

Spokane Neighborhoods Community Assembly
“Provide a vehicle to empower Neighborhood Councils’ participation in government.”



Meeting Agenda for Thursday, April 1, 2021
 5:30 to 8:00 pm, Webex Online Meeting
 Proposed Agenda Subject to Change
 Please bring the following items:
 *Community Assembly Minutes: March 4, 2021



Administrative Agenda

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator)	3 min (5:30)	Discussion	-
2. Proposed Agenda (Facilitator).....	2 min (5:33)	Approve	-
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	3

Open Forum

4. Reports/Updates/Announcements	10 min (5:40)	Oral Reports	-
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Legislative Agenda

5. City Council (Council Member Stratton)	10 min (5:50)	Oral Reports	-
6. Office of Neighborhood Services Update,	10 min (6:00)	Presentation	
Cupid Alexander & Carly Cortright			
7. Clean-Up Update, Dustin Bender & Robert Kaatz.....	15 min (6:10)	Oral Reports	
8. DivisionConnects, Jason Lien & Karl Otterstrom	20 min (6:25)	Presentation	
9. Housing Action Subcommittee Member, Paul Kropp	20 min (6:45)	Discussion & Vote	8
10. Shared Zoom Meeting Account, Tina Luerssen	15 min (7:05)	Discussion & Vote	
11. Policies & Procedures Update, Greg Francis	10 min (7:20)	Oral Reports	28
12. Administrative Committee Announcements, Greg Francis.....	5 min (7:25)	Oral Reports	
13. Roundtable Discussion	10 min (7:30)	Open Discussion	-

Other Written Reports

Plan Commission Agenda Materials See Website at <https://my.spokanecity.org/bcc/commissions/plan-commission/>

Committee Reports, Agendas, Minutes, etc.

• Administration Committee	13
• Budget Committee.....	15
• Building Stronger Neighborhoods Committee (BSN).....	17
• Liaison Committee.....	21
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	#

Liaisons and CA Representation on Outside Boards and Committees Reports (Liaison Committee)

• Community Housing and Human Services (CHHS) Liaison Report.....	#
• Design Review Board Liaison Report	#
• Plan Commission Liaison Report.....	22
• Urban Forestry-Citizen Advisory Committee Representative Report	#

** IF YOU CAN'T MAKE THE MEETING, PLEASE SEND YOUR ALTERNATE! **

Spokane Neighborhoods Community Assembly
“Provide a vehicle to empower Neighborhood Councils’ participation in government.”

Join WebEx Meeting [Online](#).

Tap to join from a mobile device (attendees only)

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***** IF YOU CAN'T MAKE THE MEETING, PLEASE SEND YOUR ALTERNATE! *****

Community Assembly Draft Meeting Minutes

March 4, 2021 via WebEx web conference

Meeting called to order at 5:30pm by Carly Cortright

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon Hill, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Manito/Cannon Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Comstock, Logan, Minnehaha, Nevada-Heights, North Hill, and West Central.
- **City Staff present:** Cupid Alexander (Neighborhood Housing and Human Services, NHHS), Carly Cortright (Office of Neighborhood Services, ONS), Annie Deasy (ONS), Council Member Wilkerson, Nathan Gwinn (Planning), Amanda Beck (Planning), Dean Gunderson (Planning), Giacobbe Byrd (City Council), Kara Odegard (City Council), Annica Eagle (ONS), and Gabby Ryan (ONS).
- **Visitors:** Gretchen Chomas (Gonzaga), Christina Kamkosi (Gonzaga), Rachel Strawther (Gonzaga), and Paul Kropp (Pedestrian, Traffic and Transportation (PeTT) and Liaison Committees).

Administrative Agenda:

1. **Introductions:** The facilitator asked for permission to record the meeting for Annie Deasy (CA Admin Committee Liaison) to provide accurate minutes. This request was approved (17-approve, 2-deny, and 1-abstain). The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.
2. **Proposed Agenda:** Greg Francis moved, Daniel Zapotocky seconded to approve the agenda. Motion passes with 18-approve, 0-deny, and 2-abstain.
3. **February Minutes:** Mark Davies moved, Greg seconded to approve February minutes. Motion passes with 16-approve, 0-deny, and 3-abstain.
4. **Open Forum:**
 - Tina Luerssen, Building Stronger Neighborhoods. The Roberts Rules of Order in Brief Training will be on Tuesday, March 30, from 6:30 to 8p.m. One book was ordered for each neighborhood. Please email Tina at macluerssen@gmail.com if you would like one delivered.

- Kathryn Alexander, Community Housing and Human Services (CHHS). CHHS did not meet this month.
- Annie Deasy. ONS. Council Member Burke is doing something with bike rescue program and wanted to work with non-profits. If your NC is a 501c3, please reply with the name of your NC in the chat.

Legislative Agenda:

5. City Council Report: Council Member Wilkerson, bwilkerson@spokanecity.org.

Council has 29 initiatives that they are working hard on completing that are part of the goals in the **100 Day Plan**.

Police contract is signed by both parties.

Homelessness grant for \$9 million to help with evictions and homelessness. We'll be having conversations and community engagement, and watching real-time shelter numbers.

Civil Rights position is looking to be filled with the City Council office.

Black history month was celebrated in Spokane; you may have noticed the red, black and green flags flying. And, 537 free gondola rides were made possible with the support of Numerica Credit Union.

There were questions and answers.

6. NHHS Update: Cupid Alexander. NHHS division went through our strategic planning process to determine how we were going to provide support and assistance to all parts of our division. The exercise was an inward facing process to help our division determine how to move forward and hold ourselves accountable. The departments also are going through strategic planning exercises; ONS completed their strategic planning; CHHS is still going through their strategic planning exercise; and unfortunately MySpokane 311 doesn't function in the same way and has different requirements, but they align with NHHS.

There were questions and answers.

ONS Update: Carly Cortright. The **Clean-Up** program focus groups are complete. The notes from the focus groups (included in the packet) were shared with Solid Waste and they are considering potential options for this year's program; the program may be similar to last year. If restrictions are lifted and employees are vaccinated they may be able to revisit curbside pickup later in the year because they understand that is a high priority. The **Traffic Calming** meeting for District 1 was canceled pending a decision from the City Council traffic calming sub-committee. District 2 and 3 are still on the

books. Carly reached out the organization that Andy Hoyer had suggested for a **facilitator**, but unfortunately they didn't have staff person who was interested. So, we are putting together a Request for Proposals. It is still the intent to try to invite potential candidates and have them observe a meeting and the CA can ask questions and make a selection. We want the facilitator to be a good fit.

There were no questions.

7. **Water Conservation Master Plan:** Giacobbe Byrd and Kara Odegard. Giacobbe shared a presentation on the Water Conservation Master Plan. Giacobbe started with a Water Resource Conservation Group (WRCG) and the work the group is doing. He explained the water cycle and connection between the Spokane River and Aquifer. Kara discussed the City's average water use average from 1995 to current and went into inflow streams. Giacobbe finished the presentation with the water use trends of Spokane County; how much water is needed versus what we actually use. There are steps we do take and more that we can to conserve water and put it back into our river. In closing, Giacobbe went into the next steps of the WRCG to draft water conservation recommendations that will be presented to City Council, followed by community study sessions and proposals that will ultimately be shared.

There were questions and answers.

8. **Gonzaga University Leadership Training (switched with Downtown Plan):** Rachelle Strawther (Gonzaga University), strawther@gonzaga.edu. Rachelle started the presentation by sharing the guiding vision and phases for developing the leadership program for the CA. She paused and introduced two of her colleagues, Gretchen and Christina, who are assisting with this project and Carly as the liaison between the City and GU. The leadership training timeline was shared. Currently, we are in the engagement and findings to create a program phase; then from May through September a customized program will be developed; and the pilot will be launched in late 2021. Gretchen expanded a little on this phase and encouraged the CA and NCs who wanted to be part of the planning to reach out and volunteer. Christina emphasized that GU relies on the neighborhood as trusted messengers. Rachelle closed with the team's commitment to put together the right program and deliverables that fit in with the neighborhoods leadership needs

There were questions and answers.

9. **Downtown Plan:** Nathan Gwinn and Amanda Beck. Nathan gave a presentation on the Downtown Plan Update beginning with showing the downtown planning area and the three blocks of process that include existing conditions, draft plan, legislative process, and final plan. He announced the public open house on March 16. He then went into the goals of the downtown plan: connecting and walkable downtown, thriving arts, culture and history; a great place to live work and play; welcoming and engaging public spaces;

and a well-organized downtown for all. For each goal, he expanded on some of the highlights and recommended improvements. He announced that an open house will be held on March 16, from 6 to 8 p.m., as well as sharing the link to the video and places to comment (www.spokanedowntownplan.org and my.spokanecity.org/projects).

