Arts, Recreation and Parks Commission Handbook

City of Wenatchee
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WELCOME!

Welcome and congratulations on your appointment to the City of Wenatchee Arts, Recreation and Parks Commission. As a commissioner, it is your task to provide the Wenatchee City Council with your advice on a wide variety of topics ranging from community forestry and park acquisition and development projects, to arts and recreation programming. Over the years, the services provided by the City's Parks, Recreation and Cultural Services Department have evolved. The detailed studies, discussion and advice provided by the commission are key to creating and sustaining programs and policies that help make the City the best it can be.

Serving on the commission is a rewarding experience where members are directly involved in major decision making for the community. The City relies on the participation of its constituents to create good policy and effective governance. It is the duty of the City to listen to its people, but it's the responsibility of the people to speak.

Thank you for your service and your dedication to the City of Wenatchee!

Pioneer Park Skate Park

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Pennsylvania Park Wading Pool Program

CHAPTER 1: WHAT HAVE I GOTTEN MYSELF INTO?

Congratulations, you are now a member of the Arts, Recreation and Parks Commission! Now that you are a member, you may have some questions like:

- ✓ *What have I gotten myself into?*
- ✓ *What's my role?*
- ✓ *What are we responsible for?*
- ✓ *What's our relationship supposed to be with our elected officials?*
- ✓ *What's expected of me as a board member?*
- ✓ *Why do projects take so long?*
- ✓ *Where's the money going to come from?*
- ✓ *How can we get help?*

2008 Park Board Meeting

These are normal questions to ask. This section will try to answer these questions and covers the basics to help provide an understanding of the role and responsibilities of the Commission and some tips to help you succeed. Like most Commissioners you probably have a strong interest in arts, recreation and parks but may have limited experience working on an advisory Commission or with the City government and may need a little help.

WHAT IS THE ARTS RECREATION AND PARKS COMMISSION?

The mission of the commission is to: Encourage projects and programs that contribute to the quality of life in Wenatchee by advising the Mayor and City Council on the arts, recreation, parks, and city cultural heritage. We strive to preserve, enhance, and protect open spaces and to enrich quality of life for present and future generations

The purpose and functions of the Arts, Recreation and Parks Commission are adopted by an ordinance of the City Council. This information may be found in Wenatchee Municipal Code section 1.48 and is also contained in this handbook. The Commission has the following purposes and functions:

- To advise and make recommendations to the Mayor and the City Council concerning a comprehensive parks plan for the acquisition, sale or trade of land, buildings, facilities and equipment for the development, maintenance and operation of an adequate system of public parks, arts and recreational facilities of the city both within and without the city's boundaries, in cooperation with city departments, public agencies, and the public;

Pennsylvania Park

- To promote and encourage public programs to further the development and public awareness of and interest in the visual and performing arts, recreation, parks and the cultural heritage of the city;

- To act in an advisory capacity to the Mayor and the City Council in connection with the artistic and cultural development of the city;

- To develop, implement and review a comprehensive community arts, recreation and parks program and annual work plan;

- To provide local artistic and cultural services to citizens of the Wenatchee area by making available to the city and its citizens expertise on the subject of visual and performing arts and cultural heritage;

- To encourage donations or other support to further expand artistic, parks and facilities and recreation programs and services for the benefit of the community;

- To hold regular public meetings and keep written record of its proceedings which shall be of public record;

- With the Mayor and City Council's permission provide advice on any beautification projects the City of Wenatchee undertakes or with the construction of public structures to be able to plan for art placement or incorporation in the building design phase;

- To encourage multi-generational, multi-cultural working, sharing, learning and teaching in the arts;

- To provide recognition and encouragement to local artists, both those established and those as yet unrecognized;

- To review the suitability of any work of art, park amenity or recreation program;

- To advise and make recommendations to the Mayor and the City Council concerning a recreational program for the residents of the city, such program to include plans for utilization of all available parks, playgrounds and recreational facilities. The board shall be kept continuously informed of the conduct of the recreational programs so as to be in a position to suggest such program changes as shall be consistent with available facilities and funding;

- To review and recommend programs, fees and budgets for all aspects of arts, recreation and parks services;

- To act as the city's advisory board for tree issues including: a comprehensive community forestry work plan for the planting, care and management of trees; the protection and renewal of downtown street trees pertaining to the regulation of their planting, maintenance, removal and replacement; the protection of existing downtown infrastructure by recommending new and replacement street trees which are selected to avoid conflicts with overhead wires, buildings, signs, sidewalks, curbs, and underground utilities; providing news and information regarding the selection, planting and maintenance of trees; make recommendations from time to time to the City Council as to desirable legislation concerning tree programs for the city; and promote the local observance of Arbor Day with an official proclamation;

- To advise and make recommendations to the Mayor and City Council concerning the Wenatchee Community Center including reviewing and providing advisory opinions of Community Center related proposals, operations and programming and reviewing financial audits and annual reports of contractors;

- To provide review and advisory opinions of arts, recreation and parks related proposals within the city at the request of the Mayor. The board's function for these issues will be specific to the proposal and the request for review; and

- To perform such other functions as may be directed by the City Council or Mayor from time to time;

- To establish, by policy, definitions of types of art, artists and others involved in either the purchase of art or the promotion of art programming.

- To develop and regularly update policy guidelines for the expenditure of the one percent for arts funds;

- To develop and promulgate the "Standards for Trees within the City of Wenatchee." These standards shall be maintained by the Commission and approved by the City Council. These standards shall cover recommended tree types, recommended methods for planting, recommended criteria for tree removal/pruning, recommended alternatives to tree removal and recommended maintenance procedures.

COMMISSIONER RESPONSIBILITIES

To be selected as a member of a City Commission is an honor and provides an unusual opportunity for genuine public service. Although the specific functions are described in the

enabling legislation, there are additional responsibilities that are common to all Commissioners including:

1. Understand your role and scope of responsibility. Be informed of the Commission's scope of responsibility and operating procedures.

2. Represent the majority views of the Commission. Individual "opinions" to the public and press are discouraged, and, if given, should be identified as such.

3. Represent the public interest and not special interest groups.

4. Recognize that you are in a unique position of serving as a liaison between the City Council and its citizens and can help reconcile contradictory viewpoints and to build a consensus around common goals and objectives. Members serve as a communication link between community, staff, and City Council, representing City programs and recommending and providing a channel for citizen expression.

5. Understand your role as a supportive relationship with the City Council and City staff and the proper channel of communication through the Department Director.

6. Do your homework and be thorough in recommendations. Review agenda items under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on careful preparation will strengthen the value of the group's recommendation.

7. Adhere to the highest standards of integrity and honesty in all endeavors and strive to safeguard the public trust. Members shall announce any direct or remote conflict of interests prior to the discussion (RCW 42.36). There is more information about Conflicts of Interest later in this document.

8. Understand that your authority is limited to decisions made by the Commission, and that in most cases, the decisions are advisory to the City Council.

9. Understand that Commissioners recommend policy while administrators and staff carry out approved policy.

10. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members, and strive to minimize political action on issues.

11. Commissioners are not restricted from participating in political activities; however, they should not use or involve their membership in the conduct of political activities.

REPORTING TO CITY COUNCIL

One of the Commissions' main function is to report and advise the City Council on issues. This section outlines major ways of doing so.

RELATIONSHIP TO COUNCIL

The City Council welcomes advice and input from City commissions. The Council relies on the various commissions to have a large number of viewpoints and talents to help solve City problems.

ANNUAL REPORT

The Commission is required to submit an annual report to the City Council. The report is usually provided by the Commission Chair at a Council Work Session and includes information of its activities for the past year. Department staff also produce a written annual report which the Commission may use as a tool with their verbal report.

The verbal report shall include the following:

- ✓ The name of the Commission;
- ✓ Its objectives and functions;
- ✓ A reference to reports and recommendations presented to the City Council, including the number of subject matters referred by the City Council;
- ✓ The goals and objectives accomplished from the previous year and upcoming work plan;
- ✓ The number of meetings held;
- ✓ Attendance records of all members.

Department staff forward the written report to the City Council and post it on the City website.

COUNCIL MEETINGS AND AGENDAS

Regular City Council meetings are held the first and third Thursdays of the month. Commissioners are welcome to attend and participate in the public comment period. When commissioners address the Council they should clarify whether they are speaking on their own behalf or on the behalf of the commission, at the beginning of their commentary. Only the chair of the Commission, or a member who has the prior approval of the Commission, should speak on behalf of the Commission.

