
AGENDA

ASTORIA PARKS & RECREATION ADVISORY BOARD

Wednesday, May 23, 2018
6:45 AM
2nd Floor Council Chambers
1095 Duane Street, Astoria OR 97103

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
 - A. Individuals must state full name and address
 - B. Each individual is provided 2 minutes
- 4. APPROVAL OF MINUTES**
 - A. April
- 5. PRESIDENT HERNANDEZ**
 - A. What do you hear?
- 6. EMPLOYEE & VOLUNTEER RECOGNITION**
- 7. OLD BUSINESS**
 - A. Parks Foundation Update
 - B. Implementation of the Parks and Recreation Comprehensive Master Plan
 - a. Developing Parks and Facilities Maintenance Plans
 - b. Capital Improvement Plan
- 8. NEW BUSINESS**
 - A. Presentation and discussion on Parks and Facilities Maintenance Plans
 - B. Update on Request to Light the Astoria Column for Astoria Pride Week
 - C. Update on future adoption agreements for Birch Field and Customs House
- 9. STAFF REPORTS AND UPCOMING EVENTS (attached)**
- 10. FUTURE MEETINGS**
 - A. June 27, 2018 @ 6:45 AM in City Hall, Council Chambers
 - B. July 25, 2018 @ 6:45 AM in City Hall, Council Chambers

Parks Advisory Board Meeting Minutes April 25, 2018

Chairperson Norma Hernandez called meeting to Order at 6:50am.

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Jim Holen, Eric Halverson, Howard Rub, and Michele Tompkins.

Staff- Angela Cosby, Terra Patterson, Susan, and Laura.

Public comments

1. There were none.

Approval of Minutes

- A. February minutes were unanimously approved with the following corrections:
 - Page 2, Paragraph 6 - Andrew Fick clarified he wrote one email to City Council about funding for Parks, and then a second email about his concerns about selling parks.
 - Page 2, Paragraph 2 – Jessica Schleif clarified she did not state that that Staff should make sure potential purchasers were aware of how much the City paid for the property but rather that the City Council and Staff should be made aware and are cognizant of the original purchase price of the property.

President Hernandez

- A. What do you hear- Jessica Schleif heard the new garbage and recycling cans had arrived. She also noted that Tapiola Park looked great. Jim Holen heard the film company was filming in Shively Park. Michele Tompkins thanked Jonah Dart-McLean and Tyler Johnson for assisting with the United Way Projects. Andrew Fick said he continued to hear questions and concerns about selling parks and interest from high school students about Run on the River.

Employee and Volunteer Recognition

- A. Terra Patterson recognized Susan, Laura, and Mindy as the April Employees of the Month. She noted how well they responded to an emergency situation and gave details about each of their contributions to the department.
- B. Jonah Dart-McLean recognized Tongue Point Job Corps as April Volunteer of the month. Katrina Gasser briefly shared her experience working with Mr. Dart-McLean and the students.

Old Business

- A. Jim Holen gave an update on the Parks Foundation. Volunteers are still being recruited for Run on the River and they are still collecting gift cards. Wal-Mart's decision on their community grant application should be made within 30 days.
- B. Director Cosby updated the Board on Staff's efforts to implement the Parks and Recreation Master Plan. Ian Sisson has been hired part time to put the finishing details on the parks and facilities plans, which would be presented to the Board in May.

New Business

- A. Director Cosby updated the Board on the Astoria Column lighting request procedures. City Council approved the Friends of the Column request to develop new procedures. The Friends

intended to develop procedures that were fair, economical, and meaningful to the community, while keeping in mind that the Column is a piece of art and a historic structure. New requests would be approved by City Council instead of the Board.

- B. Director Cosby gave an update on the potential sale of City owned park land being discussed at the May 7, 2018 City Council meeting. The Alderbrook Neighbors will oppose the sale of Birch Field and offer to adopt the park. The Lower Columbia Preservation Society will propose adopting the Customs House and the surrounding park site. The Board shared stories about community groups and volunteers stepping up to help preserve park sites.
- C. Regina Wilkey, Chamber of Commerce and Jane Ridley, Oregon Film Heritage Office, gave a presentation on their signage project, which is intended to promote tourism while directing film fans to public access areas rather than private properties featured in films. They are working with Staff to identify appropriate sites in Astoria. Staff answered general questions about the use of Promote Astoria Funds and sign maintenance.
After some discussion in support of the project, the Board unanimously recommended that City Council support the Oregon Film Heritage Signage Project.

Staff Reports and Upcoming Events

The following reports were presented to the Board as part of the agenda packet:

- A. Maintenance
- B. Aquatic Center
- C. Recreation
- D. Lil Sprouts/Port of Play

Future Meetings

- May 23, 2018 at 6:45 am in City Hall, Council Chambers
- June 27, 2018 at 6:45 am in City Hall, Council Chambers

Next meeting will be held Wednesday, May 23, 2018 at 6:45 am at City Hall in City Council Chambers.

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CITY OF ASTORIA
Parks and Recreation Department

Parks Maintenance Plan

Rev: MAY 16, 2018



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Grounds Maintenance

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Overview

Section 6.2 of the Astoria Parks and Recreation Department's 2016 Master Plan is the recommendation to develop a Parks and Facilities Maintenance Plan. The goals of this plan include:

- Establish standards of care for each park, trail, and facility
- Identify and prioritize the backlog of deferred maintenance tasks
- Survey, inventory, and develop maintenance guidelines for all tree and plant species
- Outline maintenance standards and guidelines for all maintenance tasks at each park/facility

The Astoria Parks and Recreation Department's Maintenance Division is responsible for a wide variety of obligations relating to the care and upkeep of parks, facilities, and activities. The division is comprised of three full-time employees; Maintenance Supervisor, Facilities Coordinator, and Grounds Coordinator. The division is supplemented by up to six temporary, part-time workers who carry out semi-skilled labor tasks such as mowing, trimming, event and sports field set-ups. The division carries out maintenance and support activities on playgrounds, natural and historic sites, ball/turf fields, special events, trails, rental halls, recreation facilities, and an active cemetery.

The information detailed within this document is intended to be used as a planning and reference tool for all maintenance activities within the Astoria Parks and Recreation Department's purview.

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Standards of care are established as aspirational levels that, in many cases, are not being realized as of this document's writing, in 2018. The goal is of this document is to provide an easily accessed overview of current conditions, encapsulate the routine tasks that should be carried out at each property, and provide information on estimated hours required and material & operating costs.

This plan also gives current maintenance equipment and resources inventory information, contains appendices of inspection forms, and provides rationale related to scheduling and prioritization, based on each properties' level of use, utilizing responses to the 2016 Comprehensive Parks Master Plan as the basis for decision making.

These plans are a reflection of current demands and it is recommended they are reviewed and updated annually. Changes in use, replacement of capital items, and other factors will necessitate commensurate revisions to accurately portray existing and desired conditions at each Parks and Recreation location.

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2018 State of Parks Maintenance

The Parks and Recreation Department as a whole, and by extension, the Parks Maintenance Division, has seen positive changes in the past year. Despite a disproportionately small staff for the breadth of responsibilities under the Parks Maintenance purview, the division is approaching a more manageable equilibrium.

Utilization of revenue from the Promote Astoria Fund has resulted in contracting landscaping services for the following park locations:

- 8 th St. Triangle Flower Bed
- Portal Park
- 15 th St. Triangle
- People's Park
- 17 th St. Flower Bed
- The Astoria Riverwalk
- 9 th St. Park
- Fort Astoria Park
- West Bond Triangle Flower Bed
- Customs House
- 11 th Street Steps
- Doughboy Monument
- Garden of Surging Waves

In addition, a combination of Promote Astoria and regular Park Maintenance funds have been used to contract janitorial services at Tapiola, Downtown, Evergreen, and Doughboy Restrooms for the fiscal year 17-18 and both contract services are anticipated to be renewed.

Lastly, Recology has updated its franchise agreement with the City in order to absorb the cost of their drivers emptying all park garbage cans. These improvements have alleviated, but not wholly removed, the division's constant dilemma of attempting to balance finite resources against multiple tasks that must be performed regularly to avoid system-wide deficiencies.

Several park adoption agreements have also been undertaken in the past year; Old Post Office Park, Tide Rock Park, McClure Park, Birch Field, and Customs House have all been adopted, or are in the adoption process as of this writing.

Coupled with outside assistance supplementing park maintenance activities, the division has internally been working toward greater operational efficiency. The clearest example of progress in this regard is this document, The 2018 Parks Maintenance Plan.

The division has operated for too long without defined standards or practices, often causing decision-making to be rushed, flawed in retrospect, or failing to encompass and achieve overarching goals of the Department and City as a whole. This document will provide the framework necessary to base choices for immediate implementation of resources, encourage and facilitate a more delineated culture of inspections and forecasting to reduce unplanned interruptions of service, and help enhance tracking of inventories and conditions of essential tools and equipment and potential future capital investments.

Parks Maintenance is still operating at a disadvantage when compared to regional or national benchmarks of average number of acres/facilities maintained per staff member, but the division is making progress toward self-sufficiency at a sustainable level through support by City Management, intelligent determination of methods and procedures to best provide the highest level of care for the maximum number of users, and continued enthusiasm and support from community members.

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Facilities Maintenance

Facilities maintenance activities at the Astoria Recreation Center, Astoria Aquatic Center, Parks Maintenance Shops, Ocean View Cemetery Chapel & Maintenance Shop, Alderbrook and Shively Halls, Downtown, Doughboy, and Tapiola Park Public Restrooms.

Facility management is shared with Astoria School District for Gray School areas used by Little Sprouts and Port of Play. For the Astoria Aquatic Center, maintenance is a shared responsibility between the Maintenance Division and the Aquatics staff under the Aquatics Supervisor.

Work is carried out under the guidance of the Maintenance Supervisor and is managed by the Facilities Coordinator. Areas of management include: exterior, interior, structural, electrical, plumbing, HVAC, security systems, coordination with contractors to provide services not available internally.

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Facilities Maintained:

- Astoria Recreation Center
- Astoria Aquatic Center
- Port of Play / Little Sprouts
- Rental Halls
- Public Restrooms
- Maintenance Shop
- Mausoleum

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Astoria Recreation Center

The Astoria Recreation Center (ARC) is housed in the former Yacht Club Building, built in 1945. The building has vinyl siding (one wall re-sided in 2008), a membrane roof, and a combination of central heat and wall-mounted heaters. The building's use is divided between a rental hall area that is also used for child care after school and during the summer, and a recreation facility with a spin bike room, cardio room, staff kitchen and offices. Building is inspected every two months according to the checklist in Appendix 2 of this document. Any work carried out at the ARC is coordinated through the Recreation Manager who oversees all activities at the facility.

Astoria Aquatic Center

The Astoria Aquatic Center (AAC) was built in 1997. The facility contains many unique and isolated systems that all require specialized knowledge to operate and maintain. In addition to four pools, the facility houses a gym/cardio room, lobby, locker rooms, and a variety of mechanical rooms. The building has an HVAC system for air handling and heating, a boiler system for pool water heating, on-demand hot water units, and individual circulatory systems for all pools. Any work carried out is coordinated with the Aquatics Supervisor who manages all activities at the facility. Building is inspected every month according to the checklist in Appendix 1 of this document.

Port of Play/Little Sprouts

Port of Play (PoP) and Little Sprouts are housed within the Astoria School District's Gray School which was built in 1925. Maintenance of the facility is shared between the Astoria School District and Parks Maintenance Division. Both PoP and Little Sprouts utilize the former basketball gym and stage at the school as a recreation area and Little Sprouts also has five classrooms used for day care. Any work carried out in PoP or Little Sprouts is coordinated through the Recreation Coordinator who manages all activities at the facility. The facilities are inspected every three months according to the checklist in Appendix 2 of this document.

