

Sunset Empire Park & Recreation District: Board Meeting Agenda
Tuesday, June 25, 2024, 5:15pm
Bob Chisholm Community Center, 1225 Avenue A, Seaside, OR 97138

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

1. Call to Order
2. Pledge of Allegiance
3. Proclamation- July NRPA Month
4. Declaration of Potential Conflict of Interest
5. Public Comment
6. Correspondence
7. Presentation: John Donovan, Oregon Solutions (5:30-6:15)
8. Recognition of SEPRD Employee of the Month: James Massa (6:15-6:30)
9. NEW BUSINESS:
 - A. Adoption of the Approved 2024-2025 Budget
10. Approval of Board Meeting Minutes: May 28, 2024
11. Review Financials: May 2024
12. Staff Presentation: SEPRD Programs (Justin Smith, Director of Programs)
13. Old Business
 - A. Goals for 2024 (Bodner & Gorman)
 - B. Fee Review
 - C. Projects:
 1. Fire Alarm Update
 2. Master Plan Update
 3. Broadway Field Update
 4. Community Garden Relocation
 5. System's Development Charges- Update
14. New Business
 - A. Request for Proposal, Banking Services for the District
 - B. Traffic Impact Study
15. Executive Director Report
 - A. Reports:
 1. Seaside Visitors Bureau Transaction
 - B. Special Events Recap/Meetings & Events Upcoming
 1. Seaside Farmers Market (June 19-September 18)
 2. 4th of July at Seaside Parade
 3. July Board Meeting: July 23
 4. Chalk it in Seaside (July 26-27)
 - C. August Board Practices Assessment with SDAO- August Meeting?
16. Board Comment
17. Adjournment

Accessibility: This meeting is handicapped accessible.

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

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

SEPRD is inviting you to a scheduled Zoom meeting.

Topic: SEPRD Board Meeting

Time: Jun 25, 2024 05:15 PM Pacific Time (US and Canada)

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

Meeting ID: 885 4541 3763

PROCLAMATION

***Recognizing the month of July as Park & Recreation Month for the
Sunset Empire Park & Recreation District***

WHEREAS parks and recreation are an integral part of communities throughout this country, state and region including the Sunset Empire Park & Recreation District; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promote time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

WHEREAS parks and recreation encourage physical activity by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation are a leading provider of healthy meals, nutrition services and education; and

WHEREAS park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation are fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation are essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Sunset Empire Park & Recreation District recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY the Sunset Empire Park & Recreation District that July is recognized as Park and Recreation Month.

Date: _____

Proclamation read by: _____

Park and Recreation 2024 Fact Sheet

- Since 1985 the United States has celebrated Park and Recreation Month in July to promote building strong, vibrant and resilient communities through the power of parks and recreation and to recognize the more than 160,000 full time park and recreation professionals along with the hundreds of thousands of part-time and seasonal workers and volunteers
- This year the NRPA Park and Recreation theme is "Where You Belong". This theme celebrates the many ways park and recreation agencies across the country foster a sense of belonging in their community by providing welcoming and inclusive programs, essential services for all ages and abilities an safe, accessible spaces to build meaningful connections
- According to 2023 research by NRPA, people place a high value on the programs and services that park and recreation agencies deliver to their local communities every day and strongly support their mission
- In the United States, 84% of adults seek high-quality parks and recreation when choosing a place to live
- More than three in five U.S. adults say they are likely to vote for a political candidate who make parks and recreation funding a priority. Parents and millennials show the strongest support for these candidates
- Nine in 10 adults agree that their local and state governments must sufficiently fund local park and recreation agencies to ensure every community member has access to the amenities, infrastructure and programming offered
- Living close to parks and other recreation facilities is consistently related to higher physical activity levels for both adults and youth
- In the United States, 92% of adults say they experience a positive mental health boost after spending time at local park and recreation facilities
- Local park and recreation agencies in the United States generated nearly \$201 billion in economic activity (2021)
- The services that park and recreation professionals are vital to our communities—from protecting open spaces and natural resources to helping fight obesity and providing activities and resources for all people. Park and Recreation Month encourages everyone to reflect on the exponential value park and recreation professionals bring to communities





NATIONAL POLICY CONSENSUS CENTER Hatfield School of Government

June 17, 2024

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

Dear Skyler,

Oregon Solutions is pleased to provide this 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 for the residents of several communities within its service area. We appreciate the information you have shared from the SEPRD board's meetings and supporting documents, and believe the assessment helps clarify the opportunities and challenges in front of your district in terms of this important service boundary adjustment issue. After reviewing this document, we would be happy to 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). Our process used this documentation and the findings from 19 executive interviews to determine whether Oregon Solutions is the appropriate support system for the project.

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.



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PO Box 751, Portland OR
97201-0751 503-725-9092
www.orsolutions.org

Oregon Solutions's assessment is based on the findings from this assessment process using the materials shared with us and 19 interviews with key stakeholders from the area that SEPRD serves.

Assessment Findings

The conversations unearthed a great deal of interest in the work and role of SEPRD, but limited awareness of the ideas around boundary changes and many questions about the benefits, costs and capacity of both SEPRD and the communities to address them. The majority of interviewees were willing to engage further, and stressed the importance of raising the public awareness and interest in the question before decisions about boundary changes were made. Some of the key questions/concerns:

- Many residents in close communities don't understand what SEPRD offers now, how do you show value/impact to understand how tax dollars are a good deal?
- Local communities not inside the boundaries need to understand the value proposition, what will they see in their communities? How is this a better deal than out-of-district fees?
- How does SEPRD coordinate with other public and private rec/health services in the area? Can this be improved through boundary changes?
- Cost is a big factor for many permanent residents who are blue collar or fixed income, the residents are very sensitive to changes in tax burden
- Why should cities give up their role in parks/rec? How can SEPRD offer what each community needs?
- How do you put in guardrails/assurances on an expansion to ensure accountability?
- What are the expectations of current district users? Current partners? Don't want to water down the value for them and there are limited capacities within facilities
- People don't love paying out of district fees if they want to use the service.

The interviewees also highlighted a number of key needs within the communities in and near the district:

- Many areas within/near SEPRD don't have much or any parks/rec services available
- Astoria's parks dept has had some challenges, offers pool services at other end of county and is reduced in what it offers from past levels of service
- Older/retired residents have many needs that could be met with expanded services
- More opportunities for youth engagement/support young families who really need childcare options
- Need to time request for changing taxes to major elections to get the best chance for favorable response.

The assessment surfaced a number of positives for the SEPRD to build upon:

- The SEPRD Director is viewed positively in the community, with many strong relationships in place to support these conversations and further efforts
- SEPRD has proven to be good steward of funds and has done a good job with school project
- Programs are well used and would be valued in some areas that don't have access right now
- Many stakeholders interviewed were willing to help out if there is a process coming forward
- Growth should be managed carefully, set realistic goals and keep moving ahead as feasible
- Interest/support available from county, state and federal leaders
- Natural role for childcare/after school activities/care, which is one of the biggest needs in the community.

The interviewees offered a wide range of opportunities for SEPRD to consider in some key categories:

Get the word out:

- Go out and share the benefits to the communities, door-to-door if necessary
- With former school property, SEPRD now offering a wider range of services/potential for growth as a system, most people just think of district as “the pool”, not well understood
- People need to understand value proposition before they will support expansion

Numbers matter:

- Quantify the benefits and what each community gets out of SEPRD
- Can you lower the overall tax rate if you add in the communities that aren’t in now?
- What other funding models might help meet the expanding service levels envisioned?

