

**Sunset Empire Park & Recreation District: Board Meeting Agenda**  
**Tuesday, April 23, 2024**

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

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

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Recognition of SEPRD Employee of the Month: Hannah Toole
5. Public Comment
6. Correspondence
  - A. Letter to Congresswoman Suzanne Bonamici, Re/Special District Grant Accessibility Act
  - B. Letter from City Council re/Conditional Use (Final Decision)
  - C. Letter from Seaside Planning Commission re/SRC Change of Use (Final Decision)
7. Approval of Board Meeting Minutes: March 21, 2024
8. Review Financials: March 2024
9. Staff Presentation: Chris McCollister, SEPRD Finance Manager
10. Old Business
  - A. Goals for 2024
  - B. Occupancy Update
    1. Fire Suppression System- Update
    2. Conditional Use Permit Application
  - C. Broadway Field Update
    1. Softball Field Project
    2. Community Garden Relocation
  - D. Strategic Plan Update
  - E. Previous Presentations
    1. Expansion of District Boundaries
      - Review memo and candidates for interviews with Oregon Solutions
    2. System's Development Charges
      - Review proposal from FCS
11. New Business
  - A. Request for Proposal, Banking Services for the District
  - B. Board of Directors Training Requirement
12. Executive Director Report
  - A. Special Events Recap/Meetings & Events Upcoming
    1. 1<sup>st</sup> Budget Committee Meeting: April 30
    2. 2<sup>nd</sup> Budget Committee Meeting: May 14
    3. Spring SEPRD Staff Training: May 16
    4. May Board Meeting: May 28

- 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:

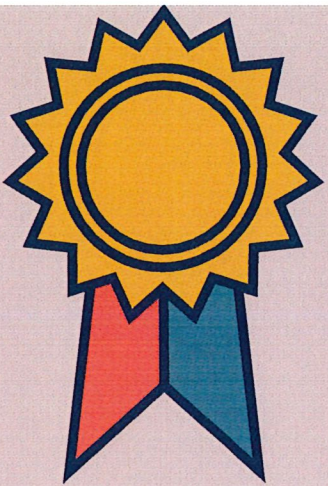
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**SEPRD is inviting you to a scheduled Zoom meeting.**

**Topic:** SEPRD Board Meeting

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





**SUNSET  
EMPIRE**  
PARK + RECREATION DISTRICT

**PAUSE FOR APPLAUSE**

**MARCH 2024 WINNER**

AWARDED TO:

**HANNAH TOOLE**

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

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**Skyler Archibald**  
EXECUTIVE DIRECTOR

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**Katharine Parker**  
BOARD PRESIDENT







**Please Support the *Special District Grant Accessibility Act* (H.R. 7525)**

April 18, 2024

The Honorable Suzanne Bonamici  
U.S. House of Representatives  
2231 Rayburn House Office Building  
Washington, D.C. 20515

Dear Representative Bonamici

On behalf of the Sunset Empire Park & Recreation District in Seaside, Oregon, I'm writing to request that you support the *Special District Grant Accessibility Act* (H.R. 7525). This important bipartisan legislation was overwhelmingly approved by the House Oversight and Accountability Committee on March 7 and is now awaiting action by the full House. We urge you to work with congressional leadership to ensure that the legislation is considered in a timely fashion.

H.R. 7525 would require the Office of Management and Budget (OMB) to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations. The bill also would codify in federal law a long-overdue, formal definition of "special district."

Special districts are local governments created by the people of a community to deliver specialized services essential to their health, safety, economy and well-being. In the state of Oregon there are over 1,000 special districts providing a broad range of public services, including fire protection, drinking water and wastewater services, healthcare, transit, natural resource conservation, mosquito abatement, and many more essential local services.

Despite the prevalence of special districts throughout the United States, federal law lacks a consistent definition of special purpose units of local government. As a result, some special districts face challenges in accessing federal funding opportunities and are commonly omitted from the definition of eligible units of local government in legislative proposals that authorize federal programs and funding. Moreover, special districts lack official population figures and are therefore not recognized by the U.S. Census Bureau as "geographic units of government." As a result, special districts are unable to gain access to certain formula-driven grants and resources.

Again, we urge you to support the *Special District Grant Accessibility Act* and to work with your House colleagues to prioritize passage of this critically important bill.

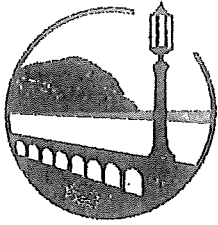
Thank you for considering this request. If you have any questions or if you need any additional information, please feel free to reach out to me.

Sincerely,

Skyler Archibald

Executive Director, Sunset Empire Park & Recreation District, [sarchibald@sunsetempire.com](mailto:sarchibald@sunsetempire.com)





**CITY OF SEASIDE**

**City Council  
Notice of Final Decision**

**APPLICATION(S):** 769-24-000021-PLNG – Modification of a Conditional Use – Appeal of 769-24-000007

**MEETING DATE:** April 8, 2024, 2024

**MAILED DATE:** April 9, 2024

**Applicant:** Josh Modin, ZCS Engineering & Architecture  
Susan Penrod, Seaside School District

**Owner:** Sunset Empire Park and Recreation District

**Location:** 1140/1120 Broadway St., Seaside OR 9713  
(61022BB4700/4800)

**Staff Contact:** Jeff Flory, Community Development Director

**Request Summary:**

The applicant appealed the Planning Commission’s decision to their previous request to modify their conditions of use. The applicant requested the Council overturn the Planning Commission's requirement to place 40-foot tall netting along the first base line and the requirement to keep the netting on the north fence line up year-round.

**City Council Decision:**

On April 9, 2024, the Seaside City Council modified Condition 5 of the Seaside School District conditional use to read:

**Condition 5:**

The netting along the north property line is required to be in place annually prior to the start of organized baseball and softball play and remain in place through the end of organized baseball and softball play.

**Appeal Provisions:**

The Council’s decisions may be appealed in accordance with Oregon Revised Statute 197.830 which generally requires the following:

The Notice of Intent to Appeal and the required fees must be filed at LUBA within 21 days after the land use decision becomes final as described by OAR 661-010-0010(3). If the deadline is missed, LUBA will dismiss the appeal. Under LUBA’s rules (OAR 661-010-0015(1)(b)), the date of filing a Notice of Intent to Appeal is either the date the Notice is actually received by LUBA or the date the Notice is mailed, provided it is mailed by registered or certified mail and the party filing the Notice obtains a receipt stamped by the U.S. Postal Service showing the date mailed and the certified or registered number.

If you have any questions regarding this decision or the appeal process, please contact the Community Development Department at (503)738-7100. The Notice of Decision date and appeal deadline are listed below. Appeals must be submitted or postmarked by this deadline.

**Date of Notice of Final Decision:** Wednesday, April 9, 2024



**CITY COUNCIL DECISION:**

On April 8, 2024, the Seaside City Council approved the applicant's appeal which overturns the Planning Commission's decision regarding Condition 5 of the prior request to modify the applicant's conditional use approval to construct a softball field at the Broadway Field complex.

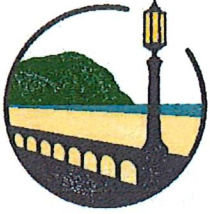
The City Council's final decision was supported by the applicant's submitted justification, the information in the staff report, and any substantive testimony or evidence that was provided during the public hearing process. This information was used to establish the findings, justification statements, and conclusions adopted by the Council. This approval will modify condition 5 to read:

**Condition 5:**

The netting along the north property line is required to be in place annually prior to the start of organized baseball and softball play and remain in place through the end of organized baseball and softball play.

Although they are not conditions of approval, the following is a reminder to the applicant.

- All necessary permits (such as structural, plumbing, mechanical, electrical, change of occupancy, etc.) must be obtained prior to development.
- As with any permit, the applicant must meet all applicable standards in the Seaside Zoning Ordinance (e.g. erosion control, drainage, flood plain) that were not waived by this conditional use and meet any other applicable City of Seaside Ordinances.
- The conditional use will become void one (1) year from the date of the decision unless the permit is utilized or an extension of time is approved in the manner prescribed under the Seaside Zoning Ordinance.



