



City of Longview

Agenda

Parks and Recreation Board

Monday, September 19, 2022

5:00 PM

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Parks and Recreation Advisory Board of the City of Longview, Washington, will be holding a meeting on Monday, September 19th at 5:00 p.m. in the Training Room, on the 2nd floor of City Hall 1525 Broadway St., Longview. The meeting is also available via Zoom.

<https://us02web.zoom.us/j/87633191752>

Meeting ID: 876 3319 1752

One tap mobile

+12532158782,,87633191752# US (Tacoma)

+16699006833,,87633191752# US (San Jose)

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodation to attend the meeting.

1. ROLL CALL

2. APPROVAL OF MINUTES

22-000583 PRAB Draft Meeting Minutes - Special Meeting 08.08.2022

3. CHANGES TO THE AGENDA

4. CONSTITUENT COMMENTS

5. BOARD MEMBER COMMENTS

6. TREE BOARD COMMENTS

7. REPORTS

22-000587 A. PARKS MAINTENANCE DIVISION

- i. Monthly Report (Attached)
- ii. Follow up to tree at 1238 Kessler Boulevard (Verbal)

22-000588 B. RECREATION DIVISION**i. Monthly Report****22-000589 C. DIRECTORS REPORT****i. Order of Business to Council (Verbal)****8. OLD BUSINESS****22-000590 A. CONCESSIONS AT LAKE SACAJAWEA POLICY****SUMMARY STATEMENT:**

Review and recommendation of concession policy for Lake Sacajawea

RECOMMENDED ACTION:

Motion to recommend changes to policy for council approval.

STAFF CONTACT:Jennifer Wills, Director

22-000591 B. MILITARY HONORS POLICY - 2ND DRAFT**SUMMARY STATEMENT:**

Park Board has been asked to revisit the previously recommended draft policy. City of Longview Police Department is in support of a policy that restricts Military Honors to R.A. Long Park.

RECOMMENDED ACTION:

Motion to recommend policy with consideration of police department input.

STAFF CONTACT:Jennifer Wills, Director

9. NEW BUSINESS**22-000592 A. YOUTH SPORTS INVITATION TO BOARD****SUMMARY STATEMENT:**

Park Board requested Youth Sports organizations be invited to report annually on their organization.

RECOMMENDED ACTION:

Motion to recommend the January meeting as the youth sports reports.

STAFF CONTACT:Jennifer Wills, Director

22-000593 B. INCLUSION & ACCOMODATION POLICY**SUMMARY STATEMENT:**

The Parks and Recreation seeks to incorporate an Inclusion & Accommodation Policy/Procedure.

RECOMMENDED ACTION:

Motion to approve the recommended policy.

STAFF CONTACT:

Jennifer Wills, Director

22-000594 C. COMPREHENSIVE PLAN (Verbal Only)**i. Requirements for Plan****ii. Update on Community Survey****iii. Public Involvement Process****1. Community Open Houses****2. Stakeholder Interviews****iv. Inventory Evaluation**

10. ADJOURNMENT



City of Longview

Minutes

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Parks and Recreation Board

Monday, August 8, 2022

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. **ROLL CALL**

Members Present: Rayleen Aguirre, Michelle Rabideau & Claire Pang

Members Absent: Glenda Johnson, Jenny Oskey

Constituents Present: N/A

Council Members Present: Spencer Boudreau, MaryAlice Wallace

Staff Present: Jennifer Wills, Melissa Harbour

2. **APPROVAL OF MINUTES**

A motion was made by Board Member Claire Pang, seconded by Board Member Michelle Rabideau, to approve the minutes from 07.18.2022 as presented. The motion carried by the following vote: Ayes:All Nays: None

22-000513 PRAB Meeting Minutes DRAFT 07.18.2022

3. **CHANGES TO THE AGENDA**

N/A

4. **CONSTITUENT COMMENTS**

N/A

5. **BOARD MEMBER COMMENTS**

Rayleen Aguirre thanked the Parks & Recreation staff for the concerts at the lake and National Night Out participation. Michelle Rabideau asked for the status of the proposed Beech St. park creation. Updates to follow.

