

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



Meeting Agenda for Thursday, October 5, 2023  
5:30 to 7:30 p.m., The Hive  
Proposed Agenda Subject to Change  
Please review previous month’s minutes:  
\*Community Assembly Minutes: September 7, 2023



### Administrative

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator) .....	3 min (5:30)	Intro	-
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	5
4. Admin Committee Action Items (Randy McGlenn).....	5 min (5:40)	Oral Report	-

### Open Forum

5. Reports/Updates/Announcements .....	10 min (5:45)	Oral Reports	9
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### Agenda

6. ONS Update (Patrick Striker).....	10 min (5:55)	Oral Report	10
7. Neighborhood Safety Committee Reactivation (Randy McGlenn) .....	10 min (6:05)	Vote	16
8. Ad Hoc Awards Committee (Randy McGlenn) .....	5 min (6:15)	Vote	-
9. CHHS Board (Leslie Hope) .....	15 min (6:20)	Presentation	17
10. CA Committee Updates (Committee Chairs) .....	20 min (6:50)	Oral Report/Vote	19
<i>Budget Committee, Building Stronger Neighborhoods, Admin Nominations Committee, Policies &amp; Procedures</i>			
11. Roundtable Discussion .....	10 min (7:10)	Open Discussion	-
12. Actionable Items Review .....	5 min (7:20)	Report	-

### Other Written Reports

#### **Committee Reports, Agendas, Minutes, etc.**

• Administrative Committee .....	48
• Budget Committee .....	50
• Building Stronger Neighborhoods Committee (BSN) .....	52
• Community Assembly/Community Development Committee (CA/CD) .....	
• Land Use Committee .....	54
• Liaison Committee .....	55
• Pedestrian, Traffic, and Transportation Committee (PeTT) .....	57

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

• Community Housing and Human Services (CHHS) Liaison Report .....	17
• Design Review Board Liaison Report .....	
• Plan Commission Liaison Report .....	59
• Urban Forestry-Citizen Advisory Committee Representative Report .....	
• Housing Action Subcommittee Liaison Report .....	
• Plan Commission Transportation Subcommittee Liaison Report .....	61
• Park Board Development and Volunteer Committee Representative Reports .....	

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

# Community Assembly Core Values and Purpose

## **CORE PURPOSE:**

Provide a vehicle to empower neighborhood councils' participation in government.

## **BHAG (Big Hairy Audacious Goal):**

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

## **CORE VALUES:**

- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent, representative body giving power to citizens' voices.

## **VIVID DESCRIPTION:**

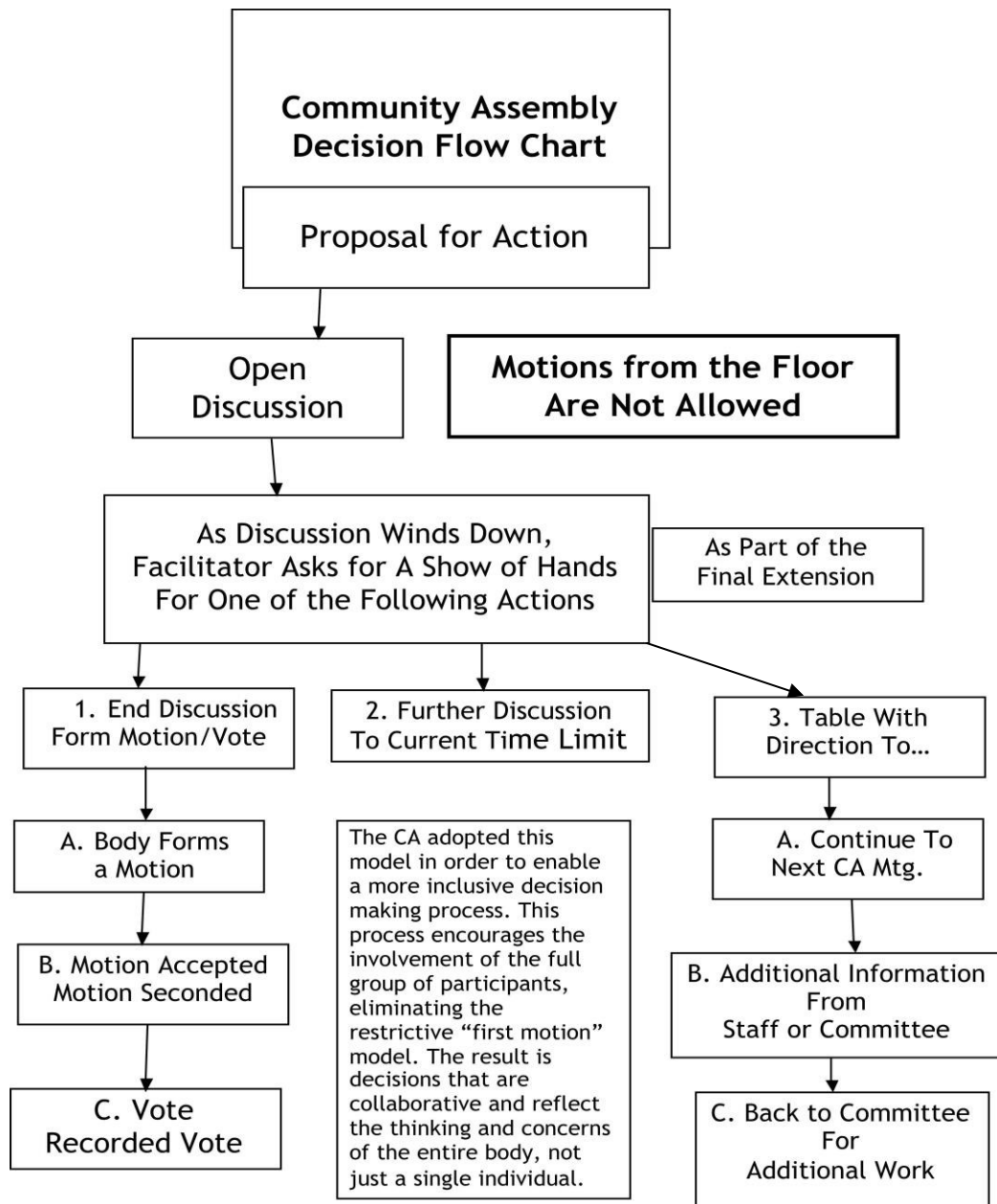
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to serving their neighborhood and their city as liaisons and leaders.

The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The Community Assembly is a valuable partner to these officials and neighborhoods in creating quality policy & legislation for the common good.

The Community Assembly stimulates participation in civic life among our residents. Citizens that run for political office will believe in the importance of partnering with the Community Assembly and neighborhood councils. Those candidates' active participation and history with neighborhoods contributes to their success, enhancing successful partnerships between the Community Assembly and local government.

## **Presentation and decision-making process:**

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:
    - End discussion and move into forming the motion and voting,
    - Further discussion,
    - Table discussion with direction,
    - Request time to continue discussion at next CA meeting,
    - Request additional information from staff or CA committee, or
    - Send back to the appropriate CA committee for additional work.



# Community Assembly Draft Minutes

September 7, 2023

Prepared by: Office of Neighborhood Services

**Present:** Emerson-Garfield, Hillyard, Peaceful Valley, Whitman, Browne's Addition, Grandview-Thorpe, North Hill, Northwest, Audubon-Downriver, Chief Garry Park, Balboa/South Indian Trail, North Indian Trail, Manito-Cannon Hill, Riverside, Latah-Hangman, Southgate, Lincoln Heights, Logan, West Central

**Not Present:** Bemiss, Cliff/Cannon, Comstock, East Central, Five Mile Prairie, Minnehaha, Nevada Heights, Rockwood, Shiloh Hills

**Staff:** Gabby Ryan, Patrick Striker, Pollyanne Birge [Office of Neighborhood Services(ONS)], Councilmember Ryan Oelrich

**Guests:** Yvonne Trudeau (Spokane Parks Foundation), Kathryn Alexander, Paul Kropp (Liaison Committee)

## ADMINISTRATIVE AGENDA ITEMS:

**1. Amend Proposed Agenda:** Remove Item #10 from the agenda. Dale moved, Randy Seconded, motion passes unanimously.

**2. Approve Amended Agenda:** Mark Moved, Tina seconded, motion passes unanimously.

**3. Approve minutes:** Andy moved, Carol seconded, motion passes, 18-yes, 1-abstain, 0-no.

## **4. Admin Committee Items**

Randy met with City Council to discuss the Neighborhoods 3.0 meeting, and city council involved. Due to Council being busy with their other committees, they feel it is best for ONS to be taking the lead on Neighborhoods 3.0, Council will weigh in and participated when it makes sense. ONS will lead the group from here on out, Patrick read a letter that Council President Kinnear sent to address City Council's participation in Neighborhoods 3.0.

- *Motion to extend discussion:* Christopher moved, Mark seconded. Motion for first extension of 5 minutes passes.