There were questions and answers.

- 10. Liaison Committee Urban Forestry Applications:** Paul Kropp. The Liaison Committee interviewed and recommends two applicants, Toni Starkey and Kris Neely, for appointment to the Urban Forestry Citizen Advisory Commission for a term of three years. Toni's appointment would be immediate and Kris's appointment would begin in May. A motion was made to approve the Liaison's Committees recommendations and required actions to appoint Toni and Kris to the Urban Forestry Liaison Committee. Tina moved, Andy Hoyer seconded the motion to approve. Motion passes with 17-approve, 1-deny, and 0-abstain.

There were no questions.

- 11. Community Assembly Policies and Procedures (P&P).** Greg Francis. Greg said the adhoc committee had made some recommended changes to the current P&P. The first change was around what constitutes a quorum and a discussion ensued followed by a straw poll. A straw poll on the quorum change was taken: 13-keep the old language and 7-refer back to CA. Greg continued going through the other additions to the P&P which included standing committees and adhoc committees; emergency actions that would allow the Admin Committee to take emergency action on behalf of Community Assembly when there are time constraints; and historical record retention.

Discussion ensued.

- 12. Memorandum of Understanding (MoU) between CA and ONS.** Greg and Carly. Greg suggested an adhoc committee be formed to develop a MoU between the two parties. The MoU would help clarify responsibilities regarding what the CA expects what ONS expects of the CA in return. Motion to form adhoc committee to review the proposed MoU between ONS and CA as stated in SMC 04.27. Tina moved, Greg seconded the motion. Motion passes with 17-approve, 0-deny, and 1-abstain. Greg then asked for volunteers to serve on the MoU adhoc committee. Luke, Kathryn, Tina, Fran, Gail, and Greg volunteered to serve on the committee with Tina acting as the interim chair to organize the first meeting.

There were questions and answers.

- 13. Round Table:** Annie asked Kathryn if she meant that all of the NCs in District 1 are 501c3s? Kathryn said that all of District 1 can use ONES 501c3.

Tina wondered if there would be opportunity for more dialogue before Solid Waste makes a decision regarding options for this year's Clean-Up program. Carly mentioned that she advised Solid Waste they may be asked by CA Admin Committee to attend the April meeting to allow CA input.

Paul mentioned that Kathryn was appointed by the City Council on Monday to the CHHS board.

Greg asked that anyone who had comments to the draft P&P email him. He also said that it may not be voted on in April.

Meeting Adjourned.

Next Community Assembly scheduled for **Thursday, April 1, 2021.**

RESOLUTION NO. 2021-0020

A Resolution forming an ad hoc housing action subcommittee of the City Council's Urban Experience Committee.

WHEREAS, the City of Spokane's Comprehensive Plan contains chapter 6, the housing chapter, which is a mandatory element of comprehensive planning under the Washington Growth Management Act; and

WHEREAS, the vision of chapter 6 of the City's Comprehensive Plan is that "Affordable housing of all types will be available to all community residents in an environment that is safe, clean, and healthy. Renewed emphasis will be placed on preserving existing houses and rehabilitating older neighborhoods."; and

WHEREAS, the values of the City of Spokane's Housing chapter are: "Keeping housing affordable; Encouraging home ownership; Maintaining pride in ownership; Developing a good mix of housing types; Encouraging housing for the low-income and homeless throughout the entire city; Preserving existing houses; and Rehabilitating older neighborhoods."; and

WHEREAS, to bring that vision and those values to life, Chapter 6 of the City's Comprehensive Plan includes two broad goals:

- Provide opportunities for a variety of housing types that is safe and affordable for all income levels to meet the diverse housing needs of current and future residents; and
- Improve the overall quality of the City of Spokane's housing; and

WHEREAS, to achieve those goals, the City of Spokane has adopted various official housing policies of the City, and these policies have been reiterated throughout various planning and stakeholder processes, such as the Mayor's Housing Quality Task Force, the Impediments to Fair Housing analysis, and the current Housing Action Plan working group, among others; and

WHEREAS, the City Council has the authority to create ad hoc committees or subcommittees for a designated term or for a specific task by City Council resolution, under City Council Rule of Procedure 9.4; and

WHEREAS, Council Rule 9.4 also provides that the resolution which creates the ad hoc committee can set forth "matters of committee business such as the appointment process and qualifications for membership, the number of members, and the deadline for any resulting reports of the ad hoc committee".

NOW, THEREFORE, BE IT RESOLVED by the Spokane City Council that:

Section 1. The City Council recognizes that there is a need for a centralized housing policy subcommittee that can translate the various reports, task forces, working groups, and stakeholder engagement processes into public policy recommendations to the City Council to help the City address the current crisis of affordable and attainable housing in Spokane.

Section 2. The City Council hereby forms an ad hoc Housing Action Subcommittee of the City Council's Urban Experience Committee.

Section 3. The purposes of the Housing Action Subcommittee shall be:

(1) to investigate and make periodic reports to the City Council on the progress of the City's efforts toward meeting the Comprehensive Plan Goal H1, namely, to "provide opportunities for a variety of housing types that is safe and affordable for all income levels to meet the diverse housing needs of current and future residents" and Goal H2, namely, to "improve the overall quality of Spokane's housing";

(2) to recommend any necessary changes to the Spokane Municipal Code and other necessary policy actions to advance the City's Comprehensive Plan land use and housing goals, including advancing the goal of increasing density in areas located near services, transit, parks, and schools, such as through the centers and corridors strategy;

(3) to receive and examine applications for housing project funding as described in Chapter 08.07C, SMC and from other locally-derived sources of funding for housing in Spokane, oversee such projects after the City Council awards funding, and make reports to the City Council's Urban Experience Committee or other relevant committee(s) on the outcomes of such funding decisions on at least an annual basis;

(4) to organize itself into such working groups as are necessary to accomplish these purposes;

(5) to collaborate and consult with any technical advisory group established by the City Administration in developing the framework and guidance for the implementation of the funding program contemplated by Chapter 08.07C, SMC; and

(6) such other specific tasks as assigned or referred to the subcommittee by the City Council.

Section 4. The Housing Action Subcommittee shall consist of at least eleven (11) members, appointed by City Council resolution, who shall be residents of the City of Spokane and who shall represent, at a minimum, the following backgrounds and expertise:

1. One member representing the perspective of tenants;
2. One member representing the perspective of landlords;
3. One representative of the business community;
4. One real estate professional;
5. One person representing the perspective of the community assembly;
6. At least one person representing the perspectives of people who have faced historically-based or present housing discrimination or bias;
7. A housing developer (non-profit or for-profit);
8. A housing builder;

9. Tribes and urban Native organizations; and
10. At least one person who has a lived experience of homelessness or housing instability;

Section 5. The Housing Action Subcommittee members shall elect its leadership from among its members and shall set and conduct its meetings consistent with the Open Public Meetings Act and the Public Records Act, as applicable.

ADOPTED by the City Council this ____ day of _____, 2021.

City Clerk

Approved as to form:

Assistant City Attorney

Roles and Responsibilities

Housing Action Subcommittee

Acting members

Members complete application and appointed by City Council

- Are voting members
- Required to attend 75% monthly general meetings and 75% of their workgroup meetings
- Cannot miss more than 2 consecutive general or workgroup meetings

Advisory Members

- Must be an expert in a particular field (i.e. health care, renewable energy) and assigned to a particular workgroup
- Non-voting member without attendance requirements
- Able to provide feedback on recommendations without voting

Acting Member Role

- Investigate and make periodic reports to City Council on the progress of the City's efforts toward meeting Comprehensive Plan goals of providing opportunities for a variety of housing needs that is safe and affordable for all income levels, improving the overall quality of Spokane's housing and monitoring progress towards achieve housing goals.
- Recommend any necessary changes to the Spokane Municipal Code and other necessary policy actions to advance the City's Comprehensive Plan housing goals
- Receive and examine applications for housing project funding as described in Chapter 08.07C, SMC and from other locally-derived sources of funding for housing in Spokane, oversee such projects after the City Council awards funding, and make reports on the outcomes of such funding decisions on at least an annual basis.
- Organize into workgroups as needed
- Collaborate and consult with any technical advisory groups established by City Administration in developing the framework and guidance for the implementation of the fund program contemplated in Charter 08.07C, SMC
- Other specific tasks as assigned or referred to subcommittee by City Council

Acting Member Commitment

- Approximately 3 hour monthly commitment
- Monthly subcommittee meetings
- Workgroup meetings as scheduled
- Minimum one year commitment

Community Assembly
Representing Member
Housing Action Subcommittee

Affirmation of Responsibilities

I am aware the role and obligation of my membership on the Housing Action Subcommittee is to represent the perspective of the Community Assembly while engaging in the work of the subcommittee.

