



OFFICE OF THE CITY CLERK
808 W. SPOKANE FALLS BLVD
SPOKANE, WASHINGTON 99201-3342
509.625.6350

September 13, 2012

City Clerk File No.:
RES 2012-0071
ORD C34900

COUNCIL ACTION MEMORANDUM:

RE: RESOLUTION 2012-0071 DISSOLVING THE COMMUNITY DEVELOPMENT BOARD, HUMAN SERVICES ADVISORY BOARD AND REGIONAL HOMELESS GOVERNANCE COUNCIL and FINAL READING ORDINANCE C34900 RELATING TO THE ESTABLISHMENT OF THE CITY OF SPOKANE COMMUNITY, HOUSING AND HUMAN SERVICES BOARD

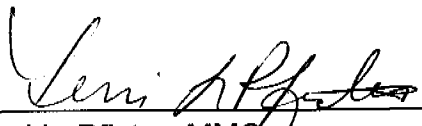
During its 6:00 p.m. Legislative Session held Monday, September 10, 2012, the Spokane City Council considered the above-described matters. Subsequent to an overview of the items by Community and Neighborhood Services Division Director Jonathan Mallahan and Michael Cannon, Chair of the (former) Community Development Board, and Council inquiry and comment, the following actions were taken:

Motion by Council Member Snyder, seconded by Council President Stuckart, that in Section C (under SMC 4.34.030) it be changed to read: "In addition to the twelve positions, the Board will include two voting representatives from the City Council selected by City Council...all of whom shall be appointed or reappointed to one year terms." **Motion carried unanimously (Council Member Salvatori absent).**

Motion by Council Member Allen, seconded by Council Member McLaughlin and Council President Stuckart, to make the nonvoting County liaison member a voting member (thereby amending Section C under SMC 4.34.030 to read: "...and a voting elected official or policy level decision-maker to represent Spokane County who shall be selected by the Spokane County Commissioners then nominated by the Mayor and appointed by City Council," (whom shall be appointed or reappointed to a one-year term). **Motion carried 5-1 (Council Member Snyder voting "no" and Council Member Salvatori absent).**

Public testimony was then received from one individual and additional Council comment held. Subsequently, the following action was taken:

Upon Unanimous Roll Call Vote (Council Member Salvatori absent), the City Council **adopted Resolution 2012-0071** dissolving the Community Development Board, Human Services Advisory Board and Regional Homeless Governance Council and **passed Final Reading Ordinance C34900, as amended,** relating to the establishment of the City of Spokane Community, Housing and Human Services Board; adopting a new Chapter 4.34 to Title 4 of the Spokane Municipal Code.



Terri L. Pfister, MMC
Spokane City Clerk



Agenda Sheet for City Council Meeting of:
08/27/2012

Date Rec'd	8/15/2012
Clerk's File #	ORD C34900
Renews #	
Cross Ref #	RES 2012-0071
Project #	
Bid #	
Requisition #	

Submitting Dept	HUMAN SERVICES
Contact Name/Phone	JONATHAN 6734 MALLAHAN
Contact E-Mail	JMALLAHAN@SPOKANECITY.ORG
Agenda Item Type	First Reading Ordinance
Agenda Item Name	1540 RELATING TO THE FORMATION OF THE COMMUNITY, HOUSING AND HUMAN SERVICES

Agenda Wording
 Relating to the formation of the Community, Housing and Human Services Board. Adopting new SMC Sections 4.34.010, 4.34.020, 4.43.030, 4.43.040, 4.43.050.

Summary (Background)
 The Community Development & Human Services Taskforce was formed the Mayor to make recommendations for a successful combination of the Community Development and Human Services departments and the 3 citizen advisory boards related to these departments. The taskforce presented their recommendations for the Community Housing & Services Board, which would replace the current Community Development Board, Human Services Advisory Board and the Regional Homeless Governance Council. This establishes it.

Fiscal Impact	Budget Account
Select \$	#
Select \$	#
Select \$	#
Select \$	#

Approvals		Council Notifications	
Dept Head	ALLARD, JERRIE	Study Session	PCED 7-30-12
Division Director	MALLAHAN, JONATHAN	Other	
Finance	LESESNE, MICHELE	Distribution List	
Legal	PICCOLO, MIKE		
For the Mayor	FEIST, MARLENE		
Additional Approvals			
Purchasing			

FIRST READING OF THE ABOVE ORDINANCE
 WAS HELD ON
 8/27/2012
 AND FURTHER ACTION WAS DEFERRED
 [Signature]
 CITY CLERK

PASSED BY SPOKANE CITY COUNCIL
 (As Amended)
 9/10/12
 [Signature]
 City Clerk

C34900

Ordinance No. C34900

An ordinance relating to the establishment of the City of Spokane Community Housing and Human Services Board; adopting a new chapter 4.34 to title 4 of the Spokane Municipal Code.