Mark requested for the meeting notification to be sent out to folks; Pollyanne will follow up on that. Mary asked about the style of the meeting; Patrick wants to hear from everyone. Luke asked for location: Liberty Park Library. **UPDATE: This meeting has been postponed from its original schedule of 9/14. ONS will send out an updated meeting invite once a new date/time is decided.**

## **5. Open Forum**

- Andy: There currently are no funds set aside for 2023-2024 Community Development Block Grant (CDBG) projects but Community, Housing and Human Services (CHHS) would like to hear ideas that the neighborhoods have for CDBG projects so that funds can be restored for Community Assembly (CA) and neighborhood input. Community Assembly/Community Development (CA/CD) Committee will continue to meet and advocate for resident input on CDBG projects.
- Fran: Lots of moving parts with grant cycles for CHHS. Wanted to acknowledge and thank folks who have who have signed up to serve on CHHS grant review committees. Encouraged folks to consider ways to participate in the CHHS funding decisions.
- Paul: Liaison Committee meeting location has changed to the South Hill Library (Perry St.).

## AGENDA ITEMS:

### **6. City Council (CM Oelrich)**

- Introduced himself to CA and is looking forward to working with the neighborhoods and CA for his 3 month appointment. CA Members congratulated him on the appointment.

- Budget decisions are keeping City Council busy, they have many tough decisions. They will be transparent in the process for the budget and keep neighborhoods up-to-date.

#### **7. Spokane Parks Foundation (Yvonne Trudeau)**

- Yvonne Trudeau shared the mission and goals of the Spokane Parks Foundation (SPF), they are a local nonprofit that works to find additional funding to support our Parks in the Spokane County system. They support Parks, Friends of groups, and other nonprofits through grants that allow for these groups to bring programming into the parks. SPF has been around for seventy-two years, committed to our parks systems county-wide.
- More than \$6 million has been invested in our parks system, and they are looking forward to supporting more parks in 2024. If any NCs know of programming or projects desired in our parks, the grant application process closes in November 2023 for funding to be awarded in March 2024. The grant application process is kept simple so that folks can apply for funding. Information related to the criteria and the application link and found on their website.
- The SPF can help NCs with fundraising activities if the neighborhoods have any desire to fundraise for their parks or park-based programming. They are also able to assist with the insurance requirement that Parks has for events, so it is worth reaching out to SPF to see if their event insurance can help the NCs with their events. They hope to work with CA and NCs to continue in activating and enhancing our park system.
- CA Members shared gratitude for all the work, expressed success in working with the organization in the past and the support they received; encouraged NCs to work with SPF.
- <http://www.spokaneparksfoundation.org/grants>

#### **8. ONS Update (Patrick Striker)**

- City Comprehensive Plan (hosted by the City's Planning Department) training on Wednesday, November 1. Information in the CA Agenda Packet. ONS will share any information with NCs and CA as it is released.
- Spokane Neighborhoods Summit registration is live! [Sign up ASAP](#), as spots are limited.
- Saturday, September 16, ONS will be participating in the Spokane Riverkeeper river clean-up, there is a chance for folks to help clean up the riverbank.
- There will be graffiti clean-ups coming up as well, looking for volunteers to help with the clean-up/painting. ONS will be sending out the sign-up links when available.
- CM Zappone is working with North Central High School to do a political candidate forum. Wants CA/NC input for questions for the candidate forum.

#### **9. Formation of Nominating Committee (Randy McGlenn)**

- A Nominating Committee is being formed; they will oversee reviewing who is eligible to serve on the CA Admin Committee next year. The role of the committee will review eligibility, reach out to folks eligible to serve and present to CA the vote in of CA Admin Members. The roles of the CA Admin Committee include setting the monthly CA agenda, processing agenda requests, sending communications out to City Council, ONS or other City departments on behalf of CA. Any CA member can serve on the Nominating Committee, but those who serve on the nominating committee cannot serve on the CA Admin Committee.
- Motion to extend discussion, first extension of 5 minutes, motion passes, 18-yes, 1-abstain, 0-no.
- Nomination Committee members: Andy Hoye, Mary Winkes, Kathy Thamm.
- Motion to approve the nominating committee. Mark motions, Dale seconds, motion passes, 18-yes, 1-abstain, 0-no. Andy will serve as Chair of that committee.

## **10. Item removed from the agenda.**

### **11. Strategic Planning Ad Hoc Committee (Randy McGlenn)**

- Previous discussion excluded some CA members who wanted to be a part of the discussion, so that is why it has been brought forward again this month. Randy stressed that successful strategic planning is CA's way for them to explore the ways in which they will work together to move forward as partners in City decisions.
  - *Clarification for members:* Form an Ad Hoc Committee regarding the Strategic Plan, to dig further into the plan that members voted on, to address structural concerns impacting Community Assembly regarding their impact in City decisions and partnerships.
  - *Clarification from Dale:* The strategic plan was adopted with changes at last month's meeting. The purpose of the Ad Hoc Committee was to consider possible changes to the organization of the Community Assembly and to present recommendations to the Community Assembly at a future date.
  - *Discussion on topic:* Tina feels that this work can be done through the Neighborhoods 3.0 work, since the goal of that is to critically examine the ways in which the neighborhoods and CA work with the City. Luke agreed the less meetings/Committees, the better. He proposed that the Neighborhoods 3.0 work group commit to examining the structure of CA. Randy addressed that the ad hoc committee is meant to be an inward-focused group for CA members to be the ones who are addressing their structure/culture; worries of taking it to a larger group could result in non-CA members having too much say. Dale clarified more details about the role of the ad hoc committee. Dave addressed concerns that the lack of having a body who is charge of accountability and efficiency of operation within CA has had a negative impact. Luke shared there's a consensus-based decision-making model that he feels could work for CA. Mary shared support of folding the goals of strategic planning into Neighborhoods 3.0. Patrick shared that there will be challenge
- Motion to extend discussion, first extension of 5 minutes. Andy moved, unclear who seconded. Motion passes.
  - Motion to extend discussion, second extension and final of 5 minutes. Randy moved, Dave seconded. Motion passes.
  - Motion to suspend time extension rules until a decision is made on the agenda item. Luke moved, Dave seconded. Motion passes.
  - Motion: Form a Strategic Plan Ad Hoc Committee. Randy moved, Andy seconded. 9- yes, 6-no, 4 abstention. Motion passes. Committee will consist of the following members: Randy, Luke, Kathy; Randy will chair it.

### **12. Plan Commission (Mary Winkes)**

Mary has been serving as the Plan Commission Liaison for CA for 4 years and has included monthly reports in the CA Agenda packet. Housing is the hot topic, Building Opportunity and Choices for All (BOCA) and Building Opportunity for Housing (BOH) took most of the time of the Plan Commission this last year. They are now doing a lot of work, due by 2026, related to the comprehensive plan amendments (which had been tabled during BOCA and BOH work). It is important for the neighborhoods and CA members to review the Plan Commission meeting notes, to voice concerns around Plan Commission decisions, and to let Mary know when she can advocate for the neighborhoods/CA. Please consider attending the comprehensive plan amendment training to gain clarity on the impact of amendments in the neighborhoods (November 1<sup>st</sup>). Kevin Freibott is the Planning Dept. staff member who is best to contact related to this topic. Discussion ensued about why it's important to pay attention to the amendments and submit public comment when that period opens.

### **13. CA Committee Updates (Committee Chairs)**

- Budget: Find minutes from committee in agenda packet (page 22). Expenditures updates are in the minutes. Deadline for receipts/reimbursements are still due September 22. Reprographics orders can be placed until October 15. Recruiting for 2024 Budget Committee members, please contact Gail for more information on what serving on the committee entails. Gail handed out documents to clarify the roles; District 1 and District 2 representation is needed on the committee. Andy committed to representing District 2 on the Budget Committee for 2024.
- Building Stronger Neighborhoods: Discussed that their December meeting is the CA Awards/potluck holiday gathering for all CA members and neighborhood councils. This would happen instead of CA spending their December meeting doing a potluck and giving out the CA awards at the monthly meeting. Saturday, December 16 from 9:00-11:00AM at the Hive. Amber/ONS will send out the invite on behalf of BSN. CA Awards Ad Hoc Committee will be formed during October CA Meeting.
- Liaison: If you look up the Liaisons on the City's website, under the Standing Committee tab, you can find relevant information regarding the meetings the attend as liaisons. Design Review Board vacancy remains, Paul asked for the CA members to start thinking about who could serve and to help recruit for the vacancy.

### **14. Roundtable Discussion**

- Kathryn: Housing Action Subcommittee did not meet, so that's why the report is missing from the packet.
- Andy: Please help recruit someone to the Design Review Board vacancy. Resources for the role and what it entails can be found on the City's website. Dean Gundersen (Planning Department) came to Lincoln Heights NC meeting to discuss the role in attempts to recruit for the role. If a neighborhood council would like to invite Dean to explain the Design Review Board, it is worth reaching out to him.
- Randy: PeTT committee also needs increased participation
- Lindsey: Please come to the Logan Neighborhood Block Party, Friday, September 15 during the evening at Mission Park.
- Tina: Grandview Thorpe is doing a neighborhood wide yard sale, Saturday, September 23 starting at 8:00AM.
- Fran: C.O.P.S. Northwest (Shadle) will be doing their Shred Day on Friday, September 29 from 11:00AM-2:00PM. September 22nd will be a clean-up event in partnership with ONS, needing volunteers.