**CITY OF  
SEASIDE**

## **Planning Commission Notice of Final Decision**

**APPLICATION(S):** 769-23-000075-PLNG – Conditional Use  
**MEETING DATE:** March 5, 2024  
**MAILED DATE:** March 6, 2024

**Applicant:** Brandon Dole, Scott Edwards Architecture  
**Owner:** Sunset Empire Park and Recreation District  
**Location:** 1120 Broadway St., Seaside OR 97138 (6-10-22BB-04700)  
**Staff Contact:** Jeff Flory, Community Development Director

### **Request Summary:**

A conditional use request by Sunset Empire Park and Recreation District (SEPRD) for a change of use of the building that is the former Broadway Middle School to a Public Recreation Facility.

### **Planning Commission Decision:**

On March 5, 2024, the Seaside Planning Commission approved the above-referenced request in accordance with the provisions in the City of Seaside Zoning Ordinance and the Comprehensive Plan. This approval will allow the applicant to redevelop the former Broadway Middle School into a recreation center with office space, daycare, and other facilities.

### **Appeal Provisions:**

The Planning Commission's decision may be appealed in accordance with Section 10.068 of the Seaside Zoning Ordinance which states:

Any action or ruling of the Planning Commission pursuant to this Ordinance may be appealed to the City Council within fifteen (15) days after the Notice of Decision is provided pursuant to Section 10.066. Written notice of the appeal shall be filed with the City Auditor. If the appeal is not filed (or postmarked) within the fifteen (15) day period, the decision of the Planning Commission shall be final. If the appeal is filed, the City Council shall receive a report and recommendation on it from the Planning Commission and shall hold a public hearing on the appeal.

The appeal must be filed at the Planning Department (located at 1387 Ave. U) or mailed to 989 Broadway, Seaside, OR 97138. The appeal must include the applicable fee of \$625.00.

If you have any questions regarding this decision or the appeal process, please contact the Community Development Department at (503)738-7100. The Notice of Decision date and appeal deadline are listed below. Appeals must be submitted or postmarked by this deadline.

**Date of Notice of Final Decision:**  
**Last Day to Appeal:**

**Wednesday, March 6, 2024**  
**Thursday, March 21, 2024**

**PLANNING COMMISSION DECISION:**

On March 5, 2024, the Seaside Planning Commission approved the above-referenced request in accordance with the provisions in the City of Seaside Zoning Ordinance and the Comprehensive Plan.

The Planning Commission’s final decision was supported by the applicant’s submitted justification, the adopted information in the staff report, and any substantive testimony or evidence that was provided during the public hearing process. This information was used to establish the findings, justification statements, and conclusions adopted by the Commission. This approval will allow the applicant to redevelop the former Broadway Middle School into a recreation center with office space, daycare, and other facilities.

In addition to the findings, justifications, statements, and conclusions adopted by the Commission; the request was approved subject to the applicant satisfying the following condition(s):

**Condition 1:** Minor modifications to the applicant’s proposed plan must be reviewed and approved by the Community Development Director. These could be required to comply with other code issues applicable to the request or reduce impacts to the neighboring properties. Any major changes or conflicts over a proposed modification will be reviewed with the Planning Commission before any final approval.

**Condition 2:** The applicant’s final development plans must show that all exterior lighting fixtures will be designed to eliminate glare in accordance with the City’s outdoor lighting ordinance.

**Condition 3:** The applicant has not submitted a plan for future signage for the SRC. Future signage will be consistent with the City’s adopted sign ordinance.

**Condition 4:** SEPRD will work with other partners in the SRC/Broadway Field site to implement the recommended mitigations that may be identified in the future Traffic Impact Analysis that will be conducted by the applicant’s traffic engineer.

Although they are not conditions of approval, the following is a reminder to the applicant.

- All necessary permits (such as structural, plumbing, mechanical, electrical, change of occupancy, etc.) must be obtained prior to development.
- As with any permit, the applicant must meet all applicable standards in the Seaside Zoning Ordinance (e.g. erosion control, drainage, flood plain) that were not waived by this conditional use and meet any other applicable City of Seaside Ordinances.
- The conditional use will become void one (1) year from the date of the decision unless the permit is utilized or an extension of time is approved in the manner prescribed under the Seaside Zoning Ordinance.



**FINAL DECISION JUSTIFICATION SUMMARY:**

The Planning Commission's final decision was supported by the Applicant's submitted justification, the adopted information in the staff report, & any substantive testimony or evidence that was provided during the public hearing process. The staff report provided findings, justifications, conclusions & conditions to support the Commission's final decision, subject to any modifications. If any information in the report was modified by the Commission prior to adoption by deleting, adding, or amending the findings, conditions, or conclusions; they are noted below.

**FINAL PLANNING COMMISSION DECISION MODIFICATION**

In addition to the original staff report's findings, justification statements, and conclusions adopted by the Commission; the request was approved subject to the following amendments to the information included in the staff report:

The Planning Commission approved the conditional use based on the proposed parking plan for the site as presented instead of utilizing the campus-wide parking availability as part of the necessary parking.



**BOARD MEETING MINUTES**

**SUNSET EMPIRE PARK & RECREATION DISTRICT**

**MARCH 21, 2024, 5:15PM**

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

<b>CALL TO ORDER</b>	The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:15pm 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, Chris McCollister, Haley Wilding, Isaiah Collins (SEPRD Staff)
<b>PLEDGE OF ALLEGIANCE</b>	Led by Parker.
<b>DECLARATION OF POTENTIAL CONFLICT OF INTEREST</b>	Board President Parker asked for any conflicts of interest. There were no conflicts of interest declared.
<b>INTRODUCTION TO JOHN DONOVAN (OREGON SOLUTIONS) &amp; TONY SALVADOR (DIRECTOR OF NATIONAL POLICY CONSENSUS CENTER)</b>	The Board and invited guests had a conversation and answered questions about working together to help SEPRD explore an expansion of District boundaries. The group specializes in impartial facilitation and problem solving to community challenges.
<b>RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH: HOLLY MAINE</b>	The Board recognized the work of Holly Maine, a Patrons Relations Specialist.
<b>PUBLIC COMMENT</b>	There was no public comment this month.
<b>CORRESPONDENCE</b>	There was no correspondence this month.
<b>APPROVAL OF BOARD MEETING MINUTES</b>	The Board reviewed the meeting minutes from the Board Meeting held on February 27, 2024. After review, <i>the Board unanimously voted to approve the Meeting Minutes from the February 27, 2024 Meeting (Bodner/Gorman).</i>



**APPROVAL OF FINANCIALS**

The Board received and reviewed the Financial Statements from February 2024. After review, *the Board unanimously approved the February 2024 Financials as presented (Gorman/Coddington).*

**OLD BUSINESS**

OCCUPANCY UPDATE: Mr. Archibald provided an update regarding the Fire Alarm System and the Conditional Use Permit Application. Project plans for the fire alarm system have been resubmitted and work will begin soon.

The Board discussed the Conditional Use Permit Application which was reviewed and approved by the Seaside Planning Commission earlier in March. Mr. Archibald thanked the community members and volunteers as well as Vice-President Bodner for their leadership and efforts in helping that happen.

BROADWAY FIELD UPDATE: Mr. Archibald shared an update regarding Broadway Field and shared some pictures of the construction update from the softball field project at Broadway Field.

COMMUNITY GARDEN RELOCATION: Mr. Archibald shared that the District is nearing the completion of an IGA to fund the revamped Railroad Garden location and working with the City to strategize that work and market the opportunity.

STRATEGIC PLAN UPDATE: Mr. Archibald updated the Board on the Strategic Plan. The Board will need to decide on including an introductory letter from the Board and the Board asked Vice-President Bodner to assist with that.

PREVIOUS PRESENTATIONS: Mr. Archibald and the Board discussed the possibility of partnering with Oregon Solutions on the Expansion of District Boundaries. The Board would like to continue this discussion and asked Mr. Archibald to discuss it more with Oregon Solutions.

The Board also discussed a proposal received by FCS Group. The Board asked about the total project cost and about the feasibility of using the Board discretionary funds allocated in the Budget. *After discussion the Board voted to approve moving forward with the proposal by FCS group and directed Mr. Archibald to do so (Hinton/Bodner, Coddington abstaining).*

**NEW BUSINESS**

SPECIAL DISTRICT GRANT ACCESSIBILITY ACT: Mr. Archibald reviewed the Special District Grant Accessibility Act, surfacing the advocacy need to the Board level for support.