Rental Halls

Rentals halls are used by community members or visitors for a variety of private functions. The halls are maintained for safety and functionality. Each hall has an allotment of tables and chairs that remain onsite. Halls are checked weekly and cleaned prior to and after rentals. If heating oil is used as the primary heating source, oil tanks are checked every two months to ensure adequate fuel levels. Rental hall interiors are painted/touched-up every three years, exteriors are pressure-washed once per year and painted/touch-up every at least every ten years. Halls are inspected every three months according to the checklist in Appendix 2 of this document.

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Public Restrooms

Restrooms are maintained to provide sanitary services for the public. Restrooms are checked and cleaned at least twice per week, more during high use periods of the year. During cleaning, all surfaces are wiped and sanitized, supplies are restocked, and floors are swept and mopped. Restrooms are inspected every month according to the checklist in Appendix 3 of this document.

Maintenance Shops

Maintenance shop areas are all intended for use solely by Parks staff. Areas are maintained for safety, functionality, and facilitation of daily tasks. Shops are cleaned based on amount of use and the frequency varies with the types and amounts of work being carried out. All sites are kept free of debris, hazardous materials and tools are properly stored and labeled. All safety information is displayed and current. Sites are inspected every two months according to the checklist in Appendix 2 of this document.

Mausoleum

The mausoleum at Oceanview Cemetery is maintained jointly between the City of Astoria and the private citizens who own crypts within the building. The building is maintained for safe access by relatives or approved parties to visit family crypts. The door to the building is kept locked and access is granted either through Parks-sanctioned business or at the request of a crypt owner. Maintenance staff is responsible for care of the exterior, roof, and grounds surrounding the mausoleum. The building is inspected every six months according to the checklist in Appendix 2 of this document.

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Cemetery Maintenance

The APRD maintenance division manages and provides all cemetery activities at Ocean View Cemetery. Prior to 2011, there was maintenance staff dedicated full-time to cemetery operations, but since then the Grounds and Facilities Coordinators, under the guidance of the Maintenance Supervisor, carry out all activities including: preparing full and cremation burials, disinterment services, grave sales, grave location, care of turf and ornamental plantings, and enforcement of rules and regulations.

Cemetery operations are divided into the following categories:

- Burials
- Grounds Maintenance

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Burials

Full (casket) and cremation burials are carried out by Maintenance Staff. Full burials require two people to prepare and carry out, cremation burials require one. For either type of burial, staff is expected to be conscientious and cognizant at all times of the gravity of their tasks. Prior to burial services commencing, the area nearby the grave must be clear of debris and mowed. Staff must be within view of the grave for the duration of any service to ensure that all protocols and rules are obeyed and to reduce the possibility of injury to any patron. A full list of staff procedures and diagrams of both types of burials are found in Appendix 4 of this document.

Cemetery Grounds Maintenance

The cemetery's grounds are maintained to provide a peaceful and aesthetically pleasing environment for patrons to visit graves and memorials. Care of the grounds extends to all plantings and decorative bed areas installed by Maintenance Staff. Additional plantings or decorations of any kind are not the responsibility of staff and may be removed without notice if they hinder maintenance work. Grass areas must be kept at least 50% weed free and mowed once every two weeks to a height of 2.5"-3". String trimming and edging occur around hard edges and curbs at time of mowing. Mowing and string trimming activities are done using the utmost care to not damage monuments or other fixtures within the cemetery. At least two applications of a properly balanced fertilizer and lime are applied per year. Applications of herbicides to reduce or eliminate noxious/invasive weeds in grass, decorative beds, or around permanent fixtures may be carried out after site examination and explanation of infeasibility of mechanical removal and long-term hand-weeding vs. chemical use. Aeration, over-seeding, and top-dressing with a hollow-tined aerator occurs twice per year. All road edges are distinct and edged once per month. Trees adjacent to roadways are trimmed to a height of 14' to facilitate the passage of vehicles. Garbage and debris are removed from site at least once per week. Flower vases on graves are emptied and turned upside-down at least every two weeks. Decorative objects are removed from grave sites at least once every month; objects are stored for two months at the Cemetery Maintenance Shop before being disposed of. Twice per year, cemetery is inspected according to the checklist in Appendix 5 of this document.

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Grounds Maintenance

Encompasses all grounds maintenance activities at all APRD locations including: mowing, weed-eating, edging, hedging, garbage pick-up, irrigation, weeding, trimming, fertilizing, playground equipment maintenance, ball/turf field maintenance and management, coordination with contractors to provide services not available internally, etc. Work is carried out under the guidance of the Maintenance Supervisor and is managed by the Grounds Coordinator. During the mowing season (April-September), up to six temporary workers are added to the Grounds workforce to provide assistance with all tasks.

Standards of Care

Established expectations and standards of care are used to delineate the amount of effort, money, and time each grounds area requires. These guidelines are developed using industry standards that will guide Maintenance Staff when prioritizing and carrying out activities.

General standards of care for sites are described by the following rating system:

- Excellent—Site/Facility is very well maintained, all components are aesthetically and functionally kept at their highest attainable level, maintenance is regular and comprehensive. Inspections are regularly carried out and recommendations for improvements are adhered to. At minimum, site is visited once per week and assessed to ensure standards of care are being upheld.
- Good—Site/Facility is maintained well, components are predominantly kept at high aesthetic and functional levels but there may be room for improvements. Maintenance is regular but may not encompass the full requirements of the site/facility. Site is visited twice per month and assessed to ensure standards of care are being upheld.

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- Fair—Site/Facility’s maintenance is low, some components are in disrepair or outdated and in need of replacement. Maintenance is not regular and is carried out generally at times when safety concerns are raised. Specific portions of the site/facility may be neglected due to staff or resource constraints. Site is visited once per month and assessed to ensure standards of care are being upheld.
- Poor—Site/Facility’s maintenance is very low, many components are in disrepair or outdated and in need of replacement or removal. Maintenance is carried out only at times when safety concerns are raised. The site/facility is routinely overlooked in favor of more valued sites to maximize staff and resource use. Site is visited once every two months and assessed for safety issues.

Standards of care are established for each of the following categories, and described in this section:

- Grass Areas
- Playgrounds
- Turf Playing Fields
- Irrigation Systems
- Natural Areas and Trails
- Historic and Cultural Sites
- Skate Park
- Hard Playing Courts
- Community Gardens

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Grass Areas

Grass areas are zones within sites that are dedicated to open grass space but do not provide a specific purpose such as playing fields or turf. Grass areas are dedicated for general recreation and may be utilized by a variety of parks patrons from picnics to leashed dog walking.

“A”- High level care - Grass areas are at least 90% weed free and mowed at least once per week to a height of 2.5”-3”. String trimming and edging occur around hard edges and curbs at time of mowing. At least two applications each of a properly balanced fertilizer and lime are applied per year. Applications of herbicides to reduce or eliminate noxious/invasive weeds in grass or around permanent fixtures may be carried out after site examination and explanation of infeasibility of mechanical removal and long-term hand-weeding vs. chemical use. Aeration with a hollow-tined aerator occurs at least once per year and top-dressing and over-seeding with a certified weed-free and site appropriate grass seed mixture is done afterwards to maintain proper density, drainage, and uniform appearance. Site is fully irrigated and irrigation system is in good working order. Irrigation system is inspected and maintained at least twice a year and spray patterns are monitored to ensure complete coverage of irrigated areas. An IPM Plan is established for the site and is updated regularly.

“B”- Mid-level care - Grass areas are up to 50% weed free and mowed once every two weeks to a height of 2.5”-3”. String trimming and edging occur around hard edges and curbs at time of mowing. Two applications of fertilizer/lime per year may be carried out depending on availability of staff and resources. Herbicides may be applied in grass area or around permanent fixtures depending on availability of staff and resources. Aeration,

over-seeding, and top-dressing with a hollow-tined aerator may occur once per year depending on availability of staff and resources. Sites may be irrigated or partially irrigated. Irrigation system is inspected and maintained twice a year and spray patterns are monitored to ensure complete coverage of irrigated areas. If sites are not irrigated, watering may be carried out on a seasonally-appropriate basis to maintain viable turf during dry weather.

“C”- Low-level care - Grass areas may be dominated by weeds and mowed as needed to a functional length. String trimming and edging may occur, dependent on available staff and resources. No irrigation is installed on site. Areas are largely expected to succeed or fail without input of staff and resources.

Playgrounds

Playgrounds are defined as an area used for outdoor play or recreation, especially by children and containing recreational equipment such as slides and swings. Standards of care are designated to provide safe play equipment and areas and ease of access.

“A”- High level care – All playground equipment is updated within the last 10 years, and is functional, safe, and in working order. Signs are in good repair and clearly explain playground rules and age restrictions. Full CPSI inspections are documented and carried out every three months with weekly “light” inspections documented according to the checklists in Appendices 6 & 7 of this document. Deficiencies or failures are corrected within one week of discovery. Surfacing is uniform and of an ASTM material at a safe depth in all fall zones. If loose material is used as surfacing, material is raked weekly under swing sets and other areas of high disturbance to maintain proper depth. All playground borders are of non-toxic, non-degradable material and are properly installed and supported. Playground is free of debris, graffiti, and pet waste. Garbage cans are emptied and loose litter picked up three times per week April-October and twice per week November-March.

“B”- Mid-level care – Playground equipment may be older than 10 years old, is safe and functional but may contain outdated types of play structures. Signs displaying all pertinent safety and age restriction information may need to be replaced or repaired. Full CPSI inspections are documented and carried out every six months with bi-weekly “light” inspections documented according to the checklists in Appendices 6 & 7 of this document. Deficiencies or failures are corrected within two weeks of discovery; playground may have areas

closed until an issue can be resolved. Surfacing is uniform and of an ASTM material at a safe depth in all fall zones. If loose material is used as surfacing, material is raked bi-weekly under swing sets and other areas of high disturbance to maintain proper depth. Playground borders are properly installed and may be of degradable material in good condition. Garbage cans are emptied and loose litter picked up twice per week.

“C”- Low-level care – Playground equipment is older than 10 years old. Equipment is outdated and may be functionally obsolete or unsafe. Unsafe equipment should be removed or closed immediately to prevent injuries. Information signs are old, inaccurate, or nonexistent. Full CPSI inspections are carried out annually according to the checklists in Appendix 7 of this document. Deficiencies or failures are corrected when staff and resources are available; playground may be closed, or have areas closed, until an issue can be resolved. Surfacing is of an ASTM material at a safe depth in all fall zones but depth may not be evenly distributed. If loose material is used as surfacing, material is raked monthly under swing sets and other areas of high disturbance to maintain proper depth. Playground borders are of degradable material and may be in need of replacement. Garbage cans are emptied once per week.

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Turf/Playing Fields

Turf/Playing fields are grass areas dedicated to a specific activity or sport. Areas are not used as mixed-use sites; dog-walking and other inappropriate activities should not be carried out in these areas. Care and maintenance is geared toward safe and functional use by athletic programs. Uniformity of turf, evenness of terrain, and proper drainage are essential to providing adequate playing surfaces.

“A”- High level care - Turf/grass areas are 90% weed free and mowed twice per week during the growing season to a height of 2”-2.5” or the desired height for specific use of the field. String trimming and edging occur around hard edges, obstructions, and curbs at time of mowing. At least two applications each of a properly balanced fertilizer and lime are applied per year. Applications of herbicides to reduce or eliminate noxious/invasive weeds in grass or around permanent fixtures may be carried out after site examination and explanation of infeasibility of mechanical removal and long-term hand-weeding vs. chemical use. Aeration with a hollow-tined aerator occurs at least once per year and top-dressing and over-seeding with a certified weed-free and site appropriate grass seed mixture is done afterwards to maintain proper density, drainage, and uniform appearance. Rolling and smoothing is carried out at least twice a year to ensure a level playing surface free of divots or humps. Pest management is carried out as needed to combat digging/rooting animals depositing soil mounds in turf. Site is fully irrigated and irrigation system is in good working order. Irrigation system is inspected and maintained at least twice a year and spray patterns are monitored to ensure complete coverage of irrigated areas. An IPM Plan is established for the site and is updated regularly.

