



**PARKS AND RECREATION COMMISSION
MEETING AGENDA
March 9, 2017 at 6:00 p.m.
Kennewick City Hall – Council Chambers
210 West 6th Avenue**

- 1. CALL TO ORDER**
Roll Call/Pledge of Allegiance/Welcome
- 2. HONORS & RECOGNITIONS**
- 3. APPROVAL OF AGENDA:** March 9, 2017
- 4. APPROVAL OF MINUTES:** February 9, 2017
- 5. VISITORS**
- 6. NEW BUSINESS**
 - a. Briefing of Columbia Park West Master Plan
– Cheryl Bolin, Parks, Facilities & Recreation Director
 - b. Briefing of Playground of Dreams Design Phase
– Cheryl Bolin, Parks, Facilities & Recreation Director
- 7. UNFINISHED BUSINESS**
 - a. Action Item: Approval 2017 Parks and Recreation Commission Work Plan
– Cheryl Bolin, Parks, Facilities & Recreation Director
 - b. Open Public Meeting Act Training
- 8. DIRECTOR'S MESSAGE:** Cheryl Bolin, Parks, Facilities & Recreation Director
 - i. Capital Projects
 - ii. Programming
- 9. POLL OF COMMISSION MEMBERS AND STAFF**
- 10. ADJOURNMENT**



PARKS AND RECREATION COMMISSION MEETING MINUTES

February 9, 2017, 6:00 p.m.

Frost Campus – Meeting Room

1010 E. Chemical Drive

I. CALL TO ORDER

- a. The meeting was called to order by Ben Rutledge at 6:00pm.
- b. Recorder, Sara Allington, called the roll and found the following:
 - i. Present: Chairman Ben Rutledge, Vice Chairman Mark Reed, Commissioners Dean Aeling, Jack Anderson, Ty Fischer, Ken Hahn
 - ii. Council Liaison: Councilman Paul Parish
 - iii. Staff: Terry Walsh, Employee & Community Relations Executive Director; Cheryl Bolin, Parks, Facilities & Recreation Director; Greg Duffy, Facilities Manager; Ian Napier, Customer Service Relations and Program Manager
 - iv. Recorder: Sara Allington

II. APPROVAL OF AGENDA

- a. Commissioner Fischer moved to approve the agenda. Commissioner Hahn seconded the motion. The agenda was approved unanimously.

III. APPROVAL OF MINUTES

- a. Commissioner Anderson moved to approve the minutes dated November 3, 2016. Commissioner Aeling seconded the motion. The minutes were approved unanimously.

IV. NEW BUSINESS

- a. Approval 2017 Park and Recreation Commission Work Plan – Cheryl Bolin, Parks, Facilities & Recreation Director and Ian Napier, Customer Relations, Programs, & Facilities Manager
- b. Approval 2017 Parks and Recreation Commission Meeting Schedule – Cheryl Bolin, Parks, Facilities & Recreation Director
- c. Open Public Meetings Act Discussion – Cheryl Bolin, Parks, Facilities & Recreation Director

V. UNFINISHED BUSINESS

- a. Election of Commission Officers – Cheryl Bolin, Parks, Facilities & Recreation Director
 - i. Vacancy (1)
 - ii. Expiring Term (1)

VI. Director's Message

- a. Capital Projects
- b. Programming

VII. POLL OF COMMISSION MEMBERS AND STAFF

VIII. ADJOURNMENT

- a. The meeting was adjourned by Chairman Rutledge at 7:40p.m.

Council Workshop Coversheet 	Agenda Item Number	1.	Meeting Date	05/06/2010	Info Only ☐ Policy Review ☐ Policy DevMnt ☐ Other ☒
	Document Type	Presentation			
	Subject	Columbia Park West Master Plan			
	Ordinance/Reso #		Project/Ref #		
	Department	City Manager			

Summary

SUMMARY:

Columbia Park West (CPW) comprises approximately 146 acres along the south side of the Columbia River between Sundown Marina and Edison Street. Approximately 51 acres of the site are within the City of Richland, while the remaining 95 acres are within the City of Kennewick. Both Cities had independently identified the need to update plans for their respective portions of the Park. The Joint Kennewick/Richland Council subcommittee identified CPW as a perfect opportunity for a joint project, and on March 17, 2009, the Cities entered into an Interlocal Cooperative Agreement for the Joint Planning and Development of West Columbia Park.

On March 24, 2009, the cities of Richland and Kennewick, contracted with a consulting team led by BergerABAM to facilitate public input, assess environmental conditions, and prepare a master plan for CPW. The project team began by gathering site data and holding a series of stakeholder meetings. A Community Resource Team (CRT) comprised of representatives from both City Councils, Parks Commissions, Planning Commissions, the Corps of Engineers, the CTUIR and other key stakeholders was formed to guide the project. The CRT held three formal meetings and two additional public meetings were held to seek feedback on the direction of the planning effort. On January 21, 2010, the CRT gave final direction to the consultant on features to be incorporated into the final recommended plan.