WHEREAS, the City of Spokane currently has three boards performing related functions and duties; the Human Services Advisory Board created in September of 1980 pursuant to Resolution No. 80-34, the Community Development Board created in September of 1986 pursuant to Resolution No. 86-84 and the Regional Homeless Governance Council created in October of 2010 pursuant to Resolution No. 2010-78; and

WHEREAS, it is in the best interest of the citizens of Spokane as well as City government to utilize the services and expertise of its board volunteers by combining these three Boards into one Board to comprise all functions and duties of the three; and

WHEREAS, this ordinance establishes the City of Spokane Community Housing and Human Services Board and sets forth Functions, Membership and Board structure, as well as other related matters; -- Now, Therefore;

The City of Spokane does ordain that:

Section 1. There is adopted a new chapter 4.34 to title 4 of the Spokane Municipal Code to read as follows:

Chapter 4.34 Community Housing and Human Services Board

Sections:

- 4.34.010 Purpose
- 4.34.020 Functions
- 4.34.030 Membership
- 4.34.040 Board Structure
- 4.34.50 Policy Directive

4.34.010 Purpose

It is the purpose of the Community Housing and Human Services Board to act in an advisory role to City administration, the Mayor and City Council in regards to community development, housing and human services programs.

4.34.020 Functions

The functions of the Community Housing and Human Services Board shall include:

- A. Prepare the City's Consolidated Community Development and Housing Plan and Annual Action Plans and the 10-Year Plan to End Homelessness. All to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce where applicable.
- B. Develop the City's Annual Citizen Participation Plan as required by HUD and involve neighborhoods and citizen representation in the annual funding allocation process.
- C. Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by City Council.
- D. Act as the board for the local Continuum of Care, as defined by the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program, ensuring compliance with provisions of 24 CFR Part 578. Ensuring the Continuum carries out the duties and responsibilities of a coordinated homeless response system. The three primary responsibilities of the Continuum of Care include (1) operating the Continuum of Care, (2) Designating and operating a Homeless Management Information System and (3) Continuum of Care planning.
- E. Make recommendations about funding priorities for housing programs and projects and social services utilizing Federal, Washington State and City resources.
- F. Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council.
- G. Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council.
- H. Provide policy guidance and recommendations for community development, human services, homeless and special purpose grant programs applications and implementation.
- I. Represent the diverse constituencies that make up Spokane's low and moderate income populations, service providers and the continuum of care needs and services for extremely low income persons and families.
- J. Guide Spokane's Community Housing and Human Services into the future.

4.34.030 Membership

- A. The initial Board membership shall be comprised of sixteen members; five current members from each of the Human Services Advisory Board, the Community Development Board and the Spokane Regional Homeless Governance Council and one member from the Community Assembly. Members shall be nominated by the Mayor and appointed by City Council.

- B. Initial members will serve for the duration of the remainder of the term for the position on the Board which they currently serve. As the terms of the initial members expire, Board membership shall be reduced to twelve members. Subsequent appointees to the Board shall serve three year terms and may be eligible for one three year term reappointment. The Mayor shall nominate and the City Council shall appoint all subsequent members. Initial members of the Board will be eligible for subsequent appointment after their initial term has expired.

- C. In addition to the twelve positions, the Board will include two voting representatives from the City Council selected by City Council and a voting elected official or policy level decision-maker to represent Spokane County who shall be selected by the Spokane County Commissioners then nominated by the Mayor and appointed by City Council, all of whom shall be appointed or reappointed to one year terms.

- D. Initial and subsequent members of the Board and Board committees shall include relevant representation in compliance with HUD and Washington State Department of Commerce requirements.

- E. The Board shall serve without compensation. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the object of providing sound advice, representative of the citizenry. To achieve that purpose, it shall include residents from diverse neighborhoods within the City and County, with diverse professional backgrounds and citizens active in neighborhood or community affairs. Youth may also serve as members.

In addition to the areas listed above, all Board Members must have a passion for service and social justice.

4.34.040 Board Structure

- A. The initial Board will establish a subcommittee to draft procedures for operation and adopt such procedures within six months of the Board's initial meeting.

