



City of Longview

Agenda

Parks and Recreation Board

Monday, November 20, 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 November 20, 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

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Meeting ID: 229 956 634 565

Passcode: gSusnf

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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. HYBRID MEETING

23-001763 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 November 20, 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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2. **CALL TO ORDER**

3. **FLAG SALUTE**

4. **ROLL CALL**

5. **APPROVAL OF MINUTES**

23-001764 PRAB Draft Minutes 09.18.2023

PRAB Draft Minutes SPECIAL MTG.10.19.2023

6. **CHANGES TO THE AGENDA**

7. **CONSTITUENT/BOARD MEMBER COMMENTS**

8. **OLD BUSINESS**

9. **NEW BUSINESS**

23-001765 METROPOLITAN PARK DISTRICT - AFTER ACTION REVIEW

SUMMARY STATEMENT: Staff met and discussed the process of which education was disseminated regarding the Metropolitan Park District Proposition 1. An After-Action Review was conducted to review the key findings and lessons learned regarding the process. Attached is the review. Action: None

23-001766 COMMUNITY ENGAGEMENT AND PUBLIC OUTREACH POLICY

SUMMARY STATEMENT: Upon review/conclusion of the Vandercook Restroom Project, the Department has taken it upon themselves to create a Community Engagement and Public Outreach Policy to guide future projects to ensure transparency and support. Action: Provide Feedback to Enhance the Policy Further

23-001767 PARKS AND RECREATION PROJECT LIST

SUMMARY STATEMENT: The Department wanted to provide a comprehensive list of all the projects that it was involved with and where they were in the process to the Park Board for their knowledge. Action: None

10. **DEPARTMENTAL REPORTS (10 Minutes)**

23-001769 A. Park Division Board Report - November 2023

B. Recreation Division Board Report - November 2023

C. Director's Report - November 2023 (Verbal)

11. **ADJOURNMENT**



City of Longview

Minutes

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

Parks and Recreation Board

Monday, September 18, 2023

5:00 PM

Recreation Office,
2920 Douglas Street, Longview WA

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.

Microsoft Teams meeting

Join on your computer, mobile app or room device

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2. FLAG SALUTE

3. ROLL CALL

Members Present: Board Member Jenny Oskey, Board Member Oliver Black, Board Member Glenda Johnson

Members Absent: Rayleen Aguirre, Claire Pang

Constituents Present: Ken Pence, Jay Davies, Mike Ward, Bob Cramer, Dean Brawley

Council Members Present: Mayor Mary Alice Wallace

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

4. APPROVAL OF MINUTES

23-001491 PRAB Draft Meeting Minutes - 08.21.2023

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

Ayes: Oliver Black, Jenny Oskey, Glenda Johnson

Nays: None

Abstain: None

Yes 3, No 0, Abstained 0

5. **CHANGES TO THE AGENDA**

N/A

6. **CONSTITUENT/BOARD MEMBER COMMENTS**

Community Member Ken Pence provided constituent comments.

Board Member Glenda Johnson announced her intent to be absent at the October meeting.

7. **OLD BUSINESS**

N/A

8. **NEW BUSINESS**

Mike Barbie of Central League Sandlot was present to discuss their application for Neighborhood Park Grant funds.

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 motion was made by Board Member Oskey and seconded by Board Member Black to 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. The motion passed with the following vote:

Ayes: Oliver Black, Jenny Oskey, Glenda Johnson

Nays: None

Abstain: None
Yes 3, No 0, Abstained 0

23-001494

- A. Parks Division Report (Verbal)**
- B. Recreation Division Report (Verbal)**
- C. Director's Report (Verbal)**

10. ADJOURNMENT

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



City of Longview

Minutes

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

Parks and Recreation Board

Thursday, October 19, 2023

4:30 PM

Recreation Office,
2920 Douglas Street, Longview WA

1. CALL TO ORDER

- 23-0016** 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 SPECIAL MEETING on **25** October 19, 2023 at 4:30 p.m. 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](#)

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2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF MINUTES

23-001626 PRAB Draft Minutes ~ 09.18.2023

Tabled to November, unable to approve with limited quorum.

5. NEW BUSINESS

23-001627 NEIGHBORHOOD PARK GRANT-BAILEY PARK

RECOMMENDED ACTION: Seeking a motion to recommend the approval of the Neighborhood Park Grant for Bailey Park to City Council.