The attached document represents the project team's final recommendation for the long-term development of the park. The plan incorporates many of the best ideas that were collected through the lengthy public involvement process and reflects the consultant's professional judgment on the most appropriate plan for this important regional park. It is suggested that the two Park Commissions hold a joint public hearing to formally solicit comments on the plan before the City Councils take final action on the plan.

Full development of the park over the next 20 years is estimated to cost \$6.6 million. The Master Plan suggests several strategies to fund these improvements in a series of phases. Once the park is fully developed, annual maintenance costs are estimated at approximately \$200,000. The plan does incorporate some revenue producing uses which will help to offset these costs. It is suggested that the Cities continue to work together to share development costs and maintain the park in the most efficient manner.

Through		Attachments: Memo
Dept Head Approval	Russ Burtner Apr 29, 11:13:39 GMT-0700 2010	
City Mgr Approval	Bob Hammond Apr 30, 10:50:25 GMT-0700 2010	

Columbia Park West

Guiding Principles

Adopted by the Community Resource Team - June 17, 2009

Guiding Principles should not be changed, unless changes are made by the full CRT

1. Park should provide a balanced and varied mix of recreational opportunities for people of all ages and abilities.

Indicators:

- Balances passive and active uses
- Employs universal design principles for new facilities
- Designed with the promotion of safety in mind

2. Park should complement existing regional riverfront parks.

Indicators:

- Establishes complementary pedestrian facilities and uses that connect Columbia Park West and Columbia Park East (looking at the site holistically)
- Incorporates design standards of the regional Sacajawea Heritage Trail
- Gives priority to desired park uses not already provided in existing riverfront parks

3. Park should create a sense of place.

Indicators:

- Creates design features that are unique and instantly welcoming
- Celebrates the history and culture of the area
- Provides opportunities for large public events and small gatherings
- Establishes standards for design quality
- Establishes venues for public art
- Preserves significant natural features

4. Design should provide for appropriately scaled supporting commercial opportunities.

Indicators:

- Encourages commercial uses that complement the recreational and waterfront experience
- The aesthetic of development is consistent with the values of the Tri-Cities region

5. Plan for long-term sustainability.

Indicators:

- Incorporates sustainable design principles
- Sources of park revenues are equitable, predictable, and balanced among municipalities and public and private investors
- Uses are designed with consideration for ongoing maintenance and operation costs

6. Plan should respect and celebrate the waterfront.

Indicators:

- Improves visual and physical access to the water
- Balances enjoyment and preservation of the Columbia River
- Uses that are not enhanced by proximity to the water should be located away from the river

Alternative 1 – No Road Movement Concept

Unique Features

- Columbia River Trail changes only slightly to include three new traffic calming circles.
- The indoor carousel facility, park-related shops, and associated parking areas are sited to take advantage of the elevation and views to the river. The great lawn is a tilted plane that faces northeast with a performance area in the northeast corner. It is bordered to the west by the aquatics center, to the east by parking and the group picnic area, and to the south by the tent camping area.
- The Edison Street boat ramp is recommended for restoration with the addition of landscaping as an entry feature when accessing the park from Edison Street.

Alternative 2 – Partial Road Movement Concept

Unique Features

- Columbia Park Trail is relocated closer to SR 240 along the western half of CPW.
- A community center, park-related shops, and parking are sited on the westernmost hill to reduce the potential for flooding.
- The great lawn area is slightly bowl-shaped and faces northeast. A stage is located on the north edge of the great lawn. The lawn is the same size and shape as in Alternative 1.
- A camping area, located between the road and SR 240, is designed for group tent camping. The sites are accessed through three parking lots holding a total of 25 vehicles.
- An indoor carousel facility is located at the east end of the park, adjacent to the food vendor court and park maintenance and operations.
- The Edison Street boat ramp is recommended for restoration. An entrance sign is positioned to architecturally anchor the entrance panorama for those visitors driving down the hill on Edison Street. The back side of the sign can function as a wayfinding tool with a map showing the entire park and all of its elements.

Alternative 3 – Full Road Movement Concept

Unique Features

- The entire length of Columbia Park Trail is relocated closer to SR 240. The realignment begins just east of the marina entrance and reconnects at the Edison Street park entry.
- An aquatic center, parks-related shops, indoor carousel, and parking are sited on the westernmost upland area and out of the 100-year floodplain.
- The aquatics center is composed of three indoor elements and one outdoor element. The indoor elements would allow for competitive swimming and diving as well as recreational swimming/water play. The outdoor element would be primarily for recreational swimming and/or water play.
- An RV camping area, including 25 RV spots, is provided between the realigned Columbia Park Trail Drive and SR 240.
- The Edison Street boat ramp is proposed for restoration. A welcome/visitor's center is positioned to architecturally anchor the entrance panorama for those visitors approaching on Edison Street. The welcome center could accommodate small events. Boat trailer parking is provided to the east of a food vendor truck court that could double as a paved event space for events such as car shows.