***Meeting adjourned at 7:00PM. Next meeting will be held Thursday October 5<sup>th</sup> at 5:30PM.***





2023

in Browne's Addition  
**Meet the Ghosts**

PRESENTED BY THE FRIENDS OF COEUR D'ALENE PARK

**CHOOSE FROM**

- FRIDAY, OCTOBER 27
- SATURDAY, OCTOBER 28
- SUNDAY, OCTOBER 29

**GATHER FOR ONE OF TWO TOURS**

- 6:30 to 8:30 pm
- 7:00 to 9:00 pm

Drink Apple Cider / Sing Pumpkin Carols  
Hear Ghost Stories / See Historic Homes  
(Exteriors Only)



**TICKETS \$25<sup>00</sup> each**

For Information and Tickets

<https://www.friendsofcdapark.org>

Tel: 509.850.0056

A BENEFIT FOR  
THE FRIENDS OF COEUR D'ALENE PARK  
A Subcommittee of the  
Browne's Addition Neighborhood Council



# NEIGHBORHOOD ORDINANCE Q&A

These drop-in Q&A sessions provide an opportunity for neighborhoods to ask questions and provide input regarding the proposed neighborhood council/community assembly ordinance.

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**All sessions held 5:30–6:30PM**

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**October 16**

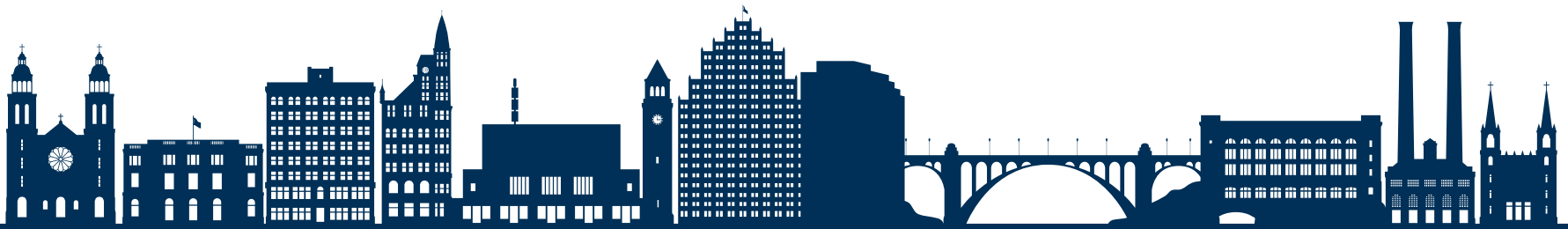
**District 1 (Hillyard Library)**

**October 17**

**District 3 (West Central Community  
Ctr. – Newton Lounge)**

**October 19**

**District 2 (Liberty Park Library)**



Here are some FAQs:

**What is this ordinance, in a nutshell?**

This ordinance will put term limits on neighborhood council officers, CA reps, and city boards/commissions. The limits are two two-year terms, then requiring a minimum of one two-year term off of those leadership positions. It will also move elections to October of even years, with the positions starting in January. It will ask that for any resolution a neighborhood council or community assembly puts forward, that the vote count is included. It will have the community assembly facilitate its own meetings. It will allow the ONS Director to allow for waivers for times where these terms may create too much of a burden on a neighborhood council trying to grow.

**So if there are term limits, does that mean I can't participate in my neighborhood council if I'm termed out? And I can't be an officer or CA rep ever again?**

No, you can still participate in your neighborhood council as much as you'd like! You can still be active, you can still vote, you can still be things like a clean-up coordinator, event coordinator, or other things your neighborhood may have – just not an officer (chair, vice chair, secretary, or treasurer). And it's only for one two-year term. After that, you are free to run for those positions again! The intent is to create leadership from new voices we don't normally hear from to be more representative of this community. And the reality is that some of you are already doing this as a best practice.

**But what if my neighborhood council is struggling and we don't have people to do those positions?**

The ordinance allows for you to request a waiver from the Director of the Office of Neighborhood Services. The intent isn't to hinder neighborhoods, but to allow leadership from new voices we don't normally hear from. ONS will work with you to help ensure we are simultaneously reaching out to new people, while not damaging your neighborhood, to create a plan of how we can grow and get new faces involved.

**When does this go into effect?**

You have a full year, this goes into effect October of 2024.

**So we need to have elections in October of even years, with officers starting in January? Why?**

ONS is committed to helping train new leaders. A concern that has been brought up multiple times is that with officers starting at completely different times, working with new ones is very challenging. By getting new cohorts of officers starting together, we can ensure that they have a chance to enroll in programs like our Spokane Neighborhood Leadership Academy at Gonzaga that coincides with the start of their terms, as well as more training ONS can provide to help make sure they get off on the right foot. Further, by having elections in October and then starting in January, that gives neighborhoods an overlap for current leadership to help train new leadership as well. And not only that, but ONS will be helping to advertise these elections and encourage people throughout the community to get involved and take part so that your neighborhood council can grow, and that is much more effective when we can do this city-wide. ONS staff meet quarterly with other neighborhood-based cities, and we have found that this is how most effective cities operate.

**But what if a position opens up outside of that timeline? Like if someone moves away?**

No problem. You can still do a special election to get it filled until the next election. Or if a position was never filled to begin with, you can fill it as soon as someone is interested and then continue on with elections at the normal time.

**Does this election go into effect next year as well?**

Yes, you have until October of 2024, so a full year.

**Why do we need to provide voting results with our resolutions?**

Transparency is important. Often, ONS and city council will hear that people were concerned that a neighborhood council member made a statement on behalf of their neighborhood or a resolution was passed by neighborhood a council which others don't believe has ever been discussed and voted on, and this simply allows for transparency. If a neighborhood council person makes a statement that their neighborhood council feels a certain way about an issue, or a neighborhood council or community assembly passes a resolution, they need to be able to show that this was actually voted on and by how many people. It's very simple, but helps ensure accurate representation.

**Why does the community assembly need to facilitate their own meetings?**

For the past few years, the taxpayers have paid for a facilitator. This isn't something the city does for any other group. Other groups are expected to facilitate their own meetings, and the city needs to be fair.

**What happens if my neighborhood chooses not to comply?**

Change is hard. We get that. And many people tend to react and want to ignore change or fight back against it. We want to work with you to help you grow, be more inclusive, and help your neighborhoods grow in ways representative of what your neighbors want. So we will work with you to help make this easy and smooth. But if a neighborhood chooses not to go this route, the ordinance says the city council can decide not to recognize them as a neighborhood council.

**Is it too late to provide feedback?**

Nope, that's part of why we're sending this to you. You can certainly still provide feedback before this is voted on.

**ORDINANCE NO. C - \_\_\_\_\_**

An ordinance relating to neighborhood councils; amending section 04.27.040 of chapter 04.27 of the Spokane Municipal Code; and adopting a new section 4.27.060 to chapter 4.27 of the Spokane Municipal Code.

The City of Spokane does ordain:

Section 1. Section 04.27.040 of the Spokane Municipal Code shall be amended as follows:

**Section 04.27.040 Neighborhood Council Program**

- A. The department of neighborhood services shall provide staff support for the neighborhood councils and the community assembly in the following manner:
  - 1. Specific needs and program support required will be identified through annual consultation by the office with the individual councils and community assembly. This process should be completed prior to September of each calendar year to allow consideration of these needs and required support in the budget process.
  - 2. The specific nature of the staff support required may be reduced to a memorandum of understanding between the City and the individual councils and community assembly subject to approval of the city council. If such a memorandum is reached it should be reviewed annually within the time frame set forth above. The memorandum of understanding may, if appropriate, include those programs and procedures set forth in subsection (B) of this section.
  - 3. In addition to those tasks identified above, the department of neighborhood services shall:
    - 1. provide to the community assembly, the neighborhood councils and the general public instruction on organizational development and procedures to effectively work with City government;
    - 2. assist City officials and staff in developing effective ways of working with the community assembly and the neighborhood councils;
    - 3. assist the neighborhood councils and the community assembly in organizing and facilitating meetings and specific programs developed by these entities; provided, nothing in this subsection shall relieve a neighborhood council or the Community Assembly from the ultimate responsibility to organize and conduct its own meetings consistent with its charter, bylaws or other rules of governance.

- B. The department of neighborhood services shall serve as the liaison between the legislative and executive branches of the City, the neighborhood councils and the community assembly in the following manner:
1. Implement programs and procedures that enhance neighborhood residents' knowledge of and involvement with government operations.
  2. Implement programs and procedures that enhance both the City's elected officials' and employees' understanding of the needs and perspectives of neighborhood residents.
  3. Implement programs and procedures that facilitate communication between the City and neighborhood residents. It is the responsibility of the department to timely respond to inquiries and disseminate pertinent information to the neighborhood councils, the community assembly and the general public.

Section 2. That there is adopted a new section 4.27.060 to chapter 4.27 of the Spokane Municipal Code to read as follows:

#### **4.27.060 Inclusive and Transparent Neighborhood Volunteering**

- A. To promote diversity and inclusion for leadership in neighborhood councils and community assembly, all of the following requirements shall apply to the governance of any neighborhood council and the Community Assembly:
1. A person may only serve a maximum of two consecutive two-year terms for any combination of officer positions in a neighborhood council (chair, vice-chair, secretary, treasurer).
  2. A person may only serve a maximum of two consecutive two-year terms as a community assembly representative and/or alternate representative,
  3. Notwithstanding any provision in the Spokane Municipal Code to the contrary, a person may only serve a maximum of two consecutive two-year terms as a Community Assembly representative on any city board, commission or committee.
  4. Commencing January 1, 2024, neighborhood council and community assembly elections will take place during the regular neighborhood council meetings during the month of October in even years, beginning in 2024, with terms starting the following January 1.
  5. Community assembly appointments to city boards, commissions or committees shall be by majority vote of the Community Assembly, will open for application in October of even years, with an expected start of the following January 1.
  6. Any partial term over twelve months in duration will count as a full term.
  7. The Office of Neighborhood Services (ONS) will work with all newly elected leaders who desire leadership training to educate and train them on City

leadership as it relates to being an effective neighborhood or community assembly leader.