“B”- Mid-level care - Grass areas are at least 50% weed free and mowed every week to a height of 2.5”-3” or the desired height for specific use. String trimming and edging occur around hard edges, curbs, and obstructions at time of mowing. Two applications of fertilizer/lime per year may be carried out depending on availability of staff and resources. Herbicides may be applied in grass/turf or around permanent fixtures depending on availability of staff and resources. Aeration, over-seeding, and top-dressing with a hollow-tined aerator may occur once per year depending on availability of staff and resources. Sites may be irrigated or partially irrigated. Irrigation system is inspected and maintained twice a year and spray patterns are monitored to ensure complete coverage of irrigated areas. If sites are not irrigated, watering is carried out on a seasonally-appropriate basis to maintain viable turf during dry weather.

“C”- Low-level care - Grass areas may be 50% or more invaded by weeds and mowed once every two weeks to a height of 2.5”-3”. String trimming and edging occur around hard edges and curbs at time of mowing. Fertilizer/lime and herbicide applications are not carried out. Aeration, over-seeding, and top-dressing with a hollow-tined aerator may occur once per year depending on availability of staff and resources. Sites are not irrigated. Sites receive little or no care past basic mowing, trimming, edging. Sites are not considered suitable for most organized sports but may be used for team practices or non-competitive sporting activities.

Irrigation Systems

Irrigation systems are inspected every six months according to the irrigation maintenance checklist in Appendix 8 of this document. Systems are maintained to provide efficient and environmentally responsible water delivery to sites. Leaks and damage will be repaired or mitigated immediately, any work that requires digging or trenching that must be left open for an extended period of time or left without supervision, will be properly signed and covered to prevent accidents. Systems will be drained and closed at the end of each watering season.

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Natural Areas/Trails

Natural areas and trails are areas that are undeveloped or with primitive improvements that require little regular maintenance. Areas may contain difficult or challenging terrain and may not provide amenities to be fully accessible to all users. While safety is still an important factor in these areas, there is a higher risk of accidents due to the unpredictability of the surroundings. Management is geared toward safety in conjunction with maintaining a wild or natural aesthetic.

“A”- High level care – Area is patrolled weekly to check for damage or deficiencies with built or natural features. Garbage and debris are removed from site at least once per week. All man-made structures are inspected four times per year according to the checklist in Appendix 9 of this document to ensure safety and functionality. Brush and vegetative growth is cut back from walkways and designated areas of travel at least three times per year. Areas are well drained and water-diverting structures are in place and cleared as needed to provide runoff channels and combat erosion. Clear information and directional signs are in place and well maintained to orient and educate users. Non-native or noxious plants are mechanically removed and any cut brush is cleared from use areas. An IPM Plan is established for the site and is updated regularly.

“B”- Low level care – Area is patrolled once per month to check for damage or deficiencies with built or natural features. Garbage and debris are removed from site every month. All man-made structures are inspected twice per year according to the checklist in Appendix 9 of this document to ensure safety and functionality. Brush and vegetative growth is cut back from walkways and designated areas of travel once per year. Areas

may contain standing water at times of the year with heavy rainfall, some structures may be in place to help divert or combat erosion. Information and orientation signs may exist; sign content may need to be updated or signs replaced. Non-native or noxious plants may be present and established on site.

Historic/Tourist Sites/Decorative Beds

Historic, tourist sites, and decorative beds are areas that require the highest level of care and attention. These sites are intended to showcase the best examples of the Department's commitment to providing the community with safe, clean, aesthetically pleasing parks and open spaces. Sites include culturally sensitive locations that serve as memorials as well as heavily used areas that are integral to the City's commercial and tourist economy. These sites' character and presentation should be foremost in any considerations for prioritizing staff time and resources. To that end, there is only one acceptable standard of care for these sites.

Level of care – Grass areas are 90% weed free and mowed at least once per week to a height of 2.5"-3". String trimming and edging occur around hard edges and curbs at time of mowing. At least two applications each of a properly balanced fertilizer and lime are applied per year. Applications of herbicides to reduce or eliminate noxious/invasive weeds in grass, decorative beds, or around permanent fixtures may be carried out after site examination and explanation of infeasibility of mechanical removal and long-term hand-weeding vs. chemical use. Aeration with a hollow-tined aerator occurs at least once per year and top-dressing and over-seeding with a certified weed-free and site appropriate grass seed mixture is done afterwards to maintain proper density, drainage, and uniform appearance. If grass is present, site is fully irrigated and irrigation system is in good working order. Irrigation system is inspected and maintained at least twice a year and spray patterns are monitored to ensure complete coverage of irrigated areas. An IPM Plan is established for the site and is updated regularly. All flowerbeds and tree wells are regularly mulched

and weeded to control the growth and spread of noxious or invasive plants. All permanent fixtures are clean and free of graffiti. Concrete and other hard features are pressure-washed at least twice per year. Site is well lit and electrical system is in good working order. All garbage and debris are removed at least twice per week.

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Skate Park

The Skate Park at Tapiola Park is a singular site within the Department's responsibilities. Care and maintenance standards pertain to the structures and built features in the Skate Park, not the grass area at the site. The Skate Park is maintained to provide a safe site for skateboarding, bike/scooter riding, and rollerblading/skating. Inspections are made four times per year according to the checklist in Appendix 10 of this document to ensure safety and functionality. Graffiti is removed upon discovery; garbage and debris are removed at least twice per week. Rule signs are up to date and contain all required information regarding behavior and safety. All fences are intact and in good working order. Concrete and other hard features are pressure-washed at least twice per year. Any unauthorized skating structures or equipment left at the site is removed upon discovery to prevent accidents.

Hard Courts/Sand Volleyball

Hard courts (tennis, basketball) and sand volleyball areas are maintained for safety and utility to their respective intended sports. All markings and designations are clearly marked and repainted at least every two years. Sand for volleyball courts is weeded monthly and new sand is incorporated into the courts every two years. Nets, backboards, and other infrastructure are in good working order and inspected at least twice per year according to the checklist in Appendix 11 of this document. All surfaces should be free of weeds, debris, or other hazards. Concrete and other hard features are pressure-washed at least twice per year. All fences are intact and in good working order. Site is well lit and electrical system is in good working order. All garbage and debris are removed at least twice per

week.

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Community Garden

The Community Garden is maintained for daily use by paying customers who rent planting bed space annually. Gardeners are responsible for tilling, cultivating, weeding, fertilizing, watering, end of the season clean up, and all other care for their plots. Maintenance staff provides requested support in the form of assistance carrying out garden-wide removal of debris, delivery of additional compost/soil for beds, and assistance constructing/repairing beds. Inspections are carried out twice per year according to the checklist in Appendix 12 of this document.

Trees/Woody Shrubs

Trees and woody shrubs are integral components to the aesthetic and practical value of APRD's system. Activities impacting trees and shrubs must be minimized to ensure successful and healthy trees and shrubs. Trees and shrubs are watered weekly in areas without irrigation. A minimum 6' diameter mulched well is maintained around trees and shrubs and kept free of unwanted grass or weed growth to limit competition and foster growth. Trees and woody shrubs are inspected at least twice per year according to the checklist in Appendix 13 of this document. All pruning or removal of trees is carried out by trained personnel under the supervision of a certified Arborist and trimmed material is removed from site or chipped and dispersed. Any complete removal of a tree or woody shrub must be accompanied by the replacement at or near the site of removal with three new plantings of the same or a similar species that are appropriately selected for the site. All replacement trees/shrubs must be of at least 2" caliper, staked and planted correctly, and checked monthly for their first year after planting to ensure successful establishment. Tree removal may be carried out only in circumstances where a tree is threatening safety or critical infrastructure; or where park planning and implementation dictates significant changes to sites. No removal of trees will be carried out prior to inspection by a trained and certified Arborist and authorization is given by the Parks Director.

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Appendix

A - Individual Park and Facility Maintenance Plans

B - Monthly and Annual Maintenance Calendars

C - Park and Facility Inspection Sheets

D - Operating Expenses (Current and Projected)

E - Capital Projects

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APPENDIX A

Individual Park and Facility Maintenance Plans

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05-16-2018

Tapiola Park



Tapiola Park is a large community park overlooking Youngs Bay with a large playground, full basketball court, four ballfields, a skate park, two sets of public restrooms, and a picnic area with a shelter.

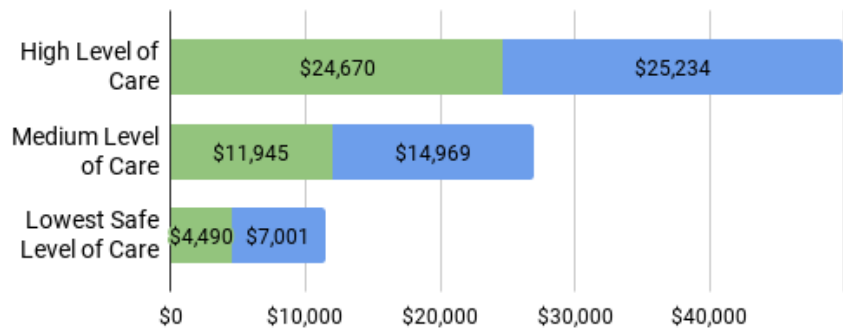
Overview

Level of Use: Very High

Acreage: 12 acres

Trees and Woody Shrubs: 123

Annual Maintenance Cost (Materials, Labor)