- B. The Board will utilize a subcommittee structure to assist with its Functions. Subcommittees will be comprised of Board Members and other citizens with experience and expertise in the subject matter of the subcommittee. The Board

Chair shall appoint subcommittee members. Current members of the Human Services Advisory Board, Community Development Board and Regional Homeless Governance Council may serve on the subcommittee(s) of their choosing for the remainder of their term.

- C. The Board will include an Executive Committee of three individuals. Initially, these individuals will be the Chairs of the Human Services Advisory Board, Community Development Board and Regional Homeless Governance Council. The Mayor shall appoint the first chair of the Community Housing and Services Board from these individuals. The two Executive Committee members not serving as the Chair will be Vice-Chairs. The Vice-Chairs and Chair positions will rotate amongst the Executive Committee members for the first three terms. The Board will establish a selection process for new Executive Committee members in its procedures.
- D. The Board will establish a well integrated subcommittee structure during their first year in order to function efficiently as one Board for the different funding sources and variety of programs.

4.34.050 Policy Directives

All policy directives previously issued by the City Council pursuant to a resolution or ordinance shall continue in full force and effect with the Community Housing and Human Services Board upon its formation.

PASSED BY THE CITY COUNCIL ON September 10, 2012

Ben Stucke
Council President

Attest:

Lena L. L. L.
City Clerk

Approved as to form:

B. B.
Assistant City Attorney

David A. Cannon
Mayor

September 20, 2012
Date

October 20, 2012
Effective Date



Community Development & Human Services Taskforce

The Community Development & Human Services Taskforce was formed by Mayor Condon to make recommendations for a successful combination of the Community Development and Human Services departments and the three citizen advisory boards related to these departments. The following material outlines the taskforce’s recommendations for a combined citizen advisory board, known as the Community Housing & Services Board, which would replace the current Community Development Board, Human Services Advisory Board and the Regional Homeless Governance Council.

Name: Community Housing and Services Board

Functions:

- Develop Consolidated Plan and annual action plan. This plan will include what is currently known as the 10-Year Plan to End Homelessness.
- Make recommendations about funding priorities for housing and social services.
- Evaluate requests for funding for housing, social services, neighborhood revitalization and make funding recommendations to the Mayor and City Council.
- Provide guidance and recommendations for the Community Development and Human Services Department program implementation.
- Represent the diverse constituencies that make up Spokane’s continuum of care.

¹Membership:

Initially, the Board will be comprised of 16 members; 5 from each of the 3 current citizen advisory boards (CD Board, HSAB, RHGC) and one member from the Community Assembly. Founding and future members of the board will be selected based on experience, knowledge and expertise in the following areas (listed in alphabetical order):

Area of Expertise/Experience	
Accounting	Housing Development
Business	Immigration
Child Welfare	K-12
City Council	Law Enforcement
CA Representative	Low Income
CD Neighborhood	Mental Health Care
Disabled Care	Non-Profit
Workforce Development	Real Estate
Faith Based	Seniors
Health Care	Tribal
Higher Education	Veteran's Affairs
Youth	

²Taskforce to consider process for procedure development

*In addition to the areas listed above, all board members will be required to have a passion for service and social justice

Founding members will serve for the duration of the remainder of the term for the position on the board which they currently serve. Founding members will then be eligible to serve two 3-year terms.

As founding members term out or leave the Board for other reasons, membership will be limited to 12. In addition to the 12 positions, the Board will include a representative from the City Council and an elected official or policy level decision maker to represent the County.

Board Structure:

²The founding Board will establish a subcommittee to draft procedures for operation and adopt such procedures within 6 months of the board's initial meeting.

The Board will operate using a subcommittee structure. Subcommittees may also be comprised of community members who do not serve on the Board. Subcommittee appointments shall be made through application to the Board. Members of the CD Board, HSAB, RHGC at the time of formation of the Community and Housing Services Board will automatically be eligible to serve on board subcommittees without application to the board.

The Board will include an executive committee of 3 individuals. Initially, these individuals will be the chairs of the HSAB, RHGC and CD Board. The taskforce will request that the Mayor appoint the first chair of the combined board from these individuals. The two executive committee members not serving as the chair will be vice-chairs. The vice-chairs and chair positions will rotate amongst the executive committee members annually, for the first 3 terms. The board will establish a selection process for selecting new executive committee members in their procedures.

Transition:

In order to ensure a smooth transition and follow through with the commitments of the three impacted boards, the initial subcommittees of the Community Housing and Services Board will align with the current HSAB, RHGC and CD Boards. It will be a priority for Board to establish an integrated subcommittee structure at their first board retreat in 2012.

²Taskforce to consider process for procedure development