
AGENDA

ASTORIA PARKS & RECREATION ADVISORY BOARD

Wednesday, October 30, 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. June 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
 - C. Maritime Memorial Expansion Update
 - D. Astoria Scandinavian Heritage Association Park Update
 - E. Director's Report
- 8. NEW BUSINESS**
- 9. STATUS UPDATES**
 - A. Ocean View Cemetery Master Plan
 - B. Fort Astoria Sign update
 - C. Scholarship Application Update
- 10. STAFF REPORTS AND UPCOMING EVENTS (attached)**
- 11. DISCUSSION ITEMS FOR NEXT PARK BOARD MEETING**
- 12. FUTURE MEETINGS**
 - A. November 14 , 2019 @ 6:45 AM in City Hall, Council Chambers - Workshop
 - B. December ?

October Park Board Report

Recreation:

Lil' Sprouts:

- Miss Jenn in the Sweet Pea room was our September Teacher of the Month! Our word for the month was Empathy, and Miss Jenn was voted by our staff as the best representation of this. We are so thankful to have Miss Jenn as part of our team!
- During the month of September we finalized our Lil' Sprouts Academy Mission Statement. This was a collaborative effort, with input and ideas from all classrooms and teachers. This mission statement has now been officially adopted by our current staff, and will be included in our parent handbook, as well as posted throughout our facility. We are also in the process of creating a mission statement specifically for our team that helps define our roles as team members, and verbalizes the expectations we have for each other, with the idea that we cannot carry out our program-wide mission statement if we are not a collective and collaborative unit that supports one another.

Lil' Sprouts Academy Mission Statement

"It is our mission at Lil' Sprouts to create a safe, fun and encouraging environment where the children in our care can learn and grow, feel welcomed and respected as unique individuals, and be a part of a deeply rooted community that is focused on education, wellness and healthy families.

We as a unified team are committed to providing this by fostering their social, emotional, cognitive and physical development with the upmost patience, love, compassion and empathy, which in turn empowers our Sprouts to explore who they are and how to navigate the world around them."

- During the month of September, we lost a key member of our team, Vanessa Marshall. Vanessa was a lead staff member at Lil' Sprouts, and provided a great deal of admin support to the program and staff. She took on the Administrative Assistant Position within the Parks and Recreation Department. She will be missed terribly, but we wish her the very best of luck in this new adventure! Miss Keira, who has been working both as a classroom teacher and Sprout lead will now primarily work out of the classroom to provide administrative and office support, and to take on Miss Vanessa's responsibilities. We are so excited to be able to utilize her in this capacity, and are anxious to see what ideas and efficiency she brings to the program! Thanks for stepping up, Miss Keira!
- During the week of September 9th, we had our first power outage of the season, which not only impacted Lil' Sprouts, but many other homes and local businesses in Astoria. The power went out at approximately 7:30am, which was prime drop off time for parents and kiddos. Although it was a bit chaotic, staff handled the challenge quite well, and parents were patient and understanding. Communication with families was seamless, as we sent out messages through our "Remind" app.
- On Friday, September 13th, we had a very special guest visit us at Lil' Sprouts; Kate Carpenter, a child performer from Florida. She and her husband were taking a trip across the country doing shows, and had reached out to us to see if we'd be interested in an event. The program was open to all ages (with the exception of our napping

infants), and the kiddos had an absolute blast. She sang songs, played fun instruments, told stories, and helped to share positive messages.

- We are excited to announce that we finally have our new reception desk put in place, which is located right outside the main Sprout office. The purpose of this desk is to provide a counter for both parents/families and staff to utilize on a more regular basis for payments, questions, etc. We are trying to reserve the office space for more work production, meetings, phone calls, and anything else that may require more privacy. We too are hoping to provide a more professional and defined space within our program area, and we feel like this is definitely a step in the right direction.
- At Lil' Sprouts, we have been trying to change up the snacks we provide, and to offer new and different things for the kiddos. Right now, we are in a bit of a "testing" phase to see what the kiddos like and are willing to try. Some examples of new items include guacamole with crackers, hummus with crackers, veggies with ranch, chickpea snacks, and more! So far, we're getting great responses from the kiddos!
- September revenue for Lil' Sprouts was \$34,299.00 compared to \$34,124.00 in FY2019.

Port of Play:

- September was a light month with only two birthday parties scheduled.
- Parents' Night Out is back in full swing, providing activities for kiddos every Saturday evening. We are typically seeing 10 or less participants.
- Port of Play revenue was \$2,232.00 compared to \$1,763.00 in FY2019.

Kids Zone

- In September Kids Zone we welcomed the kids back to our after-school program and we have explored different themes: Back to School, ME!, Communication and Occupations.
- Fun activities were – life size paper cutouts, scavenger hunts, fingerprinting, sign language, different forms of communication, and exploring different jobs.
- We are working to give the children structure in a great and fun environment; we have added new books, games, activities, air hockey and karaoke.
- September we have been at capacity for our daily attendance have averaged 45 students per day. We are currently in the process of hiring to increase the capacity to 60 students per day.
- September revenue was \$11,365.00 compared to \$6,380.00 in FY2019.