Think outside the box (or boundary):

- Should the entire county get included?
- Daycare/youth programming after school a huge need everywhere, SEPRD does a good job, can you offer more?
- Example of coordinated library services one that could be emulated for parks services
- SEPRD role in supporting general health/wellness of area population an opportunity to connect to Providence/CMH to partner
- Can you afford to offer “free trial membership” weekends to residents of cities outside current service areas to give them a taste of what they would be getting?
- There is a need for coordinating the parks/rec services better, including with private parties
- Re-imagine partnerships with CCC, look at other senior services and residential programs

Look at different parts of the community:

- Could you tackle expansion in phases, starting with lowest hanging fruit (Gearhart? Warrenton? Cannon Beach?)
- Very positive connection to community’s access and efforts to be equitable to all parts of the population, particularly those with limited means, addresses equity issue
- There is a lot of willingness to collaborate with SEPD on discussion about services/health,
- New activities offer programmatic opportunities to other age groups, such as pickleball...
- Services key to attracting more workers/workforce who have families and want options
- Connection to juvenile justice programs is another element of service/opportunity to do more.

There is a lot of change happening in the area:

- Pandemic changed some of the part-time residents to permanent, what does this mean for appetite for services/public funding?
- New commander coming in at Coast Guard Station, could be an interesting partner
- County’s residential demographics have been changing, and the school bond passed on the first try...
- County is totally committed to out of doors attractions/key to economic success and an opportunity for connection to SEPRD’s services as another asset to visitors
- The old school can be an incubator space for small businesses in SEPRD functions/facilities

There are some significant challenges or barriers to the success of the project, so it will be important to address or at least have responses to overcome them.

- Some continuing baggage for SEPRD from earlier history and issues of trust to address among certain communities, history of board members getting sideways with former director
- Cannon Beach opted out not that long ago, some still there who helped lead that effort
- Gearhart said no last time they were asked as well
- Recent bonds for new schools a heavy load that the community already carries
- Skeptics view this idea as a financial move to help pay for the new school purchase/construction

- Still have issues with the old school building, working with city to get permanent occupancy permit and dealing with some expensive fixes
- Some assets (pool) are not scalable, only so many hours in schedule/limits to numbers of users at any given time.

Additionally, there is some concern about the potential timing of a SEPRD initiative and competition for public support/funding within individual communities:

- There are a lot of local infrastructures needs, creating competition with district request:
 - Warrenton has levees, fire station project/library bond, pays for parks operations through trust
 - Gearhart focused on fire station, expanding water rights, developing pickleball courts/trail system
 - Cannon Beach purchased school, paying \$17M to renovate, building community center/city hall/police station and is considering a new park
- Warned that SEPRD tax rate (.92/1000) is the total tax burden for Warrenton so it is viewed as a sizable taxing authority by some

Potential partners for collaboration:

- Seaside Schools
- Providence Health
- Lower Columbia Youth Soccer Association
- Clatsop Community College
- North Coast Land Conservancy
- Clatsop County Health Dept
- Chambers of Commerce
- Tourism Offices\Partnership/collaboration with Astoria
- Look at private providers and find ways to make a collaboration work for everyone
 - Camp Kiwanilong
 - Lower Columbia Youth Soccer
 - Others?
- Rotaries, other service clubs?
- Clatsop Community Action
- Clatsop Economic Resources
- North Coast Libraries (in network)
- Farmer's Market/Seaside Ford/Community Gardens
- Two senior living centers inside boundaries
- Residents who live in unincorporated areas of the county who want the services

Resources:

- Bob Kiefer of SDAO offered to support with 8 hrs free consultation, more if funded
- Coast Guard support?
- Providence and CMH?
- Ford Family Foundation or Oregon Community Foundation grants for capacity building and outreach

Recommended Strategic Opportunities:

Due to the limited level of awareness of a significant subset of the key stakeholders we engaged, low public awareness across the key expansion communities of SEPRD's value proposition, the significant level of competing municipal requests for public support and bandwidth among the potentially affected communities and the opportunities to create or strengthen compelling partnerships with a wide variety of interested organizations and

agencies, Oregon Solutions is recommending as a next step a concerted community engagement effort to create the understanding and base of support for the district's efforts in preparation for a collaborative decision-making process. With the district's expanded impact since opening the school facility in Seaside, we also recommend that the district focus their immediate efforts on gathering additional strategic financial information to help support the case for support and additional strategic engagement with key populations within the expansion areas. There are a number of exciting possibilities that can help address these needs:

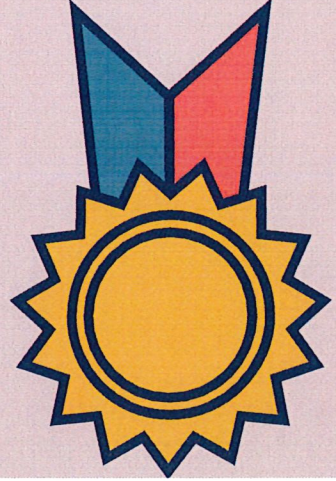
- Conduct robust economic/tax base modeling and explore if you can expand and save money/create extra value for taxpayers. (SDAO has shared they can assist in identifying a provider if needed).
- Partner on an engagement effort with an entity that can help design and support that effort to raise awareness and query communities about what they want from SEPRD.
- Explore a community partnership with Providence, other providers on building a community health initiative/platform to build from.
- Consider non-district membership model that is less than "one off" charges currently applied but more than the costs taxpayers are paying.
- Discuss a potential partnership/merger exploration with the County? Astoria?

Oregon Solutions would be pleased to help the SEPRD leadership to look at the necessary resources and service providers needed to accomplish some or all of these possibilities. We are also happy to include our colleagues from Oregon's Kitchen Table, who specialize in the type of community engagement that we have recommended in this assessment, if useful. I hope this information is helpful, and look forward to our discussion of the assessment and the process for sharing this information with your board next week.

Best regards,

John Donovan

Director, Oregon Solutions



PAUSE FOR APPLAUSE MAY 2024 WINNER

AWARDED TO:

JAMES MASSA

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

Skylar Archibald
EXECUTIVE DIRECTOR

Celeste Bodner
BOARD VICE-PRESIDENT

RESOLUTION No. 2024-2025-05

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the **Sunset Empire Park and Recreation District** hereby adopts the budget for fiscal year **2024-2025** in the total amount of **\$ 4,117,810**
This budget is now on file at District Offices - 1140 Broadway in Seaside, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning **July 1, 2024** for the following purposes:

<u>General Fund</u>		<u>Capital Fund</u>	
Administration Services.....	804,765	Personnel.....	0
Maintenance Services.....	464,791	Materials & Supplies.....	0
Aquatic Services.....	741,231	Board Discretionary.....	0
Recreation Services.....	175,648	Capital Outlay.....	0
Youth Program Services.....	783,598	Debt Service.....	0
Community Center Services.....	126,485	Contingency.....	0
Special Event Services.....	131,092	Total.....	\$ -
Broadway Field.....	54,535		
Sunset Recreation Center.....	399,475		
Debt Service.....	0		
Transfers.....	25,000		
Contingency.....	50,000		
Total.....	\$ 3,756,620		
		Total APPROPRIATIONS, All Funds.....	\$ 3,756,620
		Total Unappropriated and Reserve Amounts, All Funds.....	\$ 361,190
		TOTAL ADOPTED BUDGET.....	\$ 4,117,810

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year **2024-2025**:

- (1) At the rate of **\$.9280** per \$1000 of assessed value for permanent rate tax;

