



***A Guide
For
Neighborhood
Associations***

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This guide was developed by the City of Wenatchee's Neighborhood Committee with assistance from the Department of Community Development, and written publications provided by the City of Portland's Office of Neighborhood Associations, the City of Tacoma's Office of Neighborhood Associations, the City of Seattle's Neighborhood Association Office and the Washington Health Foundation. For questions or concerns, please contact Allison Williams, Executive Services Director at (509)888-6216.

Neighborhood Associations

In order for our community to truly grow and prosper, we need to develop a network of grassroots organizations of citizens that take responsibility for the area in which they live. We will all prosper by knowing one another through socials, activities and problem solving, with the City of Wenatchee as an active partner.

Neighborhood associations are an important channel for citizen participation in the city. Most neighborhood organizations come together around issues that affect quality of life. These issues can include crime prevention, traffic improvements, development impacts or events that strengthen neighborhoods on a person-to-person basis. Sponsoring neighborhood block parties, crime prevention activities and upgrading neighborhood parks are important projects for neighborhood associations. Neighborhood associations are also able to leverage benefits and services on behalf of those they represent (see Neighborhood Assistance, page 11), and provide a voice on issues that are important to those they represent.

Boundaries for neighborhood associations vary. Some groups will represent a larger area with common characteristics or features (i.e. housing style, zoning, neighborhood park, elementary school), while others will remain smaller. For example, the boundaries could range from 40 to 400 households.

Roles of Neighborhood Associations

Advocacy:

- Represent neighborhood interest to City in identifying issues and advocating solutions to neighborhood problems
- Recommend political action when needed
- Share information and build consensus on issues

Communications:

- Facilitate two-way communication between local government and citizens in order to reach mutually satisfying solutions to neighborhood problems
- Promote personal interaction and strengthen the social fabric of the community via newsletters, flyers, events and other means of communication
- Provide a forum for discussing issues of importance to the neighborhood and the larger community

Study and Planning:

- Assess physical needs and priorities of neighborhood
- Develop neighborhood plans through committees, task forces, meetings, surveys and studies

Policy Advice:

- Review proposals of City and developers and offer feedback
- Offer input to police, parks and public works about policies, projects, priorities
- Provide input to non-government entities; i.e. county, LINK, WSDOT (Department of Transportation) etc.

Getting Started

So you want to help organize a neighborhood association. Where do you start?

- **Talk to your neighbors:** When you approach your neighbors, begin telling them your ideas about developing a neighborhood association, and what things you believe you can do or issues you can tackle, i.e. transportation problems, crime, getting to know your neighbors, building a sense of stability and community, etc.
 - Steps to involve them:**
 - Ask them if they are interested and can help (identify some of their issues) and that the time commitment is up to them (at the onset, perhaps a meeting per month)
 - Exchange names and phone numbers (be sure to keep a notepad with names and addresses)
 - Tell them you will call soon about a meeting to start discussing ideas to enhance the neighborhood
 - Notify them of a meeting *within a month* – if you wait too long people will lose their enthusiasm
- **Get a small group together to discuss your concerns:** You can't organize a neighborhood association alone. You need to get together a core group of people who will be the organizing committee for the association. They should help to identify issues that are the most pressing, most extensive and several that can be easily solved (you need to start with a few small successes to build enthusiasm). Discuss the need for an organized group to deal with issues within the neighborhood. Also, talk about how to get other people involved. Once you have a small group, set a date to get together.
- **Hold an organizing committee meeting:** Now that you have a core group together, plan the first neighborhood meeting.
 - Things to think about:**
 - Plan a strategy for getting people to the first meeting
 - Plan how to present issues for discussion and action
 - Describe how you feel a neighborhood association could help
 - Talk about what things your group could accomplish
 - Remember to be accepting of all points of view and ideas, if people don't think their time and input is valued, they will not participate
 - Make sure everyone is invited, welcomed and participates!
 - Involve youth
 - Assign tasks:**
 - Ask people to help make contacts within the neighborhood
 - Assign someone to find a location to meet (schools, churches, college, bank, private home, etc). Make sure they are aware of costs, and need for permits (i.e. schools / health)

