

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



Meeting Agenda for Thursday, March 3, 2022
 5:30 to 8:00 pm, Webex Online Meeting
 Proposed Agenda Subject to Change
 Please bring the following items:
 *Community Assembly Minutes: February 3, 2022



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	1
• 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	8 & 89
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Legislative Agenda

5. City Council (Council Member Stratton)	10 min (5:50)	Oral Reports	-
6. Citizens Transportation Advisory Board (CTAB).....	15 min (6:00)	Presentation	-
Liaison Presentation (Randy McGlenn)			
7. Mighty Networks Ad Hoc Committee (Kathryn Alexander)	10 min (6:15)	Discussion/Vote	9
8. Policies & Procedures- Proposed Changes (Daniel Zapotocky)	15 min (6:25)	Discussion	16
9. Building Stronger Neighborhoods Update (Fran Papenleur).....	5 min (6:40)	Oral Reports	-
10. Office of Neighborhood Services Update (Carly Cortright)	10 min (6:45)	Oral Reports	-
11. Administrative Committee Updates (Seth Knutson).....	20 min (6:55)	Discussion	-
- CA/CC March Meeting, CA In-Person Meetings			
12. Roundtable Discussion	10 min (7:15)	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.

• Administrative Committee	71
• Budget Committee	73
• Building Stronger Neighborhoods Committee (BSN).....	
• Liaison Committee	75
• Pedestrian, Traffic, and Transportation Committee (PeTT)	77

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

• Community Housing and Human Services (CHHS) Liaison Report	80
• Design Review Board Liaison Report	-
• Plan Commission Liaison Report	82
• Urban Forestry-Citizen Advisory Committee Representative Report	-
• Housing Action Subcommittee Liaison Report	85
• Land Use Committee Liaison Report	87

** 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.”

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

Community Assembly Draft Meeting Minutes

February 3, 2022 via WebEx web conference

Meeting called to order at 5:30pm by Jennifer Cumbie

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, East Central, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Logan, Manito/Cannon Hill, Minnehaha, North Hill, North Indian Trail, Peaceful Valley, Riverside Rockwood, Southgate, West Hills, West Central and Whitman.
- **Neighborhood Councils Absent:** Comstock, Emerson/Garfield, Five Mile Prairie, Nevada Heights, Northwest, Shiloh Hills
- **City Staff Present:** Carly Cortright (ONS), Gabby Ryan (ONS), Councilmember Betsy Wilkerson (City Council), Jennifer Cerecedes (Director of Community, Housing and Human Services)
- **Visitors:** Paul Kropp (Liaison Committee), and Jennifer Cumbie (facilitator), Eric Swagerty, (Spokane Neighborhood Leadership Academy participant), Jennie (Spokane Neighborhood Leadership Academy participant), Terri Fortner (Spokane Parks Foundation) & Gene Fitzpatrick (Spokane City Credit Union)

Administrative Agenda:

1. **Introductions:** The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance and for permission to record the meeting for Gabby Ryan (CA Admin Committee Liaison) to provide accurate minutes. This request was approved (18-approve, 3-deny, and 0-abstain).
2. **Propose Agenda:** Mark Davies moved. Debby Ryan seconded to approve the agenda. Motion passes with 21-approve, 0-deny, and 1-abstain.
3. **January Minutes:** Andy Hoyer moved. Mark Davies seconded to approve the amended January minutes. Motion passes with 21-approve, 0-deny, and 2-abstain.
 - a. **Seth requests an amendment to Item 4:** "Email regarding bylaws/minutes from ONS, apologized if it causes any trouble for Neighborhood Councils, and encourages NC's to submit their bylaws upon change, not on request so that ONS can keep record of those bylaws and Neighborhood Councils can be in compliance with Spokane Municipal Code. Minutes are not required for compliance."
 - b. **Seth requests amendment to Item 11:** Remove part that says "ONS approves boundary changes," to correct approval process.
4. **Open Forum:**
 - **Andy Hoyer:** Award Nominations: 6 Spirit of CA nominations and 22 Good Neighbor award nominations. Working on finding calligraphy options for awards. YMCA has purchased land on the South Hill (Moran Prairie), plans to use it for a fitness facility.
 - **Kathryn Alexander:** Spokane Neighborhood Leadership Academy- 3 CA folks serving as mentors (Carol Tomsic, Daniel Zapotocky, and Kathryn Alexander). Hoping for a report out in March to update CA on how academy is going. Request to publish list of participants.

- **Tina Luerssen:** Building Stronger Neighborhoods update regarding meeting changes: February meeting will start at 12:15pm. Fran Papenleuer is the newly elected Chair of BSN, shout out to Kelly Lotze for his years of service in role.
- **Randy McGlenn:** Newly elected Chair of PeTT Committee, hopes to bring new ideas to the role, email Randy with your ideas to chair@ecspokane.org. Carol Tomsic is newly elected Secretary of PeTT.

5. Councilmember Betsy Wilkerson's Report:

- Thanks to community members who serve in these volunteer roles!
- Continued struggle with encampment near 2nd and Freya. Working with police for increased security in the area for both businesses and encampment to keep the area safe for everyone.
- Rental assistance funds- Amount allocated has been expended. Amount of requests exceeds amount available. Hoping more funds are allocated by the state.
- AARPA Funds- Looking at funding CHAS Health's Mobile Medicine Clinic for Unhoused for \$1.2 million; Youth Behavioral Services \$1 million; Spokane Low Income Housing Consortium \$3 million; Cultural activities for downtown core for \$900k (\$300k over next 3 years); Citywide development of significance \$2 million; \$1.5 million to attainable housing (waiving fees related to moving costs, ex.: utility hook-ups, etc.)
 - All funding opportunities will go to Request for Proposal (RFP) process
- SB 5662- *Governor's Bill for Homelessness*- Provides for utility assistance, increase in pay for behavioral health employees, additional regional stabilization centers, transitional housing, services for support.
- HB 5687- CM Kinnear; Expanding automatic traffic safety cameras around parks and hospitals
- SB 5853- Release surplus land not being used for North South Corridor, to be used for housing. Gone through hearings and testimonies; awaiting for the Senate vote to figure out if it passes, and what actions will take place (2023 is the goal).
- Lunar New Year Celebration this Saturday in Riverfront Park from 1:00-7:00pm
- Pan-African Flag will be raised at City Hall, in recognition of Black History Month, on Monday 2/7 at 11:00am
- Question from Mark about supporting small businesses suffering from COVID-related impacts: They've expressed needing rental assistance. Goal to make that a focus for 2nd round of funding.
- Daniel Z motioned to extend time, Seth Knutson seconded. Motion passes with 18-approve, 2-deny, and 2-abstain.
- Fran's question about 195/Inland Empire Way projects: Are there AARPA funds that can fund projects in the area? Answer: Would have to come from Lost Revenue. Contracted with an accounting firm for things that fall in the grey area. At this time, no requests for transportation funding related to these projects.
- Lindsey Shaw's question about Value Village lot purchase: Private funds purchasing that, City Council doesn't get a vote on it.
- Dale Walker's question about land in East Central: Over 520 homes were removed for the N/S Corridor, unknown how many were left in the land WADOT purchased for the project.

Legislative Agenda:

6. Spokane Parks Foundation (Terri Fortner & Gene Fitzpatrick):

- Terri Fortner is the Executive Director of the Spokane Parks Foundation. Contact: Terri@spokaneparksfoundation.org
- 2021 Grant Funding was able to fund the following projects totaling \$32,700
 - Climbing boulder in Audubon Park
 - Youth summer camp and therapeutic recreation sports funding for Spokane Parks and Recreation.
 - City of Spokane Valley's Valley summer day camp scholarships to families experiencing financial hardships
 - Spokane Eastside Reunion Association's summer youth basketball camp
 - Spokane C.O.P.S. programming
 - Spokane Valley program related to accessing food and activities
- 2022 Grant Funding available is \$50,000, but requests have exceeded \$695,000 worth of funding requests. Sizable request from City of Cheney, but are working to find different funding streams for them.
- Gene Fitzpatrick is the President of the Spokane City Credit Union.
- The Parks Challenge is for people to enjoy their local parks. For 70th year anniversary of the Spokane Parks Foundation: First 70 people who visit 24 parks over 12 month period (October 2021-October 2022), SCCU would make a \$150 donation to Spokane Parks Foundation for each person who reaches goal. SCCU will donate \$50 to SFP for folks who visit 12 parks in this timeframe. Document visit at park, post to Challenge's page, which tracks which parks you've visited. Encourages folks to explore the parks and enjoy outdoors with community.
- To sign up: www.sccu.net/parks-challenge

7. Community Housing & Human Services Liaison Report & Director Intro (Kathryn Alexander- CHHS Liaison & Jennifer Cerecedes-CHHS Director):

- Kathryn's Report- Concerns with lack of warming shelters for unhoused folks; Eric Finch is working on identifying who will be tasked with this. If anyone is interested in joining CHHS Board, please reach out to Barry Barfield (CHHS Board Chair) or Kathryn (Vice Chair).
- Kathryn is on the Housing Action Plan Subcommittee, her report is in the agenda packet.
- George Dahl has mentioned an update for NCDP: Staffing issues have put a hold on progress.
- Jennifer Cerecedes introduction- Born and raised in Spokane. History of working with homelessness. Working hard to address lack of warming shelters; identifying sites is the biggest challenge due to NIMBY-ism. CHHS Staffing issues are being resolved, new employees have begun and more plan to be hired. The drive and movement in the community surrounding addressing homelessness is motivating the work CHHS is working on.

8. Administrative Committee Updates (Seth Knutson):

- March 31 is CA/CC Meeting, if you have a topic request, please submit to CA Admin Committee for approval before March CA Admin Committee Meeting.

- CA Committee Goals- Request that CA Committees please start discussing goals for 2022.
- CA Admin Committee requests to suspend secretary term limits for CA Admin Committee this year.
- **VOTE:** Motion: “To suspend the two term limit for the Admin Committee Secretary for the remainder of the year.” Greg Francis motions to accept request, Mark Davies seconded. Motion passes with 16-approve, 2-deny, and 5-abstain.
- Discussion ensued
- Motion: “Extend discussion 5 minutes.” Mark Davies motioned to extend, Fran Papenleur seconded. Motion passes with 18-approve, 2-deny, and 3-abstain. Second motion: “To extend discussion 5 minutes (2nd and final extension).” Luke Tolley motioned to extend, Kathryn Alexander seconded. Motion passes with 15-approve, 3-deny, and 3-abstain.
- **VOTE:** Motion: “Include the removal of Secretary term limits from the Admin Committee in the proposed changes to the Policies and Procedures.” Tina Luerssen motions to accept, Kathryn Alexander seconded. Motion passes with 15-approve, 5-deny, and 3-abstain.

