :

#### Article 3 Use Zones

3.080 C-3 Commercial, General

3.0.0 R-2 Residential Medium Density

#### Article 4 Supplemental Provisions

4.020 – 4.021 Access Requirements

4.023 Landscaping Requirements Adjacent to U.S. Highway 101

4.027 Sidewalk and Recreation Trails

4.050 Clear Vision Areas and Fences

Section 4.051 Fence Requirements

4.100 Off-Street Parking Requirements

4.160 Standards for Shoreland Development

#### Article 6 Conditional Uses

6.250 Similar Use

### Article 3: USE ZONES

#### Section 3.030 R-2 Residential Medium Density

#### Section 3.080 C-3 Commercial General

The site is comprised by two lots with different zoning designations. The property under the school building is zoned R2 (Residential Medium Density). The property under the parking area is zoned C3 (Commercial, General) (See attached diagrams). Both R2 and C3 zones allow for schools. The description for C3 Zones allows for Conditional Uses that are Similar Uses (See section 3.083 Conditional Uses Permitted, note 13 for Similar Uses Section 6.250).

### Article 4: SUPPLEMENTARY PROVISIONS

#### Section 4.020 – 4.021 Access Requirements

The Planning Commission will do a site review of all proposed developments on or adjacent to Highway 101 to consider impacts of the development on the traffic carrying capacity and safety of U.S. 101. The city and the State Highway Division shall cooperate to reduce traffic congestion along U.S. 101 through:

1. The requirements that new uses access onto side streets whenever possible; and
2. Widening or relocation of street rights-of-way, particularly in the south part of the city.

#### Applicant Response:

All access points are existing. No changes are proposed.

#### Section 4.023 Landscaping Requirements Adjacent to U.S. Highway 101

The Planning Commission will do a site review of all proposed developments on or adjacent to Highway 101 to assure that adequate landscaping is provided to buffer the development from the highway. As a minimum requirement, an average of a 10-foot strip of landscaping adjoining the highway right-of-way will

be provided. A landscape plan and time schedule for the implementation of the plan will be submitted as a part of the application to the Planning Commission

Applicant Response:

All landscaping is existing. No work is being done along this border.

#### **Section 4.027 Sidewalk and Recreation Trails**

Developers shall include and construct the portion of the proposed bike or hiking routes that run through or along the new development property as shown on the City's Comprehensive Plan Transportation Plan Maps. In land division and partitioning approval actions, the Planning Commission may waive the requirement for sidewalks where a bike and/or foot path system would be continued and would be more appropriate for pedestrians and bicycling transportation.

Applicant Response:

No proposed sidewalk modifications under the change of use permit.

#### **Section 4.050 Clear Vision Areas and Fences**

A clear vision area shall be maintained on the corners of all property at the intersection of two streets or a street and a railroad.

1. A clear vision area shall consist of a triangular area in all zones, two sides of which are street lot lines and the third side of which is a line across the corner of the lot connecting the ends of the other two sides. The length of the two sides of the clear vision area shall be twenty feet (20') from the intersection of the two street lot lines, or ten feet (10') at intersection which includes an alley.

Applicant Response:

This property is not at the intersection of two streets

#### **Section 4.051 Fence Requirements**

In all zones, fences shall be governed by the following requirements:

1. Maximum height of fences in residential zones within the required yard area shall be six feet (6') on the side and rear yards. Maximum height of fences within the required front yard setback area shall be three feet (3'). Open wire fences may have a maximum height of six feet (6').
2. In commercial zones, fence heights greater than six feet (6') may be allowed by the Planning Commission where it is shown that a valid need exists.
3. Barbed wire fences shall not be allowed except for special uses such as vandal proofing top sections in utility substations or storage yards, livestock fencing in an EFU zone, and similar uses as may be determined by the Planning Commission.
4. Fences shall be constructed of lumber, metal, or other standard fencing materials and shall be of conventional design unless it is determined by the Planning Commission that an alternative design is deemed acceptable.
5. Fence height shall be measured from ground level surrounding the fence, except in a clear vision area where the fence shall be measured from the adjoining average street grade. The foregoing provision on clear vision areas shall not apply in places where the contour of the ground is such that there can be no cross visibility at the intersection.

6. Plantings, hedges, and trees in the required yard area used as a fence or wind break may be higher than the allowed limits in the rear or side yard provided they do not block sunlight, encroach on adjoining property, obstruct the view or create a safety hazard to adjoining property.

A. When a complaint is filed with the City Code Enforcement Officer concerning the height of a planting screen, the Code Enforcement Officer shall inspect the property and submit a report to the Planning Commission which shall rule on the applicability of this Section.

**Applicant Response:**

The proposed change of use does not include any new fencing. Any future fencing will be handled under a separate permit. Approved fencing already exists on site. Anywhere fencing is removed or modified it will be replaced with equivalent fencing.

**Section 4.100 Off-Street Parking Requirements**

Per the following parking calculations we have shown the code required count would be beyond what can be plausibly sited on the property. Alongside the parking to be added by the School District to the north of the school building for the new Softball Field, we are proposing to rework the west parking area to provide the maximum number of spaces. Additionally, considering the Intergovernmental agreement between the entities, SEPRD and City, and School district, the entire site from Highway 101 east to the river and including the Mary Blake Playhouse and the Bob Christholm Community Center to the south, the SEPRD will function as a campus. This will provide further additional services and parking.

**Section 4.102 Public and Semi-Public Buildings and Uses:**

- Auditorium: One space per 60sf of floor area in the auditorium
- Preschool: One space per employee

**Section 4.103 Commercial:**

- Bank or Office: One space for every 400 sf of floor area, plus one space per employee

**Section 4.104 Commercial Recreation**

- Gymnasium: One space per 50sf of patron area plus one space per employee

**SEPRD Staffing:**

Staff: 2 full time, 20 part time

**SRC Areas:**

- Storage: Area not included in area calc for parking
- Other: Area not included in area calc for parking
- Circulation: Area not included in area calc for parking
- Restrooms / Locker Area not included in area calc for parking
- Kitchen Area not included in area calc for parking

Business / Office:	9,756sf	9,756sf / 400sf =	24.3 spaces
Preschool:	6,484sf	10 Staff =	10 spaces

Classrooms:	10,822sf	10,822 / 400	=	27.0 + 10 staff = 37 spaces
Gymnasium:	12,713sf	12,713 / 50sf	=	245.26 + 2 staff = 247.26 spaces
Exercise:	6,058sf	6,058 / 50	=	121.2 spaces
Cafeteria (use B/O):	4,844	4,844 / 400sf	=	11.8 spaces

**TOTAL SPACES:** 451.56 = 452 spaces

**Total Existing Parking Count:** (See Diagram)

West Lot: **78 spaces**  
**Total Spaces:** **78 spaces**

**Total Proposed Parking Count:** (See Diagram)

North Lot: **38 spaces**  
West Lot: **106 spaces**  
**Total Spaces:** **144 spaces**

**Section 4.160 Standards for Shoreline Development**

**Section 4.161 Protection of Riparian Vegetation.**

1. Riparian vegetation as mapped on the 1:400 photo contour maps entitled "Significant Wetland and Upland Biological Habitat" on file at the City of Seaside and hereby incorporated by reference, shall be maintained except where direct access for a water dependent use is required.
2. Riparian vegetation has been identified on the above mentioned maps as a zone twenty five feet (25') wide from the shoreline of coastal lakes, river, estuaries, and significant wetland habitat.