- Assign someone to provide refreshments (people come out for cookies, and they break the ice!)
- Assign someone to publicize the first meeting (see sample press release in the appendix)
- Door-to-door contact is perhaps the most valuable means (see sample door hanger)

Finalize the plan for the first meeting:

- Set agenda (see sample meeting agenda in appendix)
- Decide who will take minutes and how they will be distributed
- Decide who will lead the meeting
- And if you think City participation would be valuable, contact the **City Neighborhood Assistance Team** for your area (see appendix) and a representative of the City will attend!

- **Hold your neighborhood meeting**

Make people feel comfortable

Remember to ask people to take on tasks and get involved with projects and future meetings

If there are some costs to be covered, pass the hat (and decide who will be responsible for accounting for the money)

Clarify that the “floor is open” (there should be no bad ideas!)

Decide on a project

Broaden the list of participants (pass around a notebook for contact information and names of other possible participants)

Don’t let people leave the meeting without setting up the next meeting!

Have Fun ▪ Celebrate ▪ Create Rituals and Traditions ▪ Build Relationships ▪ Focus on Assets ▪ Be Inclusive ▪ Involve Kids ▪ Have Parties ▪ Honor Volunteers ▪ Partner with Business, Schools, City ▪ Evaluate ▪ Stay Positive

Projects

- **Set up a Block Watch**
- **Create a map for the neighborhood with residents names and pass it out through the neighborhood (a great project for kids)**
- **Close a street and have a Block Party!**
- **Have a neighborhood clean up**
- **Raise money for a special feature in a neighborhood park**
- **Do some historical research on your neighborhood and create a photo-album of the way it used to be**
- **Create a neighborhood name, and identifying logo and signs**
- **Create a neighborhood newsletter and start telling people about the good things happening in your neighborhood (don’t forget about the kids!)**
- **Conduct a safety assessment of your neighborhood**
- **Come up with a neighborhood project for “Make a Difference Day”**

- **Bring meals to a homebound senior citizen on behalf of the neighborhood**
- **Have a neighborhood cook-off and create a cookbook as a fundraiser**

Make sure to get contact information to the City, so that we can keep your organization updated on City meetings, projects and programs! Call us at (509)888-6216.

The benefits of completing a short-term project (according to the Washington Health Network) include:

- ❖ **A piece of work is done**
- ❖ **Your group will gain confidence in its ability to fulfill its mission**
- ❖ **Group members will know one another better and begin identifying more collaborative opportunities**
- ❖ **Community members will begin to see your group as able to make things happen**

Maintaining Your Organization

Once you hold those initial meetings, and the ball is rolling on a couple of projects, it is important to consider what it will take to keep the association going. Keep in mind that neighborhood associations are independent, autonomous groups. Those of you who live or own property in the neighborhood are the ones in control and responsible for charting the course, including selecting your own leadership and determining the group's activities. The association will be as strong and effective as the people committed to running it.

Meetings are clearly one of the most common neighborhood association activities. The importance of a well-run meeting cannot be overstated. Check in the appendix for pointers on how to conduct an effective meeting, and other important organizational materials. Here are some other important suggestions:

- **Choose strong leadership**, especially the Chair. Make sure your leaders represent a broad section of neighborhood interests.
- **Build the community and be inclusive.** It is vital that your neighborhood is welcoming to new members and always anxious to include as many neighbors, as well as youth, as possible in association activities. If the actions of the neighborhood association begin to focus on only a few people, support will decrease and the organization will suffer. Celebrate the diversity of your neighborhood. Make goals to add a certain number of new people each year or make a special effort to recruit those who have not participated in the past.
- **Develop a work plan.** It is critical to utilize work plans to progress forward. Not only do they help you to plan and budget for a given activity, but they help you to divide an activity into tasks that can be manageable activities for a larger group of people, thus spreading the responsibility and the involvement in your association. A sample work plan is included in the appendix.

