



City of Longview

Agenda

Parks and Recreation Board

Monday, September 18, 2023

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 September 18, 2023 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 online and/or via telephone.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 229 956 634 565

Passcode: gSusnf

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 213-631-2692,,525776909#](#) United States, Los Angeles

[+1 347-973-4395,,525776909#](#) United States, New York City

Phone Conference ID: 525 776 909#

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 accommodations to attend the meeting.

1. CALL TO ORDER

- 23-0014 97** 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 September 18, 2023 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 online and/or via telephone.

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Phone Conference ID: 525 776 909#

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **APPROVAL OF MINUTES**

23-001491 PRAB Draft Meeting Minutes - 08.21.2023

5. **CHANGES TO THE AGENDA**

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

7. **OLD BUSINESS**

8. **NEW BUSINESS**

23-001492 A. NEIGHBORHOOD PARK GRANT APPLICATION

Summary Statement:

The Neighborhood Park Grant Program is a capital program (budgeted in the capital projects fund) initiated by the City Council as a means of giving community groups the opportunity to improve and invest in their parks, while giving the city the opportunity to stretch its capital funds. Annually since 1997, the Parks and Recreation Advisory Board has evaluated applications and made recommendations to the council for final approval.

The Central League Sandlot has applied for a Dugout Screen Renovation for a project totaling \$9,333.00:

Paid Supplies & Services: \$5,816

In-Kind Donations: \$3,516

They have requested \$2,908 for reimbursement as that is 50% of their total out of pocket expenses.

Staff is recommending that they be reimbursed for \$4,666 as that is half of their entire project cost in total. This is allowable under the current policy and would enable more funding to stay within the organization for future projects and programs for the participants.

Additionally, per policy, if all the grant funding has not been expended during the second round of applications, the City of Longview Parks and Recreation Department may apply for funding. The Department would like to apply for the remaining funding in October to finish off the remainder of the playground at Bailey Park. Altrusa was provided with a grant of \$3,956 in February and depending on the amount earmarked for Central Sandlot, there will either be \$18,135 or \$16,385 remaining for the Department to apply for.

Recommended Action:

Motion to recommend to Council funding the Central Sandlot League \$4,666 for their Dugout Screen Renovation with the remainder of the funds to be available for the Department to apply for.

A. Item Test

10. **ADJOURNMENT**

23-001495 Next Meeting Scheduled for October 16, 2023 @ 5:00 P.M.

Parks and Recreation Board

Monday, August 21, 2023

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. **CALL TO ORDER**

Chairperson Pang called the meeting to order at 5:00 p.m.

23-001420

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 229 956 634 565

Passcode: gSusnf

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2692,,525776909# Los Angeles

+1 347-973- United States,
4395,,525776909# New York City

Phone Conference ID: 525 776 909#

2. **FLAG SALUTE**

3. **ROLL CALL**

Members Present: Board Member Rayleen Aguirre, Board Member Claire Pang, Board Member Glenda Johnson

Members Absent: Board Member Oliver Black

Constituents Present: Erik Halvorson

Council Members Present: Spencer Boudreau

Staff Present: Jennifer Wills, Melissa Harbour, Joanna Martin, Justin Brown

4. **APPROVAL OF MINUTES**

A motion was made by Board Member Johnson and seconded by Board Member Pang to approve the minutes of 06.12.2023 as presented. The motion passed with the following vote:

Ayes: Claire Pang, Glenda Johnson

Nays: None

Abstain: Board Member Rayleen Aguirre

Yes 2, No 0, Abstained 1

23-001419 PRAB Draft Meeting Minutes 06.12.2023

5. CHANGES TO THE AGENDA

N/A

6. CONSTITUENT/BOARD MEMBER COMMENTS

N/A

7. OLD BUSINESS

N/A

8. NEW BUSINESS

A motion was made by Board Member Johnson and seconded by Board Member Aguirre to add the additional tree species listed in the motion to the prohibited list. The motion passed with the following vote:

Ayes: Claire Pang, Rayleen Aguirre, Glenda Johnson

Nays: None

Abstain: None

Yes 3, No 0, Abstained 0

23-001421 A. PROHIBITED SPECIES LIST ADDITIONS

SUMMARY: The Parks Department seeks to add additional tree species to the prohibited list.

RECOMMENDED ACTION: Seeking a motion to include the following trees to the prohibited tree list:

- Ash due to Emerald Ash Borer
- English Hawthorne is a Class C Noxious Weed/Tree
- Lindens due to the large amount of flowers and fruit, which creates quite a mess and is hard to clean up.
- London plane is a hybrid cross of America sycamore which is already on the prohibited list due to the round fruit that it drops.
- Russian Olive is a Class C Noxious Weed/Tree
- Saltcedar is a Class B Noxious Weed/Tree
- Tree-of-heaven is a Class C Noxious Weed/Tree

STAFF CONTACT: Joanna Martin, Parks & Urban Forestry Manager

23-001425**B. GERHART GARDENS PARK SWING SET**

SUMMARY: The Parks Department is recommending removing the Gerhart Gardens Park swing set. The swing set is the only remaining piece of play equipment at Gerhart Gardens Park. The swing set is in good condition, but the play area itself is in poor condition. The wooden border around the play area is rotten and the steel spikes continue to become exposed. We either need to invest in building a new play area or remove the swing set. This set gets very little use at Gerhart and dust from the neighboring property causes the chips to become compacted, which creates a fall surface that doesn't meet safety standards. So it is the Parks Department recommendation to remove the swing set. If removal is approved, the swing set will be relocated to Lake Sacajawea Park in the Elks play area. The frame of the current swing set in the Elks play area has been repaired multiple times. The Gerhart swing set is a more sturdy design and is in better condition than the Elks set. With this playground seeing a lot more use, including by teenagers attending the Teen Center, a more sturdy swing set would be beneficial.

