
AGENDA

ASTORIA PARKS & RECREATION ADVISORY BOARD

Wednesday, May 22, 2019
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. February 2019
- 5. PRESIDENT HERNANDEZ**
 - A. What do you hear?
- 6. EMPLOYEE RECOGNITION**
- 7. OLD BUSINESS**
 - A. Parks Foundation Update
 - B. Implementation of the Parks and Recreation Comprehensive Master Plan
 - i. Developing Parks and Facilities Maintenance Plans
 - ii. Capital Improvement Plan
 - C. Astoria Scandinavian Heritage Association Monument Update
 - D. Maritime Memorial Expansion Update
 - E. Staffing and Department Update
- 8. NEW BUSINESS**
- 9. UPDATES**
 - A. Splash into Summer!
 - B. Program Refund Policy
 - C. Fees Changes
- 10. STAFF REPORTS AND UPCOMING EVENTS (attached)**
- 11. FUTURE MEETINGS**
 - A. June 26th, 2019 @ 6:45 AM in City Hall, Council Chambers
 - B. July 24th, 2019 @ 6:45 AM in City Hall, Council Chambers

MAINTENANCE

Grounds & Facilities

- Prepping softball fields for practices
- Preparing for Run on the River and other spring events
- Routine mowing of all sites
- Pool and Spa House replaced Rec filter and add UV system
- Maritime Memorial's new expanded concrete walls are finished, granite panels to be installed by late June
- Adding improvements to Port of Play and Little Sprouts
- Posting notices to close upper portion of Cathedral Tree Trail for removal of Coxcomb Hill communications tower and infrastructure, tentatively planned for May 22 - 23

Oceanview Cemetery

- Mowing grounds and removing debris
- 4 cremation burials

AQUATIC CENTER

Swim Lessons:

The final group swim lesson session for the Spring started on May 14. We have 50% of the classes at capacity, an additional 35% of classes within 2 participants shy of being at capacity and 10% of classes having waitlisted participants. There is a total of 102 participants enrolled in group lessons, totaling to \$5,100 in revenue.

Recreation Coordinator Viescas has successfully implemented a new private lesson program that has increased the amount of private lessons taking place at the pool. We've added 7 new private lessons this month - an increase of 75%, and an increase of \$1,050 in revenue to the Aquatic Center.

Staff will be conducting a new set of school group swim lessons at the end of May for the elementary schools in Ocean Park, Washington. This is a new school that has not previously received swimming lessons at our facility.

Schedule:

The Aquatic Center hosted two school group swims in May with 75 students in each group. Currently, there are two more school groups planning to come to the facility over the next month for school swim parties.

Staff are currently preparing for our upcoming Splash into Summer Event at the aquatic Center June 1. Aquatic staff will be providing a promotional table for summer swim lessons and a water safety booth. While community outreach is an important goal for the event, we are also planning a live band, a bounce house and working out logistics for free food. Additionally, staff will be

offering a children's Yoga class, free swimming for the event and our swim lesson mascot "Goggle Boy" will be at the event to hand out prizes.

Facility Upgrades:

The Recreation Pool was closed May 6-10 to replace the original 20+ year old sand filter, and to install a UV Sanitation system. The installation of the UV System is part of the Astoria Parks and Recreation Department's effort to provide a higher caliber of service, water quality, and consistency of operations by upgrading aging infrastructure.

The kiddie pool, spa, lap pool, and fitness center remained open and available for patrons to utilize during all phases of the replacement project.



Staff

Staff recently conducted two lifeguard training courses, certifying 8 lifeguards. One class was held March 25-29, and the other April 8-14. We are currently in the process of background checks and new hire paperwork but are currently fully staffed. Current staff are also being cross trained as swim instructors to facilitate larger class sizes and additional classes.

RECREATION CENTER

Kids Zone

In April we worked on seeds and plants, our earth, and movement and fitness! Fun activities included: planting vegetables, growing avocados, and rock painting. April daily attendance averaged 29 students per day. Revenue was \$7,762.47 compared to \$6,406.20 in 2018. The increase in revenue can be attributed to fee increases and stricter payment policies with the addition of late fees.

We have been preparing for our upcoming Summer Camp by hiring support staff. We have promoted Konni Ballard to be a second Lead Youth Program Counselor to support our team and have hired an additional 4 Youth Counselors thus far.

For Summer Camp this year, we are adding in a swim lesson component, and an additional off-site field trip each week – which, so far, seems to be a hit with families. Field trips will include: many of our local parks, the Firefighter Museum, Columbia River Maritime Museum, Fort Stevens, the Clatsop County Fair, and the Oregon Zoo!