9. Policies & Procedures Proposed Changes (Daniel Zapotocky):

- Daniel added P&P updates from 4 of the committees (Budget, BSN, PeTT, and Liaison Committees) to the P&P portion of February’s agenda packet.
- Made changes to P&P based on previous discussion items about term limits regarding CA Admin Committee
- Greg suggested changes to P&P language:
 - 2 year term limits in committees apply to Chair and Vice Chair only.
 - Section on email distributions lists (2nd page)- Keep ‘at minimum’ language. Paul Kropp voiced support of this.
 - Land Use Committee- keep LUC as abbreviation, that’s terminology used by members
 - Page 11- ‘In Good Standing’ should be kept.
- Paul Kropp suggested changes to P&P Language:
 - Recommends not having firm day, date, time language of the meetings included in the P&P
- “What does ‘In Good Standing’ mean for neighborhoods in regards to P&P?” was a conversation topic brought up by Mary Winkes, discussion ensued. Neighborhood councils can define this term in their respective bylaws, but not all neighborhood councils have defined this in their bylaws.
- The continued discussion about current definitions of certain terminology highlighted the need for the P&P Committee to take the feedback back to their committee meeting. The vote will be postponed until March CA Meeting.
- Dale Walker suggested breaking the massive changes to the P&P into bite sized chunks for voting instead of doing all or nothing.

10. Budget Committee- CE Grant 2022 Programming (Ken Cruz)

- Community Engagement Grant training will take place virtually (Zoom) on Monday, February 28th from 7:00-8:30pm. Please send a representative from your neighborhood. Neighborhoods can apply for up to \$850. Changes include that there is one round of funding, not two as in prior years.

- If your CE Grant Coordinator is new, please connect them with their respective Budget Committee Liaison (the members of Budget Committee are each assigned to neighborhood councils).

11. Design Review Board Liaison (Paul Kropp)

- Design Review Board Liaison (Kathy Lang) has requested a leave of absence; a provision to reporting to CA on DRB Meetings has been made. Kathy Lang's role as Chair will end during the leave of absence, and the Board will be electing a new Chair. A leave of absence is approved thru February until the March 2 DRB Meeting.

12. Neighborhood Services Update (Carly Cortright)

- *Clean-Up Program:* Updates on program totals were shown from events and paper/digital disposal pass requests. Neighborhood Councils will receive data in an email soon. Annica has sent an email to the neighborhood councils regarding 2022 training and updates. The training will be held on Wednesday March 2nd at 6:30pm virtually.
- *Spokane Neighborhood Leadership Academy:* First session was Saturday, January 29. Looking forward to how the training is progressing. Gonzaga is finalizing the video series meant for Resource Library.
- *Neighbors Drive 25:* Kick-Off event will be announced soon, will share with NC's when set. Goal is kick-off the campaign pre-Spring Break
- *Spokane Gives:* Returns in April. Focus on volunteering, nonprofit/service opportunities, & ways to serve the community. If y'all have any volunteer opportunities to share, please send to Cendy Ortiz for promotion (cortiz@spokanecity.org).
- *Neighborhood Housing and Human Services Director Position:* Position has been posted, applications being accepted.
- *AARP Community Challenge:* Included in ONS Updates to Neighborhood Councils. Funding opportunity for NCs to look into (note that there are restrictions on who can apply). ONS offered to provide grant writing assistance, if any of the neighborhoods have a project and want the help.

13. Roundtable Discussion

- **Jennie:** Spokane Neighborhood Leadership Academy participant (*Represents Whitman NC*)
- **Eric Swaggerty:** Spokane Neighborhood Leadership Academy participant (*Represents Audubon Downriver NC*)
- **Susan Mensching:** New CA Rep for West Hills

Meeting Adjourned at 7:35pm.

- Next Community Assembly scheduled for **Thursday, March 3, 2021**

2021 CA Award Recipients

Spirit of the CA Awards

Tina Luerssen – Grandview/Thorpe (2 nominations)
Charles Hansen – Whitman (2 nominations)
Andy Hoye – Southgate
Colleen Gardner – Chief Garry Park
Paul Kropp – Southgate

Good Neighbor Awards

Bemiss: Donna Fagan, Bruce Higgins, Mike and Maryann Rapp, Karl and Naomi Schumacher, Kathryn Alexander

North Indian Trail: Jeanine McKinney, Kathy Hustad

Chief Garry Park: Betty Krafft, Dale Walker

Northwest: Wayne Clemm, Doug Prendergast

Grandview / Thorpe: Molly Marshall, Dan Stoick, Ashley Cratty

Audubon / Downriver: Steve Ferse, Kristen Angell

Emerson / Garfield: Anne Lutrell

East Central: Randy McGlenn

Shiloh Hills: Cliff Winger

Five Mile Prairie: Dave Brown, Robert Fairfax, Aaron Reese

The names are being applied to the blank awards this week. For those who have offered, the Awards Committee will notify you if we need your help in distribution.

Congratulations and thanks to all recipients!

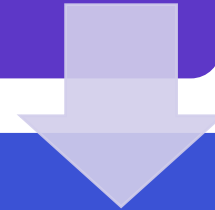
PROPOSAL FOR THE
COMMUNITY
ASSEMBLY

CA MIGHTY NETWORK



**OLD,
REOCCURRING
ISSUES**

Maintaining our
history and our
records



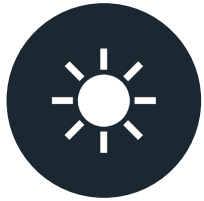
Traffic Calming and
Clean Up documents



Managing our email
lists



NEW ISSUES TO ADDRESS



Coordinating
summer event
schedules



Keeping up on CA
standing committees
(too many meetings)



Supporting
neighborhoods



Training for new
members



Training for
neighborhoods



Ability to just talk with
each other

CONCERNS



Forgetting
passwords



Management



Training



Lack of
participation



Cost

HOW MIGHTY NETWORKS WORKS

[Topics](#)

[Events](#)

[Affiliations](#)

[Committees](#)

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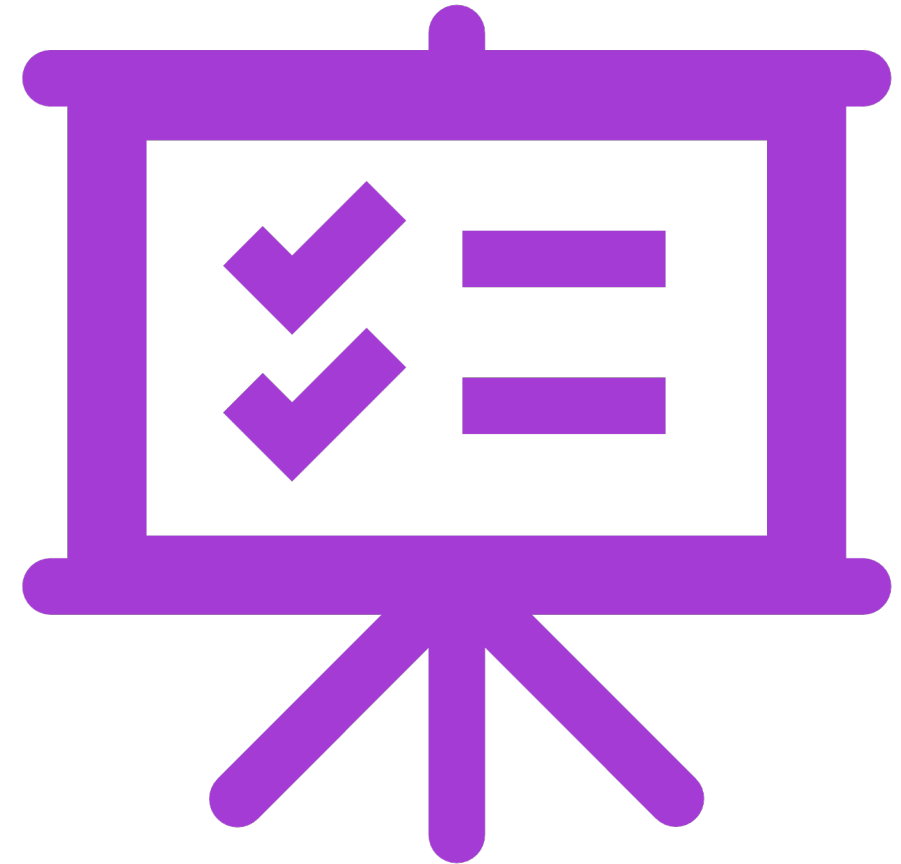
[Training](#)



CA Mighty Network

MY REQUEST

- At least two people to form a committee to:
 - Research
 - Create demo
 - Address concerns
 - Create a management plan
 - Come back with a recommendation



HOW MIGHTY NETWORKS WORKS

[Topics](#)

[Events](#)

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All Neighborhoods are self managed
All member lists are private



The diagram consists of a large purple square frame. Inside this frame is a smaller white square. Centered within the white square is the text 'Neighborhood Mighty Network'.

Neighborhood
Mighty Network

CA P&P Committee Meeting – 2/17/2022

Meeting started at 5:23 PM via Zoom

Mary and Daniel in attendance. Chris absent.

Items of Discussion:

- Reviewed changes suggested by Paul Kropp. Adopted all except for some changes to section IV
- Incorporated recommended changes based on comments from CA at February meeting
- Included removal of term limit requirement for Admin committee secretary per CA motion in February
- Draft P&P will be presented for review and vote at the March meeting
- Copy of final version with and without markup to be sent out in advance

Meeting adjourned at 6:17 PM



Community Assembly Policies and Procedures

Amended ~~May: 2/17/2022~~ 2024

Approved by CA: ~~3/3/2022~~ 5/6/24

I. Purpose

~~According to Article VIII, Section 75 of the City of Spokane City Charter: "the Community community Assembly assembly (herein referenced as the "CA") is a mandated coalition of recognized independent neighborhood councils and serves as a forum for discussion of issues of broad interest" to the neighborhoods and City. 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.~~

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Commented [DZ1]: Using wording from the City Charter as a direct reference.

II. Duties and Responsibilities:

~~As outlined in~~ According to the Article VIII, Section 75 of the City Charter, the CA shall:

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- A. Review and recommend an action, policy or plan to the ~~city council~~, neighborhood committees, the city council, the mayor, the city, and any city-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 the primary means of communication between individual neighborhood councils;
- D. Support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and
- ~~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. Serve as an information resource to neighborhood councils.

Commented [DZ2]: This wording is also taken directly from the City Charter.

III. Membership

- A. Membership in the Community Assembly ~~CA~~ is available to neighborhood councils, as recognized in Article VIII, Section 753 of the City Charter.
- B. Each neighborhood council ~~shall select~~ have one representative and an assigned designated alternate [hereinafter referred to as representatives] to ~~participate-serve~~ on the community assembly.
- ~~B-C.~~ Representatives are expected to represent the interests of their respective neighborhood councils. in the absence of the representative.

