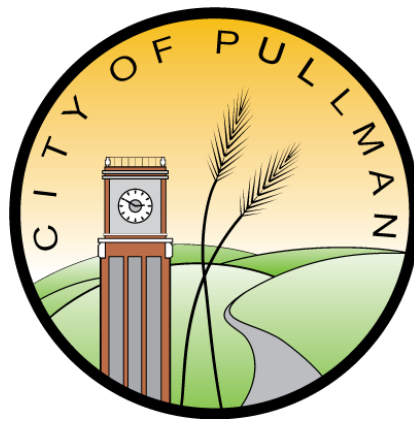


Resource Manual for City of Pullman



Board, Commission and Committee
Members

March 2023

City of Pullman

190 SE Crestview Street
Pullman, Washington 99163

ELECTED OFFICIALS

Mayor

Councilmember – At-Large

Councilmember – Ward 1

Councilmember – Ward 1

Councilmember – Ward 2

Councilmember – Ward 2

Councilmember – Ward 3

Councilmember – Ward 3

Glenn A. Johnson

Eileen Macoll

Francis Benjamin

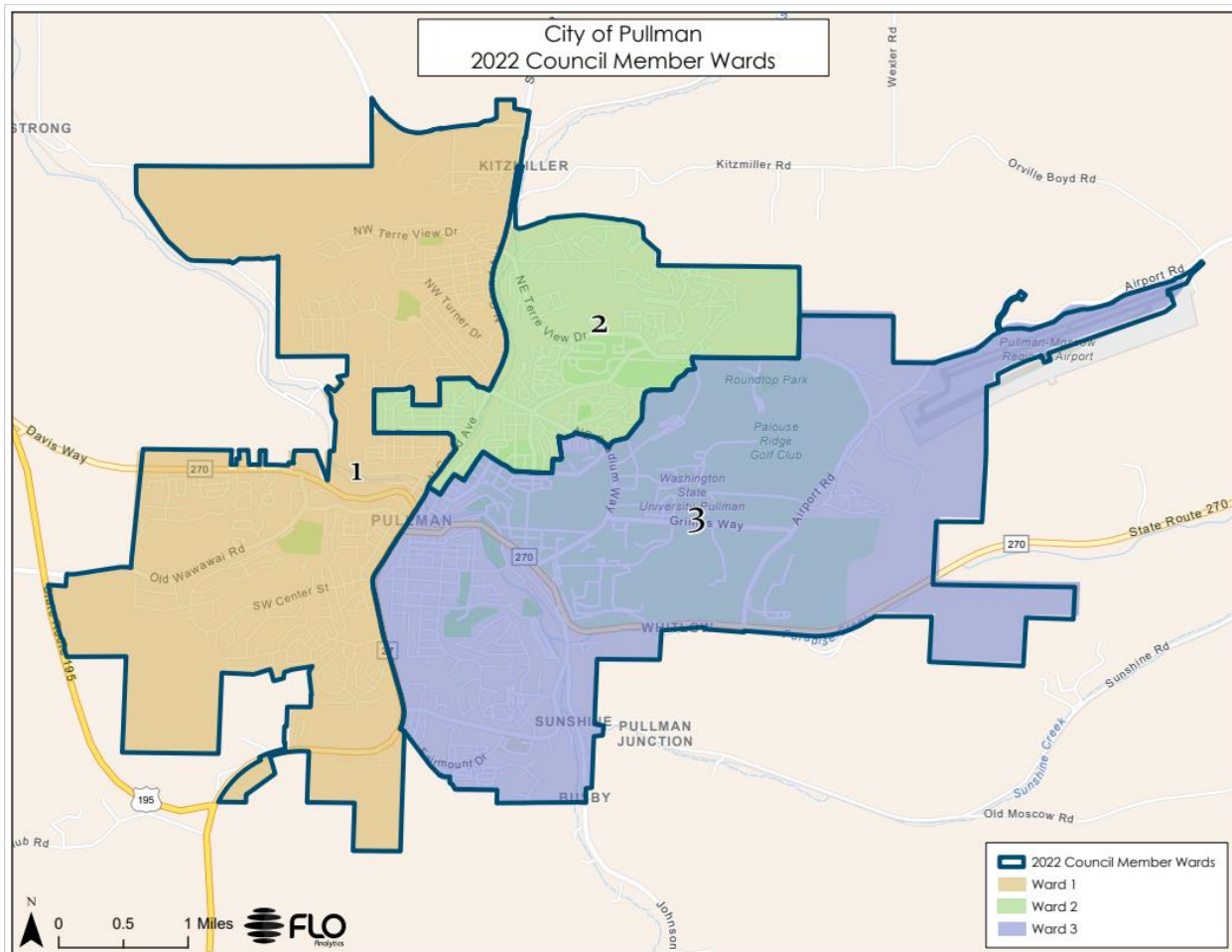
Ann Parks

Becky Dueben

Nathan Weller

Megan Guido

Pat Wright



ADMINISTRATIVE STAFF

City Administrator	Mike Urban
Communications Coordinator	Matt Young
Community Development Director	RJ Lott
Economic Development Manager	Jennifer Hackman
GIS Administrator	Sam Jenkins
Building Official	Jeromy Moore
Finance Director	Jeff Elbracht
City Clerk	Dee Stiles-Elliott
Human Resources Manager	Deb Peschel
Information Technologies Manager	Morgan Sherwood
Fire Chief	Mike Heston
City Attorney	Thad O'Sullivan
Library Services Director	Dan Owens
Parks & Facilities Director	Kurt Dahmen
Participant Recreation Manager	Megan Vining
Chief of Police	Jake Opgenorth
Public Works Director	Vacant
M&O Superintendent	Art Garro
Transit Manager	Wayne Thompson

Resource Manual

for Board, Commission and Committee Members

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INTRODUCTION

Thank you for your decision to participate in the local government of the City of Pullman. The City would not be the exceptional community it is without the time, energy, knowledge, and talent of its many diverse and widely experienced residents, like you.

Participation in city government requires work and commitment but offers many rewards in the areas of shaping city policy decisions, delivering services and programs, and working with interesting and varied people.

Participation also carries responsibilities, and this resource manual attempts to provide background information, policies, and guidelines which will help you in assuming the responsibilities of your new commitment. This manual is also designed to make it as easy as possible for you to enjoy your participation and the experience of serving in city government.

Washington State Law requires each city to have certain boards, such as the Planning Commission, but leaves the composition of the board up to the individual cities. Other boards, commissions or committees not required by state law, are developed by council action.

With subsequent approval by the Council, the Mayor appoints members to most boards, commissions and committees from among submitted applications with confirmation by the City Council.

The residents of the City of Pullman have enjoyed a long tradition of participation in city government. Through representation on boards, commissions and committees, residents are offered an important avenue to help create effective and equitable laws and policies. Resident involvement contributes not only to the success of their government, but to their overall quality of life.

Resident participation works at all levels of city government and covers a broad range of issues, such as education, the environment, health care, social services, economic development, and transportation. Some committees appointed by the Mayor shape policy for city agencies and departments, others prepare regulations governing specific program areas, and some serve solely in an advisory capacity.

In selecting members, the Mayor strives to bring a balance of experience and education as well as geographic diversity, etc. This helps ensure that decisions reached and services rendered more adequately reflect the wants and needs of all populations being served.