STAFF CONTACT: Jennifer Wills, Parks & Recreation Director

Justin Brown, Recreation Manager, presented the application for a Neighborhood Park Grant application for Bailey Park upgrades.

A motion was made by Board Member Black and seconded by Board Member Oskey to recommend the Neighborhood Park Grant application for Bailey Park to City Council. The motion passed with the following vote:

Ayes: Jenny Oskey, Claire Pang, Oliver Black

Nays: None

Abstain: None

Yes 3, No 0, Abstained 0

6. ADJOURNMENT

TO: Parks and Recreation Advisory Board
FROM: Jennifer Wills, Director of Parks, Recreation, Urban Forestry, & Golf
DATE: November 15, 2023
SUBJECT: Metropolitan Park District – After Action Review

Dear Board Members,

This memo is to inform the Board that, unfortunately, Metropolitan Park District Proposition 1 did not pass receiving only 39% approval. Additionally, 20% of voters abstained from voting on Proposition 1 altogether with neither a yes or no vote. While this outcome is certainly disheartening, it provides us with an opportunity to reflect, learn, and chart a more resilient course for our future endeavors.

In light of the proposition's failure, our team has conducted a comprehensive After Action Review (AAR) to analyze the factors contributing to this result. The key findings and lessons learned from this review are outlined below:

KEY FINDINGS:

- **Limited Public Outreach:**
 - Insufficient time and strategy for comprehensive outreach.
 - Missed opportunities in leveraging impactful communication channels.
- **Limited Opportunities for Education on the District:**
 - Time constraints hindered the development of a thorough educational campaign.
 - Missed chances for quick and impactful community engagement.
- **Lack of Advocacy Group:**
 - This was a Council initiative and so no organized dedicated group took the lead.
 - Because it was City led and education focused, there were missed opportunities to mobilize community influencers.
- **Negative Public Sentiment Towards Additional Taxes:**
 - Current public sentiment indicates negativity towards additional taxes.
 - Do not feel though that there was negativity towards parks, just financial burden.
- **Need for Printed Flyers and Materials:**
 - A home/business mailer to all citizens should have been provided.
 - Inadequate coverage in key community locations.
- **Other Ways to Promote the Message:**
 - Quick promotion strategies resulted in missed opportunities for community engagement.
 - Limited engagement with local media and organizations due to time constraints.

LESSONS LEARNED:

- **Pre-Planning:**
 - Develop an agile comprehensive campaign plan that accommodates extensive execution.
 - Create a realistic timeline and prioritize tasks based on their potential impact within the timeframe.
 - Prose a budget for approval to include cost of executing the ballot measure as well as printed and digital materials planned for educational dissemination.
 - Establish strong partnerships with local community organizations, neighborhood groups, schools, and businesses to enhance the reach and impact of the education campaign.
- **Robust Community Engagement and Public Outreach:**
 - Utilize social media and online platforms for rapid dissemination of information.
 - Implement targeted digital distribution to maximize reach.
 - Foster a culture of continuous community engagement, seeking input at all stages of the educational campaign.
 - Develop targeted outreach strategies for diverse demographics, utilizing community events, forums, and local gatherings.
 - Implement innovative and interactive educational platforms, such as webinars and online forums, to facilitate quick and impactful community learning.
- **Adaptable Strategies:**
 - Develop a flexible media strategy that can be adjusted based on real-time feedback.
 - Continual, timely, and repeated education of staff, stakeholders, and partners for quick and effective communication.
 - Create trust within the community through transparency to the establish the department as the information authority to address and counter misinformation promptly.

While we acknowledge the challenges we faced, we want to emphasize our unwavering commitment to creating safe and maintainable parks and programs for our citizens and visitors. The setback with Proposition 1 does not diminish our passion or dedication. Instead, it fuels our determination to explore innovative approaches and collaborate with the community to achieve our shared vision.

We appreciate the Board's ongoing support, and we are confident that with the insights gained from this experience, we will emerge stronger and more effective in our pursuit of creating exceptional parks for the benefit of our community and the promotion of a stronger connection with our citizens.

Thank you for your understanding and continued commitment to our shared mission.

Sincerely,
Jennifer Wills, Parks and Recreation Director
City of Longview

COMMUNITY ENGAGEMENT AND PUBLIC OUTREACH POLICY

City of Longview Parks and Recreation Department

Effective Date: January 1, 2024

1. PURPOSE

The purpose of this Community Engagement and Public Outreach Policy is to establish guidelines and procedures for the City of Longview Parks and Recreation Department to actively engage with the community and facilitate transparent communication.