I am aware of the duties assigned to the Housing Action Subcommittee, that the initial term for this position is at least a year, and of the monthly attendance and time commitment as outlined in the attachment to the city council's application form for this position.

I understand the Community Assembly's member of the Housing Action Subcommittee is expected to submit pertinent written reports for each Community Assembly monthly agenda packet, to attend Community Assembly meetings, and to seek at appropriate junctures to gain an understanding of the perspective of the Community Assembly on matters before the Housing Action Subcommittee by means of dialogue at Community Assembly meetings.

I understand the Community Assembly's Liaison Committee will support the member of the Housing Action Subcommittee according to the committee's policies and procedures.

Name (Please print)

Neighborhood Council

Signature

Date

INSTRUCTIONS

(See next page.)

***DRAFT* Minutes for Meeting of the Community Assembly Administrative Committee.**

March 23rd, 2021. 12pm via WebEx web conference

Attendees: Committee members: Greg Francis (Chair), Tina Luerssen (Secretary), Christopher Savage, Kelly Lotze (Vice Chair), Kelly Blyth. City Staff: Annie Deasy, Carly Cortright. Guests: Paul Kropp (Liaison and PeTT Committees)

February minutes approved by consensus.

Agenda requests:

Clean-Up Update 15 minutes, Dustin Bender & Robert Kaatz.

DivisionConnects Update 20 minutes. Paul suggested we invite STA and SRTC both.

Liaison Committee, 20 minutes. City Council Housing Action Subcommittee member. This is a new committee that has asked for a member to represent the perspective of the CA. Should this be a CA rep, or open to all Neighborhood Council members? The application and position details/responsibilities will be included in the Packet, and the CA should vote on the member criteria. The committee will likely begin meeting in May.

Virtual meeting shared account 15 minutes, Tina Luerssen. Proposal to have 1 CA Zoom account, housed with Admin committee, for all CA committee meetings to use.

CA P&P, 10 minutes. Update for potential May vote.

4/29/21 CA/CC Meeting. Greg will announce and ask for agenda topics.

Other discussion:

CA attendance notification. Minnehaha, Comstock, Nevada Heights, North Hill have all been absent for at least 2 consecutive meetings. Greg and Tina will coordinate and contact these NCs.

Roll Call attendance poll. Carly will open the poll after the agenda/minutes so that it can stay open for longer. She may also open the roll-call poll again later in the meeting if there are late joiners.

Proposed Agenda for CA 4/1/21. Approved by consensus.

Council Update: From our scheduled Councilmember (Karen Stratton). 10 minutes.

NHHS/ONS: (Cupid Alexander & Carly Cortright). Facilitator update (ad-hoc committee). 10 minutes.

Solid Waste: Clean-Up Update, Dustin Bender & Robert Kaatz. 15 minutes.

DivisionConnects: Update from STA and SRTC, Jason Lien & Karl Otterstrom. 20 minutes.

Liaison Committee (Paul Kropp). Housing Action Subcommittee Member. 20 minutes.

Shared Zoom Meeting Account (Tina Luerssen). CA account for committee meetings. 15 minutes.

Policies & Procedures (Greg Francis). 10 minutes. Update for possible May vote.

Administrative Committee (Greg Francis). 5 minutes. CA/CC meeting 4/29, ask for topics.

Roundtable. 10 minutes.

Topics for next Admin Committee meeting. Tuesday, April 27th, 2021: Policies & Procedures committee; Police Oversight Committee; Facilitator update; April 29th is the next 5th Thursday for CA/CC; Housing Action Plan, Maren Murphy 20 minutes; Hydraulic, Pneumatic and Automation Technology program, George Hollwedel; MOU update; Liaison-Housing Action Subcommittee member vote.

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DRAFT Community Assembly Committee Minutes: Budget Committee
3/22/2021 6:30pm, virtual via WebEx

Members virtually present: Mark Davies (Chair: North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe), Kelly Lotze (Vice Chair: Browne's Addition), Ken Cruz (West Central), Scot Webb (North Hill). City staff: Annie Deasy.
Guests: Colleen Gardner (Chief Garry Park), Gail Cropper (Northwest).

Agenda:

1. Minutes from 2/22/21 meeting approved by consensus.
2. Review Submitted Applications
 - a. Bemiss: Committee approval, with the understanding that all printing must go through Reprographics rather than outside sources.
 - i. Band, Banners, Zoom, Welcome Bags, Banner/Pole Kits, Concert Promo Cards, NC Brochure.
 - ii. Covid alternative: More Banners, no Band.
 - iii. Everything on the application looks good, although they listed non-City vendors in their minutes for Banners and Postcards. Annie has let the NC know that all printing needs to go through the City if possible. They also still listed Concert Promo Cards under the Covid alternative, but we presume they wouldn't be needed in this instance.
 - b. When replying to NCs with corrections, Annie will cc the Budget Committee liaison for that NC as well.
3. Other requests
 - a. Use of CEG funds for planting trees (Comstock)
 - i. This is possible if it is along with a neighborhood event which could build engagement. The Parks Department has the final say on the types of trees which can be purchased and planted.
 - b. Use of CEG funds for a neighborhood mural (Lincoln Heights)
 - i. Lots of questions about this—location, artist, subject, and how it relates to the Neighborhood. Would need permission from WSDOT or BNSF/UP if it's an underpass or on railroad property. Would also need approval from Spokane Arts Commission.
 - ii. Tina is interested in this idea to do a "gateway sign" mural under BNSF overpass heading into Grandview-Thorpe. Colleen might have a contact with BNSF, or Gail has a contact with the school bus company, or Annie suggested the construction liaison. Gail's contact: BNSF 800-832-5452. Union Pacific 888-870-8777.
4. Other discussion: Using an umbrella Zoom account for CA, which all CA Committees could use for monthly meetings. Possibly housed under Administrative Committee or Building Stronger Neighborhoods, and then Committee Chairs could each have the access email/password to host meetings. Mark questioned why committees don't just use WebEx; the idea is that the CA is autonomous and should be initiating our own meetings, rather than depending on ONS staff. Annie reported that the City will be moving to Teams later this year instead of WebEx. This has unanswered questions about polling/voting. Another question was raised about whether committees using

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city-hosted meeting platforms opens us up to OPMA or other legal issues?
Tina and Kelly will bring this topic to Admin tomorrow and possibly put on the agenda for CA next week.

5. Next Budget Committee meeting is Monday, April 26th, 2021 at 6:30pm.
Topic: continue reviewing NC applications.
6. Meeting adjourned at 7:41pm.

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DRAFT Community Assembly Committee: Building Stronger Neighborhoods
3/22/2021 12:00PM virtually on Zoom and at Forza Coffee on Hamilton.

Present at Forza: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Anne Luttrull (Emerson-Garfield), Fran Papenleur (Audubon-Downriver), Cliff & Sarah Winger (Shiloh Hills)

Present on Zoom: Dave Lucas (Vice Chair: Rockwood), Marlene Maurer (Bemiss), Gail Cropper (Northwest), Christopher Savage (Balboa/South Indian Trail), Colleen Gardner (Chief Garry Park), Charles Hansen (Whitman), Rebecca Mack (Riverside), Luke Tolley (Hillyard).

City staff: Gabby Ryan (ONS), Christina Kamkosi (GU Leadership).

1. Committee Housekeeping
 - February meeting minutes approved by consensus.
2. Committee Business
 - Robert's Rules/Effective Meeting Training Update. Tuesday, March 30th 6:30pm on Zoom.
 1. Tina & Luke have been working on the powerpoint for this training, including Robert's Rules, other rules of order, CA Process, and other information regarding holding effective meetings. They are working to make this interactive so it's not just Tina & Luke "lecturing".
 2. There will be a link/dropbox set up for attendees to download/access additional information.
 3. Gabby reported that we're not able to use the Community Centers, because they are being used for classrooms. Gabby will be the Zoom host and will record the training. She will send out the Zoom link and training flyer that Fran created.
 - Neighborhood Outreach/Updates
 1. Rebecca spoke about Riverside, they were "down" for about 6 months with leadership transition and illness. Fran asked if Riverside meeting minutes are available anywhere besides Facebook, Rebecca will touch base with Pia (Riverside Chair) to find out.
 2. Tina reported that she has been assisting Five Mile with some bylaws questions, they are getting some new people involved as well as new leadership.
 3. Luke reported on Hillyard, they're having difficulty with Zoom meetings. They are moving their meeting time to 4th Thursdays and looking forward to meeting in-person. Tina suggested outdoor meetings as a way to potentially get more/different people to NC meetings.
 4. Colleen reported on the Central City Line, it's moving along with 2 stations built and more beginning in the next few months. The new electric bus has been driving the route. Also, Volunteers of America is looking into establishing a young adult center in Chief Garry, on Mission/Greene. CHAS is building a medical center and VOA is moving from downtown into Chief Garry NC.