The City of Pullman's system of boards, commissions and committees is fundamental to encouraging the use of resident talent and interest in affairs of the city, keeping our city government innovative and responsive, and improving the overall performance of city government.

GOVERNMENTAL ORGANIZATION

The administration department includes the office of the mayor, the city administrator, and the city attorney.

In 1971, Pullman became a non-chartered code city under the Mayor-Council form of government.

The city has an elected mayor with an elected seven-member council and an appointed administrative officer—the city administrator. The mayor and one of the seven councilmembers are elected at-large, with two councilmembers elected from each of the city's three wards (see page 2).

The mayor is the chief executive and administrative officer of the city, with the power to appoint a full-time city administrator who serves under the mayor's direction. The position of mayor is part-time.

The city administrator, under the mayor's direction, oversees all city daily operations, implements city policy direction established by the mayor and city council, and manages daily operations of the city to ensure that city services and programs are provided effectively and efficiently. The city administrator serves as chief advisor to the mayor and city council, makes reports and recommendations to the city council and ensures that city policies are implemented.

The city attorney provides legal counsel to city government officials, departments, boards, commissions and committees. The city attorney also prepares and/or reviews legal documents, ordinances and resolutions pertaining to city government business.

POWERS AND DUTIES OF THE MAYOR

The Mayor shall be recognized as the head of the City for ceremonial purposes and by the governor for purposes of military law. He/she/they shall have no regular administrative duties, but in time of public danger or emergency, shall take command of the police, maintain law, and enforce order. He/she/they shall have all the rights, privileges, and immunities of a member of the council. In addition, the Mayor assumes the following responsibilities:

1. Appointing members to all boards, commissions and committees – except the Civil Service Commission and Library Board of Trustees – subject to confirmation by the Council.
2. Calling special meetings of the Council.
3. Presiding over all meetings of the Council.
4. Reviewing the agenda for meetings before publication.
5. Approving and signing all ordinances and resolutions passed by the Council.
6. Approving and signing the minutes of Council meetings, approved by the Council.
7. Signing all general indebtedness bonds and coupons issued by the City and all conveyances made by the City.

POWERS AND DUTIES OF THE CITY ADMINISTRATOR

The City Administrator is the chief executive officer and head of the administrative branch of the city government. The Administrator is responsible to the City Council for the proper administration of all affairs of the City. His/her/their specific duties include the following:

1. To have general supervision over the administrative affairs of the City.
2. To appoint and remove all department heads, officers, and employees of the City, except elected officials, subject to the provisions of applicable law, rule or civil service regulation.
3. To attend all meetings of the City Council at which attendance is required by the City Council.
4. To ensure all laws and ordinances are faithfully executed, subject to the authority to maintain law and order which may be granted to the Mayor by the City Council for times of public danger or emergency.
5. To recommend for adoption by the City Council such reports as may be required by the City Council or as may be deemed advisable to submit.
6. To prepare and submit to the City Council such reports as may be required by the City Council or as may be deemed advisable to submit.
7. To keep the City Council fully advised of the financial condition of the City and of its future needs.
8. To prepare and submit a prepared budget to the City Council and be responsible for the budget's administration after its adoption.
9. To perform such other duties as the City Council may determine by ordinance or resolution.
10. To recommend to the City Council the creation of such departments, offices, and employments as he/she/they find(s) necessary or advisable.
11. To recommend to the City Council how legal counsel should be obtained by the City.

PUBLIC PARTICIPATION GUIDELINES

AUDIENCE COMMENTS

PURPOSE

- Allow the public to address the City Council on subjects that are not scheduled for a public hearing at this particular meeting.

PROCEDURES FOR PARTICIPATION

- When recognized, approach and speak directly into the microphone provided at the podium and please state:
 - Your name
 - Your address
 - Whether you are representing only yourself or others
- Please limit your comments to three (3) minutes (unless otherwise noted by the presiding officer).
- Submit any written comments to the City Clerk.

PUBLIC HEARINGS

PURPOSE

- Allow the public to provide input/testimony to the City Council on a particular subject scheduled for public hearing.
- Council will consider all testimony, respond to any questions, and will act *after* the public hearing is closed.

PROCEDURES FOR PARTICIPATION

- When recognized, approach the microphone provided at the podium and please state:
 - Your name
 - Your address
 - Whether you are representing only yourself or others
- Please limit your comments to three (3) minutes (unless otherwise noted by the presiding officer).
- Submit any written comments to the City Clerk.

CONSENT AGENDA

Items listed under the consent agenda are considered to be routine in nature and will be enacted by a single motion of the City Council without separate discussion.

AGENDA ITEMS

If you wish to have an item placed on a Council Agenda, a written request should be delivered to the City Administrator's Office prior to noon on the Monday of the week preceding the Council meeting. If you need assistance in preparing the request, please contact the City Clerk at 509.338.3209.

AMERICANS WITH DISABILITIES ACT

The City of Pullman strives to make its services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained at City Hall, located at 190 SE Crestview Street, Building A, Pullman, WA 99163, or by calling the City of Pullman ADA Coordinator at 509.338.3207.

BOARDS, COMMISSIONS AND COMMITTEES

The City encourages participation by members of the community on numerous boards, commissions, and committees. All of these boards, commissions and committees operate under a set of general guidelines and some guidelines specifically are addressed to individual boards, commissions or committees. The general guidelines applicable to all are set forth first with individual definitions, and guidelines for each specific board, commission and committee are addressed later. Robert's Rules of Order is the standard followed in all meeting proceedings.

GENERAL GUIDELINES

ROLE AND AUTHORITY

The members of all advisory boards, commissions and committees are appointed by the Mayor, subject to confirmation by the City Council.

The primary role of all advisory groups is to review and make recommendations to the City Council on matters within their scope of responsibility and to promote increased public participation in determining City policies and program implementation.

The specific role of City advisory groups is as a resident's advisory arm of the City Council. On specific matters referred to it by the City Council, a board, commission or committee serves as a principal reviewing body of the City. Most decisions, however, are advisory with final disposition made by the City Council. Certain commissions may take limited final action in certain prescribed areas.

Advisory groups should represent the general interests of the City as a whole and not specific areas or special interest groups.

The State of Washington requires Open Public Meetings Act (OPMA) and the Open Public Records Act (OPRA) training on a regular schedule (RCW 42.30.205; RCW 42.56.150). Most meetings are held in person and locations vary, details will be provided well in advance of any meeting.

ORGANIZATION AND OFFICERS

THE CHAIRPERSON

There shall be annual election of a chairperson and vice-chairperson held by all advisory bodies. 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 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 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 a common ground and in achieving a compromise, if appropriate. The Chairperson must be able to represent the entire board, commission or committee to the City Council and community groups. The Vice-Chairperson shall have and exercise all powers and duties of the Chair for meetings over which he/she/they is/are called to preside, including executing official board, commission or committee records and documents, and at ceremonial and official functions, which the Chair cannot attend.

MINUTES

It shall be the responsibility of the individual board, commission or committee to record and maintain minutes for all meetings. These minutes shall be “summary” and not “verbatim” which briefly describe the issues and actions taken. Minority opinions of members may also be recorded in the minutes if desired. Comments by all members on every agenda item cannot practicably be included in the minutes. Also, members abstaining for legal conflict of interest requirements are required to state their reason in the minutes. Certain issues may require more detailed minutes as considered necessary by the members. Minutes must be submitted to the City Administrator’s Office for inclusion in the City Council agenda.