Fitness

Zumba attendance numbers have greatly increased by adding a new Thursday class, with an average of 10-12 students per class. April Fitness revenue was \$1,225.58, compared to \$1,165.00 in 2018.

Our Fitness Lead, Adriana Caron, was also promoted to our Lead Clerk role. She has been doing a fantastic job in assisting the department and is also our Employee of the Month!

Sports

We have 53 teams registered in our youth softball program. Teams come from Ilwaco, Naselle, Knappa, Warrenton, Seaside & Astoria. We are incredibly grateful for our team sponsors: Dairy Queen, Beach Construction, K & M Medivan, Cave Trucking, Lawrence, Lawrence & Queener PC, Posh Mode Salon, Table 360, Farmers Insurance, Northern Homes, Johnson Homes, Columbia Screenprinting, H&R Block, Rampage Softball, CMH, and Henson Orthodontics.

Our Youth Volleyball Clinic has 12 Participants and we are currently preparing for the third session of Jiu Jitsu.

We did not field enough teams for the Adult Coed Volleyball league. We will be focusing on the Women's program coming up this fall.

We are preparing for the Men's and Women's Adult Softball Leagues. We are looking at the same number of teams as last year (4) in the Men's division and hoping to get 3 or 4 teams in the Women's (we did not run that division last year).

Sports revenue was \$10,542.50 compared to \$8,403.79 in 2018. The increase in revenue can be attributed to stricter payment policies with the addition of late fees, and an increase in sponsorship costs.

Upcoming Events

- Jiu Jitsu – May
- Men's & Women's Softball – May – July
- Run on the River – May 19, 2019
- Run on the River (Astoria Parks Foundation) – May 19, 2019
- Splash into Summer – June 1, 2019

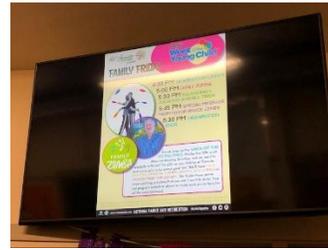
LIL' SPROUTS/PORT OF PLAY

Lil' Sprouts Academy

- On Monday, April 1st, Mayor Jones read and signed a proclamation declaring April 8-12th the Week of the Young Child in Astoria. We had a handful of staff present for the reading and presenting of the proclamation. It was an exciting moment in Sprouts history!
- April 8-12th, Lil' Sprouts celebrated NAEYC's Week of the Young Child. It was a great week full of fun activities in the classroom, and an awesome culminating event on Friday, April 12th. Each day there was a specific theme that our classroom activities were focused on; Music Monday, Tasty Tuesday, Work Together Wednesday, Artsy Thursday and Family Friday.
- On Friday the 12th, we celebrated with our families from 4:30pm-6:30pm. The event included face painting, a photo booth, family Zumba, a juggling/balancing act, a visitor from the library, and a special visit from the mayor. Overall, we were extremely happy with the event and had a great response from those in attendance. We are excited to celebrate this week next year!



- In our Daffodil classroom (4-5 year olds), we have implemented a new tool in the classroom to help our kiddos communicate how they're feeling and what they might need from their teachers to be successful during the day. Each kiddo, with their parent, writes their name on the back of a sticky note, and then places it on the classroom chart based on how their feeling. Their names are hidden, so it gives them a private way to share how they're day is going. We have found that the more our kiddos are aware of their emotions and feelings, and the more comfortable they feel expressing their needs, the more successful they will be with their peer interactions, daily tasks and progress.
- In order to streamline communication with our families, we have placed a TV monitor outside our main office in order to display photos, reminders and important info for parents.



- April 15th-19th was an exciting time for our kiddos as our classroom honored Earth Day all week long. The Tulip classroom planted tulips and made handprint Earth pictures using sand dollars. Our Daisy class used watercolors to paint Earth, used shaving cream as a sensory art project, and painted with leaves. They also had a teacher bring a honeycomb from her beehive that they were able to touch and smell. The Sunflower classroom used vegetables to stamp reusable cloth bags, played a recycling game, and finished their Earth Week activities by watching Wall-E. The Daffodils planted seedlings, they made paint brushes out of leaves and sticks, they did a nature scavenger hunt, and one day they cleaned/picked up any trash outside of the school.
- The Daffodil class has been learning about the lifecycle of the butterfly. To keep the kiddos engaged, we ordered caterpillar larvae so they could watch the evolution of the caterpillars. When they metamorphosized into butterflies, the class went to the upper field to release them.
- Lil' Sprouts revenue in April was \$34,200.65 compared to \$29,669.05 in 2018. The increase in revenue can be attributed to fee increases and stricter payment policies with the addition of late fees.