This site is not adjacent to a wetland or Biological Habitat. This is an existing building. No major modifications will impact Riparian Vegetation.

**Article 6: CONDITIONAL USES**

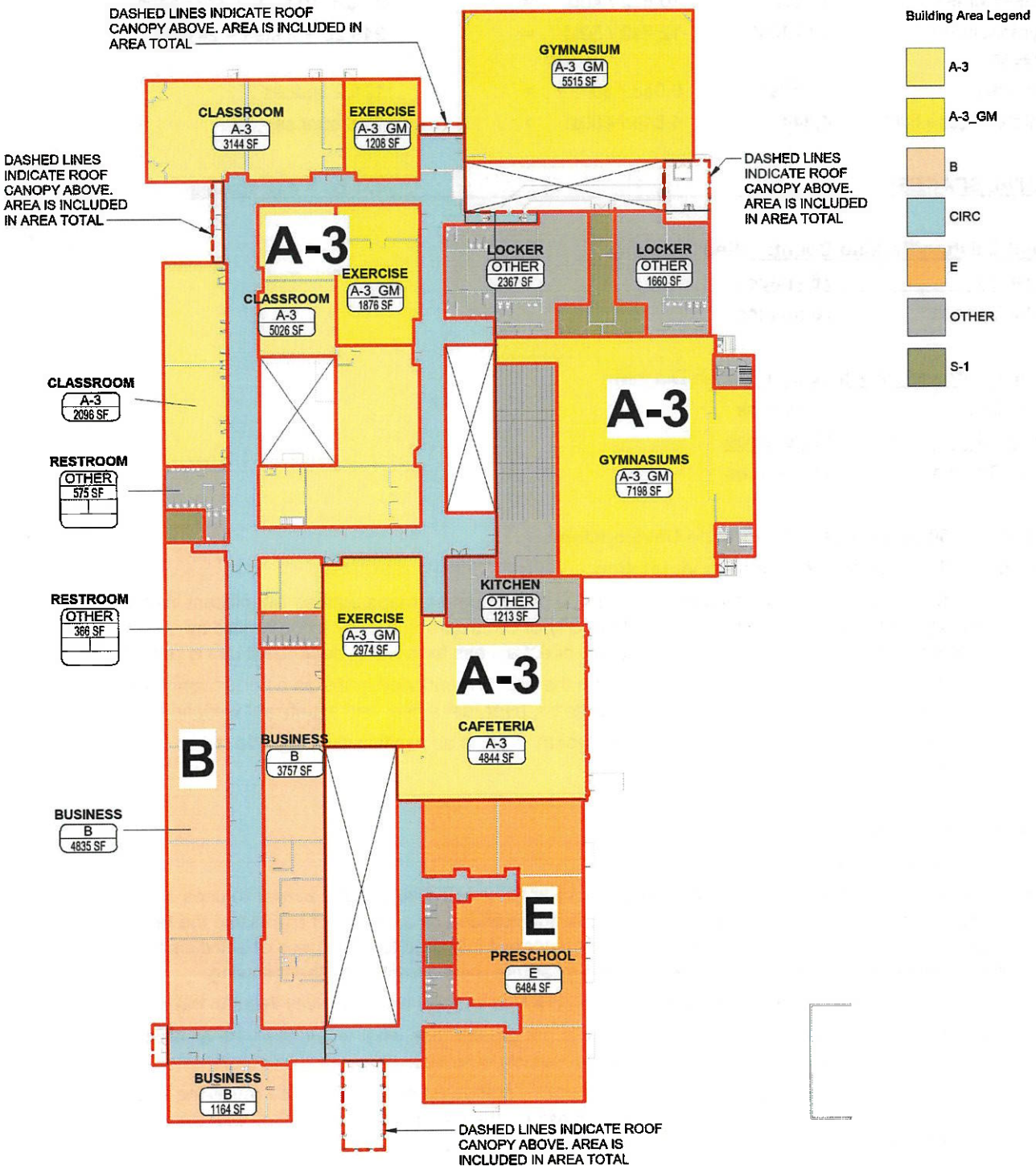
**Section 6.250 Similar Use**

The Similar Use process is intended to only allow those uses or activities that are similar to uses or activities specifically listed in the zone. This process is not intended as a means of bypassing the text amendment process when such process is appropriate nor is it intended to allow uses or activities that are not compatible with the Purpose of the zone. A similar use must comply with the following:

1. The proposed use or activity is similar in nature to a specific use or activity listed in the zone.
2. The impact of the proposed use or activity is not greater than what would likely be created by the specific use for which the proposed use or activity is similar.
3. The proposed use is consistent with the Purpose statement of the zone. The reviewing body may impose conditions deemed necessary to assure the use or activity complies with the purpose of the zone and is compatible with adjacent uses and activities.

The proposed Rec Center uses are arguably *similar* with the Preschool, Cafeteria, Gymnasiums, Classrooms, and Offices and as stated in the Land Use application, the proposed use will have a lower load of occupants than the previous school use.

