
AGENDA

ASTORIA PARKS & RECREATION ADVISORY BOARD

Wednesday, October 25, 2017
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. August
- 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. Introduction of our newest staff members
- 9. STAFF REPORTS AND UPCOMING EVENTS (attached)**
- 10. FUTURE MEETINGS**
 - (a) December 6, 2017 @ 6:45 AM in City Hall, Council Chambers
 - (b) January 24, 2018 @ 6:45 AM in City Hall, Council Chambers

Parks Advisory Board Meeting Minutes August 23, 2017

Chairperson Norma Hernandez called meeting to Order at 6:46 am.

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

Absent- Howard Rub.

Staff- Angela Cosby, Terra Patterson, and Dana King.

Public comments

1. There were none.

Approval of Minutes

- A. June minutes were unanimously approved.
- B. July minutes were approved with the following correction: The movie event raised \$1,000, not \$11,000.

President Hernandez

1. What do you hear- Michele Tompkins heard that a lifeguard took time to help a child who was afraid to swim. Jim Holen heard that adults would like recreational basketball teams. Director Cosby said a basketball league would need officials to referee the games. The Board and Staff shared ideas for spreading the word about getting a league started. President Hernandez said several of her friends and businesses in the community gave money to sponsor the movie night. Director Cosby confirmed for Ms. Tompkins that the Public Works Department would be working on the lower half of Cathedral Tree Trail for about a week. Andrew Fick heard from families new to Astoria that they appreciated the parks. He also heard from people who were concerned about safety on the Riverwalk. Jessica Schleif said she had heard similar comments. The Board and Staff discussed problems with alcohol, harassment, fighting, marijuana, and issues that limit the Police Department's effectiveness. Ms. Schleif heard complaints about the use of herbicides at Smith Point. Director Cosby said that on July 1st, Oregon Department of Transportation (ODOT) took over maintenance of the roundabout.

Employee Recognition

- A. Terra Patterson recognized Dana King as the August employee of the month. Ms. King said her biggest challenge was getting all of her work done during her part-time hours.

Old Business

- A. Jim Holen gave a brief update on upcoming Parks Foundation meetings and fundraisers.
- B. Director Cosby updated the Board on Staff's efforts to implement the Parks and Recreation Master Plan. The work would start up again in the winter once the Parks Department is fully staffed.

New Business

- A. Director Cosby gave an update on staffing. Some positions were filled in July and Staff continues to work towards filling the rest of the open positions. She answered questions about recruitment tools the City uses for various positions.

Staff Reports

Staff reports and a list of upcoming events were presented to the Board as part of the agenda packet. Director Cosby noted that fees at Port of Play would be increasing and regular users would be able to get a monthly pass soon.

Non-Agenda/Miscellaneous Business

1. The Board and Staff discussed the recent City Council meeting, where several Parks Department issues were addressed.
2. Director Cosby answered questions about the Scandinavian association.
3. President Hernandez reminded there would be no meeting in September. She thanked board members for their dedication over the last year.
4. Director Cosby announced the department was still looking for a youth flag football official.
5. The Board and Staff discussed getting sponsors for the Regatta Run and other events that were cut.

Next meeting will be held Wednesday, October 25, 2017 at 6:45 am at City Hall in City Council Chambers.

MAINTENANCE

Grounds

- Tyler Johnson started on September 1st as Grounds Coordinator
- Finalized Parks trash receptacle design. Need to procure corrugated sheet metal for implementation, if any PB members have access to material, please let us know!
- Organizing Parks shops
- Promoting new standards of care for Parks by intensive overhaul at properties.
- Coordinated with Eagle Scout Project to improve Shively Park picnic shelters
- Coordinated with Public Works to provide access and support for repairs they carried out on a culvert beneath Cathedral Tree Trail
- “Pinked” the Column for October Breast Cancer Awareness Month
- Provided support materials to PNW Brew Cup
- Providing guidance to get McClure Park embankment slide project completed

Facilities

- Regular maintenance and upkeep of pool mechanical duties
- Maintenance and service to spin bikes
- Doughboy Restoration Grant was halted when a vehicle crashed into it, damaging the structure. Rosemary Johnson has been brought on as a consultant to oversee the damage mitigation and provide oversight on the grant.
- Completed AAC shutdown, installed UV sanitation systems on the spa and kiddie pools, reducing the number of required closures of those bodies of water. Installed variable-frequency drives on the HVAC that will provide energy savings by reducing the system’s air handling demands during hours when building is unoccupied. AAC exterior was repainted.
- Coordinating with contractors and local artists to provide a replacement sign and new blue wave to exterior of AAC building
- Installed new bounce house at Port of Play