SUCCEEDING AS AN ARTS, RECREATION AND PARKS COMMISSION MEMBER

Before long, many challenges present themselves when you serve the community as an Arts, Recreation and Parks Commission member. The following are some tips to help you succeed as a Commissioner:

Remember the boundaries of your authority and whom you represent. You have authority as part of a group during your public meeting and over only those things delegated to you. You represent all the residents of your community. Always ask how an action will affect them. If there

is something that you don't like about the Commission's operation, talk to Commission members and staff first to try to solve issues.

Get out and be involved in your services. Hearing about a park area or recreation program is nowhere near as good as seeing it in action. Your help is always needed as well.

Take time to study issues. Don't take action on something new that you've never heard of before a Commission meeting. Insist on time to study both sides of the new issue, and get it on the agenda for your next meeting.

Treat people like you'd wish to be treated. When residents complain, show concern for their point of view. Promise to get the facts and get back to them. You may not be able to change things, but at least you've made an effort.

Get to know fellow Commission members and treat them well. By taking time to know each other, you'll recognize the skills, backgrounds and interests of members. This will help you work more effectively as a group. Develop trust, respect and empathy for other points of view, and be open and honest. Your Commission is part of a municipal team with elected officials and staff that is collectively responsible for overseeing your recreation and parks system.

Learn more by asking. Question new proposals and programs that come before the Commission. Ask residents what they like and dislike about your services and thank them when they tell you. If you get questions you can't answer, check into it and get back to them.

Never take an anonymous call regarding Commission business. When a resident contacts you by phone, get the name of the caller first. If he or she won't tell you, don't continue the conversation. You deserve to know who you're talking to and people need to respect that. Obtain specific information so that you'll be able to get an answer for the resident. Promise to call back within a reasonable amount of time.

Don't exaggerate when talking. Members realize you are exaggerating. Rather than saying, "A lot of people have been calling me," it's much better to state the name of the caller(s) and bring the concern before the board.

Don't always come to meetings with problems and complaints. When you do, be prepared to provide some solutions.

Get beyond the single issue. Starting out as a Commission member with a burning issue isn't a bad thing. The key is not to focus only on your special interest. Strive to understand all of your arts, recreation and parks services so that you can make more informed decisions.

Make sure you're having fun. This should be something you enjoy. If it's not, step down and spend this time doing something more enjoyable.

THE PERFECT COMMISSIONER

When Commissioners all actively participate, the Commission and decisions of the Commission are stronger. How do you become an active participant? Think about the members who contribute the most to the work of the Commission. The effective member has these characteristics:

- Has an interest in, enthusiasm for and belief in the value of community arts, recreation and parks.
- Are friendly and people-oriented.
- Are sensitive to the residents and visitors to the community and their needs.
- Have the ability to work well with others and a sense of fairness.
- Have time and energy to give and a willingness to give it – for reviewing materials, attending meetings and working on projects and programs.
- Have a genuine desire to serve the community for the common good rather than self-interest.
- Have good judgment, intelligence and an open mind.
- Are honest and reliable.
- Bring special skills and talents that support and make a direct contribution to the work of the Commission.
- Have excellent community visibility and credibility.
- Can accept Commissions decisions and respect other's points of view, opinions and backgrounds.
- Can inspire the respect, confidence and support of the community
- Arrives for meetings on time and well prepared.
- Asks Questions.
- Contributes to the discussion.
- Listens to the ideas of others.
- Considers issues objectively.
- Stays involved.
- Gets along with individuals with different backgrounds and points of view
- Shares the workload and takes advantage of opportunities to learn new things and carry out jobs of the Commission.
- Is a good interpreter for the Commission and can clearly explain its purpose to people who aren't familiar with it.
- Is a helping person, sticking to discussions, giving other members a chance to talk and serving as a mentor for new Commissioners.
- Adopts a positive attitude toward the Commission, looking for its strong points and avoiding the negative "everything is all wrong" attitude that can destroy a Commission.
- Accepts the fact that every Commission encounters problems from time to time, but doesn't get discouraged by pessimistic attitudes.
- Is willing to learn from others and to change on the basis of the combined experience and thinking of the Commissioners.

COMMISSIONERS, APPOINTMENT, REAPPOINTMENT PROCESS

The Arts, Recreation and Parks Commission consists of nine voting members including one high school student member.

Members have interests in visual, literary and performing arts; parks, recreation, urban forestry, social and cultural activities; and the Wenatchee Community Center. Commissioners are both casual and organized users of the arts, parks and recreation facilities and programs. Members of the Commission are selected from as evenly dispersed geographic areas as possible. Members reside or are employed within the City limits of Wenatchee.

Members are selected to help strengthen local parks, arts, and recreational services to help meet the needs of the community. Commissioners are volunteers and serve without compensation from the city or from any trust, donation, or legacy to the city for their service as such members; but this limitation shall not preclude a member or their firm from receiving compensation from the City under contract or otherwise for services rendered outside his duties as a Commissioner.

To be appointed to the Commission, each potential new member must:

- Attend a Commission meeting as an observer.
- Complete and submit a Volunteer Commission and Board Application and Board/Commission Responsibilities Statement. The applications are available on the City website and may be submitted to the Parks, Recreation and Cultural Services Department office or the City Clerk.
- Be interviewed by the Commission.
- If recommended for appointment by the Commission, the recommendation is forwarded to the City Council for consideration of appointment. All commission members must be appointed by a majority vote of the City Council.
- Parks, Recreation and Cultural Services Department staff will contact applicants during each step of the process.
- Once selected, Parks, Recreation and Cultural Services Department staff will contact the new member to schedule and conduct an orientation. Part of the orientation is a required viewing of an Open Public Meeting Act informational video.

Persons seeking reappointment to the Commission must:

- Complete and submit a Volunteer Commission and Board Application and Board/Commission Responsibilities Statement. The applications are available on the City website and may be submitted to the Parks, Recreation and Cultural Services Department office or the City Clerk.
- The application for re-appointment is considered by the Commission.
- If recommended for re-appointment by the Commission, the recommendation is forwarded to the City Council for consideration of appointment. All commission members must be re-appointed by a majority vote of the City Council.

- Parks, Recreation and Cultural Services Department staff will contact applicants during each step of the process.

HOW LONG DID I SIGN UP FOR? COMMISSIONER TERMS

Commissioner terms and positions shall be as follows:

- Position 1 and 2 are appointed for a term expiring December 31, 2016;
- Positions 3, 4 and 5 are appointed for terms expiring December 31, 2017;
- Positions 6, 7 and 8 are appointed for terms expiring December 31, 2018; and
- Position 9 is reserved for the student member and is appointed annually. The term spans the academic year.

All subsequent appointments for positions 1-8, except for vacancies, shall be for three-year terms.

Vacancies occurring other than through expiration of terms shall be filled for the remainder of the term of the member being replaced.

No member shall serve more than two consecutive full terms. If a member is appointed to fill an unexpired term of 18 months or less, that term shall not count as a full term.

COMMISSION ORGANIZATIONAL STRUCTURE AND SUCCESSION PROCESS

The Commission operates with the following structure: Chairperson, Vice chair, Secretary and Commissioners. Officers are elected annually by a majority vote of the commission. Commission officers serve one-year terms in each office. At the conclusion of the term, the Vice chairperson assumes the position of Chairperson and the Secretary assumes the position of Vice chairperson. A new secretary shall be elected. Officer positions that are vacated through a member's resignation or removal shall be filled through the succession process and a new Secretary elected by a majority vote from the remaining members present.