# SEPRD / SRC OCCUPANCY - AREA DIAGRAM

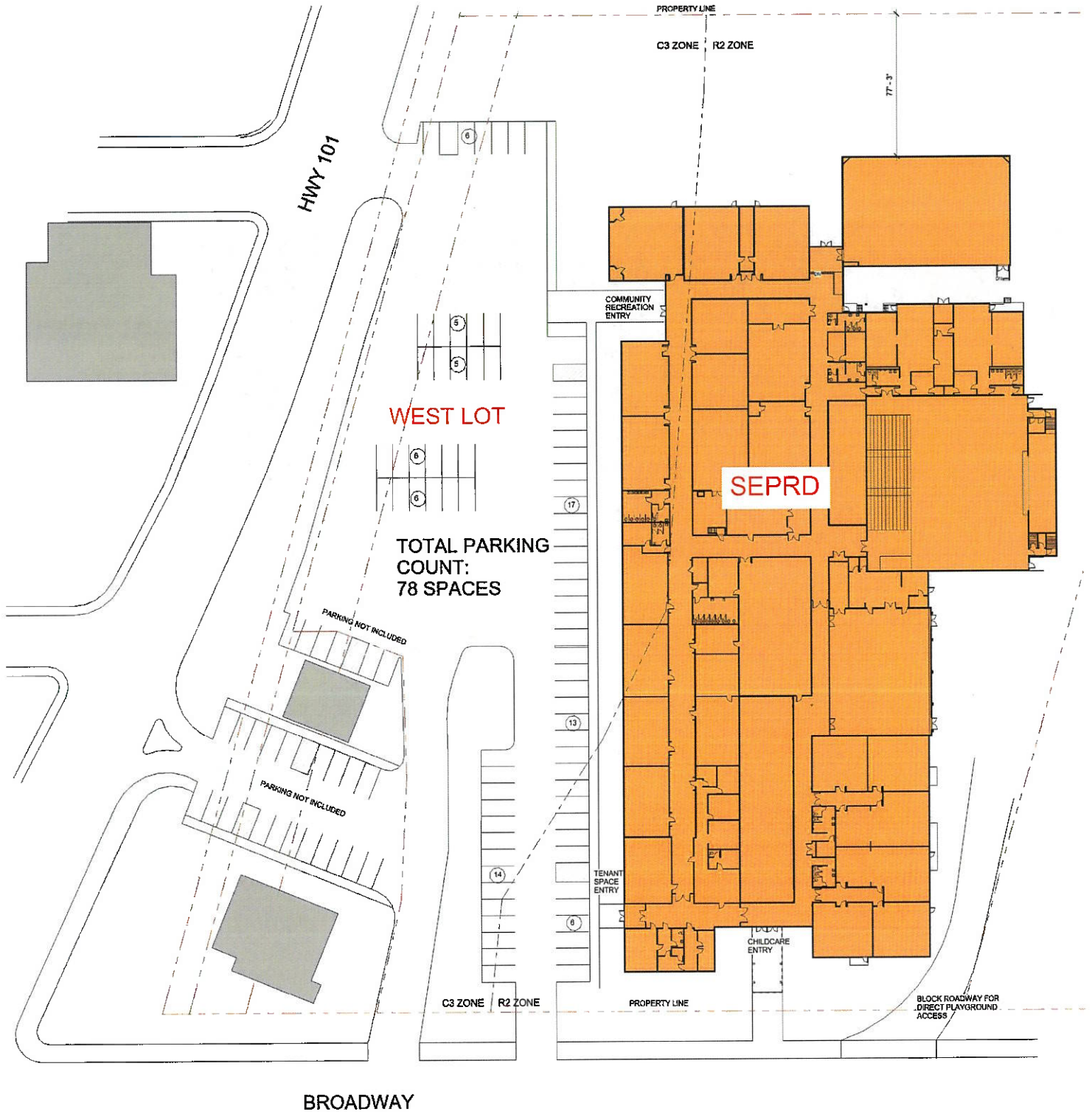




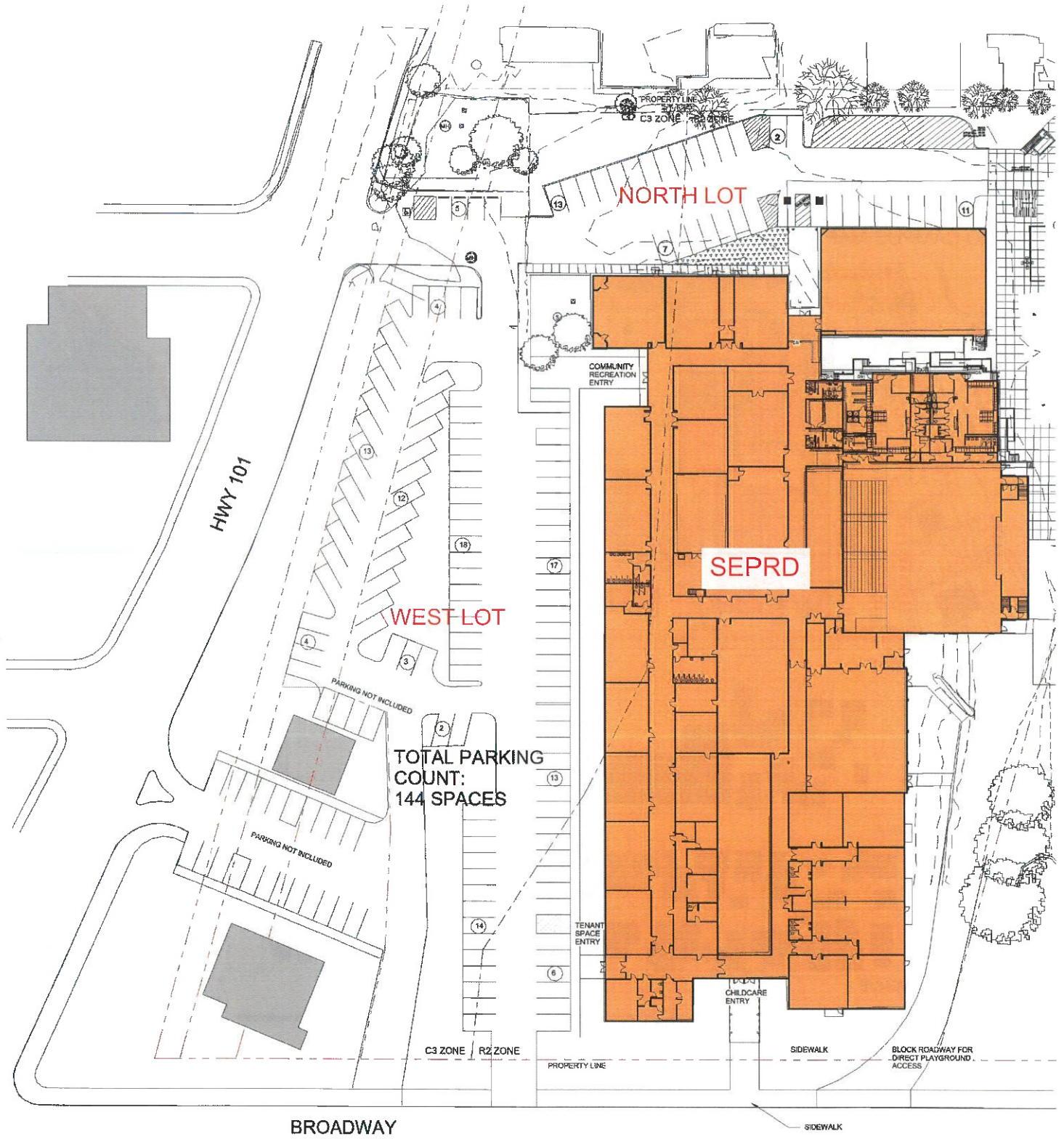
# SEPRD AREA ZONING MAP



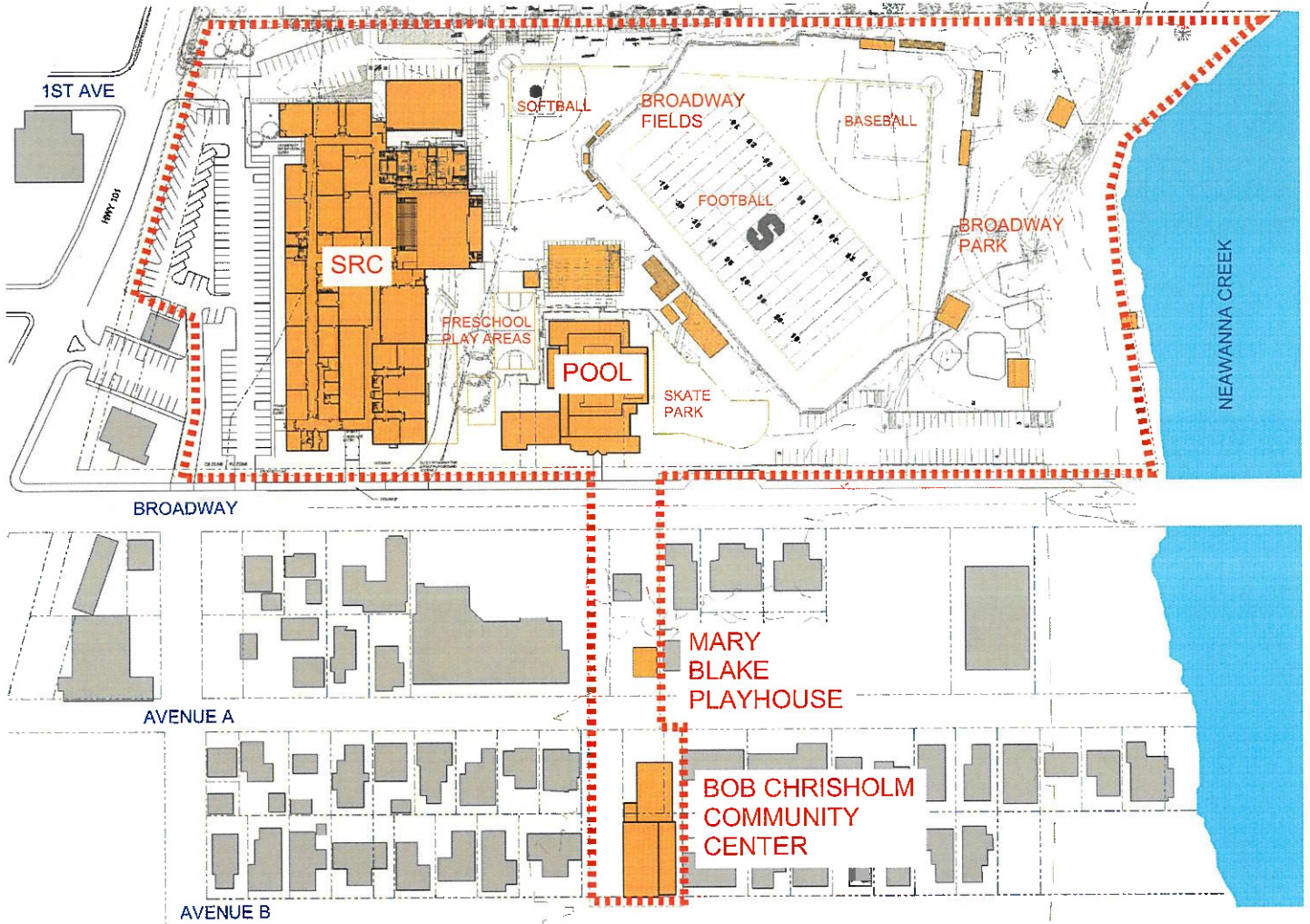
