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# AGENDA

## ASTORIA PARKS & RECREATION ADVISORY BOARD

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**Wednesday, December 2<sup>nd</sup>, 2015**

**6:45 AM**

**Astoria Recreation Center  
1555 W. Marine Drive, Astoria OR 97103**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

**4. PUBLIC COMMENT**

- (a) Individuals must state full name and address
- (b) Each individual is provided 2 minutes

**5. PRESIDENT HERNANDEZ:**

A. What do you hear?

**6. EMPLOYEE RECOGNITION**

**7. OLD BUSINESS**

- A. Parks Foundation Update
- B. Peoples Park Platform Update
- C. Maritime Memorial Committee Update
- D. Comprehensive Parks and Recreation Master Plan Update

**8. NEW BUSINESS**

- A. Big Leaf Maple at Violet LaPlante Park
- B. Fee proposal
- C. Department reorganization – postponed
- D. Heritage square presentation and discussion

**E. Parks Maintenance Project Report:**

- Monster Bash event set up
- Port-a-potties installed on Riverwalk (9<sup>th</sup> St. & People's Park)
- Parks Master Plan support
- Coordinating with Clatsop Community College to restore Alderbrook Hall building, work will commence May 2016 to replace T-111 siding on the south side (rear) of the building with cedar shingles of the style that the building was built with. Clatsop Community College will provide the labor and Parks will supply materials (\$2,000)
- RFP advertised and closed for Oceanview Cemetery turf renovation
- LaPlante Park Big Leaf Maple damage mitigation

**F. CHIP-in Report:**

Successful CHIP-in events continue to be held despite rough weather conditions. Unfortunately, the October clean-up at Pioneer Cemetery Park was cancelled due to

treacherous weather, but more recent events, such as the clean-up at the ARC have been planned with the weather in mind. More indoor clean-up activities such as painting, sweeping, and organizing will be included at CHIP-in events in months where the weather is particularly nasty. CHIP-in also continues sending out bi-monthly e-mails, updating volunteers on past and upcoming CHIP-in events as well as other pertinent local events, and has received positive feedback regarding the e-mails. There are currently over 100 subscribers on the CHIP-in e-mail list.

### **Completed CHIP-in Events:**

*Astoria Recreation Center Clean-up, Sunday November 15<sup>th</sup>, from 1-4PM*

- There were 10 volunteers in attendance who cleaned-up both the inside and outside of the ARC
- Volunteers painted the Kid Zone, pulled weeds, picked up trash, mopped, cleaned walls and baseboards, removed old tape, and laid down new bark mulch
- Kids who participated were rewarded with fun prizes such as stickers, marbles, and animal figurines, many of which were donated by Purple Cow Toys

### **Upcoming CHIP-in Events:**

*Lil' Sprouts and Port of Play, Sunday December 20<sup>th</sup>, from 1-4PM:*

- Volunteers will be working to clean-up Port of Play and Lil' Sprouts by picking up trash outside, wiping down surfaces inside, mopping, sweeping, and cleaning up the classrooms
- Volunteers will be provided with goodies such as fresh fruit, healthy snacks, holiday cookies, and, of course, a CHIP-in t-shirt
  - Youth volunteers will also be able to choose from a treasure box of fun prizes as a thank you for their participation

*Shively Hall Park Clean-up, Sunday January 17<sup>th</sup>, from 1-4PM:*

- This park clean-up will have volunteers working to beautify the grounds at the iconic Shively Hall
  - Clean-up will entail picking-up trash, trimming shrubbery, removing weeds & invasive species, and making any necessary repairs to existing structures

## **G. Lil Sprouts/ Port of Play Report:**

Lil' Sprouts has been very busy as usual. We have had some significant staffing challenges, but like always, we are working through it, and seeking out the right professionals to fill our gaps.

We recently have had some severe behavior challenges with a few specific kiddos, which have been really difficult for staff. Unfortunately, we do not have the necessary training or ability to provide the type of support that is needed in these situations. However, with good communication and positive relationships with these families, we have been able to help parents find the services and support they need.

Sprout Curriculum:

Classrooms were busy the month of November creating projects, gifts for parents, and special tasks that incorporated thankfulness and Thanksgiving.