BUDGET COMMITTEE: The Board reviewed a proposed schedule for upcoming Budget Committee Meetings and the budget committee composition. The Budget Committee consists of: Katharine Parker, Celeste Bodner, Kyle Gorman, Su Coddington, Michael Hinton, Jamie Bingham, Bill Montero, Jay Stirling and the Board accepted the applications of Paul McCarthy and Tracy MacDonald for the Budget Committee vacancies. *After review the Board unanimously voted to approve the Budget Committee as proposed (Bodner/Coddington).*

GOALS FOR 2024:

OUT OF DISTRICT RATES:

BOARD OF DIRECTORS TRAINING REQUIREMENT: The Board is required under the new ORS statute to take an ethics training course annually but information regarding the training has not been finalized.

**EXECUTIVE SESSION** *The Board unanimously voted to go to Executive Session (Bodner/Hinton) for the purpose of “conducting deliberations with persons designated by the governing body to negotiate real property transactions: pursuant to ORS 192.660(1)(e).*

*The Board unanimously voted to leave Executive Session and reconvene the General Board Meeting (Bodner/Hinton).*

**BOARD ACTION** *The Board unanimously voted to authorize Mr. Archibald to move forward with the contract as discussed in Executive Session (Gorman/Coddington).*

**EXECUTIVE DIRECTOR REPORT** Mr. Archibald provided an update on the following items:  
- SPECIAL EVENT RECAP/MEETINGS & EVENTS UPCOMING: Mr. Archibald shared a report about events which include the Egg Hunt, Budget Committee Meetings and Spring Staff Training.

**BOARD COMMENT** **Director Coddington** praised Holly Maine and thanked the guests of the meeting and stated that she was impressed with what they had to say. She expressed gratitude for the engagement to the Board, the skills and time that the Board gives and that she is also grateful for the patrons and thankful for the staff. She stated her perspective that the staff is superior, friendly, and reviewed a situation that left her feeling impressed with the lifeguard so the District.

**Director Gorman** shared that the lifeguards have had an awesome two months. He shared his experience from last month at the City Comprehensive plan meeting and that the biggest challenges were on traffic and vacation rental dwellings. He shared that he had recently traveled for a conference in Florida and saw Katie Leddecky swim and he also thanked Holly and our presenters from Oregon Solutions for a great conversation.

**Board Vice-President Bodner** reflected on the vision that the Board created when the District purchased the SRC four years ago and the momentous occurrence to get the occupancy thru. She talked about the partnership with other entities and the fantastic staff that have helped march things along and she thanked the other Board Members for their leadership and efforts.

**Director Hinton** talked about the transitions that the Board has seen from 2019-2022 to now and his perspective. He shared that he had met Miss. Clatsop County and that the City Parks Committee has been conducting surveys on the future of the North 40 park complex, with most respondents indicating their desire for a sports complex.

**Board President Parker** congratulated Holly Maine and her appreciation for the presenters from Oregon Solutions and thanked Mr. Archibald for helping

accomplish some of the long-standing projects. She shared that the Board is working together to leave a legacy for the District.

**ADJOURNMENT**

*The meeting was adjourned at 8:00pm 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: **75.00%**

Through March 31, 2024	FY-to-Date	Annual Budget	Remaining	% Used
<b>REVENUES--</b>				
Aquatics	144,108.30	166,000.00	21,891.70	86.81%
Building Fund	0.00	156,000.00	156,000.00	0.00%
Broadway Field Fund	15,828.92	60,000.00	44,171.08	26.38%
Community Center	79,196.41	93,800.00	14,603.59	84.43%
Recreation	54,916.39	101,500.00	46,583.61	54.10%
Special Events	53,186.34	41,950.00	-11,236.34	126.79%
Sunset Recreation Center	63,477.49	895,000.00	831,522.51	7.09%
Youth Center	226,688.86	445,000.00	218,311.14	50.94%
Taxes & Other	2,034,082.59	1,971,360.00	-62,722.59	103.18%
<b>Total Revenues</b>	<b>2,671,485.30</b>	<b>3,930,610.00</b>	<b>1,259,124.70</b>	<b>67.97%</b>
<b>EXPENSES--</b>				
AD Staffing	291,426.66	378,500.00	87,073.34	77.00%
AD PR Taxes and Benefits	80,862.70	109,000.00	28,137.30	74.19%
AD Materials, Supplies, and Services	266,863.52	255,000.00	-11,863.52	104.65%
<i>Sub-total AD Expenses</i>	<i>639,152.88</i>	<i>742,500.00</i>	<i>103,347.12</i>	<i>86.08%</i>
AQ Staffing	392,054.90	486,375.00	94,320.10	80.61%
AQ PR Taxes and Benefits	61,513.88	84,900.00	23,386.12	72.45%
AQ Materials, Supplies, and Services	77,791.59	127,000.00	49,208.41	61.25%
<i>Sub-total AQ Expenses</i>	<i>531,360.37</i>	<i>698,275.00</i>	<i>166,914.63</i>	<i>76.10%</i>
CF Capital/Board Discretion Expense	0.00	250,000.00	250,000.00	0.00%
<i>Sub-total BF Expenses</i>	<i>0.00</i>	<i>250,000.00</i>	<i>250,000.00</i>	<i>0.00%</i>
BRF Staffing	1,462.38	30,000.00	28,537.62	4.87%
BRF PR Taxes and Benefits	112.50	2,750.00	2,637.50	4.09%
BRF Materials, Supplies, and Services	19,306.99	23,750.00	4,443.01	81.29%
<i>Sub-total BRF Expenses</i>	<i>20,881.87</i>	<i>56,500.00</i>	<i>35,618.13</i>	<i>36.96%</i>
CC Staffing	75,138.36	119,300.00	44,161.64	62.98%
CC PR Taxes and Benefits	9,600.35	16,600.00	6,999.65	57.83%
CC Material, Supplies, and Services	15,819.00	30,000.00	14,181.00	52.73%
<i>Sub-total CC Expenses</i>	<i>100,557.71</i>	<i>165,900.00</i>	<i>65,342.29</i>	<i>60.61%</i>
MNT Staffing	145,722.35	196,000.00	50,277.65	74.35%
MNT PR Taxes and Benefits	44,763.85	61,500.00	16,736.15	72.79%
MNT Materials, Supplies, and Services	154,969.02	195,250.00	40,280.98	79.37%
<i>Sub-total MNT Expenses</i>	<i>345,455.22</i>	<i>452,750.00</i>	<i>107,294.78</i>	<i>76.30%</i>
RC Staffing	86,046.52	83,505.00	-2,541.52	103.04%
RC PR Taxes and Benefits	14,714.21	22,000.00	7,285.79	66.88%
RC Materials, Supplies, and Services	21,360.68	69,550.00	48,189.32	30.71%
<i>Sub-total RC Expenses</i>	<i>122,121.41</i>	<i>175,055.00</i>	<i>52,933.59</i>	<i>69.76%</i>
SE Staffing	31,015.77	39,350.00	8,334.23	78.82%
SE PR Taxes and Benefits	11,182.66	22,700.00	11,517.34	49.26%
SE Materials, Supplies, and Services	30,398.13	29,150.00	-1,248.13	104.28%
<i>Sub-total SE Expenses</i>	<i>72,596.56</i>	<i>91,200.00</i>	<i>18,603.44</i>	<i>79.60%</i>
SRC Staffing	38,581.97	30,000.00	-8,581.97	128.61%
SRC PR Taxes and Benefits	2,967.46	4,200.00	1,232.54	70.65%
SRC Materials, Supplies, and Services	296,555.77	704,800.00	408,244.23	42.08%
<i>Sub-total SRC Expenses</i>	<i>338,105.20</i>	<i>739,000.00</i>	<i>400,894.80</i>	<i>45.75%</i>
YC Staffing	429,149.08	576,350.00	147,200.92	74.46%
YC PR Taxes	63,075.04	83,500.00	20,424.96	75.54%
YC Materials, Supplies, and Services	27,315.25	72,500.00	45,184.75	37.68%
<i>Sub-total YC Expenses</i>	<i>519,539.37</i>	<i>732,350.00</i>	<i>212,810.63</i>	<i>70.94%</i>
<b>Total Expenses</b>	<b>2,689,770.59</b>	<b>4,103,530.00</b>	<b>1,413,759.41</b>	<b>65.55%</b>
<b>Revenues Plus Net Working Capital</b>	<b>3,175,654.30</b>	<b>4,434,779.00</b>	<b>1,259,124.70</b>	<b>71.61%</b>