QUORUM

A majority of the board, commission or committee membership shall constitute a quorum for conducting business. A regular meeting may not be opened without a quorum present. Study sessions with no decisions made may be conducted without a quorum. No vote without a quorum is allowed.

BUDGET RECOMMENDATIONS

The City of Pullman prepares its operating budget on a biennial basis. Boards, commissions, and committees are encouraged to annually review and comment on department programs and capital projects that may be related to their scope of interest. This evaluation is intended to focus attention on the overall program and service priorities and commission objectives, and is not intended to be an evaluation of the administration or operation of city departments. The City of Pullman Budget document is available on the City’s website via the Finance department in the section labeled Biennial Budget.

ADMINISTRATIVE MATTERS

Boards, commissions or committees should not become involved in the administrative or operational matters of city departments unless specifically provided in their prescribed powers and duties. Members may not direct staff to initiate services, programs, conduct studies, or establish department policy without approval of the City Council. City staff assigned to furnish staff services is available to provide general staff assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Boards, commissions or committees may not establish department work programs or determine department program or service priorities. The responsibility for setting policy and allocating City resources properly

rests with the City's duly elected representatives and cannot be delegated to an outside group, however capable and interested it might be.

COMMUNICATION WITH THE CITY COUNCIL

Official communications from the Boards, Commissions or Committees to the City Council should be made by memoranda, including all rationale, for inclusion as Council agenda items. All budget recommendations should be accompanied by a recommended funding source. It should be emphasized, additionally, that when a member who is present at a Council meeting is asked to address the Council on a board, commission or committee matter, the member should represent the viewpoint of the particular board, commission or committee as a whole (not a personal opinion), unless a proper qualification is made.

WORKING WITH OTHER MEMBERS

Members should make every effort to uphold their reputation for honesty, fairness, and openness with the residents of the community. Each group will undoubtedly consist of diverse personalities; it is important to work together to accomplish common goals.

When members interact positively, the internal organization runs smoothly and the group is functional. The ideal board, commission or committee works toward consensus solutions after a good deal of technical study. It should clarify the various positions in order that its recommendations allow a rational decision on the part of Council.

WORKING WITH STAFF

City staff assigned to work with the advisory groups report to the City Administrator, who, in turn, reports to the elected officials. Each group usually is aided by a particular department director or administrator who provides staff support and orientation. Staff support also means facilitating operations. Staff is aware of their responsibilities, and board, commission or committee members should be aware of the time involved on the part of staff in preparing requested studies and reports.

If friction develops, individuals should make every attempt to clarify differences and make certain that clear communication is taking place. The public meeting should not be used to express anger or disagreement. If differences cannot be resolved by this method, the Mayor and/or City Administrator should then be consulted in an effort to resolve the matter.

STAFF REPORTS TO COUNCIL ON ACTIONS

There will be occasions when City staff will be required to prepare an agenda report on either a board/commission/committee action, or appeal for City Council review. In preparation of such a report, the staff member should present both the staff position and the board/commission/committee's position. The position of members not voting in the majority on an item should also be presented in the staff report if indicated by the member.

PUBLIC MEETING/PUBLIC HEARING – WHAT’S THE DIFFERENCE

PUBLIC MEETING: In the State of Washington all meetings of governmental bodies, including City Council and all boards, commissions and committees, at which decisions are going to be made, are open public meetings. This is the meeting 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.

At a public meeting, any and all persons may attend the meeting and observe. There is, however, no right of the public to participate in the course of a public meeting nor to comment on the subject matter being considered by the governmental body, unless provided in the published agenda. The public body may, if it so chooses, permit such participation, but it is not required to do so. (The steps outlined on page 11 for addressing City Council also includes Boards, Commissions and Committees.)

PUBLIC HEARING: As distinguished from a public meeting, any member of the public in attendance who may or may not be affected by the subject matter under consideration, or the decision to be made, has a right to speak and a right to be heard.

The governing body holding the public hearing may establish rules of procedure for the orderly conduct of the hearing. These rules may include limiting the time allowed for public presentation, so long as they are reasonable and fair in operation. (The steps outlined on page 11 for addressing City Council also includes Boards, Commissions and Committees.)

Notice that a public hearing will be held at a certain time and in a certain place, and must be timely provided before the actual date of the public hearing, even when the public hearing will be held as part of a regularly scheduled public meeting.

The governmental body will not make its actual decision during the course of the public hearing, or public participation phase, but will first close the public hearing and then take up their own decision making as a part of the public meeting, or at some later public meeting.

It is recommended for a public hearing at which there is an applicant or appellant, this individual be allowed to speak first without a time limit, unless otherwise agreed upon by the members. Following the presentation by the applicant or appellant, additional speakers should be allowed to speak in a sign-up order, depending upon the number of speakers and the degree of interest in the issue. There should be a uniform time limit for each speaker. If a public hearing is required by law, relevant, non-repetitive testimony must be accepted. Finally, the applicant or appellant should be provided the opportunity of rebuttal as the last speaker under the same uniform time limit.

CONDUCTING A PUBLIC HEARING

A GUIDE FOR THE CHAIRPERSON

Conducting the public hearing is often the most difficult task for a chairperson. Often there are two or more sides and the participants are highly motivated and often nervous. The role of the chairperson is to make sure all sides of the issue are treated fairly. Whenever possible, place the most controversial item early on the agenda. The board, commission or committee should act promptly enough to avoid holding an item over, if at all possible.

Begin the public hearing with the reading of the prepared opening legal statement for a public hearing and follow with an explanation of the purpose and what action may be possible. All persons speaking must identify themselves, not only for the record, but also so they can be spoken to by name. They must be recognized by the chairperson before speaking. All public hearings must be recorded. This task is accomplished by a staff person.

Set time limits on testimony for the public hearing. (See page 11.) Do not let speakers ramble on but do permit all persons who wish to add non-repetitive information an opportunity to contribute. Use the hearing to gather necessary information about the community, neighborhood, and individual desires concerning the proposal. It is recommended that the applicant or appellant be allowed to speak first. Following the presentation by the applicant, all additional speakers may be permitted to speak in a random order. Provide the applicant an opportunity to make a rebuttal if he/she/they wishes/wish.

At most public hearings, the board, commission or committee is trying to understand the resident's view of a proposal. Please be careful not to prejudge. Use the hearing to gather information. Do not get trapped in a dialogue with the speaker over trivial matters. Try to reinforce the speaker. Help him/her/them to overcome his/her/their anxiousness and nervousness. You may want to repeat back to the speaker what you believe to be his/her/their position. *Try to avoid speaker to audience conversation—or debate.* The purpose of the hearing is to help your board, commission or committee to act, not to engage in debate.

Sometimes inflammatory comments are made in public hearings. Try not to react to these comments; they do not require answers--as most are expressions of frustration. Try to turn this frustration to constructive avenues: ask questions and/or refer to the person by name. If you feel that some comments must be responded to, be calm and informational. Do not return insult for insult. Be a pillar of understanding, forgiveness, and strength.

After all testimony is taken, close the public hearing with the prepared closing legal statement.

Board, Commission or Committee members should not express their view on the proposal until after the public hearing is closed and discussion begins, but they may ask questions during the hearing to clarify the speaker's position. Comments and questions by Board, Commission or

Committee members during the hearing should not suggest a position one way or another. After the public hearing is closed, each Board, Commission or Committee member should be invited to discuss his/her/their views on the proposal.