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5. Fran reported on Audubon/Downriver, they have a lot of projects coming up on Driscoll/Roberta/Cochran; the new middle school on Albi; CSO tank on Cochran will build 2 pipelines that cut through the NC; Downriver Park is in the master plan, with kayak input, disc golf course, etc. A lot of trees were lost in Audubon Park from disease and storms, so there will be some tree replacement this summer.
 6. Kelly reported on Browne's Addition, they're also impacted by the CCL construction. They've had continued good participation in monthly Zoom meetings, and the NC is sending out their own Monday Update with ONS, COPS, Shelter, etc resources. The newsletter is sent out via MailChimp.
 7. Tina reported on Grandview-Thorpe, Fran asked about the NC update at City Council which focused on a lot of new development happening in the Neighborhood. This is still happening, and there's not really anything that the residents can do, as it's already platted as residential single-family zone so developers don't need any special notification or permissions outside of a normal building permit. New homes are being built on a dirt road without any requirement that the developer improve the road, and blasting is set to begin on a new area of development.
 8. Marlene reported on Bemiss, they are continuing to meet virtually and are struggling with attendance. They are trying to stay connected on Facebook, NextDoor and email. They are hoping to schedule concerts in the park for this summer. Bemiss is also struggling with development in/adjacent to their NC which impacts traffic, but there has not been notification or information available to the NC. Colleen suggested that Marlene reach out to SPS for updates on the new middle school development.
 9. Christopher reported on Balboa-South Indian Trail, a new Ace Hardware is opening soon that neighbors are excited about. Christopher has been trying to initiate neighborhood meetings but has been getting pushback from NC leadership who say that "nobody wants to meet". Christopher will be reaching out to Carly for further assistance.
 10. Charles reported on Whitman, the City has been measuring for sidewalk between Rogers & Whitman Schools. Whitman is now meeting every-other month and is struggling with attendance on Zoom.
 11. Gail reported on Northwest, Fran asked if they held elections yet. The meeting was last week and there were nominations; the meeting next month will be elections. Gail has been nominated for NC Chair.
- Clifton Strengths Finder Training: planned for Tuesday, June 29th at 6pm. Gabby can lead this training. Can BSN help with this? Gabby would like for this committee to take the Strengths-Finder test beforehand. Tina requested that Gabby prepare a preliminary outline

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for the training before next month's BSN and have some ways for this committee to be involved.

3. Announcements & Upcoming Events:

- Christina reported on the GU Leadership Training progress. They are doing a needs/strengths assessment over the coming months and will be reaching out to NCs through focus groups, surveys and individual contacts. Gretchen Chomas is familiar with the CA/NCs and is also working on this project. Christina will send information to Tina to send out to this committee along with minutes. Would BSN be willing to be a focus group for this? The timeline for completing this research is by June 1st. Tina suggested adding an hour immediately following BSN for a focus group meeting. We could schedule this for our next meeting on April 26th.
- ONS Update. Gabby updated on coming training/deadlines:
 - 1. Mobile Speed Feedback Sign deadline April 12th (Annika)
 - 2. Community Engagement Grant deadline May 14th (Annie)
 - Gabby suggested BSN prepare a suggestion list of ideas for NCs to use their funding.
 - 3. Clean-Up Training March 24th (Gabby)

4. Topics for April 26th meeting:

- Neighborhood outreach.
- BSN Trainings:
 - 1. Roberts Rules/CA Process Training recap
 - 2. Strengths Finder Training
- GU/CC Leadership Training update; Focus group following BSN.
- Neighborhood Services Department update.

Next meeting: Next regular meeting will be noon on Monday, April 26th, 2021.

Location: Forza Coffee on Hamilton (if able) and on Zoom.

DRAFT

Robert's Rules In Brief Book Distribution

Audubon/Downriver Fran Papenleur
Balboa/South Indian Trail Christopher Savage
Bemiss Marlene Maurer
Browne's Addition Kelly Lotze
Chief Garry Park Colleen Gardner
Cliff/Cannon Patricia Hansen
Comstock John Schram
L-East Central
Emerson/Garfield Anne Luttrull
Five Mile Prairie Kelly Blyth
Grandview/Thorpe Tina Luerssen
L-Hillyard
Latah/Hangman Daniel Zapotocky
Lincoln Heights Carol Tomsic
Logan Lindsey Shaw
Manito/Cannon Hill Chris Flanagan
L-Minnehaha
L-Nevada Heights
F-North Hill
F-North Indian Trail
Northwest Gail Cropper
T-Peaceful Valley
Riverside Rebecca Mack
Rockwood Dave Lucas
Shiloh Hills Cliff Winger
Southgate Andy Hoyer
West Central Elizabeth Marlin
West Hills Karen Carlberg
Whitman Charles Whitman
Admin Committee Greg Francis
Budget Committee
BSN Committee
CA/CD Committee
Land Use Committee
Liaison Committee Paul Kropp
PeTT Committee
CHHS Board Liaison
Plan Commission Liaison
Urban Forestry Liaison

Draft Notes – CA Liaison Committee March 9, 2021 – via Zoom

Present: Susan Burns, Peaceful Valley; Paul Kropp, Southgate – Chair; Andy Hoye, Southgate - Recorder; Chris Savage, Balboa / Indian Trail; Bonnie McInnis, West Central; Annie Deasy, ONS

Call to order: 2:00 PM

Minutes approved noting a change that Chris was not at the February meeting. Agenda approved by consensus.

Reviewed Liaison attendance and reports. Reviewed appointments passed forward to CA for two positions on the Urban Forest Council and one for CHHS.

Reviewed format for recording attendance – Chris will consider assuming that responsibility.

Paul will update the Term of Service charts when the various boards determine the start-date for each liaison.

Reviewed the Policies and Procedures wording and made a few changes; Paul will study item D.

Long discussion about voting – we want to be sure that one neighborhood cannot control the votes so we are considering that a motion can only pass if at least a majority of neighborhoods who are represented by members at any given time vote in favor of an item...or similar wording.

Meeting adjourned at 3:00PM

Plan Commission (PC) Liaison Report

Community Assembly Report, March 4, 2021

Filed by Mary M. Winkes, CA Liaison to the Plan Commission

February 10, 2021 PC Meeting via WebEx

Attached here below are the five supporting documents for the Commission business and workshops as enumerated.

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2021/02/plan-agenda-2021-02-10.pdf>

Commission Business: Plan Commission Work Program

Workshops:

1. Fifth Ave. Initiative
2. 6 Year Street Program Update Review Workshop
3. Housing Plan Update
4. Transit Oriented Development Project

I asked to be looped into communications that go to neighborhoods that are touched by the City Line,

February 24, 2021 PC Meeting via WebEx

Louis Meuler announced that the search for the Planning Director was proceeding and those of us on the search committee would soon be hearing more. There will be a standard set of questions that will be asked of all candidates. I will keep you all updated.

Workshops:

1. Housing Action Plan Update

<https://my.spokanecity.org/housing/spokane-housing-action-plan/>

2. Division Connects – Transit Corridor Development Study

<https://www.srtc.org/division-street-corridor-study/>

There were three hearings. No one testified re: any of the three.

1. Shoreline Master Program Periodic Update (SMC 17E).

It was moved and seconded to recommend that city council approve the Shoreline Master Program Periodic Review as written and presented. The vote was unanimous.

<https://my.spokanecity.org/projects/shoreline-master-program-periodic-update/>

2. 5th Ave. Initiative.

It was moved and seconded to recommend that city council adopt the 5th Ave Initiative as written and presented. The vote was unanimous.

<https://my.spokanecity.org/projects/5th-avenue-initiative/>

3. Code Maintenance, SMC Various Sections.

It was moved and seconded to recommend that city council approve Phase I of SMC Code Maintenance updates as written and presented. The vote was unanimous.

<https://my.spokanecity.org/projects/2020-2021-unified-development-code-maintenance/>

Spokane Plan Commission documents, including agendas, minutes and related resources can be found at: <https://my.spokanecity.org/bcc/commissions/plan-commission/>

Plan Commission (PC) Liaison Report

Community Assembly Report, April 1, 2021

Filed by Mary M. Winkes, CA Liaison to the Plan Commission

March 10, 2021 PC Meeting via WebEx

Briefing Session:

During my report, I asked again to be informed re: the progress in hiring the Planning Department Director. I am the CA member who is supposed to be on the interview committee. Yet I have heard nothing regarding the hiring process.

CM Kinnear told me to talk to CM Wilkerson because she had talked to a Division St. business person who thought the businesses along Division should start their own neighborhood council. I promised to do so.