### Misc.

While we have been very lucky this Fall when it comes to illness, other than the one case of Chickenpox noted in last month's report, we have had two cases of lice, both of which were quickly and efficiently contained. We have many children that are in contact with other kids, either at other schools, Head Start, early intervention, etc. So it can become a challenge to monitor where illnesses are coming from, and to control exposure.

On Friday, Oct. 30<sup>th</sup>, we held our very first Halloween parade with our Lil' Sprouts. It was a lot of fun, and we had quite a few parents that came and watched. Just about every Sprout was dressed up in a Halloween costume, and had the opportunity to parade around the gym, showing off their fun, festive attire.

During the month of December, our Sprout teachers and kiddos will participate in a holiday door decorating contest, which will commence on Dec. 23<sup>rd</sup>. It is a great opportunity for staff and kids to get in the holiday spirit, explore their creativity, and have a little fun. Last year we had special guest judges from the City, and this year we will be looking to do the same.

### Port of Play:

Now that the weather has cooled down, and outdoor play is not always a viable option, Port of Play has been very busy. We have been especially busy on the weekends with back to back birthday parties scheduling both on Saturdays and Sundays.

Parents' Night Out is continuing to be a popular evening childcare option for parents. We are averaging about 10-15 every weekend (other than holiday weekends).

## **H. Recreation Center/Programs/Fitness/Athletics Report:**

### After School Program

The after school program has continued at the ARC and the Warrenton Grade school this fall. Additionally, we have offered several "no school days camps" during fall no school days for both the Warrenton and Astoria school district. The Warrenton grade school numbers have almost doubled since the beginning of the school year. Staff have planned and implemented several fun activities in the program including:

- Craft projects

- Science projects
- Agriculture
- Preparing snacks
- Holiday projects

### Drop-In Volleyball

Drop in coed volleyball has continued at the Astoria Middle School every Wednesday evening this fall. An average of 10-15 people is coming regularly to the open gym weekly.

### Youth Basketball

The youth basketball program began registration in October. Teams began practicing in late October and games started November 12 and end December 19.

Big changes were made to the program this year as all 5<sup>th</sup> and 6<sup>th</sup> graders (boys and girls) played in the fall. Over the past few years, staff saw a significant decrease in the number of 5<sup>th</sup> and 6<sup>th</sup> grade girls playing in the program during the winter as many girls opted to play on tournament teams rather than on parks and recreation teams. Moving the older girls' season to the fall has created a significant increase in registration for this age group. Last year there were a total of eight teams participating between 5<sup>th</sup> and 6<sup>th</sup> grade girls, this year that number increased to fourteen teams between the two grades.

Other significant changes included moving to a new two referee per game structure for the 5<sup>th</sup> and 6<sup>th</sup> grade teams. The 3<sup>rd</sup> and 4<sup>th</sup> grade boys and girls will continue to play with one referee per game, as these leagues are designed to be less competitive and to not keep score. These children will begin practicing in January with games in late January through the beginning of March.

### Men's League Basketball

Men's league began on November 23. The league had one more team registered than the beginning of the season last year. The season began with a "round robin" tournament the first week of play and regularly scheduled games began November 30.

### Fitness Classes

The fall fitness schedule is currently underway. We are beginning to plan the January "winter schedule". Staff is looking at adding some new classes in to the schedule as January is our busiest time of the year for adult fitness. Staff Terra Patterson and communications coordinator Jennifer Benoit have begun planning extra promotion through the month of December to give the public more information about our programs.

Staff continues to struggle in recruiting and maintaining new instructors but we are fortunate to have some of our longstanding instructors who have been with us for several years.

### Other Classes

Staff ran two sessions of beginner and intermediate gymnastics this fall. The class proved to be popular, the first session had five plus children in each class and our second session of gymnastics filled up. Currently, staff is planning to add a third class to our next session which begins in January.

Staff is working with a potential new instructor to start a new Jiu Jitsu course as well as Self Defense classes in January. These classes would most likely be two days a week with four to six week sessions.

### Special Events

The annual Gobbler Gallop fun run was held on Thanksgiving morning, Nov. 26. Staff saw a record number of attendances for this event with over 140 people in attendance. The 5k race hosted a variety of participants ranging in age from 4 to 80 years old.