RECOMMENDED ACTION: Seeking a motion to recommend removal of the swing set at

Gerhart Gardens Park.**STAFF CONTACT: Joanna Martin, Parks & Urban Forestry Manager**

A motion was made by Board Member Johnson and seconded by Board Member Aguirre to recommend the removal of the swing set at Gerhart Gardens Park. The motion passed with the following vote:

Ayes: Claire Pang, Rayleen Aguirre, Glenda Johnson

Nays: None

Abstain: None

Yes 3, No 0, Abstained 0

23-001423 A. Parks & Urban Forestry Division Report**B. Recreation Division Report****C. Director's Report**

The Parks Division Report and the Recreation Division Report were embedded in the agenda. The Director's Report was provided verbally.

10. ADJOURNMENT

The meeting was adjourned at 05:49 P.M. The next meeting is scheduled for September 18, 2023.



Longview Parks and Recreation Department Neighborhood Park Grant Application

Application deadline: September 1, 2023

**PLEASE SUBMIT EIGHT (8) COPIES OF THIS APPLICATION AND
EIGHT (8) COPIES OF ANY SUPPLEMENTAL MATERIALS**

Date	Project Name	Project Location
August 31, 2023	Dugout Screens	Archie Anderson Park
Applicant (organization)	Contact Person and Title	
Central Sandlot Baseball	Mike Barbee, Treasurer	
Are you a non-profit organization?	If yes, what is your IRS Tax ID#?	
☒ Yes ☐ No	88-0848094	
Address	City/State/Zip	
133 Alta Vista Rd	Longview, WA 98632	
Daytime Phone	Evening Phone	Email Address
(360) 430-7743	(360) 423-1897	mcsbarbee@comcast.net

Project Description.

(Applicants are encouraged to attach additional pages including schematic drawings, site location drawings, maps, pictures, and photographs.)

Central Sandlot Baseball proposes to improve the existing dugout locations on the old Major Field at Archie Anderson Park. The project will include pouring a 4" thick concrete slab to cap the existing dugouts (they were filled with pea gravel when the field was decommissioned), install a 7-ft chain link screen on two sides of the slab, and install a 21-ft aluminum bench behind the screen. This work will be done at each dugout.

Project Relationship to Grant Rating and Instruction Criteria

(On a separate sheet of paper please explain how this project responds to the eight rating criteria listed in the application process. Addressing the eight criteria will enable the Parks and Recreation Advisory Board to evaluate the importance of the project against others that request funding. *Failure to address the criteria will result in an incomplete application and request denial.*)

Need: Does the community have a need for this project? (Consider whether there are similar or complementary facilities in the area/community)

Community Impact: Who will benefit from the project? Provide approximate number, range, and diversity of those likely to be served by or benefit from the project? Do they represent a significant underserved population?

Access: Upon completion, what will the availability of the project be to the public during the year?

Financial Responsibility: What is the potential life span of the project? What will the maintenance and replacement requirements of the project be, both immediate and long-term?

Cost Benefit: Do the benefits outweigh the cost of the project? (Benefits include economic impact and community development, additional opportunities for play in the community, and reduction in youth related social problems.)

Compliance: Does the project comply with the City of Longview's historic preservation plan, park and recreation comprehensive plan, and other city policy initiatives?

Readiness to Proceed: How soon after the grant is approved can the project begin? (Discuss how quickly the applicant can complete the project by demonstrating availability of the required financial match; permits being secured; and availability of needed labor.)

Funding: What are the applicant's potential sources of funding? (Please list all cash and in-kind goods and services) Are they already secured? Does the applicant identify partnership arrangements and what value does the partnership(s) bring to the project?

Project Budget and Funding

ESTIMATED BREAKDOWN OF THE PROJECT

Provide Quotes and List of Supplies	COST OF PAID SUPPLIES	\$2300.00	%
Provide Quotes and Business Information	COST OF PAID SERVICES	\$3516.50	%
Provide Estimated Number and Hours	HOURS OF VOLUNTEER LABOR	\$	%
Provide Quotes and List of Supplies	COST OF DONATED SUPPLIES	\$	%
Provide Quotes and Business Information	COST OF DONATED SERVICES	\$3516.50	%

TOTAL COST OF THE PROJECT: \$9333.00

TOTAL CASH/DONATIONS AT TIME OF APPLICATION - READINESS TO PROCEED

SECURED APPLICANT CASH:	\$3100.00	%
*(Monetary value of all donations) SECURED APPLICANT DONATIONS:	\$3516.50	%
*(Monetary value: 1 Hour = \$15.00) VOLUNTEER LABOR DONATION COMMITMENT: *	\$	%

_____ # of Volunteers X _____ # of Hours Donated = _____ Total Hours of Volunteer Labor Donations

TOTAL OF SECURED FUNDING/DONATION FOR THE PROJECT: \$6616.50

* If the total of secured funding, including donations, does not equal the total cost of the project please provide below the timeline and steps that will be taken to ensure readiness to proceed.

APPLICANT REQUEST: **50%** REIMBURSEMENT OF EXPENDED FUNDS

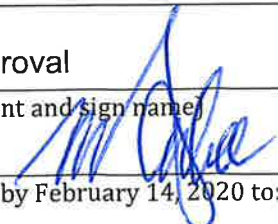
Applicants may use cash, in-kind donations and services, and volunteer labor hours to account for the total cost of the project. **Matching grant funds are only available for reimbursement on actual expenditures spent on supplies and services and not on donated items or labor.**

GRANT FUNDS REQUESTED FROM CITY OF LONGVIEW:

\$ 2908.25

ADDITIONAL PROJECT QUESTIONS

Will fees be charged in connection with using this project? ☐ Yes ☒ No If yes, please describe:	Multi-year project? ☐ Yes ☒ No (If yes, please describe)
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Anticipated Start Date: 30 days after Grant approval	Anticipated Date of Completion: 60 days after start date
Application completed by (print and sign name) <u>MIKE BARBEE</u> 	Title <u>TREASURER</u>
Date August 31, 2023	

Please return this application by February 14, 2020 to:

City of Longview
Parks and Recreation Department
2920 Douglas St.
Longview, WA 98632

**PARKS &
RECREATION**
CITY OF LONGVIEW

PROJECT NAME: Dugout Screens at Archie Anderson

Please summarize all of your **estimated project expenses in the table below. (Out of Pocket Expenses)
Attach all quotes/invoices that coincide with each line item.**

Please summarize all donations of goods and services estimated for the project. Please indicate if they have been secured or if you will be seeking out the donation.