6. **TREE BOARD COMMENTS**

N/A

7. **REPORTS**

22-000508 Park Maintenance Division Report August 2022

A Park Maintenance Division Report was embedded in the agenda. Board Member Rayleen Aguirre asked that the sharp count listed in the report be updated as there appears to be a mathematical error.

22-000516 Recreation Division Report August 2022

A Recreation Division Report was embedded in the agenda. However, it was a copy of July 2022 rather than the updated report. The actual August 2022 report will be emailed to board members.

22-000517 Directors Report

Jennifer Wills, Director, provided a verbal report.

8. **OLD BUSINESS**

N/A

9. **NEW BUSINESS**

22-000509 Comprehensive Plan Survey

RECOMMENDED ACTION: Seeking a motion to recommend the comprehensive plan survey for public involvement.

STAFF CONTACT:Jennifer Wills, Parks & Recreation Director

A motion was made by Board Member Michelle Rabideau ,seconded by Board Member Rayleen Aguirre, to motion to recommend the comprehensive plan survey for public involvement as provided. The motion carried by the following vote: Ayes:All Nays: None

10. **ADJOURNMENT**

The meeting was adjourned at 5:26 PM.

The next meeting is scheduled for September 19, 2022 at 5:00 PM.

Parks Maintenance & Urban Forestry Report

Parks Board September 19, 2022

Parks Maintenance

- 87 park maintenance work orders completed and closed in August
 - Hand watering, Rec related tasks, Infrastructure maintenance, Flags & banners, Fencing & fence repairs, Playground inspection & repair, Restrooms/plumbing, Table/bench haul/setup/repair, Preventative maintenance, Cleanup/housekeeping, Weed control, Trash collection/litter, Sports field maintenance at Roy Morse, Wildlife control, Parts & supplies, Mowing, Bed maintenance, Irrigation repair, Hauling, Administrative tasks
- Vandalism in August
 - Graffiti cleanup accounted for within trash collection
- 9 sharps collected in August
 - 8 Lake Sacajawea Park 17th and Nichols restroom
 - 1 Gerhart Park

Urban Forestry

- 36 work orders completed in August
 - Storm damage, Crown cleaning, Crown elevation, Crown clearance, Crown thinning, Tree removal, Tree inspections
- Emergency call-outs in August
 - 8/7 4 hours
 - 8/10 1 hour
 - 8/19 2 hours
- 62 open work orders

Recreation Program Inclusion & Accommodation Policy/Procedure

Longview Parks and Recreation invites people of all ages with disabilities to participate in any of the activities offered by the recreation department. Reasonable accommodations/modifications will be provided to people with disabilities in accordance with the guidelines of the Americans with Disabilities Act (ADA).

Requests for accommodations should be made at least two weeks before the participant plans to attend the program. Our goal is to provide a safe and inclusive program for all members of our community. Inclusion & Accommodation Requests are electronic and can be found on the City of Longview Recreation website.

City of Longview Parks & Recreation strives for quality programming and requires all staff to pass background checks and attend required, program specific trainings.

Procedure

1. Inclusion & Accommodation Request submission:

The Recreation Manager, or designee, will be notified when a completed Inclusion & Accommodation Request has been submitted to the Longview Parks & Recreation Office.

2. Completion of Follow-up Assessment:

The Recreation Manager, or designee, will arrange a follow-up assessment with the applicant/participant to better understand any requests that may enable the participant to be successful in the program and determine reasonable accommodations. If the participant has an Individualized Education Program (IEP) or Behavior Plan, this documentation should be provided to the Recreation Manager before the start of the program.