## **I. Cemetery:**

### Cemetery Software System

The third phase of cemetery data entry has been completed! This phase of the data entry is the phase we have been waiting on finishing to “populate” our online map with persons who have bought or are buried in the plots. Staff has begun working on phase 4 data entry, which will enhance and support the records of who are buried in the cemetery. This phase will add details such as payments, but is not an integral part of documentation.

Staff continues to work with contractor Mark Scott to have data completed to date reflected online. This will mean that the online map will become populated so that the public can find plots where people have been buried.

### Cemetery Grounds Maintenance

Ocean View Cemetery continues to be a challenge to maintain and manage with our minimal resources. It takes approximately 40 man hours to mow the entire grounds and weed eating has been outsourced to the local juvenile work crew for two weekends a month during the summer months. Burials and cremations add to the toll the cemetery exacts on the Maintenance Division’s capacity, because these events often cannot be foreseen or planned for beyond a three day window.

## **J. Aquatic Center Report:**

On October 28<sup>th</sup> the center received the fourth unannounced audit of 2015 from Ellis and Associates and received a score of “exceeds”. Our center is in the running for a Gold Standard safety award. On the same day the Clatsop County Health Department came in and gave us a very near perfect score. The only minor infraction was some tile in the men’s locker room that needed to be replaced and this was completed the next day.

The Astoria High School is now practicing at the center, Monday – Friday, 3:30pm-5:15pm. They will be practicing until mid-February and there are a few swim meets scheduled for December and January.

On November 20<sup>th</sup> – 22<sup>nd</sup> we held a lifeguard certification course. Ten new lifeguards were certified and one existing lifeguard recertified. We have hired six of those new lifeguards to work at the center starting December 1<sup>st</sup>.

There have been a few maintenance issues in the last month. The sand that is used to filter the pools will need to be replaced soon and Jonah is completing the RFQ this week. On the

Recreation pool, the heat exchange had a leaking tube but that was repaired with minimal disruption to service.

## **K. Comprehensive Parks and Recreation Master Plan Report:**

- Community Engagement Update:
  - Held two Citizen Advisory Committee meetings
  - Hosted a table at Monster Bash: 50 surveys collected
  - Hosted two Community Input Sessions: 96 attended
  - Presented to Astoria Rotary Club: presented on the planning process and went through focus group exercises, collected 24 surveys
  - Released an online survey: 38 completed, survey will remain open through January 1<sup>st</sup>
  - Total community members reached to date: 208
- Community Engagement - Next Steps:
  - Upcoming radio broadcasts: KAST Tom Freel Show; KMUN Friday with Jim Wilkins
  - Downtown business focus group: meeting with ADHDA Friday 12/4
  - Parks Tour: Saturday 12/5 9:00 AM – 4:00 PM
  - Citizen Advisory Committee: Meeting 3, 12/17 8:00 AM – 9:30 AM
  - Presenting a project update to City Council, Monday 12/21
  - Continuing focus group meetings through January
- Master Plan Report Progress:
  - Inventory & Existing Conditions Analysis nearing completion
    - Local historians Rosemary Johnson and John Gootenberger are assisting with researching and writing historical backgrounds on each park, trail, and facility operated by Astoria Parks & Recreation.
  - Level of Service Analysis & Needs Assessment beginning in December
  - Initial Recommendations coming Jan/Feb 2016