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DUGOUT SCREENS AT ARCHIE ANDERSON PARK

PROJECT OVERVIEW

When the Major Field was built at Highland (now Archie Anderson) Park for Central Youth Baseball, the dugouts were actually sunk into the ground. They dug out about three steps deep, poured a concrete slab and built cement walls up to ground level. The dugout structure above ground was chain-link; there was a roof.

When the fields were decommissioned when Central merged with Western Youth Baseball and moved to John Null Park, they removed the dugout roofs and all the chain-link and posts above grade. They filled the volume of the dugouts below ground level with pea gravel. That's the state of the dugouts today.



As Central Sandlot Baseball continues to improve the facility at Archie Anderson Park, our next project is to upgrade the dugouts. We plan to remove 4" of pea gravel and pour a concrete slab at ground level then install fence posts and chain link to make a screen in front of the dugout area. We'll mount a 21-foot aluminum bench on the new slab.

We have secured estimates from Jim Hargrove of Hargrove Fencing for \$3516.50 for the posts and screen, from Adam Oliver of Oliver Concrete Designs for \$3516.50 for the concrete work. In addition, Athletes Corner estimates \$900.00 each for 21-foot benches, plus \$400.00 shipping, for a total of \$2200. Our total budget price for the project is \$9333.00.

Jim Hargrove has graciously volunteered to donate the materials and labor for the posts and screens.

Central Sandlot's portion of the project is \$4666.50. We have a donation of \$3516.60, plus over \$2000.00 cash on hand, enough to proceed.

We hope this project meets the criteria of the Parks Advisory Board.

PROJECT RELATIONSHIP TO GRANT RATING AND INSTRUCTION CRITERIA

Need: Our project meets the needs of the neighborhood by making the baseball field at Archie Anderson Park usable to the everyone living in the area. It continues what Central Sandlot has already done – provide bases and a home plate, secured against theft, so that the neighborhood can use the field whenever they wish.

Community Impact: We envision neighborhood kids of grade-school and middle-school age using the field as a place to play an impromptu game of baseball, softball, kickball, etc.

Access: Our goal is that the field be available for walk-up use year-around. We anticipate that the Central Sandlot Baseball program, held from mid-June through the end of July, will be granted a Use Permit for the field.

Financial Responsibility: Central Sandlot Baseball is committed to providing bases and home plate on this field at Archie Anderson Park. We intend to maintain the bases and replace them if necessary.

Cost Benefit: In our view, the benefits outweigh the costs because there is no ongoing cost to the City. Central Sandlot will maintain the dugout screens and benches, as well as the bases and home plate, at their sole expense.

Compliance: To the best of our knowledge, adding dugout screens and benches to the Major Field at Archie Anderson Park complies with any and all of the City's plans and initiatives for that park.

Readiness to Proceed: Once the Grant is approved, we can order the benches and schedule the contractors to begin the project.

Funding: Central Sandlot Baseball has cash on hand to order the benches. Hargrove Fencing, who has provided an estimate for the posts and chain link for the dugout screens, has stated in writing that they'll donate the materials and labor for that portion of the project. Adam Oliver, the concrete contractor, will charge us his material and labor cost only.

COST ESTIMATE

Paid Supplies & Services

Cement Work – Oliver Concrete Designs	\$3516.50
21-ft Aluminum Benches – Athletes Corner (2 @ \$900.00, plus \$400 shipping)	2200.00
Miscellaneous Supplies	<u>100.00</u>
Total Paid Supplies	\$5816.50

Donated Supplies & Services

Posts and Chain Link and Installation – Hargrove Fence Co.	<u>\$3516.50</u>
Total Donated Supplies & Services	\$3516.50