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Playground of Dreams Timeline

Host Stakeholders
POD Input Event

POD Committee
Member Invites
Event

Determine Parks
and Recreation
Commissioners

POD Design
Recommendation

Post RFP for POD
Design

April

July

March

June

September

December

May

August

Host Community
POD Input Event

POD Committee/Sub Chairs
Members Only Event

Host 2nd Community
POD Input Event



KENNEWICK
PARKS & RECREATION

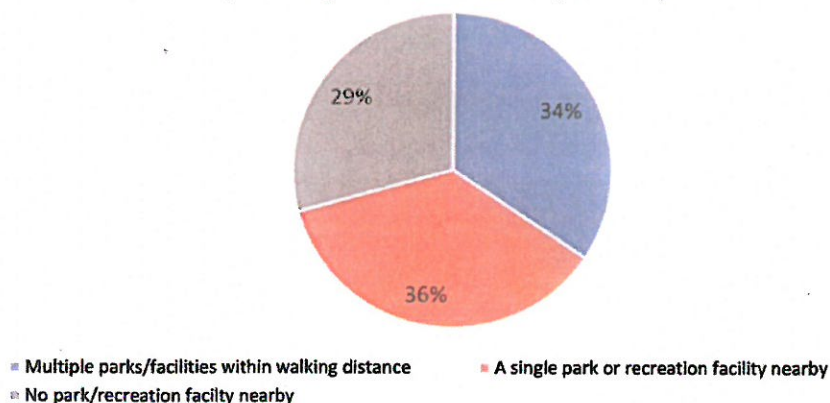


Public Park Usage: Motives and Challenges

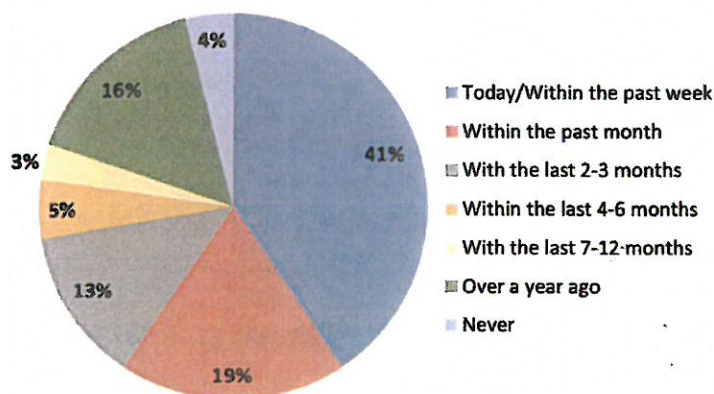
By Kevin Roth, Ph.D.

Earlier this year, NRPA released the results of a Penn State University study that found broad-based support among Americans for their park and recreation services. The report titled *Americans' Broad-Based Support for Local Recreation and Park Services* found that Americans almost unanimously agree that their communities benefit from their local public parks, even if they themselves are not regular park users. Even more remarkable was that the results from this survey virtually matched those from a similar NRPA/Penn State study from 25 years earlier.

**7 in 10 Americans Can Walk
to a Local Park, Open Space or Recreation Center**
(Percentage Distribution of Respondents)



**Three in Five Americans Visited Their Local Park or
Recreation Facility within the Past Month**
(Percentage Distribution of Respondents' Most Recent Visit)



The survey results highlighted the fact that the general public strongly believes in parks and recreation and that we should better tap this resource to further spread the word that park and recreation agencies offer essential quality-of-life services to communities. With this goal in mind, NRPA Research has launched two new on-going initiatives that will chronicle Americans' support for public parks.

Last month, this column noted one of these initiatives: a monthly poll, we call NRPA Park Pulse, of Americans on park and recreation-related issues.

The second research initiative launches at this year's NRPA Annual Conference. Each fall, we will publish the latest results from the NRPA *Americans' Engagement with Parks Survey*, which probes Americans' usage of parks, the key reasons that drive their use and the greatest challenges preventing greater enjoyment. The results will emphasize the importance of public parks in Americans' lives, including how parks compare to other offerings of local governments. Further, we will use this study to demonstrate how parks turn our towns and cities into vibrant, dynamic communities and that parks and recreation is a solution to many of the challenges facing our communities.

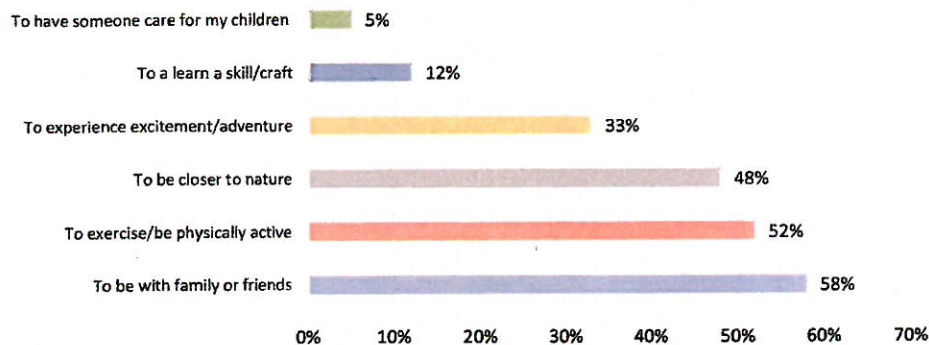
So, what did we learn with the inaugural edition of the NRPA *Americans' Engagement with Parks Survey*? There are a number of valuable takeaways, but we will summarize seven of them here.