8. The Director of ONS, from time to time and in his or her sole discretion, may waive the maximum term limits for any neighborhood council position.
  9. In the case of any neighborhood council incorporated under the laws of the state of Washington, compliance with this section shall only be to the extent otherwise permitted by state law.
- B. To ensure that any resolution or statement from a neighborhood council or the Community Assembly is official and reflects the will of that body, all the following requirements shall apply:
1. Any official statement to the City by a neighborhood council, or any public statement purporting to be on behalf of a neighborhood council, shall be presented in the form of a resolution adopted by vote, which resolution shall include both the number of members present and the voting results and, upon request of ONS, copies of the minutes of the meeting where the vote was conducted.
  2. Any official statement to the City by the Community Assembly, or any public statement purporting to be on behalf of the Community Assembly, shall be presented in the form of a resolution adopted by vote, which resolution shall include meeting minutes from both the body of the community assembly and neighborhood councils who have provided input, and further shall include number of members of the Community Assembly present and the voting results.
  3. Failure to abide by sections 1 and 2 above may result in the City not considering a stated position of that neighborhood council or the Community Assembly.
  4. The Office of Neighborhood Services shall provide a template resolution to be used by neighborhood councils and the Community Assembly to comply with this section.
- C. The community assembly shall have its administrative chair preside over its meetings and the vice-chair shall preside in the chair's absence.
- D. The Director of the Office of Neighborhood Services shall have final determination on questions of compliance with this section of Chapter 4.27 and shall report this determination to the City Council.
- E. Any neighborhood council or its community assembly representative not in compliance with this section, as determined in writing by the Director of the Office of Neighborhood Services, will not have a recognized community assembly vote or receive city funding to the neighborhood council until the Director has determined compliance. Continued non-compliance may result in the City Council passing a resolution removing the Council's recognition of the neighborhood council. The decision of the Director with respect to compliance shall be final and not subject to appeal.

# NEIGHBORHOOD SAFETY COMMITTEE POLICY AND PROCEDURES

NOVEMBER 2018

**Mission / Purpose Statement:** The Community Assembly Neighborhood Safety Committee will research issues involving neighborhood safety as directed by the Community Assembly, as requested by City Departments or Committee Members and provide recommendations and resources on these issues to the Community Assembly.

**Membership:** 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.

**Voting and Quorum:** At minimum, representation from three separate Neighborhood Councils will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote, and a majority vote is needed to pass a recommendation on to the Community Assembly.

**Officers and Terms:** The committee will have up to two officers: Chairperson and Secretary. Elections will be in December for a term of one year.

**Meeting Schedule:** The committee meets the 2nd Tuesday of each month, unless otherwise notified. Additional meetings may be called as necessary.

**Reports:** Community Assembly Policy and Procedures require a report from standing committee once per quarter or more often if requested by the Community Assembly.



CHHS Update for September 7, 2023  
Submitted by Leslie Hope CHHS Liaison to CA

CHHS board approved the June minutes and were informed the staff would be working to catch up on the July and August minutes. The entire department was down for several days due to reconfiguration and addition of cubicles. CHHS Documents can be found at <https://my.spokanecity.org/chhs/documents/>. CHHS Board agenda, minutes and notices of public hearings can be found at <https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/>.

Between the consolidated plans required by HUD, the city's coordinated 5-year plan, the annual updates, the consolidated annual performance and evaluation reports and other requirements for HUD, Commerce and other regulatory bodies, the CHHS department is extremely busy. As they lost all but 3 employees during Covid, the new staff are bringing the overdue documentation and reporting up to date. They are also dealing with the current requirements, requests for proposals to meet the city's needs, and dealing with the Regional Housing Proposal as well. This work is multifaceted, it has many funding streams that are not necessarily multi year money, meaning they have it one year but not the next, and deadlines for spending are inflexible. This is complex and detailed work, and we have an outstanding CHHS department and leadership to meet the challenges.

Every month the board has an education segment. In September we were briefed on Fair Housing rules, regulations, and processes by the Marley Hochendoner of the Northwest Fair Housing Alliance. Their mission is to eliminate housing discrimination in Washington. The website can be found at <https://nwfairhouse.org/>. There are federal, state, and local guidelines that must be followed to receive funding.

The board affirmed Leslie Hope as Co-Vice Chair, and Blake Waltman to the Affordable Housing Committee.

The request for proposal for the 2024 operation of the TRAC Shelter was evaluated by the RFP committee. Garet Jones, the interim city administrator, informed the board that the city is in the budget process for 2024, TRAC funding has not yet been identified. The contract will be awarded once funding is available.

The Consolidated Annual Performance and Evaluation Report (CAPER) for the period running 6/2022 to 6/2023 will be posted to CHHS Documents website for comment. The board opened the comment period from September 15 to October 2<sup>nd</sup> with the public hearing scheduled for the October 4<sup>th</sup> CHHS Board Meeting.

The board discussed the proposed Regional Authority, the City Council Resolution 2023-0075 and the CHHS Board Letter. There are ongoing meetings with the proponents and various city, county and volunteer organizations but no firm plans have been given at this time, the work of the CHHS department and board will continue.

The CHHS Director provided a monthly update.

- The CoC NOFO are being scored and ranked.
- The CHHS department is in the process of implementing the technology platform, Neighborly, for submission of proposals, billing, and tracking for all proposals. They are rolling out the templates now.
- CHHS is working on the Homeless Housing and Operations (HHOS) performance measures, the NOFA will come out on September 8<sup>th</sup> with **Completed applications are due on Friday, October 6, 2023, by 5 p.m.**
- CMIS analyst Daniel Ramos has departed the city and they will be hiring a replacement as soon as possible.
- Of note, Jen Cerecedes, CHHS Director, has resigned effective September 22. No further information has been made available as to who is taking over for her until a suitable replacement can be found.
- Funding opportunities can be found at [CHHS Funding Opportunities - City of Spokane, Washington \(spokanecity.org\)](https://www.spokanecity.org/CHHS-Funding-Opportunities)

The CHHS Department has reorganized the work within the two committees supporting the board. Primarily, the Affordable Housing Committee, will be dealing with federal CDBG funding, and the Evaluation and RRP Committee, will be dealing with state and local HHOS funding.

#### UPDATE on CDBG Neighborhood Contracts:

The neighborhood contracts have been drafted and are making their way around for signatures. Fully executed contracts should be out by the end of the month.

- Family Promise – Parking lot Safety and Beautification Project
- NECC – Security and Safety Improvements - **Executed Contract has been sent out.**
- Transitions – EduCare roof and Women’s Hearth Building Improvements – **Executed Contract has been sent out.**
- WCCC – Heat Pump and Water Replacement - **Executed Contract has been sent out.**
- ECCC – Window and Sign replacement - **Executed Contract has been sent out.**
- SNAP Alexandria Apartments - The carpet replacement award is being combined with their newly award renovation contract and we are waiting for the public comment period to be completed and then HUD’s release of funds.

The following contracts are still waiting – information on each project has been provided.

- NEYC – Waiting to hear back if they can complete the project with the funds that have been awarded to them.

Should you have any questions or wish to discuss anything further relating to the CHHS board I can be reached at [LHOPE@Spokanecity.org](mailto:LHOPE@Spokanecity.org)



# GOOD NEIGHBOR CELEBRATION

The Spokane Good Neighbor Celebration is a gathering meant to **recognize community members' outstanding efforts** to help improve the community through their neighborhood council.

## SAVE THE DATE

December 16, 2023

9 – 11 am

The Hive – 2904 E  
Sprague Ave

Nomination forms coming soon



## 2023 NEIGHBORHOOD COUNCIL & COMMUNITY ASSEMBLY GRANT APPLICATION

APPLICATION DUE: JUNE 16, 2023



*This is public funding from the City of Spokane and has certain restrictions identified in the 2023 Neighborhood Council and Community Engagement Grant Program Guidelines. The grant is available to neighborhood councils recognized by the City of Spokane under SMC 4.27 and Community Assembly including the Committees. Funding under this grant is for use by neighborhood councils and committees and is not authorized for third party groups. Services that are provided by the City or City vendors are required to be obtained through the City as identified the Grant Program Guidelines.*

Neighborhood Council/Community Assembly Committee: \_\_\_\_\_

Neighborhood/Committee Contact (person who attends training): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*(Note: This person will be the contact for the program's liaisons and will be the sole executor of the grant/point of contact for ONS in processing the grant.)*

Have you reviewed the 2023 Grant Program Guidelines? Yes \_\_\_\_

Have you attached your Council/Committee Minutes demonstrating the approval of this use of grant funds? Yes \_\_\_\_

### *Instructions:*

- Questions regarding how to complete the Budget Request should be directed to the Budget Committee member working with you, see your Liaison.
- All printing should be processed through Gabby Ryan, ONS, [gryan@spokanecity.org](mailto:gryan@spokanecity.org). These jobs are produced through Reprographics, the City's print shop.
- You may reference the pricing sheet when coming up with the estimated cost for your itemized budget.
- If you need assistance with performance metrics, see an example [here](#).
- ***Applications that do not address all requirements will be determined incomplete and will be returned.***

(a) Please describe the exact nature of your project, including: description, rationale and measurable outcome of the project that will increase Neighborhood Council or Community Assembly engagement. Feel free to attach another sheet if the space below is insufficient, but please fully address these points.