TOTAL SUPPLIES & SERVICES **\$9333.00**

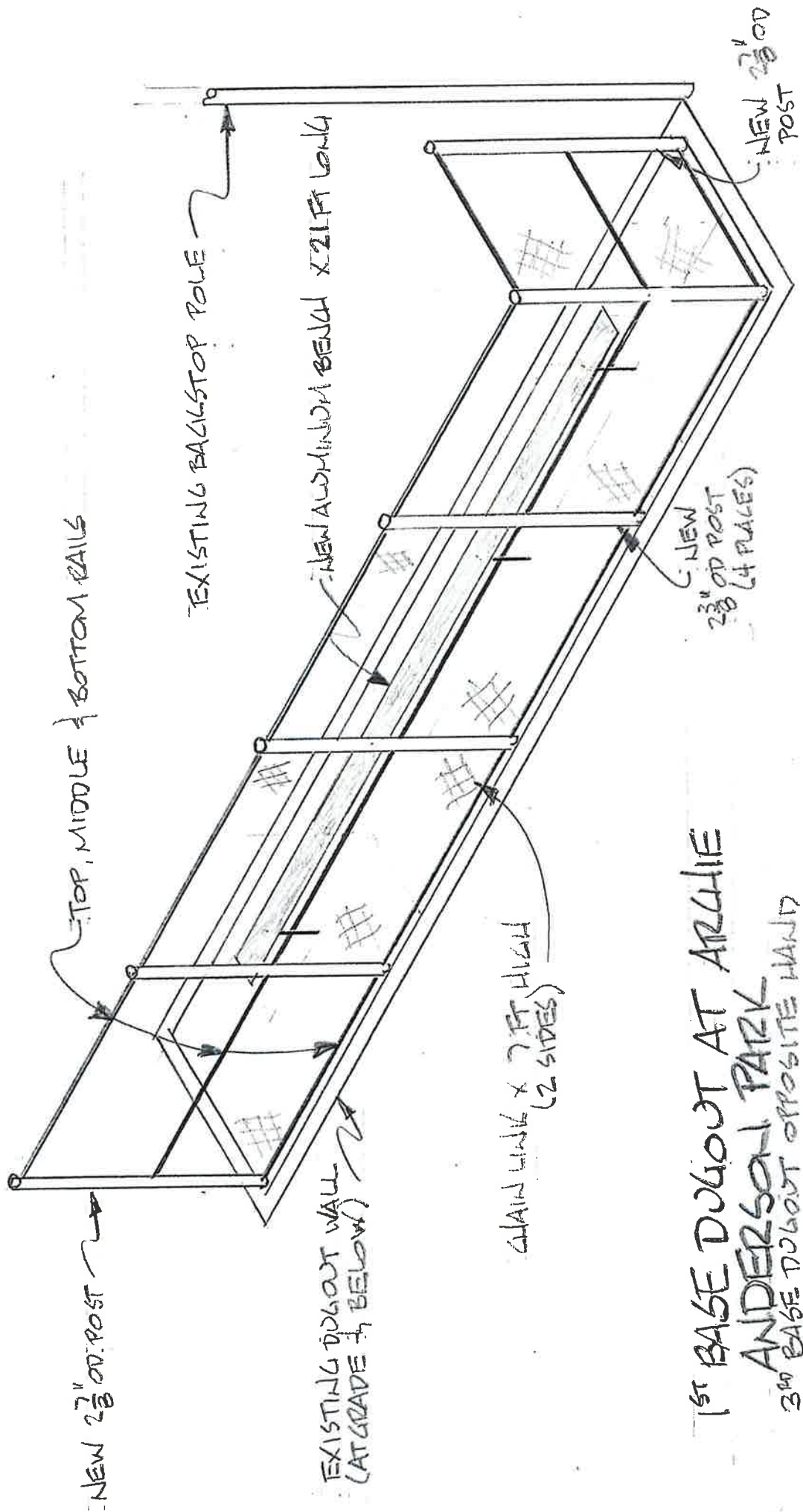
GRANT FUNDS REQUESTED

Total Project Cost

\$9333.00

Donated Supplies & Services – Hargrove Fence Co.

-3516.60**ESTIMATED ACTUAL EXPENDITURES****\$5816.50****50% of ESTIMATED ACTUAL EXPENDITURES****\$2908.25**





Jim Hargrove
www.hargrovefence.com
1105D 15th Ave #407
Longview, WA 98632
jim@hargrovefence.com

PROPOSAL/INVOICE
WA Lic. HARGRFC831CM/ OR Lic. 230619



Name: Walter B. Buehler Date: 8-22-23

Address: _____

Installation Address: Central Sound Ct / 20th Ave

Email: mcsbuehler Phone: 430 7743

Style Commercial galv c/c

Height 7'

Length 70'

Gates 4

GAUGE	11 <u>9</u> 8
RAIL	1 ^{3/8} <u>1^{5/8}</u>
TENSION WIRE	#7 #9 Top Bottom
BARB	UP Down

POSTS	O.D.	TYPE
LINE	<u>2 3/8</u>	<u>40</u>
GATE		<u>up</u>
TERM	<u>2 3/8</u>	

NOTES:

Top rail
mid rail
bottom rail

INSTRUCTIONS:

Furnish - install:
70x7' galvanized 9 gauge
3 rail

Subtotal 3,250.00

Tax + 266.50

Permit \$ 3516.50

Deposit

Balance

Check#

Card fee

Locate#

ACCEPTANCE OF PROPOSAL: The above prices, speculations and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined.

I agree to pay price in full on date of completion. I also understand that all material and labor and said fence belong to Hargrove Fence Co., Inc. until paid in full.

X

Date: _____

NOTE: This proposal may be withdrawn by us if not accepted within timeframe. **GUARANTEE:** Hargrove Fence Co., Inc. guarantees the fence from defects in materials and labor for one (1) year from date of completion of said fence. **DISCLAIMER:** Hargrove Fence Co., Inc. disclaims responsibility and liability for the following. Correct determination of property lines, or for damage occurring to unmarked sprinkler lines or private utilities.

NOTICE TO CUSTOMER: By signing the customer acknowledges having read and received a copy the NOTICE TO CUSTOMER that accompanied the proposal/contract, as required by rcw 18.27.114.

Hargrove Fence Co., Inc.

ESTIMATE

Oliver Concete Designs
3009 Columbia Heights Rd.
Longview, wa 98632

adamjoliver75@gmail.com
+1 (360) 270-4054

Michael Barbee

Bill to
Michael Barbee

Estimate details
Estimate no.: 1032
Estimate date: 08/31/2023

Product or service	Amount
1. Cetral sandlot concrete repair	\$3,250.00
Dig out, and pour roughly 2 5x29ft. Concrete pads,4" with number 3 rebar 2ft o.c	
Subtotal	\$3,250.00
Sales tax	\$266.50
Total	\$3,516.50

Mike & Cindy Barbee

From: Longview Store <lv@athletescorner.com>
Sent: Thursday, August 31, 2023 2:28 PM
To: Mike & Cindy Barbee
Subject: BENCH QUOTE



Bison Inc Aluminum Fixed Player Bench Without Backrest

15' = \$570 ea. plus tax

21' = \$830 ea. plus tax → \$898.06

***Shipping Cost = \$400**

Athletes Corner
Longview Store
360-423-4655

LONGVIEW PARKS AND RECREATION DEPARTMENT

NEIGHBORHOOD PARK GRANT POLICY & PROCEDURE

INTRODUCTION

The Neighborhood Park Grant Program is a capital program (budgeted in the capital projects fund) initiated by the City Council as a means of giving community groups the opportunity to improve and invest in their parks, while giving the city the opportunity to stretch its capital funds. Annually since 1997, the Parks and Recreation Advisory Board has evaluated applications and made recommendations to the council for final approval.

PURPOSE

To establish policies and procedures for considering applications for the Neighborhood Park Grant Program.