Commented [DZ3]: Consistent Abbreviation

Commented [DZ4]: Correction

Commented [DZ5]: This is wording used in the Charter.

~~C~~.D. Each neighborhood council shall submit in writing or by email, the names of their representative and designated alternate to the Office of Neighborhood Services as changes occur.

Commented [DZ6]: Grammar

Commented [DZ7]: Matched wording of Charter.

~~D~~.E. Each neighborhood council representative has one vote.

~~E~~.F. A representative may only vote on behalf of the one neighborhood they represent at a CA meetings.

Commented [DZ8]: Clearing up language.

~~F~~. The Office of Neighborhood Services shall maintain an email distribution list for communicating to representatives of the CA. The distribution list shall include, at minimum, the current email addresses for each neighborhood council's CA representative and designated alternate, chair, vice-chair, and all CA committee chairs.

Commented [DZ9]: Specification.

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IV. Meetings

- A. A minimum of ten CA regular meetings shall be held annually.
- B. Meetings ~~of the CA with and the~~ City Council shall be held a minimum of three times annually.
- C. Electronic recording ~~of Community Assembly and of regular meetings of the CA and CA committee meetings~~ ~~Community Assembly committee meetings~~ shall only be allowed if approved by a majority of ~~those~~ voting members present at the meeting. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the ~~meeting CA~~ facilitator or committee chair prior to the beginning of that meeting's business.
- D. An independent facilitator shall preside at CA regular meetings. In the absence of an independent facilitator, an Office of Neighborhood Services representative may ~~preside~~ facilitate the meeting. 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 give 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,

Commented [DZ10]: Rewording.

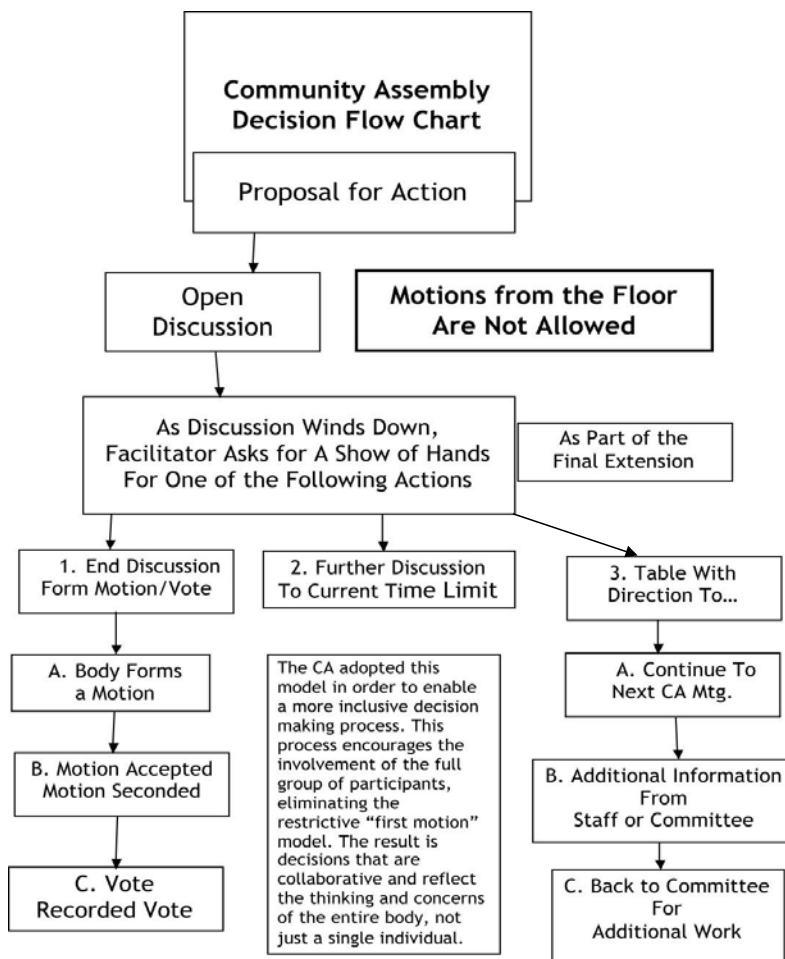
Commented [DZ11]: Electronic recordings can be a contentious issue so making the procedure more clear should help.

Commented [DZ12]: Rewording and clarification.

Commented [DZ13]: Grammar

Commented [DZ14]: Improved wording.

- 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.

4.

F. Quorum and attendance:

1. A quorum is defined as a simple majority (50 percent + 1) of ~~those neighborhood~~ CA 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.~~

4.2. Absent neighborhood council representatives shall be noted in the CA minutes.

~~5.3. If neither a neighborhood council is not represented'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 regular~~ 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 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:

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Commented [DZ15]: Removed as unnecessary.

Commented [DZ16]: Definition no longer required with removal from preceding section.

Commented [DZ17]: Reworded for clarity

Commented [DZ18]: Grammar

Commented [DZ19]: Consistent reference to type of meeting

Commented [DZ20]: Unnecessary. If the minutes are posted on the website, it is understood that they are available to all these groups.

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 chair ~~person~~ 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~~ online/virtually, the meeting link shall be included in the meeting announcement.

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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.
- H. Committees shall follow the CA's decision-making process. (See Section IV.E.)
- I. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. ~~Each~~ Standing committees ~~shall be~~ encouraged to present a report ~~in person~~ to the CA at least once a year.
- J. Recommendations from a committee shall be presented ~~to the CA for the CA~~ at regular meetings of the CA to determine appropriate action.
- 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.")

Commented [DZ23]: Shall is too strong of wording inferring requirement. "are encouraged" better captures the intent that committees are encouraged, but not required, to give reports.

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VI. Administrative Committee

A. Duties:

- ~~A.~~ 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. (See Section VIII.)
 6. Take emergency actions on behalf of Community Assembly. (See Section VI.G)

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B. Membership and Officer Positions:

1. ~~The committee~~ shall ~~be five positions~~ consist of five members.
- 1-2. There shall be three officer positions of the committee: chair, vice chair, and secretary. An officer individual, with the exception of the secretary, may serve only two terms in any one position.

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- 2.3. ~~The Chairperson~~ shall serve as the contact person, spokesperson, and signatory for the CA.
- 3.4. ~~The Vice Chairperson~~ shall assume the duties of the chair in their absence, act as the Chairperson in the absence of the chairperson.
- 4.5. ~~The Secretary~~ shall record minutes and keep attendance ~~of for~~ Administrative Committee meetings.
- C. ~~Qualifications:~~
- ~~C. -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~~serve 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 qualified 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 qualified 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 CA due to time constraints or other circumstances beyond the

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control of the ~~Community Assembly~~CA. On such occasions, the following provisions shall apply.

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1. Taking action at a regular CA meeting shall always be the preferred option.
2. If an electronic vote of ~~the Community Assembly~~CA 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.
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.

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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 ~~the~~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.

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VIII. CA Placeholder on the City Council agenda

- A. The ~~Community Assembly~~CA 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.

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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 (P&P) 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~~ shall 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 P&P documents.

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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)~~ five (5) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee. Also, the city's park board has allocated the Community Assembly two (2) membership positions in its committee structure.

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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:

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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. Housing Action Subcommittee (HAS) Member

- 1) Established By: City Council Resolution 2021-0020
- 2) Term: One (1) year minimum
- 3) Voting Status: Voting

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d. 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

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2. Community Assembly Appointees:

a. Park Board Development and Volunteer Committee (DVC) Member

- 1) Established By: Spokane Park Board Resolution of August 21, 2021
- 2) Term: Two (2) years renewable
- 3) Voting Status: Voting

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b. Park Board DVC Citizen Advisory Committee (DVC-CAC) Member

- 1) Established By: Spokane Park Board Resolution August 21, 2021
- 2) Term: Two (2) years renewable
- 3) Voting Status: Voting

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c. 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

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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.

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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.

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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~~CA for nomination by the ~~m~~Mayor and appointment by the ~~e~~City ~~e~~Council.
3. The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the ~~Community Assembly~~CA withdraw the nomination of a liaison.

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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 ~~e~~City ~~e~~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.

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- XII. **Historical Record Retention:** The Office of Neighborhood Services, as staff support to ~~Community Assembly~~the CA, shall be responsible for maintaining the historical records of ~~Community Assembly~~the CA and its standing committees. This shall include, at a minimum, the meeting minutes, agendas, and policy documents of ~~Community Assembly~~the CA and its standing committees.

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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 (~~January 2020~~October 2021)

1. **Our Mission/Charge:** To assist Neighborhood ~~councils~~Councils (NC) financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.
2. **Duties:**
 - 1) The fundamental responsibility of the Committee is to encourage and assist the ~~Neighborhoods NCs~~ in applying ~~to the Office of Neighborhood Services (ONS)~~ for ~~Community~~ Engagement Grant funds allocated by the City Council for ~~neighborhood NC~~ use in building capacity and participation ~~in Neighborhood activities~~. Final approval for specific uses of individual ~~neighborhood NC~~ funds is decided by the ~~Office of Neighborhood Services~~ (ONS). Members of the Committee shall keep in contact with their assigned ~~neighborhoods NCs~~ to encourage completing applications and spending their approved allocations.
 - 2) The Committee encourages independent ~~neighborhood NC~~ funding, in addition to the ONS grants of all ~~Neighborhood Council NC~~ activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within an ~~neighborhood NC~~.
 - 3) Each ~~neighborhood NC~~ shall be assigned to a Committee member as liaison. Each Committee member shall be assigned no fewer than five ~~neighborhoods NCs~~, unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each ~~neighborhood NC~~. Each ~~neighborhood NC~~ shall be instructed to assign a single individual as a contact point for all grant communications.
 - 4) The Committee shall design and revise the Application and Budget Calendar as needed.
 - 5) The Committee shall review and advise on the preparation of the "Neighborhood Council & Community Assembly Grant Program Guidelines," and provide training as needed.
 - 6) All applications for funding shall be sent to ~~the~~ ONS. ONS will forward the applications to the ~~Committee e~~Chair ~~and/or post on Slack~~ 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~~ONS.
 - 7) 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 NCs~~. 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~~CA 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. Committee may utilize Slack app in between meeting for application review and approval, or short-term action items. The electronic approvals require a majority approval of committee members. 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-Three~~ officers shall be determined by committee vote or consensus ~~or appointment by the Chair.~~ These officers shall be the Chair, Vice Chair and Secretary.

Duties of the Secretary shall be to take notes at meetings and send the minutes to the ~~Chair~~committee members, ~~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 previous meeting's~~ minutes ~~for each meeting~~ in a timely manner and managing the meetings and other administrative duties.