## March 2024 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
<b>ADMINISTRATION</b>						
Exempt Staff	4.30	\$ 184,187.88	\$ 24,616.10	\$ 51,513.65	\$ -	\$ 260,317.63
Non-exempt Staff	1.50	\$ 62,051.18	\$ 4,732.95	\$ -	\$ -	\$ 66,784.13
<b>Sub-total</b>	<b>5.80</b>	<b>\$ 246,239.06</b>	<b>\$ 29,349.05</b>	<b>\$ 51,513.65</b>	<b>\$ -</b>	<b>\$ 327,101.76</b>
<b>MAINTENANCE</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 145,722.35	\$ 14,220.31	\$ 30,543.54	\$ -	\$ 190,486.20
<b>Sub-total</b>	<b>3.87</b>	<b>\$ 145,722.35</b>	<b>\$ 14,220.31</b>	<b>\$ 30,543.54</b>	<b>\$ -</b>	<b>\$ 190,486.20</b>
<b>AQUATICS</b>						
Exempt Staff	1.40	\$ 65,162.53	\$ 7,124.46	\$ 22,228.20	\$ -	\$ 94,515.19
Non-exempt Staff	12.67	\$ 326,791.34	\$ 32,161.22	\$ -	\$ -	\$ 358,952.56
<b>Sub-total</b>	<b>14.07</b>	<b>\$ 391,953.87</b>	<b>\$ 39,285.68</b>	<b>\$ 22,228.20</b>	<b>\$ -</b>	<b>\$ 453,467.75</b>
<b>RECREATION</b>						
Exempt Staff	0.20	\$ 12,452.84	\$ 1,997.41	\$ 8,020.94	\$ -	\$ 22,471.19
Non-exempt Staff	0.85	\$ 51,917.46	\$ 4,695.86	\$ -	\$ -	\$ 56,613.32
<b>Sub-total</b>	<b>1.05</b>	<b>\$ 64,370.30</b>	<b>\$ 6,693.27</b>	<b>\$ 8,020.94</b>	<b>\$ -</b>	<b>\$ 79,084.51</b>
<b>YOUTH PROGRAMS</b>						
Exempt Staff	1.30	\$ 62,981.57	\$ -	\$ 21,809.86	\$ -	\$ 84,791.43
Non-exempt Staff	11.80	\$ 366,167.51	\$ -	\$ -	\$ -	\$ 366,167.51
<b>Sub-total</b>	<b>13.10</b>	<b>\$ 429,149.08</b>		<b>\$ 21,809.86</b>	<b>\$ -</b>	<b>\$ 450,958.94</b>
<b>COMMUNITY CENTER</b>						
Exempt Staff	0.15	\$ 9,166.03	\$ 756.98	\$ 2,167.52	\$ -	\$ 12,090.53
Non-exempt Staff	2.70	\$ 65,972.33	\$ 6,675.85	\$ -	\$ -	\$ 72,648.18
<b>Sub-total</b>	<b>2.85</b>	<b>\$ 75,138.36</b>	<b>\$ 7,432.83</b>	<b>\$ 2,167.52</b>	<b>\$ -</b>	<b>\$ 84,738.71</b>
<b>SPECIAL EVENTS</b>						
Exempt Staff	0.65	\$ 31,015.77	\$ 2,977.47	\$ 6,720.81	\$ -	\$ 40,714.05
Non-exempt Staff	0.50	\$ 18,556.91	\$ 1,484.38	\$ -	\$ -	\$ 20,041.29
<b>Sub-total</b>	<b>1.15</b>	<b>\$ 49,572.68</b>	<b>\$ 4,461.85</b>	<b>\$ 6,720.81</b>	<b>\$ -</b>	<b>\$ 60,755.34</b>
<b>BROADWAY FIELD FUND</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 1,462.38	\$ 112.50	\$ -	\$ -	\$ 1,574.88
<b>Sub-total</b>	<b>0.37</b>	<b>\$ 1,462.38</b>	<b>\$ 112.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,574.88</b>
<b>SRC FUND</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 38,581.97	\$ 2,967.46	\$ -	\$ -	\$ 41,549.43
<b>Sub-total</b>	<b>4.20</b>	<b>\$ 38,581.97</b>	<b>\$ 2,967.46</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,549.43</b>
<b>TOTAL</b>	<b>46.46</b>	<b>\$ 1,442,190.05</b>	<b>\$ 104,522.95</b>	<b>\$ 143,004.52</b>	<b>\$ -</b>	<b>\$ 1,689,717.52</b>



# Check Report

By Check Number

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: General-General</b>						
VEN01140	CBM Systems, LLC	03/06/2024	Regular	0.00	4,135.81	47616
00187	DMT Auto Parts	03/06/2024	Regular	0.00	180.49	47617
VEN01072	Evans Pumbing Inc	03/06/2024	Regular	0.00	2,027.29	47618
00099	GRAINGER	03/06/2024	Regular	0.00	481.44	47619
01492	LEVI CONNER	03/06/2024	Regular	0.00	210.25	47620
00150	NORTHWEST NATURAL	03/06/2024	Regular	0.00	5,420.72	47621
01387	RICOH USA, INC.	03/06/2024	Regular	0.00	15.34	47622
01384	Skyler Archibald	03/06/2024	Regular	0.00	203.01	47623
VEN01195	Tuff Puffin	03/06/2024	Regular	0.00	1,385.60	47624
00454	WALTER NELSON CO.	03/06/2024	Regular	0.00	559.56	47625
01726	Wilcox & Flegel	03/06/2024	Regular	0.00	213.96	47626
00829	ACE HARDWARE - SEASIDE	03/11/2024	Regular	0.00	46.52	47627
00312	AIRGAS USA, LLC	03/11/2024	Regular	0.00	315.67	47628
00549	BUILDERS FIRSTSOURCE	03/11/2024	Regular	0.00	564.85	47629
VEN01048	Carolyn Heymann	03/11/2024	Regular	0.00	63.00	47630
00654	ELIZABETH MACDONALD	03/11/2024	Regular	0.00	68.89	47631
00096	GEORGIE'S CERAMIC & CLAY	03/11/2024	Regular	0.00	315.00	47632
00099	GRAINGER	03/11/2024	Regular	0.00	633.41	47633
VEN01071	Jacobs Radio	03/11/2024	Regular	0.00	199.00	47634
01223	Jeane Jensen	03/11/2024	Regular	0.00	540.00	47635
01795	KLOSH GROUP INC	03/11/2024	Regular	0.00	4,751.42	47636
00161	PACIFIC POWER	03/11/2024	Regular	0.00	6,717.35	47637
01040	RECOLOGY WESTERN OREGON	03/11/2024	Regular	0.00	1,360.18	47638
VEN01170	Robert McQuillen	03/11/2024	Regular	0.00	200.00	47639
01133	SDIS	03/11/2024	Regular	0.00	15,075.62	47640
VEN01292	Seaside Jazz Trio	03/11/2024	Regular	0.00	223.00	47641
00966	THE SHERWIN-WILLIAMS COMPANY	03/11/2024	Regular	0.00	15.57	47642
01758	COLUMBIA LOCKSMITH LLC	03/11/2024	Regular	0.00	4,531.00	47643
01758	COLUMBIA LOCKSMITH LLC	03/25/2024	Regular	0.00	-4,531.00	47643
00312	AIRGAS USA, LLC	03/19/2024	Regular	0.00	555.91	47644
VEN01242	CONVERGINT	03/19/2024	Regular	0.00	9,500.00	47645
VEN01293	FieldTurf USA Inc.	03/19/2024	Regular	0.00	1,606.00	47646
00099	GRAINGER	03/19/2024	Regular	0.00	347.67	47647
01382	KBGE-FM	03/19/2024	Regular	0.00	200.00	47648
00882	LOGOTEK, INC.	03/19/2024	Regular	0.00	468.00	47649
01388	MediAmerica	03/19/2024	Regular	0.00	440.00	47650
01756	Northwest Local Government Legal Advisor	03/19/2024	Regular	0.00	399.00	47651
VEN01193	Playful Pickleball LLC	03/19/2024	Regular	0.00	400.00	47652
00434	RICOH USA	03/19/2024	Regular	0.00	176.64	47653
VEN01188	S&F Land Services	03/19/2024	Regular	0.00	1,030.00	47654
01384	Skyler Archibald	03/19/2024	Regular	0.00	177.59	47655
00900	STAPLES	03/19/2024	Regular	0.00	658.60	47656
00225	Water Gear Inc.	03/19/2024	Regular	0.00	1,584.99	47657
01510	Wave	03/19/2024	Regular	0.00	967.05	47658
01758	COLUMBIA LOCKSMITH LLC	03/25/2024	Regular	0.00	4,531.00	47659
VEN01286	Cole Industrial Inc.	03/28/2024	Regular	0.00	2,507.60	47660
01758	COLUMBIA LOCKSMITH LLC	03/28/2024	Regular	0.00	260.00	47661
01651	Fire Extinguisher service	03/28/2024	Regular	0.00	1,896.95	47662
00099	GRAINGER	03/28/2024	Regular	0.00	141.95	47663
01492	LEVI CONNER	03/28/2024	Regular	0.00	215.74	47664
00141	MESHER SUPPLY	03/28/2024	Regular	0.00	600.60	47665
00371	POOL & SPA HOUSE	03/28/2024	Regular	0.00	560.89	47666
00434	RICOH USA	03/28/2024	Regular	0.00	79.65	47667

Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01190	Scott Edwards Architecture	03/28/2024	Regular	0.00	247.50	47668

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	53	0.00	80,007.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-4,531.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	70	54	0.00	75,476.28



Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Payroll-Payroll</b>						
01793	US Treasury	03/31/2024	Bank Draft	0.00	2,038.36	DFT0001328
01793	US Treasury	03/31/2024	Bank Draft	0.00	8,715.64	DFT0001329
01734	Oregon Department of Revenue	03/31/2024	Bank Draft	0.00	4,598.19	DFT0001330
01793	US Treasury	03/31/2024	Bank Draft	0.00	5,337.01	DFT0001331
01793	US Treasury	03/31/2024	Bank Draft	0.00	154.24	DFT0001336
01793	US Treasury	03/31/2024	Bank Draft	0.00	659.52	DFT0001337
01734	Oregon Department of Revenue	03/31/2024	Bank Draft	0.00	355.89	DFT0001338
01793	US Treasury	03/31/2024	Bank Draft	0.00	574.81	DFT0001339
01793	US Treasury	03/31/2024	Bank Draft	0.00	2,063.68	DFT0001350
01793	US Treasury	03/31/2024	Bank Draft	0.00	8,823.58	DFT0001351
01734	Oregon Department of Revenue	03/31/2024	Bank Draft	0.00	4,694.06	DFT0001352
01793	US Treasury	03/31/2024	Bank Draft	0.00	5,337.25	DFT0001353
01793	US Treasury	03/31/2024	Bank Draft	0.00	32.10	DFT0001357
01793	US Treasury	03/31/2024	Bank Draft	0.00	137.24	DFT0001358
01734	Oregon Department of Revenue	03/31/2024	Bank Draft	0.00	45.64	DFT0001359
01793	US Treasury	03/31/2024	Bank Draft	0.00	2,087.14	DFT0001360
01793	US Treasury	03/31/2024	Bank Draft	0.00	8,923.92	DFT0001361
01734	Oregon Department of Revenue	03/31/2024	Bank Draft	0.00	4,772.13	DFT0001362
01793	US Treasury	03/31/2024	Bank Draft	0.00	5,446.57	DFT0001363
01793	US Treasury	03/31/2024	Bank Draft	0.00	58.74	DFT0001364
01793	US Treasury	03/31/2024	Bank Draft	0.00	251.22	DFT0001365
01734	Oregon Department of Revenue	03/31/2024	Bank Draft	0.00	123.21	DFT0001366
01793	US Treasury	03/31/2024	Bank Draft	0.00	17.26	DFT0001367

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	65,247.40
EFT's	0	0	0.00	0.00
	<b>23</b>	<b>23</b>	<b>0.00</b>	<b>65,247.40</b>



### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	53	0.00	80,007.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-4,531.00
Bank Drafts	23	23	0.00	65,247.40
EFT's	0	0	0.00	0.00
	<u>93</u>	<u>77</u>	<u>0.00</u>	<u>140,723.68</u>

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2024	<u>140,723.68</u>
			140,723.68

**SEPRD's Vendors**

<b>Vendor</b>	<b>Description</b>
Airgas	Co2 for pool
Ace Hardware	Maint. Supplies
BAMM! Promotional Products	Custom promotional products
American Red Cross	Training/Certification
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.
Convergint	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
Fire Extinguisher Service	Inspection of extinguishers
Franz Family Bakeries	YP Nutrition
Georgies Ceramic & Clay	Pottery Supplies
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
KBGE-FM (94.9)	Advertising
KMUN	Advertising
Logotek	Custom Printing
Mediamerica	Advertising
Meshor	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
Pacific Alarm Systems	Maintenance/Testing
Pacific Power	Electricity
Playful Pickleball	Recreation Contractor
Pitney Bowes	Postage/Lease of postage printer

**SEPRD's Vendors**

<b>Vendor</b>	<b>Description</b>
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
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 Fleigel	Fuel



NATIONAL POLICY CONSENSUS CENTER  
Hatfield School of Government

April 1, 2024

Skyler Archibald  
Executive Director  
Sunset Empire Parks and Recreation District  
Address,  
Seaside, OR 97138

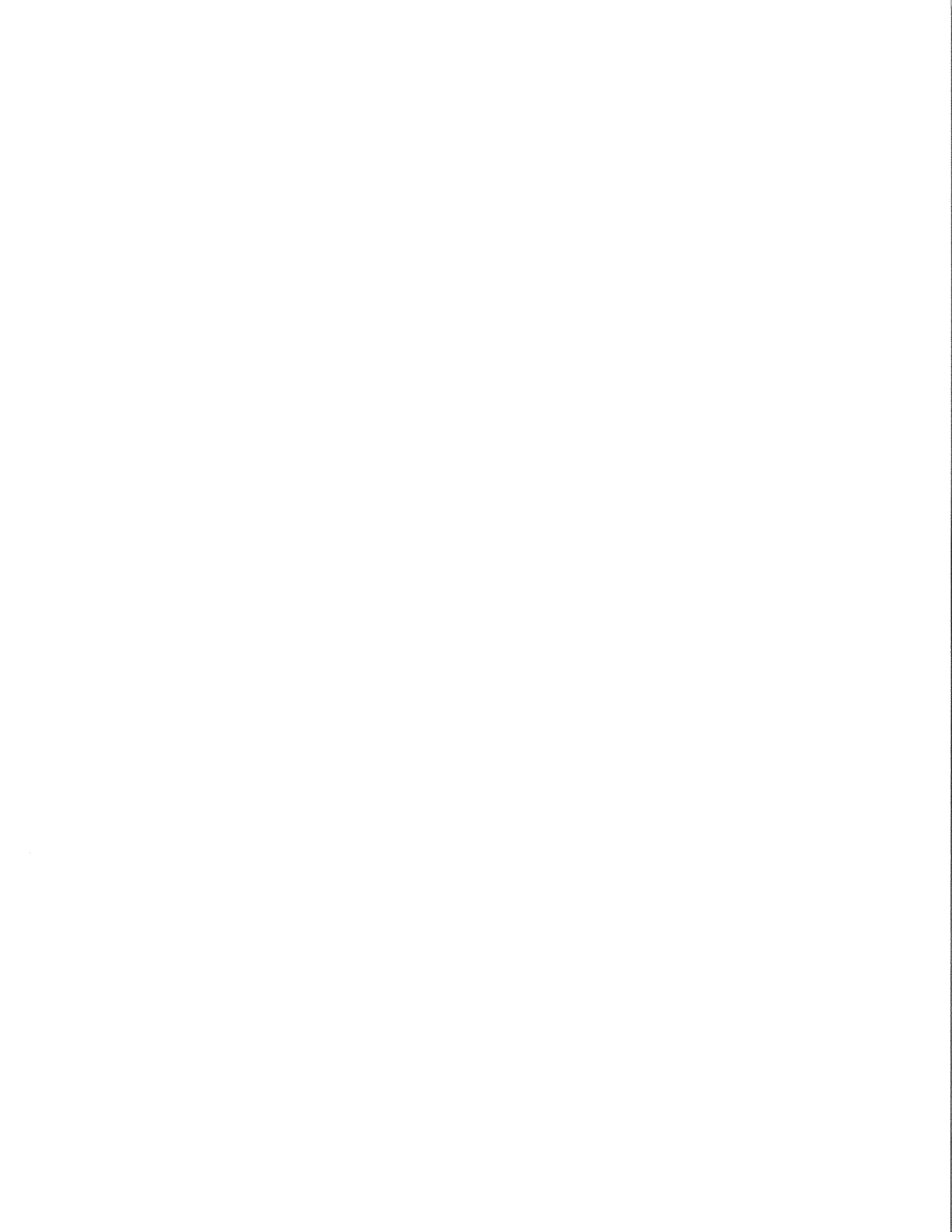
Dear Skyler,

Per our conversation last week, Oregon Solutions is pleased work with you to initiate an assessment on behalf of the Sunset Empire Parks and Recreation District in service to the SEPRD Board's ongoing interest in the possibility of expanding the district's service boundaries to include the residents of several communities currently not included in the service district's boundaries. We appreciate the information you have shared from the SEPRD board's meetings and supporting documents, and believe the assessment will help to clarify the opportunities and challenges in front of your district in terms of this important service boundary adjustment issue. If the assessment determines that an opportunity to work together on an Oregon Solutions project is advisable, we would follow up with you and your board to discuss how that process might go forward.