(b) How will you know the project impacted your neighborhood in a positive way? What will you do to specifically monitor this progress? Feel free to attach another sheet if the space below is insufficient, but please fully address these points.

(c) If your Neighborhood Council/Committee received community engagement grant funds in 2022, please attach your report, including performance measure(s) that demonstrates community engagement.

## Engagement Grant Request Summary

Please specify item, description details, number of item or not to exceed total for each item. Examples of commonly requested items include:

- Copies
- Magnets
- Banners
- Rackcards/doorhangers
- Dump passes
- Yard signs
- Food (no alcohol allowed)
- Movie night/Block party
- Band
- Media/Zoom

Optional Catch-all: If your cost estimate is lower than actual costs, you may add an item description such as "more banners" or "more copies" to reach your total allocation of \$850 as the last line.

Item	Description	Not to Exceed \$ Item Cost
For any "catch-all" items up to the maximum amount, please indicate item and description below		
		As needed to total \$850
TOTAL REQUESTED – CANNOT EXCEED \$850		

## Alternate Request

Note: This section must be completed and delivered by June 16, 2023, to be considered for an alternate request.

Neighborhoods can have an Event Request, and an alternate request if Covid restrictions make the event impossible.

Item	Description	Not to Exceed \$ Item Cost
For any "catch-all" items up to the maximum amount, please indicate item and description below		
		As needed to total \$850
TOTAL REQUESTED – CANNOT EXCEED \$850		

**NO GIFTS or GIVEAWAYS.**

**PLEASE REFER TO THE GUIDELINES FOR QUESTIONS!**

To submit application:

- Email completed application and prior performance measures, if applicable, to Gabby Ryan, ONS, at [gryan@spokanecity.org](mailto:gryan@spokanecity.org). This must occur on or before June 16, 2023.

Neighborhood/Committee Contact Signature:

Date:







# Community Assembly Policies and Procedures

Amended: 2/17/2022

Approved by CA: 4/7/2022

## **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.

## **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.

## **III. Membership**

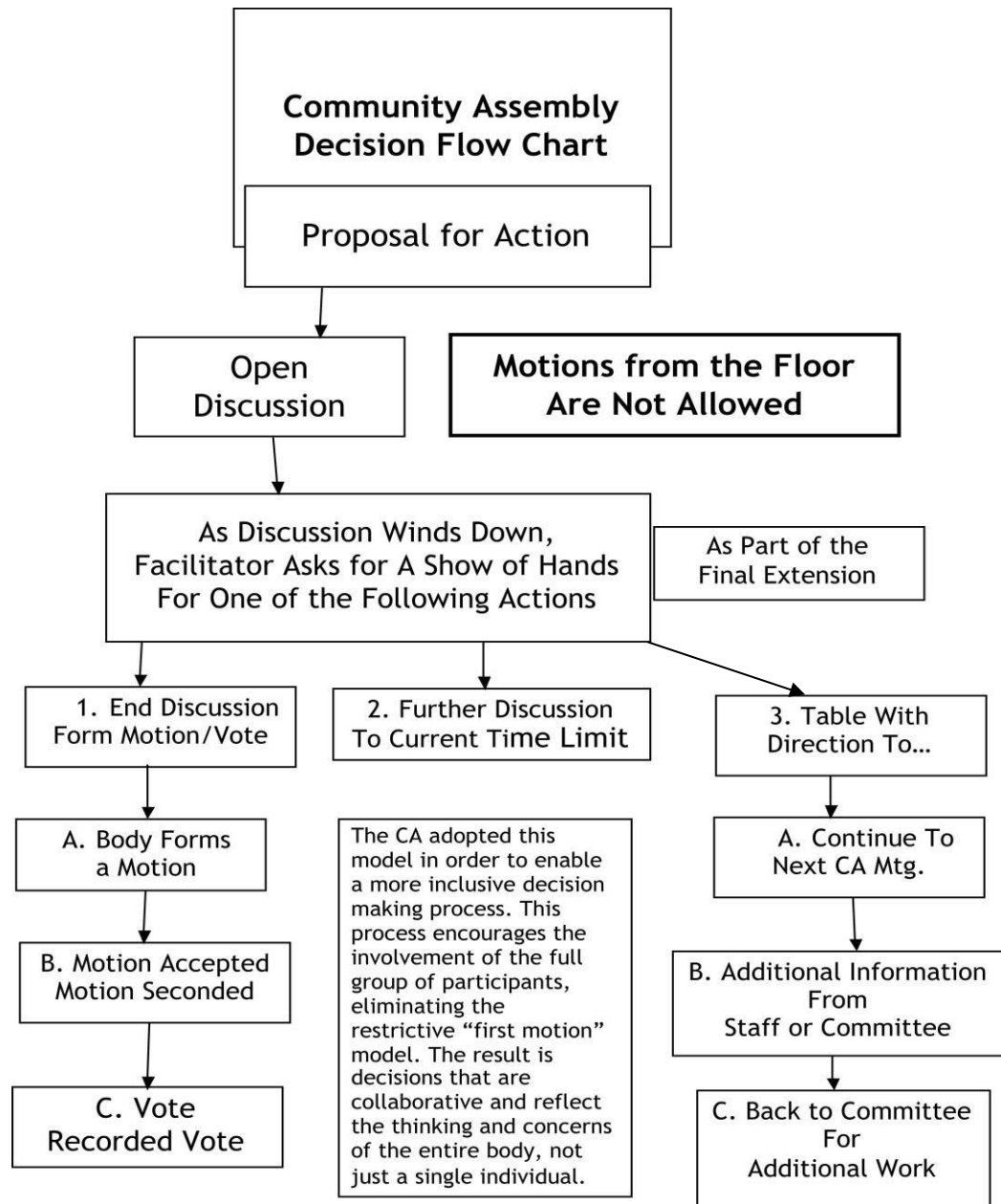
- A. Membership in the CA is available to neighborhood councils, as recognized in Article VIII, Section 75 of the City Charter.
- B. Each neighborhood council selects one representative and a designated alternate [hereinafter referred to as representatives] to serve on the community assembly.
- C. Representatives 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

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,

- 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.)

**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.

**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.
- 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.
  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.")

## **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)

### **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.

### **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.

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.

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.

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.

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.

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.

## **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.

- 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.

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

## **XI. Community Assembly Liaisons**

- A. The City Council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on 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.

- 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.

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.



## **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 4<sup>th</sup> 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:** 4<sup>th</sup> 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



## Administrative Committee Meeting

Tuesday September 26, 2023, 4:30pm

Spokane City Hall, Sister City Conference Room and via Zoom

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**Members In Person:** Randy McGlenn, Chair (West Central); Fran Papenleur, Vice-Chair (Audubon-Downriver); Gail Cropper, Secretary (Northwest); Dale Walker (Chief Garry Park).

**Member Excused:** Lindsey Shaw (Logan). **Guests on Zoom:** Kelly Cruz (West Central); Luke Tolley (Bemiss); Paul Kropp, Liaison Committee Chair. **City Staff in Person:** Patrick Striker, ONS Director; Gabby Ryan, ONS Staff Support; Kim McCollim, NHHS Director.

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### Welcome

The CA Admin chair called for a rollcall to confirm a quorum, then greeted all present in person and virtually.

### Approve Previous Minutes and Agenda

The agenda was amended and approved by consensus to add 5 e) CA/Neighborhood Council Ordinance. Motion/Fran, Second/Dale. Unanimous Vote.

The CA Admin Committee minutes of August 29, 2023 were approved. Motion Fran, 2<sup>nd</sup> Gail. Unanimous vote.

### ONS – Patrick Striker

- a) OWLS – Most libraries and community centers already have OWLS, except Shadle and Liberty Park.
- b) Facilitator – Randy reported that recent CA survey vote preferred CA Chair facilitate, second preference be that facilitator come from inside ranks (but as a neutral party; not eligible to vote as a rep/alternate). Kelly Cruz is willing to facilitate the CA meetings. Luke Tolley also expressed interest. (NOTE: He has stepped back from Hillyard to help Bemiss). There is no budget for a stipend. Gabby noted that at this point in time, Budget Committee determined about \$7K left-over CE Grant funds, however, funding is exclusively to be directed for building NCs (stipends not eligible), and the funds must be spent in the fiscal year.

**ACTION:** M/S/P for Kelly Cruz to facilitate the October meeting, on a trial basis.

- c) *Neighborhoods 3.0* – City Council has stepped back from this workgroup. CA originally appointed 5 members to the 3.0 committee. Committee discussed direction of 3.0. Patrick said we need to involve ALL NC voices in moving forward, and may call for a special meeting.