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

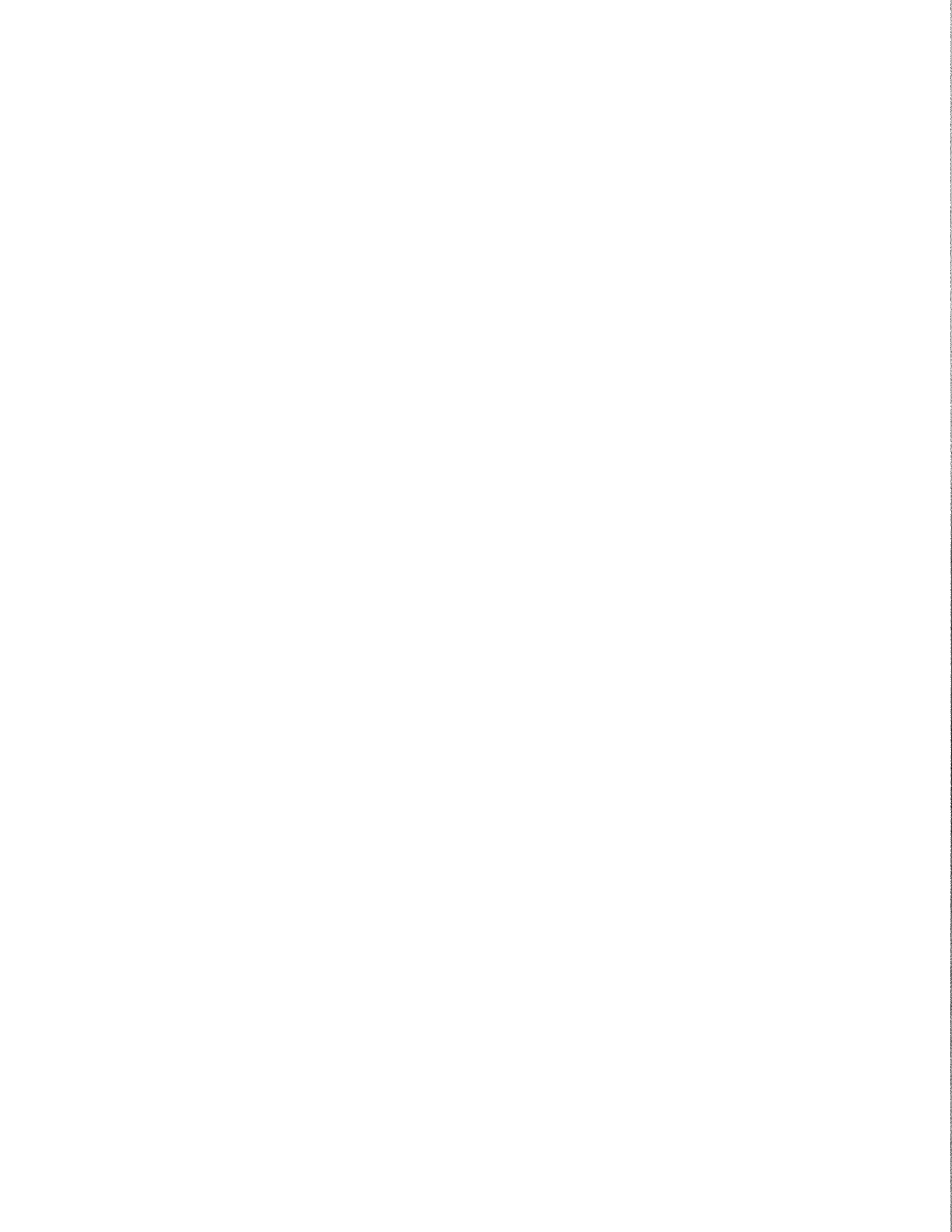
Subject to the General Government Limitation

Permanent Rate Tax.....\$.9280/\$1000

The above resolution statements were approved and declared adopted on _____, _____.

X _____
Katharine Parker, Board Chairperson

X _____
Su Coddington, Board Secretary



BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

MAY 28, 2024, 5:15PM

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

CALL TO ORDER

The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:16pm by Board President Katharine Parker.

ATTENDANCE

Present: Katharine Parker, Board President; Celeste Bodner, Board Vice- President; Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman

Absent: N/A

Also Present: Skyler Archibald, Chris McCollister, Isaiah Collins, Zoe Manhire (SEPRD Staff)

PLEDGE OF ALLEGIANCE

Led by Parker.

AGENDA CHANGE

After brief discussion the Board unanimously voted to amend the agenda and move a "Fire Alarm Update with Change Order Request" to after the Recognition of the Employee of the Month recognition (Bodner/Gorman).

**DECLARATION OF
POTENTIAL CONFLICT OF
INTEREST**

Board President Parker asked for any conflicts of interest. There were no conflicts of interest declared.

**RECOGNITION OF SEPRD
EMPLOYEE OF THE MONTH:
KELLY SMITH**

The Board recognized the work of Kelly Smith, a Preschool Teacher for the District. Thank you Kelly!

**NEW BUSINESS: FIRE ALARM
UPDATE**

The Board received information regarding the fire alarm upgrades at the Sunset Recreation Center and spoke with Chris Mastrandrea (Klosh Group) and Jon Mandoli from Convergent. The Change Order is necessitated by additional detectors and annunciators for the project and the total change order request amount is \$22,904.66. *After review and discussion, the Board unanimously voted to accept the Change Order Request (Bodner/Gorman).*

PUBLIC COMMENT

Marti Waje offered public comment and written correspondence regarding her concerns about aquatics staff not being attentive to monitoring the pool and about staff having children at work.

CORRESPONDENCE

There was one item of correspondence included in the Board Packet this month. Mr. Archibald shared a letter from Congresswoman Suzanne

Bonamici regarding the Special District Grant Accessibility Act. The Bill passed the house on May 6.

**APPROVAL OF BOARD
MEETING MINUTES**

The Board reviewed the meeting minutes from the Board Meeting held on April 23, 2024. After review, *the Board unanimously approved the Meeting Minutes from April 23, 2024 (Gorman/Coddington).*

APPROVAL OF FINANCIALS

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

**STAFF PRESENTATION: ZOE
MANHIRE, SPECIAL EVENTS
& RECREATION MANAGER**

The Board heard a presentation from Zoe, regarding her duties and efforts leading the District's special events and the upcoming Seaside Farmers Market, opening on June 19.

OLD BUSINESS

GOALS FOR 2024: Vice President Bodner and Director Gorman shared an update. Set of Key Results/Goals that were shared with Mr. Archibald prior to the meeting. The small group will meet to discuss and share an update with the Board at the June Meeting.

FEE REVIEW: Mr. Archibald shared an update on the fee review process in a memo and message to the Board. He presented a plan to increase fees for residents by 15% and adjust the non-resident rate to be aligned at an 80% increase over the resident rate with an implementation of September 3, 2024. The Board provided feedback on the proposal and said that they wanted consideration for the program fees, consideration of non-monetary benefits for in-district residents (such as early registration and merchandise discounts) and asked Mr. Archibald to work with staff and present some ideas back to the Board at future meetings.

BROADWAY FIELD UPDATE: Mr. Archibald provided an update regarding Broadway Field. The project continues to come along nicely and is on schedule. Mr. Archibald shared photos of the current status.

MASTER PLAN UPDATE: Mr. Archibald shared that the Steering Committee received a draft of the plan and are providing feedback to the consultants.

PREVIOUS PRESENTATIONS: Mr. Archibald shared brief updates on the SDC Study (to begin in July) and the District's work with Oregon Solutions. It is anticipated that Oregon Solutions will share an Executive Summary at the June Meeting.

NEW BUSINESS

ADOPTION OF THE APPROVED 2024-2025 BUDGET: The Board reviewed the prepared Resolution to Adopt the Budget. Several numerical errors were noticed on the budget approval resolution

document, so the Board *unanimously decided to delay the adoption of the Approved 2024-2025 Budget until the June Meeting (Hinton/Gorman).*

REQUEST FOR PROPOSAL, BANKING SERVICES FOR THE DISTRICT: The Board reviewed the process for the RFP for Banking Services. The District received proposals from three qualified institutions. After discussion, the Committee recommended that they be provided with additional time to interview and research the proposing institutions to help make the best decision for the District.

NWSDS CONTRACT RENEWAL: The Board reviewed the NWSDS (Northwest Senior & Disability Services) contract for the Senior Meals program. *After review, the Board unanimously approved the 2024-2025 NWSDS Contract for the Senior Meals program (Bodner/Coddington).*

BOARD OF DIRECTORS TRAINING REQUIREMENT: There was no update provided at this meeting.