Amenities

Playground

Public Restrooms

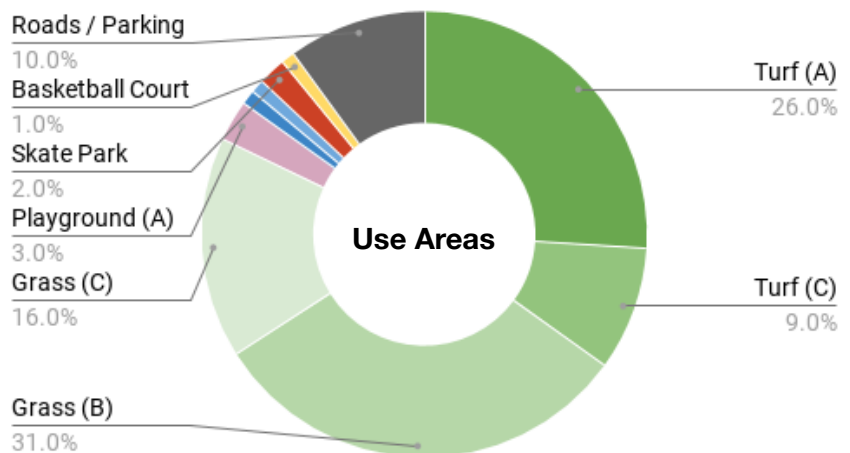
Turf Playing Fields

Picnic Shelters

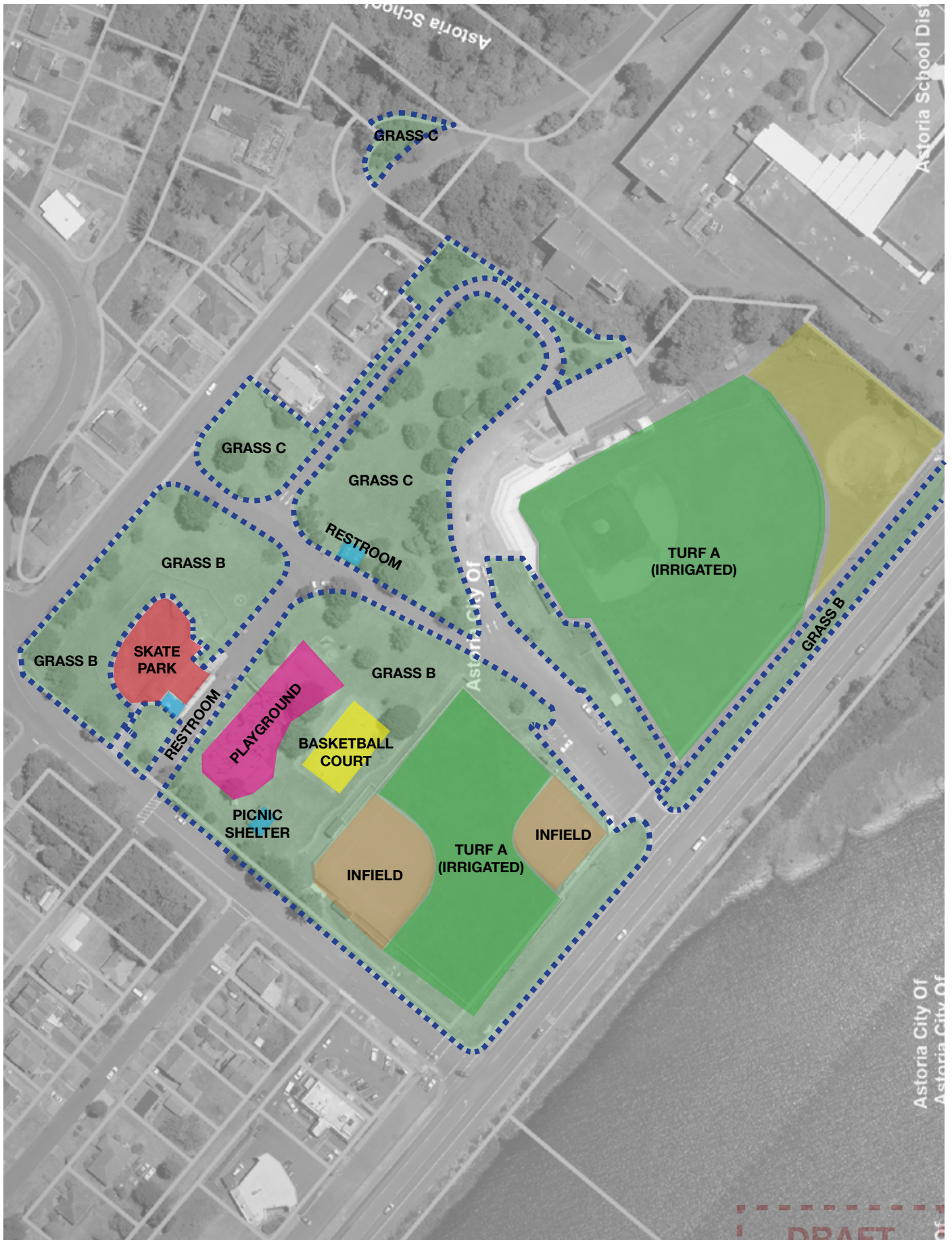
Skate Park

Basketball Court

Irrigation Systems



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Maintenance and Use Areas

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05.13.2019

Maintenance Task Calendar | High LOC

Grass Areas / Turf Playing Fields

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	
Seeding/Sod			C/T								C/T	
Cultivation		C/T								C/T		
Fertilization				C/T						C/T		
Herbicides			C							C		
Infield Maintenance			C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T		

Irrigation Systems

	01	02	03	04	05	06	07	08	09	10	11	12
Start-Up & Winterization				C						C		
Inspection			C				C			C		

Playgrounds

	01	02	03	04	05	06	07	08	09	10	11	12
Signs	T									T		
Inspections	C			C			C					
Material & Surface Care	T	T	T	T	T	T	T	T	T	T	T	T
Litter Cleanup / Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Basketball Courts

	01	02	03	04	05	06	07	08	09	10	11	12
Inspection & Repair	C							C				
Clear Debris / Clean Equip.		T						T				T
Repaint Lines				C/T								

Skate Park

	01	02	03	04	05	06	07	08	09	10	11	12
Inspect & Repair	C			C			C					
Pressure Wash		T								T		

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Mulching & Weeding				T							T	
Inspections				C							C	

Facilities (2 Public Restrooms, 1 Picnic Shelter)

	01	02	03	04	05	06	07	08	09	10	11	12
Cleaning / Custodial	T	T	T	T	T	T	T	T	T	T	T	T
Inspections & Repairs	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T
Pressure Washing		T								T		

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05-16-2018

Labor Hours Per Month

	0		16-25
	1-5		26-40
	6-15		41-55

Task Responsibilities

- C = Coordinator
- T = Technician
- C/T = Coordinator or Technician

Maintenance Task Calendar | Medium LOC

Grass Areas / Turf Playing Fields

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	
Seeding/Sod			C/T								C/T	
Cultivation		C/T								C/T		
Fertilization				C/T						C/T		
Herbicides			C							C		
Infield Maintenance			C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T		

Irrigation Systems

	01	02	03	04	05	06	07	08	09	10	11	12
Start-Up & Winterization				C						C		
Inspection			C				C			C		

Playgrounds

	01	02	03	04	05	06	07	08	09	10	11	12
Signs	T									T		
Inspections	C			C			C					
Material & Surface Care	T	T	T	T	T	T	T	T	T	T	T	T
Litter Cleanup / Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Basketball Courts

	01	02	03	04	05	06	07	08	09	10	11	12
Inspection & Repair	C							C				
Clear Debris / Clean Equip.		T						T				T
Repaint Lines				C/T								

Skate Park

	01	02	03	04	05	06	07	08	09	10	11	12
Inspect & Repair	C			C			C					
Pressure Wash		T								T		

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Mulching & Weeding				T							T	
Inspections				C							C	

Facilities (2 Public Restrooms, 1 Picnic Shelter)

	01	02	03	04	05	06	07	08	09	10	11	12
Cleaning / Custodial	T	T	T	T	T	T	T	T	T	T	T	T
Inspections & Repairs	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T
Pressure Washing		T								T		

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Maintenance Task Calendar | Lowest Safe LOC

Grass Areas / Turf Playing Fields

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	
Infield Maintenance			C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T		

Playgrounds

	01	02	03	04	05	06	07	08	09	10	11	12
Signs	T									T		
Inspections	C			C			C					
Material & Surface Care	T	T	T	T	T	T	T	T	T	T	T	T
Litter Cleanup / Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Basketball Courts

	01	02	03	04	05	06	07	08	09	10	11	12
Inspection & Repair	C							C				
Clear Debris / Clean Equip.		T						T				T
Repaint Lines				C/T								

Skate Park

	01	02	03	04	05	06	07	08	09	10	11	12
Inspect & Repair	C			C			C					
Pressure Wash		T								T		

Trees and Woody Shrubs




	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Inspections				C							C	




Facilities (2 Public Restrooms, 1 Picnic Shelter)

	01	02	03	04	05	06	07	08	09	10	11	12
Cleaning / Custodial	T	T	T	T	T	T	T	T	T	T	T	T
Inspections & Repairs	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T	C/T
Pressure Washing		T								T		

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05-16-2018

Labor Hours Per Month

	0
	1-5
	6-15

	16-25
	26-40
	41-55

Task Responsibilities

- C = Coordinator
- T = Technician
- C/T = Coordinator or Technician

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Fred Lindstrom Memorial Park



Popular neighborhood park with a large playground, two tennis courts, a basketball full court, picnic tables, benches, and an open grass area.

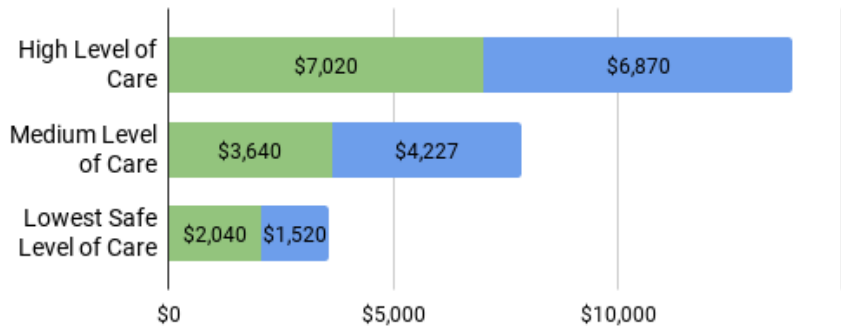
Overview

Level of Use: Very High

Acreage: 2 acres

Trees and Woody Shrubs: 23

Annual Maintenance Cost (Materials, Labor)



Amenities

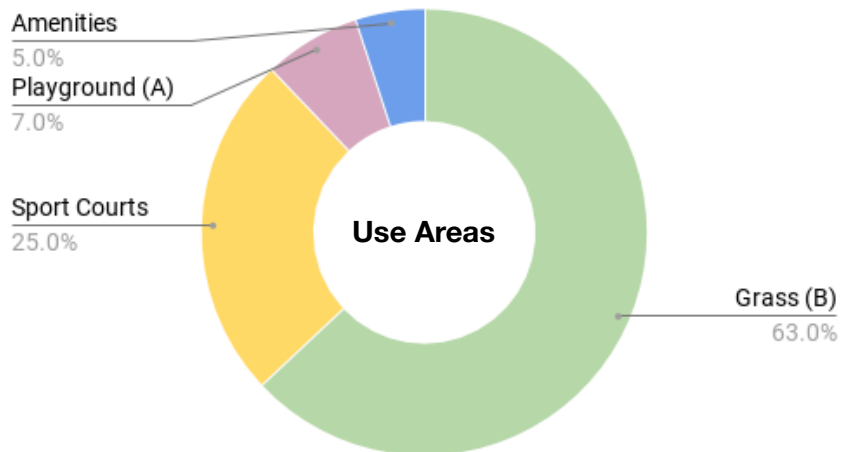
Playground

Portable Restroom (May - October)