DEFINITIONS

For the purposes of this policy, the following definitions will apply:

- **City:** Municipal Government of the City of Longview, Washington
- **Department:** Longview Parks and Recreation Department
- **Director:** Director of Longview Parks and Recreation
- **Advisory Board:** The Parks and Recreation Advisory Board is a Council appointed committee whose functions include, but are not limited to, review and recommendation to the Director on parks and recreation related matters.
- **Applicant:** Private, for-profit company, non-profit organization, or public agency wishing to apply to the grant program.
- **Capital Improvement Project:** projects as those which include new or expanded physical facilities/assets, major renovation or replacement of existing facilities, the acquisition of real property (land), or the purchase of major pieces of equipment. Capital improvement projects involve the expenditure of \$5,000 or more for design, construction, and equipment; have a useful life of one year or more; and are for an item classified as a fixed asset.
- **Match:** (Matching Share) shall mean the portion of the total cost of a project which the applicant must provide.

POLICY FOR APPLICATIONS

It is the policy of the Longview Parks and Recreation Department to accept Neighborhood Park Grant Program applications for:

1. Projects that enhance, beautify, improve, supplement, support, or otherwise benefit the parks and recreation system.

2. Projects that are consistent with department mission, policies, park property restrictions, park master plans, and the most current comprehensive parks and recreation plan approved by the department staff and the Advisory Board.
3. Projects with no contingencies placed on the department and the full understanding that they become the property of the City and are subject to the laws, ordinances, resolutions, policies and procedures that govern the department.
4. Projects which the applicants acknowledge the department is in no way obligated to replace the park improvement if it is stolen, vandalized, deteriorated, irreparably damaged, or destroyed.
5. Park improvements which are of high quality to ensure a long life and are resistant to the elements, deterioration, and to acts of vandalism.
6. Projects that meet the City of Longview's definition of a Capital Improvement Project.
7. Park improvements that include an estimate and evaluation of the expected life cycle, repair and replacement costs, future employee labor and all types of maintenance costs as well as only accept improvements that do not cause undue financial burden on department staff and/or resources.
8. Projects located within a City of Longview Park, Facility, Trail, or designated play area such as at a school district facility that allows for public access which are identified in the Comprehensive Plan.
9. Projects that completely address the eight rating criteria that includes: need, community impact, access, financial responsibility, cost benefits, compliance, readiness to proceed, and funding.
10. Projects that include a comprehensive financial breakdown of the park improvement which includes: the estimated total cost of the project, applicant cash, applicant donations, estimated volunteer hours, and other supplemental information to validate anticipated expenses.
11. Projects that do not include routine maintenance on existing or proposed new facilities as that is not an eligible expense under this program.

POLICY FOR EXPENDING GRANT FUNDS

It is the policy of the Longview Parks and Recreation Department to expend Neighborhood Park Grant Program funds for:

1. Applications that were submitted by the publicized deadline.

2. Applications that were recommended by the Advisory Board and approved for funding by City Council.
3. Projects that are completed by the project deadline. Applicants who are unable to meet the deadline must submit a "Letter of Need" to the Parks and Recreation Advisory Board 30 days prior to the deadline to ask for an extension.
4. Projects that are fully complete and accompanied by a Project Completion Summary Form with attached detailed documentation of all financial obligations related to the project and attached before and after photos.
5. Finished projects that include pictures and a 50% reimbursement request comprised of tangible supplies and paid service expenditures and do not include donated items or labor as reimbursable items. Applicants cannot financially benefit from the Neighborhood Park Grant Program.

PROCEDURE FOR NEIGHBORHOOD PARK GRANTS

The City of Longview and the Parks and Recreation Department welcome interested applicants to apply for the Neighborhood Park Grant Program as an opportunity to improve and invest in their parks and recreation system.

Annual Neighborhood Park Grant Procedure

1. **(January - February)**

The Neighborhood Park Grant Program will open applications for outside organizations, groups, and individuals to apply for funding.

2. **(June - July)**

If all grant funding has not been expended during the first round of applications, a mid-year solicitation for applications will be again held for outside applicants

3. **(September - October)**

If all grant funding has not been expended during the second round of applications, the City of Longview Parks and Recreation Department may apply for funding.

- a. Funding provided to the department may only be used for Capital Improvements within the park system.
- b. Neighborhood Park Grant Funds may only be used to purchase tangible items and not to offset labor or maintenance costs of the department.
- c. The department is required to fill out an application for the Neighborhood Park Grant Program. The Advisory Board will weigh the request against the criteria and make recommendation to City Council for funding.
- d. City Council makes the final approval for project funding for all applicants.
- e. The department is not required to provide a 50% match for grant funds.

- f. If the remaining funds to be allocated are below the Capital Improvement monetary threshold, the department may choose to supplement the shortfall using money from the operating budget.
- g. The department is required to fill out a Project Completion Form with accompanying supplemental information and photos for records.

Application Submittal

Those wishing to apply must submit a complete Neighborhood Park Grant Application and provide eight (8) copies of the application as well as any accompanying supplemental materials by the application deadline. The application must explain how the project meets the eight rating criteria and the financial breakdown of project funding.

Application Review

After the deadline is complete and all proposals have been submitted, the Advisory Board will set a meeting to discuss all of the proposals together. All applicants will be invited to make presentations regarding their projects to the board. Applicants will be notified of the date and time, and during that meeting may bring additional information or hand outs and answer questions pertaining to the proposed projects.

Funding Recommendations & Approval

The Advisory Board will weigh the proposals against the rating criteria. The board will determine which projects best meet the criteria. If there are more proposals than funding available, the board will determine whether or not to fund full or partial projects depending on applicant ability and readiness to proceed. The board will make a priority list of projects for the Director to bring forward for funding recommendations to City Council. City Council has the final approval for funding. Applicants will be notified by letter, at the address provided on their proposal, of the funding decision/approval by the Council. Once notified, applicants may begin their projects.

Completion

Once the project is complete, applicants provide the department a fully finalized "Project Completion Summary Form" with the attached detailed documentation to validate each line item. Along with the summary form, before and after photos of the finished project are required. Department staff will work with applicants to ensure that all paperwork is comprehensive and meets requirements for reimbursement.

Project Extension

The City understands that there can be unforeseen circumstances that may not allow completion of the project by the December 30 deadline. Applicants may submit a "Letter of Need" to the Advisory Board for consideration of an extension on the project deadline. The letter must be received prior to the December 30 deadline to be granted.