EXECUTIVE DIRECTOR REPORT

Mr. Archibald shared a report regarding upcoming summer programs and an upcoming capital project at the Bob Chisholm Community Center to replace the flooring in the pottery room and bathrooms. Mr. Archibald and the Board discussed an opportunity for the Board to complete a Best Practices Assessment with SDAO in August.

BOARD COMMENT

Director Gorman thanked Kelly for her work and stated that he appreciated the public comment of Marti Wajc. He told Zoe that she did an awesome job and was complimentary of her efforts in leading programs and working with high school students. He thanked the District finance team who complete countless data entries as part of their responsibilities.

Director Coddington echoed Director Gorman's statement and restated her perspective that every complaint is a gift. She stated that she was in the pool for one of the incidents that Marti Wajc had discussed and that was not what she had seen. She stated that she has been absent lots lately with family health challenge. She stated that she was grateful for Kelly and she noted Zoe's excellence but that she missed her teaching classes in the pool. She stated that she appreciated the Board catching the budget discrepancies from earlier in the meeting.

Board Vice-President Bodner stated that she did not have any additional comments.

Director Hinton said hats off to Zoe & Kelly and that we are lucky to have great staff. He shared that he was in Arizona last week for his granddaughter's high school graduation and that she is employed as a lifeguard and water polo coach.

Board President Parker said congrats to Kelly who is beloved by all. She shared her excitement to see the Fire Alarm system improvements going. She stated that the public commenter seems to be fixated on one employee, who is an integral part of our Aquatics Program and has the Board President's support. She stated that Zoe is fantastic and that she loves her competitiveness with herself to do more every event. She said that she was proud to be on the Board.

ADJOURNMENT

The meeting was adjourned at 7:56 by Board President Parker

Skyler Archibald, Exec. Director

Katharine Parker, Board President

Sunset Empire Park & Recreation District

Revenue and Expense Report

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

Current percentage of the fiscal year: **91.78%**

Through May 31, 2024	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	197,052.12	166,000.00	-31,052.12	118.71%
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	98,611.68	93,800.00	-4,811.68	105.13%
Recreation	105,233.73	101,500.00	-3,733.73	103.68%
Special Events	63,166.34	41,950.00	-21,216.34	150.58%
Sunset Recreation Center	74,208.99	895,000.00	820,791.01	8.29%
Youth Center	299,778.19	445,000.00	145,221.81	67.37%
Taxes & Other	2,069,256.29	1,971,360.00	-97,896.29	104.97%
Total Revenues	2,923,136.26	3,930,610.00	1,007,473.74	74.37%
EXPENSES--				
AD Staffing	350,686.22	378,500.00	27,813.78	92.65%
AD PR Taxes and Benefits	96,068.23	109,000.00	12,931.77	88.14%
AD Materials, Supplies, and Services	311,872.66	255,000.00	-56,872.66	122.30%
<i>Sub-total AD Expenses</i>	<i>758,627.11</i>	<i>742,500.00</i>	<i>-16,127.11</i>	<i>102.17%</i>
AQ Staffing	469,681.21	486,375.00	16,693.79	96.57%
AQ PR Taxes and Benefits	75,029.54	84,900.00	9,870.46	88.37%
AQ Materials, Supplies, and Services	100,018.54	127,000.00	26,981.46	78.75%
<i>Sub-total AQ Expenses</i>	<i>644,729.29</i>	<i>698,275.00</i>	<i>53,545.71</i>	<i>92.33%</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	3,171.39	30,000.00	26,828.61	10.57%
BRF PR Taxes and Benefits	244.65	2,750.00	2,505.35	8.90%
BRF Materials, Supplies, and Services	20,443.16	23,750.00	3,306.84	86.08%
<i>Sub-total BRF Expenses</i>	<i>23,859.20</i>	<i>56,500.00</i>	<i>32,640.80</i>	<i>42.23%</i>
CC Staffing	90,158.15	119,300.00	29,141.85	75.57%
CC PR Taxes and Benefits	11,214.07	16,600.00	5,385.93	67.55%
CC Material, Supplies, and Services	18,854.51	30,000.00	11,145.49	62.85%
<i>Sub-total CC Expenses</i>	<i>120,226.73</i>	<i>165,900.00</i>	<i>45,673.27</i>	<i>72.47%</i>
MNT Staffing	173,236.71	196,000.00	22,763.29	88.39%
MNT PR Taxes and Benefits	53,112.87	61,500.00	8,387.13	86.36%
MNT Materials, Supplies, and Services	187,007.59	195,250.00	8,242.41	95.78%
<i>Sub-total MNT Expenses</i>	<i>413,357.17</i>	<i>452,750.00</i>	<i>39,392.83</i>	<i>91.30%</i>
RC Staffing	102,097.89	83,505.00	-18,592.89	122.27%
RC PR Taxes and Benefits	19,016.77	22,000.00	2,983.23	86.44%
RC Materials, Supplies, and Services	28,174.51	69,550.00	41,375.49	40.51%
<i>Sub-total RC Expenses</i>	<i>149,289.17</i>	<i>175,055.00</i>	<i>25,765.83</i>	<i>85.28%</i>
SE Staffing	35,603.18	39,350.00	3,746.82	90.48%
SE PR Taxes and Benefits	14,564.79	22,700.00	8,135.21	64.16%
SE Materials, Supplies, and Services	31,649.17	29,150.00	-2,499.17	108.57%
<i>Sub-total SE Expenses</i>	<i>81,817.14</i>	<i>91,200.00</i>	<i>9,382.86</i>	<i>89.71%</i>
SRC Staffing	41,533.99	30,000.00	-11,533.99	138.45%
SRC PR Taxes and Benefits	3,207.02	4,200.00	992.98	76.36%
SRC Materials, Supplies, and Services	473,672.88	704,800.00	231,127.12	67.21%
<i>Sub-total SRC Expenses</i>	<i>518,413.89</i>	<i>739,000.00</i>	<i>220,586.11</i>	<i>70.15%</i>
YC Staffing	510,888.51	576,350.00	65,461.49	88.64%
YC PR Taxes	73,881.50	83,500.00	9,618.50	88.48%
YC Materials, Supplies, and Services	34,535.62	72,500.00	37,964.38	47.64%
<i>Sub-total YC Expenses</i>	<i>619,305.63</i>	<i>732,350.00</i>	<i>113,044.37</i>	<i>84.56%</i>
Total Expenses	3,329,625.33	4,103,530.00	773,904.67	81.14%
Revenues Plus Net Working Capital	3,427,305.26	4,434,779.00	1,007,473.74	77.28%