The Chairperson

The Chairperson is the key to the entire group process and is the hub of the action. The Chairperson must balance being strong enough to make certain that the meeting is run by the rules, but democratic enough to use the power and authority of the position wisely. The Chairperson's ability to handle meetings will have a significant impact on morale, operation and effectiveness. The Chairperson starts the meeting on time, explains the nature of the meeting, introduces and explains each item on the agenda and facilitates board action. The Chairperson must make certain that discussions do not get sidetracked on minor issues and must have the ability to see the "whole picture." The most important part of being Chairperson lies in the ability to find common ground and in achieving a consensus, when appropriate. Last, but far from least, the Chairperson must be able to represent the entire group to the City Council and community groups. Some specific tasks that the Chairperson completes include:

- ✓ Checks to see that the room is correctly set up
- ✓ Introduces new members
- ✓ Welcomes any guests who are present
- ✓ States the goals for the meeting
- ✓ Reviews the agenda and background materials
- ✓ Keeps members on task
- ✓ Sticks to the agenda
- ✓ Involves all Commissioners in discussions and doesn't allow a few to monopolize them
- ✓ Stays objective
- ✓ Asks questions
- ✓ Gives credit for ideas
- ✓ Stays aware as to whether members are comfortable
- ✓ Makes sure everyone understands discussion items
- ✓ Doesn't back members into corners or embarrass them
- ✓ Summarizes periodically
- ✓ Helps the board reach decisions
- ✓ Wraps up discussions
- ✓ Does a quick review of the meeting prior to breaking up
- ✓ Makes sure assignments are clear

Vice Chairperson
In the event the Chairperson is absent, the Vice chairperson shall fill the role of Chairperson.

Secretary
The Secretary is responsible for preparing, the minutes of the commission meetings. In the event that both the chairperson and vice chairperson are absent, the Secretary fills the role of the Chairperson representing the Commission and conducting business. Minutes are provided to the Arts, Recreation and Parks Department Director a maximum of two weeks following the meeting so they may be distributed as a part of the following meeting's agenda packet.

COMMISSION SUB-COMMITTEES

A standing committee is a committee which has a "continued subject matter jurisdiction" such as arts, Arbor Day and others. The committees are comprised of less than a quorum of currently appointed Commission members.

Committees include (subject to change):

Sports Foundation – Through a written agreement with the Wenatchee Valley Sports Foundation, two members of the Arts, Recreation and Parks Commission may serve on the Sports Foundation Board. The Sports Foundation solicits funding to provide scholarships and support for programs and projects throughout the Wenatchee Valley. They meet monthly.

Arbor Day Committee – One member of the Commission serves as a liaison with the Greater Wenatchee Arbor Day Committee. The Committee organizes and conducts Arbor Day events throughout the Wenatchee Valley and beyond including tree distribution events. The Arbor Day committee generally meet monthly from January through April.

Parks Facilities Committee – Three members of the Commission may serve on the Facilities Committee. The Committee reviews park development and acquisition projects as well as operational items. The Committee generally meets quarterly.

Arts Committee - Three members of the Commission may serve on the Arts Committee. The Committee reviews art programmatic, acquisition and maintenance items. The Committee generally meets quarterly or as needed.

A working committee or ad hoc committee is a committee which has been established to address a specific topic with an end date such as a ribbon cutting, park financing, call to artist or request for proposals review, awards ceremony or recreation program. Both Commission members and other stake holders can be appointed to a working committee by Department staff. The committees are comprised of less than a quorum of currently appointed Commission members.

WHAT DO YOU MEAN I HAVE TO GO TO MEETINGS?

Commissioners are expected to make every effort to attend every scheduled meeting. Remember that the business of the Commission requires that a quorum of the members be present to conduct business. If you are unable to attend a meeting, you should notify the chairperson and the Parks, Recreation and Cultural Services Director by email prior to the meeting.

An excess of three (3) consecutive unexcused absences may result in the member forfeiting their office, as determined by the City Council. A member's absence is unexcused if the member fails to notify the designated staff in advance of the meeting that the member will not attend the meeting. A member will also be subject to automatic forfeiture of their office if excused or unexcused absences total six (6) or more in any 12 month period.

If you are unable to continue service due to health, business requirements, or personal reasons, members should submit a formal letter of resignation to the Mayor with a copy the Department Director.

Vacancies occurring other than through expiration of terms shall be filled for the remainder of the term of the member being replaced.

No member shall serve more than two consecutive full terms. If a member is appointed to fill an unexpired term of 18 months or less, that term shall not count as a full term.

Members of the Commission may be removed by the Mayor, with concurrence of the City Council, for neglect of duty, conflict of interest, and malfeasance in office or for other just cause.

CHAPTER 2: ANATOMY OF A MEETING

PUBLIC MEETINGS

Pursuant to Chapter 42.30 RCW – Open Public Meetings Act - all meetings of governmental bodies, including Commissions, at which decisions are going to be made, are public meetings. This means that the meeting shall be held on a regularly scheduled basis, at a specific time and place, or if held at some other time or some other place, an announcement of the time and place of meeting is given to the public beforehand. The Arts, Recreation and Parks Commission meetings are advertised on the City website, newspaper and also other electronic media locations. If meeting times and locations are changed or special meetings contemplated arrangements must be made and the meetings pre-advertised.

The Commission is required to meet at least once per month unless the chairperson determines that no meeting is necessary. Special Commission meetings may be held as often as determined necessary upon advance notice to the members and to the public in accordance with RCW 42.30.080. All meetings shall be open to the public.

At a public meeting, any and all persons may attend the meeting and observe. There is, however, no requirement for the Commission to allow comment on the subject matter being considered outside of the public comment period. The Commission, if it chooses, may permit such participation, but it is not required to do so. Those individuals recognized by the Chairperson to participate in the public meeting through public comment limit his/her comments to a specific and consistent length of time such as three (3) minutes or as otherwise allowed by the Chairperson.

TIPS FOR MANAGING PUBLIC COMMENTS DURING A MEETING

Many of those who show up have something they want to say. When it's time for public comment on the agenda, the Chairperson tells those who want to speak how much time they'll be permitted normally two to three minutes). When speakers go beyond the time limit, they should be politely thanked for their comments and then the meeting should move on. No citizen has the right to dominate meetings. Establishing the right balance between freedom of speech and long-winded complaints is important.

MEETING AGENDAS

One of the most crucial items in providing for orderly meetings is a well-organized and well-prepared agenda. A systematic order of business may be the difference between haphazard wrangling and a well-run, well-timed meeting. The agenda must be prepared and distributed so members are given adequate information on items to be considered. They should get that information far enough in advance to give it appropriate study.

Department staff assembles and distributes the meeting agenda packet a minimum of two weeks prior to the meeting to allow sufficient time for Commissioners to review the content and ask clarifying questions if needed prior to the meeting.

QUORUM

A majority of the currently appointed Commissioners constitutes a quorum for the transaction of business; provided, that a minimum of three Commissioners are present. In the absence of a quorum, the only action that may be taken by those members present is to (a) adjourn, (b) adjourn to a designated time, or (c) action to compel the attendance of absent members in such manner as may be deemed reasonably necessary. Work sessions with no decisions made may be conducted without a quorum.

SAMPLE COMMISSION MEETING SCRIPT

CALL TO ORDER

"It's [INSERT TIME] so I'd like to call to order the [INSERT DATE] meeting of the Wenatchee Arts, Recreation and Parks Commission."

ROLL CALL

If everyone is there: "For the record please show that all Commission members are in attendance."

If someone is absent and notified that they wouldn't be there:

> "[INSERT COMMISSION MEMBER NAME] notified us that they wouldn't be able to be at this meeting so I would entertain a motion to excuse [INSERT COMMISSION MEMBER NAME]."
>
> Then, after the motion, "Is there a second?"
>
> Then after the second, "All in favor of excusing [INSERT COMMISSION MEMBER NAME] say aye, opposed"
>
> Then assuming it passes, "Motion carried."

Commission members not attending without notification are unexcused absences.

PUBLIC COMMENT

"First on the agenda is a public comment period for items not on the agenda. I would like invite anyone at this time that is interested in providing comment to step forward and state your name and address. You will then have 3 minutes for your comment."

(Generally, this isn't a time to engage in debate or to respond as the answers to questions or comments may not be available at this time, it is an opportunity to hear their comments)

If no comments, then move on to the agenda.

REGULAR AGENDA ITEMS
"The first agenda item is the approval of the minutes from the [INSERT MEETING DATE] meeting. If you've had a chance to review the minutes, I would entertain a motion to approve them. Is there a second? Is there any discussion? All in favor say aye, opposed." Assuming they are approved, say "Motion carried."

If there are changes to the minutes, you instead would "entertain a motion to approve the minutes as amended."

"The next agenda item is…."(each agenda item has a staff report and the requested action and motion if there is one at the top of the agenda report).

After the staff report and discussion has concluded and if there is action to be taken:

> "I would entertain a motion on this item if the Commission so desires."
> Then, after the motion, "Is there a second?"
> Then ask if "Is there any further discussion."
> Then after the second, "All in favor of [RESTATE THE MOTION] say aye" pause to get the vote then "opposed,"
> Then assuming it passes, you say, "Motion carried."