Duties of the Vice Chair shall be to fulfill Chair duties in the absence of the Chair.

Elections of officers shall occur annually in ~~December~~ November 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 virtually and/or at Fire Station #4, or as needed, but no fewer than three times per year.

6. ~~Reports~~Reporting:

~~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. The ONS representative shall provide to the Committee the current status of every NC regarding applications and spending at every meeting of the Committee or more frequently as needed.~~

~~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 Budget committee Committee activities, along with the goals for the coming year will be submitted to the Community Assembly CA semi-annually in July or August, with goals for the year to be submitted when requested by the CA, 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~~October 2021)

1. **Mission Statement:** Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and engagement opportunities, with input from the Neighborhood Councils.
2. **Membership:**
Note: Same for all standing committees – see Article V, Section V-F -- Community Assembly Committees
 - 1) Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils.
 - 2) 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:** Chair, Vice Chair and Secretary; Calendar year term with elections in January.
5. **Meeting Schedule:** 4th Monday of each month at 12:00pm to 1:00pm on Zoom and/or in-person TBD, 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 determined by the Office of Neighborhood Services. Liaison helps to promote Neighborhood Council events by posting on City calendars.

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D. 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:
 - 1) Committee shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
 - 2) 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 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
 - 1) In order to qualify for email polling a matter must have been discussed at a regular meeting of the committee
 - 2) The committee must agree to the poll being used.
 - 3) A quorum must respond to the survey and approve the action
 - 4) 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.

 - 1) **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.
 - 2) **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.

- 3) **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. 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:

- 1) 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.
- 2) 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:

- 1) 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.
- 2) 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:

- 1) Executive Board members must maintain voting eligibility.

- 2) 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.
- 3) 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.
- 4) **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.
- 5) **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.
- 6) **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.
- 7) **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. Liaison Committee Policies and Procedures (January 2021)

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~~ prepare, revise and retain 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. The roster of members is included in committee reports to the Community Assembly.

4. Meetings

The committee meets monthly or as needed to accomplish its functions at the call of the chair, ~~or~~ of two of its members, or at the direction of the Community Assembly Administrative Committee by its chair. ~~For~~ Upon the convening of a meeting, a quorum for the conduct of business is the attendance of members from at least three neighborhood councils and 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-calendar-~~ year commitments, Election of officers occurs 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-all~~ members 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. All ~~V~~ 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~~passed.

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~~s continuous twelve-month liaison attendance records.

The committee ~~will keep~~s 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. Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (~~December 2018~~October 2021)

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 Positions**~~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-Spokane~~ Municipal Code Chapter 08.16 Transportation Benefit District 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~~ serve in these positions who maintain regular attendance at the PeTT Committee, are members of their respective neighborhood councils ~~in good standing and who~~, agree to regularly report to the committee and ~~the~~ Community Assembly, and affirm the statement of responsibilities in Appendix A.

9. **Email Notices and Email Lists**

Neighborhood Services will maintain an email notice list for the committee separate from the general Community Assembly notice list which is composed of the email address of individuals who have expressed an ongoing interest in the work of the committee. No regular maintenance to this list is required.

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

APPENDIX A

PeTT Member Responsibilities on Advisory Positions

Statements of the responsibilities of membership.

Citizen Transportation Advisory Board (CTAB)

I am aware of the role and responsibilities of the City of Spokane's Citizens Transportation Advisory Board (CTAB) according to the provisions of SMC 08.16, which are:

- to recommend the allocation of Transportation Benefit District revenue for residential street maintenance projects, and
- to provide a timely annual report for the City Council.

In addition, I am aware

- of the attendance and time commitment required, and
- of the additional requirement to provide a verbal report for the PeTT Committee after each CTAB meeting and a written report for the next Community Assembly meeting after each CTAB meeting.

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Plan Commission Transportation Subcommittee (PCTS)

I am aware of the role and responsibility of the City of Spokane's Plan Commission Transportation Subcommittee (PCTS) according to City Council Resolution 2014-0078, which is:

- to review and prioritize street improvements as part of the Six-Year Comprehensive Street Program and other transportation funding for recommendation to the Plan Commission and the City Council.

In addition, I am aware

- of the attendance and time commitment required, and
- of the additional requirement to provide a verbal report for the PeTT Committee after each PCTS meeting and a written report for the next Community Assembly meeting after each PCTS meeting.

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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
 - 1) Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
 - 2) 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



Community Assembly Policies and Procedures

Amended: 2/17/2022

Approved by CA: 3/3/2022

I. Purpose

According to Article VIII, Section 75 of the City of Spokane City Charter, “the community assembly [herein referenced as the “CA”] is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest” to the neighborhoods and City.

Commented [DZ1]: Using wording from the City Charter as a direct reference.

II. Duties and Responsibilities

According to Article VIII, Section 75 of the City Charter, the CA shall:

- A. Review and recommend an action, policy or plan to the city council, neighborhood committee, the city council, the mayor, the city, 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 the primary means of communication between individual neighborhood councils;
- D. Support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and
- E. Serve as an information resource to neighborhood councils.

Commented [DZ2]: This wording is also taken directly from the City Charter.

III. Membership

- A. Membership in the CA is available to neighborhood councils, as recognized in Article VIII, Section 75 of the City Charter.
- B. Each neighborhood council selects one representative and a designated alternate [hereinafter referred to as representatives] to serve on the community assembly.
- C. Representatives are expected to represent the interests of their respective neighborhood councils.
- D. Each neighborhood council shall submit, in writing or by email, the names of their representative and designated alternate to the Office of Neighborhood Services as changes occur.
- E. Each neighborhood council representative has one vote.
- F. A representative may only vote on behalf of the neighborhood they represent at CA meetings.
- G. The Office of Neighborhood Services shall maintain an email distribution list for communicating to representatives of the CA. The distribution list shall include, at minimum, the current email addresses for each neighborhood council's CA

Commented [DZ3]: Consistent Abbreviation

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Commented [DZ5]: This is wording used in the Charter.

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representative and designated alternate, chair, vice-chair, and all CA committee chairs.

IV. Meetings

- A. A minimum of ten CA regular meetings shall be held annually.
- B. Meetings of the CA and City Council shall be held a minimum of three times annually.
- C. Electronic recording of regular meetings of the CA and CA committee meetings shall only be allowed if approved by a majority of voting members present at the meeting. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the CA facilitator or committee chair prior to the beginning of that meeting's business.
- D. An independent facilitator shall preside at CA regular meetings. In the absence of an independent facilitator, an Office of Neighborhood Services representative may facilitate the meeting. 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. 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 give 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,

Commented [DZ10]: Rewording.

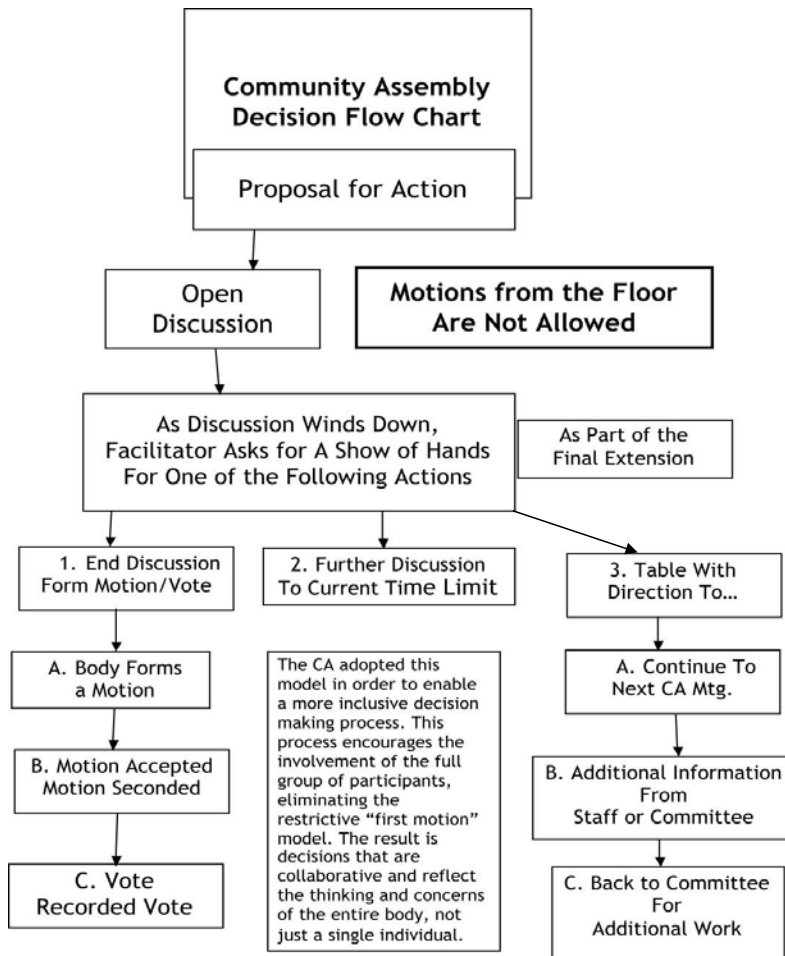
Commented [DZ11]: Electronic recordings can be a contentious issue so making the procedure more clear should help.

Commented [DZ12]: Rewording and clarification.

Commented [DZ13]: Grammar

Commented [DZ14]: Improved wording.

- 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 CA 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. Absent neighborhood council representatives shall be noted in the CA minutes.
3. If a neighborhood council is not represented for two consecutive meetings, the Administrative Committee shall notify that neighborhood council's executive committee of the absences. (See Section VI.A.3.)

Commented [DZ15]: Removed as unnecessary.

Commented [DZ16]: Definition no longer required with removal from preceding section.

Commented [DZ17]: Reworded for clarity

G. Minutes:

1. Minutes of 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 regular meeting.
4. The approved minutes shall be published on the Office of Neighborhood Services website.

Commented [DZ18]: Grammar

Commented [DZ19]: Consistent reference to type of meeting

Commented [DZ20]: Unnecessary. If the minutes are posted on the website, it is understood that they are available to all these groups.

V. Committees

- A. The function of CA committees shall be to research or address issues that may impact neighborhoods or 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 chair 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.

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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 virtually, the meeting link shall be included in the meeting announcement.

Commented [DZ22]: Virtually better captures that meetings could take place via any virtual medium, not necessarily via the internet.

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.

- H. Committees shall follow the CA’s decision-making process. (See Section IV.E.)
- I. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Standing committees are encouraged to present a report to the CA at least once a year.
- J. Recommendations from a committee shall be presented at regular meetings of the CA to determine appropriate action.
- 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.”)

Commented [DZ23]: Shall is too strong of wording inferring requirement. “are encouraged” better captures the intent that committees are encouraged, but not required, to give reports.