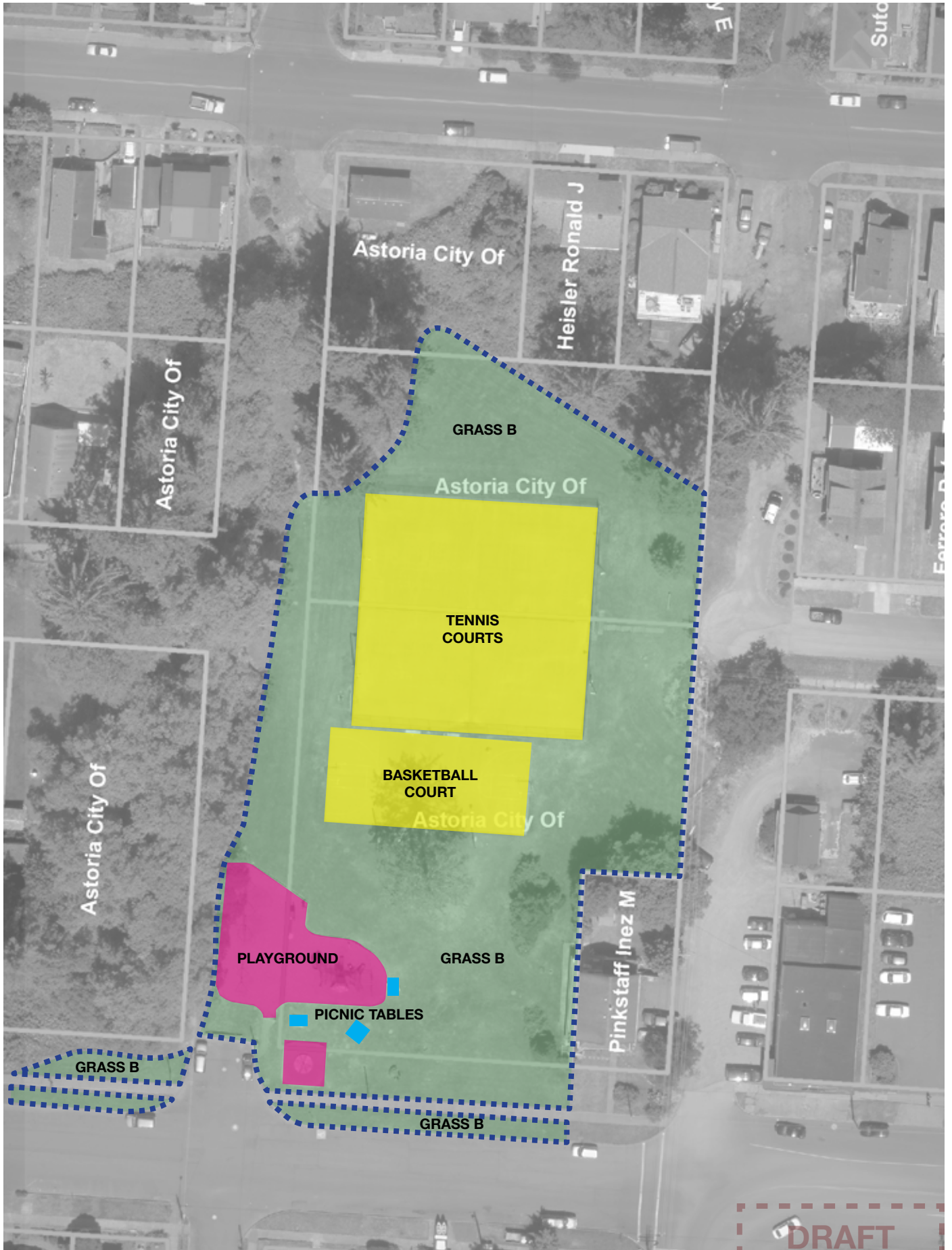
Picnic Platform

Basketball Court

Tennis Courts



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Maintenance and Use Areas

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05/13/2019

Maintenance Task Calendar | High LOC

Grass Areas

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	
Seeding/Sod			C/T								C/T	
Cultivation		C/T								C/T		
Fertilization				C/T						C/T		
Herbicides			C							C		

Playgrounds

	01	02	03	04	05	06	07	08	09	10	11	12
Signs	T									T		
Inspections	C			C			C					
Material & Surface Care	T	T	T	T	T	T	T	T	T	T	T	T
Litter Cleanup / Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Hard Surface Play Courts

	01	02	03	04	05	06	07	08	09	10	11	12
Inspection & Repair	C							C				
Clear Debris / Clean Equip.		T						T				T
Repaint Lines				C/T								

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Mulching & Weeding				T							T	
Inspections				C							C	

Facilities (1 Temporary Restroom, 1 Picnic Platform)

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections & Repairs												
Pressure Washing												

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05-16-2018

Labor Hours Per Month

	0		16-25
	1-5		26-40
	6-15		41-55

Task Responsibilities

C = Coordinator
 T = Technician
 C/T = Coordinator or Technician

Maintenance Task Calendar | Medium LOC

Grass Areas

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	
Seeding/Sod			C/T								C/T	
Cultivation		C/T								C/T		

Playgrounds

	01	02	03	04	05	06	07	08	09	10	11	12
Signs	T									T		
Inspections	C			C			C					
Material & Surface Care	T	T	T	T	T	T	T	T	T	T	T	T
Litter Cleanup / Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Hard Surface Play Courts

	01	02	03	04	05	06	07	08	09	10	11	12
Inspection & Repair	C							C				
Clear Debris / Clean Equip.		T						T				T

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Mulching & Weeding				T							T	
Inspections				C							C	

Facilities (1 Temporary Restroom, 1 Picnic Platform)

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections & Repairs												
Pressure Washing												

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Maintenance Task Calendar | Lowest Safe LOC

Grass Areas

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	

Playgrounds

	01	02	03	04	05	06	07	08	09	10	11	12
Signs	T									T		
Inspections	C			C			C					
Material & Surface Care	T	T	T	T	T	T	T	T	T	T	T	T
Litter Cleanup / Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Hard Surface Play Courts

	01	02	03	04	05	06	07	08	09	10	11	12
Inspection & Repair	C							C				
Clear Debris / Clean Equip.		T						T				T
Repaint Lines				C/T								

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Inspections				C							C	

Facilities (1 Temporary Restroom, 1 Picnic Platform)

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections & Repairs												
Pressure Washing												

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05-16-2018

Labor Hours Per Month

	0		16-25
	1-5		26-40
	6-15		41-55

Task Responsibilities

C = Coordinator
 T = Technician
 C/T = Coordinator or Technician

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Shively Park



A historic hilltop park with a paved loop trail, community hall, two picnic shelters, picturesque landscaped area with open lawn, a small play structure, and large forested natural areas with meandering informal trails. One of the trails leads to Evergreen Fields and the Astoria Middle School campus.

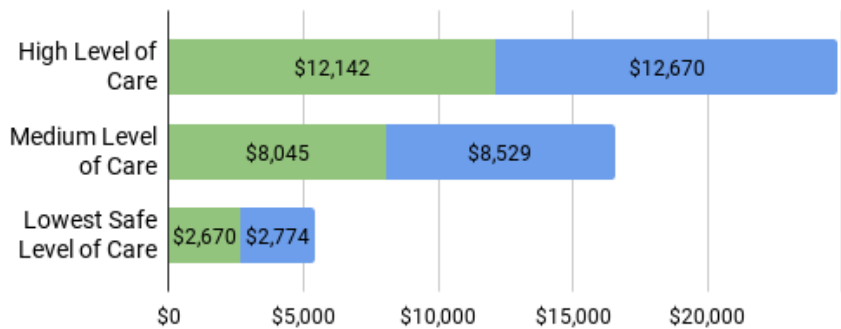
Overview

Level of Use: High

Acreage: 11.7 acres

Trees and Woody Shrubs: 250

Annual Maintenance Cost (Materials, Labor)



Amenities

Grass Areas

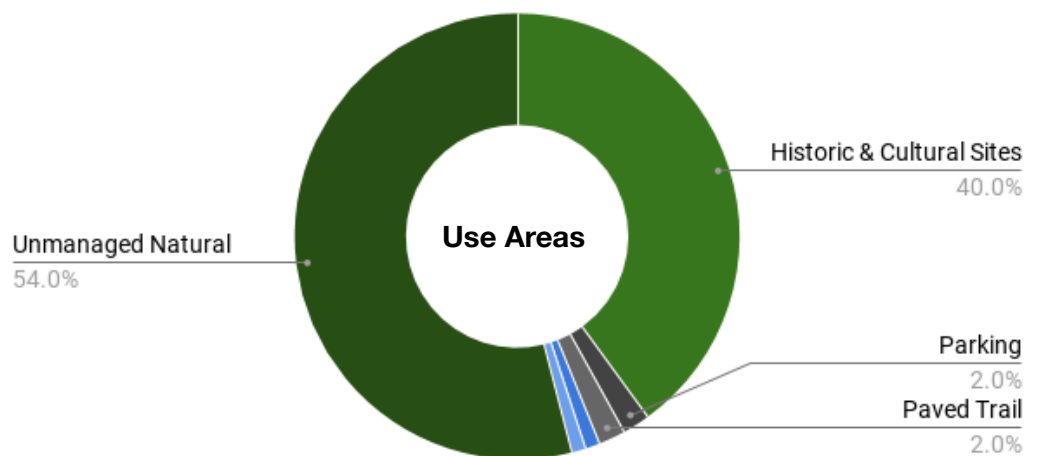
Playground

Rental Hall

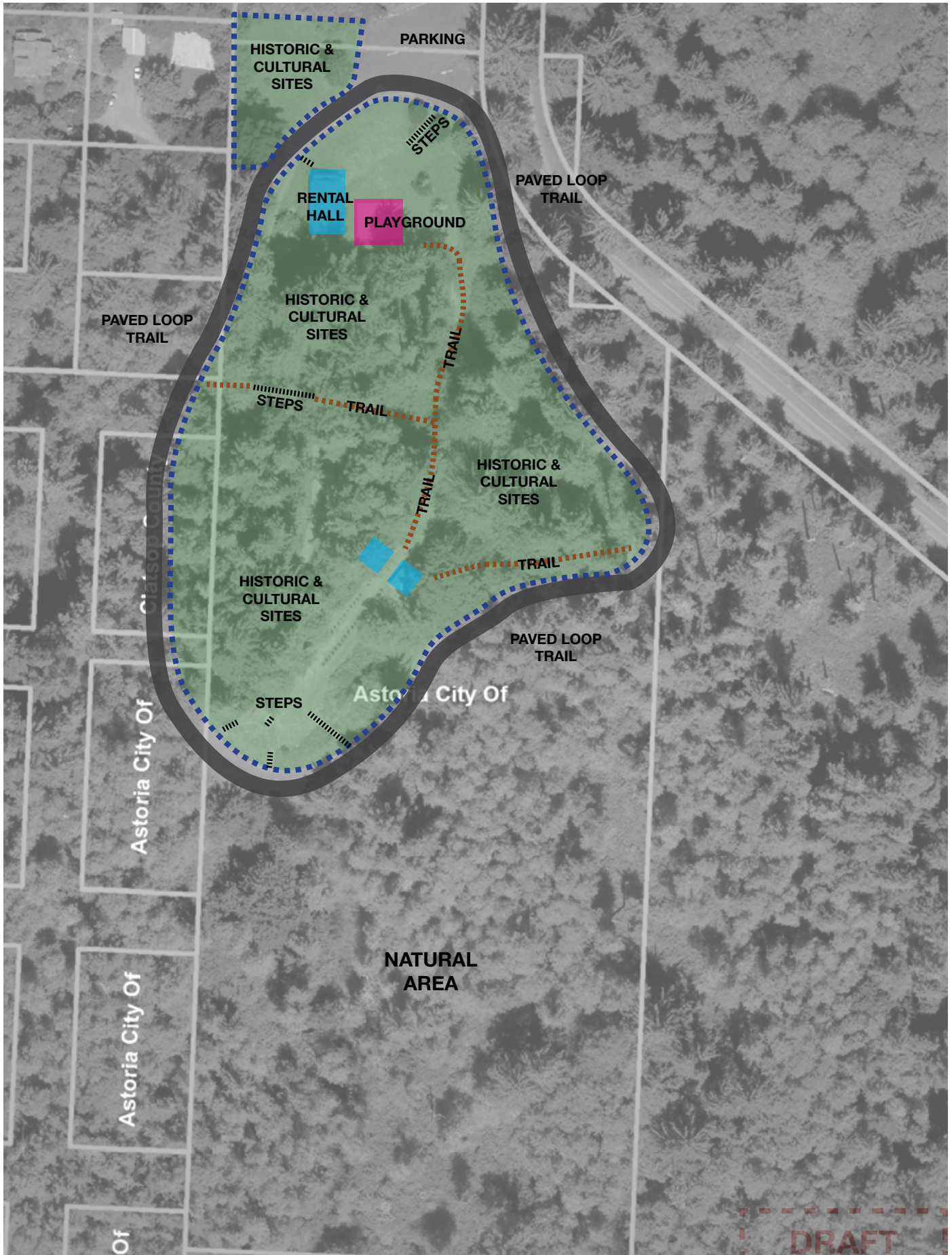
Picnic Shelters

Natural Areas and Trails

Historic and Cultural Sites



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Maintenance and Use Areas

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05.13.2019

Maintenance Task Calendar | High LOC

Grass Areas

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	
Seeding/Sod			C/T								C/T	
Cultivation		C/T								C/T		
Herbicides			C							C		

Playgrounds

	01	02	03	04	05	06	07	08	09	10	11	12
Signs	T									T		
Inspections	C			C			C					
Material & Surface Care	T	T	T	T	T	T	T	T	T	T	T	T
Litter Cleanup & Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Mulching & Weeding			T								T	
Inspections				C							C	

Rental Hall

	01	02	03	04	05	06	07	08	09	10	11	12
Cleaning / Custodial	T	T	T	T	T	T	T	T	T	T	T	T
Inspections & Repairs	C			C			C			C		
Pressure Washing		T								T		

