

---

---

# **AGENDA**

## **ASTORIA PARKS & RECREATION ADVISORY BOARD**

---

---

**Wednesday, April 24, 2019**  
**6:45 AM**  
**2<sup>nd</sup> 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. ASTORIA COLUMN REPORT – FRED PYNE, PARK HOST**
- 8. 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 Update
- 9. NEW BUSINESS**
- 10. STAFF REPORTS AND UPCOMING EVENTS (attached)**
- 11. FUTURE MEETINGS**
  - A. May 22<sup>nd</sup>, 2019 @6:45 AM in City Hall, Council Chambers
  - B. June 26<sup>th</sup>, 2019 @ 6:45 AM in City Hall, Council Chambers

## MAINTENANCE

---

### Grounds & Facilities

- Spreading new infield fill on Niemi field
- Preparing for Run on the River and other spring events
- Routine mowing of all sites
- Locker rooms at AAC have new sheathed walls to inhibit mold growth
- Awarded contract to Pool and Spa House to replace Rec filter and add UV system, work is tentatively scheduled for May 6-10
- Maritime Memorial expansion project is underway and on schedule to be complete by Memorial Day
- Coordinating with service groups for projects to completed in Parks: Upward Bound, United Way, Clatsop County Master Gardeners Association, Lewis and Clark Elementary, SOLVE
- Matt Moritz obtained his Pesticide Applicator's License after passing both mandated tests
- Released solicitations for FY19-20 Parks janitorial and landscaping services, bids for both are due May 30

### Oceanview Cemetery

- Removing debris from site and weed-eating to prepare for mowing season
- 1 SI liner Burial, 1 full burial (liner)
- Partnered with United Way Day of Caring to clean headstones, spread mulch, and clean veterans' area ahead of Memorial Day holidays

## AQUATIC CENTER

---

### **Swim Lessons:**

The first session for the spring started April 9 and has shown an increase compared to the last session. Recreation Coordinator Viescas is in the process of training additional swim instructors to increase class capacity. Staff is working on maximizing pool space to increase class sizes by 40%.

The February 26<sup>th</sup> session had a total of 87 participants for the evening session. For this session, there are 94 participants. Saturday swim lessons started April 13 and have increased 25-40% in the levels 1, 2, and 3 classes depending on the class.

The parent toddler "Aqua Ducks" class is being offered again with two different session options. Our Saturday session has 10 children and our Tuesday/ Thursday morning class has an average of 5 students. The previous session's weekday morning class was cancelled due to lack of enrollment.

### **Schedule:**

The operation schedule was adjusted for two weeks, March 25 - April 5, for Oregon and Washington schools' Spring Break. The facility saw a much higher volume of "daily guest" visitors or non-member patrons with the majority of these visits being recorded in the afternoon. For this reason, the facility was staffed to turn the slide on daily at 1:00pm, like the summer schedule.

### **Facility Upgrades:**

The Parks Maintenance Staff completed resurfacing of all showers in the private changing rooms and locker rooms. Since the project had to be completed during closed hours, it took almost two months of Facility Coordinator, Mark Montgomery, working Sunday mornings to complete the project.

The recreation pool is projected to be closed for four days in May to facilitate replacing the sand filter, which is in disrepair, and functioning at a subpar level. Additionally, the Rec Pool will have a UV Light filtration system installed to increase the quality of the water and keep chemistry levels in the pool within state mandated guidelines.

### **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 March we worked on the Water Cycle, Spring, Forest/Jungle, Power, and Insects
- Fun activities included: weather science, field trips to the pool, field trips to Tapiola and Shively Park, making frozen banana ice cream, and making our own binoculars.
- Summer Camp Registration is currently open and we are excited to announce weekly camp swim lessons, and off-site field trips.
- March daily attendance averaged 29 kids per day. For Spring Break Camp, we averaged 12 kids per day. Revenue for March was \$8,472.15 up from \$4,397.00 in 2018.