1st An overwhelming nine in 10 Americans identify parks and recreation as an important service provided by their local government. This support spans

Continued on page 20

Continued from page 16

Key Reasons for Visiting Park and Recreation Facilities (Percent of Respondents Who Personally Have (or a Household Member Has) Visited Local Park/Recreation Facility in the Past Year)



across every segment of the population: by generation, race, ethnicity and household formation (including where there are children in the household). Even more so,

in a time when Americans seem to disagree passionately about the proper role of government and public provision of services at the state and federal level, the

support for parks is fervent among Democrats, Republicans and Independents.

2nd The NRPA Three Pillars resonate strongly with Americans, who see them as key goals for their local park and recreation agency, with almost equal percentages seeing each pillar as a critical function of their local agency.

- Seventy-six percent of survey respondents rate as either “extremely important” or “very important” that their local park and recreation agency focuses on **health and wellness**.
- Seventy-four percent of Americans see as an “extremely” or “very” important role for their agency to devote resources to **conservation**.
- Seventy-two percent of survey respondents support their park and recreation agency devoting efforts to improve **social equity**.

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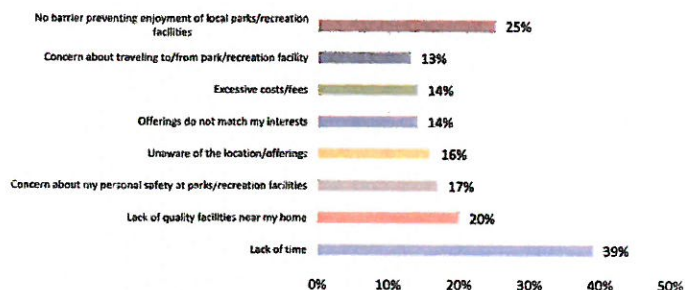
NRPA AWARDED
CONTRACT

3rd Americans visit their local park and recreation agencies on a regular basis. In fact, two in five survey respondents said they had visited a local park and/or recreation center at least once during the week prior to completing this survey; another 19 percent said they had visited sometime during the prior month. In all, 80 percent of Americans have visited a local park and/or recreation facility within the past year.

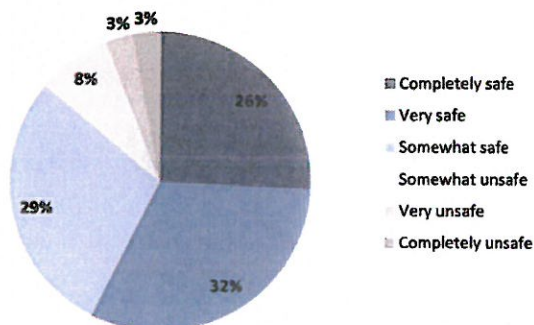
Park and recreation users visit their local parks and recreation facilities on average slightly less than 29 times per year. Almost three in 10 park users are power users: 16 percent visited between 21 and 50 times during the past year while 12 percent report visiting at least 51 times during the past 12 months. Power users are more likely to be Millennials, those that identify themselves as Hispanic and parents. On the other end of the spectrum, Baby Boomers make far less frequent visits to their local parks.

4th The reasons people visit their local park and recreation facilities can be as diverse as they are numerous. The No. 1 reason people gather at local park and recreation facilities is to be with family and friends (58 percent). Fifty-two percent of people visited during the past year to exercise or to increase their level of

Barriers Preventing Americans From Enjoying Their Local Parks and Recreation Facilities More (Percent of Respondents)



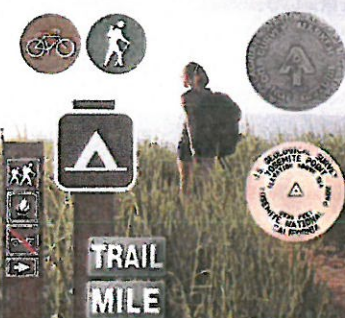
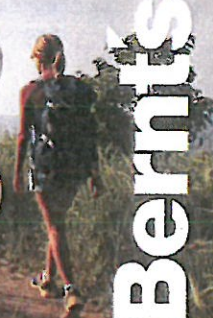
Perceived Safety Walking to Local Park, Open Space or Recreation Center (Percentage Distribution of Respondents)