If no action is needed, then ask or state what the next steps are.

NEXT MEETING
Our next meeting is scheduled for [INSERT DATE, TIME and LOCATION].

ADJOURN
"With no other business, this meeting is adjourned at [INSERT TIME]." (Motions, seconds not required.)

ROBERTS RULES OF ORDER

In the absence of adopted rules of procedure and/or statutory regulation, the generally accepted rules governing meeting procedures are Robert's Rules of Order Newly Revised (Latest Edition).

For the purposes of the Commission, Robert's Rules of Order can be distilled into a few fairly simple guidelines. Robert's Rules are based on common sense and courtesy and, as such, are a guide for protecting the basic rights of participants. Robert's Rules outline an orderly process for placing items before a group for their guiding discussion and clarifying voting. The basic steps of making a motion, amending it and voting are listed below and should cover most situations.

The Motion: When Robert's Rules of Order are being used, a motion is required to bring an item before the group for consideration. Motions usually come about as a result of a general discussion about an issue. As the group's thoughts coalesce and a direction becomes clear, one member will say, "I move that……"

Restatement: The Chairperson should restate the motion to be sure that everyone has a common understanding of what action is being proposed. He/she says, "We have a motion before us to [state motion], do we have a second?"

The Second: To be certain that the motion is of interest to more than one person, a second is necessary in order to begin debate on the Motion. If there is no second, the motion dies. Since it is not "on the table", no further discussion about it should occur. It is not a good idea to second a motion just to be nice to a fellow member. The rule of requiring a second is intended to ensure that time is not spent on items that are not of interest to the group or are simply poor ideas.

Discussion, Clarification, Debate: Only one main motion may be under consideration at any one time. Once the motion has been seconded, the chairperson will say, "The floor is open for discussion". Members then discuss the merit of the proposal and state their positions.

Amendment to the Original Motion: During the course of the discussion and debate, someone may suggest that the original wording needs to be changed to more accurately express what the majority wants it to say or to reflect a point made during discussion. The Chairperson should ask this person to offer specific wording for the amended motion. Amendments must relate to and/or clarify the subject of the motion under discussion. They should not introduce issue or topic.

> If there is no objection to the amendment: The Chairperson may ask the persons who made and seconded the original motion if they accept the proposed amendment. If they do, and if no one else objects, the Chairperson may suspend a formal vote on the amendment. They would restate the motion as amended and proceed to a discussion of the now amended motion.
>
> If someone objects to the amendment: If anyone objects to the amendment, the Chairperson would restate the amendment and call for a second to the amendment. Discussion, clarification, debate and ultimately a vote are then taken on the amendment. An amendment cannot be separated from the motion it amends and may not – by itself – be referred to a committee or postponed to another time.

Motion to Amend an Amendment: A motion to amend an amendment can be made but there can only be one such motion on the table at any given time. This is to avoid people getting hopelessly confused about what they are – or are not – voting on. There would be debate and a vote first on the motion to amend the amendment. After that discussion and vote on the amendment (in its original form or as amended).

Debate on the Original Motion: Once a vote on any amendment has been taken, debate returns to consideration of the original motion or on the original motion as amended.

Motion to Limit Debate: This motion permits the group to set limits on the time allowable for discussion before voting. The motion to limit debate is not debatable. That is, if there is a second to the motion, the Chairperson must call for a vote. Since the motion to limit debate may infringe on the basic principle of freedom of discussion, a vote of two-thirds of those present is required. If the motion to limit debate is passed, the Chairperson must keep track of time, announce when the limit has been exhausted, and call for a vote on the motion under discussion. If discussion is not complete when the time limit has been exhausted, any member may move to table the motion which has been under discussion.

DEFINITION OF MOTIONS

Main Motion – only one before the Commission at a time; cannot be introduced when any other motion is before the group.

Motion to Amend – changes a motion before it comes up for final vote; takes precedence over motion to which it applies. Limit – two amendments.

Substitute Motion – amendments by substituting another form, changed or additional wording. MOTION TO REFER – refers question to a committee or person for further study/report back.

Motion to Table – temporarily puts aside motion being considered. Must be removed from table at that or next meeting. (Not amendable or debatable)

Motion to Postpone Indefinitely – same as tabling.

Motion to Reconsider – action taken at same meeting to bring a question up again after it has been adopted or rejected. (Debatable but not amendable)

Motion to Rescind – action taken at a later meeting to repeal previous action. (Amendable and debatable)

Motion to Adjourn – ends all discussion at this meeting. (Not amendable or debatable)

MEETING LENGTH

Most of us want and expect a Commission meeting to ***begin and end on time.*** Members may have other plans and don't like long delays in the start of the meeting. The same holds for adjournment. Meetings that drag on past the agreed-upon hour make people uncomfortable. Meetings should not last more than two hours. Set a curfew time to end meetings and stick to it. If it looks like the curfew won't be met, the Chairperson should let members know approximately how much longer the meeting will go.

CONFLICTS OF INTEREST

Members of the Commission shall reveal all potential, perceived or actual conflicts of interest due to membership of or employment by other entities and shall recuse themselves from discussion and decision-making concerning issues for which a conflict exists. See the next section on how to recuse yourself.

A potential conflict of interest exists when a Commissioner takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The Commissioner may participate in an action after declaring the potential conflict and announcing its nature.

An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the Commissioner, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action.

Potential and perceived conflicts usually aren't illegal. But, they are vulnerable to legal challenges and public misunderstanding. Loss of public confidence and a damaged reputation of the Commission are the most likely results of a poorly managed conflict of interest.

TIPS TO AVOID EVEN THE APPEARANCE OF IMPROPRIETY:

- Disclose conflicts when they occur so when Commissioners are voting on a decision, they are aware that another member's interests are being affected. Commissioners with a possible conflict should briefly state their potential conflict and to answer pertinent questions about it from other Commissioners.

- Commissioners must recuse themselves from further discussions on transactions that present a potential conflict.

- Follow established procedures, such as competitive bids, to ensure the City is receiving fair value in the transaction.

- Decide to hire or contract with the Commissioner only if they are the best qualified individual available and/or they are willing to provide the goods or services at the best price.

- Record in the board meeting minutes the potential conflict of interest.

RECUSAL

Recusal or to recuse oneself means to remove oneself from participation in a decision so as avoid a conflict of interest. No member may vote on an item in which they have a direct personal or financial interest. In such instances, the member must voluntarily recuse them self by leaving

the meeting so the remaining members can freely discuss and vote on the issue. If such a member were to stay, their presence alone could inhibit discussion and influence other Commissioners' actions.

In the event the interested member does not leave voluntarily, the Commission can ask them to leave. If they refuse to leave, the Commission can adjourn the meeting to another location where they can hold the discussion and vote without interference by the member. Under those circumstances, the Commission might also consider a vote of censure against the member for their refusal to recuse themselves. Once the vote is taken, the recused member may return to the meeting.

THE GOOD MEETING CHECKLIST

What makes a good meeting? Here are seven ways to help you determine if the meeting was a success.

- ☐ **First, *you had a chance to talk.*** You and the other members of the Commission had an equal and fair chance to participate.

- ☐ **Second*, you helped to create something.*** Maybe it was a program idea or an important decision; at any rate, you and the others pooled your thinking and came up with something better than any one person could think of individually.

- ☐ **Third, *you felt relaxed and comfortable with the other members.*** Instead of feeling worn out from tension you went away feeling stimulated for the next meeting because the atmosphere you worked in was free, open and relaxed.

- ☐ **Fourth, *you had good leadership.*** The Commission chair was well prepared for the meeting, summarized the issues on the agenda and was prepared with the facts for the Commission at the proper points in the discussion.

- ☐ **Fifth, *you were clear on what the Commission was trying to accomplish*.** You were able to see progress and see the steps required of you and the others to reach your goal.

- ☐ **Sixth, *you learned something.*** This learning may have been about yourself, your fellow Commissioners, your chair, your community or some topic of interest. A good Commission meeting is generally a "mind-stretching" exercise for members. There's nothing wrong with taking something away with you.

- ☐ **Seventh, *there should be follow-up work to do.*** Members, Commission officers and committee chairs should leave the meeting with assignments and it's the job of the Commission chair to see that they do their jobs.