TO: Parks and Recreation Advisory Board
FROM: Jennifer Wills, Director of Parks, Recreation, Urban Forestry, & Golf
DATE: September 13, 2023
SUBJECT: Possible Project Recommendations to Council Consideration

Dear Members of the Park and Recreation Advisory Board,

I am writing to provide you with staff recommendations for the upcoming short term and long term Park Project List, which will be presented to the City Council for consideration. These recommendations have been carefully evaluated using a park project decision-making matrix which is provided for in detail in this agenda. The criteria includes the following areas of emphasis: immediate safety fix, equitable community impact, matching grant funding, public-private partnership, extending useful life, community dispersion, and ongoing maintenance.

Based on a thorough evaluation of these criteria, our staff recommends the following park projects for inclusion in the upcoming Park Project 3 Year Short Term List with estimated budget costs:

- 1) John Null Restroom Replacement (\$750,000)
 - 2) Archie Anderson Restroom Replacement (\$500,000)
 - 3) 17th & Nichols Lake Sacajawea Restroom Replacement (\$500,000)
 - 4) Lake Sacajawea Irrigation Pump Replacement (\$450,000)
 - 5) Mint Valley Golf Course Irrigation System Replacement (\$3,000,000)
 - 6) Roy Morse Softball Light Pole Replacement (\$650,000)
- Total: \$5,850,000

Based on a thorough evaluation of these criteria, our staff recommends the following park projects for inclusion in the upcoming Park Project 10 Year Long Term List with estimated budget costs to be determined based on cost at the time of construction:

- 1) Cloney Skate Park and BMX Updates
- 2) Gerhart Gardens Park Asphalt Replacement
- 3) Martin's Dock Replacement
- 4) Sustainable Playground Replacement Funding (\$100,000 - \$150,000 annually)
- 5) Mint Valley Racquet Complex Renovation

Additionally, there are small projects depending on funding availability that would be suggested for future consideration such as resurfacing Rotary Park tennis courts and removal/renovation of all picnic shelters throughout the park system.

Please note that the project lists provided above are based on staff analysis and assessment of each project against the specified criteria. During the Park and Recreation Advisory Board meeting on Monday, September 18th, we will go over our justification for each project. We encourage the Park and Recreation Advisory Board to review these recommendations carefully and provide any feedback or additional insights to ensure the final list accurately reflects the needs and aspirations of our community.

Following your review and feedback, we will finalize the Park Project List with our Public Works Department for updates on cost analysis to present to the City Council. Your input is invaluable in shaping the future of our parks and recreational opportunities.

Thank you for your dedication to enhancing our city's parks and recreational facilities. Please feel free to reach out if you have any questions or require further information prior to the meeting.

Sincerely,



Jennifer Wills
Director of Parks and Recreation

PARK PROJECT RECOMMENDATIONS

DECISION MAKING MATRIX

Immediate Safety Fix (Weight: 20 points):

Safety should be a top priority in park projects. Addressing immediate safety concerns ensures that the community can use the park without undue risk. The weight here reflects the importance of promptly addressing safety issues to protect the well-being of park users.

Equitable Community Impact (Weight: 20 points):

This criterion assesses how well a project serves the broader community by considering both the number of people served and income equity. Projects that have a positive impact on a larger portion of the population, including low to moderate-income residents, receive a higher score. Prioritizing this criterion ensures that projects are chosen based on their ability to provide inclusive and equitable benefits to the community.

Matching Grant Funding (Weight: 20 points):

Projects with matching grant funding or that are eligible for grant funds are financially advantageous because they leverage additional resources, reducing the financial burden on the community. This criterion is given a high weight to encourage projects that maximize financial sustainability and minimize taxpayer costs.

Public-Private Partnership (Weight: 15 points):

Projects that involve public-private partnerships can leverage the expertise and resources of private organizations, non-profits, or businesses. Such partnerships often lead to innovative, sustainable, and cost-effective solutions. This criterion encourages collaboration with private entities to enhance the quality and reach of park projects, particularly when it comes to financing, maintenance, or program offerings.

Extending Useful Life (Weight: 15 points):

This criterion evaluates the potential of a park project to extend its useful life before it requires significant replacement or renovation. Projects that incorporate durable materials, sustainable design, and efficient maintenance practices receive a higher score. Prioritizing this criterion ensures that investments in park infrastructure have long-term benefits, reduce maintenance costs, and provide continuous value to the community.

Community Dispersion (Weight: 5 points):

Equitable access to park amenities across the community is crucial. A project's location and its ability to serve various neighborhoods and populations are considered here. The weight underscores the commitment to ensuring that park resources are distributed fairly and that no neighborhood is left underserved.

Ongoing Maintenance Costs (Weight: 5 points):

This criterion evaluates whether a project is likely to incur new ongoing maintenance costs or if it can be designed in a way that minimizes ongoing expenses. Projects that are cost-efficient in terms of long-term maintenance and upkeep receive a higher score. Prioritizing this criterion helps ensure that park projects are not only constructed efficiently but also sustainable in terms of ongoing operational costs.

PARK PROJECT RECOMMENDATIONS

DECISION MAKING MATRIX

The total score, which is the sum of the criteria presented on the previous page, allows decision-makers to objectively prioritize park projects that align with the City of Longview's safety, financial, community, inclusivity, and accessibility goals for parks and recreation. This method ensures that projects are chosen not only based on immediate needs but also on their impact and long-term benefits to the community. The combination of these criteria promotes responsible and equitable park development.

PROJECT NAME	SAFETY 20 pts	EQUITY 20 pts	GRANT 20 pts	PARTNER 15 pts	EXTEND 15 pts	DISPERSE 5 pts	MAINTAIN 5 pts	TOTAL Points

PARK & FACILITY NEEDS

D: DEFERRED MAINTENANCE: Category identifies items with pre-existing conditions that have not been resolved and continue to deteriorate.

E: EMERGING NEED: Category identifies new emerging needs with the primary intention of resolving safety & security concerns and catching things early.