May 2024 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 220,158.75	\$ 28,476.55	\$ 62,116.49	\$ -	\$ 310,751.79
Non-exempt Staff	1.50	\$ 76,500.35	\$ 5,475.19	\$ -	\$ -	\$ 81,975.54
Sub-total	5.80	\$ 296,659.10	\$ 33,951.74	\$ 62,116.49	\$ -	\$ 392,727.33
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 173,236.71	\$ 16,389.33	\$ 36,723.54	\$ -	\$ 226,349.58
Sub-total	3.87	\$ 173,236.71	\$ 16,389.33	\$ 36,723.54	\$ -	\$ 226,349.58
AQUATICS						
Exempt Staff	1.40	\$ 78,240.92	\$ 8,264.38	\$ 26,751.36	\$ -	\$ 113,256.66
Non-exempt Staff	12.67	\$ 391,344.07	\$ 37,307.03	\$ -	\$ -	\$ 428,651.10
Sub-total	14.07	\$ 469,584.99	\$ 45,571.41	\$ 26,751.36	\$ -	\$ 541,907.75
RECREATION						
Exempt Staff	0.20	\$ 15,000.48	\$ 2,400.16	\$ 9,667.91	\$ -	\$ 27,068.55
Non-exempt Staff	0.85	\$ 62,744.41	\$ 5,642.71	\$ -	\$ -	\$ 68,387.12
Sub-total	1.05	\$ 77,744.89	\$ 8,042.87	\$ 9,667.91	\$ -	\$ 95,455.67
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 75,469.15	\$ -	\$ 26,246.46	\$ -	\$ 101,715.61
Non-exempt Staff	11.80	\$ 435,419.36	\$ -	\$ -	\$ -	\$ 435,419.36
Sub-total	13.10	\$ 510,888.51		\$ 26,246.46	\$ -	\$ 537,134.97
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 10,974.88	\$ 876.34	\$ 2,609.18	\$ -	\$ 14,460.40
Non-exempt Staff	2.70	\$ 79,183.27	\$ 7,728.55	\$ -	\$ -	\$ 86,911.82
Sub-total	2.85	\$ 90,158.15	\$ 8,604.89	\$ 2,609.18	\$ -	\$ 101,372.22
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 35,603.18	\$ 3,441.08	\$ 8,102.22	\$ -	\$ 47,146.48
Non-exempt Staff	0.50	\$ 21,584.02	\$ 1,715.51	\$ -	\$ -	\$ 23,299.53
Sub-total	1.15	\$ 57,187.20	\$ 5,156.59	\$ 8,102.22	\$ -	\$ 70,446.01
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 3,171.39	\$ 244.65	\$ -	\$ -	\$ 3,416.04
Sub-total	0.37	\$ 3,171.39	\$ 244.65	\$ -	\$ -	\$ 3,416.04
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 41,533.99	\$ 3,207.02	\$ -	\$ -	\$ 44,741.01
Sub-total	4.20	\$ 41,533.99	\$ 3,207.02	\$ -	\$ -	\$ 44,741.01
TOTAL	46.46	\$ 1,720,164.93	\$ 121,168.50	\$ 172,217.16	\$ -	\$ 2,013,550.58



Check Report

By Check Number

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
VEN01158	949 The Bridge	05/06/2024	Regular	0.00	200.00	47715
00829	ACE HARDWARE - SEASIDE	05/06/2024	Regular	0.00	184.28	47716
01310	American Red Cross Safety Center	05/06/2024	Regular	0.00	46.00	47717
VEN01297	Ashley Flukinger Attorney at Law LLC	05/06/2024	Regular	0.00	292.00	47718
00549	BUILDERS FIRSTSOURCE	05/06/2024	Regular	0.00	164.88	47719
VEN01140	CBM Systems, LLC	05/06/2024	Regular	0.00	2,832.81	47720
VEN01242	CONVERGINT	05/06/2024	Regular	0.00	14,250.00	47721
00187	DMT Auto Parts	05/06/2024	Regular	0.00	27.48	47722
00951	EO MEDIA GROUP	05/06/2024	Regular	0.00	63.00	47723
VEN01001	Government Finance Officers Association	05/06/2024	Regular	0.00	160.00	47724
00099	GRAINGER	05/06/2024	Regular	0.00	53.70	47725
VEN01298	Jamie Brown	05/06/2024	Regular	0.00	50.00	47726
VEN01299	Kaitlyn Brough	05/06/2024	Regular	0.00	130.00	47727
00141	MESHER SUPPLY	05/06/2024	Regular	0.00	116.60	47728
00150	NORTHWEST NATURAL	05/06/2024	Regular	0.00	4,567.72	47729
01040	RECOLOGY WESTERN OREGON	05/06/2024	Regular	0.00	680.09	47730
00434	RICOH USA	05/06/2024	Regular	0.00	112.92	47731
01133	SDIS	05/06/2024	Regular	0.00	14,293.77	47732
01384	Skyler Archibald	05/06/2024	Regular	0.00	360.49	47733
00312	AIRGAS USA, LLC	05/13/2024	Regular	0.00	367.95	47734
VEN01300	Familiar Foods, LLC	05/13/2024	Regular	0.00	3,587.50	47735
VEN01071	Jacobs Radio	05/13/2024	Regular	0.00	199.00	47736
01223	Jeane Jensen	05/13/2024	Regular	0.00	585.00	47737
01795	KLOSH GROUP INC	05/13/2024	Regular	0.00	1,112.92	47738
01694	Lindsey Morrison	05/13/2024	Regular	0.00	50.00	47739
01129	Pacific Alarm Systems	05/13/2024	Regular	0.00	115.50	47740
00161	PACIFIC POWER	05/13/2024	Regular	0.00	5,982.05	47741
VEN01193	Playful Pickleball LLC	05/13/2024	Regular	0.00	400.00	47742
00434	RICOH USA	05/13/2024	Regular	0.00	500.34	47743
01792	RONNI HARRIS	05/13/2024	Regular	0.00	300.00	47744
VEN01227	SAIF Corporation	05/13/2024	Regular	0.00	1,712.94	47745
VEN01190	Scott Edwards Architecture	05/13/2024	Regular	0.00	17,396.00	47746
VEN01195	Tuff Puffin	05/13/2024	Regular	0.00	1,385.60	47747
01510	Wave	05/13/2024	Regular	0.00	967.05	47748
00161	PACIFIC POWER	05/13/2024	Regular	0.00	260.26	47749
00312	AIRGAS USA, LLC	05/22/2024	Regular	0.00	963.81	47750
01758	COLUMBIA LOCKSMITH LLC	05/22/2024	Regular	0.00	89.00	47751
01761	HD Supply Facilities Maintenance Ltd	05/22/2024	Regular	0.00	371.41	47752
00900	STAPLES	05/22/2024	Regular	0.00	583.27	47753
00966	THE SHERWIN-WILLIAMS COMPANY	05/22/2024	Regular	0.00	184.83	47754
VEN01301	Trchsel Construction	05/22/2024	Regular	0.00	17,950.00	47755
01726	Wilcox & Flegel	05/22/2024	Regular	0.00	205.83	47756
VEN01014	Zions Bank	05/29/2024	Regular	0.00	134,443.00	47757
00951	EO MEDIA GROUP	05/29/2024	Regular	0.00	330.75	47758
VEN01044	Erin Reding	05/29/2024	Regular	0.00	29.34	47759
00099	GRAINGER	05/29/2024	Regular	0.00	29.22	47760
01492	LEVI CONNER	05/29/2024	Regular	0.00	139.36	47761
00141	MESHER SUPPLY	05/29/2024	Regular	0.00	332.33	47762
00434	RICOH USA	05/29/2024	Regular	0.00	79.65	47763
VEN01302	Serena Calbero	05/29/2024	Regular	0.00	50.00	47764

Check Report

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00454	WALTER NELSON CO.	05/29/2024	Regular	0.00	386.95	47765

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	55	51	0.00	229,676.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
	55	51	0.00	229,676.60

Check Report

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	05/31/2024	Bank Draft	0.00	2,137.32	DFT0001432
01793	US Treasury	05/31/2024	Bank Draft	0.00	9,139.12	DFT0001433
01734	Oregon Department of Revenue	05/31/2024	Bank Draft	0.00	4,962.50	DFT0001434
01793	US Treasury	05/31/2024	Bank Draft	0.00	5,590.00	DFT0001435
01793	US Treasury	05/31/2024	Bank Draft	0.00	1.08	DFT0001441
01793	US Treasury	05/31/2024	Bank Draft	0.00	4.60	DFT0001442
01793	US Treasury	05/31/2024	Bank Draft	0.00	2,203.62	DFT0001443
01793	US Treasury	05/31/2024	Bank Draft	0.00	9,422.46	DFT0001444
01734	Oregon Department of Revenue	05/31/2024	Bank Draft	0.00	5,135.08	DFT0001445
01793	US Treasury	05/31/2024	Bank Draft	0.00	5,688.89	DFT0001446
01793	US Treasury	05/31/2024	Bank Draft	0.00	62.30	DFT0001450
01793	US Treasury	05/31/2024	Bank Draft	0.00	266.44	DFT0001451
01734	Oregon Department of Revenue	05/31/2024	Bank Draft	0.00	155.48	DFT0001452
01793	US Treasury	05/31/2024	Bank Draft	0.00	114.31	DFT0001453