## **9. UPCOMING EVENTS**

- (a) Parents' Night Out, Every Saturday (**Except Dec. 26<sup>th</sup> & Jan. 2<sup>nd</sup>**), 6pm-9:30pm @ Port of Play
- (b) Holiday Door Decorating Contest, December 3<sup>rd</sup>, 10:00 AM @ Lil' Sprouts
- (c) 3<sup>rd</sup> & 4<sup>th</sup> Grad Winter Basketball Registration Begins, December 7<sup>th</sup> @ ARC
- (d) AHS Andrew Nygaard Invitational Swim Meet (Lap Pool Closed), December 12<sup>th</sup> @ AAC
- (e) Department Staff Holiday Dodgeball Party, December 13<sup>th</sup>, 5:00 PM – 8:00 PM @ Armory
- (f) CHIP-in, Sunday, December 20<sup>th</sup>, from 1:00 PM – 4:00 PM @ POP & Lil' Sprouts
- (g) Winter break Day Camp, December 21<sup>st</sup> - January 1<sup>st</sup> @ ARC
- (h) Expanded Winter Fitness Schedule, January 4<sup>th</sup> @ ARC
- (i) Astoria Wellness Challenge, begins January 11<sup>th</sup> @ ARC
- (j) AHS Swim Meet (Lap Pool Closed), January 14<sup>th</sup> @ AAC
- (k) CHIP-in, Sunday, January 17<sup>th</sup>, 1:00 PM – 4:00 PM at Shively Hall
- (l) AHS Swim Meet (Lap Pool Closed), January 28<sup>th</sup> @ AAC
- (m) Ellis and Associates Lifeguard Course, January 29<sup>th</sup> – 31<sup>st</sup> @ AAC

## **10. FUTURE MEETINGS**

- (a) January 27, 2016 @ 6:45 AM
- (b) February 24, 2016 @ 6:45 AM

## **Parks Advisory Board Meeting Minutes October 28, 2015**

President Norma Hernandez called meeting to Order at 6:47 am.

Present- Norma Hernandez, Jessica Schleif, Andrew Fick, Tammy Loughran, Eric Halverson, Joe Miltenberger, Peter O'Farrell, Grace Laman, and Jim Holen

Absent- Howard Rub and Drew Herzig

Staff- Angela Cosby, Kevin Cronin, Kailee Deibert, and Terra Patterson

President Hernandez wished Peter O'Farrell well as he was leaving his position the Board due to a move.

**Approval of Minutes** – None

### **Public comments**

1. No members of the public were present.

### **President Hernandez**

- A. What do you hear- Norma Hernandez heard that everyone loves the Column. Jessica Schleif heard that residents in the Uniontown area were excited about the Doughboy Monument being painted. Jim Holen heard the new showers were very appreciated at the aquatic center.

### **Employee Recognition**

- A. Director Cosby and Terra Patterson recognized Kailee Deibert as the October Employee of the Month.

### **Old Business**

- A. Tammy Loughran gave an update on the Parks foundation. At their last meeting, the foundation assigned tasks associated with publishing their website and began discussing events for the summer of 2016.
- B. Director Cosby announced that restoration of the Astoria Column was complete. The Friends of the Astoria Column are still raising funds to level the pavers, make improvements to the grounds, and upgrade the lighting.
- C. Director Cosby briefly updated the Board on the Smoke Free Parks policy, which became effective October 21, 2015. She showed examples of the signs notifying park users of the new policy.
- D. The Annual Aquatic Center closure is complete. The work done during the closure came in under budget. Director Cosby was looking forward to receiving the next energy bill so she could calculate the savings from the new LED lights.
- E. Director Cosby said Staff is still waiting on the contractors who volunteered to remove the platform at People's Park during the rainy season.
- F. Director Cosby gave the update on the Lawn and Plant Management Task Force. City Council recently approved the herbicide policy, which is being distributed to City Staff.
- G. Director Cosby updated the Board on the Maritime Memorial Committee. The committee will begin having regular meetings and she would provide the Parks Board with updates. The wall will need expanded again in a few years, so the committee will begin making plans for that over the next year.

- H. Director Cosby gave a brief update on the Comprehensive Parks and Recreation Master Plan. Ian Sisson would like to interview Parks Board members. She asked everyone at the meeting to hand out fliers advertising the upcoming public workshops, which she made available. There are 11 people on the Parks Master Plan Citizens Advisory Committee and they would meet next on October 29. Jim Holen serves on the committee to represent the Parks Board.