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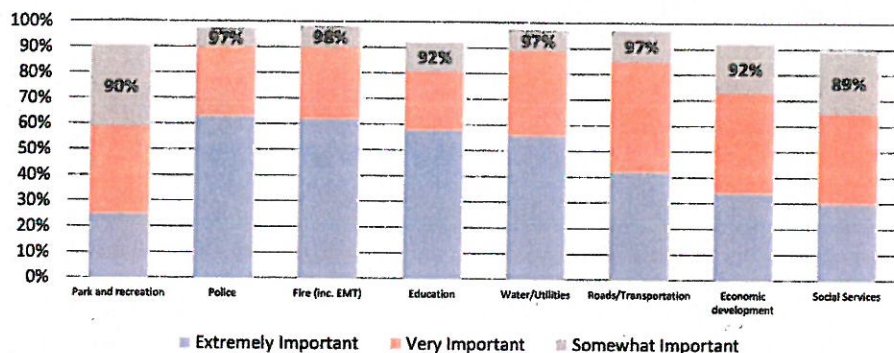
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Importance of Parks and Recreation Compared to Other Local Government Provided Services (Percent of Respondents)



physical activity. Slightly less than half of Americans visit their local parks based on a desire to be closer to nature.

5th There are a number of barriers that are keeping Americans from enjoying their local park and recreation facilities even more. These barriers represent chal-

lenges (and perhaps opportunities) for park and recreation professionals to identify solutions to further improve the accessibility of their offerings to the public.

The biggest barrier keeping Americans from greater enjoyment of their local park and recreation facilities is a lack of time

(39 percent). A lack of quality facilities near one's home (20 percent) is the second biggest barrier, followed by a concern about personal safety at the park or recreation facility (17 percent), a lack of awareness of the park location or offerings (16 percent), parks/recreation offerings not matching areas of interest (14 percent) and excessive costs/fees (14 percent).

Also detracting from the enjoyment of local park and recreation offerings are concerns about the ability to safely travel to and from their nearest local park, playground, open space or recreation center. While almost three in five Americans feel "completely" or "very" safe walking to and from their local park and recreation facility (58 percent), 14 percent of Americans say they feel unsafe doing so. What's concerning is that Americans without a safe way to walk to their local parks visit these facilities 40 percent less often than those who do.



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6th Most Americans also indicate they are more likely to vote for local politicians who make park and recreation funding a priority. Seventy-two percent of survey respondents say they are either “much more likely” or “somewhat more likely” to vote for a local politician (e.g., mayor, county executive, council members, etc.) who makes park and recreation funding a priority.

7th Americans overwhelmingly support increased local government spending on public park and recreation services. Three-quarters of survey respondents say they want their local governments to increase park and recreation spending, split between 27 percent indicating that they would “definitely” support increased spending and another 47 percent stating that they would “probably” support higher spending. Again, this support for increased spending crosses almost every demographic grouping and political persuasion.

Americans overwhelmingly support increased local government spending on public parks and recreation services.

The typical survey respondent indicates they would support their local government increasing park and recreation spending to \$9 per month per resident, almost 30 percent above the current median level as tracked with NRPA’s agency performance benchmarking source, PRORAGIS.

The way parks and recreation has integrated itself into the lives of most Americans highlights that it is not a luxury, but rather a crucial, essential service delivered by local governments. In the coming months, NRPA Research team members will join with their colleagues in public policy and

partnerships to write brief articles that take a closer look at the *Americans’ Engagement with Parks Survey*. The focus of these pieces will link the key findings from the survey to many of the activities that NRPA and

park and recreation agencies lead every day. Look for these pieces on Open Space, the official blog of NRPA. 🍃

Kevin Roth, Ph.D., is NRPA’s Vice President of Research (kroth@nrpa.org).