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	14	14	0.00	44,883.20
EFT's	0	0	0.00	0.00
	14	14	0.00	44,883.20

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	55	51	0.00	229,676.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	44,883.20
EFT's	0	0	0.00	0.00
	<u>69</u>	<u>65</u>	<u>0.00</u>	<u>274,559.80</u>

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2024	274,559.80
			<u>274,559.80</u>

SEPRD's Vendors

Vendor	Description
Airgas	Co2 for pool
Ace Hardware	Maint. Supplies
American Red Cross	Training/Certification
BAMM! Promotional Products	Custom promotional products
Builders First Source	Maint. Supplies
CBM Systems	SRC Custodial
City Of Seaside	Water Bill/Market
Civic Plus	POS annual bill
Cole Industrial	Maint. Supplies
Columbia Locksmith	Lock replacement/Maint.
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
Government Finance Officers Association	Finance Membership
Grainger	Maint. Supplies
HD Supply Facilites	Maint. Supplies
Jacobs Radio	Advertising
Jeane Jenson	Yoga Contractor
JJ Electric	Electrical maint.
Kern Thompson, CPA	Auditor
Kiwi Glass	Window Replacements
Klosh Group	Consultants
KBGE-FM (94.9)	Advertising
KMUN	Advertising
Les Schwab	Tires
Lincoln Aquatics	Aquatic supplies
Liftoff, LLC	Email/Microsoft Suites
Logotek	Custom Printing
Mediamerica	Advertising
Meshier	Maint. Supplies
Northwest Natural	Natural Gas
NW Local Government Legal	Lawyer
Ohana Media Group	Advertising/Notices
Oregon Recreation and Parks (ORPA)	Dues/Trainings
Oregon State Audit Division	Filing fee for annual audit
P & L Johnson	Mechanical Heating

SEPRD's Vendors

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

SEPRD Executive Director Goals 2024-25

Key Results / Goals

1. Objective: Improve Financial Security & Growth
 - a. Key Result 1: Deliver a staff report and recommendation to the Board on SDCs
 - b. Key Result 2: Create investment plan/policy
 - c. Key Result 3: Plan and implement new user fee schedules across all programs (equity for in-district patrons)
 - d. Key Result 4: Cost analysis of programmatic offerings that takes into consideration program costs, labor costs (including administrative %), and facilities costs (including maintenance)
2. Objective: Upgrade Facilities
 - a. Key Result 1: Complete Broadway Field renovation in collab w/ SSD
 - b. Key Result 2: Finalize strategic plan
 - c. Key Result 3: Create long-term capital plan
3. Objective: Enhance Community Relationships
 - a. Key Result 1: Strengthen patron visibility to SEPRD leadership
 - b. Key Result 2: Conduct website usability analysis and develop plan for update
 - c. Key Result 3: Develop a patron management plan that articulates equitable response to and protocols for a patron complaint, conflict, injury, and unusual incidents
4. Objective: Strengthen Organizational Culture
 - a. Key Result 1: Establish a metric to gauge staff satisfaction and implement an annual staff survey
 - b. Key Result 2: Develop a human resources plan that articulates equitable response to and protocols for staff complaint, conflict, injury, and unusual incidents
 - c. Key Result 3: Conduct compensation scan and develop compensation guidelines/plan that takes into account both COLA and merit increases based on documented performance
 - d. Key Result 4: Develop a development plan for key positions (e.g. to mitigate risk due to key staff departure), including position descriptions / competencies

June 25, 2024

To: SEPRD Board of Directors
Re: Fee Review

Directors,

Thank you for the great discussion last month and feedback on this policy. A few reminders, which were also shared last month:

- Internally we have two different rates: **resident** for our in-district taxpayers and **non-resident** for guests.
- Current SEPRD fees are comparable, if slightly more affordable than counterparts in our region and state
- The last fee increase was in July 2022 with previous increases occurring in November 2020 and April 2019.
- The July 2022 change included a 33% overall increase and an alignment of non-resident rates at (approximately) 50% more than the resident rate. That change also included a removal of punch passes (all types) for non-residents.
- The District faces rising costs for employees, energy and utilities.
 - Since 2022 minimum wage has risen \$1.20/hour (effective July 1) and increased \$5.45/hour since 2016
 - Energy costs have increased significantly over the past two years for electricity (33%, over the last two years) and natural gas (20%), approximately

Based on that understanding and from our discussion last month we propose the following changes, to be implemented on Tuesday, September 3, 2024. The proposed date would provide plenty of time for Board discussion/modifications and for Staff to implement this change.

Fee Review:

- Adjust resident rate with a modest 15% increase
- Adjust non-resident rate to be aligned at an 80% increase above the resident rate

Full details are included on the next page. We also share the following as options for extending a membership benefit:

- Merchandise discount on items purchased at the Sunset Pool of 10%
- Early registration for district residents on applicable programs (eligibility and feasibility determined by staff)
- Resident Open Swims (portion of existing open swims)
- Guaranteed percentage of programs for residents (75%)

Additionally, with these changes, District staff recommends a reframing of this topic so that prices listed are the non-resident rates with a discount being applied to residents, upon verification of physical address within District boundaries. This will be a substantial change for our internal processes but one that we feel will demonstrate the value for current residents and encourage folks to join the District.



I look forward to our conversation and your input.

Sincerely,

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

1140 Broadway | Seaside, Oregon 97138

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

		Current Rates		Proposed Fees		
		Resident	Non	Resident	Non	
Daily Rates	GA Individual	\$ 6.00	\$ 11.00	\$ 7.00	\$ 12.50	
	GA Family	\$ 18.00	\$ 32.00	\$ 21.00	\$ 38.00	
	Open Swim Indi	\$ 2.25	\$ 4.00	\$ 2.75	\$ 5.00	
	Open Swim Fan	\$ 7.50	\$ 13.00	\$ 9.00	\$ 16.00	
Passes	Youth Memberships	Monthly	\$ 32.00	\$ 48.00	\$ 37.00	\$ 66.00
		3-Month	\$ 80.00	\$ 120.00	\$ 92.00	\$ 165.00
		Annual	\$ 200.00	\$ 300.00	\$ 230.00	\$ 414.00
	Adult Memberships	Monthly	\$ 40.00	\$ 70.00	\$ 46.00	\$ 83.00
		3- Month	\$ 90.00	\$ 158.00	\$ 103.00	\$ 185.00
		Annual	\$ 275.00	\$ 481.00	\$ 315.00	\$ 565.00
	Senior	Monthly	\$ 36.00	\$ 54.00	\$ 42.00	\$ 75.00
		3- Month	\$ 85.00	\$ 128.00	\$ 98.00	\$ 176.00
		Annual	\$ 250.00	\$ 375.00	\$ 285.00	\$ 510.00
	Family	Monthly	\$ 70.00	\$ 123.00	\$ 80.00	\$ 144.00
		3- Month	\$ 175.00	\$ 306.00	\$ 200.00	\$ 360.00
		Annual	\$ 525.00	\$ 919.00	\$ 600.00	\$ 1,080.00
10-punch pass	Open Swim	\$ 18.00		\$ 21.00		
	Open Gym	\$ 28.00		\$ 32.00		
	GA- Youth	\$ 38.00		\$ 44.00		
	GA- Adult	\$ 50.00		\$ 58.00		
	GA Senior	\$ 40.00		\$ 46.00		

June 25, 2024

To: SEPRD Board of Directors
Re: Banking Services RFP

Directors,

Staff and other selected stakeholders have gone through a thorough process of reviewing proposals from three qualified institutions to be selected as the District's banking services provider. Since our meeting in May we have conducted interviews and reference checks on the three proposers.