3. Determination of Accommodation Request:

After the follow-up assessment is complete, the Recreation Manager, or designee, will confirm any additional information needed before making a determination of the next steps for the accommodation request. Every attempt will be made to notify the applicant of the accommodation request outcome no less than 3 business days before the start of the program.

Inclusion & Accommodation

Accommodation/Modification: A general program may be adapted using reasonable accommodations/modifications using auxiliary aids and/or services, however the basic structure of the program shall remain the same. Accommodations/modifications are made as needed and can be flexible, as well as creative.

Personal Care: Longview Parks and Recreation does not provide personal care. If a participant requires personal care including but not limited to toileting assistance, feeding, or changing of clothes you may send a family member/caregiver to attend with the participant at no charge, who has been cleared with a background check through Longview Parks and Recreation or a partnering agency.

Caregivers/Volunteer Mentors: Anyone supporting a participant with accommodation/modification one-on-one mentor/caregiver in a registered program can receive free entrance to the program or facility. You must be cleared as a Caregiver/Volunteer with a background check. For more information and to

complete a background check, contact Alissa Manno at alissam@mylongview.com. All participants and caregivers are required to follow program expectations and code of conduct.

Medications: Medication form must be completed along with providing a doctor note in order for the medication to be receipted in/left with staff at camps only. Parks and Recreation employees and volunteers cannot administer medication. However, they can keep medicine for participants in a locked box and make it available for them to take at scheduled times or when needed. This is only if the participant can physically administer their medication. NOTE: The use of epi-pen or inhaler will require additional documentation from your doctor. Seizures, heart issues, diabetes, etc. will require a care protocol from your doctor.

Participation Expectations: It is an expectation that participants receiving special accommodation/modifications will consistently participate in program activities during the structured hours of the program for the accommodations/modifications to continue. If participation is consistently below 50%, the parent/guardian will be contacted to discuss changes to the support plan/approach or alternative program options, if available. Participants must be able to remain with other program participants and staff in a safe and healthy way. Our expectation is that the participants enjoy the program and respect others in all activities. We take a positive approach to managing behaviors; striving to be fair, reasonable, consistent and ensure the safety of everyone involved in the program.

Code of Conduct: All participants must adhere to the Longview Parks and Recreation Code of Conduct

Resolution No. 2045

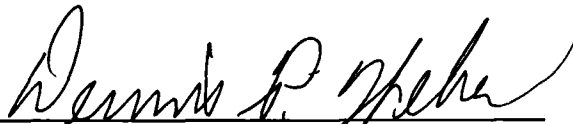
A RESOLUTION ADOPTING POLICIES FOR A FOOD AND BEVERAGE
CONCESSION AT LAKE SACAJAWEA PARK

WHEREAS, the Longview City Council wishes to adopt policies for allowing
mobile concession sales at Lake Sacajawea Park;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of
Longview as follows:

Section 1 Those polices, attached to this Resolution as Exhibit A, are hereby
adopted as the criteria for awarding a concession for the sale of food and beverages at
Lake Sacajawea Park.

PASSED by the City Council of Longview, Washington, and approved by its
Mayor this 27 day of Sept, 2012.



Mayor

ATTEST:



City Clerk

Exhibit A

Lake Sacajawea Concession Policy

Purpose

The City of Longview, through its Parks and Recreation Department, seeks a vendor to provide mobile food and beverage concession service at Lake Sacajawea Park. The concessions unit may not be left in the park overnight and is to be moved in and out of the park daily when in operation. The mobile vending unit is to be visually pleasing with the intent that it would not conflict with or substantially detract from the natural park surroundings.

The Parks and Recreation Department is committed to providing a high level of customer service and to generating maximum revenue through concession activities. The Parks and Recreation Department is pleased to offer an opportunity for a qualified food service proprietor to operate a mobile food service or snack bar type concession at Lake Sacajawea Park in a specified fixed location established in the Hemlock Plaza area (between the restroom and playground).