**ACTION:** Patrick will address future of *Neighborhoods 3.0* in his October CA report.

### Continued Items for CA Agenda

- a) Luke has written Public Engagement document, however, item will be postponed until January due to recent announcement of proposed CA/NC Ordinance.
- b) Admin Committee Nominations – A list of eligible members for the Admin Committee was compiled by Fran and Tina. The ad hoc committee has been making calls and contacts. Andy to report.



### New Item for October CA Agenda – Proposed CA/NC Ordinance

Draft Ordinance amending SMC (sponsored by Stratton & Kinnear) presented by Patrick Striker at City Council PIES Committee on September 18. It outlines sweeping changes with regards to NC officer/CA representative term limits, requires official statements of NC and CA to be by resolution, and clarifies ONS role with respect to governance. The group concurred this will create robust discussion at CA. Luke asks if ONS can set up a special meeting; Patrick to host. It was proposed to hold 3 meetings (one for each district). Patrick will present in his CA report. Gabby to check schedule for minimal conflicts with the NC meetings. (Some suggestions include Monday Oct 16, Wed Oct 25, Thurs Oct 26).

### CA Agenda

- No City Council Representative
- ONS Report (Patrick)
- CHHS Board Liaison report (Leslie Hope) 15 min. Presentation.
- Neighborhood Safety Committee Reactivation (Randy) 10 min. Vote.
- Call for Ad Hoc Awards Committee (Randy) 5 min. Vote.
- CA Committee Updates
  - Admin Nominations
  - P&P (Note: Add the most recent P&P in the packet.)
  - BSN
  - Budget
- Ordinance – Add to the end of the agenda

### Other

The CA Agenda for October 5, 2023 was approved by consensus.

The next CA Admin Committee meeting is Tuesday, October 24, 2023.

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Adjourned 5:35 pm

## CA BUDGET COMMITTEE Minutes

**Date:** Monday, September 25, 2023

**Location:** West Central Community Center, 1603 N. Belt, Don Kelly Conference Room

**Time:** 7:00pm (Hybrid/Zoom)

**Meeting** called to order at 7:00pm.

**QUORUM?** Yes

**IN PERSON:** Gail Cropper (chair), Mark Davies (member), Gabby Ryan (ONS Liaison)

**ZOOM:** Ken Cruz (vice chair), Mary Winkes (member) **EXCUSED:** Ginnee McNeel (secretary).

**WELCOME** – Gail welcomed all to the meeting. Gail took meeting notes.

**Approval of Agenda** – Mark motion/Mary second, unanimous vote to approve.

**Approval of Minutes** – August 28, 2023 – Mark motion/Mary second, unanimous approval.

## OLD BUSINESS

Call for CA Budget Committee Members: Andy Hoyer, District #2 has volunteered to join the CA Budget Committee for 2024. District #1 is still open.

## NEW BUSINESS

- 1 Our Written Report to the monthly CA meeting is our DRAFT meeting minutes, along with any meeting handouts. It will be attached to the Community Assembly packet, by ONS on the Tuesday before the CA meeting.
- 2 CE Grant Expenditures and Left Over Funds (information provided by Gabby/ONS)
- 3 Call for NEW Committee Members to serve January 2024 – December 2024.
 

District #1	Open – Gabby to send letter to all District #1 NCs
District #2	Andy Hoyer
District #3	Ken is terming out. Gail, Mark and Ginnee will continue.

## ONS/GABBY

**2023 CE GRANT EXPENDITURES:** Gabby passed out 2 reports. A spreadsheet with CE Grant expenditures and the Reprographic Orders (attached). Reimbursements will also be processed. A Minimum of \$7,000 is left over. We talked about ideas to spend funds on. Any equipment in

storage that needs repaired and/or replaced? The popcorn machine (Brand: Gold Medal?) needs repaired. A local service company called Concession Company and Supplies (Trent Ave) 1800-223-4190. Others: annual Ad Hoc Awards not to exceed \$500. BSN December event?

**OTHER:**

- Mary had to leave the meeting by 7:20pm
- OCTOBER 23, 2023
  - Workshop for CA Budget Committee P&P
  - Call for CA Budget Committee members for Jan 2024 – Dec 2024
- NOVEMBER 27, 2023
  - Election of officers: P&P 4. Terms A. Elections of officers shall occur annually in November for terms beginning the following year. B. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. C. 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, thereby assuring that at least two members from the previous year are present at the beginning of each year.
- DECEMBER:
  - Budget Meeting – TBD
  - Announce CA Budget Committee members at the December CA meeting
  - SNS and BSN planning December Banquet?

**NEXT MEETING:** Monday, October 23, 2023 7:00 PM, WCCC Don Kelly Room

**ADJOURNED:** 7:30pm Mark moved, and Ken seconded, unanimous approval

**Community Assembly Committee: Building Stronger Neighborhoods**

Saturday, 9/16/23 9:00 AM – Finch Arboretum, 3404 W Woodland Blvd, Spokane

**Present In Person:** Tina Luerssen (BSN Chair: Grandview Thorpe), Gail Cropper (BSN Secretary: Northwest), Fran Papenleur (Audubon-Downriver), Dan Brown (N Hill), Jonathan Tilley (Nevada Heights), **City Staff:** Amber Groe (ONS), **Present On Zoom:** Charles Hansen (Whitman), Alexandra Golikov (Emerson-Garfield), **Absent:** Dave Lucas (BSN Vice: Rockwood)

**MEETING AGENDA** - Unanimous Vote to approve.

**WELCOME AND NEW COMMITTEE BUSINESS:**

- (a) Gail informed Tina that she had to leave the meeting at 10 am.
- (b) Fran requested a correction to the August 16th meeting notes to remove summit and add booth. Approved by consensus. Dan Motion/Gail Second. Unanimous Vote.
- (c) Tina announced the update to meeting locations: October – NECC (Fran will be absent), November - The Hive, December (Neighborhood Holiday) at The Hive
- (d) In 2024 a permanent meeting location at The Hive? Backup location WCCC. Peaceful Valley is also an option, per Amber. Continue to meet on the 3<sup>rd</sup> Saturday of the month at 9:00 am.

**ACTION:** *Amber to contact Stephanie at The Hive to determine if 9:00 am opening.*

**CA Admin Outreach (Fran)**

Fran personalized a cover letter. She noted only one NC (Five Mile) did not respond. Many NCs don't have CA reps due to capacity issues. Outreach is also handled by ONS liaisons.

**ONS Report (Amber Groe)**

25 Summit sign-ups of NCs. Sessions will be opened for registration to the public in October. Thanks to Alexandra for getting the coffee sign up completed. Cravens Coffee is the partner. Rosauers: breakfast and snacks. Catering by Feast World Kitchen is pending. SCCU: potential \$2k for swag. STA: 100 reusable bags, registration packet and goodies. Raffles throughout the day. Education resources and fun stuff.

An updated handout of Team Assignments was provided. Amber toured with Dean Pearly, the contact at the fire department. Talked about recording the sessions to archive. Determined that one workshop per session for recordings. The 'OWL' device may be less quality, but to use to evaluate if okay to put into the toolbox for future use. Evaluations of the event.

Assignments of BSN Committee Members for sessions. A site map was passed around [see attached copy from Gails phone].

**ACTION:** *CA/BSN questions: What are you most proud of in your neighborhood?*

The ONS Website is being updated. Snapshots of each neighborhood. The Summit event will have displayed items such as the neighborhood maps, CA Banner, and other items. Keynote speaker still needs to be confirmed. Patrick Striker will step up to this if needed. Karen Stratton was strongly suggested by BSN committee. Amber reported that Gabby (ONS/Budget Committee Liaison) said up to \$6k left over in CE Grant Funds. Dan to follow up for artist Chris Bovey to contact Amber directly regarding T-shirts. Amber suggested requesting funding for branded notebooks and flash drives if there are no funds from SCCU.

**ACTIONS:** #1) *Tina to draft a grant proposal for up to \$2,000. #2) Amber asked that we continue to share information. The Summit event is free, as is breakfast, snacks, and lunch. Attendance is capped up to 75 attendees, not including ONS and floaters.*

Gail left the meeting at 10:00 am. The following notes were submitted by Tinal:

**Budget discussion:**

- Tina has updated the CA Zoom account to an annual account, which will renew on 9/14 annually. She will submit the budget reimbursement form for the monthly and annual expenses.
- Reminder to all NCs that the CE Grant reimbursement requests are due next Friday 9/22.
- Suggestion to request funding for December 16th Good Neighbor Celebration: \$100 for donuts/coffee, and up to \$100 for paper goods (cups, napkins, plates). Fran move/Dan second/motion passes. Tina will make this request at the October CA meeting, since we are past the budget application deadline.

**ACTIONS:** *Tina to submit budget reimbursement form for CA Zoom account, and draft a proposal for CA vote on grant funds for December party.*

- Other ideas for end-of-year expenses: Purchasing more StrengthsFinder books/codes for Neighborhoods as well as 2024 SNLA cohort to utilize. Amber will connect Patrick and Tina re: discussion on SNLA funding and whether the program is expected to continue in 2024.
- Looking ahead: Amber noted that 2025 is the 25th anniversary of Spokane Neighborhood Councils and ONS. She and Pollyanne are in the beginning stages of planning events and promotion for celebration in 2025.