2. OBJECTIVES

- a. **Enhance Community Participation:** Encourage and facilitate the active participation of community members in the planning, development, and evaluation of Parks and Recreation programs and services.
- b. **Promote Transparency:** Foster open and transparent communication between the City of Longview Parks and Recreation Department and the community to build trust and understanding.
- c. **Increase Awareness:** Raise awareness of Parks and Recreation programs, events, and facilities through effective public outreach strategies.
- d. **Diversity and Inclusivity:** Ensure that community engagement efforts are inclusive, representing the diversity of Longview's population, and respecting all voices.

3. STAKEHOLDER IDENTIFICATION

- a. **Identify Key Stakeholders:** Create a comprehensive list of key stakeholders, including residents, community groups, businesses, governmental entities, and other relevant organizations.
- b. **Inter-Departmental Collaboration:** Identify other city departments effected by or partnered with the project to identify shared goals and opportunities for joint community engagement efforts.
- c. **Communication Channels:** Determine appropriate communication channels for reaching different stakeholder groups, utilizing both internal channels for city departments and external channels for the broader community, such as social media, community meetings, newsletters, and the city website.

4. COMMUNITY ENGAGEMENT STRATEGIES

- a. **Public Meetings and Workshops:** Conduct public meetings and forums to discuss Parks and Recreation initiatives, gather feedback, and address community concerns.
- b. **Surveys and Feedback Mechanisms:** Utilize surveys, comment cards, and online feedback mechanisms to collect input from the community on various programs and services.
- c. **At Project Location:**

- **Physically Going to Adjacent Landowners:** Assign staff to conduct door-to-door visits in neighborhoods affected by projects, providing residents with information about upcoming initiatives and seeking their input.
 - **Flyers to Individual Homeowners or Businesses:** Distribute project-specific flyers directly to individual homeowners impacted by the project, outlining project details, timelines, and contact information for inquiries.
 - **Placement of Information at the Location:** Install visible signage or information boards at project locations to keep nearby residents informed about ongoing initiatives, including project timelines, goals, and contact details for further questions.
- d. **Community Events and Partnerships:** Actively participate in and organize community events, collaborate with local organizations, and establish partnerships to enhance outreach efforts.
 - e. **Maintain Website and City Information Outlets:** Ensure the Parks and Recreation Department's website and other city information outlets are regularly updated with the most current information on programs, projects, and services.
 - f. **Ensure Accessibility:**
 - g. **Location:** Strategically selecting engagement locations to ensure they are easily accessible to diverse community members, considering factors such as proximity to public transportation and community gathering spaces.
 - h. **Languages:** Providing information and engagement materials in multiple languages to accommodate the linguistic diversity of the community, ensuring that language is not a barrier to participation.
 - i. **Times of Day:** Scheduling engagement activities at various times of the day, including evenings and weekends, to accommodate diverse work schedules and commitments, allowing broader community participation.

Incorporating these elements into the community engagement strategy promotes inclusivity, equity, and the active involvement of a diverse range of community members in the decision-making process.

5. PROJECTS AND REQUIREMENTS

- a. **Project Engagement Plan:** For major Parks and Recreation projects, develop a comprehensive engagement plan outlining strategies for involving the community at various stages, from conceptualization to implementation.
- b. **Parks and Recreation Advisory Board:** Seek recommendations and input from the Parks and Recreation Advisory Board on significant projects and initiatives. The Advisory Board shall serve as a valuable source of community perspectives and expertise.
- c. **Public Open Houses/Forums:** Conduct public open houses for projects that have a significant impact on the community, providing an opportunity for residents to express their views and concerns.

6. COMMUNICATION GUIDELINES

- a. **Consistent Messaging:** Ensure consistency in communication regarding Parks and Recreation initiatives through all communication channels.
- b. **Timely Updates:** Provide timely updates on programs, events, and any changes affecting the community through various channels.
- c. **Accessibility:** Ensure that information is accessible to all members of the community, including those with disabilities or language barriers.
- d. **Authority:** Create trust within the community through transparency to the establish the department as the information authority to address and counter misinformation promptly.