As you noted in the OS Pre-Assessment form, "SEPRD has geographical boundaries for tax revenue that do not represent the population we serve. Our boundaries encompass the city of Seaside and some unincorporated parts of Clatsop County but the boundaries do not include the cities of Gearhart or Cannon Beach (who we have traditionally served) and they do not include Warrenton, a growing community that needs Park & Rec services."

An assessment is conducted as a service to Oregon communities seeking consultation on issues and opportunities that indicate that a collaborative problem solving model may be helpful to address the situation. An assessment process begins with the written request and supporting information from one or more public or community entities that seek assistance (as you have already done). The process uses this documentation and the findings from 15-20 executive interviews to determine whether Oregon Solutions is the appropriate support system for the project. The interviews are not intended to be exhaustive; rather they seek to provide answers that will help determine the following:

- if there is a critical mass of necessary resources available for the project;
- if there are significant challenges or barriers to the success of the project, and what might be needed to overcome them;
- how to frame the project that will best articulate its intent and engage the resources necessary to make it successful;
- who are potential conveners with enough time, commitment, and leverage to provide leadership for the project;





- to what extent the project will address the triple bottom line of a prosperous economy, healthy environment, and equitable society; and
- what the benefits or potential adverse reactions to historically-underserved communities are.

The interviewees of this process are key stakeholders from the local, regional and state level who can provide a perspective on these questions and help Oregon Solutions to determine if the conditions are in place for the process we use to be productive. proceed to an Oregon Solutions process or provide other alternatives to moving forward with the project.

Here are some questions that we would propose to ask during the interview process:

Suggested assessment interview questions/topics after we introduce the purpose of the interview and ourselves:

1. Have you been involved in SEPRD efforts before? Explain: what/ when/ why/ how/ where/ with whom.
2. What do you think the goals should be for this effort?
3. What would success look like?
4. Are there critical issues needing to be resolved—what outcomes?
5. Are any of these unattainable because of differing views? What is the potential for resolution? Are there differences regarding technical data or policy?
6. Who do you think should sit at the table—public, private, civic stakeholders? Share with interviewees your list of others being interviewed.
7. What are the potential resources for a collaborative team process and for implementation work projects?
8. What are your key interests in this process? How do you see participation in this process helping your interests?
9. In previous efforts (if there have been any), who has not been at the table who should be in the future?
10. On a scale of one to ten, how difficult do you think it will be to reach consensus on the key issues?
11. How much do you think the outside (political people, including federal agencies) will affect the outcome?
12. How helpful would it be to develop and sign on to guiding principles and ground rules for effective group interaction?
13. What would happen if a collaborative process (whether Oregon Solutions or by other parties) were not convened?
14. Would this project improve social justice, diversity, and equity issues?

Oregon Solutions will provide a recommendation to the SEPRD on the findings from this assessment process within approximately two weeks of completing the interviews. I appreciate the robust list of potential stakeholders to consider, I plan to send you a list that incorporates your suggestions with some additional people to consider from our end tomorrow.

I hope this information is helpful, and that we can move to a discussion of the recommended stakeholders to interview as well as a refined interview question list early next week. Please let me know your availability to meet via Zoom for an hour next week.



Best regards,

John Donovan

Director, Oregon Solutions



**CONTRACT AGREEMENT**

**BETWEEN**

**FINANCIAL CONSULTING  
SOLUTIONS  
GROUP, INC.**  
Redmond Town Center  
7525 – 166<sup>th</sup> Ave. NE, Suite D-215  
Redmond, Washington 98052

**AND**

**Sunset Empire Park + Recreation  
District**  
1140 Broadway  
Seaside, OR 97138

**PROJECT: System Development Charge Study**

**THIS AGREEMENT** combines all understandings between the Parties regarding professional services for the Project named above and supersedes all prior proposals, quotations, solicitations, negotiations, representations, agreements or understandings, whether written or oral.

The performance of the professional services herein described and authorized by **Sunset Empire Park + Recreation District**, as well as payment for such services, shall be in accordance with the terms and conditions presented in this Agreement and the following Sections and Exhibits which are attached and incorporated by reference which, taken together, shall constitute the whole Agreement.

- Section I - Relationship of the Parties**
- Section II - Contract Provisions**
- Exhibit A - Scope of Work and Task Plan**
- Exhibit B - Fee Schedule**

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**APPROVED:**

**FINANCIAL CONSULTING  
SOLUTIONS GROUP, INC.**

**APPROVED:**

**Sunset Empire Park + Recreation District**

\_\_\_\_\_  
**John Ghilarducci**  
Principal

Date: \_\_\_\_\_

\_\_\_\_\_  
**Skyler Archibald**  
Executive Director

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_



March 29, 2024

## **SECTION I: RELATIONSHIP OF THE PARTIES**

The **Sunset Empire Park + Recreation District** ("Client"), desires to perform a system development charge study ("Project"). In furtherance of the Project, the Client hereby contracts with **Financial Consulting Solutions Group, Inc.** ("FCS GROUP") to perform the professional services described in Exhibit A of this Agreement. All services shall be performed under the joint supervision of the Client's Representative, Skyler Archibald, or a designee or designees identified in writing to FCS GROUP by the Client's Representative.

This Agreement shall inure to the benefit of and be binding upon successors, assigns, and legal representatives of each of the Parties hereto. Any assignment or transfer of an interest in this Agreement by either Party without the written consent of the other shall be void.

## **SECTION II: CONTRACT PROVISIONS**

1. **Scope of Work:** FCS GROUP shall perform the service for the Client which as defined in Exhibit A of this Agreement.

2. **Contract Term:** The Scope of Work for the conduct of the study as set forth above is anticipated to be completed by FCS GROUP within the time frame specified below:

**Notice to Proceed:** Upon execution of this agreement

**Contract Term:** Contract shall expire on June 30, 2025.

FCS GROUP agrees to perform the work described in the Scope of Work according to the contract schedule. Any delays shall be agreed upon by FCS GROUP and Client prior to the due date. Changes in the schedule caused by Client delays may require additional compensation and a change order.

If FCS GROUP is delayed in the performance of services by conditions which are beyond their control, or by a change in the scope of work, the schedule showing time of performance may be revised. Any revision thereto shall be submitted in writing to the Client for review and approval by the Client Representative. If FCS GROUP's services are temporarily suspended by the Client in the interest of the Project and with written notice to FCS GROUP, and the suspensions last longer than 90 consecutive days, FCS GROUP shall be compensated for any additional labor and direct expenses incurred due to the interruption and resumption of services.

3. **Payment:** FCS GROUP will be paid by the Client under the following terms:

**Time and Materials:** FCS GROUP will be paid by Client on a time and materials basis in accordance with the standard billing rates attached hereto as Exhibit B. Direct expenses will be charged as identified in Exhibit B. FCS GROUP agrees to perform the services as set forth in Exhibit A at a cost not to exceed \$33,105. It is understood that FCS GROUP will not exceed this amount without Client's prior written authorization. Payment to FCS GROUP for services set forth in Exhibit A shall be: an amount equal to FCS GROUP's standard billing rates as set forth in Exhibit B multiplied by the actual hours worked in the period.

Should any unforeseen project delays, not caused by FCS GROUP, and/or any requested amendments to the original scope of work, cause this contract to extend more than 90 days past the original contracted schedule date, any work and/or amendments to the work shall be billed at the standard billing rates in effect for the period of time the work is being performed. If said change in billing rates will cause the project to exceed the amount stated in the preceding paragraph, a change order will be prepared and signed by both parties.

FCS GROUP will invoice Client monthly and payment shall be made within 30 days of receipt of invoice.

March 29, 2024

**4. Supplemental Agreements:** Supplemental Agreements may be entered into upon mutual written agreement that would increase or decrease the scope and associated costs and payment.