Commented [DZ24]: Removes in person requirement and leaves it more broad as to how reports may be given (email, virtually, included in agenda packet, etc.)

Commented [DZ25]: Clarification

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

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B. Membership and Officer Positions

1. The committee shall consist of five members.
2. There shall be three officer positions of the committee: chair, vice chair, and secretary. An officer, with the exception of the secretary, may serve only two terms in any one position.
3. The chair shall serve as the contact person, spokesperson, and signatory for the CA.
4. The vice chair shall assume the duties of the chair in their absence.
5. The secretary shall record minutes and keep attendance for Administrative Committee meetings.

Commented [DZ27]: Retitled for Clarity

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Commented [DZ29]: Clarifications of officer positions

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C. Qualifications

Members of the CA Administrative Committee must:

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

Commented [DZ33]: Simplified

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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 pool of qualified potential candidates.
 - c. November – Vote by CA for Administrative Committee members.

Commented [DZ35]: Wording Correction

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 pool of qualified candidates. (See Section VI. D.)
2. If the vacated position is the chair, the vice chair shall assume the chairperson's position and a replacement vice chair will be appointed by the Administrative Committee.

Commented [DZ36]: Wording correction

Commented [DZ37]: Removed unnecessary wording

G. Emergency Actions

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

Commented [DZ38]: Abbreviations for consistency

1. Taking action at a regular CA meeting shall always be the preferred option.
2. If an electronic vote of CA 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.

Commented [DZ39]: Abbreviation

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 the 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.

Commented [DZ40]: Grammar

VIII. CA Placeholder on the City Council agenda

- A. The CA 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.

Commented [DZ41]: Abbreviation for consistency

- 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 (P&P) 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 shall occur at the following regularly scheduled meeting.

Commented [DZ42]: Addition of common abbreviation for Policies and Procedures Committee

Commented [DZ43]: Stronger wording

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

Commented [DZ44]: Abbreviation for consistency

XI. Community Assembly Liaisons

- A. The City Council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on five (5) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee. Also, the city's park board has allocated the Community Assembly two (2) membership positions in its committee structure. 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.

Commented [DZ45]: Formal capitalization

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. Housing Action Subcommittee (HAS) Member

- 1) Established By: City Council Resolution 2021-0020
- 2) Term: One (1) year minimum
- 3) Voting Status: Voting

d. 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. Park Board Development and Volunteer Committee (DVC) Member

- 1) Established By: Spokane Park Board Resolution of August 21, 2021
- 2) Term: Two (2) years renewable

- 3) Voting Status: Voting
- b. Park Board DVC Citizen Advisory Committee (DVC-CAC) Member
 - 1) Established By: Spokane Park Board Resolution August 21, 2021
 - 2) Term: Two (2) years renewable
 - 3) Voting Status: Voting
- c. 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 neighborhood council.
- D. Liaisons shall perform the following basic responsibilities to the best of their abilities:
 - 1. Represent the neighborhoods and the CA.
 - 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.

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Commented [DZ47]: Abbreviation for consistency

2. Candidates to fill liaison positions are recommended by the Liaison Committee for selection by the CA 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 CA 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 the CA, shall be responsible for maintaining the historical records of the CA and its standing committees. This shall include, at a minimum, the meeting minutes, agendas, and policy documents of the CA and its standing committees.

Commented [DZ48]: Abbreviations for consistency and formal capitalization

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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 (October 2021)

1. **Our Mission/Charge:** To assist Neighborhood Councils (NC) financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.
2. **Duties:**
 - 1) The fundamental responsibility of the Committee is to encourage and assist the NCs in applying for Community Engagement Grant funds allocated by the City Council for NC use in building capacity and participation. Final approval for specific uses of individual NC funds is decided by the Office of Neighborhood Services (ONS). Members of the Committee shall keep in contact with their assigned NCs to encourage completing applications and spending their approved allocations.
 - 2) The Committee encourages independent NC funding, in addition to the ONS grants of all NC activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within an NC.
 - 3) Each NC shall be assigned to a Committee member as liaison. Each Committee member shall be assigned no fewer than five NCs, unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each NC. Each NC shall be instructed to assign a single individual as a contact point for all grant communications.
 - 4) The Committee shall design and revise the Application and Budget Calendar as needed.
 - 5) The Committee shall review and advise on the preparation of the "Neighborhood Council & Community Assembly Grant Program Guidelines," and provide training as needed.
 - 6) All applications for funding shall be sent to ONS. ONS will forward the applications to the Committee Chair and/or post on Slack 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 ONS.
 - 7) 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 NCs. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA 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. Committee may utilize Slack app in between meeting for application review and approval, or short-term action items. The electronic approvals require a majority approval of committee members.

4. Officers and Terms:

Three officers shall be determined by committee vote or consensus. These officers shall be the Chair, Vice Chair and Secretary.

Duties of the Secretary shall be to take notes at meetings and send the minutes to the committee members. Also, the Secretary shall send a draft copy of the Minutes to 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 ONS and the assigned oversight liaisons. Additional duties of the Chair consist of sending out the agenda and previous meeting's minutes in a timely manner and managing the meetings and other administrative duties.

Duties of the Vice Chair shall be to fulfill Chair duties in the absence of the Chair.

Elections of officers shall occur annually in November 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 virtually and/or at Fire Station #4, or as needed, but no fewer than three times per year.

6. Reporting:

The ONS representative shall provide to the Committee the current status of every NC regarding applications and spending at every meeting of the Committee or more frequently as needed.

A summary of the Budget Committee activities will be submitted to the CA semi-annually in July or August, with goals for the year to be submitted when requested by the CA.

7. ONS Staff Support: As Assigned

C. Building Stronger Neighborhoods Committee Policies and Procedures (October 2021)

1. **Mission Statement:** Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and engagement opportunities, with input from the Neighborhood Councils.
2. **Membership:**
Note: Same for all standing committees – see Article V, Section F – Community Assembly Committees
 - 1) Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils.
 - 2) 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:** Chair, Vice Chair and Secretary; Calendar year term with elections in January.
5. **Meeting Schedule:** 4th Monday of each month at 12:00pm to 1:00pm on Zoom and/or in-person TBD.
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 determined by the Office of Neighborhood Services. Liaison helps to promote Neighborhood Council events by posting on City calendars.

D. 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:
 - 1) Committee shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
 - 2) 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 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
 - 1) In order to qualify for email polling a matter must have been discussed at a regular meeting of the committee
 - 2) The committee must agree to the poll being used.
 - 3) A quorum must respond to the survey and approve the action
 - 4) 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.

 - 1) **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.
 - 2) **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.

- 3) **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. 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:

- 1) 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.
- 2) 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:

- 1) 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.
- 2) 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:

- 1) Executive Board members must maintain voting eligibility.

- 2) 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.
- 3) 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.
- 4) **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.
- 5) **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.
- 6) **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.
- 7) **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. Liaison Committee Policies and Procedures (January 2021)

1. Committee Charge

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

2. Functions

The committee will (1) prepare, revise and retain 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. The roster of members is included in committee reports to the Community Assembly.

4. Meetings

The committee meets monthly or as needed to accomplish its functions at the call of the chair, of two of its members, or at the direction of the Community Assembly Administrative Committee by its chair. Upon the convening of a meeting, a quorum for the conduct of business is the attendance of members from at least three neighborhood councils and 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. Election of officers occurs 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 all members 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. All votes are 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 passed.

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 who are qualified for the positions and acknowledge the responsibilities the positions entail.

8. Records and Reporting

The committee keeps continuous, twelve-month liaison attendance records.

The committee keeps 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. Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (October 2021)

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 Positions

The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively Spokane Municipal Code Chapter 08.16 Transportation Benefit District and City Council Resolution 2014-0078.

The committee will from time to time nominate individuals to serve in these positions who maintain regular attendance at the PeTT Committee, are members of their respective neighborhood council, agree to regularly report to the committee and Community Assembly, and affirm the statement of responsibilities in Appendix A.

9. Email Notices and Email Lists

Neighborhood Services will maintain an email notice list for the committee separate from the general Community Assembly notice list which is composed of the email address of individuals who have expressed an ongoing interest in the work of the committee. No regular maintenance to this list is required.

10. ONS Staff Support: As Assigned

APPENDIX A

PeTT Member Responsibilities on Advisory Positions

Statements of the responsibilities of membership.

Citizen Transportation Advisory Board (CTAB)

I am aware of the role and responsibilities of the City of Spokane's Citizens Transportation Advisory Board (CTAB) according to the provisions of SMC 08.16, which are:

- to recommend the allocation of Transportation Benefit District revenue for residential street maintenance projects, and
- to provide a timely annual report for the City Council.

In addition, I am aware

- of the attendance and time commitment required, and
- of the additional requirement to provide a verbal report for the PeTT Committee after each CTAB meeting and a written report for the next Community Assembly meeting after each CTAB meeting.

Plan Commission Transportation Subcommittee (PCTS)

I am aware of the role and responsibility of the City of Spokane's Plan Commission Transportation Subcommittee (PCTS) according to City Council Resolution 2014-0078, which is:

- to review and prioritize street improvements as part of the Six-Year Comprehensive Street Program and other transportation funding for recommendation to the Plan Commission and the City Council.

In addition, I am aware

- of the attendance and time commitment required, and
- of the additional requirement to provide a verbal report for the PeTT Committee after each PCTS meeting and a written report for the next Community Assembly meeting after each PCTS meeting.

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
 - 1) Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
 - 2) 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

***DRAFT* Meeting Notes for the Community Assembly Administrative Committee.**

February 22nd, 2022. 12pm via Zoom web conference

Attendees: Committee members: Seth Knutson (Chair), Tina Luerssen (Secretary), Christopher Savage, Cliff Winger. City Staff: Annie Deasy, Gabby Ryan. Guests: Kathryn Alexander (Bemiss). Absent committee member: Mark Davies.

January meeting notes approved by consensus.

CA Agenda requests:

BSN Update (5 minutes). Fran will update on the committee's Work Plan for 2022 and ask for additional participation. CA P&P

CA/CC Meeting Reminder

CTAB liaison presentation, Randy McGlenn.

ONS program updates

Kathryn requested 10 minutes to ask for formation of a committee to look at Mighty Networks app for NCs to use. This would require Community Engagement Funds to pay for; Kathryn would like to present the program for consideration.

In-person meetings discussion.

P&P Committee updates, for possible vote in April.

Proposed Agenda for CA 3/3/22. Approved by consensus.

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

CTAB Liaison Presentation (Randy McGlenn). 15 minutes.

Mighty Networks Ad Hoc Committee (Kathryn Alexander). 10 minutes.

Policies & Procedures committee – Proposed Changes (Daniel Zapotocky). 15 minutes.

BSN Update (Fran Papenleur). 5 minutes.