Fitness

- This past month we have had some new classes and class time. Our Cycling 360 class has moved to an early AM spot, which had been requested by participants! We now have a 4:45 pm, twice a week, Barre class! The class has been well-attended and was also requested by regular participants.
- We have another Cycling Karaoke class coming up on the 30th! Halloween themes are happening in most classes.
- We have begun to have our instructors cross train for other classes, for example our 9 am Cycling Instructor has started her Barre training! We will soon have a sub and additional Barre classes.
- Our newest employee, Theresa, has been rocking the classes she has subbed and is getting great feedback.

- I will be compiling the comments on classes and Instructors next week, which will help out with evaluations and to see which direction we need to go with our Fitness Department.
- Fitness revenue for September was \$811.00 compared to \$622.00 in FY2019.

Sports

- We finished the Coed Softball League this Summer. Englund Marine Industrial Supply defended their championship going back to back.
- Flag Football is halfway through with an increase of 4 teams this year. We have added an additional division this year for 3rd and 4th grade players. We play against teams from Knappa and Warrenton, and all games are played at CMH Field.
- Women's Volleyball is up and running and we have 4 teams this year.
- Sports revenue was \$1,750.00 compared to \$1,026.00 in FY2019.

Upcoming Events

- Youth Basketball
- Jiu Jitsu
- Winter Bazaar – December 7th at the Astoria Recreation Center
- Gobbler Gallup – November 28th, starting at the Maritime Museum

October 2019

MAINTENANCE:

Grounds & Facilities

- Working to replace damaged/missing interpretive signs along the Riverwalk
- Working to replace Fort Astoria sign, Historic Landmarks Commission directed staff to utilize wooden posts in the replacement instead of black metal to conform to existing aesthetics
- Added new storage space to ARC on northeast corner of building, work to convert existing storage to office space will commence in the next month
- The Spa's circulation pump motor failed due to an electrical issue, Mark switched the jet pump's motor to the circulation pump to keep the Spa open until a new motor can be installed, probably on Friday
- The Grounds crew installed blocking material and spikes to deter birds nesting in the covered area outside Port of Play
- Delivered and picked up 20 tables and 100 chairs for Astoria Fire Department Open House
- Public Works replaced rusted and deficient bolts on the water meter at the AAC, the facility was closed for three hours while the work was carried out

Oceanview Cemetery

- Mowing grounds and removing debris, grounds care season has ended. Ted Ames hopes to return in January/February to continue his temporary work.

- Continuing work with Lees and Associates on OVC Master Plan. Timeline for project may be extended due to challenges scheduling stakeholder forums
- 3 cremation burials, 2 SI burials (1 vault 1 liner)
- **Aquatic Center Report:**
- **Swim Lessons:**
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- The first session of fall swim lessons was completed October 24. Comparable to years past, the first evening session of fall swim lessons saw slightly lower enrollment than other sessions at 60% enrollment. This is largely attributed to the back to school time of year and the fall youth sports. The Aqua ducks classes that are offered two days of the week (Wednesday and Saturday) are at the highest rate of enrollment for the year. Wednesday mornings are at 51% enrollment and Saturday mornings are at 90% enrollment with drop-ins. Saturday morning swim lessons also began this month.
- Our swim instructors have now been certified under Swim America streamlining pass/ fail skills and simplifying criteria for swim instructors comprehension. Now that the passing skills in our curriculum have been simplified, students are able to progress through levels quicker and build upon each skill to become a more efficient swimmer. Lessons still encompass safety skills with a lesson on Safety-Fun day where students learn about how to be safe in the pool and open waters.
- Recreation Coordinator Natalie Viescas has also created block private/semi-private lessons for more structure in our private swim lesson program. There was a 50% enrollment of the block lessons for the first session offered this fall. Staff have received positive feedback and compliments from parents utilizing this program as and parents' plans to continue with future lessons.
- Staff began our first elementary school swim lessons of the school year to Naselle's third and fourth grade students twice per week throughout the month. Our instructors who have worked with the students last year have noticed great strides of improvement for many of the students.
- **Schedule:**
- The facility will be hosting multiple trainings for the Coast Guard in October and November resulting in abbreviated lap lane availability.
- Additionally, staff have seen a large increase in weekend birthday parties for the fall.
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- **Staff:**
- Our lifeguard instructors recently completed a lifeguard training class- at the end of September. Three participants completed the course.
- Additionally, one new swim instructor has been hired this fall.
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- **Facility Improvements**

- The Aquatic Center had its annual two week maintenance closure September 3-15.
- During this time, staff was able to make several repairs and extensive cleaning in the aquatic center. Special projects included replacing the motor for the kiddie pool; deep cleaning and renovating the gym, including replacing an old tread mill with a newer version; draining and scrubbing all pools; deep cleaning locker rooms and making repairs to sinks and showers; pressure washing floors and extensive changes to the lobby.
- Staff removed the old lobby counters and reception area, re-stained the lobby floors, built new lobby counters and installed a new desk in the lobby.