- **Use creative approaches.** Brainstorm with your group creative ways to get people involved with your activities. Always be looking for projects that others are doing that could be creatively adapted to your association. The Department of Community Development has resource materials from other communities that may help to give you some ideas.
- **Evaluate your neighborhood's efforts.** Discuss what has worked and what has not. Celebrate your successes, however small. Don't be too hard on yourselves, often volunteer projects can take considerable time and effort to complete – you just need to eat the elephant one bite at a time!

When you are moving ahead you will realize there is a need to have some structure. **Bylaws provide a structure for how your organization can operate.** Some sample bylaws are included in the appendix. Bylaws will allow you to identify your leadership team and their responsibilities. Here are some things to consider once you have identified your Board of Directors:

***Board Responsibilities:**

- **Planning for the organization:** where it will go, what it will do and how to accomplish goals
- **Organizing the association:** who will do what and what resources will be needed
- **Directing** the efforts of volunteers
- **Evaluating** the work as well as the association
- **Neighborhood communication:** be responsive to the neighborhood, seek input from people who aren't involved in the association, keep people informed about what the association is doing.
- **Public relations:** develop a positive image in the community for the neighborhood and the association.
- **Resource development:** identify and solicit resources through active members, financial support, meeting space, supplies, etc.
- **Leadership and member development:** recruit and train people to assume leadership responsibilities, help leaders and members to work effectively, involve youth

*written by Arty Trost, Consultant for Organizational Dynamics

Chair Responsibilities:

- **Introductions:** don't assume people know one another, have everyone introduce themselves and welcome newcomers
- **Review and establish the agenda,** set meeting ground rules
- **Direct the discussion, keep people on track:** when issues are brought up that are irrelevant, remind the group that there will be a time for new business. If people are repetitive, recap the

information that has already been shared. If a decision needs to be made, call for a motion. Limit your own opinions.

- **Facilitate voting and decision making.** Make sure you have reached a consensus before the vote – you don't want to alienate any participants, however it is important to move toward decision making and voting to help keep the pace moving.
- **Do not abuse the power of the Chair.** Don't ignore those who want to speak and don't monopolize the floor because you are the chair. A chairperson facilitates discussion and does not dictate decisions. A chairperson should remain neutral.
- **Mediate arguments when they arise.** Remain impartial and fair. Give each side a chance to state its point of view.
- **Review what has to be done.** Make sure that people leave the meeting with a clear understanding of what decisions have been made and which tasks are to be done by whom.
- **Be organized.** Use a watch and follow the agenda. When it is time to end discussion, announce that time is almost up.
- **Follow up** after the meeting to encourage people to get things done and help when necessary.

A chairperson should also be responsible for: preparing for the meeting, encouraging participation and asking for help, ensuring that bylaws are followed, understanding and promoting the goals of the association, knowing the budget, scheduling meetings, being respectful of the time of volunteers and meeting attendees by staying on track, seeing that the meetings are properly recorded and delegating responsibilities. In addition, he or she should give credit and recognition where due and prepare for the incoming leader.

Things to consider in keeping members and volunteers:

- Help members find a place in the organization – find a task for each person to do, no matter how small, as they will feel they are contributing.
- Avoid the appearance of cliques – new members who see the same people running every project may not feel included or want to return. Appoint people who are not part of the leadership group to leadership roles.
- Welcome new ideas and input. This is often difficult for people who have been involved and are more knowledgeable than newcomers are. People coming into a situation for the first time, however, are able to see things in a new light and can offer new solutions to old problems. They just might have the answer you have been seeking.
- Organize meetings. Stick to the agenda. Don't waste people's time.
- Be realistic. Make sure you weigh the work of the association before you take on new projects that cannot be completed. People want to be involved where projects are completed and successes are celebrated. Make sure you can chew what you bite off! At the same time, make sure you let people know their ideas are important!

