

**Agenda Sheet for City Council Meeting of:**

08/21/2017

Date Rec'd	8/10/2017
Clerk's File #	RES 2017-0075
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	CITY COUNCIL
Contact Name/Phone	AMBER 625-6275
Contact E-Mail	AWALDREF@SPOKANECITY.ORG
Agenda Item Type	Resolutions
Agenda Item Name	0320 REGULAR MEETING TIMES FOR CITY COUNCIL COMMITTEES AND STUDY

Agenda Wording

A resolution updating the regular meeting times for the City Council Committees and Study Session and approving amendments to the City Council standing committee administrative procedures.

Summary (Background)

This resolution approves the regular meeting times for the City Council Committees and Study Session and approves amendments to the City Council standing committee administrative procedures.

Fiscal Impact	Grant related? NO	Budget Account
	Public Works? NO	
Select \$		#
Select \$		#
Select \$		#
Select \$		#

Approvals		Council Notifications	
Dept Head	MCDANIEL, ADAM	Study Session	
Division Director		Other	
Finance	DOVAL, MATTHEW	Distribution List	
Legal	PICCOLO, MIKE	Rick Romero	
For the Mayor	DUNIVANT, TIMOTHY	Tim Dunivant	
Additional Approvals		Theresa Sanders	
Purchasing		Gavin Cooley	
		<i>Mike Piccolo</i>	

ADOPTED BY
SPOKANE CITY COUNCIL:

8/21/2017
Lynn Roberts
CITY CLERK

Resolution No. 2017-0075

A resolution updating the regular meeting times for the City Council Committees and Study Session and approving amendments to the City Council standing committee administrative procedures, to be effective October 1, 2017.

WHEREAS, RCW 42.30.070 provides that the governing body of a public agency, such as the City Council, shall provide the time for holding regular meetings by ordinance or resolution; and

WHEREAS, the City Council has established its regular meeting time for the City Council meetings pursuant to SMC 2.01.010; and

WHEREAS, in addition to the regular City Council meetings, the City Council also holds regular standing committee meetings, a weekly study session and other regular committee meetings as necessary.

WHEREAS, all standing committee meetings, the study sessions and all ad hoc meetings shall be conducted as a meeting of the full council in which a quorum of the City Council may be present; and

WHEREAS, The City Council previously approved Resolution 2011-0023 (April 11, 2011), which approved the administrative procedures for the operation of City Council standing committees; and

WHEREAS, the attached amended administrative policy relates to the City Council standing committees, is consistent with the City Council's Rules of Procedure, the Spokane Municipal Code, and prior resolutions regarding standing committees, and amends the existing administrative policy to reflect changes to the standing committee procedures.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPOKANE that, pursuant to RCW 42.30.070, regular meetings of the City Council's standing committees, study sessions and ad hoc committees is as follows:

1. Public Safety and Community Health – First Monday of each month at 1:15 p.m.
2. Urban Development Committee – Second Monday of each month at 1:15 p.m.
3. Finance and Administration Committee – Third Monday of each month at 1:15 p.m.

4. Public Infrastructure, Environment and Sustainability Committee – Fourth Monday of each month at 1:15 p.m.
5. Study Session – Each Thursday of each month at 3:30 p.m.

Unless noted otherwise on the agenda posted on the City of Spokane's website, each meeting will be held in the City Council Briefing Center, lower level of City Hall at W. 808 Spokane Falls Blvd.

BE IT FURTHER RESOLVED that the Spokane City Council approves the attached amended administrative procedures for the operation of City Council standing committees.

ADOPTED by the City Council this 21st day of August, 2017.



City Clerk

Approved as to form:



Assistant City Attorney



CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0320-17-07 LGL 2006-0032
TITLE: : CITY COUNCIL STANDING COMMITTEE PROCEDURES EFFECTIVE DATE: August 10, 2006 REVISION EFFECTIVE DATE: October 1, 2017	

1.0 GENERAL

1.1 This document provides procedures for both City staff and the City Council in regards to standing committee meetings of the City Council.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
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- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the City Council and all City departments and divisions.

3.0 REFERENCES

SMC 2.005.010
City Council Rules of Procedure Rule 9

4.0 DEFINITIONS

None

5.0 POLICY

5.1 It is the policy of the City Council to utilize standing committee meetings to facilitate Council business and to become fully informed on City administration activities and strategic initiatives of interest to the Council.