Oceanview Cemetery

- 6 cremation burials, 2 full burials (liners, 1 SI)
- Mowing and removing trash from property

Astoria Recreation Center

After School Camp

On average, we are seeing about 25-30 children per day, with our highest attendance being on early release school days. These last two months the kids had fun working on back to school activities. Moving into the Fall/Halloween season the kids have been doing activities to reflect the change in season and the upcoming holiday.

This past month has seen quite a bit of staff turnover and we have hired some great people to fill those roles who have some great experience. The kids have developed trust and acceptance quickly which has made for better behavior.

Fitness

We have added a new yoga instructor this past month who has done a great job with the class. We have also been looking to search for new way to serve our community through fitness, and we have started with a new program called "After School Special" geared towards teachers. The class is set-up to run right after school gets out to hopefully serve a population that has expressed an interest.

Fall Sports

We are about halfway through the Adult Volleyball season, and so far everything has gone well. With 6 locally sponsored teams, there definitely has been a wide array of abilities and skill levels. The program has grown from last year's numbers and we hope to be able to continue this trend moving forward.

We have started the adult drop-in volleyball and each week numbers have been steadily increasing.

Flag football is coming to an end. We had a four team league partnering with the Warrenton Kids, Inc. program. The weather has been great and we've played some games on CMH field -which the little players thoroughly enjoyed! We are moving into basketball season and are planning the first coaches' meeting, scheduling practice locations, building teams and crafting schedules.



Upcoming Events

- **October 24** - Youth Basketball Grades 5&6 and Boys Grades 1&2 Registration deadline
- **November 1st-3rd** - Teacher Workday - School's Out Play
- **November 7** - Adult Basketball Drop-in @ Astoria Middle School
- **November 10** - ARC Closed for Veteran's Day
- **November 13** - Youth Basketball Season begins
- **November 22nd & 24th** - Fall Break School's Out Play
- **November 23** - Gobbler Gallop 5k, ARC Closed

Aquatic Center

Swim Lessons

At the end of the summer we offered a two week evening session, which had fifty-six kids enrolled and an additional seventeen in private lessons. After our September closure we started a five week evening session, and a Saturday session with a total of fifty-two children registered.

Staff Jeffrey Hamilton has restructured our swim lessons program so that our staff are teaching with the same guidelines and objectives and working together more as a team.

Schedule

- North Coast Swim Club hosted a swim meet Saturday & Sunday, August 5th & 6th. This event was closed to public swimming until 3:00pm.
- The facility closed from September 5- 7 for annual maintenance and reopened to the public on the 18th.
- Beginning October 20th, Sunset Empire Park and Recreation District (SEPRD) begins a 6 week closure of their facility. SEPRD has contracted with our facility to allow its members to use the Astoria Aquatic Center. Staff have set up passes for Seaside members to use the facility and staff will invoice SEPRD for expenses incurred.

Staff

Staffing levels held strong through the summer. As is normal for our facility, fall availability meant a drop in staff when high school staff returned to school.

Staff just completed a lifeguard training class with four potential new life guards. There will be at least one more guard class before the end of the year to get our facility back to full staffing.

RecTrac

Staff have continued make improvements to our POS system. We added new upgrades to the system including adding locker rentals and altering the point of sale system to be more user friendly.

Maintenance Closure

Maintenance and aquatic staff successfully completed our projects: Draining and refilling all pools, Installing UV sanitary systems on the Hot Tub and Kiddie Pool, upgrading the HVAC system, deep cleaning the facility, sealing gutters in the Rec Pool, and repainting the exterior of the building.

The new UV sanitary system has markedly improved combined chlorine conditions in the kiddie pool and hot tub. Prior to installation of this system, we were draining and refilling these bodies of water twice a week. Staff drained and refilled both pools one month after the installation of these filtration systems not because the combined chlorine levels were high, but because state law requires hot tubs to be drained and refilled monthly.