# EXISTING SITE PLAN AND PARKING



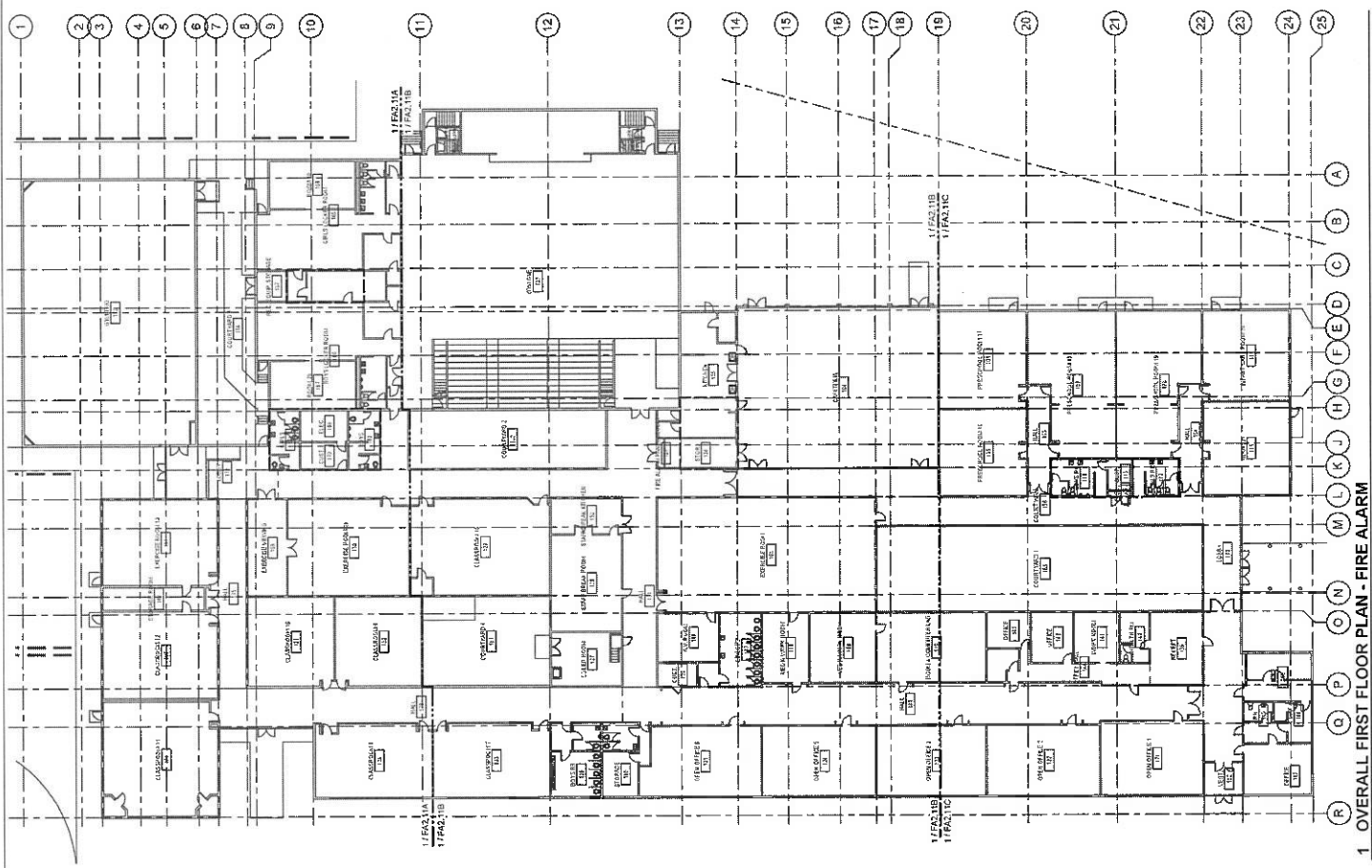
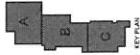
# PROPOSED SITE PLAN WITH ADDITIONAL PARKING