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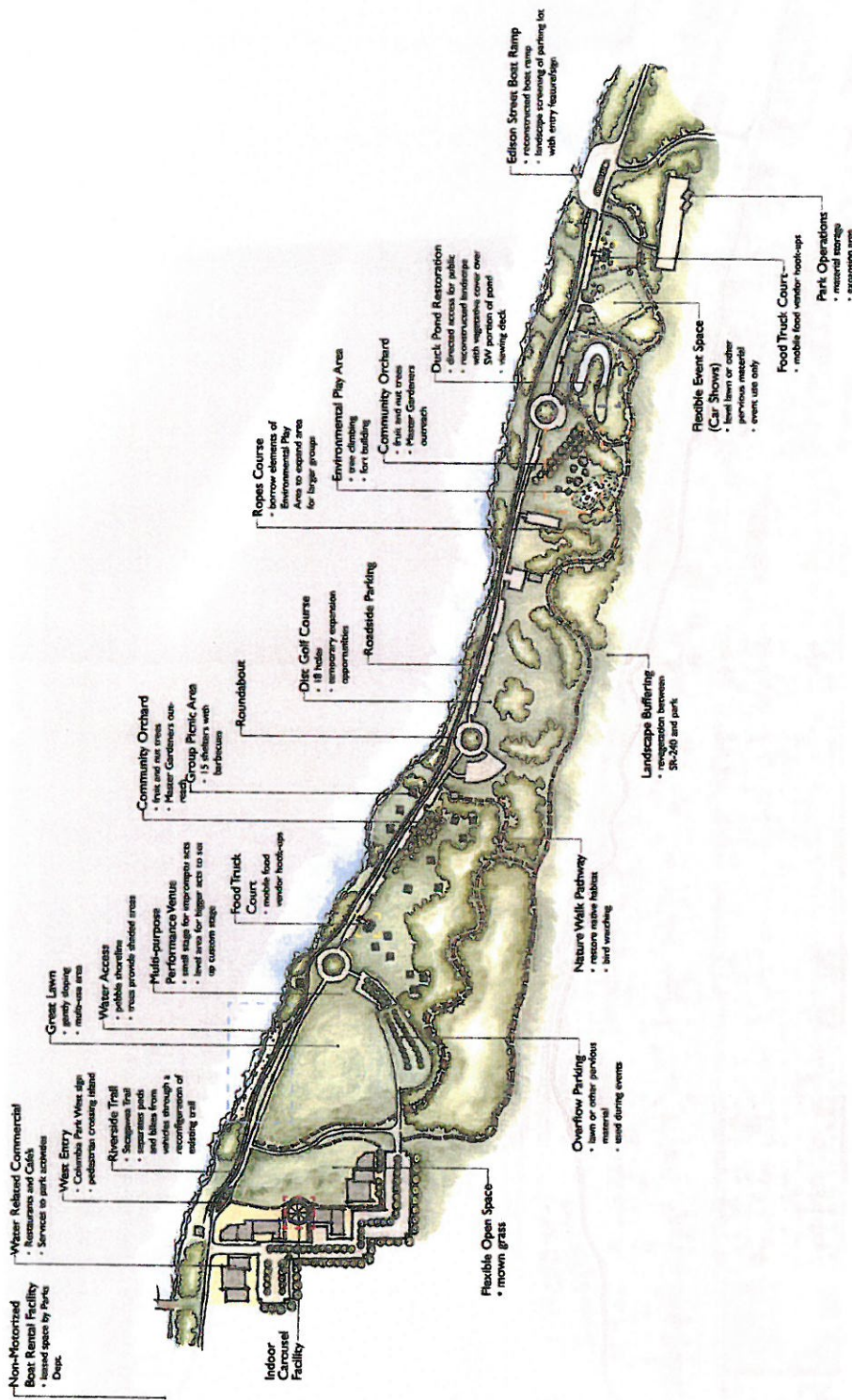

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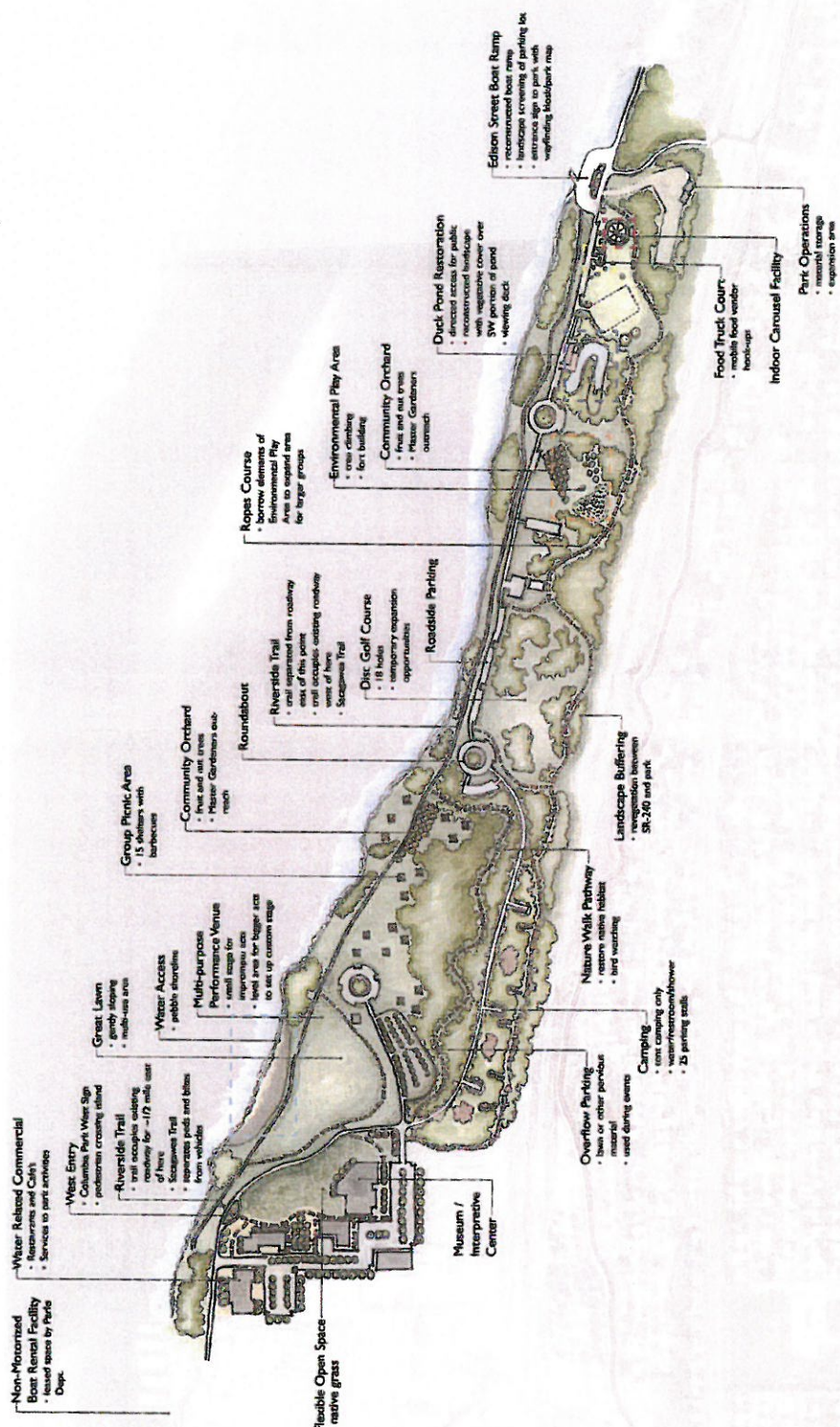