### **New Business**

- A. Director Cosby discussed lifeguard wage increases and future fee increases. Staff is currently hiring more lifeguards and offering lifeguard training.
- B. Director Cosby reported on requests for proposals for weed eradication and re-seeding at Ocean View Cemetery.
- C. Director Cosby gave a brief report of the requests for proposals for a point of sale and registration system.
- D. Director Cosby discussed reorganization of the Parks Department. Job descriptions for the recreation coordinators will be changed so that the positions are interchangeable. After Thanksgiving, the recreation coordinators will begin rotating among the Aquatic Center, Port of Play, and the Recreation Center.
- E. Director Cosby reviewed the budget for the Recreation Division. She compared the budgets of the last four years and discussed current income and expenses.
- F. Director Cosby briefly updated the Board on the current environmental condition of Heritage Square, noting that Staff is working towards approval from the Department of Environmental Quality (DEQ) to develop the site. Community Development Director Kevin Cronin gave a presentation on Staff's recent study of Heritage Square, which was completed after City Council directed Staff to evaluate the possibility of a mixed-use library at Heritage Square. The study identified three options for developing a mixed-use library building at Heritage Square. When the same presentation was given at an open house on October 21, public comments indicated the desire for amenities that the Parks Department would be responsible for, like an amphitheater and a play area. Therefore, he encouraged the Parks Board to forward their comments to Staff. He responded to questions from the Board about the project and listed upcoming public meetings to discuss the study further. Staff will present their findings and recommendations to City Council at their meeting on December 7, 2015. The Board and Staff discussed the need for affordable housing, the possibility of incorporating a public storm shelter into structures developed at Heritage Square, parking issues in the downtown area, how this project could impact the Parks Master Plan, and the possible addition of seating areas or a water feature in the Garden of Surging Waves. President Hernandez explained the importance of the Board's participation in this project and she encouraged Board members to attend meetings and provide feedback.
- G. Peter O'Farrell confirmed this would be his last Parks Board meeting, as he was moving to Portland, OR. He said it had been an honor to be a part of the Parks Board and found it difficult to leave. The Board and Staff gave Mr. O'Farrell a round of applause. Mr. O'Farrell added that he had friends with a four-year old who recently moved to Astoria. Since attending Port of Play, the four-year old has done very well adjusting to her new home. He wanted the Board to know what a difference Port of Play had made for his friends.
- H. Director Cosby reported on current and upcoming Maintenance projects.
- I. Director Cosby gave a report on the most recent CHIP-In events.
- J. Director Cosby presented the Lil Sprouts/Port of Play report.
- K. Director Cosby reported on the Recreation Center, programs, fitness, and athletics.
- L. Director Cosby discussed the Cemetery.
- M. Director Cosby gave the Aquatic Center report.

### **Upcoming Events**

1. Director Cosby updated the Board on upcoming events, noting that the public input sessions for the Parks Master Plan were not included in the Staff report. She handed out the fliers advertising the public input sessions and asked Board members to help distribute them.

**Non-Agenda/Miscellaneous Business**

1. Jim Holen asked about having a one mile mark for the Gobble Gallop.

**Next meeting will be held Wednesday, December 2, 2015 at 6:45am at the Astoria Recreation Center.**



## MEMORANDUM

**DATE:** November 28, 2015

**TO:** MAYOR AND CITY COUNCIL

**FROM:** BRETT ESTES, CITY MANAGER

**SUBJECT:** RESOLUTION AMENDING FEE SCHEDULE FOR THE PARKS AND RECREATION DEPARTMENT

### DISCUSSION

The mission of the Astoria Parks and Recreation Department is to provide lifelong learning, wellness, and well-being through recreational opportunities and is dedicated to the preservation of natural resources, open spaces and facilities that inspire and bring neighbors together. To assist in achieving this goal the Parks and Recreation Department charges fees to assist in the cost recovery of the Department operations. The Departments budgeted cost recovery for the 2015-2016 fiscal year is 52%. In order to meet this budgeted allotment the Parks and Recreation Department is need of increasing fees.

Section F of the adopted Fee Schedule includes the Aquatic Center, Maritime Memorial, Ocean View Cemetery, Rental Facilities, and the Astoria Column. Other fees charged by the Parks and Recreation Department for program based activities are not included in the Fee Schedule to allow flexibility for maximum cost recovery as programs ebb and flow.

### Astoria Aquatic Center – Schedule F1

Fees at the Astoria Aquatic Center were last updated in the 2009 transformation, as a result of the facility almost closing due to its nearly half million dollar a year subsidy. Since this transformation, the Astoria Aquatic Center has focused on operating in a business like fashion in order to keep the assistance needed from the City of Astoria's general fund to a minimum.