## **Fitness**

- Revenue was \$1,126.00 compared to \$760.12 in March 2018.
- We adjusted our Saturday classes to later times to accommodate current participants and increase numbers.
- We have decided to add a second Zumba Gold class to our fitness schedule. We have been averaging 8 – 11 students with a high of 14 students with both men and women attending.

## **Sports**

- We are moving into our spring season sport line-up and are preparing for Youth and Adult Softball, Youth Volleyball Clinic, and the Adult Co-ed Volleyball league.
- Unfortunately, we did not get enough teams for the Adult Men's Basketball league. We will try again this coming fall.
- Jiu Jitsu has started its next session with 5 participants.
- Sports revenue was \$1,925.00 compared to \$5,445.00 in March 2018. The difference is mostly due to a shift in registration time frames, but we have not yet met last year's registration numbers either – we're currently at 152 registrations compared to 204 last year, with one week until the season begins.

## **Upcoming Events**

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

## **LIL' SPROUTS/PORT OF PLAY**

---

### **Lil' Sprouts Academy**

- March was a challenging month for staffing. By the end of the month we lost 4 staff members, all for varying reasons. We have been interviewing consistently, and now have most positions filled.
- At our March staff meeting, we discussed the importance of staff morale, and the need to schedule some team building opportunities outside of work. The first activity scheduled was participating in the Color Run in April, which is a fundraiser for Autism.
- We also organized a special employee of the month specifically for Sprouts. Each month, teachers will vote on a staff member that they believe best fits a chosen characteristic. The first characteristic chosen was enthusiastic, and staff voted during the

month of March. It was announced on April 1<sup>st</sup> that Enthusiastic Employee of the month was awarded to Miss Jasmine in the Daffodil classroom.



- During the week of March 18<sup>th</sup>, our Daffodil class took another field trip to Astor Elementary for an early introduction to P.E. The kiddos had a great time and got to play with a giant parachute!
- Plans came together well for our big Week of the Young Child Celebration, which will be included in next month's Park Board report.
- March Revenue for Lil' Sprouts was \$32,703.68, compared to \$21,006.00 in 2018. The increase in revenue month over month has been due to increase in program costs with a stricter schedule and following up on a stricter payment policy.



### **Port of Play**

- March was a busy month for birthday parties for Port of Play, totaling \$985.00 in party revenue, compared to \$153.00 in 2018.
- We brought in \$318.75 in admissions, \$70.75 in snacks, and \$486.00 in Parents' Night Out, compared to \$1,957.00, \$427.00, and \$117.00 in 2018 respectively.
- Our highest attended Parents' Night Out was 12 participants, and our highest attended Port of Play day was 18 participants.
- We have been working with our maintenance team to make some gradual changes and updates to Port of Play. The first big change we made was adding a bike track for the kiddos to ride in. We are excited about more changes to come!

### **Upcoming Events**

- **Parents' Night Out every weekend**

## **COMMUNICATIONS/MARKETING**

- The APRD page currently has 3,553 likes, Astoria Aquatic Center has 1,201 likes, Astoria Recreation Center has 557 likes (an increase of 30 from last month), and Port of Play has 999 likes.
- Astoria Parks webpage had over 17,357 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 (877 visitors), Astoria Aquatic Center (2,809 visitors), and Astoria Recreation Center (637 visitors). It is the first time that all of our facilities made top website hits!
- We are working on putting together the 2019/2020 Marketing plan. Janice OMalley Galizio is working closely with staff and with Director Tim Williams on what works best for the Department. For any input or suggestions, please get in touch with Janice at [jomalleygalizio@gmail.com](mailto:jomalleygalizio@gmail.com).

### **Daily Astorian Articles :**

1. **Easter Egg Hunt is at Tapiola Park – 4/18/19**
2. **Scandinavian Heritage Park will change its name – 4/18/19**
3. **Guest Column: Icon of Astoria to be honored Friday – 4/18/19**
4. **New lighting system on display at Astoria Column – 4/16/19**
5. **Dinner fundraiser boosts Scandinavian park project – 3/22/19**