# SEPRD CAMPUS MAP



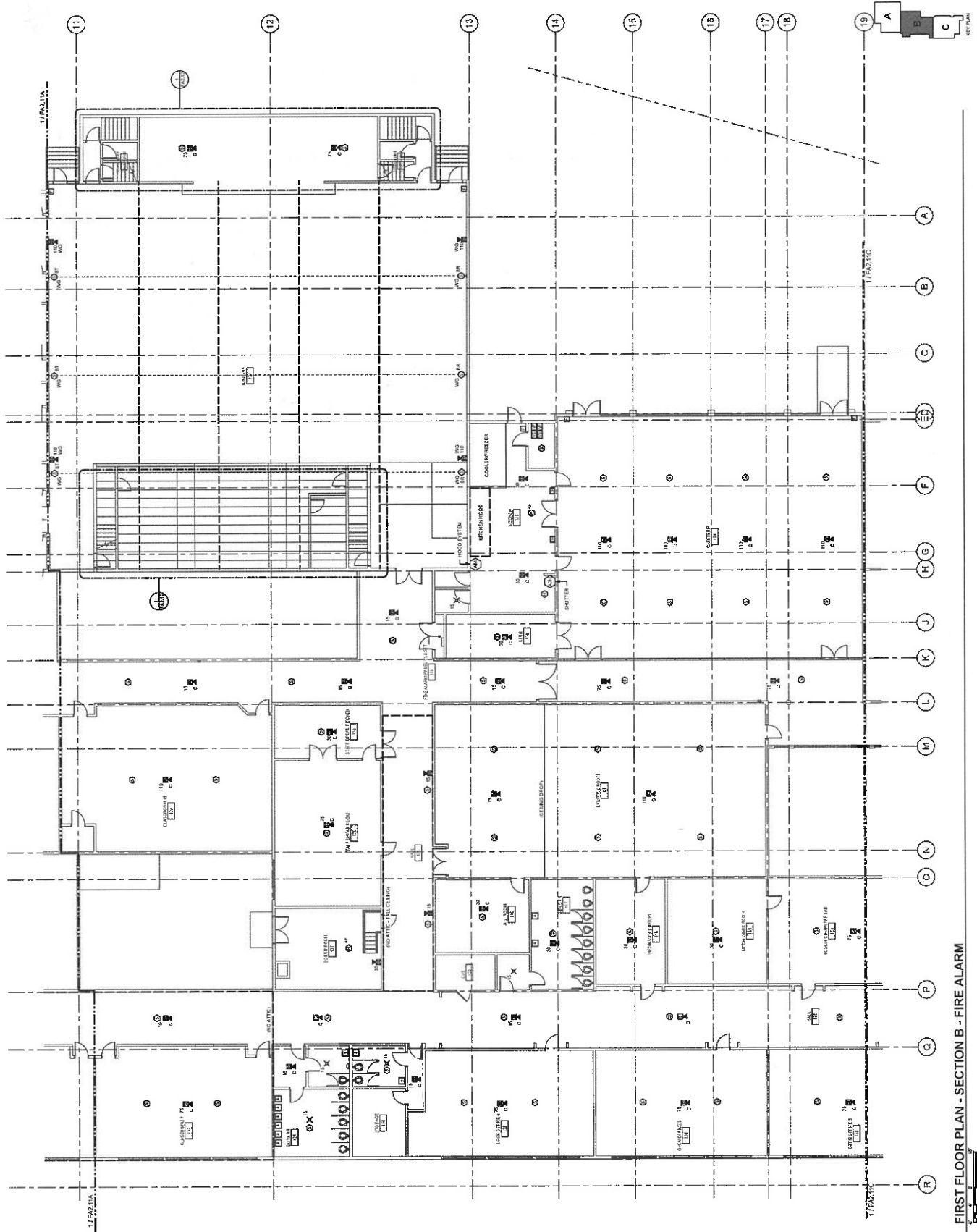




1 OVERALL FIRST FLOOR PLAN - FIRE ALARM

1/16" = 1'-0"





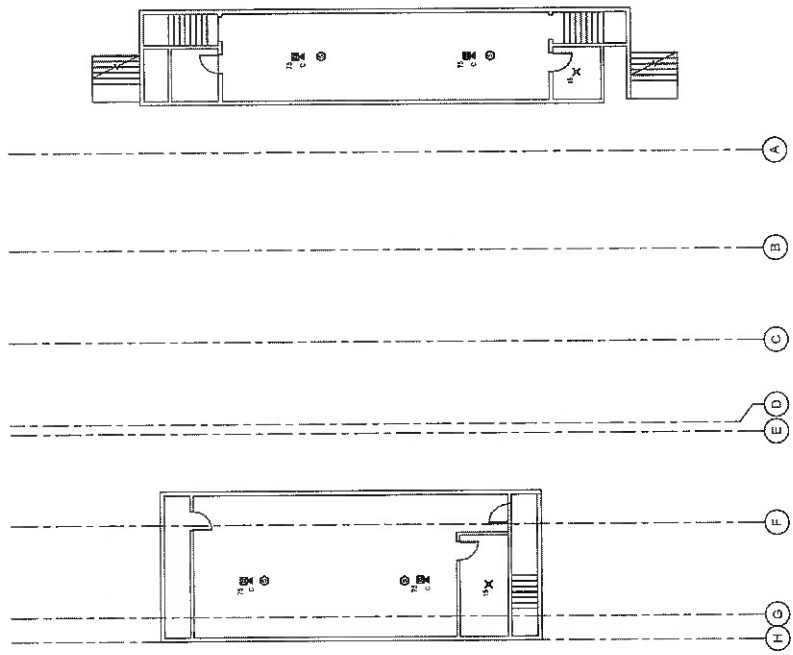
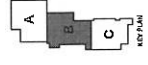
**1 FIRST FLOOR PLAN - SECTION B - FIRE ALARM**

1/8" = 1'-0"

THESE DRAWINGS ARE THE ORIGINAL UNPUBLISHED WORK OF THE ARCHITECT AND NOT BE REPRODUCED OR COPIED WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.