7. POST-PROJECT COMMUNICATION

- a. **Project Completion Announcement:** Following the completion of a Parks and Recreation project, provide a comprehensive overview of the completed project, including key milestones, outcomes, and any adjustments made during the implementation phase, communicate any decision-making processes, and expressing gratitude for community participation. This documentation should be made available to the public through the city's official website and other relevant platforms.
- b. **Community Feedback Session:** As necessary, host a post-project community feedback session to allow residents to express their thoughts, concerns, and suggestions related to the completed project. This session can take the form of a public meeting, an online forum, or other accessible formats.
- c. **Lessons Learned Report:** Develop a "lessons learned" report that highlights both successful aspects and challenges faced during the project. This report should be shared with the community to demonstrate a commitment to continuous improvement and transparency.
- d. **Regular Updates:** Periodically update the community on the status of completed projects, sharing information on maintenance, usage statistics, and any modifications made based on community feedback when available.

8. EVALUATION AND IMPROVEMENT

- a. **Feedback Analysis:** Regularly analyze feedback received from the community, including post-project feedback, and use it to improve future Parks and Recreation programs and services.
- b. **Periodic Review:** Conduct periodic reviews of post-project communication strategies to ensure they are effective in promoting transparency and community engagement.

9. IMPLEMENTATION

This policy shall be implemented by the City of Longview Parks and Recreation Department and communicated to all department staff. The department shall provide training and resources to staff to facilitate effective community engagement.

10. REVIEW AND REVISION

This policy shall be subject to periodic review and revision as needed. Any proposed changes will be communicated to stakeholders and the public.

COMPREHENSIVE PROJECT LIST

PARKS & RECREATION

This is a list of currently funded projects, where they are in the process, how they are funded, and expected completion dates.

PROJECTS – FULLY FUNDED AND INITIATED

VANDERCOOK PARK RESTROOM

APPROVAL YEAR	2022 Legislative Session – Council Priority
FUNDING SOURCES	\$300,000 Department of Commerce - Secured
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Installation of a single stall restroom at Vandercook Park
CIP PAPERWORK	Completed
ESTIMATED COMPLETION	December 2023

FACILITY NEEDS ASSESSMENT – MINT VALLEY RACQUET COMPLEX

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$50,000 – City Capital Budget
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Hire a consultant to do a feasibility study on the Mint Valley Racquet Complex
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	December 2023

CDBG SKATE PARK DESIGN

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$30,000 – City Capital Budget
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Create a concept design for the skate park and pump track
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Spring 2024

NEIGHBORHOOD PARK GRANT – ALTRUSA PARK BIRD BLIND

APPROVAL YEAR	2023 1 st Round Neighborhood Park Grant Program
FUNDING SOURCES	\$3,956 – City Capital Budget
PROJECT DESCRIPTION	Install a bird blind along dike at Altrusa Park
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	December 2023

NEIGHBORHOOD PARK GRANT – SANDLOT BASEBALL AT ARCHIE

APPROVAL YEAR	2023 – 2 nd Round Neighborhood Park Grant
FUNDING SOURCES	\$4,666 – City Capital Budget
PROJECT DESCRIPTION	Install dug outs at Archie Anderson Baseball Fields
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	December 2023

NEIGHBORHOOD PARK GRANT – P&R DEPARTMENT FOR BAILEY

APPROVAL YEAR	2023 – 3 rd Round Neighborhood Park Grant
FUNDING SOURCES	\$16,385 – City Capital Budget
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Install 0-5 year old play equipment at Bailey Park

CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Spring 2024

DRIVING RANGE POLES/NETTING AT MINT VALLEY

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$100,000 – City Capital Budget
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Install new poles at the back of the driving range with nets
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Spring 2024

WINDEMERE PARK STRUCTURES

APPROVAL YEAR	2023 Legislative Session
FUNDING SOURCES	\$154,500 Department of Commerce - Secured
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Installation of two play structures and picnic shelter at Windemere Park
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Summer 2024

PARK – TRUCK & DUMPTRUCK REPLACEMENT

APPROVAL YEAR	2023 – Recreation & Conservation Office Grant Round
FUNDING SOURCES	\$86,000 – M&O Grant Allocation \$38,000 – City Vehicle Depreciation Fund
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Purchase two replacement vehicles
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	End 2024

PARKS MAINTENANCE SIDING REPLACEMENT

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$30,000 – City Capital Budget
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Replace shop siding on the Washington Way side of facility
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Spring 2024