MEETING MINUTES

Accurate minutes are required be kept of all meetings and they shall be made available to the public. It is the responsibility of the Commission Secretary, to record the minutes for all meetings. These minutes shall be "summary" and not "verbatim" which briefly describe the issues and actions taken. Members recusing themselves for legal conflict of interest requirements are requested to state their reason in the minutes. Certain issues may require more detailed minutes as considered necessary by the members.

Minutes are provided to the Arts, Recreation and Parks Department Director a maximum of two weeks following the meeting so they may be distributed as a part of the following meeting's agenda packet.

PLAYING NICE IN THE SANDBOX - DECORUM

For the public addressing the Commission: Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Commission shall be forthwith, by the Chairperson, barred from further audience before the Commission, unless permission to continue is granted by a majority vote of the members. In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

For members of the Commission: It is the expectation that members of the Commission should be able to freely and truthfully express their viewpoints regarding the business of the Commission, however, these viewpoints shall be constructive and add to the discussion. At such time as the conversation becomes personal, impertinent or slanderous, any member of the Commission may ask for a recess from business in order for the issue to be addressed. Any member of the Commission who feels that the issue has not been fully resolved, may follow the complaint procedure that follows.

Complaint Procedure

1. Anyone who believes that a Commission member has violated the Commission Responsibilities that is attached to the application may file a complaint against that individual.

2. Complaints of alleged violations must be submitted in writing to the Department Director. Anonymous complaints, or complaints filed via e-mail or facsimile will not be accepted.

3. The complaint must include information and facts on which the complaint is based and any additional documentation and other evidence that corroborates and supports the allegations.

4. A copy of the complaint, including any attachments, will be prepared by the Department Director and provided to the individual against whom the complaint is filed, as well as to the other members of the Commission, Mayor and City Council.

5. An acknowledgement that the complaint has been received will be provided to the individual making the complaint a maximum of one week following receipt.

6. The complaint will be reviewed by the Mayor and City Council, and City Attorney if needed, at their earliest convenience.

7. The Mayor and a City Council subcommittee will review the facts of the complaint and provide a recommended action to the Department Director.

8. The Department Director will prepare a letter with the decision and provide it to the person that filed the complaint, person for whom the complaint was filed, and the remaining Commissioners.

9. Commissioners found in violation may be subject to removal from the Commission by a majority vote of the City Council.

10. All decisions of the City Council are final.

DEALING WITH CONFLICT WITHIN THE COMMISSION

The Commission Chair should make it clear that: 1) whenever people get together to solve problems, there's bound to be disagreement, and 2) members should be courteous to each other and allow all views to be shared. Hearing another's point of view is never a bad idea and disagreement can bring out sides to issues that are important to think about.

Conflict and controversy can be common with active, productive boards. Think of conflict as neither good nor bad. Consider it as the appearance of differences of opinion, interests and experiences. Many times the differences remain undisclosed until some situation between members brings the differences out in the open. Although you may not like conflict, it can be the "stuff" out of which comes progress. It may not seem possible at the time your board is going through it, but a great deal of value will come out of a difficult situation if your board reviews the experience and makes up its mind to learn from it.

TIPS TO TURN CONFLICT INTO CONSTRUCTIVE GOOD

- Bring the differences into the open. You can't integrate differences unless you know what those differences are.

- Define the problem and focus on the problem rather than the personalities involved.

- Search for the significant features of the conflict and look for small points of agreement (the "common ground") as a starting point for reconciliation.

- From time to time check back and determine exactly what the points of disagreement are. You can suggest partial solutions that will be acceptable.

- When the conflict has been resolved and an agreement has been reached move on to the next order of business.

PROBLEM COMMISSION MEMBERS

Consider the Commissioner who uses the public forum of Commission meetings to work out personal grudges against people. Think about the extremely negative person who is the complaining, suffering Commission member. He or she certainly fails to contribute to Commission morale and may drive other members away.

Then you have the irresponsible person who says, "Oh, please let me do this. I'd love to do it." But, nothing happens. The member agrees to do the job, but never does it. All you get are excuses for why it hasn't been done.

How about the "eager beaver" member who runs around town speaking for the Commission when he or she has no authorization to do so? He or she makes commitments for the Commission without consulting anyone, then gets the Commission into all kinds of trouble and replies, "I was only trying to help."

Some Commissions have "empire builders." They are the "I" members who consider every Commission responsibility in terms of "what's in it for me." They are the ones who never work for the good of the whole group.

Then there are the Commission members who use their Commission position and the perceived power associated with it for personal gain or to assist someone on an issue that will result in a conflict of interest. Those who do this alienate the public and reflect poorly on public officials and fellow Commissioners.

TIPS FOR WORKING WITH PROBLEM COMMISSION MEMBERS

Before the Commission considers asking your elected officials not to reappoint problem members when their term expires, here are a few suggestions to try first.

- Recognize that some members are really striving for recognition and give them a major task or position to satisfy them.

- Keep them involved and bide your time.

- Some Commission members come in with an ax to grind but see the big picture eventually.

- Keep the Commission meeting agenda lean with to-the-point discussions to reduce agonizing over trivial subjects.

- Don't let Commission members catch the Commission off-guard. If you hear rumors about negative actions planned for a Commission meeting, relay them to the Commission chair.

- Deal with self-serving Commission members by having the Commission chair speak with them privately. When there's even a possibility of a conflict of interest immediately resolve it.

Recreation staff

CHAPTER 3: BEYOND THE MEETINGS

Another role of the Commission is to help develop community support for arts, recreation and parks outside of regular meetings. Developing support is an ongoing process that touches every aspect of what the Commission does. And it doesn't happen overnight.

BECOMING A RECREATION AND PARKS CHAMPION

Advocacy is a process where you aim to influence public policy and resource allocation decisions within the political systems at the local, state or federal government level.

As a Commissioner, advocacy for public arts, recreation and parks is one of your key responsibilities. Advocacy requires you to participate in the political process before, during and after elections; familiarize yourself with your elected officials (local, state and federal); and communicate on a regular basis with your elected officials, reinforcing the benefits of arts, recreation and parks.

Elected officials have some very tough choices to make. It's your job as a Commissioner to provide them with information and tools to be able to make those decisions. Another important is to make sure that arts, recreation and parks are viewed as "essential" services. An essential service is something that taxpayers will not do without. Public safety services like police and fire protection are perfect examples. The more essential your arts, recreation and parks services are to your citizens, the more support you'll receive from them.

To be an active advocate for the programs and services provided by the City and to help advance the arts, recreation and parks profession on the local, state and national levels, you'll need to be prepared to educate audiences about the value of arts, recreation and parks.

Advocacy requires you to share with elected officials the many ways that the Arts, Recreation and Parks Department programs and services improves health and wellness, increases economic vitality and preserves natural resources in the community.

Political decisions are being made today that will determine the fate of park areas, recreation facilities and arts and recreation programs for years to come. By educating elected officials about the importance of arts, recreation and parks services and communicating with them about legislation that impacts public parks and natural resource conservation, Commissioners can help determine how those decisions are made.

Advocacy Tips

Every year, hundreds of decisions are made and legislative proposals are introduced on subjects that affect public arts, recreation and parks. Understanding the advocacy process and holding elected officials and legislators accountable for their actions helps you affect the outcome. Here are tips on how to be an effective advocate and make sure your voice is heard:

- Your view is important. The decision-making processes are open to every citizen who has something to say about an issue, a bill or a problem that involves government action. As a citizen you can write a letter, send a fax or e-mail, attend a public meeting, hold an in-person meeting and make a phone call.

- Know who to contact. Government is complicated. You're may be familiar with your local government, but there are also the state and federal levels. Find out who your United States Senator or Congress member, or State Representative and Senator.

- Know when to contact and be prepared. If you're interested in a specific state or federal bill, submit your views as early as possible in the legislative process, while it's still in committee. If you want to influence a local decision, be prepared and be specific. If you're advocating because of something you've heard or read about, share the source with the elected official so that he or she can make certain that the information you've shared has been accurately reported. The easier your position can be explained, the more likely it is that they'll be persuaded to accept it. Pare to the simplest, most essential facts and arguments. For state and federal government, know the following information: the number of the bill and the name of the sponsor; the current status of the bill (in committee, coming up for a vote, etc.); what you're asking for (trying to start a bill, stop it or amend it).

- Know how to reach your elected officials.