Office of Neighborhood Services Update (Carly Cortright). 10 minutes.

Admin Committee Update: CA/CC 3/31, In-Person meetings (Seth Knutson). 20 minutes.

Roundtable. 10 minutes.

Other Discussion:

Carly gave a brief Leadership Training update, 2nd meeting is this Saturday. Kathryn is a Mentor, will let the class know that BSN is a resource. Could Mentors report to BSN? Carly anticipates a full post-training report in July or August to the CA. Kathryn requested a mid-session report to CA. Videos are posted on Vimeo site, Web is building a specific landing page for this. 11 videos have been filmed.

WebEx usage: CA will continue using WebEx, but the City is moving away from this platform in general.

Cliff asked about Neighborhood Plans: Minnehaha, Shiloh Hills, Balboa/South Indian Trail and Latah/Hangman never completed Plans. This could be a good topic for CA/CC. Funds should still be earmarked for this from many years ago.

Kathryn suggested asking Spencer, the new head of Planning, to attend a CA meeting. Committee agreement, Kathryn will request Spencer check his calendar for availability.

CA in-person meetings discussion. Seth suggested a straw poll at CA. Carly has concerns with managing a hybrid meeting, especially if voting is allowed virtually.

Facilitation: Jenny's contract went June-December 2021, ONS renewed it in January 2022. Agreement is that ONS manages the Facilitator, Carly requests that a rep from Admin join her in meeting with Jenny for feedback. Seth suggested asking Jenny to join next month's Admin meeting for discussion. Carly will meet with Jenny to set expectations for improvement. There are "polling permissions" that are only given to the Presenter, which is an additional challenge. Carly was hoping we'd move back in-person which may be a better fit for Jenny's skills.

Topics for next Admin Committee meeting. Tuesday, March 29th, 2022. March 31st is next CA/CC 5th Thursday. Facilitator discussion with Jenny. Discussion on in-person meetings. P&P vote. Budget, Clean-Up, Traffic Calming (Shauna Harshman) program updates. DRB liaison. CA/CD program update?

Proposed Liaison Schedule: February: CHHS (Kathryn Alexander). March: CTAB (Randy McGlenn). April: DRB (Kathy Lang). May: DVC (Julie Biggerstaff)/CAC (Lindsey Shaw). June: HAS (Kathryn Alexander). September: PC (Mary Winkes). October: PCTS (Charles Hansen). November: UF-CAC (Toni Sharkey, Kris Neely).

DRAFT

DRAFT Community Assembly Committee Meeting Notes: Budget Committee
2/21/22 7:00pm, virtual via Zoom

Members virtually present: Ken Cruz (Chair: West Central), Tina Luerssen (Secretary: Grandview-Thorpe), Gail Cropper (Vice Chair: Northwest), Kelly Lotze (Browne's Addition), Scot Webb (North Hill). City staff: Gabby Ryan.

Agenda:

1. Meeting notes from 1/24/21 approved by consensus.
2. Clean-up Disposal Passes are available year-round now, and NCs are able to request additional passes for cleanups. Should we remove disposal passes from the Grant usage? Committee agreement to remove this from the Grant usage list.
3. Gabby uploaded the 2022 Training program to Slack. A couple of date typos and WebEx/Zoom were corrected, and Ken's phone number was updated. Gabby will confirm that all of the linked documents/policies are current. Pricing sheet was updated. The Parks MOU is good for "up to 3 years", so NCs should confirm that their MOU is current. Gabby only shows 7 NCs with MOUs on file, but there are additional NCs that should be there as well. Gabby will look into this with Cindy, and will email NCs to ask if they have completed an MOU in the past 2 years to confirm that it's current. Gail suggested adding "other" to meeting attendance/social media/virtual list on the performance measures.
4. COPS is not able to "sponsor" and cover insurance for NC events anymore. Most Parks events shouldn't require additional insurance, but NCs may be responsible for insurance this year.
5. Gail will confirm NC CE Grant representatives and send her findings to committee members later this week so we have accurate contacts. Tina suggested that Budget Committee members contact our liaison NCs before next week's training to encourage participation.
6. Budget Training: Monday February 28th at 7:00pm. \$850 Application deadline June 17th. Expense deadline September 19th. Tina will run the Zoom meeting for the Training, and record it. There is no in-person option. Gabby will send out the Training reminder email within the next couple of days, and will ask Web to update the application documents online prior to the Training.
7. Special Events training video: Gabby will be filming this for distribution hopefully by March 8th. If the script is ready by 2/28 this will be included in the Training that night.
8. Next Budget Committee meeting is scheduled for Monday, March 28th at 7pm. Agenda topics: Review/discuss submitted Grant applications.
9. Meeting adjourned at 7:45pm.

DRAFT

2022 Budget Committee Liaisons:

Scot Webb, (509) 499-8631, scotwebb@gmail.com: Lincoln Heights, Manito/Cannon Hill, Rockwood, Whitman, North Hill

Ken Cruz, (509) 413-3430, stratosphere648@gmail.com: Bemiss, East Central, Logan, Emerson/Garfield, Peaceful Valley, West Central

Gail Cropper, (509) 995-6304, glcropper@yahoo.com: Balboa/SIT, Northwest, Five Mile, Minnehaha, Southgate, North Indian Trail

Tina Luerssen, (509) 844-3299, macluerssen@gmail.com: Cliff-Cannon, Latah/Hangman, Riverside, West Hills, Grandview/Thorpe, Comstock

Kelly Lotze, (509) 954-0104, kellylotze@gmail.com: Audubon/Downriver, Chief Garry Park, Hillyard, Nevada Heights, Shiloh Hills, Browne's Addition.

Draft Notes - CA Liaison Committee – February 8, 2022 – via Zoom - 2:00 PM

Present: Paul Kropp, Southgate, Chair; Andy Hoyer, Southgate, Recorder; Bonnie McInnis, West Central; Annie Deasy, ONS; Susan Burns, Peaceful Valley, absent-excused.

We postponed, until the next meeting, approving the minutes of January meetings until Bonnie or Susan could view them.

We reviewed the rolling attendance record of all liaisons, noting no unexcused absences and several meetings not held.

We reviewed a draft of a message from Paul to the CA, liaisons and others regarding scheduling the rotating appearance of each liaison at the CA meetings. We anticipated one change to the order; Paul was to make that change and resubmit it to this committee for final approval.

We noted that the yearly “check-in” meetings between each liaison and the Liaison Committee needed to align reasonably with the start date of each liaison and decided that the next check-in should be with Charles Hansen, liaison to the Planning Commission Transportation Subcommittee. Charles is from the Whitman neighborhood. The following Check-in meetings should be with the new Park Board liaisons.

The 3 Liaison Committee Goals for 2022 are

1. Complete the Position Profiles
2. Confirm the ONS method of permanent storage of Liaison Committee records
3. Complete check-in meetings as appropriate

(Paul – please check these goals above – I might have missed one having to do with CA appearances of liaisons?? Or other?? – sorry)

Submitted by Andy Hoyer, edited by Paul Kropp

Chair’s goal statements for meeting notes:

1. *Complete profile documents for each of the membership positions allocated by the city to the CA*
2. *Arrange with ONS permanent storage for certain Liaison Committee records per 2021 MOU*
3. *Conduct annual “check-in” visits with all liaisons/representatives (nine in all)*

February 25, 2022

Hello!

This email is sent to each of the nine individuals who represent the Community Assembly and the neighborhoods as liaisons with or members on advisory city commissions and committees.

For your information there is a current list of everyone on the city's Neighborhoods web page here:

<https://my.spokanecity.org/neighborhoods/community-assembly/>

The purpose of this memo is to inform you of the initiative the Liaison Committee has taken with the Community Assembly to regularize the opportunities for each of you to acquaint Community Assembly representatives with the advisory group on which you serve and its role in city government, as well as to discuss the "assignment" your position entails.

In advance of the CA's January meeting and as the Liaison Committee chair, I briefed the CA's Administration Committee with our suggestion, which is that:

- the Community Assembly would reserve 15 minutes in eight of its twelve annual meeting agendas for voluntary liaison/member presentations
- there be a standard rotation of presentations based on the alphabetical listing of the acronym shorthand we commonly have used to identify these positions, with the exception that PCTS and DRB are swapped because the key role for the PCTS occurs at the beginning of the year and the DRB typically has its lowest activity in that same early period.

The 2022 CA Administration Committee has agreed to consider reserving 15 minutes in each of the eight proposed monthly agendas when requested, so here are the months and the modified rotation:

Feb	CHHS	Community Housing and Human Services Board	Kathryn Alexander (Bemiss)
Mar	CTAB	Citizen Transportation Advisory Board	Randy McGlenn (East Central)
Apr	PCTS	Plan Commission Transportation Subcommittee	Charles Hansen (Whitman)
May	DVC CAC	Parks Development and Volunteer Committee DVC Citizen Advisory Committee	Julie Biggerstaff (Browne's Addition) Lindsey Shaw (Logan)
Jun	HAS	Housing Action Subcommittee	Kathryn Alexander (Bemiss)
<hr/>			
Sep	PC	Plan Commission	Mary Winkes (Manito-Cannon Hill)
Oct	DRB	Design Review Board	Kathy Lang (West Hills)
Nov	UF- CAC	Urban Forestry Citizen Advisory Committee	Toni Sharkey (Rockwood) Kris Neely (Southgate)

The CHHS visit was scheduled on the Community Assembly's February 3 agenda, so CTAB is up for time on March 3, PCTS in April, and so forth.

Paul Kropp, Chair
Community Assembly Liaison Committee
pkropp@fastmail.fm / 509.638.5854

Community Assembly
PeTT Committee Meeting Draft Minutes
February 22, 2022, 6 pm, Zoom

Attendance

Jeff Mergler (Comstock), Carlie Hoffman (Emerson/Garfield), Pia Hattenberg (Riverside) Mary Winkes (Manito/Cannon Hill) Jesse Crawford (Brown's Addition), Marilyn Lloyd (Lincoln Heights), Pam Schermehorn (Cliff/Cannon), Steve Cox (Audubon/Downriver), Carol Tomsic (Lincoln Heights), Randy McGlenn (East Central) Annie Deasy (Office of Neighborhood Services), Annica Eagle (Office of Neighborhood Services)

Welcome/Introductions

Meeting was called to order at 6:13. Chair, Randy McGlenn, apologized for the late start.

Attendees introduced themselves and their neighborhood connections.

Reports

Plan Commission Transportation Subcommittee (PCTS) – Charles Hansen

Charles was not present. Mary said she is glad to substitute if she knows in advance that Charles is not present.

Citizen Transportation Advisory Board (CTAB) - Randy McGlenn

Randy said CTAB did not meet in January. Still working on filling board positions. He said to reach out to him for background and what's required. He said all three district positions are still vacant.