Picnic Shelters

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections & Repairs	C/T			C/T			C/T			C/T		
Pressure Washing		T								T		

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05-16-2018

Labor Hours Per Month

	0		16-25
	1-5		26-40
	6-15		41-55

Task Responsibilities

C = Coordinator
 T = Technician
 C/T = Coordinator or Technician

Maintenance Task Calendar | Medium LOC

Grass Areas

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	
Seeding/Sod			C/T								C/T	
Cultivation		C/T								C/T		
Herbicides			C							C		

Playgrounds

	01	02	03	04	05	06	07	08	09	10	11	12
Signs	T									T		
Inspections	C			C			C					
Material & Surface Care	T	T	T	T	T	T	T	T	T	T	T	T
Litter Cleanup & Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Mulching & Weeding			T								T	
Inspections				C							C	

Rental Hall

	01	02	03	04	05	06	07	08	09	10	11	12
Cleaning / Custodial	T	T	T	T	T	T	T	T	T	T	T	T
Inspections & Repairs	C			C			C			C		
Pressure Washing		T								T		

Picnic Shelters

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections & Repairs	C/T			C/T			C/T			C/T		
Pressure Washing		T								T		

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05-16-2018

Maintenance Task Calendar | Lowest Safe LOC

Grass Areas

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	

Playgrounds

	01	02	03	04	05	06	07	08	09	10	11	12
Signs	T									T		
Inspections	C			C			C					
Material & Surface Care	T	T	T	T	T	T	T	T	T	T	T	T
Litter Cleanup & Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Inspections				C							C	

Rental Hall

	01	02	03	04	05	06	07	08	09	10	11	12
Cleaning / Custodial	T	T	T	T	T	T	T	T	T	T	T	T
Inspections & Repairs	C			C			C			C		

Picnic Shelters

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections & Repairs	C/T			C/T			C/T			C/T		

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05-16-2018

Labor Hours Per Month

 0	 16-25
 1-5	 26-40
 6-15	 41-55

Task Responsibilities

C = Coordinator
 T = Technician
 C/T = Coordinator or Technician

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05-16-2018

Cathedral Tree Trail

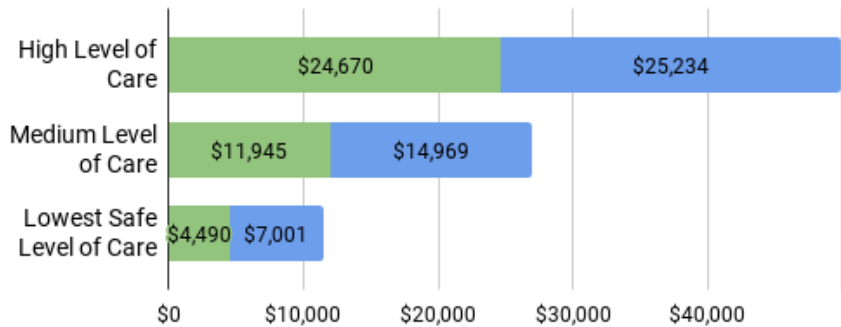


A soft-surface footpath with benches through the urban forest. There is a trailhead at 28th & Irving Ave, and another at the east end of the Astoria Column parking lot. Trail information, garbage cans, and dog waste bags are provided at both locations. Some sections of trail have raised walking platforms and steps to improve accessibility.

Overview

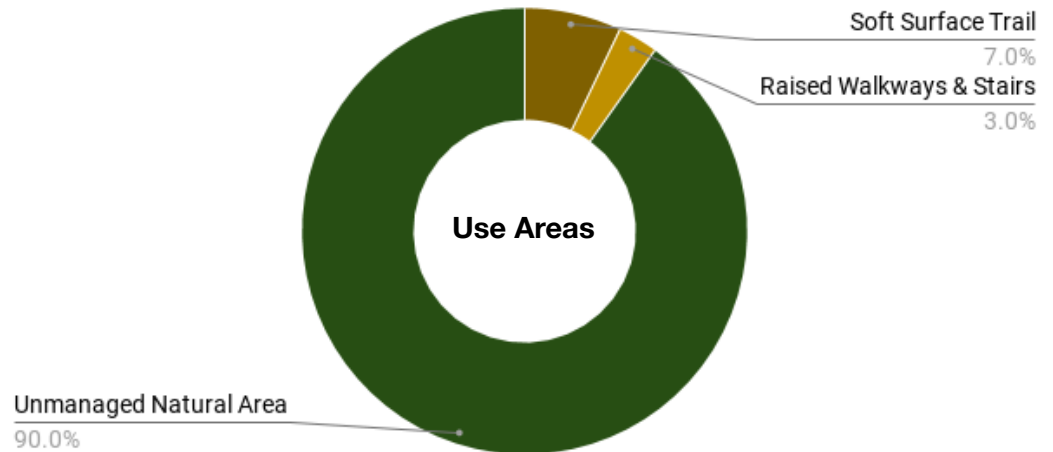
- Level of Use: High
- Trail Length: 1.3 Miles
- Area Maintained: 0.8 acres
- Trees and Woody Shrubs: 135

Annual Maintenance Cost (Materials, Labor)

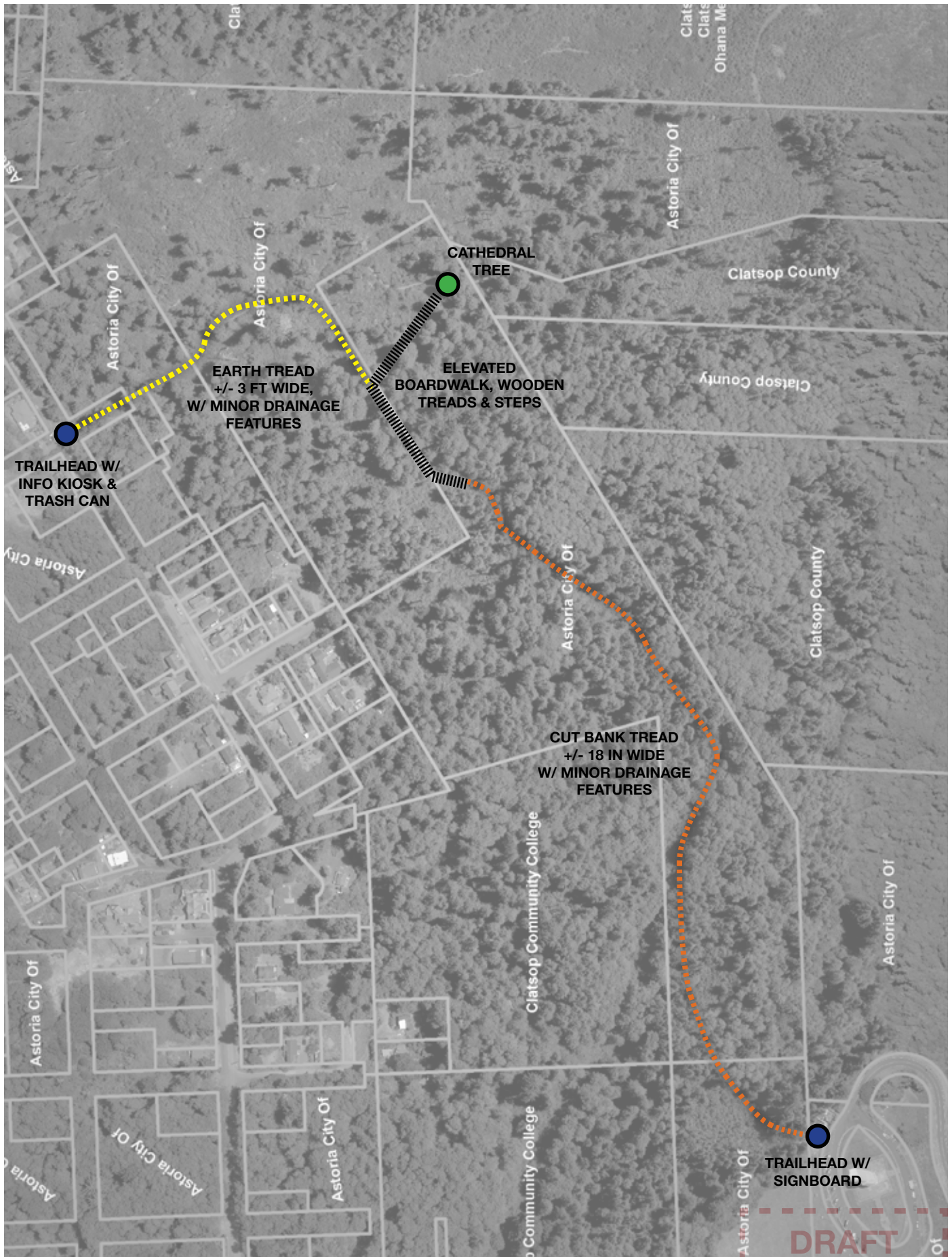


Amenities

- Park Information Kiosk
- Natural Areas and Trails
- Historic and Cultural Sites



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Maintenance and Use Areas

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Maintenance Task Calendar | High LOC

Natural Areas and Trails

	01	02	03	04	05	06	07	08	09	10	11	12
Site Inspections						C	C	C				
Tread / Walkway Repairs	C/T			C/T			C/T			C/T		
Vegetation Removal		T			T	T	T	T		T		
Drainage Management		T		T						T		
Litter Pickup / Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections		C								C		
Pruning & Trimming		T		T							T	

Park Information Kiosk

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections & Repairs												
Pressure Washing												

DRAFT
05-16-2018

Labor Hours Per Month

	0		16-25
	1-5		26-40
	6-15		41-55

Task Responsibilities

C = Coordinator
 T = Technician
 C/T = Coordinator or Technician

Maintenance Task Calendar | Medium LOC

Natural Areas and Trails

	01	02	03	04	05	06	07	08	09	10	11	12
Site Inspections						C	C	C				
Tread / Walkway Repairs	C/T			C/T			C/T			C/T		
Vegetation Removal		T			T	T	T	T		T		
Drainage Management		T		T						T		
Litter Pickup / Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections		C								C		
Pruning & Trimming		T		T							T	

Park Information Kiosk

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections & Repairs												
Pressure Washing												

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05-16-2018

Maintenance Task Calendar | Lowest Safe LOC

Natural Areas and Trails

	01	02	03	04	05	06	07	08	09	10	11	12
Site Inspections						C	C	C				
Tread / Walkway Repairs	C/T			C/T			C/T			C/T		
Vegetation Removal		T			T	T	T	T		T		
Drainage Management		T		T						T		
Litter Pickup / Disposal	T	T	T	T	T	T	T	T	T	T	T	T

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections		C								C		
Pruning & Trimming		T		T							T	

Park Information Kiosk

	01	02	03	04	05	06	07	08	09	10	11	12
Inspections & Repairs												
Pressure Washing												

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05-16-2018

Labor Hours Per Month

	0		16-25
	1-5		26-40
	6-15		41-55

Task Responsibilities

C = Coordinator
 T = Technician
 C/T = Coordinator or Technician

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Astoria Aquatic Center



A recreation facility with locker rooms, showers, a fitness room with cardio and weight machines, and administrative offices. The aquatics space includes a six lane 25-yard lap pool (135,000 gal), recreation pool with water slide and lazy river feature (55,000 gal), wading pool (2,500 gal), and hot tub (3,500 gal).