- Maintain membership records and lists of people’s talents. Make sure they are utilized.
- Have fun! The work of a neighborhood association should not be drudgery – much of what you need to do is to build the social fabric of your neighborhood – this should include many parties and get-togethers! Have events that appeal to all, particularly children.

An excerpt from the Washington Health Foundation’s guidebook to developing Community Health Networks is very applicable here. In building community networks – which we can liken to Neighborhood Associations, they suggest:

“To be successful in community building efforts, it is critical that you regularly remind yourself and your group of what they have accomplished together. Celebrate every step that you see being made, and invite others to do the same. Community building can be a slow, confusing process. It can be overwhelming. One thing that seems to help is to start each meeting or event by reminding everyone just what you are all trying to achieve and what’s been done recently to move toward that vision. Identify the next milestone or benchmark – it will keep people focused and their energy up...our experience tells us...that you may have to accept the fact that growing your effort will take longer than you expect. Success will depend on patience and tolerance – your group’s ability to realize that small steps, taken a day at a time, will erode gargantuan problems. What we have learned is that if you are successful it will be because you become thrilled with the quest and the energy and power that comes from working in a partnership. Recognize that communities require plenty of room, lots of open discussion, and an expansive, open process to coalesce and grow. As a leader in this work, you will have to balance the group’s desires for tangible action with the time it takes to build and share common values.”

Creating the Formal Structure

Now that you are up and running, there are some considerations for becoming a formally structured association. A formal structure will allow you to take on more advanced development and planning projects for your neighborhood, as well as access more sources of funding for projects.

Things to have in place:

- **Bylaws** (see sample in the appendix)
- **Assumed Business Name:** This officially recognizes and protects your association name. In Wenatchee contact the Department of Revenue or Employment Security for the proper forms. The Department of Revenue can be reached at 663-9714.
- **Standardized Bookkeeping Practices:** Even if you are dealing with small sums of money you should set up a bookkeeping system with advice from an association tax attorney or CPA. Many of these professionals are willing to

offer time and assistance on an in-kind basis. In addition, the City's Finance Department may be able to assist you. They can be reached at 888-6200.

If your association is considering applying for grants:

- **Incorporate:** The decision to incorporate is generally beneficial to most groups. Incorporation as a non-profit organization helps define a group, and contributes to its credibility as a viable, working body of interested people. It also protects the personal liability of group members. In Washington, non-profit incorporation costs \$30 to file, plus \$10 per year renewal fee. If you decide to incorporate, contact the Secretary of State, Legislative Building, Olympia Washington, 98504 (360) 753-7115. You will be sent a copy of the law pertaining to non-profit organizations which includes a sample copy of articles of incorporation that can be used as a model.
- **Tax exempt status:** Tax exempt status is frequently confused with incorporation. Generally, a group must be incorporated before it can apply for tax exemption. Tax exempt status is granted by application from the Internal Revenue Service. This status permits large contributors to your group to deduct contributions from their income tax. Call your local IRS (1-800-829-1040) and ask for an application. There is no fee for filing. Tax exempt status is almost mandatory if your group plans to apply for foundation monies or solicit large donations. NOTE: It takes about six months for the IRS to process an application.
- **Apply for a bulk-mailing permit.** The post office offers a special rate to non-profit, tax exempt organizations. You can get the necessary paperwork from the main branch on Yakima Street in Wenatchee.