Call for a motion and a second to the motion. Ask if there is further discussion. A voice vote may be taken or a roll call vote if there appears to be a divided vote on the issue. A roll call vote should always be called for in controversial situations. Make the outcome of the vote clear to the applicant and audience.

View the public hearing as democracy in action at the local level. Set your personal goal to make the public hearing work by seeing that everyone is treated fairly and the board, commission or committee had all the facts to make a fair decision. See that the board, commission or committee was open in its deliberations, no one person dominated the meeting, and no one left the meeting feeling misunderstood or, worse, unable to state his/her/their view.

LEGAL ASSISTANCE

Some boards, commissions or committees require the assistance of the City Attorney. When there is doubt concerning the legality of an issue, the Attorney may be called upon to advise members as to the legality of the proposed action. In some cases, litigation may be required; all records of the proceedings should be carefully kept.

Please remember the adage “discretion is the better part of valor” and when in doubt about the legality of a procedure, wait until the legal opinion is rendered. If necessary a hearing may have to be continued until matters can be clarified. Counsel often controls the circumstances surrounding a particular matter since he/she/they may be required to defend the action in court. Great care must be taken in the maintenance of records of the proceedings when litigation is a possibility. The direction of the City Attorney should be followed closely.

COUNCIL REVIEW OF ACTION

Most actions and recommendations of boards, commissions or committees may be appealed to the City Council for review and approval. However, there may be certain actions which are final with the Commission and with no right of appeal.

PUBLIC APPEARANCE OF MEMBERS

When a board, commission or committee member appears in a non-official, non-representative capacity before any public or private body, the member shall not identify or disclose his/her/their membership on a board, commission or committee. If a question of membership arises, the member shall indicate that he/she/they is/are speaking only as an individual.

COMMISSION MEMBERS RUNNING FOR ELECTED OFFICE

Members of the City’ boards, commissions or committees shall be permitted to retain membership on appointive bodies while seeking any elective office. Members of appointive bodies shall not, however, use the meetings, functions, or activities of such bodies for purposes of campaigning for elective office.

COMMISSION POSITIONS ON BALLOT PROPOSALS AND LEGISLATION

Boards, commissions or committees may review and make recommendations to the City Council on ballot proposals and legislation. The City Council shall review all such recommendations. Board, commission or committee members shall only represent the majority position of the City Council on such matters unless speaking as an individual or indicating a minority opinion.

RESPONSIBILITIES OF ALL BOARD, COMMISSION AND COMMITTEE MEMBERS

To be selected as a City Board, Commission or Committee member is a high honor and provides an opportunity for genuine public service. Although specific duties vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities.

1. Understand the role and scope of responsibility. Be informed of the individual board, commission or committee's scope of responsibility and operating procedures.
2. Be careful to represent the majority views of your individual board, commission or committee. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
3. Members should represent the greater public interest and not special interest groups.
4. Members are in a unique position of serving as a liaison between the City and its residents and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives. Members serve as a communication link between the community, staff, and City; present City programs, services and recommendations; and provide a channel for resident expression.
5. Members should do their homework and be thorough in their recommendations. View situations 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 recommendations.
6. Supportive relationships with the City Council and City staff are basic for successful operation of any board, commission or committee. In contacting City personnel on items of consideration, the proper channel is through the designated City staff person providing staff support for your group.
7. 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.
8. Council appointments to boards, commissions or committees are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

ATTENDANCE REQUIREMENTS FOR MEMBERS

An aggregate of five excused absences for any board, commission or committee member per calendar year may be permitted. An excess of five unexcused absences results in the member automatically forfeiting his/her/their office.

No more than three consecutive member absences from regularly scheduled meetings will be permitted, with any excess absences resulting in automatic forfeiture of office, unless such consecutive absences are excused by the Board, Commission or Committee in an open public meeting.

Letters requesting excused absences from regular meetings should be submitted for inclusion as Board, Commission or Committee agenda items, prior to the absence. There shall be no leaves of absence by any members for a period exceeding 90 days. Leaves of absence must be formally approved.

APPOINTMENT POLICIES AND PROCEDURES

The City Council establishes Boards, Commissions and Committees to assist and advise them in the conduct of City business. The following is the Council policy with respect to Board, Commission and Committee member appointments:

1. All appointments and replacements require formal action of the Council. Every board, commission and committee shall serve in an advisory capacity to the City Council.
2. Any person desiring to be considered for appointment to any City board, commission or committee, except incumbent members, shall complete an application form stating the board, commission or committee on which the person desires to serve. Applications shall be received by the Mayor's Office, where the originals will be retained and a copy distributed to all members of the City Council.
3. The City Council shall not appoint any person to a board, commission or committee who would have continually recurring conflicts of interest requiring abstentions in an excessively high percentage of situations.
4. The Mayor makes appointments, subject to confirmation by the City Council, at an open public meeting.
5. Vacant positions to the boards, commissions and committees are advertised on the City's web page and in the paper of record in order to allow those interested in membership to apply.
6. Applicants are invited to a regularly scheduled City Council meeting in order to provide a statement to the City Council concerning their reasons for wanting to participate.
7. Those members requesting reappointment are given a full term on the board, commission or committee. Those applicants appointed for the first time are given terms commensurate with the open position.

8. The City will keep the applications for those applicants which apply for membership on a City board, commission or committee and are not appointed for a period of one year to be reconsidered should other vacancies occur.
9. The City Council may remove any member of any board, commission or committee at will by a majority vote of the City Council.
10. Members shall serve without compensation for their services as such, provided, however, such member shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council.
11. Most board, commission or committee terms commence June 1 or January 1.
12. Most board, commission and committee members who will be completing their first term will be asked if they desire consideration by the City Council for an additional term.

CITY BOARDS, COMMISSIONS AND COMMITTEES

AIRPORT BOARD

Authority: N/A

Membership: Members from both cities of Pullman, Washington and Moscow, Idaho, both universities—Washington State University and University of Idaho, and both counties- Whitman County, Washington and Latah, County, Idaho, as well as a member from the Port of Whitman County and a member at-large serve on the board. The eight members are appointed by both the City of Pullman Mayor and the City of Moscow Mayor. The Pullman Mayor will always be the Chair of the Board and the Moscow Mayor will always be the Vice Chair of the Pullman-Moscow Regional Airport Board.

Duties and Responsibilities: The Pullman-Moscow Regional Airport Board establishes the policies by which the airport operates, and does not involve itself in the day-to-day operation of the airport. That function is vested in Executive Director, Tony Bean and his administrative staff.

ARTS COMMISSION

Authority: Pullman City Code 1.53

Membership: Seven (7) members appointed by the Mayor, confirmed by the City Council. The first appointed commissioners shall be appointed to fill terms as follows: three for one (1) year; two for two (2) years; two for three (3) years. Thereafter, all appointments shall be for a term of three (3) years or remainder of unexpired term.

Duties and Responsibilities:

It shall be the duty of the Pullman Arts Commission to seek private donations and grants to acquire City Council approved art work and support the performing arts, and to act in an advisory capacity to the City Council in making recommendations pertaining to all forms of the arts. The Arts Commission shall propose policies on the display, acquisition, siting, documentation, conservation and administration of all forms of art to the City Council for review and adoption.