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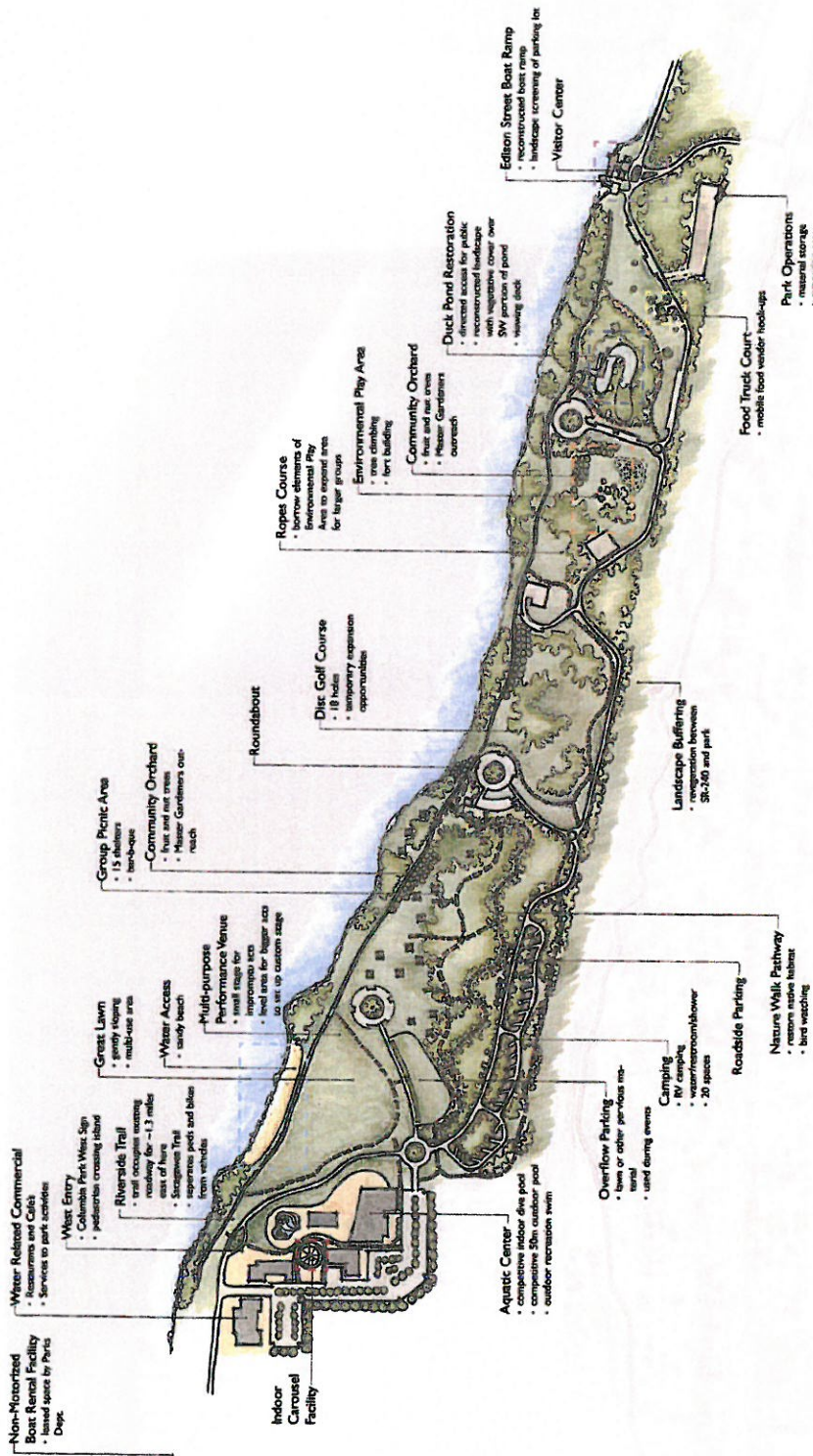