Finding Money for Projects

Once you are organized, you will need access to dollars for projects. Here are a few ideas for funds:

- **Dues:** Although we suggest that dues not be mandatory for participation in a neighborhood association, they are a means of creating funding for projects. Often those that have their heart in a project are more willing to help fund it.
- **Corporate Sponsors:** If your project has the prospect for creating good will and a positive community impact, chances are that there is a business or organization that may be willing to sign on and help pay for it. With corporate sponsorships, it is important to outline how they will be recognized for their participation (i.e. signs, press releases, they cut the ribbon, etc).
- **Fundraisers:** There are myriad ways to raise funds for projects from selling tiles to raffles to car washes. Check with the Community Development Department, or your local Parent-Teacher-Student Association for fundraising ideas that have been successful.

- **Local Funding Organizations:** Several local organizations fund community based projects on an annual or semi-annual basis. Check with the Community Foundation of North Central Washington at 663-7716 or Chelan-Douglas Together! For a Drug-Free Youth at 662-7201. Ask about their funding criteria to make sure your project fits and then ask about their process. Many area service clubs fund community projects – you can find a list of clubs at the Wenatchee Valley Chamber of Commerce – 662-2116.
- **Foundations:** The Internet is an outstanding resource for finding charitable foundations that fund projects. Neighborhood and/or community building activities and environmental projects are currently very popular to funding organizations. If you do not have access to the Internet your local public library is a great resource for foundation information.
- **The City of Wenatchee:** If your project improves public right-of-way, a public park, or other public space, chances are there are partnership opportunities with the City. Call the Mayor’s Office for more information, 888-6216. In addition, the City offers the Neighborhood Matching Grant program. This program is designed to get funds out into the community through neighborhood organizations. There are several cycles per year, and funds are awarded up to \$625, which must be matched by the neighborhood. Projects are funded that help neighborhoods get organized, create a physical improvement, or involve youth. For more information call Allison Williams, Executive Services Director at 888-6216.

Neighborhood Assistance

The City of Wenatchee is committed to the development and assistance of our grassroots neighborhood associations. Here are some services we can offer to your neighborhood group:

- ◆ **Neighborhood Improvement Plans:** We can work with your neighborhood group to determine some needed improvements i.e. street lighting, sidewalks, safe walking paths to schools, traffic calming, landscaping or trees, blight abatement, help with neighborhood identity, etc.
- ◆ **Neighborhood Projects:** We can mobilize crews from Chelan County Regional Jail to help with work projects or neighborhood clean up; we can provide the City’s chipper and city employees to help with a neighborhood clean up day; we can provide identifying neighborhood signage; and we can help you navigate a project through to completion.
- ◆ **Social Opportunities:** We can help to find a meeting place for a neighborhood get together; we can help provide a street closure for a block party; we can provide a list of your neighbors to invite to a social, etc.

- ◆ **Monetary Incentives:** As mentioned above, we have developed the **Neighborhood Matching Grant** program to help you get your projects done; we can mobilize dollars for arts projects or youth projects; we can help research grants for neighborhood projects; we can help to pull together a local improvement district for major infrastructure work.
- ◆ **Inspections:** There are a number of inspections the City can do for a group of neighbors, or we can train volunteers within your group to be a resource for your neighborhood. Issues include overall safety, crime, fire prevention, building, structural or code issues (which would also deal with health issues).

In addition, we encourage your group to reach out and help form partnerships. There are some creative projects being done across the nation that are partnerships between neighborhood associations and other organizations, particularly schools. You have the ability, as a peer, to leverage the talents of your neighbors and put them to work in making our community a better place to live. The City wants to be there for you to help encourage, support and facilitate. Let us know how we can help – call 888-6216.

Training Opportunities

The City of Wenatchee and several other organizations offer opportunities for training on various topics. Following are a few examples:

- How to facilitate an effective meeting
- How to identify and solve problems
- How to work effectively with other cultures
- How to carry out a project
- How to identify hazardous conditions
- How to plan and carry out an event
- How to conduct a safety assessment
- How to work with the media
- How to prepare for an emergency / natural disaster
- How to set up standard bookkeeping

Let us know what your organization needs, and we will get it scheduled!