On October 5, 2015 City Council directed staff to implement a wage increase for lifeguards, understanding that a year-end transfer maybe required, and direct Parks Staff to prepare a fee increase proposal. This direction came after a presentation and discussion about the current lifeguard shortage requiring that the Aquatic Center be closed from 1:00 PM – 3:30 PM until additional lifeguards can be hired and trained.

Parks and Recreation Department Staff are proposing a new fee structure for the Departments passes. Currently the Parks and Recreation Department offers a quarterly

Aquatic Center pass for youth, adults, or families and a Land and Water pass for adults or families to utilize the Aquatic Center and fitness classes offered at the Recreation Center. The Parks and Recreation Department Staff recommends changing the quarterly Aquatic Center pass and Land and Water Pass to an affordable monthly pass with discount for continuous ACH agreement. ACH payments are electronic payments that are created when a customer gives a business authorization to debit directly from the customer's checking or savings account for the purpose of the bills payment.

Parks and Recreation Department staff estimates that the proposed fee structure meets 71% of the additional costs to implement the wage increase and staff proposes spreading the increase over a two year period to limit financial impacts on the Departments customers.

It is proposed that fees be increased effective January 1, 2016. The fee amounts are shown below:

DRAFT

<b>AQUATIC CENTER</b>	<b>CURRENT</b>	<b>PROPOSED</b>	<b>DATE EFFECTIVE</b>
<u>Drop In</u>			
Youth	\$4.50	\$5.50	1/1/2016
Adult	\$6.50	\$7.50	1/1/2016
Family	\$15.00	\$18.00	1/1/2016
<u>Aquatic Center Quarterly Pass</u>			
Youth	\$84.00	Transitioned to monthly pass	
Adult	\$134.00		
Family	\$184.00		
<u>Aquatic Center Monthly Pass</u>		<u>Reg. Rate</u> <u>Cont. ACH Rate</u>	
Youth		\$40.00   \$30.00	1/1/2016
Adult		\$60.00   \$50.00	1/1/2016
Family		\$80.00   \$70.00	1/1/2016
<u>Land &amp; Water Quarterly Pass</u>			
Youth	N/A	Transitioned to monthly pass	
Adult	\$189.00		
Family	\$229.00		
<u>Land &amp; Water Monthly Pass</u>		<u>Reg. Rate</u> <u>Cont. ACH Rate</u>	
Youth		N/A   N/A	1/1/2016
Adult		\$80.00   \$70.00	1/1/2016
Family		\$100.00   \$90.00	1/1/2016
<u>Punch Pass Purchase</u>			
Youth, Adult, Family	\$50.00	Discontinue	4/1/2016
Seniors	\$37.50	Discontinue	4/1/2016
<u>Punch Pass Redemption</u>			
Youth	\$4.00	\$5.00	1/1/2016
Adult	\$6.00	\$7.00	1/1/2016
Family	\$15.00	\$18.00	1/1/2016
<u>Swim Lessons</u>			
Group Lessons	\$45.00	\$50.00	1/1/2016
Private Lessons	\$140.00	\$155.00	1/1/2016
<u>Quarterly Locker Rentals</u>			
Season Pass holder	\$25.00	Transitioned to monthly rental	
Non-Season Pass holder	\$50.00		
<u>Monthly Locker Rentals</u>		<u>Reg. Rate</u> <u>Cont. ACH Rate</u>	
		\$15.00   \$5.00	1/1/2016
<u>Rentals/Misc.</u>			
Lane rental (per lane, per hr.)	\$20.00	\$25.00	1/1/2016
After hours rental (per hr., min. 4 hrs.)	\$150.00	\$175.00	1/1/2016
Showers	\$2.00	\$3.00	1/1/2016
		<u>Reg. Rate</u> <u>Cont. ACH Rate</u>	
Towel Rental	\$2.00	\$3.00   \$0.00	1/1/2016
Birthday Party (lobby rental, 20 guests)	\$125.00	\$150.00	1/1/2016

## **Astoria Maritime Memorial – Schedule F2**

Maritime Memorial Park is designed to commemorate the people who were intimately involved with maritime activities during their lives. The Memorial is a plaza for memorial gatherings, reflection and understanding, and as a place to remember. Memorial Wall spaces are approximately 4” x 12” and includes the name of the deceased person, year of birth, year of death, and a maritime related inscription that pertains to the deceased. An

optional element for the Memorial space is a maritime related graphic closely associated with the deceased, for example, a gillnet boat if the deceased was a gillnetter.