Workshops:

1. Draft Plan Commission 2021 Work Plan: See page 5 in the link below. To this draft the Commission added "a review and possible implementation of infill strategies previously identified but not implemented." (The draft of the work plan can be found on page 5 of the document linked below.)
2. Division Connects: Transit Oriented Development Study-continued: The documents related to this workshop item begins on page 6 of the document linked below.)

file:///C:/Users/mmcsp_000/Downloads/plan-agenda-2021-03-10.pdf

March 24, 2021 PC Meeting via WebEx

Supporting materials for the Commission meeting are found here:

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2021/03/plan-agenda-2021-03-24.pdf>

Briefing Session:

I reported that I had met the previous week with CM Wilkerson. I had offered to work with her if the matter of the businesses on Division St. attempting to form a neighborhood council came up again.

Workshop:

Downtown Plan Update:

<https://my.spokanecity.org/projects/downtown-plan-update/>

Commission Business:

1.) Plan Commission 2020 Year in Review

The document for this item is included in the “supporting materials” link above.

2.) Update PC and PCTS Rules of Procedure

The document for this item is included in the “supporting materials” link above.

Spokane Plan Commission documents, including agendas, minutes and related resources can be found at: <https://my.spokanecity.org/bcc/commissions/plan-commission/>

DRAFT

DRAFT Community Assembly Ad-Hoc Committee: CA/ONS MOU
3/24/2021 12:00PM virtually on Zoom

Present on Zoom: Tina Luerssen (Grandview/Thorpe), Greg Francis (Rockwood), Gail Cropper (Northwest), Luke Tolley (Hillyard), Kathryn Alexander (Bemiss), Fran Papenleur (Audubon-Downriver). City staff: Carly Cortright (ONS Director).

Committee elections by consensus: Luke Tolley, Chair. Tina Luerssen, Secretary.

Discussion on MOU:

Kathryn mentioned that the NC minutes used to be maintained by ONS, and this hasn't been done recently. Is this a useful tradition, and should it be resumed? The Charter does reference CA minutes but not NC. Carly looked up the SMC, which doesn't specify retaining minutes for NCs. Many NC bylaws specify that minutes are to be submitted to ONS. Kathryn would like to see NC minutes on the NC pages on the website. This could be accomplished by updating the SMC to include a line about maintaining NC minutes.

Fran commented on setting up committee meetings: ONS has historically assisted CA committees with setting up meetings at City/Community Centers. Carly added a line for ONS to assist in reserving meeting locations at City property or other public property.

Greg commented that we want to ensure that NCs are responsible for themselves, so that this MOU is between ONS and CA, not individual NCs.

Tina commented that we'd like to specifically see an expectation that ONS will support the Core Purpose and Values of the CA and promote the NCs. Carly will look at the Charter and work on language to include, and will reach out to Legal with questions/clarifications and send this committee an updated MOU draft by the end of next week. Luke suggested referencing the SMCs and Charter language in this "preamble" on the MOU.

Luke brought up the idea of accountability; how would either party (ONS or CA) raise a grievance if the other party is not fulfilling their part of the MOU? Carly would like to see this MOU as a document to be referenced if inappropriate requests are being made of ONS, and that CA would have recourse to bring the MOU to City Council or Administration if ONS is not fulfilling their agreement.

Gail asked the term of the MOU, whether it would be annually updated? The SMC states that it would be reviewed annually by September for budget consideration.

Tina asked whether CA/CD committee should be listed out with any specific responsibilities? Suggestion to include language stating that ONS will coordinate with other City departments to have appropriate staff in attendance at CA committee meetings.

Meeting adjourned at 12:59pm. Next meeting: Wednesday April 14th at noon.

DRAFT

Definition of acronyms:

BSN: Building Stronger Neighborhoods (CA committee)

CA: Community Assembly

CD: Community Development (CA committee re: NCDP funds)

CHHS: Community, Housing and Human Services

MOU: Memorandum of Understanding

NC: Neighborhood Council

NCDP: Neighborhood Community Development Program

ONS: Office of Neighborhood Services

SMC: Spokane Municipal Code

Community Assembly Core Purpose: Provide a vehicle to empower neighborhood councils' participation in government.

Summary of Draft Changes to CA Policies and Procedures

Note: Order is by order of change through document

Note: Most significant changes are in **bold**

- Updated date of revision
- Minor revisions to words throughout document (marked in color in draft)
- ~~Changed the definition of quorum to no longer base it on attendance~~
- **Added V.G – Committee Meetings**
 - Standing committees on ONS calendar, meeting link in agenda if it's held online, and ONS' role in sending out announcements and maintenance of mailing lists
 - Basic requirements for ad hoc committees regarding communications
- **Added VI.G – Emergency Actions by CA Admin Committee**
 - Formalizes process required by CA Admin if they need to take an action on behalf of the CA between full CA meetings
 - Sets requirements for electronic voting for emergency actions
 - Sets requirements for documentation by CA Admin of emergency actions
- **Added XII – Historical Record Retention**
 - Outlines responsibility of ONS on the preservation of historic documents of the CA*
- Named CA committee P&Ps consistently
- Updated Liaison Committee P&P with their submitted changes

*CA P&P cannot dictate obligations of ONS to CA. There has been a very preliminary discussion of creating an MOU (Memorandum of Understanding) between ONS and CA to clarify roles.