Bicycle Advisory Board (BAB)

There was no one present.

Randy's Vision for the PeTT Committee Going Forward

Randy said his vision is to increase the engagement of neighborhoods and weigh-in on multi-model transportation projects and provide feedback on things we can do to make the projects more complete.

He asked attendees to weigh-in on the process and provide suggestions.

Randy said the city is moving to a multi-year transportation process, typically 6-years. We will not be able to adjust projects underway, but we can send comments to the CA and to appropriate departments to catch-ahead, two to three years in advance of a project. Randy said we will need to find appropriate committees and departments to facilitate requests, initiate discussions, find ways to fund projects and provide input early enough for considerations such as greenways and

sidewalks to be folded into proposed projects. Randy said we will need to discover all entities and transportation committees necessary to plug into and understand the process when asked about a flow chart for projects and city transparency for comments. He said it will be an evolving process. Randy said he will give updates on all CTAB projects for input. A point was made that everything is so vague, so it's hard to comment, as example, traffic calming program is a four-year cycle, not a six-year cycle. Randy said we will develop everything as we go through it. Randy said projects in CTAB can be locked-in but there is maneuvering available after reviews and some projects are shuffled around when it was said that it was important to make comments throughout the new traffic calming process because projects can be added or subtracted. We will look at criteria and matrix used by other traffic committees, add more social matrix rather than just technical matrix. Project information will be valuable to neighborhoods. Randy is hoping Shauna Harshman can facilitate informational training to get us up to speed on traffic calming. We will have presentations to increase engagement and provide opportunities for feedback. He discussed the necessity of a comprehensive map of mass transit, bicycle, pedestrian. A 'no bus fare' was suggested, but the committee can not decide, it must be sent up to CA. An agenda of all projects was discussed/envisioned to see what futures will look like so we don't bring up new projects that are in the cycle such as a repository of presentations data and committees available, so our efforts are not lost. It was mentioned CTAB has a list. PCTC does not have a list. Paul's records were requested. Randy will meet with Paul and glean his information. Different 'pots of money' were discussed as a barrier to adding features to existing projects. Organizational charts might help define 'pots of money' such as federal, grant, matching funds. Randy said we need to look at every aspect of the project to get the most out of investment, but we might not be able to change projects. Dovetailing and applying for grants was suggested but it was stated funding was up to ICM (Integrated Capital Management). We can be an information hub. It's a daunting idea but once we get engaged it will be easier. It was asked if we have a charter to keep engaged with the neighborhoods. Randy will share the charter. He said the committee will stay in the scope of what we are here for but step up our engagement.

Roundtable: Roundtable on 2022 transportation priorities for each neighborhood. -Each neighborhood representative provide their transportation goals of their neighborhood to the committee.

Carlie – Pedestrian problems at Maple/Ash. A greenway to connect Logan and West Central.

Steve – Traffic calming around the new middle school. A pedestrian walkway on NW Blvd.

Pam – Speeding traffic around hospital – around Monroe, Lincoln at Fourth. When the streets were improved walkability was lost. Speeding along Cedar.

Mary – Interest is dwindling. She will submit traffic problems to Shauna ahead of workshop. She said there should be equal information to neighborhood councils.

Cathy – Asked for center planted strip on East Boone. It was denied due to watering with the neighborhoods. Will get 3 bump outs instead on Boone/Crestline, Boone/Stone, Boone/Cook.

Jesse - Elm/2nd and Cannon – push for roundabouts.

Marilyn – We keep a list of all reported problems in neighborhood. One project is the Altamont Loop. Gonzaga design students gave us three designs for traffic calming in the Altamont Loop.

Carol – Design students from Gonzaga – gave us 16 projects and we voted on top three projects. We have had two traffic calming meetings to keep interest with residents. The meetings have generated interest and some residents are writing to their council members.

Randy – Focus on 5th Avenue safety. Fiske/5th stop sign added back in. Asked for a hawk signal at 5th/Altamont. It will make crossing safer for pedestrian and kids heading to community center. He also wants an East/West greenway to connect to trail running through the neighborhood and North/South up the hill.

Jeff – Keeps a list of all traffic calming complaints in a google document. Mainly complaints on crossings on arterials. 37th and S Bernard -complaints from moms and dads at Jefferson, there is not a crosswalk. Little Curve on West 37 became a raceway -needs traffic calming like bump-outs and speed bumps. E 29th/Manito Blvd. Wants a hawk light or at least some improvement. W 33rd/S Bernard and E 29th/S Arthur need traffic calming. There needs to be a stop sign installed at Arthur/32nd. 33rd/Lincoln – problems with drifting and donuts.

Continued Discussion

Pia – Her neighborhood looks different than most residential neighborhoods. She is interested in starting pedestrian safety program. Cars don't stop for right turns or in crosswalks. Speeding on west First and Monroe up to hospital. Lincoln Round a danger even if ordinary pedestrian. Has reached out to the new police precinct. Quite a few pedestrian hits downtown. She asked anyone to reach out to her on ideas.

Mary said there needs to be a report on the uptick of pedestrian accidents. Randy said he will reach out to representative from traffic group from police department and invite to committee. He will meet with Captain Arleth next morning and discuss issue. Randy told Pia he will plug in with CA and help her with the Pedestrian Safety Program.

Randy thanked everyone for their participation. It was a great starting point. Good discussions. He said we will continue to evolve and develop this. Send him an email if you want to drop a line on anything and feedback. chair@ecspokane.org

Meeting adjourned at 7:51

Next Meeting 3/22/22 at 6 pm on Zoom.

CHHS Board Liaison Report, February 2, 2022

Submitted by Kathryn Alexander

We have four applications for the board. They attended the meeting and introduced themselves. We will be interviewing later next week.

We anticipate seeing the draft revised bylaws next month. Revising them is difficult as they are tied into a City ordinance. And to be run by City Council as well.

The RFP Committee brought a request to approve sending \$230,000 to Live Stories. There was not enough money to share with other groups and still be effective. **The request was approved.**

The Commerce Department is working on a state-wide program to address gap funding needs. There is hope for funds in July.

Spokane Workforce has received \$200,000 to prevent homelessness. It is possible that money could be used to keep renters in their homes if they face eviction.

George Dahl reported that the NDCP fund program is waiting for additional hires and will then be completed as determined by the neighborhoods. He is hopeful that will happen this spring.

Kathryn Alexander reported on the recent HAS meeting and the roster of House and Senate bills that have to do with housing. This was the first time information has been exchanged between HAS and CHHS, but this will continue to be an agenda item.

Brian Walker: Point in Time (PIT) count of the homeless will happen on February 24. Volunteers are still needed. We have 90 and 100 is the goal. The count at the Conference center was an addition. Training will be provided for the volunteers. This count is important as the numbers feed, funding, determining trends, and planning.

All members of our standing committees were reaffirmed.

Directors Report – Eric Finch, Jenn Cerecedes
Still hiring, have 2 more applications
Rental Assistance funding continues to be a focus
COC retreat is Feb. 14
Still seeking a location for the warming shelter

City Council – Betsy Wilkerson: ARP funds for homeless areas of dispersement have been determined.

Low income housing support – 3 million

Youth Behavioral services – 1 million

CHAS mobile clinic – 1.2 million

RFPs are in process and hoping to release funds in April

Spokane is ahead of the rest of the community in getting these funds out.

No reports from the Affordable Housing or the RPF committees.

Plan Commission (PC) Liaison Report

Community Assembly Report, March 3, 2022

Filed by Mary M. Winkes, CA Liaison to the Plan Commission and Vice-Chair, PC Transportation Subcommittee

February 1, 2022-PC Transportation Subcommittee (PCTS) Meeting via WebEx

I presided this month because Cliff Winger, Chair, was absent.

The subcommittee voted to approve a change of the PCTS policies and procedures language to reflect the City Council's wish to allow any council member to represent the council on the subcommittee. Prior this, the language stated that the same council member that served as liaison to the PC would also serve as liaison to the PCTS.

Workshops

1. 6-year Streets Program Update: <https://static.spokanecity.org/documents/city/2022-2027-draft-6-year-streets-program.pdf>
2. Roadways of Significance: <https://static.spokanecity.org/documents/bcc/commissions/plan-commission/transportation-subcommittee/meeting-documents/2021/roadways-of-significance-pcts-dec-2021.pdf>

February 9, 2022 PC Meeting via WebEx

Workshops

1. *Plan Commission Year in Review* by Jackie Churchill---a well done document worthy of review
<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/general-documents/pc-2021-year-in-review.pdf>
2. 2023-2028 Six-Year Comprehensive Street Program
<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/general-documents/pc-2021-year-in-review.pdf>
3. City Line Transit Oriented Development Policy Recommendations:
<https://outlook.office.com/mail/deeplink?AttachmentId=AAMkADliNjQ5YTFjLWI0NTQtNGNmNC1hZjU2LTcxN2JiMGQ2Nzc5ZABGAAAAAADjyGWPPezgR5NDzNiWHTriBwA02aQJ4ol%2FRZDQB0437Db5AAAABUZAADZT%2B8tM8gxR67IRNpZjXkVAAEtLwPTAAABEgAQAL%2FbeSd83uhOq1AnITC5GDA%3D&ItemId=AAMkADliNjQ5YTFjLWI0NTQtNGNmNC1hZjU2LTcxN2JiMGQ2Nzc5ZABGAAAAAADjyGWPPezgR5NDzNiWHTriBwA02aQJ4ol%2FRZDQB0437Db5AAAABUZAADZT%2B8tM8gxR67IRNpZjXkVAAEtLwPTAAA%3D&AttachmentName=plan-agenda-2022-02-09.pdf>

4. Residential Development Code Changes—Status Updates

<https://outlook.office.com/mail/deeplink?AttachmentId=AAMkADliNjQ5YTFjLWI0NTQtNGNmNC1hZjU2LTcxN2JiMGQ2Nzc5ZABGAAAAADjyGWPPezgR5NDzNiWHTriBwA02aQJ4ol%2FRZDQB0437Db5AAAABUZWAADZT%2B8tM8gxR67IRNpZjXkVAAEtLwPTAAABEgAQAL%2FbeSd83uhOq1AnITC5GDA%3D&ItemId=AAMkADliNjQ5YTFjLWI0NTQtNGNmNC1hZjU2LTcxN2JiMGQ2Nzc5ZABGAAAAADjyGWPPezgR5NDzNiWHTriBwA02aQJ4ol%2FRZDQB0437Db5AAAABUZWAADZT%2B8tM8gxR67IRNpZjXkVAAEtLwPTAAA%3D&AttachmentName=plan-agenda-2022-02-09.pdf>

February 23, 2022 PC Meeting via WebEx

Workshops

1. Continued Phase 1—Residential Development Code Changes

Impact Given the housing shortage locally, the proposed code amendments correspond with action items from the Housing Action Plan that are flagged for short- or mid-term timelines and focus on increasing housing units and the diversity of housing types. These code amendments focus on the following HAP strategies:

- A1, “Explore and expand allowed housing types to encourage missing middle housing throughout Spokane’s neighborhoods.”
- A3, “Continue to streamline and simplify changes to the City’s permit process, as necessary.”
- A5, “Revise Accessory Dwelling Unit standards to allow for additional flexibility.”