  In Writing: In a letter, fax or e-mail you can think through everything you want to say and state it without interruption or distraction. The elected official can review your ideas exactly as you stated them. The major drawback is that misunderstandings can't be corrected as they can in conversation. So, write clearly and always put your complete name, address and telephone number on the letter itself. Keep your letter to one page. Always include complete mailing address information in the body of your e-mail. Don't send an e-mail with only a screen name for reply.

  In Person: Face-to-face meetings are preferable because they're the most personable. Always call in advance for an appointment and call ahead to confirm the appointment. Be up-front about what topic you want to discuss, so that they can update themselves on the status of the issue or bill before meeting with you.

  By Phone: The telephone is quick and flexible. But there's only limited opportunity to provide tangible material that helps build a solid file of information for the elected official. A follow-up letter, email or fax, however, can provide information in writing.

- Practice your pitch. Be Factual: Don't exaggerate and never lie. Even a simple issue has pros and cons. In fact, by also addressing the arguments on the other side you have an

opportunity to rebut them. Relate specific examples of how the decision or the legislation will directly affect the elected official's constituents.

Be Polite: Treat the elected official with respect and professionalism.

Zero In: Don't ramble. Stick to the subject and say it in two to three minutes.

- Get an answer. Elected officials don't like having to tell a constituent that they don't agree with him or her. They may try to limit the meeting to "listening to your views," without ever expressing their own opinions. They may state general inclinations rather than how they'll vote on a specific issue or bill. Insistently, but politely, ask for an answer and wait to get it. If they still decline, ask for a specific time when they'll give you their decision. Before leaving set up an appointment for a second meeting or a time when they'll provide you with their views.

- At the state or federal level, if no answer is forthcoming, ask the legislator if you can work with one of their staff members on follow-up actions. Staff members do research, draft bills, make recommendations on amendments and develop expertise in areas at the request of their legislator. They are available to spend much more time working with you on behalf of their legislator.

- Follow up. Within one week of the visit, send the elected official a letter thanking him or her for the meeting and confirming your understanding. Ask for follow up if you haven't heard back as promised.

- Plan for the future. Advocacy is a lot like baseball – no one bats a thousand. There's always another game after this one. Even when you're unhappy with the position the elected official took, don't feel you were a failure. You may have softened or moderated their views.

THE BENEFITS OF PUBLIC RECREATION AND PARKS

When the City invests in park areas, arts and recreation programs, many opportunities that benefit your citizens and your community as a whole are created. A quality recreation, art and parks system positively impacts people's lives and makes the community a better place to live. As an Arts, Recreation and Parks Commissioner, remember these important benefits as you do your work. These are the things you're helping to make happen. Do your best to educate your elected officials about the important role arts, recreation and parks plays in many different areas:

- They help our youth choose rewarding paths to adulthood by providing programs and opportunities to build physical, intellectual, emotional and social strength.

- Children exposed to natural areas at an early age gain a better awareness of the environment and become better stewards of our world as they grow into adults.

Elementary school children visit Castle Rock

- Parks provide children with opportunities for organized and spontaneous play. Play is critical in the development of muscle strength, coordination, language and cognitive abilities.

- Parks help improve everyone's health by providing fitness facilities, programs and space to enjoy fresh air and exercise. Studies have determined the large economic burden related to physical inactivity. Recent research suggests that access to parks and linear greenways can help increase the level of physical activity for all.

- Parks and natural areas can improve psychological and social health. Studies show that when people can't reach parks, they often go without exercise. This is especially true of low-income people who can't afford private gym memberships.

- Recreation programs and special events help build and strengthen ties among community residents by bringing people together, including those who are otherwise divided by race or class. Parks, arts and recreation services offer opportunities for people of all ages to communicate, compete, interact, learn and grow.

Concerts in the park

- Numerous studies indicate that parks help maintain and in some cases increase the value of neighboring residential property. Growing evidence points to a similar benefit for commercial property value.

- The availability of parks, arts and recreation facilities is an important quality of life factor for individuals and families choosing a place to live.

- Sometimes a young person's world can be complex and troubling. There are way too many kids that end up on the wrong path and enter the juvenile justice system. One year of incarceration can cost $45,000. Providing children with arts, recreation and parks opportunities that help keep them out of jail is a valuable and essential service.

- Many people struggle to maintain their health and independence as they get older. The cost to care for a senior in a nursing home can average $50,000 per year. Providing older adults with arts, recreation and parks services that help keep them independent and healthy is a valuable and essential service.

Meeting the Basic Needs of Residents

- Improve health and fitness
- Enhance creativity and cultural growth
- Build relationships among people
- Develop character
- Reduce stress
- Provide experiences that meet people's needs for belonging, identity, relaxation, happiness, recognition, achievement, affection, social approval, adventure, excitement and competition
- Provide experiences that help people grow, develop self-confidence and increase self-esteem
- Offer diversion from routine
- Provide life-long learning and self-discovery opportunities

Improving the Local Economy

- Attract business relocation and expansion
- Serve as a catalyst for tourism by bringing visitors to spend money and time in the community
- Contribute to healthy and productive work forces
- Enhance real estate values
- Bring increased revenue for services with new home construction caused by business expansion
- Reduce the high repair cost and unsightly look of vandalism
- Aid financial stability in families by providing affordable activities
- Help supplement citizen income through part-time employment opportunities

Sage Hills Gateway bikers

Enhancing Your Natural Environment

- Encourage preservation and conservation of the environment
- Preserve plant and animal wildlife habitats
- Foster community pride in natural resources
- Provide accessible places to enjoy Nature
- Protect natural resources and open space areas
- Help to control pollution
- Enhance air, water and soil quality
- Provide buffers between residential and industrial areas

Mule Deer in the Foothills North Natural Area

Strengthening Your Community

- Encourage a sense of cohesion, unity, belonging, pride and appreciation for the community's traditions and heritage

- Build stronger families
- Reduce loneliness and alienation
- Promote ethnic and cultural understanding and harmony
- Allow people to meet their neighbors and develop friendships
- Provide citizen Involvement opportunities that build leadership skills for tackling other community concerns
- Provide alternatives to self-destructive behavior
- Help prevent crime
- Keep children out of trouble

Centennial Park Mural Painting

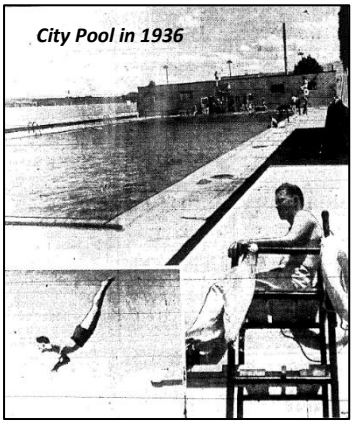
CHAPTER 4: GETTING TO KNOW YOUR DEPARTMENT

WHERE DO I START?

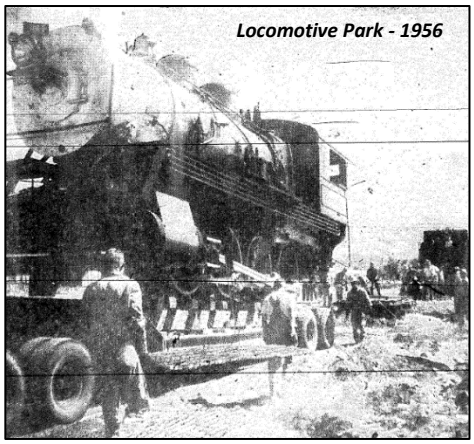
A good first place to start is to explore the City website on the Parks and Recreation Department Page. There you will find quarterly and annual reports, comprehensive plan, recreation program listings, detailed information about City park areas and a variety of planning documents. The website is: www.wenatcheewa.gov.

Wenatchee Parks and Recreation also has a Facebook page which is regularly updated with current program and project information.

DEPARTMENT AND COMMISSION HISTORY


City Pool in 1936

The first mention of a Park Board in Wenatchee was in 1929 when the Memorial Park purchase was being contemplated but it wasn't until much later in 1953 that the Board was officially established and members appointed. Despite running bond campaigns in 1922 and 1923 for park acquisitions and providing parks and recreational services such as constructing the City Pool in 1935, the first references to the Department from existing records begins in October 1945 as the City **Park and Playground Department** is named in an emergency transfer of $2,000 to the department for the 1945 budget year. The Park and Playground Department is referred to again in a salary ordinance adopted in December 1950. In the salary ordinance adopted on January 12, 1953 it is listed as two Departments: The **Park and Playground Department** and **Swimming Pool Department**.