At this time we'd like to recommend the following to the Board:

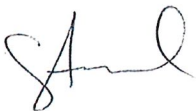
The Committee recommends that the District proceed with separating from Umpqua Bank as their current banking institution and engage with Bank of the Pacific for their banking needs moving forward.

If the Board would like to proceed with this recommendation and move forward, an appropriate motion might sound like:

"I move that we move forward with establishing Bank of the Pacific as the banking institution of the SEPRD, on a timeline that works best for the District".

Thank you for your time and thank you to the review committee for their time and efforts on this behalf.

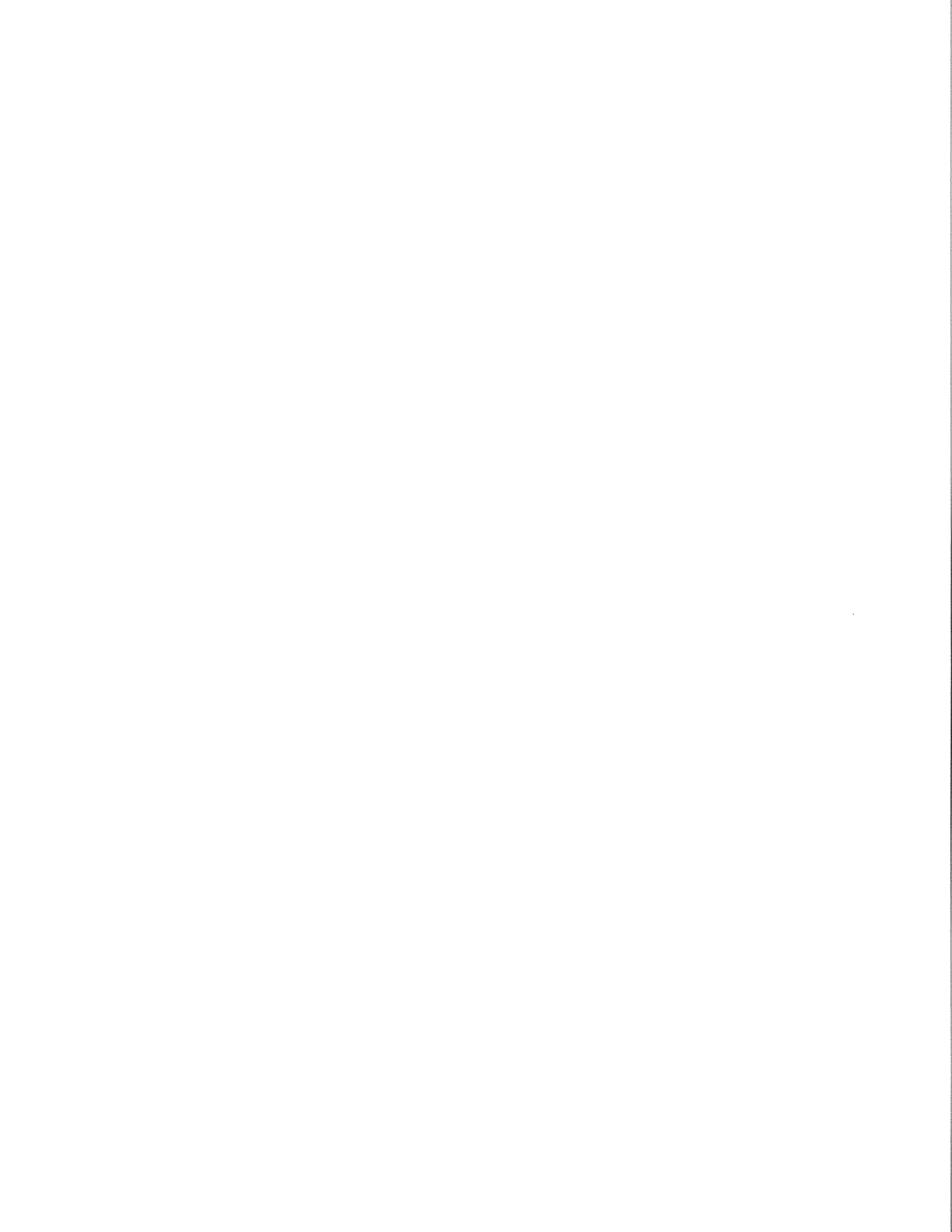
Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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



Brandon Dole, Associate Principal

(503) 539-45954, bdole@seallp.com

Scott Edwards Architecture, LLP ▪ 2525 E Burnside St, Portland, OR 97214

Date: 02/02/2024

Jeff Flory, Community Development Director

(503) 738-7100, jflory@cityofseaside.us

City of Seaside ▪ Seaside, OR

Dear Jeff,

We've been informed that the SEPRD Conditional Use Application for the change of occupancy will require a Traffic Impact Analysis (TIA). The TIA is being required due to an ODOT overlay on the property. The following is a summary of the proposed Traffic Impact Analysis to be completed. The proposed steps have been coordinated with ODOT for their approval.

Summary of Analysis:

TASK 1: Data Collection & Trip Generation/Distribution

Initial coordination with ODOT staff suggested the following intersections for evaluation under existing traffic conditions:

1. Highway 101/Broadway Street
2. Broadway Street/Lincoln Street
3. All site driveways (one access on Highway 101 and one access on Broadway Street)

SEPRD traffic engineer will collect turning movement counts at the intersections listed above. Weekday a.m. peak hour (7 am – 9am) and p.m. peak hour (4 pm - 6 pm) turning movement counts will include vehicles, pedestrians, bicyclists, and heavy vehicles.

Peak hour and daily trip generation estimates will be performed for the existing land use and proposed land use using the rates provided in the 11th Edition of the Institute of Transportation Engineers (ITE) Trip Generation manual. The transportation impact analysis will be based on the number of net new trips that would be generated from the proposed change of use. Trips will be distributed from the site based on existing traffic patterns in the City's TSP.

TASK 2: Impact Analysis

Vehicle intersection operations analysis will be performed at the study intersections listed previously based on 6th Edition Highway Capacity Manual methodology¹. Intersection analysis will include the following analysis scenarios for the a.m. and p.m. peak hours:

- Existing Conditions (2024)
- Future Background Conditions (Estimated Year of Occupancy)
- Future Build Conditions (Estimated Year of Occupancy)

The existing conditions will include volume adjustments (e.g., seasonal adjustment factor) consistent with the ODOT Analysis Procedures Manual (APM).

The Future Background Conditions will include background growth that is represented by an average annual growth rate based on ODOT's Future Highway Volumes Table.

For each of these analysis scenarios, the traffic engineer will show unmitigated impacts for the study area intersections. Where the ODOT mobility target cannot be met, improvements will be identified to mitigate operating conditions. Additional analysis will then be performed with any recommended improvements in place to determine the resulting vehicle operations.

Queuing analysis will be conducted at the study intersections to determine whether estimated vehicle queues with the proposed project will cause vehicle spillback beyond existing storage.

The collision history at the study intersections will also be reviewed, along with ODOT's Safety Priority Index System (SPIS) to determine if any safety-related concerns have been identified in the project study area.

TASK 3: Site Plan Evaluation

SEPRD traffic engineer will review the site plan and will assess pedestrian and bicycle needs, vehicular access and circulation, intersection sight distance, and parking requirements. The transportation review will include a detailed discussion of any site plan issues as well as recommended mitigations if necessary.

The above tasks will be summarized in a final report of findings and recommendations. SEPRD's traffic engineer is suggesting that the analysis be conducted during the months of April and May to ensure average daily traffic counts are considered. Please, let us know if you have any questions or concerns.