Finding Your Way Around City Hall

Since the early 1920's, a three-member elected City Commission had governed the City of Wenatchee. In May 1999 the citizens of Wenatchee voted to change from the Commission form of government to a Mayor / Council form of government. The year 2000 was the first full year under this type of management. The Mayor serves as the Chief Executive Officer and is charged with the responsibility of ensuring that all

policies, laws and ordinances enacted by the City Council are carried out. The Mayor sets the agenda for and presides over all City Council meetings.

The City Council is comprised of seven members elected at large to represent the citizens of Wenatchee. The City Council meets each Thursday evening at 5:15p.m. at City Hall, 129 S. Chelan. Generally, the first and third Thursdays are work sessions and the second and fourth Thursdays are regular council meetings where official action is taken. Work sessions are reserved for the education of the City Council members by either city staff or community organizations and no formal action is taken. **The contact number for City Hall is 888-6204.**

The City of Wenatchee has many departments that carry out the business of the City. Following is a list, including descriptions and phone numbers. We hope this is helpful in understanding who to call for a particular project or problem.

Department of Community Development

The **Department of Community Development** handles current planning, long-range planning, building code, code compliance/enforcement and they administer housing programs through the management of the city's Community Development Block Grant Funds and Housing/Homeless funds. **Current Planning** provides assistance to land owners wishing to build, divide or develop their land by interpreting land use code requirements and assisting with the various application processes. Additional responsibilities include short plats, major subdivisions, planned developments, conditional use permits, variance requests, general zoning information and flood plain determinations. **Building Code** ensures that construction meets structural, safety and energy standards outlined in state and local ordinances. All permits types are handled through this office. **Code Enforcement** ensures that when there are violations of city code that effect the health, safety and welfare of the community, that the responsible party brings the property into compliance.

The **Department of Community Development** can be reached at **664-3391**. The **Building Department** is **664-3370**. **Housing** can be reached at **664-3363**.

The Finance Department

The Finance Department is charged with the responsibility of the administration, coordination, supervision and control of all financial, accounting, treasury, debt, purchasing and information service activities of the City. These functions are performed through a combination of interrelated activities including financial management, general accounting and customer services.

Financial management responsibilities include activities such as budget development and monitoring, treasury control and management of the City's cash and investment

portfolio, debt financing and management, and administration of the City's risk management and self-insurance programs.

General accounting responsibilities include activities such as internal and external financial reporting, general ledger accounting, audit coordination, cash receipting, payroll processing, accounts payable and accounts receivable.

Customer services are provided to the public directly and indirectly through support of other City departments. Direct contact with the public comes through annual local improvement district billings, utility billing and collection, business license issuance, and information services provided through the main switchboard and customer service counter.

The **Finance Department** can be reached at **888-6200**.

The Human Resource Department

The **Human Resource Department** is located in City Hall. It is the department to contact for job openings with the City of Wenatchee. Interested parties may submit a resume with work experience, education and job history, at any time. Job openings are advertised through the Wenatchee World News, El Mundo, Job Service and other networking contacts in order to notify all citizens when an opportunity exists.

The mission for the department is to attract and retain qualified employees, and to create a work environment, which promotes excellent service delivery to our customers and excellent work opportunities for employees.

Duties include:

- ◆ Recruiting, hiring, writing job descriptions and assisting with other staffing decisions.
- ◆ Administering performance evaluations, employee benefit and compensation programs.
- ◆ Negotiating labor contracts, overseeing disciplinary actions and employee recognition programs.
- ◆ Assisting all City personnel in creating fair workplace rules and maintaining good employee relations.
- ◆ Ensuring compliance with City personnel policies, labor contracts, and state and federal laws.

The Human Resource Department can be reached at 888-6211.