CEMETERY COMMITTEE

Authority: Pullman City Code 1.54

Membership: Five (5) members appointed by the Mayor, confirmed by the City Council. The first appointed committee members shall be appointed to fill terms as follows: two for one (1) year; two for two (2) years; one for three (3) years. Thereafter, all appointments shall be for a term of three (3) years or remainder of unexpired term.

Duties and Responsibilities:

It shall be the duty of the Cemetery Committee to seek private donations and grants and provide input to the Parks and Recreation Commission relating to improvements at the city cemeteries.

CIVIL SERVICE COMMISSION

Authority: Pullman City Code 1.38 and Revised Code of Washington (RCW) 41.08

Membership: Three (3) members appointed by the Mayor; must be a U.S. citizen, an elector and a resident of Pullman for a minimum of three (3) years; no more than two (2) members from the same political party. Six (6) years, or remainder of unexpired term.

Duties and Responsibilities:

Adopt personnel rules for those within classified service; approve classification plan; provide for testing and evaluation; hear appeals concerning application for the State Civil Service Law and the local rules and regulations; appoint Secretary-Chief Examiner.

DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE

Authority: Pullman City Code 1.57

Membership: Seven (7) members are appointed by the Mayor, and confirmed by the City Council. The Diversity, Equity, Inclusion, and Belonging (DEIB) Committee shall select a chairperson and a secretary from among its members. Initial Committee members shall be appointed to fill terms as follows: three (3) for one (1) year, two (2) for two (2) years and two (2) for three (3) years. Thereafter, all appointments shall be for a term of four (4) years.

Duties and Responsibilities: It shall be the duty of the Committee to seek private donations and grants to fund special events, outreach, and/or other activities associated with the Committee's mission, vision, or goals. The Committee shall propose recommendations, policies, etc., to the City Council for review and adoption on a mutually determined as needed basis.

ENVIRONMENTAL RESILIENCE COMMISSION

Authority: Pullman City Code 1.59

Membership: Seven (7) members appointed by the Mayor, with the consent of the City Council, from individuals of recognized fitness for such a position. The first appointed commission members shall be appointed to fill terms as follows: two (2) for one (1) year; three (3) for two (2) years; two (2) for three (3) years. Thereafter, all appointments shall be for a term of four (4) years. If a commission member should resign before the expiration of their term, the Mayor, with consent of the City Council, shall appoint an individual to complete said term.

Duties and Responsibilities: It shall be the duty of the Commission to seek private donations and grants to fund special events, outreach, and/or other activities associated with the Commission's mission, vision, or goals. The Commission shall propose recommendations, policies, etc. to the City Council for review and adoption on a mutually determined as needed basis.

HEARING EXAMINER

Authority: Pullman City Code 1.22

Membership: None

Duties and Responsibilities:

On January 11, 2022, the Pullman City Council adopted Ordinance No. 22-2, which created the Hearing Examiner and removed the previously-used Board of Adjustment. The Hearing Examiner system is an authorized process of reviewing quasi-judicial applications as identified in RCW 35A.63.170.

The Hearing Examiner is charged with hearing variances, conditional use permits, and appeals of administrative decisions.

A Hearing Examiner is an individual who is experienced in land-use decisions, such as a land-use attorney. Other cities with similar characteristics as Pullman (Wenatchee, Moses Lake, Richland, etc.) in size, budget, and growth, have adopted a Hearing Examiner ordinance to increase services, timeliness, and reliability to their communities. The Hearing Examiner will help reduce or eliminate issues with a quorum, conflicts of interest, legal-based decisions, and the likelihood of appeals or litigation.

HISTORIC PRESERVATION COMMISSION

Authority: Pullman City Code 16.60.040

Membership: Seven (7) members appointed by the Mayor, confirmed by the City Council. Staggered terms for first set of appointments. Thereafter, three (3) years, or remainder of unexpired term. Members may be removed by the Mayor with the approval of the City Council for inefficiency or neglect of duty.

Duties and Responsibilities:

The primary responsibilities of the Historic Preservation Commission are to identify and actively encourage the conservation of the city's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the city's history and historic resources; and to serve as the city's primary resource in matters of history, historic planning, and preservation.

LAWSON GARDENS COMMITTEE

Authority: Pullman City Code 1.55

Membership: Five (5) members appointed by the Mayor, confirmed by the City Council. The first appointed committee members shall be appointed to fill terms as follows: two for one (1) year; two for two (2) years; one for three (3) years. Thereafter, all appointments shall be for a term of three (3) years or remainder of unexpired term.

Duties and Responsibilities:

It shall be the duty of the Lawson Gardens Committee to seek private donations and grants and provide input to the Parks and Recreation Commission relating to improvements at Lawson Gardens.

LEOFF DISABILITY BOARD

Authority: Pullman City Code 1.44 and RCW 41.26.110

Membership: The Board has five members, one police representative, one fire representative, two Councilmembers and a member at large.

Duties and Responsibilities:

The Law Enforcement Officers & Fire Fighter Disability Board (LEOFF) was created to establish uniform methods of procedure for the conduct of the business of the Pullman Disability Board as established under state law.

LIBRARY BOARD OF TRUSTEES

Authority: RCW 27.12.190

Membership: Five (5) members appointed by the Mayor and confirmed by the City Council. There is an ex-officio member of the Library Board who is a member of the City Council.

Duties and Responsibilities:

1. Attend monthly meetings to review library services and operations, and to adopt policies for the functioning of the library.
2. Examine and evaluate the library's monthly financial report and annual audit to assess if service needs are being met.
3. Regularly establish and evaluate a strategic plan and general direction for the library.
4. Elect officers and participate on various committees.
5. Authorize the director to take specific actions, or conduct special studies for reporting to the board, as required by the priorities for the library.
6. Continually appraise the effectiveness, and perform an annual written evaluation, of the director.
7. Actively seek funding for the library's needs and services.
8. Advocate for and promote the library in the community, explaining policies and services whenever called upon by city council, public officials or private residents.

LODGING TAX ADVISORY COMMISSION

Authority: Pullman City Code 1.50 and RCW 67.28.1817

Membership: Five (5) members appointed by the mayor, confirmed by the city council. The commission membership shall include:

(a) At least two members who are representatives of businesses that are required to collect tax under this chapter; and

(b) At least two members who are persons involved in activities authorized to be funded by revenue received under this chapter.

(c) One member shall be an elected official of the municipality who shall serve as chair of the commission.

Duties and Responsibilities:

It shall be the duty of the Lodging Tax Advisory Commission to advise the city council on the proposed uses of the revenue derived from Pullman's 4% lodging tax.

METROPOLITAN PARKS DISTRICT

Authority: Resolution No. MPD-1-03

Membership: Elected City Council as Board of Trustees and Mayor

Duties and Responsibilities: On September 7, 2002, the voters of Pullman approved the creation of a metropolitan park district, the levy of a property tax in the amount of \$0.50 per \$1,000.00 of assessed valuation and the City Council's governance of the Metropolitan Park District. Resolution No. MPD-1-03 provides that the City Council acts in its ex-officio capacity as the board of the Metropolitan Park Commission of Pullman and details the board's purpose and powers.

PALOUSE BASIN AQUIFER COMMITTEE

Authority: N/A

Membership: Representing the City of Pullman, City of Moscow, Washington State University, University of Idaho, Whitman County, and Latah County. While not a formal member, since 2006 the City of Palouse has contributed funding toward the administration of the committee.