**5. Work to be Accomplished:** All work accomplished will be performed under the direction of the Client Representative or his/her Designee.

**6. Termination:** This contract may be terminated by the Client by giving FCS GROUP written notice of such termination no fewer than fifteen (15) days in advance of the effective date of said termination. FCS GROUP shall be entitled to terminate this agreement only in the case of a material breach by the Client, and upon failure of the Client to remedy said breach within fifteen (15) days of said notice. In the event that the contract is terminated before completion, FCS GROUP shall be paid for the services to date on the basis set forth in Paragraph 3, plus 10% of the total compensation earned to time of termination to compensate for FCS GROUP's rescheduling adjustments, reassignment of personnel, and related costs incurred due to termination. The Client shall notify FCS of termination or abandonment in writing.

**7. Indemnity:** FCS GROUP shall comply with all Federal Government, State and local laws and ordinances applicable to the work to be done under this Agreement.

FCS GROUP hereby agrees to hold the Client harmless from and shall process and defend at its own expense, specific claims, demands or suits at law or equity, arising from FCS GROUP's negligent performance of the provisions of this Agreement; provided that if the Client and FCS GROUP are concurrently negligent, FCS GROUP shall be required to indemnify and defend only in proportion to negligence of FCS GROUP. These indemnity provisions shall not require FCS GROUP to defend or indemnify the Client against any action based solely on the alleged negligence of the Client.

If the Client makes changes to FCS GROUP work product without authorization of FCS GROUP the indemnity provisions shall not require FCS GROUP to defend or indemnify the Client against any action that arises from the unauthorized changes to FCS GROUP work product.

**8. All Work Produced is Joint Property of FCS GROUP and the Client:** The materials, computer programs, reports, calculations, analyses, etc., generated by FCS GROUP under this contract including the final report shall be the joint property of the Client and FCS GROUP. FCS GROUP may retain copies thereof for work paper documentation and their own use unless specifically restricted in writing by the Client as to use.

Computer models use generally available software, such as Microsoft Excel (TM), and FCS GROUP does not intend or imply any warranty of those programs.

**9. Intended Use and Users of the Work Product:** The work products provided under this Agreement are intended for the use of the Clients for the purposes described in the Scope of Services at Exhibit A. No other users or uses are intended or implied. FCS GROUP is not a Municipal Advisor as defined by the US Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). Clients will not represent the work products provided under this Agreement as Municipal Advice within the legal definitions represented by the SEC and the MSRB.

The information used in developing the forecast assumptions will be derived from published information and other sources FCS GROUP considers appropriate. However, FCS GROUP cannot assume responsibility for the accuracy of such material. Moreover, forecasts are subject to many uncertainties as to the future; therefore, FCS GROUP cannot represent that the projected financial statements will be representative of the results that actually occur. FCS GROUP will endeavor to include appropriate comments drawing the readers' attention to these matters.

**10. Integrated Agreement:** This agreement together with attachments or addenda, represents the entire and integrated agreement between the Client and FCS GROUP and supersedes all prior negotiations,

March 29, 2024

representations, or agreements written or oral. This agreement may be amended by written instrument signed by both the Client and FCS GROUP.

**11. Independent Contractor:** The parties intend that an independent Contractor/Client relationship will be created by this agreement. No agent, employee, or representative of FCS GROUP shall be deemed to be an agent, employee, or representative of the Client for any purpose. FCS GROUP shall be solely responsible for all acts of its agents, employees, representatives, and subcontractors during the performance of this contract.

**12. Equal Opportunity:** FCS GROUP is committed to the principles of providing equal employment opportunities for all employees. The performance and diversity of our employees will help us meet the challenges of the present and the future in serving our clients. This policy statement is a reaffirmation of our long-standing commitment to provide equal opportunity on the basis of individual merit and personal qualifications to employees and applicants for employment without regard to race, color, religious creed, sex, sexual orientation or preference, gender identity, genetic characteristics or information of employee or family, age, national origin, ancestry, marital status, citizenship, the presence of sensory, mental, or physical disability, pregnancy/childbirth or related condition, medical condition, membership in the military service, veteran's status, political ideology or any other basis protected by applicable federal, state, or local laws.

**13. Notices:** Notices to the Client shall be sent to the following address:

**Sunset Empire Park + Recreation District**  
Attention: Skyler Archibald  
1140 Broadway  
Seaside, OR 97138

Notices to FCS GROUP shall be sent to the following address:

**Financial Consulting Solutions Group, Inc.**  
Attention: John Ghilarducci, Principal  
Redmond Town Center  
7525 – 166<sup>th</sup> Ave. NE, Suite D-215  
Redmond, Washington 98052

## **EXHIBIT A: SCOPE OF WORK AND TASK PLAN**

### 1. Kickoff

- 1.1 **Project setup and monthly billing.** FCS GROUP will prepare accurate monthly bills that include a report of progress during the billing period.
- 1.2 **Data request.** FCS GROUP will prepare a written data request for information needed for the study.
- 1.3 **Kickoff meeting.** FCS GROUP will convene a kickoff meeting via video conference with District staff to initiate the study.
- 1.4 **Data review and follow-up.** FCS GROUP will follow up with District staff as needed to obtain additional data or resolve questions.

### 2. Technical Analysis

- 2.1 **Calculate growth in demand.** FCS GROUP will quantify the current customer base and project customer growth for both residents and lodging units.
- 2.2 **Calculate levels of service for parks.** FCS GROUP will calculate level of service for parks facilities based on multiple defensible approaches.
- 2.3 **Calculate reimbursement fee cost basis.** Where applicable, FCS GROUP will calculate the maximum defensible reimbursement fee cost basis for existing parks facilities.
- 2.4 **Calculate improvement fee cost basis.** FCS GROUP will analyze the project list and determine the maximum defensible SDC eligibility for each project.
- 2.5 **Calculate schedules of SDCs.** FCS GROUP will make appropriate adjustments to the cost bases and calculate a schedule of SDCs for both residential land uses and lodging land uses.
- 2.6 **Video conference with staff to review analysis.** FCS GROUP will facilitate a video conference with screen-sharing capability to review results of the technical analysis with District staff.
- 2.7 **Revise analysis as needed.** FCS GROUP will revise the analysis as needed based on feedback received in the review meeting.

### 3. Communication

- 3.1 **Draft report.** FCS GROUP will prepare a draft report that documents all findings and recommendations of the study and submit it to the District for feedback.
- 3.2 **Presentations at board meetings.** FCS GROUP will summarize the draft report in up to two presentations (one remote and one on-site) at public meetings of the District board. The first presentation is usually at a work session during the 90-day notice period, and the second presentation is usually at the public hearing after the 90-day notice period.
- 3.3 **Final report.** FCS GROUP will revise the draft report based on feedback received from the District and deliver the final version.



March 29, 2024

**EXHIBIT B: FINANCIAL CONSULTING SOLUTIONS GROUP, INC. FEE SCHEDULE**

**LABOR**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Billing Rate</u></b>
John Ghilarducci	Principal	\$305.00
Doug Gabbard	Project Manager	\$235.00
Luke Nelson	Senior Analyst	\$180.00
	Administrative Support	\$105.00

**DIRECT EXPENSES**

Direct expenses will be charged at actual cost for ordinary project-related expenses, which are typically travel-related.

April 23, 2024

To: SEPRD Board of Directors  
Re: Banking Services RFP

Directors,

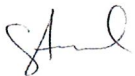
It is in the best interest of the Sunset Empire Park & Recreation District to issue this Request for Proposal for Banking Services for the District. While we do have a local institution with this service currently, we feel it is prudent to explore what alternative services may be in the marketplace for this important service. This is not to say that the District is only considering institutions other than our current provider but rather that we want to explore the marketplace and ensure that we are utilizing the most appropriate institution that we can.

We are requesting that the Board review the attached Request for Proposal (RFP) for banking services to be issued in the next week. Board members will have an opportunity to review proposals and select the institution that is the best fit for the District's needs, as they see fit.

If the Board would like to accept this RFP and move forward, an appropriate motion might sound like:

*"I move that we adopt the RFP for banking services".*

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)



## Request for Proposal (RFP) for Banking Services

### Sunset Empire Park & Recreation District (SEPRD)

Issued: April 29

#### 1. Introduction

Sunset Empire Park & Recreation District (SEPRD) invites proposals from qualified banking institutions for the provision of comprehensive banking services. SEPRD is a governmental entity dedicated to enhancing the quality of life for residents through parks, recreation, and community services in Seaside, Oregon. As SEPRD seeks to transition to a new banking provider, it emphasizes the importance of customer service excellence, advanced banking technologies, and competitive pricing to support its operations effectively and efficiently.