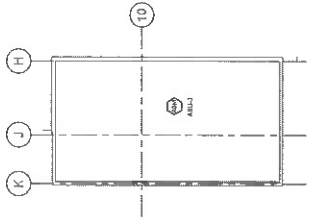
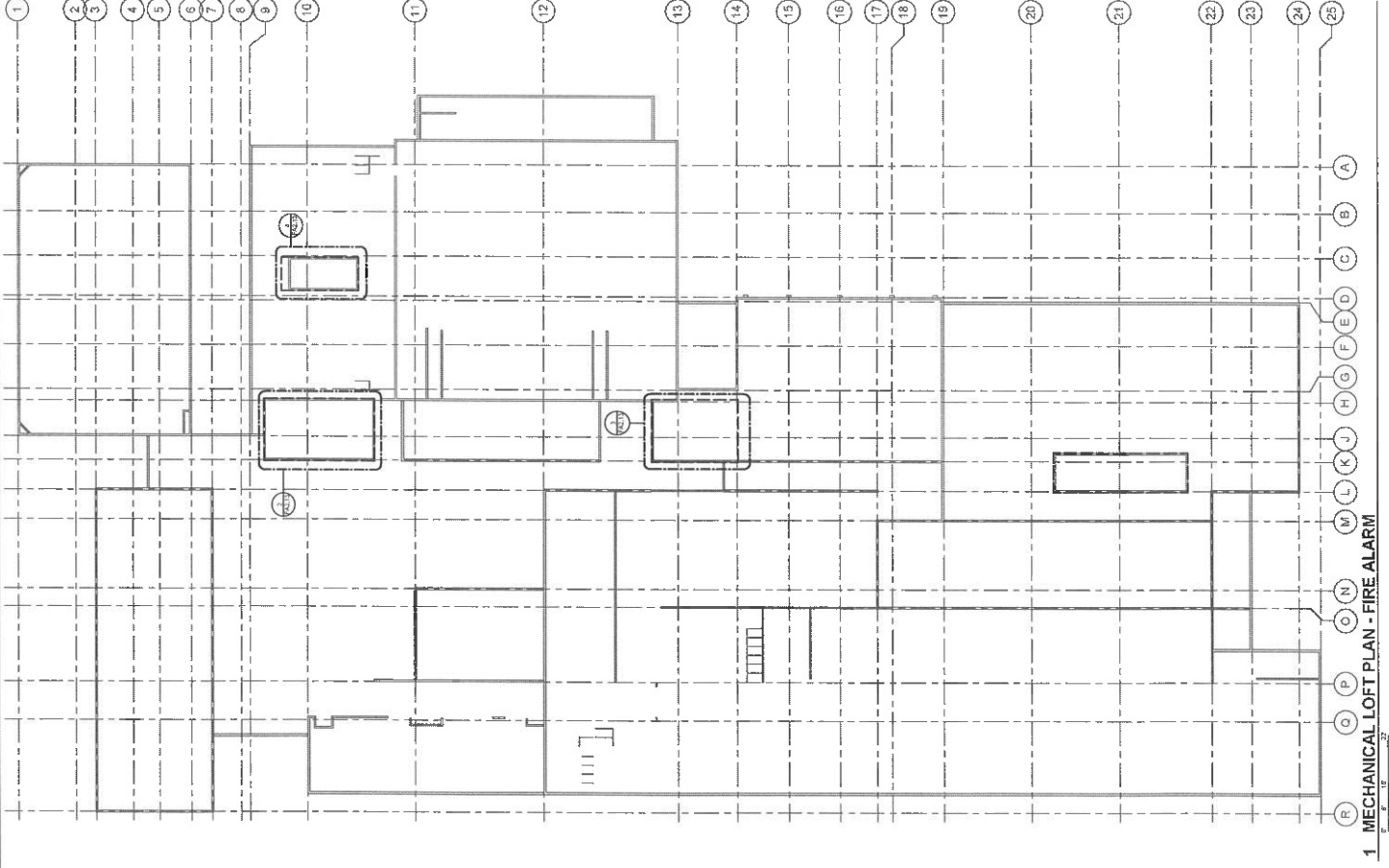




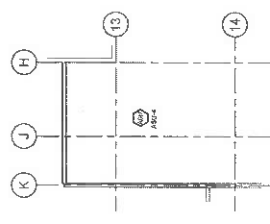


**1 LOWER LEVEL PLAN - GYM ONE - FIRE ALARM**

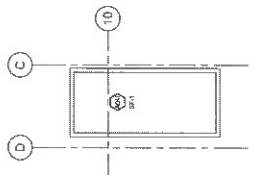
DATE: 11/12/20



**2 ENLARGED PLAN - ASU-3 - FIRE ALARM**  
 Scale: 1/8" = 1'-0"



**3 ENLARGED PLAN - ASU-4 - FIRE ALARM**  
 Scale: 1/8" = 1'-0"



**4 ENLARGED PLAN - SF-1 - FIRE ALARM**  
 Scale: 1/8" = 1'-0"

**1 MECHANICAL LOFT PLAN - FIRE ALARM**  
 Scale: 1/8" = 1'-0"



July 25, 2023

To: SEPRD Board of Directors  
Re: SEPRD Patron Incident Policy

Directors,

It is the sincere hope of the SEPRD to provide an inclusive, accessible, and accommodating facilities and programs that serve our community and guests. However, we know that as hosts of facilities that receive hundreds of unique community members daily, there are occasional situations that can negatively impact the experience that our patrons may have during their time with us.

When these experiences rise to a level of significance, it is important that the District has a clear process for patrons to express their experience and feelings. It is also important for patrons to understand the District's role in responding to those incidents.

This form is divided into three sections.

1. The policy and procedure for patrons wishing to learn more regarding SEPRD's response to incidents.
2. The policy and procedure for staff when patrons complete a patron incident report.
3. The "Patron Incident Report Form", for reference.