Duties and Responsibilities: To ensure a long-term, quality water supply for the Palouse Basin region. The common water supply serving the western portion of Latah County, Idaho in the general vicinity of Moscow, and the eastern portion of Whitman County, Washington in the general vicinity of Pullman (referred to as the Palouse Basin Aquifer), is an important regional concern and maintaining and conserving that resource is of critical importance to each member of this committee. The committee deems it to be in the public interest to work jointly and cooperatively on water resource problems and issues, while maintaining a consideration of the benefits of growth activity and economic development.

PARKS & RECREATION COMMISSION

Authority: Pullman City Code 1.52

Membership: Seven (7) members appointed by the Mayor, confirmed by the City Council.

Duties and Responsibilities:

Act in an advisory capacity to the City Council in the management and development of parks facilities and recreation programs.

PLANNING COMMISSION

Authority: Pullman City Code 17.20 and RCW 35A.63.020

Membership: The Planning Commission shall consist of seven (7) members, each of whom shall serve terms of four (4) years, subject to resignation or removal. The members shall be appointed by the Mayor and confirmed by the City Council. Planning Commission members may be appointed to successive terms. No member of the Commission may simultaneously be a member of the City Council.

Duties and Responsibilities:

Review and make recommendations to the City Council on amendments to the Comprehensive Plan, Zoning Code amendments, zoning map changes, proposed land-use management regulations, the Capital Improvement Program and Transportation Improvement Program, and the establishment or abandonment of public properties.

Review and make recommendations to the City Council on applications for subdivisions of land, annexations, planned residential developments, manufactured home parks and recreational vehicle parks.

POLICE ADVISORY COMMITTEE

Authority: N/A

Membership: Thirteen (13) constituencies will be represented by primary members and alternates when available. Members are selected, approved, and appointed as per the Committee Mission and Guidelines document.

Duties and Responsibilities:

1. To advise and make recommendations to the Chief of Police concerning the provision of police protection and services within the City of Pullman;
2. To enhance police-community relations by serving as a liaison between the police department and the community;
3. To review and make recommendations concerning police department policies, procedures, training, and programs;
4. To promote and support public awareness of the City of Pullman's police services and programs;
5. To hold public meetings to solicit input from the community regarding police services, programs, and issues of public safety.

SALARY COMMISSION

Authority: Pullman City Code 1.58

Membership: Five (5) members appointed by the Mayor, confirmed by the City Council. All members shall be qualified electors of the City and must have resided within City limits for a minimum of six continuous months prior to an appointment to the Salary Commission and shall maintain such qualifications for the duration of their appointed term. These members serve independently of the City of Pullman government and elected officials.

Duties and Responsibilities: Review and set the salaries for elected officials of the City of Pullman in the form of a written salary schedule.

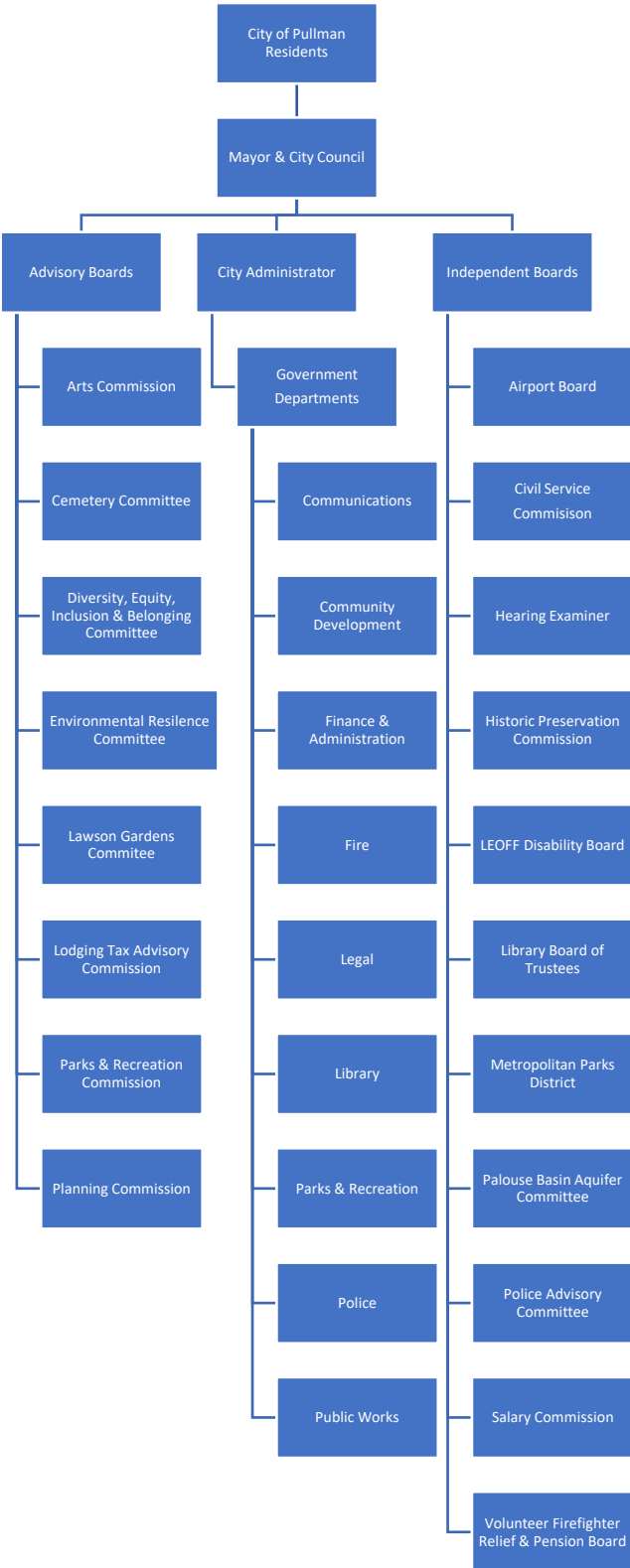
VOLUNTEER FIREFIGHTERS RELIEF & PENSION BOARD

Authority: Volunteer Firefighter' and Reserve Officers' Relief and Pension Act, RCW 41.24

Membership: The Board consists of the Mayor, one (1) City Council member, the City Clerk, the Fire Chief, and one (1) Firefighter elected by other firefighters in their department.

Duties and Responsibilities: Administer the local administration of the Volunteer Firefighters' and Reserve Officers' Relief and Pension Act.

CITY OF PULLMAN DEPARTMENTAL ORGANIZATIONAL CHART



ADMINISTRATIVE ORGANIZATION

To acquaint you with the administrative workings of city government, a brief description of each of the City departments follows. There are nine departments in the City's organizational structure: Communications, Community Development, Finance and Administrative Services, Fire, Legal, Library Services, Parks and Recreation, Police and Public Works. The responsibility for the operation of each department is assigned to a Department Director appointed by the City Administrator.

You should become familiar with the City's organizational chart and develop a working knowledge of City departments and their operations. (See page 31.)

CITY ADMINISTRATOR

The City Administrator is appointed by the Mayor and confirmed by the City Council. The Administrator is responsible for the efficient administration of City resources and City-wide department operation in accordance with Council policy. The City Administrator provides overall planning, supervision, direction, and control of all city programs and services and is empowered by State law to appoint and remove all department heads, officers, and employees of the city.