#### 2. Scope of Services

The selected bank will be required to provide a comprehensive suite of banking services, including but not limited to:

- General banking and account management services
- Online banking capabilities, including mobile app access
- ACH and Direct Deposit capabilities
- Cash management and investment services
- Merchant services and payment processing solutions
- Fraud prevention and security services
- Integration with Positive Pay
- Loan and credit services

#### 3. Proposal Submission Requirements

Eligibility:

To be eligible for consideration, banking institutions must:

- Have a physical banking facility located within the Seaside, Oregon community
- Demonstrate a strong track record in customer service excellence.
- Provide evidence of their capability to offer state-of-the-art banking technologies.
- Offer competitive pricing structures designed to minimize costs for government entities.

Proposal Contents:

Proposals must include the following components:

1. **Executive Summary:** An overview of the bank's proposal and key differentiators.
2. **Company Profile:** Detailed information about the bank, including years in business, size, number of employees, and location(s).
3. **Experience and References:** Evidence of experience in providing banking services to government entities or similar organizations, including at least three references.



4. **Description of Proposed Services:** Comprehensive details of the banking services offered, highlighting customer service approaches, technological capabilities, and cost efficiency.
5. **Pricing Structure:** Complete disclosure of fees, rates, and any other costs associated with the proposed services.
6. **Implementation Plan:** A timeline and strategy for transitioning SEPRD's banking services to the proposing bank, including any support and training for SEPRD staff.

#### **4. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Alignment with SEPRD's priorities: customer service, technology, and cost
- Quality and range of banking services offered
- Competitiveness of pricing structure
- Proven track record and references
- Strategic approach to implementation and ongoing support

#### **5. Submission Guidelines**

Proposals must be submitted in PDF format via email to [cmccollister@sunsetempire.com](mailto:cmccollister@sunsetempire.com) no later than May 17. All mailed proposals should be addressed to:

Sunset Empire Park & Recreation District

Attn: Chris McCollister, Finance Manager

1140 Broadway, Seaside, OR 97138

Late submissions will not be considered. Questions regarding this RFP can be directed to the contact email provided above.

#### **6. Terms and Conditions**

- SEPRD reserves the right to reject any or all proposals, to waive informalities in proposals, and to accept any proposal deemed in the best interest of SEPRD.
- Submission of a proposal constitutes acknowledgment and acceptance of all terms and conditions contained in this RFP.
- All costs associated with the preparation of the proposal shall be borne by the proposing bank.

#### **7. Confidentiality**

All information provided by SEPRD for the purpose of proposal preparation must be treated as confidential. Similarly, the proposals received will be treated with confidentiality by SEPRD until a service provider is selected.

This RFP does not commit SEPRD to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure a contract for services. SEPRD looks forward to receiving detailed proposals that align with its mission and service expectations.

**8. Proposed Timeline:** This timeline can be modified based on the issuer (SEPRD).

April 23: RFP approved by SEPRD Board

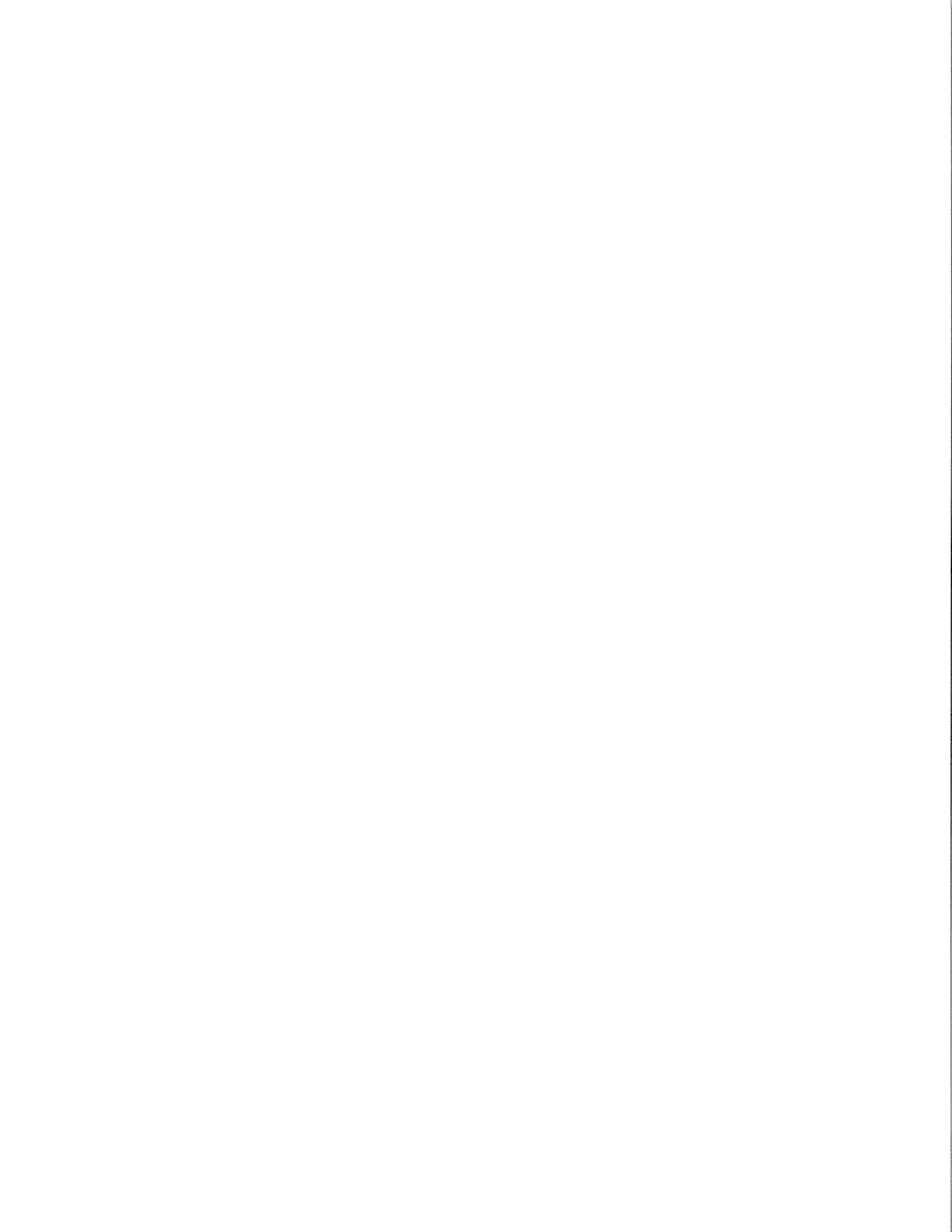
April 29: RFP issued and published on District Website, local publications and shared with local institutions

May 17: Deadline for submittals

May 20-24: Review of submittals

May 28: Review and decision by SEPRD Board & Staff

July 1: Proposed date for new services to be initiated (if new institution is selected)





# Sunset Empire Park + Recreation District



seaside  
**FARMERS  
MARKET**  
— SEASIDE, OR - USA —

**EVERY WEDNESDAY**

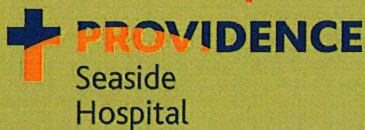
**JUNE 19TH -  
SEPTEMBER 18TH**  
2:00PM - 6:00PM

*Celebrating 10+ years*

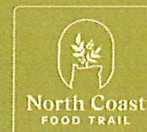


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**DUFB Match up to \$20**

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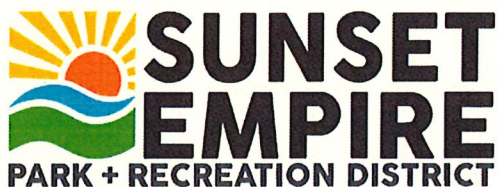


Partners



**1120 BROADWAY ST,  
SEASIDE, OR 97138**

More Info: 503-738-3311  
[www.sunsetempire.com](http://www.sunsetempire.com)










CHALK IT ...

IN SEASIDE!

**July 26 & 27, 2024**

ART CLASS & CONTEST  
SEASIDE, OREGON

**SUNSET  
EMPIRE**  
PARK + RECREATION DISTRICT