W: WANTED ENHANCEMENT: Category identifies additional requests to enhance the current condition of the facility to meeting the growing need for newer and modernized facilities.

7th Avenue Park

D	Shelter Upgrade	\$50,000
E	Playground Replacement (2034)	\$150,000
W	Dog Park Installation	\$20,000
Total 7th Avenue Park		\$220,000

Altrusa Park

E	Playground Replacement (2038)	\$150,000
W	Water Tap	\$15,000
W	Irrigation for Sports Field	\$50,000
Total for Altrusa Park		\$215,000

Archie Anderson

High Need	Restroom Replacement	\$500,000
D	Asphalt access to Highlands Trail	\$30,000
D	Parking Lot Resurfacing/Safety Barricades	\$200,000
E	Playground Replacement (2049)	\$200,000
E	Basketball Court Resurfacing/Hoops (2029)	\$150,000
W	Solar Park Lighting	\$60,000
W	Installation of Trail Loop within Park	\$85,000
Total for Archie Anderson Park		\$1,140,000

Master Plan	(2018 Estimate) Implementation	\$5,700,000
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Bailey Park

D	Shelter Replacement	\$30,000
D	Path Replacement	\$25,000
Total for Bailey Park		\$55,000

Cloney Park

D	Playground Replacement (2022) - Universally Accessible	\$1,500,000
D	Trail Upgrade	\$30,000
D	Shelter Replacement	\$30,000

D	Resurface of Skate Bowl	\$50,000
D	Redesign and Construct of Skate Park	\$700,000
D	BMX Track Drainage and New Material	\$30,000
W	Installation of Pump Track at BMX site	\$750,000
Total for Cloney Park		\$3,090,000
Community Gardens		
D	Irrigation system	\$50,000
D	Road enhancement	\$25,000
E	ADA Entrance and Parking	\$10,000
Total for Community Gardens		\$85,000
Gerhart Gardens Park		
High Need	Parking lot resurfacing	\$1,000,000
D	Restroom Replacement	\$200,000
E	River Dredging	
W	Boat Ramp Installation	\$750,000
W	RV Campground and Amenities	\$3,000,000
Total for Gerhard Gardens Park		\$4,950,000
John Null Park		
High Need	Restroom Replacement	\$750,000
E	Parking Lot Pavement	\$60,000
E	Playground Replacement (2039)	\$200,000
W	Dog Park Installation	\$20,000
W	Picnic Shelter Installation	\$25,000
Total for John Null Park		\$1,055,000
Lake Sacajawea Park		
High Need	Irrigation Pump Repair	\$450,000
High Need	Bathroom at 17th & Nichols	\$500,000
D	Upgrade shelters	\$750,000
D	Playground Replacement - Elks (2026 - Pirate Themed)	\$125,000
D	Reconstruct Docks (Martin, Elk, Lions, Fishing Docks)	\$5,000,000
E	Harlie's Hoops Rain Guard - Northside	\$150,000
E	Playground Replacement - 17th & Nichols (2032)	\$150,000
E	Replacement of Missing/Upgraded Light Poles	\$120,000
E	Playground Replacement - Hemlock (2040) - Universally Accessible	\$1,000,000
W	Upgrade information signs	\$25,000
W	Picnic Table Replacement	\$50,000
W	Path drainage/Trail Construction	\$45,000
W	Development of Rental Space at Japanese Island Overlook	\$30,000
Total for Lake Sacajawea Park		\$8,395,000
Mark Hoehne Park		
D	Playground Replacement (2024)	\$150,000

D	Shelter Replacement	\$30,000
W	Bridge to access park	\$250,000
Total for Mark Hoehne Park		\$430,000
R.A. Long Park		
D	Sidewalk Repair/Replacement	\$700,000
E	Irrigation Upgrade	\$100,000
W	Holiday lighting upgrades	\$150,000
Total for R.A. Long Park		\$950,000
Ralph Kellogg Park		
D	Sidewalk Repair/Replacement	\$60,000
E	Playground Replacement (2048)	\$100,000
Total for Ralph Kellogg Park		\$160,000
Rotary Park		
D	Tennis Court Resurface	\$30,000
E	Shelter Replacement	\$30,000
E	Playground Replacement (2030)	\$100,000
Total for Rotary Park		\$160,000
Roy Morse Park		
High Need	Field Lighting	\$650,000
D	Field Extension and Fence Heightening	\$125,000
D	Shade Safety Screen (Field 3)	\$60,000
D	Parking Lot Resurfacing	\$600,000
E	Restroom/Concession Upgrade	\$750,000
E	Playground Replacement (2035)	\$150,000
W	Walking Trail	\$250,000
W	Covered Picnic Shelter	\$50,000
W	Dog Park Installation	\$30,000
W	Disc Golf Extension	\$10,000
Total for Roy Morse Park		\$2,675,000
Master Plan	(2019 Estimate) Sports Complex Implementation	\$46,000,000
Master Plan	(2019 Estimate) Facility & Other Amenities Implementation	\$58,000,000
Vandercook Park		
D	Trail repair and replacement	\$30,000
E	Playground Replacement (2028)	\$150,000
E	Court Resurfacing (2038)	\$30,000
W	Shuffleboard court upgrade	\$5,000
Total for Vandercook Park		\$215,000
Victoria Freeman Park		
D	Shelter Replacement	\$75,000
E	Playground Replacement (2050)	\$150,000
E	Basketball Court Resurfacing/Hoops	\$50,000