Responding concessionaires, either individual, non-profit organization, or company, shall demonstrate the ability to perform in this type of business, clearly articulate plans for the operation and guarantee compliance with applicable laws and regulations.

The selected concessionaire shall demonstrate the ability to implement a concession program that will meet the objectives of the Department as well as incorporate innovative ideas that are appropriate for this concession service. The Parks and Recreation Department will issue a Request for Proposals (RFP) to generate proposals to provide food service at Lake Sacajawea. The selected vendor will sign a contract and be issued a permit.

Concessionaire will pay an agreed upon percentage of their gross sales receipts to the city. The minimum percentage to be considered will be 10% with 15% being standard (Summer Concerts at the Lake series vendors pay 15%). This percentage is intended to cover utility and other direct costs incurred by the city.

This proposal is to establish a trial policy to allow one concessionaire and to be evaluated within one year and continued or discontinued at city council discretion.

At the City's discretion a mobile food service operator will accomplish the following:

- Optimize park visitor participation at Lake Sacajawea Park by providing friendly customer service and quality food and beverages at reasonable prices, thus resulting in the highest quality and service while enhancing revenues to the concessionaire and the City.
- The City reserves the right to restrict a concessionaire from a park special event, based on the type and nature of the event. Events which the concessionaire may not operate include Summer Concerts at the Lake, Go 4th Celebration (arrangements for Go 4th vendors are made through the Go 4th Festival Organization, not the City) and other events where nonprofit organizations have been granted the exclusive right to sell food and beverages.

- Display awareness of the demographics and special needs of the park users in providing concession services.

- Operate the concession in a manner consistent with the Department's best management practices for cleanliness, maintenance, safety and sanitation.

Concessionaire Expectations:

- Dates, days, and hours of operation are negotiable. The intent is to provide concession services from Memorial Day weekend through Labor Day weekend. The concessionaire will specify in their proposal the dates, days and times to operate and may propose to operate as business dictates. If the concessionaire so chooses, the concession may propose to operate up to year round.
- Will be responsible for providing all labor, equipment, supplies and materials needed to provide a quality food service experience.
- Will be responsible for making sure that concession-related trash and rubbish is picked up in and around the immediate area.
- Recycles the concession's own used cardboard, metal, and plastic containers.
- Maintain equipment in wholesome appearance and good working condition and repair at no cost to the City.
- Make available for purchase healthy snack and beverage alternatives such as bottled water, teas, juices, pretzels, yogurt, raisins, nuts and fruit. Sales of items other than food and beverages will not be allowed.

Parks & Recreation Department Responsibilities:

- Establish location for mobile concession unit in the Hemlock Plaza area of Lake Sacajawea Park.
- Provide for electrical power for concessionaire and recover costs through concession fees.
- Provide city water to concessionaire and recover costs through concession fees.
- Maintain access to and service of restrooms.
- Provide picnic tables in the concession area if needed.
- Maintain trash and recycling receptacles and empty containers in accordance with established maintenance procedure and schedule.

Note:

1. No gas, coal, charcoal or similar portable cooking equipment is permitted inside or outside the concession unless:
 - a. The prior written approval by the Parks & Recreation Department has been obtained.
 - b. The City of Longview Fire Department has issued a fire permit.
 - c. Cowlitz County Health Department approval has been obtained.
2. The Concessionaire is required to check the existing electrical capacity of the concession site to ensure there is sufficient electrical capacity for your equipment.
3. The Concessionaire must supply the appropriate fire extinguisher for the concession.
4. No vending machines may be installed by the Concessionaire under this permit.
5. Neither tobacco products nor alcoholic beverages may be sold or used in the park.
6. No concession signage is to be posted in or around the park.
7. No Styrofoam containers may be used.
8. Items in glass containers may not be sold.
9. All condiments must be in plastic squeeze or pump containers.
10. Vendor advertising is permitted on the self-contained concession unit only.