Upcoming Events

- **November 18-19** - North Coast Swim Club Swim Meet, Pool CLOSED
- **November 23rd** - Shortened Hours for Thanksgiving, 5:00am-11:00am

Lil' Sprouts

At the end of August we had our annual cleaning closure where all rooms were deep cleaned and prepped to welcome families back after Labor Day. We are now into the second month of the school year and our classrooms are staying busy, both in terms of numbers of kiddos and learning fun. We are also excited to have had some new team members join our staff. October brings fire safety week and Sprout kiddos were visited by Astoria Fire Department and got to see the firetrucks and learn how to “stop, drop, and roll”.



Port of Play

In September Port of Play went back to our longer hours of 10-4 Monday- Saturday and 12-4 on Sundays. This also has brought back the weekends of birthday parties as well. Our bounce house came! On October 6th we had an open house to celebrate our new bounce house and thank our donors for making our new bounce house possible. Many families came in to help us celebrate as it is such a huge part of both Port of Play and Lil' Sprouts programs. Another exciting new thing for Port of Play is the introduction of our Captain's Pass which is our new monthly pass for Port of Play! We also increased all Port of Play rates for admission, Parent's Night Out, and birthday parties as of October 1st.

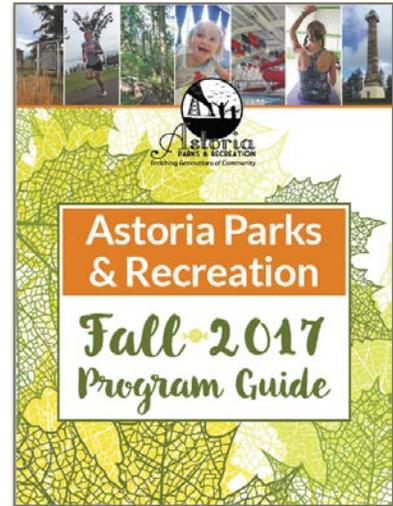


Upcoming Events

- Parents' Night Out - Every Saturday, 6:00pm-9:30 pm/CLOSED November 25th
- **November 23rd & 24th** - CLOSED for Thanksgiving Holiday

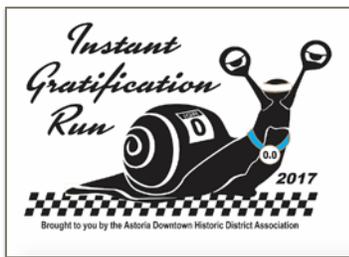
Communications

We finally went to print on our Fall Program Guide in September. In this issue, I wanted to make sure that we were portraying an image of fun, enrichment, and community - something that spoke to our mission at the Department. I believe that we have finally returned to this by some new additions in the guide. For example: we included more pictures of patrons and photos of our parks that were tagged on our Instagram account, we included a letter from our Parks Director, additionally we included a map of Astoria for tourists to use to find our parks, and the layout was better organized and easier to read. Our next program guide should be completed by the end of this month where we hope to also include an introduction of our new staff at Parks.



On October 7th, we created a mini press event for the opening of the new bounce house at Port of Play. Mayor Arline LaMear was on hand and all City Councilors were invited to attend. The Daily Astorian attended, but did not write an article.

One of the bigger events that we marketed this month was the 3rd Annual Instant Gratification Run held on October 8th. Our logo this year was a snail. I helped design the t-shirts, flyers, press release, and was responsible for social media advertisement. We had a reach of 4,400 with 678 event views on Facebook. Enough money was raised to bring back our Fun Runs and our Valentine's Day Ball.



Our Social media accounts continue to grow steadily. The Astoria Parks Facebook Page receives over 50 likes per month and our Instagram account is gaining in popularity as well. The website receives about 26,000 hits every month with the Aquatic Center, Events, and Park Board pages being our most frequented. Ocean View Cemetery, Cathedral Tree Trail, Shively Park, and Youngs River Falls remain our most popularly viewed parks.

Lastly, Angela and I worked closely together to make some edits to our Marketing Plan after the City Manager had an opportunity to provide his input and suggestions. Some of the bigger changes we made to the plan included a chart that prioritizes our recommendations and lists the project leads for each recommendation. The Marketing Plan received final support from the Astoria City Council the 18th of September. I will be providing an overview of the plan for our staff to discuss implementation of the plan and how we can collaborate in making it successful.