6.0 PROCEDURE

- 6.1 The City Council has established four (4) standing committees. Those committees and their meeting times and locations are as follows:
 - a. Public Safety and Community Health – meets first Monday of the month at 1:15 p.m. in the City Council Briefing Center.
 - b. Urban Development – meets second Monday of the month at 1:15 p.m. in the City Council Briefing Center.
 - c. Finance and Administration Committee – meets third Monday of the month at 1:15pm in the City Council Briefing Center.
 - d. Public Infrastructure, Environment and Sustainability Committee – meets fourth Monday of the month at 1:15 p.m. in the City Council Briefing Center.
- 6.2 If a City Council Monday legislative meeting is cancelled, standing committee meetings scheduled for that day can be rescheduled for another Monday in the same month at 10:15am.
- 6.3 Standing committee meetings are intended to provide members of the City Council and City staff an opportunity to review and discuss in detail issues or topics that are of interest to the City administration and the City Council and to facilitate the efficient conduct of Council business.
- 6.4 No public testimony will be taken during standing committee meetings. Participation in a standing committee meeting shall be limited to standing committee members, appropriate staff, and other individuals recognized by the committee.
- 6.4 Staffing.
 - 6.4.1 The Senior Executive Assistant to the City Council President will be in charge of coordination and execution of meeting notices with approval from the standing committee chairs and their staff.
 - 6.4.2 The divisions or departments routinely reporting to a respective standing committee shall provide staff to assist the chairperson of the standing committee by taking minutes and distributing material.
 - 6.4.3 Agendas for standing committee meetings shall be set by the chairperson of the standing committee with input from Council staff and the appropriate department(s) or division head(s). Agendas for

standing committee meetings shall be approved by the chairperson of the standing committee prior to publication or distribution.

6.4.4 City staff is not required to attend portions of the meeting in which they are not expected to participate.

6.5 Minutes / Briefing Papers

6.5.1 Minutes shall be taken using the attached template (Attachment No. 1). Original approved and signed standing committee meeting minutes shall be filed with the City Clerk's Office and online. Minutes of standing committee meetings shall be retained pursuant to the applicable retentions schedule.

6.5.2 Staff for the Council Member or department or division which is bringing forward the topic or item under consideration by the standing committee shall prepare a briefing paper on each topic being submitted to the standing committee, which shall be formatted using the attached template (Attachment No. 2).

7.0 RESPONSIBILITIES

The Council President, with the assistance of City administration, shall administer this policy.

8.0 APPENDICES

Attachment No. 1 – Minutes Template

Attachment No. 2 – Briefing Paper Template

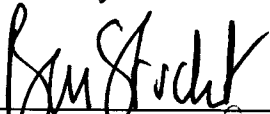
APPROVED BY:



City Attorney

8/30/2017

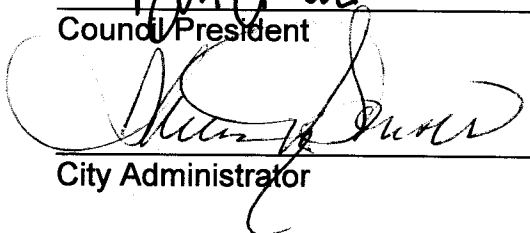
Date



Council President

8/31/17

Date



City Administrator

9/5/17

Date

ATTACHMENT 1

STANDING COMMITTEE MINUTES

City of Spokane

Committee Name

Date

Attendance

Include names of individuals in attendance.

Approval of Minutes:

Approval of minutes should be obtained.

Agenda Items:

List agenda items as presented to the Committee (or as outlined in the meeting notice). Please give a brief description of action taken on each item. Include within the agenda items the following:

- **Action Taken:**
- Committee action on agenda items such as deferral, tabled, approval to forward to City Council or other standing committees.

Adjournment

What time the meeting adjourned

Prepared by:

Approved by:

Chair

For further information contact:

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ATTACHMENT 2

BRIEFING PAPER City of Spokane Department/Committee Date

Subject

Include a brief description of the subject and, of appropriate, the person or agency interested in the matter.

Background

Provide background on the subject with a short history, what is involved, how it relates to the City, and any existing policy that provides guidance on the subject.

Impact

Convey the impact(s) of the issue as it relates to the city, county, region, community or other specific group(s) and what it may mean to other city programs or functions.

Action

What action is required or expected? What is the timeline?

Funding

Provide all funding sources, i.e. federal, state and local dollars. The individual amounts associated with each source and the funding sources respective compliance requirements. As an example: federal funds require compliance with A-133 guidelines, The Catalogue of Federal Domestic Assistance Number (CFDA) and the applicable compliance supplement. Additionally, please stipulate any and all matching requirements.

For further information contact:
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