COLUMBIA PARK WEST ALTERNATIVE 1 - NO ROAD MOVEMENT CONCEPT



COLUMBIA PARK WEST ALTERNATIVE 2 - PARTIAL ROAD MOVEMENT CONCEPT





COLUMBIA PARK WEST ALTERNATIVE 3 - FULL ROAD MOVEMENT CONCEPT

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2017 Parks and Recreation Commission Work Plan						
	COUNCIL PRIORITY AREA	GOAL	TASKS DESCRIPTION	COMMISSIONER LEAD	STAFF LEAD	TARGET DATE
1	Community Safety - Economic Development - Infrastructure and Growth - Quality of Life - Responsible Government	Sustaining Parks & Recreation Strategies	Update Parks Comp Plan	All Commissioners	Cheryl Bolin	Jun-17
			Develop Community Engagement process	Ken Hahn	Cheryl Bolin	Jun-17
			Attend Community Engagement Comp Plan events	All Commissioners	Cheryl Bolin	On Going
			Identify alternative funding sources - research best practice	Jack Anderson & Ty Fisher	Cheryl Bolin	May-17
			Develop Plan for alternative funding sources	Jack Anderson & Ty Fisher	Cheryl Bolin	Aug-17
2	Economic Development - Quality of Life	Host Joint Arts & Planning Retreat	Prepare Report & Present to City Council	Ben Rutledge (Chair)	Cheryl Bolin	Nov-17
			Invite Arts Commission to a Joint Commission Meeting	Ben Rutledge (Chair)		Apr-17
			Develop Agenda for Meeting	All Commissioners	Ian Napier	May-17
			Invite Arts & Planning Commission to a Joint Retreat	Ben Rutledge (Chair)		Jul-17
			Develop Agenda for Retreat	All Commissioners	Ian Napier	Aug-17
3	Quality of Life	Recreation Programming Strategy	Present updated Marketing Strategy to Commission to include Commissioner roles/duties		Ian Napier	Apr-17
			Representation of Commissioner at January Family Expo & August National Night Out	All Commissioners	Ian Napier	Jan & Aug -17
			Develop an informational PowerPoint for Commissioner to present to stakeholders	Mark Reed & Jack Anderson	Ian Napier	Jun-17
			Conduct 3 community presentations	All Commissioners	Cheryl Bolin	Dec-17

			Year-End Presentation to Commissioner on outcome of marketing plan	Ian Napier		Nov-17
4	Economic Development - Quality of Life - Responsible Government	Earn the Commission for Accreditation of Parks and Recreation Agencies (CAPRA) accreditation	Review CAPRA Requirements	All Commissioner		Apr-17
			Attend CAPRA Training	All Commissioner		Jun-17
			Develop CAPRA Self-Assessment Plan to identify Commissioner roles and duties	Mark Reed & Jack Anderson	Cheryl Bolin	Sep-17
			Establish Core Values	All Commissioner	Cheryl Bolin	Dec-17
			Attend Professional Conference	All Commissioner	Cheryl Bolin	On Going
5	Infrastructure and Growth	Capital Projects	Identify roles and duties for Commissioner within Playground of Dreams design, alternative funding, construction	Ben Rutledge (Chair) & Ken Hahn	Cheryl Bolin	Apr-17
			Preliminary development of a work plan for the future development of the west end of Columbia Park based on the conveyance proceedings	Ken Hahn & Dean Aeling	Greg Duffy	Sep-17
			Preliminary development of a work plan for Columbia Park for nature based uses	Ken Hahn & Dean Aeling	Greg Duffy	Oct-17
			Complete Audit on assigned Parks	All Commissioner	Greg Duffy	May-17
			Park Audits			



Leading the Way

OPEN GOVERNMENT TRAINING

Open Public Meeting Act Training

16.45 minutes

Attorney General's Office Public Records Act Training

22.38 minutes

State Laws. Washington's open government requirements are in state law. Open public records laws are at RCW 42.56. Open public meetings laws are at RCW 42.30 and RCW 42.32. These are Washington's "sunshine laws." In addition, records management and retention laws are at RCW 40.14.

Training is Required. Effective July 1, 2014, the Open Government Trainings Act (ESB 5964) requires many public officials and all agency records officers to receive training (RCW 42.56.150; RCW 42.56.152; RCW 42.30.205). Here is guidance from the Office of the Attorney General: Open Government Trainings Act Q & A.

Why Training is Critical. Public agencies must have a good command of these laws. Training is a key component in correctly implementing and complying with the laws. Training is an important risk management tool. Training can help establish a "culture of compliance" within an agency. Training can help avoid or reduce litigation and its costs. Violations of the open public records and meetings laws can result in penalties, as well as a breakdown in confidence in government.

Online Training Curriculum. The online training curriculum is divided into four lessons. The first three address open government: (1) Open Government Overviews and General Principles, (2) Open Public Records, and (3) Open Public Meetings. Lesson (4) addresses Records Management and Retention. Agencies can use materials that fit their training requirements or needs.

Lesson (1) is a general introductory overview. It is offered to give background on open government laws generally.

Lessons (2) – (4) provide online training that complies with ESB 5964 (RCW 42.56.150, RCW 42.56.152 and RCW 42.30.205).