On April 21<sup>st</sup>, 2015 the City of Astoria’s Maritime Memorial Committee unanimously voted for approval to request a fee increase for Memorial Engravings on the Maritime Memorial Wall and on May 18, 2015 the Astoria City Council voted in approval of the fee increase as fees for services at Maritime Memorial Park have fallen behind the national, state, and local standards. As a result the costs for services at Maritime Memorial Park were greater than the fees charged for those services. The fee increase closed the gap between fees charged for services and the cost of services.

Therefore, it is proposed that fees at the Astoria Maritime Memorial F2 not be increased at this time. The fee amounts are shown below:

MARITIME MEORIAL	CURRENT	PROPOSED	DATE EFFECTIVE
Standard engraved memorial 4" x 12"	\$500	No change	
Customized Graphic/Art Work	\$150	No change	

### **Ocean View Cemetery – Schedule F3**

On April 6, 2015 the Astoria City Council amended the fee schedule to approve a 40% increase effective April 7, 2015 – June 30, 2015 and then an additional 10% increase for Fiscal Year 2015-2016 for the services provided at Ocean View Cemetery. The Parks and Recreation Department also proposed increasing the fees by 10% every fiscal year beginning 2016 to fiscal year ending 2022. This direction came after a Special City Council meeting held at the Cemetery to study its history, operations, and challenges. During the meeting the Council viewed a presentation, toured the grounds, received community feedback, and discussed how to overcome the current and future challenges facing the Cemetery. Fees for services at Ocean View Cemetery have fallen behind the national, state, and local standards. As a result the costs of services at Ocean View Cemetery are greater than the fees charged for those services. This fee increase began closing the gap between fees charged for services vs the cost of services.

It is proposed that fees be increased by an additional 10% effective July 1, 2016. The fee amounts are shown below:

OCEANVIEW CEMETERY	CURRENT	PROPOSED	DATE EFFECTIVE
<u>Graves-Ground Only (w/perpetual care)</u>			
Infant/Child plots	\$193	\$212	7/1/2016
Block 68, Cremation only	\$354	\$390	7/1/2016
All other blocks	\$1,063	\$1,169	7/1/2016
<u>Interments</u>			
Adult (opening and closing)	\$1,063	\$1,169	7/1/2016
Cremation	\$531	\$584	7/1/2016
Cremated remains (Saturdays)	\$154	\$169	7/1/2016
Adult, Saturdays	\$308	\$339	7/1/2016
Late funerals (after 3:00 pm) add'l/hr.	\$62	\$68	7/1/2016
<u>Disinterment</u>			
Adult	\$501	\$551	7/1/2016
Child under 7	\$385	\$424	7/1/2016
Cremated remains removed	\$154	\$169	7/1/2016
<u>Liner and Installation</u>			
Liner Fee	\$308	\$339	7/1/2016
<u>Monument/Marker Permits</u>			
Monument Permit (Not over 62" in length)	\$185	\$203	7/1/2016
Marker Permit-Double (2 people)	\$154	\$169	7/1/2016
Marker Permit-Single	\$123	\$136	7/1/2016
Marker Permit-Veteran	\$62	\$68	7/1/2016
Marker Permit-Baby grave cover	\$77	\$85	7/1/2016
Casket Burial	\$2,556	\$2,812	
Cremation	\$1,009	\$1,110	
Other Work	Cost + 25%	Cost +25%	7/1/2016
Chapel Reservation	\$0	\$75/hr.	1/1/2016

### Astoria Recreation Rental Division – Schedule F4

The Astoria Parks and Recreation system includes over 200 acres of land, 11 miles of trails, and 10 indoor facilities; many of which can be reserved and rented for non-profit, private, or corporate use. An update to the Astoria Recreation Rental Division of the Fee Schedule has not been completed in many years. As a result the costs for these services are greater than the fees charged for those services. The proposed fee increases below would help close the gap between fees charged for services and the cost of providing these services.