**ACTION:** *Fran will request 10-15 minutes on the CA agenda for Tina to present BSN budgetary requests and discussion.*

**December 16th Good Neighbor Celebration, 9-11am at The Hive**

- Amber has reserved one room at The Hive, with capacity for around 40 people. She will see if we can add the adjoining room for greater capacity. This will influence how many folks are able to attend from each NC.
- "Doing Good in the Neighborhood" is the theme. Tina is requesting BSN members to connect with NCs and encourage them to think about who deserves acknowledgement for their work in the community. Fran mentioned a couple of business owners in the Audubon-Downriver area who have given resources and raised funds for fire victims; Dan mentioned that North Hill has some deserving business owners as well.
- Amber will update the fillable pdf from last year's Good Neighbor nomination form, and ONS can collect those responses. We will request that Gabby create a flyer for the event that we can share out to the NCs. Also ask for nominations at SNS (possibly a wall note to collect names).

**October meeting agenda topics (meeting at NECC):**

- 2024 meeting location update
- Finalization of plans/logistics for SNS
- Final CA Budget numbers and expenses
- Agenda/logistics for December 16th Good Neighbor Celebration

**Neighborhood Updates:**

- Fran announced a special Clean-Up event in Audubon-Downriver coordinated by ONS and Code Enforcement on Friday, September 22, focusing on litter along Downriver Drive, and graffiti abatement on TJ Meenach bridge footings.
- Dan - Final Garland Market was 8/31, cut short by the rain. They are on hiatus and then planning for 2024.
- Alexandra - Emerson-Garfield has 2 more weeks of Market. They had a great turnout for the Concert in Corbin Park.
- Discussion on the need for a CA Budget Committee member to represent District 1. Jonathan suggested bringing the need up at the next ONES meeting to ask for a volunteer.
- Tina - This week's Grandview-Thorpe NC meeting had a great turnout, with 30 neighbors + Gabby from ONS! She believes that the signage (2 A-frames and a banner) purchased with CE Grant funds over the past couple of years has been a big help in raising awareness and bringing people to the meetings.
- Jonathan asked about the NC Chair for Logan (Janean Jorgenson-Schmidt). He said the Logan COPS shop had closed, and so all that equipment storage was moved to Neva-Wood.

Meeting adjourned at 10:32am.

## **Draft Minutes: 09/06/2023 Land Use Committee**

**LUC Members Present:** Molly Marshall (Grandview Thorpe), Doug Tompkins (Logan/Exec), Steve Ogden (North Hills), Bill Heaton (E-G Neighborhood/Exec), Pam Schermerhorn (Cliff Cannon), Amber Groe (ONS), Chuck Milani (Lincoln Heights/Exec), Charles Hansen (Whitman)

Meeting called to order at 5:35PM

Meeting Chair Doug Tomkins

Note Taker: Chuck Milani

Hybrid format with in-person attendees at Shadle Library.

August minutes and the September Agenda were approved.

A presentation was given by Molly Marshall concerning the changes being considered for General Facilities Charges. Because the costs to provide service are different by upper and lower zones, changes are being considered to either charge by zone or by a average of costs to both zones. There are large cost differences between the two zones. The upper zone cost would be around \$10K per hookup vs about \$4K for an average cost.

Mike Ulrich from the Spokane Regional Transportation Council (SRTC) gave a presentation on intersections of traffic and development. He showed forecasts of the total regional arterials and highways throughout Spokane County and how those help inform studies and other planning efforts. SRTC is funded by multiple sources from Federal Grants to local agencies.

New Business: Added to next month's meeting was a Review and General Planning topic.

Meeting adjourned shortly after 6:38PM

## **Draft Notes – CA Liaison Committee meeting – September 12, 2023 – So Hill Library**

Present: Paul Kropp, Southgate, Chair; Andy Hoyer, Southgate, Recorder; Bonnie McInnis, West Central; Lorna Walsh, Riverside; Annie Deasy, ONS. Excused absence: Susan Burns, Peaceful Valley

There were some Owl / Zoom connectivity challenges, and the meeting start was delayed.

We approved the minutes from August 8. We reviewed the attendance record for August. We noted the liaison “Packet reports” submitted for September.

At the last CA meeting Paul reminded the CA reps to invite DRB staff to attend Neighborhood Council meetings to assist in recruiting for the vacant liaison member position.

We will be meeting with Julie Biggerstaff on September 19 at 11:00 AM at the Rocket Bakery at 1325 W First Avenue to check in on her views of the Park Board Development and Volunteer Committee that she has served on for the last two years. Julie has told us she will not be seeking another term on this committee.

We discussed the roles and responsibilities that will/should govern activities in the event of a rejection of a CA liaison nomination for a board or committee by either the Mayor or City Council. Paul will be continuing that conversation with Giacobbe Byrd. There was a general consensus that the Mayor’s office should be better monitored, which is a role for ONS to help us with.

We discussed the role of the CA/CD Committee and the CA liaison to the CHHS Board. The CA/CD Committee will discuss that at its next meeting, per Andy.

We discussed the two current liaisons serving on the two Park Board Committees. Paul mentioned that he had been asked to apply for membership on the DVC committee. We decided that the CA will continue to need a liaison regardless of Paul’s formal position on that committee. We noted that the two Park Board committees (DVC and DVCAC) are now meeting together.

Submitted by Andy Hoyer

Edited by Paul Kropp

## **Draft Notes - CA Liaison Committee Special Meeting – September 19, 2023 – Rocket Bakery – 11:00 AM**

Present: Julie Biggerstaff, Browne’s Addition, Liaison to the Park Board Development and Volunteer Committee; Paul Krop, Chair, Southgate; Lorna Walsh, Riverside, Recorder; Andy Hoyer, Southgate

This was a meeting that was to be Julie’s “Check-in.” This is a meeting annually with each liaison to see how they are doing. For Julie this was to be an exit interview since she will be resigning effective December 31, 2023.

Julie was generally unhappy because she felt the Committee did not reach out beyond one or two parks to the community. Especially neglected were the smaller parks in more remote areas of the city. She felt the “toolkit” was not effective for developing a broader base of volunteers and she was disappointed

that the main emphasis was on Riverfront Park, Manito and the 50<sup>th</sup> anniversary of Expo 74, at the expense of virtually everything else. She had the sense that the Committee was for perception only – presenting the face of neighborhood outreach, but not really putting in place policies and procedures to achieve it.

She also felt that the agenda and meetings were controlled by Park Board members on the Committee. She mentioned that the two Committees (DVC and DVCAC) were meeting simultaneously, which sounded like they were merged.

We thanked Julie for her efforts and wished her well in future pursuits.

-- Notes taken by Lorna Walsh, transcribed, and edited by Andy Hoyer



## **Attendance**

Steve Cox (Audubon/Downriver), Charles Hansen (Whitman), Janet Arkills (Logan) Pam Schermerhorn (Cliff Canyon), Carol Tomsic (Lincoln Heights), Cathy Gunderson (Chief Garry Park), Rita Conner (Southgate) Carlos Castillo-Carson (Southgate), Brittany Fitzgerald (Southgate), Annie Deasy (Office of Neighborhood Services)

## **Introduction**

The meeting was called to order by Randy McGlenn, chair.

Attendees introduced themselves and their neighborhood connections.

## **Safe Routes - Discussion on Peperzak Middle School walk for safe route to school**

Brittany Fitzgerald was invited to the meeting to give an update on the “Walk and Talk” to access the walk path from Hamblen Elementary school to Peperzak Middle School on 8/30/23. Brittany was joined by Carlos. She said they were both concerned parents in the Southgate neighborhood. She said the school district changed the walking boundary from the middle school to one- and one-half miles and students from Hamblen Elementary were excluded from busing. The distance is from property line to property line. The decision left many students walking to school on dangerous arterials without sidewalks, crosswalks or crossing guards. Crestline, 57<sup>th</sup> and Regal were noted. She said an RCW said the city had to maintain public roads and missing crosswalks. She said their issue was a larger, city-wide issue. Brittany said a student had been hit by a vehicle on his way to school on the north side. She said their group was speaking up for the rest of the districts. She said the group wanted safety measures and more busing eligibility to keep the students safe.

Randy said the “Walk and Talk” grabbed attention. He said all neighborhood councils should initiate an engagement process. He suggested HAWK signals on busy roadways and noted a lack of crosswalks.

Brittany said the group got two crossing guards (one in the morning and one in the afternoon) hired by the school district at Crestline and 57<sup>th</sup> but not at Regal. She also expressed concern for the students at Mullen Road Elementary as they also walk on 57<sup>th</sup>. She said the school district’s long-term plan is to have all sixth graders at middle schools. She said there should be crossing guards for all children. Brittany said the “Walk and Talk” march forged a relationship with the school district. She said some shook hands and left but the principal and assistant principal of Peperzak Middle School walked the route. She said she moved to Spokane in 2018 and doesn’t know all the streets but she asked everyone to walk the route so they could see the danger, especially of sidewalks that end and the lack of crosswalks.

Randy said there were two approaches, a local or broader district-wide concern. He put on his thinking cap. Rita agreed it was a good discussion to have. Carlos said basic and practical things were needed. Charles noted the Traffic Calming list was completed and the safety issues at Peperzak Middle School should have been addressed earlier because everyone knew the middle school was being built. Steve noted the walking distances from schools were a distance crows fly and said students from Flett Middle

School take shortcuts through the VA parking lot and then to Assembly. He said kids take paths parents don't take. Brittany said bad weather (October to February snow) will also affect safety. A school district busing appeal process was also discussed. She said the school district would take a second look at busing eligibility, but she said it wasn't true.