Community Assembly Policies and Procedures

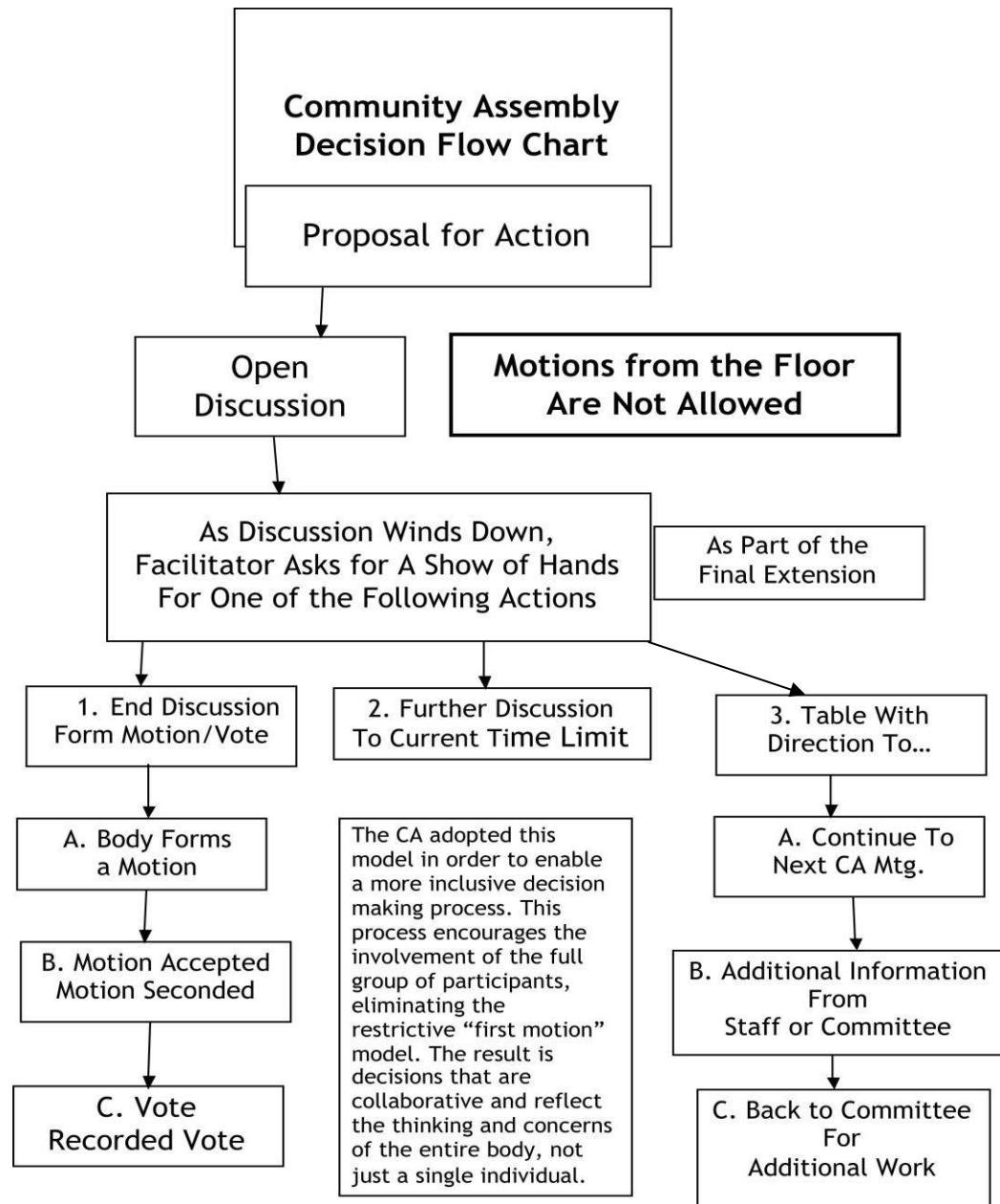
Amended ~~March 2020~~ February 2021

Approved by CA: _____ 3/6/20

- I. **Purpose:** The Community Assembly (CA) is a mandated coalition of recognized independent neighborhood council representatives or designated alternates (hereinafter referred to as “representatives”), recognized in Article VIII, Section 75 of the City Charter, and serves as a forum for the discussion of issues of broad interest to the neighborhoods and City.
- II. **Duties and Responsibilities:** As outlined in the City Charter, the CA shall:
 - A. Review and recommend an action, policy or plan to the City Council, neighborhood committees, the mayor, and any City agency, commission, or board on any matter affecting the City;
 - B. Support and promote citizen participation and neighborhood enhancement;
 - C. Promote and facilitate open communication between the City and neighborhood councils and provide a primary means of communication between individual neighborhood councils;
 - D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;
 - E. Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue.
- III. **Membership**
 - A. Membership in the Community Assembly is available to neighborhood councils, as recognized in Article VIII, Section 73 of the City Charter.
 - B. Each neighborhood council shall have one representative and an assigned alternate to participate in the absence of the representative.
 - C. Each neighborhood council shall submit in writing or by email, the names of their representative and alternate to the Office of Neighborhood Services as changes occur.
 - D. Each neighborhood council representative has one vote.
 - E. A representative may only vote on behalf of one neighborhood at a CA meeting.
 - F. The Office of Neighborhood Services shall maintain an email distribution list for communicating to the CA. The distribution list shall include, at minimum, the current email addresses for each neighborhood council’s CA representative and alternate, chair, vice-chair, and all CA committee chairs.

IV. Meetings

- A. A minimum of ten regular meetings shall be held annually.
- B. Meetings with the City Council shall be held a minimum of three times annually.
- C. Electronic recording of Community Assembly and Community Assembly committee meetings shall be allowed if approved by a majority of those voting members present. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the meeting facilitator prior to the beginning of that meeting's business.
- D. An independent facilitator shall preside at CA meetings. In the absence of a facilitator, an Office of Neighborhood Services representative may preside. The facilitator shall act in accordance with the procedures outlined herein.
- E. Presentation and decision-making process (figure on page 3):
 - 1. To speak at a meeting, a person must be recognized by the facilitator and only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
 - 2. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
 - 3. Presentation timetable protocol:
 - a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and indicate a verbal notice.
 - b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
 - c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
 - d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
 - e. When the allotted time has expired, a red card and verbal notice shall be given.
 - f. As part of a final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
 - 1) End discussion and move into forming the motion and voting,
 - 2) Further discussion,
 - 3) Table discussion with direction,
 - 4) Request time to continue discussion at next CA meeting,
 - 5) Request additional information from staff or CA committee, or
 - 6) Send back to the appropriate CA committee for additional work.



4. Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order. If anyone objects to any decision by the facilitator, that person may challenge the ruling of the facilitator. When this occurs, each representative and the facilitator may speak to the challenge once and for only one minute. Debate is then ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

F. Quorum and attendance:

1. A quorum is defined as a simple majority (50 percent + 1) of those neighborhood representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.
2. An abstention records a member's attendance but neither a "yes" or a "no" vote.
3. Attendance is defined as the representative's or alternate's presence for the duration of the agenda.
4. Absent neighborhood council representatives shall be noted in the CA minutes.
5. If neither a neighborhood council's representative or alternate is present for two consecutive meetings, the Administrative Committee shall notify that neighborhood council's executive committee of the absences. (See Section VI.A.3.)

G. Minutes:

1. Minutes of the CA meetings, which are the official record of the CA proceedings, shall be prepared by the Office of Neighborhood Services.
2. All discussions and actions by the CA shall be documented in the minutes, with all motions and votes documented verbatim.
3. As soon as practical, allowing time for adjustment, a draft of the minutes shall be distributed to the CA email distribution list as information to the neighborhood councils and for review and comment by attendees. A final draft shall be included in the next CA packet for approval at the next monthly meeting.
4. The approved minutes shall be published on the Office of Neighborhood Services website for use by the CA neighborhood council representatives, the neighborhood councils, and the public.

V. CA Committees

- A. The function of CA committees shall be to research or address issues that may impact neighborhoods or ~~those issues~~ designated by the CA and report their findings and proposed recommendations to the CA for appropriate action.
- B. All committees must include a minimum of three (3) assigned representatives in order to have standing.
- C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.
- D. Types of committees:
 1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.
 2. Ad hoc committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An ad hoc committee, e.g. a grievance committee, shall sunset after its work has been completed.

- E. The CA shall have the following standing committees:
1. Administrative
 2. Budget
 3. Building Stronger Neighborhoods (BSN)
 4. Community Assembly/Community Development (CA/CD)
 5. Land Use (LUC)
 6. Liaison
 7. Pedestrian, Traffic and Transportation (PeTT)
 8. Neighborhood Safety
- F. Membership and Officers/Terms
1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.
 2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chairperson and secretary.
 3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.
 4. Each officer of the committees must be a member of a neighborhood council.

G. Committee Meetings

1. Standing Committees

- a. Standing committee meetings shall generally meet at a regular time and location and be included on the Neighborhood Meeting Calendar on the city's website.
- b. Standing committee meetings and agendas shall be announced in advance using the Office of Neighborhood Services' email distribution list for that committee.
- c. The Office of Neighborhood Services shall maintain email distribution lists for all standing committees. The list shall include, at a minimum, neighborhood chairs and vice-chairs, CA representatives and alternates, committee officers, and committee members. Other interested parties may request to be added to any committee distribution list.
- d. When a committee meeting is to be held online, the meeting link shall be included in the meeting announcement.

2. Ad Hoc Committees

- a. Ad hoc committee meetings and communications shall be the responsibility of the committee's chair.

b. Information regarding meeting times, locations, and agenda items shall be shared with committee members as well as any CA representative or alternate that has made a request to the committee chair to be kept informed of the committee's activities.

G.H. Committees shall follow the CA's decision-making process. (See Section IV.E.)

H.I. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Each standing committee shall be encouraged to present a report in person to the CA at least once a year.

I.J. Recommendations from a committee shall be presented to the CA for the CA to determine appropriate action.

J.K. Standing Committee Policies and Procedures:

1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting and submit the revised document to the *ad hoc* Policies and Procedures Committee for inclusion in the main document.
2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See addendum titled "Committee Policies and Procedures Template.")

VI. Administrative Committee

A. Duties: The Administrative Committee shall:

1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through email discussion and vote.
2. Sign CA communications.
3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.F.3.)
4. Keep and maintain a yearly calendar of recurring CA business and events.
5. Manage the use of the City Council placeholder position.

5.6. Take emergency actions on behalf of Community Assembly. (See Section VI.G)

B. Positions:

1. There shall be five positions. An individual may serve only two terms in any one position.
2. The Chairperson shall serve as the contact person, spokesperson and signatory for the CA.
3. The Vice Chairperson shall act as the Chairperson in the absence of the chairperson.
4. The Secretary shall record minutes and keep attendance of Administrative Committee meetings.

C. Qualifications: Members of the CA Administrative Committee must:

1. Be a currently serving CA representative
2. Have attended at least six (6) regular CA meetings within the last two (2) years.
3. Agree to serving at least one full term.

D. Nominations and Elections:

1. An *ad hoc* Nominating Committee shall be formed each September and be composed of three (3) representatives selected by the CA.
2. Representatives serving on the Nominating Committee are not eligible to be nominated for the Administrative Committee.
3. Assumption of duties: The newly elected Administrative Committee members will assume office and duties at the next regular meeting of the Administrative Committee.
4. Nominating Election Time Frame:
 - a. September – Form Nominating Committee.
 - b. October – Bring back a qualified pool of potential candidates.
 - c. November – Vote by CA for Administrative Committee members.

E. Term Limits:

1. An Administrative Committee member may serve for a maximum of three (3) consecutive one-year terms.
2. A one-year break in service from the Administrative Committee will allow qualified candidates to be nominated.

F. Replacement of Administrative Committee members:

1. In the case of a vacancy, the CA shall elect a replacement at the earliest convenience from a qualified pool of candidates. (See Section VI. D.)
2. If the vacated position is the chairperson, the vice chairperson shall assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.

G. Emergency Actions:

It may be necessary for the Administrative Committee to take action on behalf of Community Assembly due to time constraints or other circumstances beyond the control of the Community Assembly. On such occasions, the following provisions shall apply.