It is proposed that fees be increased effective January 1, 2016. The fee amounts are shown below:

FACILITY RENTALS	Non-Profit			Less than 25 (Private Use)			More than 25+ (Commercial/Event Use)			DATE EFFECTIVE
	Per Hour	1/2 Day	Day	Per Hour	Per 1/2 Day	Per Day	Per Hour	Per 1/2 Day	Per Day	
<u>Community Halls</u>										
Shively Hall	50% off on weekdays	<del>\$29</del> \$39	<del>\$99</del> \$109	<del>\$449</del> \$159	<del>\$59</del> \$69	<del>\$479</del> \$209	<del>\$239</del> \$299			1/1/2016
Alderbrook Hall	50% off on weekdays	\$29	\$89	\$119	\$59	\$179	\$239			1/1/2016
ARC Classroom	50% off on weekdays	\$29	\$89	\$149	\$69	\$199	\$319			1/1/2016
ARC East Wing	50% off on weekdays	<del>\$59</del> \$89	<del>\$179</del> \$209	<del>\$299</del> \$349	<del>\$139</del> \$159	<del>\$269</del> \$299	<del>\$399</del> \$499			1/1/2016
Special Events/Park Rentals	No Discount	<del>\$39</del> \$45	<del>\$156</del> \$180	<del>\$312</del> \$360	<del>\$30</del> \$65	<del>\$156</del> \$260	<del>\$312</del> \$520			1/1/2016
<u>Fields &amp; Courts</u>										
Tennis Courts	50% off on weekdays	19	59	99	39	119	199			1/1/2016
Basketball Courts	50% off on weekdays	19	59	99	39	119	199			1/1/2016
Fields		\$6/hour/2 hour minimum; \$12/hour/2 hour minimum								
Concession Stand Rental		\$69 per tournament (Evergreen, Tapiola, Columbia); \$75/day/site								
Picnic Kit		\$15 + \$25 refundable deposit								

### Astoria Column – Schedule F5

According to Travel Oregon the Astoria Column ranks in the top 5 of Oregon's landmarks and visited monuments with 40,000 - 45,000 parking passes sold annually. The current Astoria Column parking fee is \$2.00 for an annual pass.

On October 9, 2015 the Astoria Column re-opened for public use after completing phase one of a \$1 million restoration project, which was primarily funded through donations by the Friends of the Astoria Column Board Members. Recognizing, that generous donations such these are not a sustainable or reliable method for operations, on November 2, 2015 the Friends of the Astoria Column unanimously voted in approval to request that the annual parking fee be increased from \$2.00 to \$5.00 per year to assist in funding future restorations and capital improvement projects.

The Friends of the Astoria Column propose that the annual \$5.00 parking fee be directed as follows:

- \$1.00 to City of Astoria Parks and Recreation Department
- \$1.00 to a restricted fund with the Oregon Community Foundation for future restorations
- \$1.00 to a restricted fund with the Oregon Community Foundation for Capital Expenditures. Such as; new restroom, gift shop, or interpretive center
- \$2.00 to the Friends of the Astoria Column General Fund for the ongoing care and maintenance of the Astoria Column and Astor Park

The increase from \$2.00 to \$5.00 would allow nearly every citizen of Astoria the opportunity to participate in the fundraising, capital, and restoration needs of the Column. It is estimated that 98.5% of the Astoria Column visitors are from out of town, thus minimally impacting the City of Astoria residence. Additionally, when comparing fees to other top visited landmarks and monuments in Oregon average entry/parking fees range from \$10.00 - \$16.00 per day/week making the Astoria Column an inexpensive destination.

It is proposed that fees be increased effective January 1, 2016. The fee amounts are shown below:

ASTORIA COLUMN	CURRENT	PROPOSED	DATE EFFECTIVE
Annual Parking Pass	\$2	\$5	1/1/2016

### **RECOMMENDATION**

It is recommended that City Council authorize this fee schedule edit, in order to offset the costs within the Parks and Recreation Department.

By: Angela Cosby  
 Angela Cosby  
 Director of Parks & Recreation