



# Housing Action Subcommittee

Thursday, March 21, 2024

9:30 AM-11:00 AM

Tribal Conference Room – City Hall Lobby

Virtual meeting information below

**TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE**

## Public Comment

9:30 – 9:35 Public Comment (3 minutes each) Citizens are invited to give public comment on any topic related to the Housing Action Subcommittee

## Committee Work Session:

9:35 – 9:40 Introductions + Announcements  
9:40 – 10:00 City Council Resolution Batch Appointing Members to HAS  
10:00 – 10:15 Open Public Meeting Act Training Information  
10:15 – 11:00 1590 Projects Status Report

## Adjournment

---

## Virtual Meeting Information Below:

Join from the meeting link:

[Click here to join the meeting](#)

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDIhMzMzNjctNWUzYS00M2M2LThkYzYtMzk0NTI5ZDU3M2Mz%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22eec0423b-0336-4f70-817d-e7ff3e9fc055%22%7d)

[join/19%3ameeting\\_MDIhMzMzNjctNWUzYS00M2M2LThkYzYtMzk0NTI5ZDU3M2Mz%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22eec0423b-0336-4f70-817d-e7ff3e9fc055%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDIhMzMzNjctNWUzYS00M2M2LThkYzYtMzk0NTI5ZDU3M2Mz%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22eec0423b-0336-4f70-817d-e7ff3e9fc055%22%7d)

Meeting ID: 291 798 739 417

Passcode: v5za7o

Video Conference ID: 114 943 085 8

[Alternate VTC instructions](#)

Join by phone

+1 424-566-7556,,878975113#

Phone Conference ID: 878 975 113#

---

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mpiccolo@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7 1 1. Please contact us forty-eight (48) hours before the meeting date.

**RESOLUTION NO. 2024-XXXX**

A Resolution appointing members to the Housing Action Subcommittee

**WHEREAS**, in 2020, the Washington State legislature passed House Bill 1590, which allows cities to adopt a 0.1% sales and use tax by ordinance to provide funding for the construction of affordable housing and housing-related supportive services; and

**WHEREAS**, on November 30, 2020 the Spokane City Council passed ORD C35982 imposing a sales and use tax as authorized by RCW 82.14.530 and enacting Chapter 08.07C of the Spokane Municipal Code titled Sales and Use Tax for Housing and Housing-Related Supportive Services; and

**WHEREAS**, the Housing Action Subcommittee was established by City Council via RES 2021-0020 on March 22, 2021 as an ad hoc subcommittee of the Urban Experience Committee intended to advise Council on housing policy and to receive and examine applications for housing funding as established by Chapter 08.07C of the Spokane Municipal Code; and

**WHEREAS**, Resolution 2021-0020 describes the roles and responsibilities of the Housing Action Subcommittee as well as the minimum membership requirements; and

**WHEREAS**, no members have ever been formally appointed to the Housing Action Subcommittee and it is the desire of Council to “batch appoint” new members beginning with grandfathering in members who have regularly attending Housing Action Subcommittee meetings in the past; and

**WHEREAS**, the following individuals have regularly attending Housing Action Subcommittee meetings in the past:

- 1. NAME
- 2. NAME
- 3. NAME

**NOW, THEREFORE, BE IT RESOLVED** that the Spokane City Council does appoint these individuals as members of the Housing Action Subcommittee

**BE IT ALSO RESOLVED** that the Council...

Passed by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

---

City Clerk

Approved as to form:

---

Assistant City Attorney

DRAFT

# MEMBERSHIP APPOINTMENT TIMELINE



**MARCH 21ST**  
**HOUSING ACTION**  
**SUBCOMMITTEE**

**APRIL 8TH**  
**FINAL DRAFT**  
**URBAN EXPERIENCE**

**APRIL 15TH**  
**BRIEFING SESSION**  
**ADVANCE AGENDA**

**APRIL 22ND**  
**LEGISLATIVE SESSION**  
**COUNCIL VOTE**





## OPEN PUBLIC MEETINGS AND PUBLIC RECORDS ACT TRAINING

Within 90 days of your appointment to the Housing Action Subcommittee, you must complete training regarding the Open Public Meetings Act and the Public Records Act.

The training can be completed online through the Attorney General website at <http://www.atg.wa.gov/open-government-training>.

You will need to review the written material under Lesson 1 regarding open government and then watch the videos under Lesson 2, regarding Public Records Act training, and Lesson 3, regarding the Open Public Meeting Act training.

### Open Government Training Curriculum - Resources

Lesson (1) is a general overview. Lesson (2) provides basic training and other resources on the Public Records Act. Those resources include a training video, PowerPoint, and other educational materials such as legislative updates. Lesson (3) provides training and other resources on the Open Public Meetings Act. Those resources include a training video, PowerPoint, and other educational materials such as legislative updates. Lesson (4) provides basic records retention and management training. Lesson (5) provides supplemental Public Records Act training, designed especially for Public Records Officers. See Q & A guidance above to learn which lessons agency officials and staff must take.



- **Lesson 1:**
  - [Open Government Overviews and General Principles](#)
- **Lesson 2:**
  - [Public Records Act Basics - RCW 42.56](#)
- **Lesson 3:**
  - [Open Public Meetings Act - RCW 42.30](#)
- **Lesson 4:**
  - [Records Management and Retention Basics - RCW 40.14](#)
- **Lesson 5:**
  - [Supplemental Public Records Act Training - RCW 42.56](#)

Once you have completed the training, you can upload the attached certificate of training and file the certificate with the City Clerk's Office. You may contact the City Clerk's Office at 625-6350 if you have any questions.

# CERTIFICATE OF TRAINING

\_\_\_\_\_  
Name

*Completed the following training:*

- Open Public Records Act Training** (RCW 42.56)
- Open Public Meetings Act Training** (RCW 42.30)
- Records Retention/Management Act Training** (RCW 40.14)

**Date Training Received:**

**Sponsor** (Organization/agency providing training): City of Spokane

**Format:**

- In-person training by: [Name of trainer(s)]
- Online Training (including webinars):  
<http://www.atg.wa.gov/opengovernmenttraining.aspx>
- Other format: [Describe]

*I hereby certify that I received this training:* \_\_\_\_\_  
*Signature & Position or Title*