**Section 1:**

- A. We encourage patrons to share their experiences and provide them with opportunities to do that informally through communication with staff and/or the Board of Directors. Not every concern needs to be accompanied by an incident report, but patrons should always be provided with the form and information to help them make an informed decision.
- B. This form and process is designed to address significant concerns that a patron may have or to address concerns that a patron may not feel comfortable talking to staff or the Board about.
- C. When a patron has experienced something that involves imminent threat to their health or safety, patrons should call 911 (if possible) and seek assistance from emergency personnel. In situations where physical, verbal, emotional or other abuse occurs, patrons should fill out the form and call 911.
- D. After receipt of the Patron Incident Report Form, patrons will be contacted within three business days by a member of the Patron Incident Response Team.
- E. The Patron Incident Response Team will determine next steps to potentially include:
  - a. Determination is made regarding the need for an investigation, which may include interviews with the reporter, staff, and/or witness(es) involved as well as review of footage, when available
  - b. Discussion with alleged perpetrator(s) named in an incident report
  - c. Consultation with District counsel, the police department and/or other experts to provide consultation regarding the incident
  - d. Consultation with District leadership including the Board of Directors
  - e. Investigation takes place, if deemed appropriate by the Executive Director

- f. Follow-up correspondence will occur to the individual who filed the form, to the extent possible, while maintaining the confidentiality of the individuals involved regarding action to be taken

**F. Following the review/investigation, actions taken by SEPRD may include:**

- a. Find the incident report to be unsubstantiated, with no further action taken
- b. Find the incident report to be unsubstantiated, but develop and implement a safety plan
- c. Find the incident report to be substantiated, and warn, restrict, or expel an offending patron
- d. Find the incident report to be substantiated, and take disciplinary action, up to and including dismissal of staff or removal of patron from SEPRD facilities
- e. Find the incident report to be substantiated, develop and implement a safety plan
- f. File a police report

*\*\*Unsubstantiated does not mean that Staff do not believe the patron but rather that the incident described by the patron is not supported or proven by evidence or there is no evidence.*

- G. These actions can take time to perform. However, staff assure the Board and patrons that every effort is made to move swiftly and provide frequent updates to parties involved.
- 

**Section 2:**

- H. When a patron desires to do so, we provide the 'Patron Incident Report Form' which will give basic information regarding the incident to staff from the perspective of the patron.
- I. If a patron indicates that they are filling out an incident report, appropriate and witnessing staff should also fill out an Incident Report Form, independently of the patron's process.
- J. Any time a patron experiences a situation of significance and requests a Patron Incident Form, staff should communicate regarding the issue to SEPRD management as soon as possible.
- K. It is not the role of frontline staff to evaluate whether you believe what the patron has stated occurred.
- L. Upon completion of the Patron Incident Report Form, SEPRD Staff will photocopy the submitted form. Keep the original and give the photocopy to the patron.
- M. Share the photocopy as soon as possible with the Patron Incident Response Team. That team includes:
  - a. Executive Director, Skyler Archibald
  - b. HR & Admin Coordinator, Haley Wilding
  - c. Member of the executive team over that area (Justin, Darren, or Levi).
- N. Inform the patron that they will hear from the Patron Incident Response Team acknowledging receipt of their form within three business days.
- O. Staff should maintain complete confidentiality throughout this process and never share information or details of the report with anyone, except their immediate supervisor, Executive Director and/or the Human Resource & Admin Coordinator
- P. Patron Incident Response Team will be led by Executive Director Skyler Archibald. Actions and appropriate response but general guidelines are:
  - a. Receive form and acknowledge receipt with patron.

- b. Determination is made regarding the need for an investigation, which may include interviews with the reporter, staff, and/or witness(es) involved as well as review of footage, when available
- c. Discussion with alleged perpetrator(s) named in an incident report
- d. Consultation with District counsel, the police department and/or other experts to provide consultation regarding the incident
- e. Consultation with District leadership including the Board of Directors
- f. Investigation takes place, if deemed appropriate by the Executive Director
- g. Follow-up correspondence will occur to the individual who filed the form, to the extent possible, while maintaining the confidentiality of the individuals involved regarding action to be taken

**Q. Following the review/investigation, actions taken by SEPRD may include:**

- g. Find the incident report to be unsubstantiated, with no further action taken
- h. Find the incident report to be unsubstantiated, but develop and implement a safety plan
- i. Find the incident report to be substantiated, and warn, restrict, or expel an offending patron
- j. Find the incident report to be substantiated, and take disciplinary action, up to and including dismissal of staff or removal of patron from SEPRD facilities
- k. Find the incident report to be substantiated, develop and implement a safety plan
- l. File a police report

*\*\*Unsubstantiated does not mean that Staff do not believe the patron but rather that the incident described by the patron is not supported or proven by evidence or there is no evidence.*

- R. These actions can take time to perform. However, staff assure the Board and patrons that every effort is made to move swiftly and provide frequent updates to parties involved.

Again, we appreciate our patrons and staff while recognizing the complexity of these situations. We are committed to doing our part to provide inclusive, accessible and accommodating facilities while also responding to and addressing concerns brought forward.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

503-738-3311 | [sarchibald@sunsetempire.com](mailto:sarchibald@sunsetempire.com) | [sunsetempire.com](http://sunsetempire.com)





# PATRON INCIDENT REPORT FORM

**MUST BE SUBMITTED TO EXECUTIVE DIRECTOR WITHIN 72 HOURS**



1140 Broadway  
Seaside, OR 97138  
(503) 738-3311

Move to: Initial Date  
Executive Director: \_\_\_\_\_

Filed by (Full Name): \_\_\_\_\_

Day of Report: M  Tu  W  Th  F  Sa  S  Day of Incident: M  Tu  W  Th  F  Sa  S

Date of Report: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Time of Report: \_\_\_\_\_ am  / pm  Time of Incident: \_\_\_\_\_ am  / pm

*This report is not a claim against the district. It is a detailed report of the incident and how it occurred. Describe only the circumstances and what you observe firsthand. Patrons with questions relative to this incident should contact the Executive Director directly. Patron will be contacted by the Executive Director within three (3) business days of the receipt of this report.*

**STAFF: Please give the patron a copy of the complete form immediately.**

**PLEASE PRINT.**

### Type of Incident:

- Vandalism    Theft / Lost Article    Malicious Mischief    Complaint    Negligence  
 Other (specify) \_\_\_\_\_

Location of Incident \_\_\_\_\_

### Who is reporting the Incident?

Name (Age group: Adult, Teen, Child)	Address	Phone
1. _____	_____	_____
2. _____	_____	_____

### Who is responsible for the Incident? Check if unknown

Name (Age group: Adult, Teen, Child)	Address	Phone
1. _____	_____	_____
2. _____	_____	_____

### Were there witnesses to the incident?

Name (Age group: Adult, Teen, Child)	Address	Phone
1. _____	_____	_____
2. _____	_____	_____



July 25, 2023

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

Hi Directors,

Here are the goals established and agreed upon by the Board and an update on those goals as of July 2023 (end of June), (50% of 2023 completed).

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

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

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

Actively working on this but would love to have a liaison/designee from the Board to assist with this effort. We also had one Community Engagement Session in Warrenton and there was good discussion and feedback from some that attended.

**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.

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

Staff hosted the first Meet & Greet opportunity on June 2 and had 15 participants. We are hosting the second Meet & Greet on Friday, September 1 at the SRC. This will give patrons/community members an opportunity to see some of the SRC (we'll provide information and tours) as well as get to know some of our key staff.