Public Works Department – Engineering, Water and Streets Divisions

The Department of Public Works designs, administers the construction of and maintains public utilities such as water, storm sewer and sanitary sewer. Public streets within the City are also designed and constructed through the department and approximately 95 miles are maintained with such operations as repair, cleaning and snow

plowing. In addition, the department does long range planning in regard to traffic and capacity issues for our City streets. The **Public Works Engineering Division can be reached at 664-3365, Streets at 664-3369 and Water at 664-3385.**

Parks and Recreation Department

Parks and Recreation is responsible for providing management, instruction and programming of the City parks, ice arena and swimming pool facilities as well as providing maintenance of fields, play equipment, shelters, bleachers, restrooms and staging areas. In addition City Parks staff is instrumental in the care of the Downtown Streetscape plantings, and entrances to the City. They work closely with the Chelan County Jail Crews to facilitate work projects around the City. They also work closely with many area agencies and organizations to assist many of the events around the community. The **Parks and Recreation Department can be reached at 664-3392.**

North Central Washington Museum

The City of Wenatchee owns and operates the **North Central Washington Museum** along with the North Central Washington Museum Association, a 501-c-3 non-profit organization. By mission, the museum "...educates and preserves, promotes and facilitates the expression and appreciation of the history, arts and sciences of the region." The museum's services, educational exhibits, lectures and programs reflect this broad mission, providing enjoyment and education for approximately 45,000 people annually. Audiences range in age from senior to youth and reflect a diversity of cultures. The museum received statewide recognition for excellence in public education in 1990 (*Washington State Preservation Officer's Award for Excellence in Public Education*) and again in 1997 (*Excellence in Public Programming by the Washington Museum's Association.*)

The museum coordinates such community-wide projects as "The Race to Bake the World's Largest Apple Pie," (August 1997 Guinness World Record Apple Pie) and "Dinomania," (Robotics dinosaurs interpretive exhibit in Wenatchee Valley Mall, August-September 1997."). Services provided by the North Central Washington Museum strengthen the community's economic development tool chest, and include historic preservation coordination, tourism services, community events in history, art, culture, folklife festivals, multicultural and Latino programs, and related activities. The museum is also parent and support organization for such affiliated groups as the Columbia Youth Choir, Friends of Music, Stories on Stage, the Wenatchee Riverfront Railroad, and the Genealogical Society of North Central Washington. The Museum is housed in two historic buildings (four floors of exhibits—about 40,000 square feet) at 127 South Mission in downtown Wenatchee. Permanent exhibits are diverse, with a focus on the Native American and pioneering heritage of the region, the historic apple industry, and the Great Northern Railroad. The museum also has a large auditorium and meeting rooms, a fully functional 1919 theater pipe organ, a changing art and natural history gallery, a gift shop and a variety of multi-media programs. **The museum can be reached at 888-6240.**

City of Wenatchee Fire and Rescue

The Fire & Rescue Department has 35 full time employees, and two fire stations that are fully staffed with 7 or more on duty 24 hours per day. The Administration/Prevention/ Training Divisions are comprised of 7 personnel members who work at the main station during normal business hours. The Fire Suppression/Rescue Division has a total of 28 personnel.

Assistance is provided to the community at large through a variety of programs and services. The Fire & Rescue Department provides emergency services to the City of Wenatchee, including: Fire Suppression, Rescue, Emergency Medical and 911 Operations. Fire Suppression also responds to areas in Douglas/Chelan Counties and beyond prescribed boundary areas at the request of those agencies.

Non emergency services includes: Bilingual (Spanish/English) Public Fire Safety Education in the schools (kindergarten through Grade 5), guided Tours of the Fire stations, Public Education at special events, Career Days, North Central Washington Fairs, Public Service Announcements (Spanish/English), Regional Fire Safety House, Juvenile Fire Setter Counseling Program, Building and Life Safety Inspections for businesses, Fire Code Compliance with Certified Fire code Inspectors and Fire Investigators for Local and Regional area.

The Fire Department can be reached at 664-3950.