The proposed code revisions directly correspond to the Housing Action Plan strategies, as well as recommended actions within the Mayor’s Proclamation and City Council’s Implementation Plan. Phase 1 amendments will explore attached houses (townhouses), accessory dwellings, duplexes, and streamlining permit processes that could further encourage construction of housing. Future Phase 2 code amendments may require Comprehensive Plan changes, exploring opportunities for increasing the number of homes allowed per acre of land, and permitting for a wider variety of housing types generally.

Comparison of Current and Proposed Code Changes: (Updated February 22, 2022) • Section 17C.110.200 “Transitional Lots”: o Current requirement: ♣ Parcels 2-acres or greater, within the Residential Agriculture (RA) and Residential Single-Family (RSF), subdivisions must have an 80-foot transition area buffer along the parcel boundaries. ♣ Within the transition area, transition lots are sized based on the surrounding lot sizes (lots over 11,000 square feet are not counted). o Revision options: 1. Eliminate transition requirement 2. Require transition lots be no smaller than seventy-five percent of the block average, with no inclusion of lots across public rights-of-way 3. Amend the section so that lots across public rights-of-way are not counted. • Chapter 17C.300 Accessory Dwelling Units: o Several amendments are proposed to encourage construction of accessory dwelling units (ADUs). ♣ Minimum lot size • Current requirement: o 5,000 square feet • Proposed revision: o Amend the minimum lot size where an ADU can be built to align with the minimum lot size for the respective zoning district as outlined in Table 17C.110-3, for example in the Residential Single-Family zone this would be a 4,350 square foot lot. ♣ Size requirements • Internal ADU o Current requirement: ♣ Not less than 250 square

feet, not more than 800 square feet. o Revision options: 1. Limit to two bedrooms; and 2. Maximum of 800 square feet and clarifying with the use of the defined term Floor Area, the ADU space could be an entire basement 3. Combination of 1 and 2 • Detached ADU o Current requirement: ♣ Not more than 600 square feet o Revision options: 1. Maximum 800 square feet of floor area. 2. FAR increased to 0.6 on lots smaller than 7,200 square feet. For example, on a 4,800 square foot lot with a 2,100 square foot house you could only build a 300 square foot ADU due to the FAR of .5, but can build a 780 square foot ADU with a FAR of .6. 3. Combination of 1 and 2.

♣ Owner occupancy • Current requirement: o The owner must occupy either the primary structure or the ADU for more than six months of each calendar year. No sunset to the owner-occupancy requirement. • Revision options: 1. Remove requirement in all zones. 2. Remove requirement in all zones, except if the lot also contains a Short-Term Rental. 3. Remove requirement in Residential Two Family (RTF), Residential Multi-Family (RMF), and Residential High Density (RHD) zone, and adjust owner occupancy for the RA, RSF, and Residential Single-Family Compact (RSF-C) zones to require a three year occupancy of either the primary dwelling or the ADU, after which there is no owner occupancy requirement unless the lot also contains a Short Term Rental. 4. Combination of 2 and 3. ♣ Parking • Current requirement: o One additional off-street parking space for the ADU, maintaining off-street parking required for the primary structure. • Proposed revisions: 1. Remove parking requirements. 2. No additional parking required for studio or one-bedroom ADUs, but continue to provide one additional parking space for ADUs after one bedroom outside of a quarter mile of a fixed route bus stop as defined in RCW 36.70A.696.

There were a lot of discussion and opinions expressed regarding these potential code changes. These will come back to the Commission for formal recommendations that will go before the City Council. I brought up a concern about the possible elimination of the parking requirements for ADUs. Several others brought up the same concern.

Current

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

Housing Action Subcommittee CA Liaison Report February 17, 2022

CHHS critical:

- Assess the points criteria to assure that RFPs are supporting Spokane's needs
- Assess the application of the newly developed Housing Racial Equity Impact Assessment to our RFP process
- Create a focused approach to gap funding
- Also see the 'working the Jenn' below.

The meeting started with the announcement that the 'middle' housing bills had not passed.

Working Group Reports

Increasing Housing Supply – Gaining a better understanding of zoning, housing types, and how planning works, land use processes and code changes.

Preserving Affordability & Quality – no report

Equitable Access – Tenancy rights, getting translations of policy and programs, working on HB1590 and that funds use. Discussions of the RFP process and how the points used support Spokane's goals. Discussion about how to make resources more available and partnering with the Tenants Union for workshops.

Leverage and Grow Partnerships – No report

Equity Framework – Shared a draft

Ben Stuckart made the point that the city has about \$12 million in funds that are already allocated to affordable housing, but that those funds have not been utilized for several years.

According to National statistics the average ratio of population to housing is 1.14, in Washington it is 1.06, and in Spokane it is .09 – one of the lowest in the nation.

Legislative HB 1866 will allow physicians to prescribe housing as a way to address mental health.

As part of rapid acquisition projects should have a list of hotels to buy – owners often raise the price. *Increasing Housing* working group should step up to deal with this.
Steve, Brian, Kathryn, Gene, Ben agreed to look at commercial possibilities.

Spokane needs to modernize city codes as the state attempt didn't pass.

Work with Jenn to:

- begin stacking funding for the 1590 RFP process
- Planning tools for allocation
- Develop regional collaboration
- Include home and ARP funding
- Manage the length of the funding cycle
- Better use the 2022 \$4.1 million and the annual \$6 million of funds

Correct discrimination

CHHS to develop a strategy to address gap funding – who is in charge of this? There is a need to bring in private funding to add to affordable housing – 2.5% of funding is administration costs

Need to develop a tenant option to purchase

HAS – Preserve Housing Working Group, Feb. 24, 2022

Teri Anderson – Tenants need more support to prevent losing their homes

The bill to allow for 6 months' notice did not pass

Tenants need money to move as well as time to find a new place to live

Motion made to send a recommendation to the larger group to request of City Council that Spokane pass an ordinance to provide Spokane tenants a 6 month notice and money to move, where appropriate. – **Passed**

Gene Blake reported on his attendance at the last Community Standing Committee – Land Use

Nathan Gwain is proposing to expand the areas for short-term rentals, hoping to get more licensed. Gene offered to do research on who in Spokane is offering short-term rentals in a effort to make it easier for Spokane to actually get them licensed. He expressed concern that we are losing housing and will continue to do so, if short-term rentals are expanded.

Gene recommended:

A registry similar to the Foreclosure registry for short-term rentals

A moratorium on new short-term rentals

Adding a third category for owners who are renting out a portion of their homes so that they can be protected and not be affected by regulations that pertain to buildings that are being used exclusively for short-term rentals

Motion was made to do research on the impact of short-term rentals on housing capacity and then to make a recommendation to the larger group to request City Council implement some of these suggestions. – **Passed**

Teri Anderson – expressed concern about neighborhood councils and their resistance to the concerns of renters. She is advocating for the Renters Commission. She is suggesting the use of the Housing Racial Equity Impact Assessment, just developed and still in draft form, by Equity Framework working group, in other areas of the city, perhaps also including neighborhood councils. She believes that neighborhood councils should be representative of the city population and mentioned that Seattle abolished their neighborhood system for just that reason.

Motion was made to bring a recommendation to the larger group - **Passed**

Proposed minutes

February 17, 2022

Land Use Committee- Subcommittee of the Community Assembly, City of Spokane

5:30-7:00

Executive Committee-Toni Sharkey, Doug Thompkins, Terryl Black

Attendees:

Gene Brake-Housing Action Subcommittee-City of Spokane-Emerson Garfield

Molly Marshall- Grandview- Thorpe

Dean Gunderson- Senior Urban Planner, City of Spokane

Nate Gwinn- Planning Services, City of Spokane, ngwinn@spokanecity.org, 509-625-6893

Jesus Torres-Mujeres in Action

Charles Milani-Lincoln Heights

Toni Sharkey-Rockwood

Terryl Black-Comstock

Amanda Beck-Long Range Planner, City of Spokane, abeck@spokanecity.org, 509-625-6414

Greg Francis-Planning Commission, City of Spokane, Rockwood

Susan Mensching-West Hills

Facilitator: Greg Francis

Recording Secretary: Terryl Black

Introductions.

Motion to approve January Minutes of the Land Use Committee.

Motion seconded and approved.

Nate Gwinn, Amanda Beck:

Presentation on Shaping Spokane Housing -Housing Action Plan

[HTTPS://static.spokanecity.org/documents/projects/Spokane-housing-action-plan/Spokane-housing-action-plan-final-with-appendices-2021-07-26.pdf](https://static.spokanecity.org/documents/projects/Spokane-housing-action-plan/Spokane-housing-action-plan-final-with-appendices-2021-07-26.pdf)

Amanda Beck-Shapingspokanehousing.com

Proposed Amendments-

Public Engagement

ADU's- Allowed currently in the City – Housing Action Plan wants to allow more flexibility.

Discussion:

Concerns about ADU/Duplex Liability

Concerns about short term rental enforcement/permitting

Concerns about SEPA reviews

Land Use Committee Draft Goals:

1. Develop a letter to Community Assembly supporting the prioritization of home ownership as the preferred option in Spokane and expressing our concerns about short-term rentals and their impact on housing affordability within the city.
2. Develop a short summary of the 2021-2022 comprehensive plan amendments to be able to read to our neighborhood councils, 5-10 minutes long for a committee report.
3. Create a visual timeline or graphic organizers for ordinance, comp plan amendments, and other land use changes.
4. Develop a letter to Community Assembly regarding the negative impact of homelessness and surface parking lots on the development of new housing in our downtown, housing which could reduce our housing shortage.
5. Working to improve representation from more neighborhood councils.

Motion to approve the proposed Land Use Goals to send to the Community Assembly for approval. Motion seconded. Approved. The above 5 goals will be submitted to the Community Assembly for approval.

7:54pm Meeting adjourned.

Updates from Colleen Gardner regarding Spokane Police Department:

The Spokane Police Department has released a report about recruiting and hiring. The report includes information about:

- the increase in applicants
- the increase in the diversity of applicants
- the high retention rate of officers hired
- the comparison of SPD officer demographics with the City of Spokane demographics
- details of the recruiting efforts in 2021
- upcoming recruiting efforts

You can access the report at this link:

<https://static.spokanecity.org/documents/police/officer/2021-recruiting-and-hiring-report.pdf>