11. The self-contained food unit must not exceed 20 feet in length and 8 feet in width.
12. The self-contained unit must remain in the designated location; no roving in the park is permitted.

	City of Longview Policies & Procedures	
Policy Name: Military Honors In Parks Permit	Effective Date:	
Originating Office: Parks and Recreation Department	Approved by: P&R Director/City Manager	

PURPOSE OF THIS POLICY:

The permitting of Military Honors in Parks is considered a special use in City of Longview Parks in conjunction with state and federal laws. This policy permits Military Honors in parks and outlines the necessary procedures to grant permission for the special use.

DEPARTMENTS AFFECTED:

Parks and Recreation

WHAT ARE MILITARY HONORS:

A military funeral in the United States is a memorial or burial rite conducted by the United States Armed Forces for a Soldier, Marine, Sailor, Coast Guardsman, or Airman who died in battle, a veteran, or other prominent military figures or a president. A military funeral may feature guards of honor, the firing of volley shots as a salute, drumming and other military elements, with a flag draping over the coffin.

As of January 1, 2000, Section 578 of Public Law 106-65 of the National Defense Authorization Act mandates that the United States Armed Forces shall provide the rendering of honors in a military funeral for any eligible veteran if requested by his or her family. As mandated by federal law, an honor guard detail for the burial of an eligible veteran shall consist of no fewer than two members of the Armed Forces. One member of the detail shall be a representative of the parent armed service of the deceased veteran. The honor guard detail will, at a minimum, perform a ceremony that includes the folding and presenting of the flag of the United States to the next of kin and the sounding of Taps which will be played by a lone bugler, if available, or by audio recording.

POLICY:

WHO CAN CONDUCT MILITARY HONORS:

Composition of Funeral Honors (honor guard) shall ensure that a funeral honors detail for the funeral of a veteran consists of two or more uniformed military persons. At least two members of the funeral honors detail for a veteran's funeral shall be members of the armed forces including members in a retired status, or members of veteran's organizations.

WHO IS ELIGIBLE FOR MILITARY HONORS:

Federal law allows for military funeral honors for all veterans who were discharged under

circumstances "other than dishonorable."

Those who are eligible for military funerals and full honors in the United States include the following:

- Active duty or Selected Reserve in the United States Armed Forces.
- Former active duty or Selected Reserve who departed under conditions other than dishonorable in the United States Armed Forces.
- Former enlisted servicemen or servicewomen who completed at least one term or period of initial obligated service in the Selected Reserve and departed under conditions other than dishonorable.
- Former servicemen or servicewomen who were discharged due to a disability incurred or aggravated in the line of duty.

WHERE AND WHEN CAN MILITARY HONORS TAKE PLACE:

All City owned Park Properties during open park hours – dawn to dusk.

PROCEDURE:

PERMITTING PROCESS

Military Honor applicants will need to fill out a Park Area Rental Application detailing the time, location, type of honors to be conducted, and any additional pertinent information about the event. Military Honors requests are a "zero fee" application unless the request also includes the private rental of one of the covered shelters or regularly rented areas.

During the application process, it is required to state if the Military Honors will or will not be including a rifle volley. If a rifle volley is to be included, the Parks and Recreation Department is required to notify City of Longview Police and the Police Dispatch at least 24 hours in advance.

REFERENCES:

- U.S. Department of Veterans Affairs – Military Funeral Honors
- Military.com – Military Benefits and Funeral
- U.S. Department of Defense – Arranging Military Funeral Honors for a Veteran

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Code of Conduct: All participants must adhere to the Longview Parks and Recreation Code of Conduct

Self-Certification Form

Self Certification Form

Fill out the information on the first three lines. On the fourth line indicate if you are seeking eligibility for recreation grants, conservation grants, or both recreation and conservation grants.

Initial each plan element that will be provided to RCO with this form. In the right column, enter information that will enable RCO staff to quickly locate each item initialed.