Locomotive Park - 1956

On May 4, 1953 the **Park Department** is officially defined and created by ordinance #1330. This ordinance defined the Park Department as: "The Park Department shall be under the supervision of the Park Superintendent, who shall have charge of all city parks, playgrounds, athletic fields, swimming pools and recreational facilities, and the operation, maintenance and repair thereof." It appears that the definition of the Department resulted from a citywide reorganization of administrative powers. Even though officially designated, the Park Department continues to be listed as the Park, Playground and Pool Department in salary ordinances through December 27, 1956. A year and a half later, Ordinance 1418 adopted on December 20, 1954 moved the Parks Department from its own stand-alone Department to a sub-department under the Commissioner of the Department of Streets and Public Improvements.

A little over a year later on January 16, 1956, the Park Department was changed back to a standalone department titled the **Parks and Recreation Department** through the adoption of Ordinance 1485. Along with changing the name and repealing earlier ordinances, the language was much more encompassing and included "the care, government control, supervision and operation of city parks, public squares, park drives, park ways, boulevards, golf courses, zoo, play and recreation grounds and swimming pools; regulating the use thereof; defining offenses; providing penalties." The name and function of the Parks and Recreation Department remained essentially unchanged and referred to as the Parks and Recreation Department in salary ordinances through at least April 20, 1971.

The new Lincoln Park Picnic Shelter in

In September 1975, ordinance 2197 established the Arts Commission for the first time and included provisions to advise property owners on beautification of properties, and further the development and public awareness of and interest in the fine and performing arts. In 1977 ordinance 2306 was adopted which established a public art program and the beginnings of the public art fund where city capital projects valued at over $25,000 would contribute into the public art fund. In August 1978 ordinance 2337 again amended the public art fund to better define the boundary of the art contributions of within the corporate limits of the City.

Lincoln Park 1976

On February 24, 1987 ordinance 2665 was passed which amended ordinance 1485, again re-organizing the City and among other things, eliminated the Parks and Recreation Department and instead created the **Community Services Department**. This is the first time cultural services and the Cemetery are introduced into the Department. "The Community Services Department shall be under the supervision of the Community Services Manager who is responsible for the development, maintenance and operation of the City's park system, the development and coordination of all recreational and cultural programs, and the sound operation and maintenance of the Wenatchee Cemetery and other related matters." Again, as with the time period from 1956-71, salary ordinances confirmed the continuation of the name and general function of the Department through at least November 30, 1993.

On October 22, 1996 ordinance 3189 was passed which repealed the earlier ordinance creating the Community Services Department and re-created the **Parks and Recreation Department**. This ordinance established the "department of parks and recreation to be headed by a Director of Parks and Recreation, who shall be appointed by the City Administrator, subject to the confirmation by a majority vote of the City Commission of the City of Wenatchee. The Director

of Parks and recreation shall be responsible for the development, maintenance and operation of the City's park system; the development and coordination of all recreation programs; and other related matters. It also defined parks as "all city parks, public squares, swimming pools, ball parks, ice arenas, and play and recreation grounds and facilities within the City of Wenatchee." The Parks and Recreation Department continued by reference in salary ordinances through at least December 14, 2000.

In October of 1999, Ordinance 99-35 amended the Wenatchee Arts Commission, arts programs and the 1% for the arts fund changing the dollar amounts for contribution to the art fund and further defining the roles and responsibilities. The Museum assumed the responsibility for providing administrative support for the Arts Commission.

In December 2001 Chuck Largent, the Parks and Recreation Director retired. Because of the vacancy, responsibility and function of the Department unofficially moved to the City Administrator and Public Works Departments as described the minutes of the April 2002 Parks and Recreation Advisory Board meeting. The minutes state that; "Richard (Brinkman) gave a brief report on the reorganization of the Parks Department. Bob Johanson has taken over the maintenance portion of the parks. Richard will be overseeing the Recreation Department, the City Pool, and the Ice Arena."

In 2007, the Parks and Recreation Director's job description position was updated in an effort to fill that vacancy. From the Parks and Recreation Advisory Board February 2007 minutes, "Allison Williams and Sandra Smeller are working on a job description for the Park Director position; the one used in the past does not apply to this new position as the responsibilities have changed. The Parks Board will be involved in creating the job description." It was also discussed at the April 24, 2007, meeting as reflected in the minutes. "The Board went over the duties of the P & R Director position as stated in the job description handed out to the members. Laura Jaecks asked if Caryl Morrell as Recreation Supervisor would be supervising the Recreation Specialist and the Recreation Secretary (the Recreation Specialist position is incorrectly named Recreation Assistant in the job description). The secretary will be support for the Department not specifically for the director. The coordination and support of the Parks & Cemetery Boards should be part of the director's job description as well as experience in grant application." In August 2007 Dave Erickson began working as the new Parks and Recreation Director for the City.

In mid-2008, as the maintenance responsibility and operation of the Cemetery was being completed by the Public Works Department, it was decided at a staff level to have the responsibility of the Cemetery Board to reside within the Public Works Department.

From 2008 through 2014 responsibility for two additional Boards, the Greater Wenatchee Bicycle Advisory Board and the Community Center Advisory Board came to reside within the Parks and Recreation Department as did the supervision of the Wenatchee Community Center. Staff support for the Bicycle Advisory Board moved to the Wenatchee Valley Transportation Council in 2009. The function of the Community Center Board was incorporated into the Parks and

Recreation Advisory Board in 2014 by ordinance 2014-04 when the operation of the Community Center was contracted to Chelan Douglas Community Action. Public Works continues to provide maintenance support for the grounds and Community Center buildings and the Parks, Recreation and Cultural Serivces Director provides contract support for Community Action.

At the end of 2014, the Museum Director, Brenda Abney left the City of Wenatchee. Through an a re-organization of the Museum functions, responsibility for the Arts Commission and arts programs and services were moved to the Parks and Recreation Department. In October 2015 ordinance 2015-24 incorporated the parks, recreation and community center functions into the arts section of the municipal code. The Parks Board was merged with the Arts Commission was renamed to the Arts, Recreation and Parks Commission and the Department to the Parks, Recreation and Cultural Services Department.

Since first established in 1953, 173 people have served on the Commissions (as of 2017).

VISION

The Parks, Recreation and Cultural Services Department collaborates with partner organizations to provide innovative and high-value parks, facilities, programs and services that promote an engaged and healthy community.

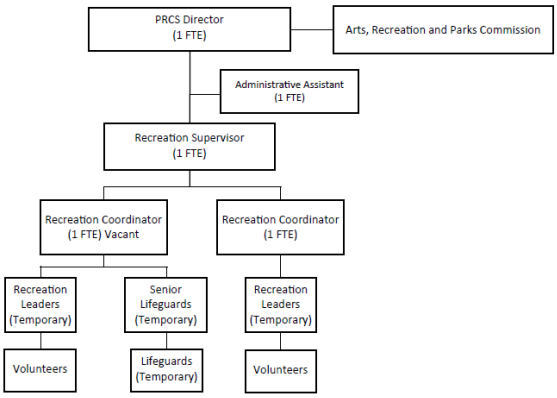
MISSION

The mission of the Parks, Recreation and Cultural Services Department is to build a great community through it's' people, parks, and programs. The mission reflects two overarching principles. First, the community is the owner of the facilities and services the department provides. The mission also includes a commitment to managing and expanding the community's arts, parks and recreation resources, including conservation of natural resources and support the City's economic vitality. The outcome is a consistent effort to create a great community—one that is vibrant, healthy, and strong.

The City Council established an Arts, Recreation and Parks Commission to provide guidance and advice to the Department and Council. It's mission to encourage projects and programs that contribute to the quality of life in Wenatchee by advising the Mayor and City Council on the arts, recreation, parks, and city cultural heritage. The Commission strives to preserve, enhance, and protect open spaces and to enrich quality of life for present and future generations.

STAFFING AND ORGANIZATION

The Parks, Recreation and Cultural Services Department is comprised of a Department Director, Recreation Supervisor Recreation Coordinator and Administrative Assistant. Park Maintenance is conducted by the Public Works Department.