CITY ATTORNEY

This individual is appointed by the Mayor and confirmed by the City Council and shall have such administrative duties as assigned to him/her/them by the City Administrator, advises the Council and all departments and boards and commissions in all legal matters pertaining to City business. The City Attorney conducts, on behalf of the people, prosecutions for violations of the City Code; represents the City in litigation to which it may be a party; and drafts legal and official documents for presentation to the City Council.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department encompasses: Planning, Protective Inspections (building permits & inspections), Economic Development, and GIS. Its functions include activities related to development services and long-range community planning, and assists the community and its stakeholders in establishing land use plans, economic development, and ensuring the quality of new projects through the development permit process. The Department provides all development-related services in one location including planning permits, building permits, building inspections, plan checking, site plan review, and GIS mapping. The Department also provides staff liaisons for the Planning Commission, the Historic Preservation Commission, and the Hearing Examiner.

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

The Finance and Administrative Services Department provides a wide range of services, including accounting controls and procedures, to efficiently and effectively meet the financial information and reporting needs of the City in accordance with the Council's fiscal policy. These responsibilities include accounting and cash management services, billing and collection services for all City operations, and data processing services.

Human Resource Services and Civil Service activities relating to City employment opportunities and testing are also provided by this department. The department provides staff services for the City Council and also provides staff services for the Civil Service Commission.

The functions of the City Clerk also fall in this department providing City Council minutes, agenda preparation assistance, records management, oaths of office, Municipal Code in-house updating, bid openings, public notices, ordinances and resolutions, public information, and business license processing, maintaining cemetery records and administering cemetery plot purchases. The Finance Department provides staff services for the Fire Relief and Pension Board.

FIRE DEPARTMENT

The department is an all-risk, all-hazards fire agency proudly serving the City of Pullman, which is a diverse, vibrant and growing city of approximately 35,000 residents that is also home to Washington State University. Pullman Fire Department utilizes an extremely dedicated and highly trained team of career and reserve firefighters responding out of two stations to efficiently deliver a broad range of outstanding services to the residents. It also provides paramedic level medical transport services to Whitman County Fire District 4, 12 and the City of Palouse.

NEILL PUBLIC LIBRARY

The Library provides not only reading and book services for children and adults but also is responsible for scheduling and providing the community with a variety of special cultural events and performing arts programs. The Library provides staff support for the Library Board of Trustees.

PARKS AND RECREATION DEPARTMENT

The Parks and Recreation Department provides the direction and coordination necessary to ensure that recreational needs of the community are met. It fulfills these obligations through operation and maintenance of the City parks, Pullman Aquatics and Fitness Center and Reaney Pool, scheduling park and recreation activities, and providing staff and scheduling services for the Senior Activity Center. The Recreation Department provides staff services for the Parks and Recreation Commission.

POLICE DEPARTMENT

The Police Department is responsible for law enforcement and crime prevention. Among its responsibilities are enforcement of federal, state and local laws; protection of residents and property; and crime prevention, investigation, apprehension, and consulting services. The Animal Control Services also operates under the Police Department.

PUBLIC WORKS DEPARTMENT

The Public Works and Utilities Department encompasses several functions important to the needs of the City, including: engineering services; implementing capital improvement plans; street maintenance and cleaning; signing, marking, and traffic signals; maintenance and operations for the City's water and wastewater distribution systems; managing activities in support of the city's stormwater permit; operating the public transit system, Pullman Transit; and City shop operations such as providing maintenance of City equipment and vehicles and warehousing.

CITY FACILITIES AND PARKS

The City owns, operates, and maintains a number of facilities and parks that are available for use by the public either free of charge or for established fees.

LOCATION ADDRESSES AND TELEPHONE NUMBERS

Airport (Pullman-Moscow Regional).....	3200 Airport Complex North, Pullman
ANIMAL CONTROL	260 SE Kamiaken Street
General Information (Police Department).....	(509) 334-0802
To dispatch animal control.....	(509) 332-2521
Aquatic and Fitness Center.....	500 NW Larry Street
CITY HALL	190 SE Crestview Street
City Administrator.....	(509) 338-3206
City Attorney.....	(509) 338-3200
City Clerk.....	(509) 338-3209
Community Development.....	(509) 338-3168
Finance Department.....	(509) 338-3212
Human Resources.....	(509) 338-3207
Front Desk.....	(509) 338-3285
Information Technology.....	(509) 338-4357
Public Works.....	(509) 338-3220
ERD (Equipment Rental Division)	725 NW Guy Street
FIRE DEPARTMENT (Station 1)	620 S Grand Avenue
FIRE DEPARTMENT (Station 2)	55 NW Terre View Drive
General Information.....	(509) 332-8172
Lawson Gardens	750 SE Derby Street
Library (Neill Public)	210 N Grand Avenue
M & O (Maintenance and Operations)	825 NW Guy Street
PARKS SHOP	775 SE South Street
POLICE	260 SE Kamiaken Street
REANEY PARK POOL	460 NE Morton Street
RECREATION (including Senior Center)	190 SE Crestview Street, Building B
TRANSIT (Pullman Transit and Dial-A-Ride)	775 NW Guy Street
WHITMAN COUNTY HUMANE SOCIETY SHELTER	1340 SE Old Moscow Road

CITY PARKS

Please refer to the City of Pullman Parks map at the end of this section for specific park locations.

TERRE VIEW PARK

(#1)

325 NW Terre View Dr (3.25 acres) The park was donated by Ed and Mary Schweitzer in 1999. The park includes a picnic shelter, playground, wetland pond area, and public restroom.

MILITARY HILL PARK

(#2)

500 NW Greyhound Way (25 acres) Set on Military Hill overlooking the fields of the Palouse, Military Hill Park is a shared facility with Pullman Aquatic & Fitness Center and Pullman High School. There are six tennis courts, two baseball diamonds, one playfield, a children's playground, picnic shelter, BBQ's and restroom facilities. Surrounding the park is an extensive exercise trail. Development of Military Hill Park was completed in 1974 with the help of I.A.C. Funds. Quann Field, the primary baseball diamond, was outfitted with lights in 1979 and new bleachers were installed in 1992.

CONSERVATION PARK

(#3)

799 NW Darrow St (15.85 acres) The City's "old nursery" site having outgrown its initial purpose made its transformation into the Conservation Park as a result of WSU student Angie Kenney's Master Thesis; Environmental and Societal Benefits of Conserving Open Space: An in-depth Analysis and formal Park Proposal for Pullman, Washington.

HARRISON TOT LOT

(#4)

337 NW Harrison St (.233 acres) Harrison Tot Lot is designed specifically for toddlers and very young children. All equipment is colorful, imaginative and geared for use by young families. Casual seating areas, picnic table and BBQ further enhance this little park.

PETRY NATURAL AREA

(#5)

(1.96 acres) A dedication ceremony for the Petry Natural Area (Petry Park) occurred on July 6, 2004. In order to access the natural area, enter the city path on Stadium Way. The park is located approximately one-quarter mile up the path on your left. Signage marks the location of the site. Glenn and Melody Petry not only donated the property but also signage, two benches, two picnic tables, and trash receptacles.

MCGEE PARK

(#6)

1220 NE Lybecker St (3.04 acres) Land for this park near WSU was acquired in 1964. McGee park has a softball diamond and fenced basketball court for youth. The basketball court was donated by a Mr. and Mrs. Clarence Ryan in 1980 to be enjoyed by the youth of the community. A large picnic shelter and BBQ's are situated near the children's playground and restroom facilities.

