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| CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE | DEPT 0550-05-01 LGL 05-50 |
| TITLE OFFICE OF NEIGHBORHOOD SERVICES EFFECTIVE DATE JANUARY 3, 2003 REVISION DATE: 07.13.05 | |

1.0 GENERAL

1.1 The Office of Neighborhood Services provides resources, maintains historical records management, and acts as a liaison to Neighborhood Councils / Community Assembly as appropriate.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy applies to the Office of Neighborhood Services

3.0 REFERENCES

Spokane City Charter Article VIII

4.0 DEFINITIONS

None

5.0 POLICY

5.1 It is the policy of the Office of Neighborhood Services to act in a timely, forthright manner to help insure the success of program / project objectives.

- 5.2 The Office performs the following activities on behalf of the Neighborhood Councils / Community Assembly as appropriate.
 - a. Facilitate communication between the City and Neighborhood Councils / Community Assembly.
 - b. Promote and document community involvement/participation.
 - c. Provide technical assistance and resources material upon request within budgetary limits.
 - d. Attend and participate in Neighborhood / Assembly meeting discussions upon request (consideration given to possible budgetary constraints)
 - e. Initiate follow-up from City regarding Neighborhood Assembly requests.
- 5.3 The Office maintains permanent historical records of Neighborhood Council / Community Assembly.
 - a. It posts committee members and meeting dates on City website and record in permanent file.
 - b. It distributes and maintains copies of agendas, minutes, sign-in sheets, and handouts for Neighborhood Council/Community Assembly.
 - c. It maintains permanent historic record of quarterly City Council/Community Assembly meeting schedules, handouts, and minutes.
- 5.4 The Office maintains permanent historical records of Neighborhood Council by-laws.
 - a. It assists Neighborhood Councils in the preparation of by-laws and presentation to general membership.
 - b. It receives and reviews Neighborhood Council's by-law amendments to ensure compliance with City Charter and City Policy and Procedures.
- 5.5 The Office assists Neighborhood Councils in the finalization of printing, mailing and distribution of newsletters, flyers, or mail pieces within budgetary limits.

- 5.6 The Office responds to, facilitates, and coordinates training and education requests of Neighborhood Councils / Community Assembly within budgetary limits.
- 5.7 The Office assists the Community Assembly with the following within budgetary constraints or concerns:
- a. It does meeting preparation, assistance and assembly of resource materials.
 - b. It coordinates meeting packets, materials (including copies) as needed.
 - c. It facilitates preparation and clean-up.
 - d. It provides additional follow up activities as required.
 - e. It assists in arranging speakers (including any necessary technical support).
 - f. It assists in the selection and approval process of a facilitator within the guidelines of the Community Assembly and any budgetary constraints or concerns.

6.0 PROCEDURE

Not Applicable

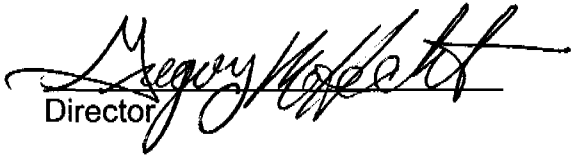
7.0 RESPONSIBILITIES

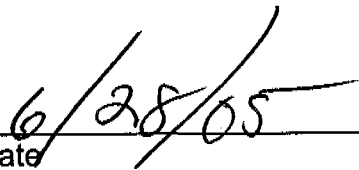
The Office of Neighborhood Services shall administer this policy.

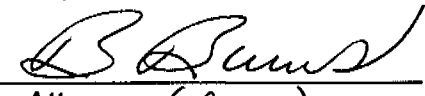
8.0 APPENDICES

None

APPROVED BY:


Director


Date


City Attorney (Asst)

Date