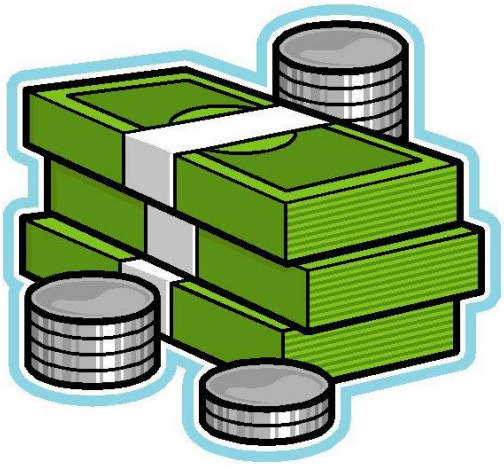
The Department Director and other staff work closely with the Commission, but do not work for them. Staff provide information and are available to answer questions. The staff is required to fairly present recommendations to the Commission and to explain them, but it is not their role to defend them. At times, staff may be required to provide the Mayor or City Council with individual professional recommendations which may or may not agree with those of the Commission.

IMPORTANT PLANNING DOCUMENTS AND RESOURCES

The most important documents to become familiar with are the current adopted Parks, Recreation and Open Space Comprehensive Plan and the Capital Improvement Plan. The documents were created as the result of a public planning process and includes information on goals and objectives, future park acquisition and development projects, recreation programs, funding and artistic resources. The City is required to have an adopted plan every six years to remain eligible for a variety of grant sources.

BUDGET

The Arts, Recreation and Parks Department generally is funded from three separate budgets – General Fund, Project Capital Budget and Art Fund.



General Fund Budget

The Parks, Recreation and Cultural Services Department operations is funded primarily from the City general fund. The general fund is made up of income received from property and sales taxes and other fees and charges. There is no specific budget for the Commission.

Capital Project Budget

Acquisition, construction or large improvement projects typically have separate budgets which are contained in the capital fund. Large construction projects typically span a number of years and may utilize a variety of funding sources such as grants, donations, general fund budget allocations or other sources to pay for the project. These funds are put into a separate account specifically for that project.

Public Art Fund

There is established a fund called "public art fund" into which all monies required by this chapter are deposited. All city departments deposit into the public art fund, out of any monies appropriated for any capital project, an amount equal to one percent of the appropriation for the administration of the public art program, excluding any funds from state or federal sources which are ineligible to be used in conjunction with public art fund programs. One percent of the funds from multiple city capital projects may be accumulated in the public art fund for the purposes as defined in this chapter.

Only those capital projects which exceed the sum of $75,000 shall be subject to the provisions of this chapter. At such time as the total capital project expenditure of any individual project exceeds $75,000 the one percent provided herein of all such monies expended for that capital project shall be paid into the public art fund. One percent of the construction contract award, excluding any funds from state or federal sources which are ineligible to be used in conjunction with public art fund programs, including additive change orders or other alterations to the contract, will be placed into the fund. Washington State sales tax, design fees, furnishings, and administrative expenditures will not be included as a part of the capital project expenditure.

A "capital project" is defined as any project paid for wholly or in part by the City of Wenatchee to construct or remodel any building, structure, park, street, sidewalk, parking facility or utility, or any portion thereof, including permanent fixtures to any building within the jurisdiction of the City of Wenatchee. However, the purchase of land, local improvement district projects including the city's participation in any such district, maintenance and operation and the purchase of equipment are not considered capital projects.

Public art fund monies shall not be expended without the prior approval of the city legislative authority. Nothing in this chapter shall limit the amount of money the City of Wenatchee may expend for art or art programming.

CITY ART COLLECTION AND PROGRAMS

On April 11, 2016 an appraisal inspection was completed of the City of Wenatchee art collection. The collection is located in publicly owned buildings and parks located throughout the city. The objective of the appraisal was to estimate the replacement cost of the items for use in establishing insurance needs. The estimated costs are effective as of the inspection date. Replacement costs stated do not reflect any additional expenses that might be incurred in purchasing replacement items such as sales tax or shipping costs. This appraisal report is maintained by the Parks, Recreation and Cultural Services Department.

Coyote Reading A Candy Wrapper

In summary, the replacement cost of the 63 items in the collection $1,363,250.00.

RECREATION PROGRAMS

The City coordinates and provides recreation programs and special events for the community in a number of areas including: Programs for persons with special needs, aquatics, athletics, outdoor recreation, arts, youth recreation and special events. Registration for the majority of programs is done online by visiting the City website. Programs such as Row and Paddle Camp and Hikes are done in conjunction with partner organizations like the Chelan Douglas Land Trust and Wenatchee Row and Paddle Club. Complete program listings with descriptions and participation numbers may be found in the department annual reports and Recreation Activity Guide on the City website.

PARK AND OPEN SPACE AREAS

The City of Wenatchee currently owns and operates 20 park and open space areas. There are some areas in the City that are owned by the City, but maintained by others. The City Public Works Department maintains the majority of developed park areas. The Chelan Douglas Land Trust assists with the maintenance of open space areas located in the Wenatchee Foothills. Picnic shelters are available for reservations or on a first come first served basis if not reserved. A complete listing and description of all of the areas are contained in the Comprehensive Plan and also on the City website, parks page. A summary is below:

NEIGHBORHOOD PARKS	**ACRES**
Centennial Park	0.41
Chase Park	0.52
Kiwanis - Methow Park	1.26
Okanogan Street Park	0.29
Pennsylvania Park	1.02
Washington Park	4.12
Western Hills Park	5.00
Total Neighborhood Parks	**12.62**
COMMUNITY PARKS	
Hale Park	4.97
Lincoln Park	18.48
Memorial Park	3.80
Pioneer Park	7.00
Rotary Park	8.00
Riverfront Park	26.39*
Total Community Parks	**68.64**

REGIONAL PARKS

Saddle Rock Natural Area	325.12

SPECIAL USE AREAS

Castle Rock Trailhead	0.00
Locomotive Park	15.00
Rainbow Park	1.23
Saddle Rock Gateway and Outdoor Education Area	4.68
Skyline Drive Overlook	0.50
Wenatchee Cemetery	34.00
Total Special Use Areas	**55.41**

Saddle Rock Gateway

NATURAL OPEN SPACES

Foothills North Natural Area	383.00
Lower Castle Rock Natural Area	36.82
Sage Hills Natural Area	138.53
Total Natural Open Spaces	**558.35**

*Owned by the City but maintained by the PUD.

WHY DOES IT TAKE SO LONG TO COMPLETE A PROJECT?

It can often take many years to complete a park construction project depending upon the scale and scope and funding of the project. The general steps to construct a project are: The community identifies the need for the project and the project is incorporated into the comprehensive and capital plans. If the project conceptual designs are already in place, then fundraising will begin, if not then, a public design process is undertaken to develop the plan. Large projects are typically funded using a variety of funding sources including State and Federal grants. These grants may take up to two years to compete the approval and application process and once accepted, have their own set of rules and standards that must be adhered to. If the project receives funding, then final engineering must be prepared and bidding laws followed to obtain the services of construction contractors. A recent example of a relatively quick project was Hale Park. Hale Park general planning work began as early as 2005. The property was acquired in 2013 and design process completed. In 2014, successful grant applications were made and the grant contracts received in 2015. In 2016, final engineering was prepared for the first phase of construction of the project and grant applications made for the second phase of construction. 2017 saw the first phase of construction completed. Phase two construction should be complete in 2019 and is currently awaiting grant award.

Hale Park Off Leash Recreation Area

POLICIES

Department staff relies on several policies and procedures to assist and provide guidance with operations. These range from the Lice Policy, Art Selection and Murals to a Weather Policy, Refunds, Inflatables and Park Naming. Many of these are reviewed by the Commission and/or City Council. When the need to update policies arises, staff distributes the policy document to the Commission for review and comment. This is typically done in strikeout/underline format depending upon the breadth of the update.

SOME COMMONLY USED ACRONYMS

There are a number of abbreviations that are used:

CDLT – Chelan Douglas Land Trust
TPL – Trust for Public Lands
AWC – Association of Washington Cities
MRSC – Municipal Research and Services Center
WRPA – Washington Recreation and Parks Association
RCO – Recreation Conservation Office
PROS – Parks, Recreation and Open Space
CIP-Capital Improvement Plan
RCW – Revised Code of Washington
WAC – Washington Administrative Code
WWRP – Washington Wildlife and Recreation Program
LWCF – Land and Water Conservation Fund
SOWA – Special Olympics Washington

Swimming Lessons