Sincerely,



Brandon Dole
Associate Principal



Scott Edwards Architecture LLP
503.226.3617 • seallp.com



JANUARY 31, 2024

Skyler Archibald
Sunset Empire Parks & Recreation District
1140 Broadway
Seaside, OR 97138

SUBJECT: SCOPE OF SERVICES FOR SEASIDE SEPRD TRANSPORTATION IMPACT STUDY 24529-000

SCOPE OF SERVICES

DKS Associates is pleased to present you this scope of services to prepare a transportation impact study for the proposed community recreation center located at 1120 Broadway Street in Seaside, Oregon. The existing building on-site was previously a middle school and will be converted to offices, early education classrooms, and recreation uses throughout. Most of the building's classrooms will be converted to fitness or wellness programs.

Once the project has been initiated, changes to the site plan, access/road locations, or schedule adjustments (i.e., putting the project on hold for any period of time) may require modification to scope and budget to address. This scope of work assumes the proposed project is an allowed use within the existing land use zone.

TASK 1: PROJECT MANAGEMENT AND AGENCY COORDINATION

Consultant will manage the tasks identified in the following scope of work and shall prepare invoices and provide a written summary of activities in progress or completed over the billing period. Consultant will also coordinate the study area, analysis methodology and assumptions with ODOT and City of Seaside as part of this task.

TASK 2: DATA COLLECTION & TRIP GENERATION/DISTRIBUTION

Initial coordination with ODOT staff suggested the following intersections for evaluation under existing traffic conditions:

1. Highway 101/Broadway Street
2. Broadway Street/Lincoln Street
3. All site driveways (one access on Highway 101 and one access on Broadway Street)

DKS will collect turning movement counts at the intersections listed above. Weekday a.m. peak hour (7 am – 9am) and p.m. peak hour (4 pm - 6 pm) turning movement counts will include vehicles, pedestrians, bicyclists, and heavy vehicles.

Peak hour and daily trip generation estimates will be performed for the existing land use and proposed land use using the rates provided in the 11th Edition of the Institute of Transportation

Engineers (ITE) Trip Generation manual. The transportation impact analysis will be based on the number of *net new trips* that would be generated from the proposed change of use. Trips will be distributed from the site based on existing traffic patterns in the City's TSP.

TASK 3: IMPACT ANALYSIS

Vehicle intersection operations analysis will be performed at the study intersections listed previously based on 6th Edition Highway Capacity Manual methodology¹. Intersection analysis will include the following analysis scenarios for the a.m. and p.m. peak hours:

- Existing Conditions (2024)
- Future Background Conditions (Estimated Year of Occupancy)
- Future Build Conditions (Estimated Year of Occupancy)

The existing conditions will include volume adjustments (e.g., seasonal adjustment factor) consistent with the ODOT Analysis Procedures Manual (APM).

The Future Background Conditions will include background growth that is represented by an average annual growth rate based on ODOT's Future Highway Volumes Table.

For each of these analysis scenarios, DKS will show unmitigated impacts for the study area intersections. Where the ODOT mobility target cannot be met, improvements will be identified to mitigate operating conditions. Additional analysis will then be performed with any recommended improvements in place to determine the resulting vehicle operations.

Queuing analysis will be conducted at the study intersections to determine whether estimated vehicle queues with the proposed project will cause vehicle spillback beyond existing storage.

The collision history at the study intersections will also be reviewed, along with ODOT's Safety Priority Index System (SPIS) to determine if any safety-related concerns have been identified in the project study area.

TASK 4: SITE PLAN EVALUATION

DKS will review the site plan and will assess pedestrian and bicycle needs, vehicular access and circulation, intersection sight distance, and parking requirements. The transportation review will include a detailed discussion of any site plan issues as well as recommended mitigations if necessary.

TASK 5: DOCUMENTATION AND MEETING

A draft report of our findings will be submitted to the project sponsor within eight to ten weeks of receiving documented authorization to proceed. The draft report will document data collection, analysis procedures and results, and mitigation measures for the proposed project. A summary and

¹ Highway Capacity Manual 6th Edition, Transportation Research Board, 2016.

technical appendix will accompany the report. We have allocated budget towards response to comments from City staff, ODOT staff, and/or the project sponsor's representatives following the completion of the draft traffic study. A final traffic study will be provided within two weeks of receiving comments. This task includes one virtual meeting between DKS and the project sponsor and project team.

Additional work beyond the tasks outlined in this scope, attendance at any additional meetings, or further effort in responding to comments would require a subsequent mutual agreement between DKS and the project sponsor.

BUDGET

In consideration of the performance of these services, DKS Associates will be compensated the fixed price amount of **\$24,000** for Tasks 1-5. This fixed price amount is based upon the scope of services and level of effort presented above.

CONTRACT TERMS

DKS will invoice monthly based upon our estimate of progress (percent complete). Payments are due on a net 30-day basis. A service charge of 1¼ percent per month compounded will be assessed on billings not paid when due. If payment of our invoices is not made within 45 days of the due date, DKS reserves the right to cease work on this project until payment is received. In the event of any litigation between the parties arising from this agreement, the prevailing party shall be reimbursed for its reasonable attorney's fees and costs.

Should the services not be authorized in thirty (30) days; or should changes occur in the scope or level of effort; or should the completion date extend beyond December 31, 2024, due to circumstances beyond DKS's control; we reserve the right to revise the scope, budget, and schedule to reflect then current conditions. Such revisions will be affected through amendments to this agreement.

If this agreement is acceptable to you, please have a duly authorized official of your company sign below and return one original for our files. Your signature will constitute formal authorization to proceed with the work outlined above. Please call Scott Mansur or Jenna Bogert at (503) 391-8773 if you have any questions.

Sincerely,

DKS Associates

Approved by: Sunset Empire Parks & Recreation
District (SEPRD)

Digitally Signed 2024.01.31
Scott M Mansur 13:23:11-08'00'

By: Scott Mansur, PE, PTOE, RSP₁
Principal

By: _____ Date _____

Sunset Empire Park + Recreation District



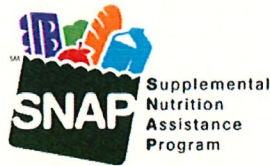
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Celebrando más de 10 años

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

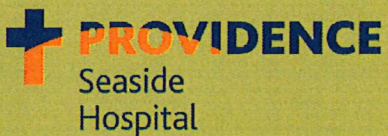
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www.sunsetempire.com



Sunset Empire Park + Recreation District



seaside
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MARKET**
— SEASIDE, OR - USA —

Celebrating 10+ years

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

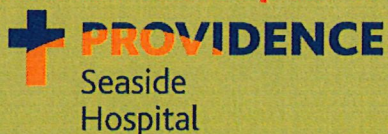
EVERY WEDNESDAY

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

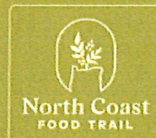


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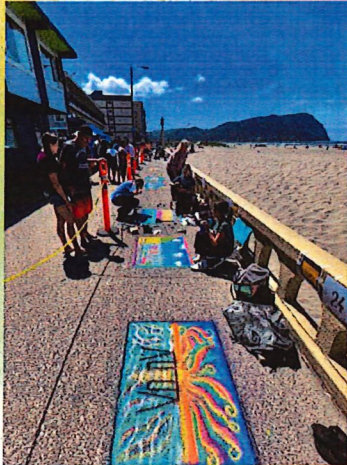


Sunset Empire Park + Recreation District's

CHALK IT...

IN SEASIDE!

July 26th & 27th, 2024



LIVE ART EVENT & STREET CHALK CLASS

Open to artists of all ages and skill levels. Artists will create art on the Seaside Promenade near the Turnaround starting at 9am on July 27th. You can enter to just play or compete, your choice. Judging and an awards ceremony will occur in the afternoon. Join us in celebrating creative play in Seaside!

Register
Now



Entrance fee is \$35 and includes a set of Street Chalk Pastels and a class by Robin Montero on the evening of July 26th.

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