Overview

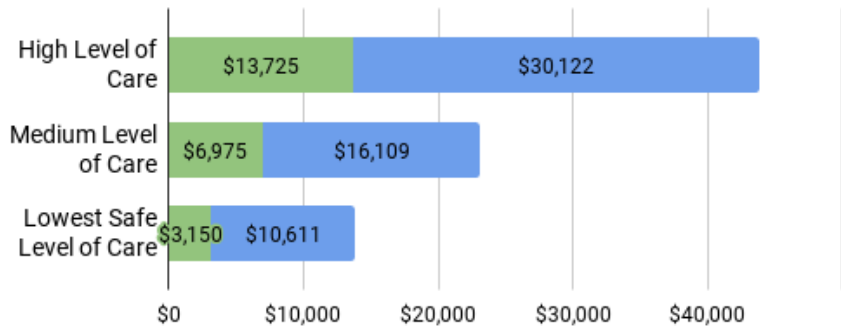
Level of Use: Very High

Building Area: 25,000 SF

Land Area: TBD Acres

Trees and Woody Shrubs: TBD

Annual Maintenance Cost (Materials, Labor)



Amenities

Indoor Pools & Water Slide

Fitness Center

Locker Rooms

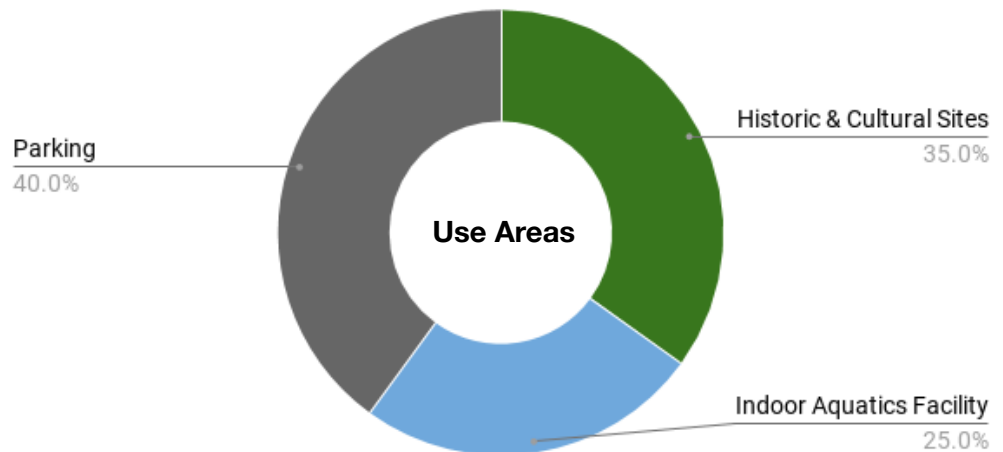
Administrative Offices

Lobby / Gathering Area

Grass Areas

Decorative Beds

Parking Lot



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Maintenance and Use Areas

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05/15/2019

Maintenance Task Calendar | High LOC

Grass Areas & Decorative Beds

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	
Seeding/Sod			C/T								C/T	
Cultivation		C/T								C/T		
Fertilization				C/T						C/T		
Herbicides			C							C		

Irrigation Systems

	01	02	03	04	05	06	07	08	09	10	11	12
Start-Up & Winterization			C							C		
Inspection			C				C			C		

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Mulching & Weeding			T								T	
Inspections				C							C	

Facility

	01	02	03	04	05	06	07	08	09	10	11	12
Cleaning / Custodial	T	T	T	T	T	T	T	T	T	T	T	T
Inspections & Repairs	C	C	C	C	C	C	C	C	C	C	C	C
Pressure Wash Exterior		T								T		

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05-16-2018

Labor Hours Per Month

	0		16-25
	1-5		26-40
	6-15		41-55

Task Responsibilities

C = Coordinator
 T = Technician
 C/T = Coordinator or Technician

Maintenance Task Calendar | Medium LOC

Grass Areas & Decorative Beds

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	
Seeding/Sod			C/T								C/T	
Cultivation		C/T								C/T		
Fertilization				C/T						C/T		
Herbicides			C							C		

Irrigation Systems

	01	02	03	04	05	06	07	08	09	10	11	12
Start-Up & Winterization			C							C		
Inspection			C				C			C		

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Mulching & Weeding			T								T	
Inspections				C							C	

Facility

	01	02	03	04	05	06	07	08	09	10	11	12
Cleaning / Custodial	T	T	T	T	T	T	T	T	T	T	T	T
Inspections & Repairs	C	C	C	C	C	C	C	C	C	C	C	C
Pressure Wash Exterior		T								T		

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05-16-2018

Maintenance Task Calendar | Lowest Safe LOC

Grass Areas & Decorative Beds

	01	02	03	04	05	06	07	08	09	10	11	12
Mow / Trim / Edge			T	T	T	T	T	T	T	T	T	

Trees and Woody Shrubs

	01	02	03	04	05	06	07	08	09	10	11	12
Pruning & Trimming	C										C	
Inspections				C							C	

Facility

	01	02	03	04	05	06	07	08	09	10	11	12
Cleaning / Custodial	T	T	T	T	T	T	T	T	T	T	T	T
Inspections & Repairs	C	C	C	C	C	C	C	C	C	C	C	C

DRAFT
05-16-2018

Labor Hours Per Month

	0		16-25
	1-5		26-40
	6-15		41-55

Task Responsibilities

C = Coordinator
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 C/T = Coordinator or Technician

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05-16-2018

MAINTENANCE

Grounds

- Developing Individual Park Maintenance Plans - Plans are still in process, approximately 30-40% of work has been completed
- Intense mowing across properties to keep up with increased growth
- Replacement trees for the priority 1 trees removed last year have been planted and are regularly being cared for by Maintenance staff to ensure their survival
- Preparing softball fields for Recreation program use

Facilities

- Finalizing hot water delivery system change at Astoria Aquatic Center, work will be completed by mid-June
- Repainted Astoria Recreation Center fitness studio
- Doughboy Monument windows replaced, interior walls painted, and plaster repaired. RFP's will be evaluated at the end of May to determine contractors and schedules for repairing the damage caused by the car crash last August
- Continuing operational support at Astoria Aquatic Center for mechanical and chemical maintenance

Oceanview Cemetery

- 6 cremains
- Preparing grounds for Memorial Day, staff has spent approximately 60 man hours mowing and string trimming
- May 12th SOLVE cemetery clean-up was a success, over 20 participants pruned shrubs, added mulch to decorative beds, weed-ate sections, and cleared grass and soil from flat markers

AQUATIC CENTER

Swim Lessons

Spring swim lesson sessions continue to run with the current session ending May 3rd, and a new session running May 8th through June 7th. We had 48 students in this current session. Our first session of summer lessons has been opened for registration and will begin June 18th. Instructor training for new and current instructors continues to be revised to meet the needs of the program and patrons with two new instructors being trained for summer. We continue to run training for instructors on a monthly basis and we are working on an instructor/employee manual to outline expectations and level progression requirements.

Staff

A lifeguard class was held May 8-10 with three participants. There will be a second class offered for summer staff May 25-28.

Lifeguards are scheduled to complete 4 hours of monthly training or in-service every month to keep their rescue skills test ready at all times. In order to improve the quality of our in-service training, staff have restructured and streamlined the in-service training utilizing our lifeguard instructor.

On May 7 and 8, staff completed the interview and selection process for our new Recreation Coordinator. An offer of employment has been made contingent upon successfully passing a background check.

Programs and Events

The Aquatic Center hosted three different school group swims over the past month with 75-100 students in each group. Currently we have two after-hours rentals coming up in the next month for large school groups.

The Astoria Aquatic Center staff hosted a community water safety event May 16 from 6:30-7:30pm with the assistance of an Astoria High School senior assisting with the event planning and execution as her senior project. Aquatic staff used this event to promote our learn to swim program with upcoming summer swim lesson registration.

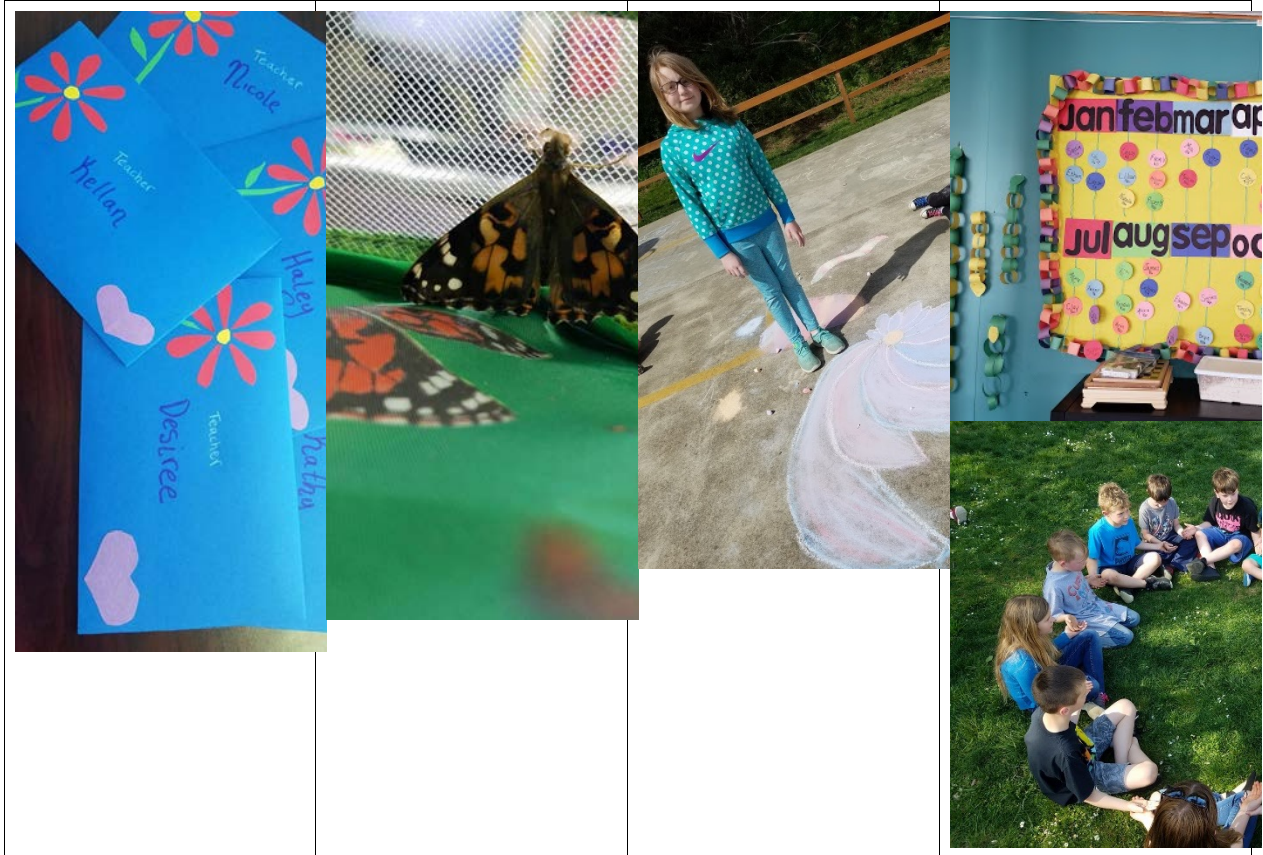
Schedule

- **June 18** - Next session of swim lessons begin
- **May 25-28** - Lifeguard Training

RECREATION CENTER

After School Camp

This year April 1 – May 1 we had a total of 583 kids sign up for Kids Zone, which is an average of 34 kids per day. Last year we had a total of 474 participate, which was an average of 27 kids per day. We also had 3 No School Days where we had 56 kids participate this year and 56 kids participate last year for an average of 18 kids per day. We continue to enjoy wonderful weather and spending time outside on the playground, playing basketball, soccer and sidewalk art. We have been baking, crafting and continuing to learn about plant life as our root vegetables and wildflowers continue to grow and bloom. As we talked about last month, our caterpillars had entered their cocoons and they have now emerged as beautiful butterflies that we were able to release out into the wild. We recognized our wonderful teachers during Teacher Appreciation Week and made them cards to show them we love them. As school is rapidly coming to an end, we are preparing for Summer Day Camp and looking to hire summertime staff.