Randy suggested the group obtain a map of the school boundaries, look at the busing appeal process and coordinate a time to meet with the school district. He said the group can also talk to transportation groups, and our county commissioner. Charles said there was a map of missing sidewalks at each school. Carol said she would look for the missing sidewalk maps. Steve said he wanted to get involved and an in-person meeting was suggested.

### **Roundtable**

Janet brought up a need for traffic calming on Upriver Drive, especially during business hours due to traffic using the street to avoid the freeway. She said the crosswalks at Granite and Crestline on Foothill need to be repainted. She said she lives in Riverview Retirement and there is also low-income housing with school kids.

Randy said he was meeting with Abbey and would bring up Janet's concerns. He would also check on the status of repainting. She said the speed issue was a concern especially at 7-9 am and 4-6 pm or 3-6 pm. Steve said to report speeding to the police traffic unit hotline at 625-4150. Randy said he would send his report to the Logan Neighborhood Council.

Brittany was asked how parents were notified of the bus changes. She replied that she got an email from the school district over the summer to register for busing but then got a manual denial.

The safety of students taking a shortcut through the old Shopko parking lot was discussed. Rita said she was told a police officer can't enforce on private property without permission.

### **Discuss Next Month's agenda Items and Projects to Review**

Carol suggested a discussion on whether the mayor can use traffic calming funds for the police in the budget deficit. Randy said he would bring it up with Abbey at his meeting.

**The meeting was adjourned at 7:08 pm**

**The next meeting is 10/24/23 at 6 pm on either Zoom or In-person.**

## **Plan Commission (PC) Liaison Report**

### **Community Assembly Report, October 2023**

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

**Plan Commission Transportation Sub-Committee, September 5, 2023—in person and via WebEx**

#### **1. Center & Corridors Update Study**

<https://my.spokanecity.org/projects/centers-and-corridors-study/>

Sign up for updates at this site:

<https://spokanecity.wufoo.com/forms/centers-and-corridors-study/>

### **Plan Commission Housing Work Group, September 13, 2023—in person and via WebEx**

#### **1. Building Opportunities for Housing—Development Feasibility Review—Here are some excerpts:**

Purpose Between May and August 2023, Leland Consulting Group (LCG) worked together with City of Spokane staff, in consultation with MIG | APG, to assess potential changes to the City of Spokane Municipal Code (SMC) as a part of the Spokane Building Opportunity for Housing (BOH) Phase II project. The primary purpose of this memo is to summarize LCG's findings from this assessment, and to provide a development feasibility perspective of draft recommended Code changes to the SMC with the goal of helping to ensure market viability and a reduction of barriers to new housing construction for any permanent Code changes, with a particular focus on the production of middle housing types.

Development feasibility review of draft code changes. Most of the recommended changes to Spokane's residential zones will have positive outcomes on development feasibility. The permanent implementation of the BOCA interim regulations, along with the additional changes recommended to site controls in residential zones, will lead to the removal of many existing barriers to middle housing types throughout the City of Spokane. However, certain recommendations will have particular impacts on development feasibility. The following topics are highlighted for consideration: - Removal of density restrictions - Maximum building coverage - Maximum building height - Outdoor area requirements - Lot width and access for attached housing - Effectiveness of density transfer - Incentives for affordable housing.

### **Plan Commission, September 13, 2023—in person and via WebEx**

#### **1. 2024-2029 Citywide CIP Consistency Review**

<https://static.spokanecity.org/documents/city/2024-2029-draft-citywide-capital-improvement-program.pdf>

**2. Building Opportunity for Housing** (Code chapters 17A.020, 17A.040, 17C.110, 17C.120, 17C.122, 17C.200, 17C.230, 17C.300, 17D.060, 17G.020, 17G.025, 17G.060, 17G.061, and 17G.080)

**Hearing, September 13, 2023—in person and via WebEx**

Paper Cut Code Cleanup—minimal changes, including typos. No public testimony was given. The code cleanup amendments were passed unanimously.

**Plan Commission Housing Work Group, September 27, 2023—in person and via WebEx**

Scheduled for a discussion for general facilities charges but due to confusion, there was no presentation.

**Plan Commission, September 27, 2023, 2:00 P.M., in person and via WebEx**

**1. General Facilities Charges**

<https://my.spokanecity.org/publicworks/general-facilities-charges/>

**2. Building Opportunity for Housing** (Code chapters 17A.020, 17A.040, 17C.110, 17C.120, 17C.122, 17C.200, 17C.230, 17C.300, 17D.060, 17G.020, 17G.025, 17G.060, 17G.061, and 17G.080)

**Please note:**

**October 11..... Public hearing for the Building Opportunity for Housing development code text amendments.**

**October 13..... If additional deliberation is required, this date is reserved to allow for a continuation of the public hearing.**

For a complete record of all Plan Commission agendas, minutes and related documents, see <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

### **Plan Commission Transportation Subcommittee Report**

PCTS met September 5th after taking the summer off and heard a report on Centers and Corridors and transportation. The city wants to increase density near centers and corridors.

*Charles Hansen PCTS member*



# OpenData



Charter



VIII

- [Section 71: Neighborhood Councils Program – Creation](#)
- [Section 72: Neighborhood Councils Program – Organization](#)
- [Section 73: Neighborhood Councils Program – Establishment](#)
- [Section 74: Neighborhood Councils Program – Neighborhood Council Duties and Responsibilities](#)
- [Section 75: Neighborhood Councils Program – Community Assembly – Purpose](#)
- [Section 76: Neighborhood Councils Program – Community Assembly – Compensation](#)

[Printable Charter](#)[Need to Print the Charter?](#)

## Section 71: Neighborhood Councils Program – Creation

A neighborhood councils program is hereby created which shall consist of the following bodies: Neighborhood councils, the community assembly and the office of neighborhood services which shall be established in accordance with the rules and procedures designated in the following sections.

Effective Date: November 2000

Ordinance C32687 Section 1

## Section 72: Neighborhood Councils Program – Organization

- A. The neighborhood councils and community assembly shall have the power to make bylaws and rules for the conduct of their business.
- B. The neighborhood councils and community assembly shall act as advisors to the city council and the mayor.
- C. The office of neighborhood services shall act as the staff support for the neighborhood councils program and as the liaison between the neighborhood councils, the community assembly, the city council, the

mayor, and the various city departments. The office of neighborhood services falls under the administrative branch of the mayor and shall report to the mayor.

- D. The neighborhood councils program shall operate within the management structure of the Spokane City government as a separate department.
- E. There shall be established a position within the office of neighborhood services designated as the director of neighborhood services.

Effective Date: August 31, 2011

Ordinance C34629 Section 1

## Section 73: Neighborhood Councils Program – Establishment

- A. In order to foster communication between the citizens of Spokane and all facets of City government neighborhood councils may be formed or existing associations may be recognized by the city council when they meet the minimum standards for recognition. Neighborhoods wishing to form recognized councils are encouraged to do so and may request assistance in the process by the City's office of neighborhood services and the community assembly. A neighborhood council must meet and continue to maintain conformity with the following minimum standards:
  - 1. Clear geographic boundaries.
  - 2. Adherence to established bylaws that ensure democratic deliberative and voting procedures.
  - 3. Periodic meetings.
  - 4. Compliance with all applicable federal, state, and local laws.
  - 5. Copy of the bylaws and all amendments filed with the office of neighborhood services.
  - 6. Membership consisting of persons who are sixteen years of age or older and reside, own property, or operate a business within the neighborhood council boundaries.
- B. Initial boundaries remain fixed for one year. After a year, a neighborhood council may propose an amendment to its boundaries to the community assembly for its review and recommendations.
- C. The geographic boundaries of a neighborhood council may extend to areas beyond the city limits but only members who reside, own property, or operate a business within those portions of the

neighborhood council as are within the City may participate in official decisions of the neighborhood council.

- D. Each neighborhood council designates at least two individuals to receive written documentation and other information from the City's office of neighborhood services and to be responsible for disseminating this information to their respective neighborhood councils.

Effective Date: November 2000

Ordinance C32687 Section 3

## Section 74: Neighborhood Councils Program – Neighborhood Council Duties and Responsibilities

A recognized neighborhood council may:

- 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 that neighborhood;
- B. assist city agencies in determining priority needs for the neighborhood;
- C. review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvements; and
- D. undertake to manage projects as may be agreed upon or contracted with public agencies.

Effective Date: November 2000

Ordinance C32687 Section 4

## Section 75: Neighborhood Councils Program – Community Assembly – Purpose

The community assembly is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. Each neighborhood council selects one representative and a designated alternate to serve on the community assembly. Representatives are expected to represent the interests of their respective neighborhood council. The community assembly meets with the city council neighborhood committee and the City's office of neighborhood services periodically to discuss community-wide issues. The responsibilities of the community assembly include to:



- 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.

Effective Date: November 2000

Ordinance C32687 Section 5

## Section 76: Neighborhood Councils Program – Community Assembly – Compensation

No member of the community assembly, unless he or she is staff of the office of neighborhood services, shall receive any compensation. The compensation of the staff shall be fixed by the applicable rules for each designated position.

Effective Date: November 2000

Ordinance C32687 Section 6



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