Port of Play

- We have been working with our maintenance team to make some changes in Port of Play, both in the active play gym space, and on the stage. Mr. Mark has been hard at work constructing a grocery store and magnetic wall for the stage area. He also relocated the Lewis & Clark mural into POP to create more play space on the stage. The kids are really enjoying the updates.
- During the month of April, we had 6 scheduled birthday parties, and our highest attended day was 36 kids for open play.
- Port of Play revenue in April was \$669.25 compared to \$2,225.90 in 2018. The loss in revenue is due to the closing of Port of Play during the week. Birthday Party revenue was \$560.00 compared to \$43.00 in 2018.

Community Garden

- Due to current gardeners choosing not to renew their plot rentals, we have been able to provide plots for all waitlisted individuals.
- Recology will be donating compost again this year, and we are working to coordinate the delivery to the garden in the next couple weeks.
- The Maintenance Team has been working diligently on a few improvements to the garden plots, including the addition of 2 large compost tumblers, 2 Recology yard debris

bins, 2-200' hose containers, new drinking water-safe hoses, and informational signage for composting.

- Community Garden revenue in April was \$300.00 compared to \$54.00 in 2018.

Upcoming Events

- **Parents' Night Out every weekend**

COMMUNICATIONS/MARKETING

- The APRD Facebook page currently has 3,581 likes, Astoria Aquatic Center has 1,213 likes, Astoria Recreation Center has 560 likes, and Port of Play has 1,006 likes.
- Astoria Parks webpage had over 17,957 page hits this past month. Astoria Aquatic Center, Events, and Park Board agendas were our top hits. Our popular parks this month included: Port of Play (1,091 visitors), Astoria Recreation Center (828 visitors), and Oceanview Cemetery (661 visitors).
- This has been a busy month creating collateral and developing new advertising mediums. Flyers and signs are being created to market ARC sports programming as well as the Splash into Summer event on June 1st.

Daily Astorian Articles :

1. **Recreation Pool to be closed for maintenance – 4/30/19**
2. **Astoria considers master plan for Ocean View Cemetery – 5/07/19**

Astoria Parks and Recreation Program Refund Policy

Please read the following refund policy for recreation programs and. Due to program minimums and administration time and cost, the refund policy will be applicable to all requests for refund.

All program fees must be paid in full at the time of registration

Full refunds will be granted when requested 11-days or more prior to the date of the program registration deadline. Refunds requested less than 11-days prior to the program registration deadline will forfeit 20% of the registration fee and all late fees are nonrefundable.

Cash Cards are nonrefundable.

Monies on account can be applied to other programs offered in the Parks and Recreation Department.

Once the recreation program begins, **no refunds** will be issued. Please note: A full refund will take place when the Parks and Recreation Department cancels a program.

All requests for refunds must be done in writing 3 ways:

- Written notice can be emailed to parksinfo@astoria.or.us
- Written notice can be mailed to 1555 W. Marine Dr., Astoria, OR 97103 (postmarked date will apply)
- Written notice can be delivered in person

All written notices must be delivered before 5:00 pm of the cutoff date stated in the policy.

Medical or death in the family refunds requested with a doctor's note and/or death certificate prior to the start date of the program will be granted in full. A prorated refund will be granted for medical or death refund requests received during the program during the program. Refund request for other unforeseen reasons will be considered on a case by case basis

Astoria Parks and Recreation Fee Changes 2019/2020

Equipment and Supplies:

Currently:

50 Chairs or less -	\$50
50 Chairs or less extra day -	\$30
51 Chairs or more -	\$100 (max of 100 chairs)
51 Chairs or more extra day -	\$30
Tables -	\$15 ea.
Tables 10 or more -	\$150
Tables extra day -	\$30
Stage Fee -	\$621
Canopies -	\$325 – 10 x 10 \$415 – 10 x 20 \$450 – 20 x 30
Deposit -	\$250 (for all other combined rentals)
Delivery and Return Fee -	\$96

Changes:

Delivery and Return Fee - \$250

- Option for the customer to pick up and return with the current charges for table and chairs only.

The Parks and Recreation Department will honor existing rentals. Fees will take effect June 1, 2019.

Recreation Programs:

<u>Program:</u>	<u>Currently</u>	<u>Change of Fee</u>
Kids Zone –	175/month	Change to \$200/month beginning July 1, 2019
	\$12/day Pre- Reg	No Change
	\$15/day Day Drop in	No Change
	\$40/day Cold Drop in	No Change

Out of School Days -

\$40/day Pre Reg
\$50/day Drop In

Change to \$45/day beginning July 1, 2019
Change to \$55/day beginning July 1, 2019

Summer Day Camp -

\$175/week
\$40/day Pre Reg
\$50/day Drop In

Change to \$200/week beginning Sept. 2019
Change to \$45/day beginning July 1, 2019
Change to \$55/day beginning July 1, 2019