REANEY PARK

(#7)

690 NE Reaney Way (1.64 acres) In 1910 Reaney Park was the site of a roller rink and livery stable for W.S.U. students. The city purchased the park site from Albert and Phebe Reaney in 1904. The bandstand was constructed and native buckeye trees planted in 1915. As more land was purchased the first swimming pool was built (1917). Reaney Park is the home of the National Lentil Festival and the Reaney Park Concert Series on summer evenings. Our community's only outdoor pools are located at the west end of the park and an extensive playground area wraps around the park perimeter.

SPRING STREET SKATE PARK

(#8)

325 E Spring (2.75 acres) Located near Reaney Park. The park includes a skate board facility, and public restrooms. The park has a trail link to the Bill Chipman Trail. Benches are located along the tranquil Palouse River for patrons to enjoy a quiet moment alone.

CITY PLAYFIELDS

(#9)

820 SE South St (8.66 acres) Situated along the South Fork of the Palouse River are one little league field and two softball fields (Thatuna, Bowman, and Wiley) that constitute the Pullman City Playfields. This is the main athletic facility for Pullman's summer sports. A jogging track, exercise stations, volleyball standards, batting cage, picnic tables, drinking fountains and restrooms are also part of this athletic complex. The land for the City Playfields was dedicated to the city in 1941 by Henry Cole.

PULLMAN RV PARK

(#10)

785 SE South Street, Pullman, WA

Dump Station: **1025 NW Guy St**

Tent camping available on a first come first serve basis. Tent sites cannot be reserved. There is no attendant on site. Reservation holders check computer screen for confirmation.

SHORT TERM PARKING ONLY! Maximum stay is 10 NIGHTS. Long term RV parking not offered. RV site reservations may be made Monday-Friday, 8:00AM to 5:00PM by calling (509) 338-3227 or online at least 3 days before arrival. Reservations must be paid in full at the time of reservation using a Visa or MasterCard. Drop-in customers are welcome to submit payment via cash or check in the drop box for any unreserved site. Check the computer screen on arrival for availability. Drop-in customers are welcome, but sites with reservations have precedence over drop-in customers. During the winter months (December through March) NO WATER AVAILABLE. **RV sites include:** Electrical hookup, picnic table, sewer, water and Wi-Fi. Chemical toilets are on site. No shower facilities. **Tent sites include:** Picnic table and Wi-Fi. Chemical toilets on site. No shower facilities.

KRUEGEL PARK

(#11)

705 SE Dilke St (7.95 acres) Originally donated to the city in 1903 by William C. Kruegel, the park has a lovely grove of shade trees that border the spacious picnic shelter and BBQ area. Overlooking one tennis court and two Pickleball courts is an expansive playground which includes swings, slides, and climbing equipment. A small football field, little league baseball diamond, soccer field, volleyball standards and restrooms complete the facilities available at this lovely park.

GANNON/WOODCRAFT PARK

(#12/#13)

370 SE Pine St (.84 acres) Nestled in a quiet southeast neighborhood and sheltered by shade trees, Woodcraft park is primarily a peaceful picnic area. The park land was donated to the city in 1946. Also available is a two-person swing.

SUNNYSIDE PARK

(#14)

147 SW Cedar St (25 acres) Home of Pullman's yearly Fourth of July celebration, this expansive park rolls with the natural terrain of the Palouse. Cradled below grassy knolls are two ponds fed by a waterfall and connected by a babbling creek. Graceful willows dip into the ponds, which are home to assorted ducks and turtles. Development of Sunnyside Park was completed with the help of I.A.C. Funds in 1974. There is a large picnic shelter and BBQ area overlooking the ponds and an adjoining children's playground. Two tennis courts, a little league baseball field, volleyball standards, disc golf course and trails complete the athletic facilities available.

The south side of the park, previously a nursery, now includes 24 garden plots for rent for the sole purpose of private vegetable or flower gardening. They are available for summer rental through the Parks and Recreation office. There is a \$30.00 per plot fee to rent a plot for the season. Plots can be rented to individuals or groups and the fee covers the cost of spring and fall rototilling, initial weed control, and water expenses within the garden plot(s). Depending upon spring soil and weather conditions, the assigned plot may be used from approximately April 15 through October 15 of the current year. The plots are laid out, marked, and rototilled initially by the City. The ground is good black loam on a gentle north slope unobstructed from the sun. Garden plots will share the water sources.

Access to the nearest parking area is off Wawawai Road. Proceed up the Colfax Highway from Pullman and turn left at the Hilltop Inn, or go to the end of West Main then left 200 feet. Vehicles are not allowed in the park. It is approximately 300 feet to the gardening area from where you park. You will have to carry in your gardening supplies, tools, and hose.

EMERALD POINT PARK (UNDER DEVELOPMENT)

(#15)

In 2011, 2.625 acres were donated from the Emerald Pointe Home Owners Assoc. for the development of a playground and green space for the children of the Golden Hills housing development.

ITANI LINEAR PATH/ ITANI PARK

(#16/#17)

950 SW Crestview Dr (Itani Park 7.45 acres/Itani Linear Path 7.1 acres) Rafik and Mary Sue Itani donated this natural linear park to the City in 1997, development of the park began in 2006. In 2010 a small gazebo was constructed in the park.

LAWSON GARDENS

(#18)

705 SE Derby St (13 acres) In 1985 Gerald Lawson, a local farmer, donated the land and development funds for this beautiful formal garden complex. The garden was dedicated in 1987 to the memory of his first wife, Alice. Oriented around a large reflecting pool and gazebo, seasonal plantings of colorful annuals accent the walkways and grassy area. In 1990 the Pullman Rotary Club donated funds for development of a circular rose garden which was planted in 1991-92 with 600 assorted rose bushes. The Perennial Garden was planted along the east side of the garden in 1991 and provides unique and colorful displays year-round.

MARY'S PARK

(#19)

1570 SE Johnson Ave (5 acres) Mary's Park offers engaging, inclusive opportunities for children of all abilities to be active and have fun outside! The park was officially unveiled in September 2022, and includes Pullman's first ADA-accessible playground.

Playground features:

- Two themed play structures that are wheelchair-accessible
- A durable SpectraTurf rubber playground surfacing for mobility
- ZipKrooz glider
- Brava Universal Swing
- Cozy Cocoon

Mary's Park also offers a wetland pathway and musical garden. Future plans include paving the parking lot, installing a bathroom, and erecting a picnic shelter, in addition to landscaping around the property.

In 2010, five acres were donated from the Herb Neil estate for the creation of Mary's Park. Construction started in 2019 but was stalled in 2020 due to the pandemic.

SUNRISE PARK

(#20)

Bypass Dr (.08 acres) The park was donated in 2013 by Kevin Kirkman of Kirkman Development. Development of this park will include a walking path, gazebo, benches and will be the beginning point for Pullman Regional Hospital wellness path.

BILL CHIPMAN PALOUSE TRAIL

(#21)

1450 SE Bishop Blvd Sixteen miles of paths and trails within the City of Pullman connects to the 7-mile-long Bill Chipman Palouse Trail, between Pullman and Moscow, which also connects to the 11-mile-long Latah Trail, between the communities of Moscow and Troy.

CITY OF PULLMAN PARKS MAP