PROJECTS – FULLY FUNDED – WAITING FOR INITIATION

MCCLELLAND CENTER HVAC SYSTEM

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$70,000 – City Capital Budget
FUNDING SHORTFALL	\$0
PROJECT DESCRIPTION	Install new HVAC SYSTEM
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Spring 2024

PROJECTS – SEEKING ADDITIONAL FUNDING

CLONEY PARK INCLUSIVE PLAYGROUND

APPROVAL YEAR	2023 Legislative Session
FUNDING SOURCES	\$1,000,000 - Department of Commerce – Secured \$250,000 – RCO Planning Grant – Secured \$200,000 – CDBG Grant – Secured \$50,000 – Weyerhaeuser Grant – Secured
FUNDING SHORTFALL	\$500,000 - \$750,000
PROJECT DESCRIPTION	Installation of multiple inclusive and nature-based play elements throughout Cloney Park
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	December 2025

MINT VALLEY IRRIGATION REPAIR

APPROVAL YEAR	2023 Legislative Session
FUNDING SOURCES	\$2,000,000 - Department of Commerce – Secured
FUNDING SHORTFALL	Still need additional funding - \$2,000,000+
PROJECT DESCRIPTION	Replace failing irrigation system
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	December 2025

SOFTBALL FIELD LIGHTS AT ROY MORSE

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$275,000 – City Capital Budget
FUNDING SHORT FALL	Still need additional funding - \$400,000
PROJECT DESCRIPTION	Remove and replace field lighting
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Summer 2024

PLAYGROUND REPLACEMENT FUND – HOEHNE PARK

APPROVAL YEAR	2023-24 Council Budget Capital Improvement
FUNDING SOURCES	\$45,000– City Capital Budget
FUNDING SHORTFALL	\$45,000+
PROJECT DESCRIPTION	Playground replacement schedule, less funds available due to Bailey being over budget – will use funds to apply for grants in 2024.
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Fall - 2024

GOLF COURSE FUEL TANK REPLACEMENT

APPROVAL YEAR	2016-17 Council Budget Capital Improvement
FUNDING SOURCES	\$45,000 – City Capital Budget
FUNDING SHORTFALL	\$40,000
PROJECT DESCRIPTION	Above ground fuel tank replacement
CIP PAPERWORK	Submitted
ESTIMATED COMPLETION	Spring 2024

Parks Maintenance & Urban Forestry Report

Parks Board November 8, 2023

Parks Maintenance

- Work orders completed
 - 54 in August
 - 92 in September
 - 76 in October
- Vandalism
 - Cleaning small items of vandalism are part of the daily park cleaning route
 - 9 hours in August working on graffiti removal at the Hemlock Plaza and restrooms
 - 4 hours in September removing graffiti from tables at Lions Shelter
 - 4 hours in October fixing vandalism at Lake Sacajawea Park
- Sharps
 - 0 in August
 - 9 in September
 - 5 17th and Nichols restroom
 - 1 Martin's Dock
 - 1 Elks restroom
 - 1 Highland Trail
 - 1 RV Waste Station
 - 0 in October

Urban Forestry

- Work orders completed
 - 37 in August
 - 29 in September
 - 28 in October
- 101 open work orders

Recreation Division



Memo

To: Jen Wills

From: Justin Brown

Date: November 16th, 2023

Re: Oct/Nov Report

DIVISION HIGHLIGHTS

Present

- Pumpkin Pie Run (10/28) had 45 participants
- Trick or Treat Walk at the Lake had approx. 5500
- After School program at North Lake, Kessler, Robert Gray, CVG averaging 25 kids over the months of September, October, 1/2 November.
- The Boulevard Teen Center hosted at the Elks Memorial Building restarted on November 13th. This is the first time the program has operated daily afterschool since 2018/19 school year. The program is now operating Monday – Friday, 3 – 6pm.

Future

- Currently ~250 participants registered for the annual Turkey Trot 5k. This event is held annually on Thanksgiving morning at Lake Sacajawea.
- Breakfast with Santa tickets are on sale now! The event is held December 2nd at the McClelland Arts Center. Breakfast is cooked by our local Lions Club!
- R2L registration is open! Wilcox and Flegel has agreed to become our Refueling sponsor for \$5,000!

Other

- The Longview Parks and Recreation Foundation has agreed to pay for the installation of an air conditioning system at the Elks Memorial Building. This will be the first time in the history of the building that it has had A/C. This will be a major boost to our summer programs and will keep summer camp kids cool on this 100-degree days!