1. Taking action at a regular CA meeting shall always be the preferred option.
2. If an electronic vote of the Community Assembly representatives can be performed within the time constraints, that will be the second most preferred option. The voting period will be at least 48 hours. A simple majority of those voting is sufficient for the vote to pass.
3. As a final option, the Administrative Committee may make an interim decision, which shall require a super-majority vote of the Administrative Committee to approve.

2.4. Any emergency decisions by the Administrative Committee shall be documented in the next monthly CA meeting packet, announced, and a vote of confirmation sought during the meeting.

VII. Use of Community Assembly Logo

- A. The Community Assembly logo is only to be used under the following circumstances:
 - 1. By the chair of the Administrative Committee for official CA business,
 - 2. By a vote of the CA,
 - 3. By Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or
 - 4. By CA committee chairs and secretaries for CA committee minutes and agendas.
- B. Committee proposals not yet approved by the CA may use the logo accompanied by a “DRAFT” watermark on the document.
- C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

VIII. CA Placeholder on the City Council agenda

- A. The Community Assembly placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.
- B. Any committee or group of neighborhoods who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.
- C. The Administrative Committee will notify the City Council of the use of the placeholder.
- D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.

IX. Boundary Changes: The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). No recommendation shall be presented to the CA without an agreement between or among the respective neighborhoods.

X. Amendments

- A. Establish an *ad hoc* CA Policies and Procedures Review Committee in November of each year.
- B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.
- C. A vote to approve any amendments will occur at the following regularly scheduled meeting.

- D. Amendments require a 2/3 affirmative vote.
- E. The formal amendment process described herein does not apply to the Committee Policies and Procedures documents.

XI. Community Assembly Liaisons

- A. The city council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on four (4) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee.

These positions are considered collectively as Community Assembly liaisons. The holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly, including the neighborhood councils affected.

- B. Liaison List:

- 1. City Council Appointees:

- a. Community Housing and Human Services Board (CHHS) Liaison Member

- 1) Established By: SMC 04.34A.030
 - 2) Term: Up to two (2) terms of three (3) years each
 - 3) Voting Status: Voting

- b. Design Review Board (DRB) Member

- 1) Established By: SMC 04.13.025
 - 2) Term: Up to two (2) terms of three (3) years each
 - 3) Voting Status: Voting

- c. Plan Commission (PC) Liaison Member

- 1) Established at SMC 04.12.040
 - 2) Term: Up to two (2) terms of three (3) years each
 - 3) Voting Status: Non-Voting

- 2. Community Assembly Appointees:

- a. Urban Forestry Citizen Advisory Committee (UF-CAC) Members

- 1) Established By: SMC 04.28.060
 - 2) Term: Two (2) voting memberships of up to two (2) terms of four (4) years each
 - 3) Voting Status: Voting

- 3. PeTT Committee Appointees:

- a. Citizens Transportation Advisory Committee (CTAB) Member

- 1) Established By: city council resolution TBD-RES 2010-002

- 2) Term: Up to two (2) terms of three (3) years each
 - 3) Voting Status: Voting
- b. Plan Commission Transportation Subcommittee (PCTS) Member
 - 1) Established By: city council resolution TBD-RES 2014-0078
 - 2) Term: Three (3) year terms, renewable indefinitely
 - 3) Voting Status: Voting
- C. Liaisons shall be members in good standing of a recognized neighborhood council.
- D. Liaisons shall perform the following basic responsibilities to the best of their abilities:
 - 1. Represent the neighborhoods and the Community Assembly.
 - 2. Provide a conduit for two-way communication between the CA (or PeTT Committee) and the board, commission or committee they serve on.
 - 3. Inform the CA (or PeTT Committee) of specific issues on which it may want to consider taking action.
 - 4. Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet.
 - 5. Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee.
- E. Role of the Liaison Committee:
 - 1. The Liaison Committee supports and evaluates the five (5) liaisons serving on city advisory boards, commissions or committees. See the Liaison Committee's policies and procedures.
 - 2. Candidates to fill liaison positions are recommended by the Liaison Committee for selection by the Community Assembly for nomination by the mayor and appointment by the city council.
 - 3. The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the Community Assembly withdraw the nomination of a liaison.
- F. Role of the PeTT Committee:
 - 1. The Pedestrian, Traffic and Transportation Committee selects appointees to the two (2) board and committee memberships established by city council resolution from its own regularly attending members who are also members in good standing of their neighborhood council. See the PeTT Committee's policies and procedures.
- XII. Historical Record Retention: The Office of Neighborhood Services, as staff support to Community Assembly, shall be responsible for maintaining the historical records of Community Assembly and its standing committees. This shall include, at a minimum, the meeting minutes, agendas, and policy documents of Community Assembly and its standing committees.**

Addendum - Committee Policies and Procedures Template

A. Committee Name (Revision Date)

1. **Charge:**
2. **Goals:**
3. **Membership:**
4. **Meeting Times:**
5. **Officers and Terms:**
6. **Reporting:**
7. **Decision-Making Process:** Refer to the CA Policies and Procedures.
8. **Calendar:**
9. **ONS Staff Support:** As Assigned

Addendum – Standing Committees Policies and Procedures

A. Administrative Committee – Defined in Section VI of CA Policies and Procedures

B. Budget Committee Policies and Procedures ~~Policy and Procedures~~
(January 2020)

1. **Our Mission/Charge:** To assist Neighborhood councils financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.
2. **Duties:**
 - a. The fundamental responsibility of the Committee is to encourage and assist the Neighborhoods in applying to the Office of Neighborhood Services (ONS) for Engagement Grant funds allocated by the City Council for neighborhood use in building capacity and participation in Neighborhood activities. Final approval for specific uses of individual neighborhood funds is decided by the ONS. Members of the Committee shall keep in contact with their assigned neighborhoods to encourage completing applications and spending their approved allocations.
 - b. The Committee encourages independent neighborhood funding, in addition to the ONS grants of all Neighborhood Council activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within a neighborhood.
 - c. Each neighborhood shall be assigned to a Committee member as liaison. Each Committee member shall be assigned no fewer than five neighborhoods, unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each neighborhood. Each neighborhood shall be instructed to assign a single individual as a contact point for all grant communications.
 - d. The Committee shall design and revise the Application and Budget Calendar as needed.
 - e. The Committee shall review and advise on the preparation of the "Neighborhood Council & Community Assembly Grant Program Guidelines," and provide training as needed.
 - f. All applications for funding shall be sent to the ONS. ONS will forward the applications to the chair for distribution to the committee before the next monthly meeting. Final and formal approval or rejection or modification of a planned expenditure and all applications shall not reside with this Committee, but rather with the Office of Neighborhood Services.
 - g. At an appropriate time, the Committee shall prepare a set of goals for the following year and share those goals with the CA.
3. **Membership and Decision-Making Process:**

The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates. Each member shall have one vote.

If possible, the Committee will have at least five members, each representing a different neighborhood. Proxies are not allowed -- members must be present to vote. A majority of the members shall constitute a quorum. Consensus is not required for action in the Committee – a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action. Actions taken between meetings shall be kept to a minimum; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

4. Officers and Terms:

Two officers shall be determined by vote or consensus or appointment by the Chair. These shall be Chair and Secretary.

Duties of the Secretary shall be to take notes at meetings and send the minutes to the Chair, so that committee members have them before the next meeting, in time to review. Also, the Secretary shall send a draft copy of the Minutes to the ONS for inclusion in the next CA meeting packet. The Secretary shall keep a copy of all meeting minutes.

Duties of the Chair shall be to review and certify all distributions, working closely with the ONS and the assigned oversight liaisons. Additional duties of the Chair consist of sending out the agenda and submitted minutes for each meeting in a timely manner and managing the meetings and other administrative duties.

Elections of officers shall occur annually in December for terms beginning the following year. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, 2016, thereby assuring that at least two members from the previous year are present at the beginning of each year.

5. Meeting Schedule:

The Committee shall meet monthly on the 4th Monday, 6:30pm at Fire Station #4, or as needed, but no fewer than three times per year.

6. Reports:

Written reports: The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the minutes from the most recent meeting within one week.

A report limited to the account status of each individual neighborhood will be sent to the Chair of that neighborhood, monthly by the committee member having oversight for that neighborhood.

A yearly summary of the budget committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.

Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forum.