**5. Enhance utilization**

Staff have hired two bilingual individuals for help in translating marketing materials as well as translating for Seaside Farmers Market attendees.

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

Update provided earlier in the meeting.

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

Grantwriter has been hired and begun their work.

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

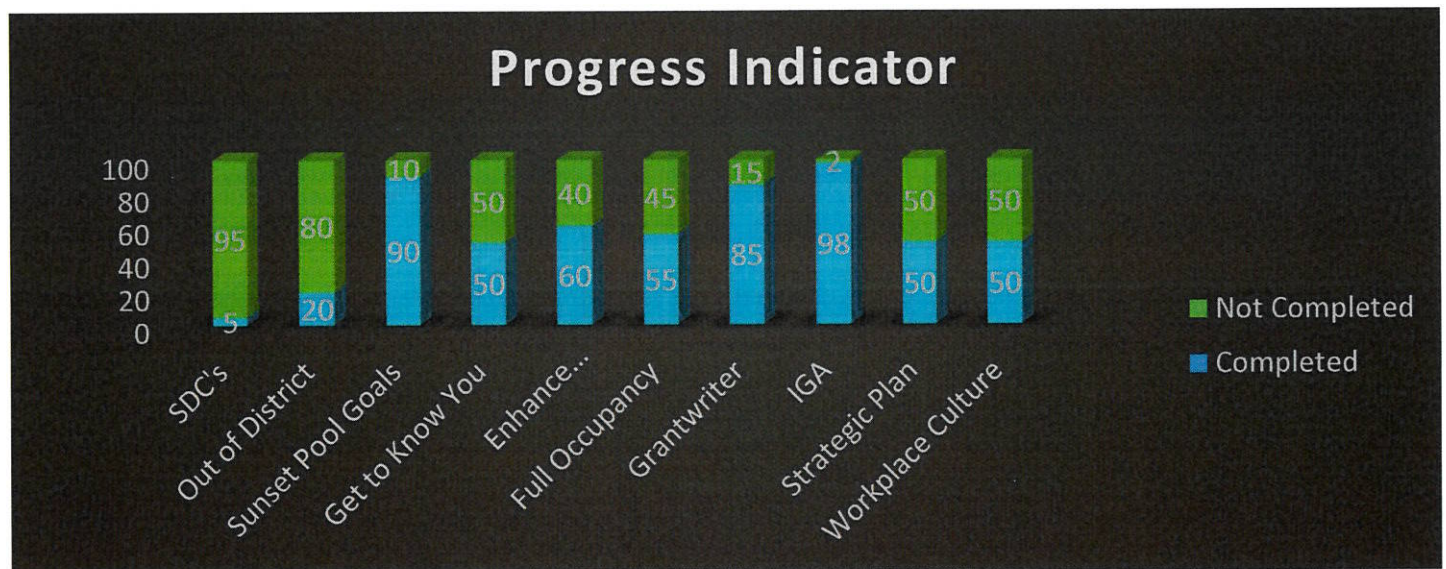
Update provided earlier in the meeting.

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

Update provided earlier in the meeting.

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

Recognized professional staff on National Park & Rec Professionals Day (July 21) and planning on continuing to recognize staff thru creative efforts and trainings moving forward.



Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

# FUN RUN/WALK FOR CHANGE

A Cause-Related Fundraiser To Benefit Helping Hands  
5k on the Beach | Saturday, August 19

Registration opens at 8:00am with Run/Walk at 9:00 am  
Early Bird \$25 per Individual and \$90 Per Team/Family  
\$30 Individual On Day of Event  
\$100 Team/Family of 4 On Day Of Event

Registration includes a 'Run/Walk for CHANGE' Water Bottle  
The route starts on the beach at 12th Ave.  
The runners/walkers will go the length of the beach to Ave. U and back to complete the 5K.

Let's make this FUN!! Get creative, gather a team and come up with a theme, dress outrageous, wear your hair crazy, and show some spirit!  
This is a Seaside High School Pacifica Project

Pre-register here!



## Awards

- 1st place for Individual Women, Men, Kids (13 and under)
- Best Community Organization/ Business Team Spirit
  - Best Individual Spirit
  - Best Team/Family Spirit
- Best Individual Youth Spirit (kids)



Brought To You By



Gold Level Sponsor



Community Partner & Benefactor



The Sunset Empire Park and Recreation District and Providence Seaside Hospital invites you and your creative spirit to help bring awareness to those experiencing homelessness, addiction and mental health. Proceeds will benefit Helping Hands Re-entry Centers whose mission is to provide a helping hand to a sustainable life through Resources, Recovery, and Reentry. In-house Case Managers & Crisis Managers work one-on-one with Reentry Program participants to focus on building the necessary knowledge & skills to independently maintain housing long-term.

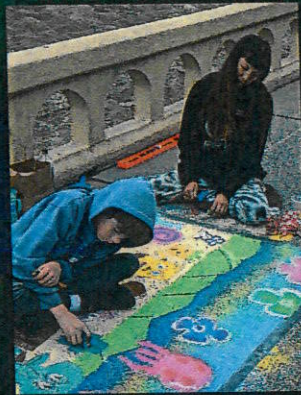
For more information, please visit [sunsetempire.com](http://sunsetempire.com)



# CHALK ART CONTEST

July 29, 2023

Seaside Promenade



Artists will create art on the Seaside Promenade at the Turnaround starting at 9am, with judging and an awards ceremony with prizes that afternoon!

This event is open to artists of all ages and skill levels.

The entrance fee for the contest is \$35 and includes a set of Street Chalk Pastels and other supplies to create chalk art on the Prom!



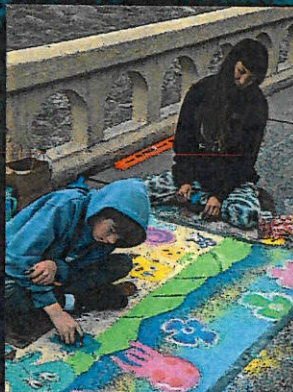
Registration is open now!  
Visit [SunsetEmpire.com](http://SunsetEmpire.com)

This event is a Seaside High School Pacifica Project and is funded by a grant from Juan Young Trust.

# Concurso de Arte Contiza

## 29 de Julio

### Seaside Promenade



¡Los artistas crearán arte en el Seaside Promenade en Turnaround a partir de las 9 a. m., con evaluación y una ceremonia de premiación con premios esa tarde!

Este evento está abierto a artistas de todas las edades y niveles de habilidad.

¡La tarifa de entrada para el concurso es de \$35 e incluye un juego de Street Chalk Pastels y otros suministros para crear arte con tiza en el baile de graduación!



¡La inscripción ya está abierta!  
Visite [SunsetEmpire.com](http://SunsetEmpire.com)

Este evento es un proyecto Pacifica de Seaside High School y está financiado por una subvención de Juan Young Trust.