Certify the accuracy of the information on the form by completing the signature line and submit all material to RCO according to the submission requirements for final plans.

Planning Eligibility Self-Certification Form

Use this form to certify that the need for any grant projects have been developed through an appropriate planning process. Provide the completed form with the subject plans and adoption documentation to RCO via e-mail or other means of electronic access (i.e. Web link, Box.com, etc.).

Organization Name:

Contact Name:

Adoption Date of Submitted Documents:

Seeking Eligibility for: ☐ Recreation Grants ☐ Conservation Grants ☐ Both

Initial Each to Certify Completion	Plan Element Certification	Document and Page Number Location of Information
	1. Goals, objectives: The attached plan supports our project with broad statements of intent (goals) <i>and</i> measures that describe when these intents will be attained (objectives). Goals may include a higher level of service.	
	2. Inventory: The plan includes a description of the service area's facilities, lands, programs, and their condition. <i>(This may be done in a quantitative format or in a qualitative/narrative format.)</i>	
	3. Public involvement: The planning process gave the public ample opportunity to be involved in plan development and adoption.	
	4a. Demand and need analysis: In the plans: - An analysis defines priorities, as appropriate, for acquisition, development, preservation, enhancement, management, etc., and explains why these actions are needed. - The process used in developing the analysis assessed community desires for parks, recreation, open space, and/or habitat, as appropriate, in a manner appropriate for the service area (personal observation, informal talks, formal survey(s), workshops, etc.).	
	4b. Level of Service assessment (optional): An assessment of the criterion appropriate to your community. Possibly establish a higher level of service as a plan goal (above).	
	5. Capital Improvement Program: The plan includes a capital improvement/facility program that lists land acquisition, development, and renovation projects by year of anticipated implementation; include funding source. The program includes any capital project submitted to the Recreation and Conservation Funding Board for funding.	
	6. Adoption: The plan and process has received formal governing body approval (<i>that is, city/county department head, district ranger, regional manager/supervisor, etc., as appropriate</i>). Attach signed resolution, letter, or other adoption instrument.	

Certification Signature

I certify that this information is true and complete to the best of my knowledge.

Print/Type Name: _____

Signature (Hand Written or Digital): _____

Title: _____

Date: _____

Stakeholder Interviews:

Individuals comprised of key leaders and representatives from community not-for-profit organizations, local government, athletic organizations, local business, frequent program participants, and City employees were asked to provide feedback on topics related to Parks and Recreation perceptions, key issues that need to be addressed, facility and program needs, community values, funding opportunities, and their vision and priorities for parks and recreation in the City of Longview.

1. What parks and recreation facilities or programs do you use most frequently?
2. What do you think is the general perception of the Longview Parks and Recreation system?
3. Have you used other recreation agencies including public, private, or not for profit in the area? How do they compare to the City facilities or programs?
4. What are the strengths of the Longview Parks and Recreation Department that we need to build on for this plan?
5. What are the weaknesses of the Longview Parks and Recreation Department that we need to address within this plan?
6. What are the key issues facing Longview as a whole? How do you see the Longview Parks and Recreation playing a role in addressing these issues?
7. How would you describe the value provided to residents in Longview as it applies to parks and recreation?
8. How balanced do you think the parks and recreation system is in term of park types, facilities, and programs?
9. What recreation program deficiencies do you hear about that are needed in Longview?
10. What do you think the parks and recreation facilities needs for the Longview as it applies to both indoor and outdoor facilities?
11. Are there any operational or maintenance issues that should specifically be addressed in the plan?
12. Are there opportunities for partnering or other funding sources in Longview for the development or delivery of recreation facilities or programs?
13. In the next 10 years:
 - a. If you could **change** one thing in Parks and Recreation, what would it be?
 - b. If you could **add** one thing in Parks and Recreation, what would it be?
14. What role do you see parks and recreation playing in the long-term sustainability of Longview?