7. **ONS Staff Support:** As Assigned

C. Building Stronger Neighborhoods Committee Policies and Procedures (January 2020)

1. **Mission Statement:** Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the Neighborhood Councils.
2. **Membership:**
Note: Same for all standing committees – see Section V - CA Committees
 - a. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils.
 - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.
3. **Voting & Quorum:** At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.
4. **Officers and Terms:** Calendar year term with elections in January.
5. **Meeting Schedule:** 4th Monday of each month at 12:00pm to 1:00pm at Forza Coffee, 1028 N Hamilton.
6. **Reports:** Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.
7. **ONS Staff Support:** As Assigned

D. ~~Community Assembly~~ Community Development Committee (CA/CD) Policies & and Procedures (December 2018)

1. **Purpose:** The CA Community Development Standing Committee will provide a forum for educating neighborhoods regarding CDBG funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.
2. **Membership:** Same as Community Assembly Policies & Procedures for Standing Committees, which are as follows:
 - a. Committee shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
 - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions in addition to Community Assembly Representatives and Alternates. CA-CHHS Liaison
3. **Voting:** One vote for each Neighborhood Council in attendance.
4. **Quorum:** At minimum, representatives from three separate Neighborhood Councils and 2/3 of the committee's executive team (members of which an also count toward the representation of the three separate Neighborhood Councils required), will constitute a quorum for voting purposes.
5. **Email Polling Procedure:** To facilitate the work of the committee that needs to be completed between meetings
 - a. In order to qualify for email polling a matter must have been discussed at a regular meeting of the committee
 - b. The committee must agree to the poll being used.
 - c. A quorum must respond to the survey and approve the action
 - d. The action taken will be noted in the minutes of the next regular committee meeting.
6. **Officers and Terms:** Terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.

There will be a minimum of three and up to 5 voting representatives serving on the Executive Team.

 - a. **Chair:** The Chair is responsible for communicating with the committee, setting the agenda with the approval of the Executive Team and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair may also call Executive meetings.
 - b. **Vice Chair:** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.

- c. **Recorder:** The Recorder is responsible for taking official minutes for Committee meetings and Executive Team meetings. The Executive Team may request a ONS/CE or CHHS staff member to take minutes at a regular committee meeting. The minutes will be submitted to the Chair for approval. Approved minutes will be sent ONS/CHHS support staff to be sent to the committee members in advance of the scheduled meetings, as well as a copy for the Community Assembly monthly meeting packet and the committee's record book located in the ONS/CE office.
- 7. **Reports:** The chair will prepare and deliver in person a report to the Community Assembly at least twice a year or more often if needed. Ideally all minutes will be forwarded to ONS for inclusion in the CA packet
- 8. **Elections:** Elections for the executive team will be held annually in the month of December. The Executive Team and officers take office immediately upon election.
- 9. **City Liaisons:** Support will be offered by CHHS for HUD content and expertise, and by ONS for city department and policy expertise.

E. ~~CA~~ Land Use Committee Policies and Procedures (December 2018)

1. Mission Statement

As a standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions; to propose changes to policies, regulations actions and plans to the Community Assembly.

2. Purpose

The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

3. Membership

As per CA Policies and Procedures for standing committees, LUC membership is defined as follows:

- a. The LUC shall maintain a minimum of three members who are members of separate NCs with maintained voting status on the Community Assembly, which represents a quorum.
- b. Membership on the LUC shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA representatives.

4. Voting

Voting members of the CA-LUC are defined as follows:

- a. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at two meetings of the last four meetings convened.
- b. Anyone attending the meeting has standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by only the NC representatives with standing.

5. Emergency Voting

In case of emergency, the Chair may call for a vote between scheduled meetings of the CA-LUC. The pending question or vote will be sent via email format to the Executive Board members, who are required to vote via email.

6. Leadership

An Executive Board serves as the leadership of the CA-LUC and is defined as follows:

- a. Executive Board members must maintain voting eligibility.

- b. Terms of one year in length. Qualified individuals may serve in any one position for no more than two terms. Term limits may be waived if there are no other persons available to serve on the Executive Board.
 - c. There may be up to five members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit.
 - d. **Chair.** The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, and facilitating LUC meetings. In the absence of designated positions, the Executive Committee shall set the meeting agenda. A member will be designated to report to the CA after such report is approved by the LUC. The Chair may also call and serve as facilitator of Executive Board meetings.
 - e. **Vice Chair.** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and attendees are signed in for voting purposes. During votes, the Vice Chair is responsible for counting and identifying the official votes. Note: Eligible voting member neighborhoods will be identified on the previous minutes and current agenda.
 - f. **Recorder.** The Recorder is responsible for keeping official minutes for all LUC and Executive Board meetings. The Recorder will forward the minutes to ONS to distribute to LUC members one week in advance of the regularly scheduled LUC meetings.
 - g. **Other Executive Board Positions.** Other positions may be appointed by the Chair and by vote of the Executive Board.
7. **Elections**
- Elections for the LUC Executive Board leadership will take place annually in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.
8. **ONS Staff Support:** As Assigned

F. ~~Community Assembly of Spokane Neighborhood Councils~~ Liaison Committee Policies and Procedures (~~December~~ January 20182021)

1. Committee Charge

Maintain the city-established positions on advisory boards and commissions related to the Community Assembly.

2. Functions

The committee will (1) keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities; (2) manage and recommend as necessary liaison and representative member appointments and reappointments according to term limit provisions; (3) engage in periodic evaluations of liaison and representative activities; and (4) monitor their timely reporting to the Community Assembly.

3. Membership

The committee operates with a minimum of three individuals who are members of different neighborhood councils.

4. Meetings

The committee meets as needed to accomplish its functions at the call of the chair or of two members. For the convening of a meeting, a quorum is a majority of members.

5. Officers and Terms

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

6. Decisions

For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection.

Unanimity on the matter not being apparent, a motion shall be brought before the committee, seconded and a vote shall be conducted with each member having one vote.

Members absent from the meeting shall be polled by the chair with an immediate phone call or by email posted on the day of the meeting by the chair or her/his designee. Votes shall be tallied by the chair five days after the date of the meeting at

which a motion is submitted for a vote. If there are more “ayes” than “nays” the motion is agreed to.

~~For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. An affirmative vote on a matter submitted to all committee members by e-mail requires unanimous consent to the text of a resolution.~~

7. Selection Standards

Selections for nomination by the Community Assembly to liaison and membership positions allocated to the Community Assembly by city code will be neighborhood council members in good standing who are qualified for the positions and acknowledge the responsibilities the positions entail.

8. Records and Reporting

The committee will keep twelve-month liaison attendance records.

The committee will keep separate records of liaison interviews and report in the minutes the matters discussed only in general and without personal details.

The committee’s liaison attendance and interview records may be used to support a recommendation to the Community Assembly for the withdrawal of the nomination of a liaison to their position.

9. Withdrawal of Nomination

The committee may from time to time recommend the Community Assembly withdraw the nomination of a liaison for cause.

Examples of grounds for removal are demonstrated non-fulfillment of the terms of the liaison’s Affirmation of Responsibilities, absence from Community Assembly or board/commission meetings for three (3) consecutive meetings or six (6) regularly scheduled meetings in any twelve-month period without being excused, unresolved conflicts of interest, or other inappropriate actions as determined by the Community Assembly.

10. ONS Staff Support: As Assigned

G. ~~Community Assembly of Spokane Neighborhood Councils~~ Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (December 2018)

1. Committee Charge:

Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.

2. Committee Function:

The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.

3. Focus Areas:

The committee from time to time may identify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and may be reduced to four or fewer.

4. Participation and Attendance:

Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.

5. Meetings and Notice:

The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list maintained by Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates of three different neighborhood councils in good standing with the Community Assembly.

6. Quorum and Decisions:

A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings. For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.

7. Officers and Terms:

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

8. Advisory Position Selection

The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively Transportation Benefit District Resolution 2010-02 and City Council Resolution 2014-0078. The committee will work in conjunction with the Liaison Committee as from time to time may become necessary to nominate individuals to occupy these positions who are members of neighborhood councils in good standing and who agree to regularly report to the committee and the Community Assembly.

9. ONS Staff Support: As Assigned

H. Neighborhood Safety Committee Policies and Procedures (December 2018)

1. **Mission / Purpose Statement:** The Community Assembly Public Safety Committee will research issues involving public safety as directed by the Community Assembly, as requested by City Departments or Committee Members and provide recommendations on these issues to the Community Assembly.
2. **Membership:** Same as Community Assembly Policies & Procedures for standing committees which are as follows
 - a. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
 - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Representatives and Alternates.
3. **Voting and Quorum:** At minimum, representation from three separate Neighborhood Councils and 2/3 of the executive team (members of which can also count toward the representation of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.
4. **Officers and Terms:** The committee will have a minimum of three officers. Chairperson, Vice-Chairperson and Secretary. Elections will be in November for a term of one year.
5. **Meeting Schedule:** The committee meets the 4th Tuesday of each month, January through November. Additional meetings may be called as necessary.
6. **Reports:** Community Assembly Policy and Procedures require a report from standing committee once per quarter or more often if requested by the Community Assembly.
7. **ONS Staff Support:** As Assigned