W	Dog Park Installation	\$20,000
	Total for Victoria Freeman Park	\$150,000
Regency Park		
W	Park Development	????
	Total for Regency Park	????
1st Avenue Park		
W	Park Development	????
	Total for 3rd Avenue Park	????
Elks Memorial Building		
D	HVAC System Upgraded (include AC)	\$20,000
D	Replace Roof	\$75,000
E	Security System	\$8,000
W	Large Room Remodel	\$50,000
W	Replace Lighting Fixtures	\$10,000
W	Outdoor - Storage	\$10,000
W	Outdoor - Covered Area	\$50,000
	Total Elks Memorial Building	\$223,000
McClelland Center Building		
High Need	HVAC System Upgrade	\$ 60,000
D	Building sign	\$ 8,000
D	Security system	\$ 10,000
D	Replace flooring (large room)	\$ 60,000
D	Replace garage door	\$ 15,000
D	Replace ceiling tiles (large room)	\$ 10,000
W	Table and Chair Replacement	\$ 30,000
W	Replace lighting (kitchen/small room)	\$ 10,000
W	Kitchen remodel (include oven/stove)	\$ 60,000
	Total McClelland Center	\$130,000
Mint Valley Golf Course		
High Need	Replace Irrigation System	\$5,000,000
High Need	Golf Course Fuel Tank Replacement	\$60,000
High Need	Driving Range Pole and Net Replacement	\$550,000
D	Resurface Asphalt Cart Paths	\$60,000
D	Asphalt Parking Lot	\$300,000
D	Asphalt Maintenance Parking Lot	\$120,000
D	Equipment Wash Station	\$82,000
D	Stormwater Irrigation Pump Replacement	\$525,000
D	Restroom Replacement	\$100,000
E	Retaining Wall #17	\$200,000
W	18th Hole Picnic Shelter	\$125,000
W	Retaining Wall #17	\$257,000

	Total for Mint Valley Golf Course	\$2,379,000
Master Plan	Prepare to Repair or Replace Pro Shop Facility	\$2,000,000
Parks Maintenance Building		
D	Parking Lot Resurfacing	\$150,000
D	Reside Storage Facility	\$60,000
	Total for Park Maintenance Building	\$210,000
Recreation Administration Building		
D	Parking Lot Resurfaced	\$30,000
D	Reside Exterior	\$50,000
D	HVAC Unit Upgraded	\$40,000
D	Security System	\$8,000
D	Electrical Upgrade	\$30,000
E	Carpet Replacement	\$15,000
E	Improve North Facility Entrance	\$15,000
W	Replace Interior Lighting	\$10,000
W	Remodel Bathrooms	\$15,000
	Total Recreation Building	\$408,000
Woman's Club Building		
D	Insulated Windows Installed	\$50,000
D	Upgrade Heat Pump (AC)	\$20,000
D	Parking Lot Resurfaced	\$30,000
D	Upgraded Furnishings	\$15,000
D	Replace Exterior Doors (4)	\$20,000
D	Replace Sliding Door (2)	\$20,000
D	Replace Roof	\$25,000
D	Remove Chimney	\$10,000
D	Replace Siding (or Paint)	\$60,000
E	Replace/Repair Theater Curtain	\$3,000
W	Replace Oven & Stove Units	\$4,000
W	Replace Interior Lighting	\$20,000
W	Kitchen Remodel (include oven/stove)	\$45,000
	Total Woman's Club Building	\$322,000
Senior Center Building		
D	Replace Dance Floor	\$ 80,000
D	Paint Building Exterior	\$ 25,000
D	Touch Pad Entry System	\$ 3,000
E	Carpet Replacement	\$ 15,000
W	Bathroom Remodel	\$ 50,000
	Total Senior Center Building	\$173,000
TOTAL DEFFERED MAINTENANCE		\$17,436,000

TOTAL EMERGING NEEDS	\$9,206,000
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All Parks

Improvements Indicated within Parks & Recreation ADA Transition Plan	
Water Meter Reduction	
Install Trails at Parks	
All Park Branded Signage	
Playground Drainage	
Diking District Trail Install	
Additional Holiday Displays	
Downtown Pocket Park Installation	

Playground Replacement Plan

Park	Year Installed/Cost	Manufacturer	Replacement
Cloney Park	1997	Playworld Systems	2021
Windemere Park	1997	GameTime	2023
Mark Hoehne Park	1998	Little Tykes	2024
Elks Memorial Park	1998	Little Tykes	2026
Vandercook Park	1998	Little Tykes	2028
Rotary Park	1998	Little Tykes	2030
17th & Nichols Park	2002	Burke	2032
7th Avenue Park	2004	Playworld Systems	2034
Roy Morse Park	2005	GameTime	2035
Altrusa Park	2008	GameTime	2038
John Null Park	2009	GameTime	2039
Hemlock Plaza Park	2010 (\$124,211)	GameTime	2040
Ralph Kellogg Park	2018 (\$93,196)	GameTime	2048
Archie Anderson Park	2019 (\$174,007)	GameTime	2049
Victoria Freeman Park	2020 (\$136,637)	GameTime	2050
Bailey Park	2023 (\$51,928)	GameTime	2053

BENEFITS OF A PLAYGROUND

Play is critical to knitting our communities together and helping children learn to work with others. As our world becomes ever more connected digitally, it is critical that we don't lose the unique community building that comes from interacting face-to-face. Playgrounds build communities and teach children how to interact with peers and adults, relieve stress, and cope with their surroundings. In order to encourage play, it is critical that children have safe places to play within walking distance of where they live. Without it, the strength and resilience of the community is compromised. Playgrounds provide cognitive, physical, and social benefits. www.kaboom.org

AVERAGE LIFE SPAN

The chart above displays City of Longview parks that currently have play structures installed, the year installed, and replacement schedule that coincides with the approved City of Longview Park and Recreation Comprehensive Plan. On average a playground has a lifespan between 20 - 25 years. During those years, playgrounds withstand the Pacific Northwest weather, wear and tear from every day play, and unfortunately vandalism.

CERTIFIED PLAYGROUND SAFETY INSPECTORS

At a minimum, the City of Longview employs three Certified Playground Safety Inspectors. These inspectors are trained on playground safety issues including hazard identification, equipment specifications, surfacing requirements, and risk management methods. Employing Certified Playground Safety Inspectors increases the City's ability to protect children from injury due to playground hazards as well as guard the City from costly liabilities.

PLAYGROUND REPLACEMENT

Multiple playgrounds were installed in the mid to late 1990s and early 2000s. This means that many of those same playgrounds will be reaching and exceeding their lifespans now and in the near future. The Parks and Recreation Department is recommending the above replacement schedule to spread out the need for new playgrounds throughout multiple budget years to aid in the budgetary planning for the future.