

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the City of Spokane's Office of Neighborhood Services (hereinafter "ONS") and the Community Assembly (hereinafter referred to as "CA").

Per the City of Spokane Charter, Article 8<sup>1</sup>, the CA is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. The CA shall act as advisors to the City Council and the Mayor. ONS shall act as the staff support for the neighborhood council program and as the liaison between the neighborhood councils, the CA, the City Council, the Mayor, and the various city departments.

The intent of this MOU is to clarify expectations of both parties per SMC 04.27.040<sup>3</sup>. In addition to specific staff support listed below, ONS will support the core purpose and values of the CA<sup>2</sup> and advocate for the Neighborhood Councils.

This MOU does not address the relationship between ONS and the Neighborhood Councils.<sup>4</sup>

The parties agree as follows:

ONS will provide the following staff support to the CA:

1. Staff will attend and coordinate monthly CA meetings by preparing and emailing agenda packets; taking and disseminating minutes per CA policies and procedures; posting both agenda packets and minutes to the city neighborhoods program website (hereinafter "website").
2. Staff will attend and coordinate joint CA/City Council meetings by emailing and posting agendas to website.
3. Staff will attend and support CA Committees meetings by emailing notices and posting agendas to website. Additionally, staff will provide the following support:
  - a. For Admin Committee, track and provide a list of presentation requests for their consideration for CA monthly meeting.
  - b. For Budget Committee, provide a summary of expenses submitted and reimbursed for the Community Engagement Grants.
  - c. For Building Stronger Neighborhoods (BSN) Committee, provide training support as requested by BSN.
  - d. For all committees, staff will work with other city departments to arrange for the participation of appropriate staff and provide additional agreed upon support as detailed in the committee-specific policies and procedures.<sup>5</sup>
  - e. If requested, will assist in reserving space for CA, CA/CC, and CA Committee meetings on city facilities or other public facilities.
4. Maintain CA historical archives of meeting minutes and documents.
5. Establish email distribution lists for CA committees as provided by committee chairs; maintain email distribution lists in coordination with committee chairs.
  - a. Neighborhood Council Chairs, Vice-Chairs, and CA reps will automatically be added to (or removed from) committee distribution lists once ONS receives notice of their election.

- b. With the exception of individuals listed in 5.a, removal from a committee email distribution list must be requested by the individual themselves to chair or ONS in writing or as a result of a delivery failure.
- 6. Keep the my.spokanecity.org Neighborhood Council webpages up to date.
  - a. Includes posting minutes and/or agendas as provided by the Neighborhood Councils.
- 7. Manage any funds and related contracts set aside for CA by the City Council beyond the Community Engagement Grant funding.
- 8. Provide Community Assembly meeting facilitator (if requested).

The CA agrees to provide to ONS:

- 1. Current CA policies & procedures.
- 2. CA Committee meeting agendas, minutes, and list of committee officers/members with up-to-date contact information.
  - a. The CA Committees will be responsible for taking their own minutes.
- 3. CA Committee meeting dates, times, and locations.
  - a. The Committees (with exception of Admin Committee) will be responsible for setting up their own meetings, including web meetings.
- 4. Current email contact information for ONS to create distribution lists.

Per SMC 04.27.040, this MOU will be reviewed on an annual basis in conjunction with the annual CA Policies and Procedures update. This initial MOU and any future changes will be presented to the City Council for approval. Both parties pledge to always comply with this MOU in good faith. If either party fails to fulfill its commitments, either party can trigger a review and renegotiation of this MOU.

<sup>1</sup> Text of Charter Article 8 <https://my.spokanecity.org/opendata/charter/article-08/>

<sup>2</sup> CA Core Purpose and Values can be found here: <https://my.spokanecity.org/neighborhoods/community-assembly/>

<sup>3</sup> Text of SMC 04.27.040: <https://my.spokanecity.org/smc/?Section=04.27.040>

<sup>4</sup> Per the SMC, if a NC chooses, they can work with ONS to develop an MOU specific to their neighborhood council.

<sup>5</sup> Community Assembly Policy & Procedures can be found here: <https://my.spokanecity.org/neighborhoods/community-assembly/>

DS

DATED this 30th day of August, 2021.

OFFICE OF NEIGHBORHOOD SERVICES

COMMUNITY ASSEMBLY



DocuSigned by:  
 By: *Nadine Woodward*  
 39651E7EC71D4A0...  
 Nadine Woodward, Mayor

DocuSigned by:  
 By: *Greg Francis*  
 2C3F173B4EFE4FA...  
 Authorized Representative of CA

Approve as to form:

Attest:

DocuSigned by:  
*Mike Piccolo*  
 0EACB9D5FA1F...  
 Assistant City Attorney

DocuSigned by:  
*Teri Affolter*  
 CCEB7AD...  
 City Clerk