The Police Department

The **Wenatchee Police Department** is located at 135 South Chelan. The department employs approximately 60 people from dispatch to record personnel and officers. There are three divisions: Administration, Patrol and Headquarters. In addition, in 1999, the Department developed the Neighborhood Resource Team. This team of officers responds to neighborhood needs in a more comprehensive effort to do problem solving. The department lives up to its Mission Statement: *We, the professional men and women of the Wenatchee Police Department, in partnership with our community, provide a secure environment and enhanced quality of life through protection and service.* We are a service-oriented department, which maintains its focus on the highest professional standards. The department is open 24 hours a day, everyday. We are here to serve you. **For emergencies, call 911. For all other business, call 888-4200. The Neighborhood Resource Team can be reached at 888-4240.**

City Advisory Committees

The City's Advisory Committees are made up of citizen representatives that advise the Council on the various activities and programs of the City.

Civil Service Commission

The Civil Service Commission is made up of three community residents who are responsible for administering the civil service ordinance, which addresses how police and fire personnel are hired, fired, tested, classified, laid off and disciplined. The City Council appoints the residents. For information contact **Vicki Reister at 888-6216.**

Planning Commission

It is the Commission's job to direct the research, establish the objectives, and make development plans and programs so that the "big picture" (comprehensive plan) works. Other duties include administering land use controls through zoning and subdivision regulations and amendments, considering land use permits at public hearings, assisting other governmental agencies or private groups by sharing technical information and promoting public understanding and acceptance of planning. For more information, contact the **Department of Community Development at 664-3389.**

Parks Board

This board works closely with the Director of Parks and Recreation to create comprehensive programs for developing our parks. It also oversees a variety of beautification projects to make our City look its best, helps to formulate comprehensive recreation programs and helps to prepare and update the annual Parks and Recreation budget. Contact **the Parks Department at 664-3392** for more information.

Police Citizens Advisory Board

It is the duty of this board to advise and make recommendations to the Mayor, City Council and Chief of Police concerning police protection and police services within the City. In addition they work to enhance community relations, review and recommend Police Department policies, procedures and programs and other matters as may be referred to the board. For more information, contact the **Police Department at 888-4200.**

Arts Commission

City ordinances mandate that one-percent of construction costs for public projects in excess of \$25,000 (not including local improvement districts) be set aside for "public arts projects." This commission advises the City Council on how to spend those dollars and it is their goal to promote and encourage public programs to further the development of the fine and performing arts in connection with the cultural development of the City. For more information, contact **Kris Bassett at 888-6243.**

Diversity Advisory Committee

The purpose of this committee is to advise the City Council regarding diversity issues in order to improve the quality of life and sense of community for all. As the face of Wenatchee changes, it is important to understand the similarities and differences of all if the community is going to continue to prosper in an environment of cooperation, efficiency and productivity. For more information, contact **Allison Williams at 888-6216.**

Bicycle Advisory Board

The purpose of the Bicycle Advisory Board is to advise the Council on matters affecting the use of bicycles within the City, to propose recommended routes for bicycling and to comment on proposals that may effect bicycling. In general, they promote bicycling as a viable form of urban transportation as well as a recreational pursuit. Current chairperson is **Charlie Hickenbottom**. He can be reached at hickenbottom.c@mail.wsd.wednet.edu

Tourism Promotion Advisory Board / Convention and Visitors Bureau

This board works with the Wenatchee Valley Convention and Visitors Bureau and advises them on the use of the Hotel-Motel Tax Funds through which the City of Wenatchee funds them. Their purpose is to promote the use of the Wenatchee Valley and the Wenatchee Center for conventions, visitors and sporting events. **Contact the CVB at 663-3723, or City Councilman Don Gurnard.**

Historic Preservation Board

This board administers and advises the City on the acceptance of local commercial and residential properties for the local register of historic places, and the utilization of the tax incentive program to encourage sensitive rehabilitation of our local historic resources. **Kris Bassett** is the staff person for our Historic Preservation office located in the North Central Washington Museum. She can be reached at **888-6243**.