Fitness

The fitness room renovation is just about complete; receiving a paint job over the last couple of weeks. A few classes have seen added attendance this last month, including boot camp (from an average of 3 to 4/5), TRX (from an average of 3 to 4/5), and Friday Zumba (from an average of 4 to 5/6). We had to cancel Monday evening Zumba due to instructor scheduling conflicts, but we we anticipate hiring a new instructor this month. Mid-day cycling and Barre classes remain full (10-12 participants), and Core Strength is also doing well (averaging 8 participants).

We are excited about gearing up for our summer fitness programs, and anticipate having the summer fitness schedule posted by the end of next week. We have been diligent in

working with instructors regarding their attendance over the last few months, and have opted to cancel some classes; including early morning spin, POUND, and evening yoga, that have consistently seen low numbers. New classes that we anticipate adding include: paddle boarding, trail walking, family yoga, and family Zumba.



Run on the River

We are excited to announce our fifth annual Run on the River Half Marathon, 10k and 5k SOLD OUT! The on the River is a fundraiser for the Astoria Parks Recreation and Community Foundation providing scholarships for individuals and families to access health and wellness opportunities. Last year over \$30K was raised, providing over 1,000 scholarships in our community. The race will began Sunday morning, May 20th at 8:30am. 625 racers are registered, 85 community members have volunteered and the Foundation has generated \$15,000 in sponsorships for generous local businesses and received \$30,000 in racer registration fees.

Spring Sports

We finished up the adult co-ed volleyball league, and another session of youth Jiu Jitsu this last month. Registration has closed for the upcoming seasons of youth softball (200 players, up from 143 last year), youth volleyball clinic (30 players, up from 20 last year). We have practices up and running for softball and we are halfway through the volleyball clinic.

Games for softball will start after Memorial Day. We have been working on improving our communication with parents and coaches through extra coaches' meetings and a parent meeting for all parents wishing to attend, which we held in conjunction with a skills clinic that we held at CMH Field on April 28. We had 111 boys and girls participate. Local high school players and volunteer coaches from the league helped to put it on. We have also put in efforts to improve our equipment, as much of it was outdated.

We have been putting in time with the maintenance department to get the fields prepared for the upcoming season. We had local community members and businesses donate material, time and machinery to help in this effort; worth approximately \$3,000.00. Thanks to our new Landscaping Coordinator, Tyler, and combined with the efforts already spent at Evergreen Field, it's safe to say the fields are looking better than they have in years.



Upcoming Events

- **May 29 – July 14**, Youth Softball
- **May 29 – July 14**, Adult Men's & Women's Softball
- **June 18**, Summer Day Camp begins
- **August**, Flag Football begins

LIL'SROUTS AND PORT OF PLAY

Lil' Sprouts

It has been a busy month at Lil' Sprouts, and we are taking advantage of spring with our projects and activities! The Daffodil classroom has been studying the life cycle of insects and animals and had the opportunity to release butterflies, observe a praying mantis, and even have a special "show and tell" appearance with some Labradoodle puppies. In June, we will have 19 kiddos graduating from Pre-K and moving on to Kindergarten. We were able to observe their first taste of going to school at Kindergarten Round-Up in April.



The week of May 7th was Teacher Appreciation week, and we at Sprouts did our best to make sure our teachers felt loved and appreciated! We set up classroom banners in the hallway, so parents, kiddos and families could write notes to their teachers expressing their gratitude for the important and thoughtful work they do every day!

Our Lil' Sprouts have been utilizing their garden plot quite a bit! We have a parent volunteer that is a master gardener herself, and is spending time with the kiddos once a week helping them prepare their plot, and plant for the season.





On Friday, May 11, our Daisy classroom held a special event in honor of Mother's Day; Muffins with Mommy. All moms were invited to join the celebration which included special performances from the kiddos, special crafts to do with their moms, and muffins and fruit. We had a great time honoring our moms!

We are excited to announce that as of July 1, Childcare Professionals will be receiving a pay rate increase. Starting pay will go from \$10.25 per hour to \$12.75 per hour. This is the first real increase since Lil' Sprouts has opened, and while it is long overdue, we are confident this will allow our teachers to continue providing the quality service and experience that our Sprout families are accustomed to.

Come July there will also be some changes in our fees at Lil' Sprouts. With an approximate 10% increase in monthly fees, accompanied by a complete restructuring of fees, and the type of care provided. Hourly drop-in care will no longer be an option, but we will be adding new part time options to help accommodate family's needs. Families will now need to select M/W/F or T/TH care, and either the full-day option, or morning or afternoon sessions. This restructuring will greatly assist us in terms of organization and accountability, not to mention, will open approximately 20-30% more space in the program for new participants.

Port of Play

Port of play attendance has been slowing down a bit as the weather warms up. We had approximately 312 kiddos that came in to play during the month of April, which is down from March's total of 408. As of May 14th, we have had 46 come in to play. We had 7 birthday parties scheduled in April, and 33 in attendance for Parents' Night Out.

Due to the decrease in customers, and in order to be more fiscally responsible, starting the week of June 18th, Port of Play will be cutting its hours; open only on weekends from 10am-4pm. We do realize this is an important community resource, and we still desire to keep it available, but unfortunately we cannot continue to keep it open 7 days a week.

Gray School Community Garden

The garden is active, and everyone is taking advantage of the nice weather. With the new traffic flow of gardeners, we have found that some of our plots are in need of great repair. And while it's probably too late to do anything for the current season, it is something that will need to be addressed sooner rather than later. One option would be to build new plots out of material that was non-degradable.

Upcoming Events

- May 28, 2018: Parents Night Out Cancelled Due To Holiday

COMMUNICATIONS AND MARKETING

The Summer/Fall Program Guide has now been published onto our Facebook Page as well as our website. Unfortunately, the translator that we've contracted with in the past has been unresponsive and we are working to have translation with another translator due to come in within the next few days.

We spent \$108.52 on social media ads this month. We used ads to advertise our programs such as Fitness, Youth sports programming, and Aquatic Center Lifeguard Trainings, and Parents' Night Out during Crab and Seafood Festival. Astoria Parks' main Facebook page has 3,254 likes, Astoria Aquatic Center has 1,066 likes and consistently receives new likes despite an infrequency in posting, Astoria Recreation Center has 333 likes, and Port of Play has 935 likes.

Constant Contact Newsletter open rates have been doing far better with the new facelift. This past month, our open rate was about 30%. Our website received over 10,507 visitors since last month. Astoria Aquatic Center, Parks & Rec Board, and Events were our top hits. Our popular parks this month included: Local Trails (496 visitors), Oceanview Cemetery (482 visitors), and Athletic Fields (290 visitors).

Next month we will be working on preparing for our big summer advertising pushes which include Parks After Dark & Summer Movies, Parks & Recreation Month, and sports programming. We will also have a t-shirt design contest to celebrate Parks and Recreation Month in July, with the winning t-shirt being chosen to sell the beginning of July.

SPECIAL PROJECTS

Doughboy Monument

In 2017, the City received a Veterans and War Memorials grant from State Historic Preservation Office (SHPO) to upgrade the west restroom and perform other upgrades and exterior painting of the Doughboy Monument in preparation for the 100th Anniversary of the end of World War I on November 11, 2018. Prior to the start of that work, a vehicle crashed into the east side of the Monument with extensive damage to the structure. Advanced Structural Forensics Corp. (AFS) conducted a damage assessment of the Monument in October 2017 which identified the structural damage to the east side including possible damage to the statue anchorage. AFS has prepared structural repair drawings of the work that needs to be done on the Monument as a result of the vehicle damage. A Request for Proposals to complete the repair work was advertised on May 4, 2018 and bids are due by May 21, 2018. Replacement of the two lamp posts damaged in the accident have been ordered and will be delivered this summer. Staff continues to work with the City's insurance carrier CIS concerning the insurance claim. Staff was able to begin the grant related work on the west portion of the Monument including plumbing and electrical. Clatsop Community College Historic Preservation students completed the interior plaster work and Tongue Point Job

Corps has been working on the interior painting. TPJC will also be completing the exterior painting in September/October once the exterior repair work is completed. Additional repair of the windows and skylights to eliminate leakage is being completed by Parks staff.

In January 2018, the City received a donation of \$5,000 from the Samuel S. Johnson Foundation to assist with completion of additional repairs to the Monument. Staff identified the tile roof as one of the next projects on the Monument that needed to be replaced and/or repaired. Clatsop Community College Historic Preservation students conducted an analysis of the terra cotta tile roof along with their documentation of the condition of the Monument and produced a report "Documentation of Restoration Efforts and Assessment of Current Conditions", dated April 17, 2018. It was determined that a large majority of the tiles were damaged, and it was not possible to remove the paint layer that had been applied to the tiles years ago; therefore, replacement rather than repair would be necessary. With this information and the donation from the Johnson Foundation, staff researched the possibility of replacing the tile roof and used the donation money and information to apply for a second Veterans and War Memorials grant from State Historic Preservation Office (SHPO). This grant would have no cash match from City funds. Grant awards will be announced by the end of June.

Staff will be working with the American Legion Post 12 for potential ceremonies on November 11 for the 100th anniversary and completion of the Monument restoration.

Potential Sale of City Park Land

The City Council directed Staff to research the feasibility of selling several City Parks for potential development and removal from City maintenance responsibility. The sites Council selected included Birch Ballfield, US Customhouse Reconstruction, Tidal Rock, and the First US Post Office site. Staff looked at each parcel concerning any deed and/or grant restrictions; City, State, and Federal laws concerning publicly owned historic properties; feasibility of development on the sites; and other issues that would affect potential sale or development of the parcels. The results of that research were presented to the Council with recommendations on how to proceed on each of the properties. The Council determined that it was not feasible to sell the First US Post Office site for development and with the adoption of the Park for maintenance by the adjacent property owner, this parcel was removed from the list for potential sale. Likewise, Tidal Rock was adopted for maintenance and temporarily also removed from the list. Additional research and discussion concerning Birch Ballfield and US Customhouse Reconstruction sites resulted in potential adoption of both sites for maintenance. Staff is working with the Alderbrook Neighborhood group for adoption of Birch Ballfield, and the Lower Columbia Preservation Society for adoption of the US Customhouse site. While all four sites remain as public parks, the initial concern of the cost and manpower of Parks staff to maintain these sites has been resolved through the citizen adoption of the Parks. With the adoption of these sites, staff is not pursuing sale of any other Parks land at this time.

Scandinavian Heritage Park

On December 17, 2017, the City Council entered into a Memorandum of Agreement with the Astoria Scandinavian Heritage Association for potential construction of a Scandinavian

Heritage Park at 1590 Marine Drive on the site of the former People Places Park. The ASHA would be responsible for construction and maintenance of the Park, but the improvements would become City owned. To assist with the process, and due to the fact that it is on City-owned land and will become a City facility, ASHA agreed to reimburse the City for the services of Planning Consultant Rosemary Johnson who is under contract with the City to provide planning services. ASHA has met with several potential architectural firms and advertised for a Request for Proposals for design of the Park. Bid proposals are being reviewed by the ASHA Park committee and selection of a firm should be complete by June. With Ms. Johnson's assistance, the committee has applied for grant funding for both the design phase and interpretive signage. Currently, ASHA hopes to have plans approved by the Parks Board, Historic Landmarks Commission, and City Council by February 2019.

Relocation of Parks & Recreation Center and Offices to Aquatic Center

The City Council requested that staff look at the feasibility of moving the Parks & Recreation Rec Center and offices from the Yacht Club site (1555 W Marine Drive) to the Aquatic Center site (1997 Marine Drive). Issues considered included: size of site and buildable area; logistics of building orientation and access; required off-street parking; zoning; Gateway design review; landscaping; cost to relocate; etc. Staff prepared a report that addressed the site configuration and zoning only, as costs and actual design issues would need professional analysis, this information was provided to the Mayor and City Council.