



ORDINANCE NO. 4012-24

An ORDINANCE amending the structure and assignments of the Citizen's Advisory Committee, amending EMC 2.14.030 and 2.93.010

WHEREAS,

- A.** The Citizen's Advisory Committee (CAC) was formed under Ordinance 3652-18 to integrate the Housing and Community Development Citizen Advisory Committee and Human Needs Citizen's Advisory Committee.
- B.** The CAC advises City Council on matters relating to the preparation of the city's application for Title I Funds under the Housing and Community Development Act of 1974 and is an obligation on the City's approved Housing and Urban Development Citizen Participation Plan for entitlement jurisdictions.
- C.** The CAC advises City Council on additional state and federal funding programs and/or projects that benefit low-income community members, including HOME Investment Partnership and 2060 Affordable Housing Trust Funds passed through from Snohomish County, and locally allocated human needs funds servicing the community's basic needs for vulnerable residents.
- D.** The CAC is currently comprised of eleven (11) community members, which includes representation of persons with lived experience of low/moderate income status.
- E.** To maintain timely allocation of funding, a reduction of the Committee structure from eleven members to nine (9) would further benefit establishing quorum under a lesser requirement of majority.
- F.** The City's Community Development Division has expanded in staff and scope, thereby establishing a need for the Committee to expand its scope of review for Council allocations and reflect this change in the naming of the committee.

NOW, THEREFORE, THE CITY OF EVERETT DOES ORDAIN:

Section 1. EMC 2.93.010 is amended as follows:

- A.** *Committee Established.* There is hereby established an advisory committee herein called the ~~citizens' advisory~~ Community Development Advisory Committee for the purpose of advising the city council on policy, programs and funding matters related to community development, housing, and human needs and services ~~programs~~.

B. *Functions.* The functions of the ~~citizens' advisory~~ Community Development Advisory Committee shall include:

1. ~~Prepare~~ Advise and endorse recommendation to City Council, the city's five-year consolidated community development and housing plan, and annual action plans and fair housing plans to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD).
2. ~~Develop~~ Advise staff and oversee the adherence to the city's annual citizen participation plan as required by HUD and involve neighborhoods and citizen representation in the annual funding allocation processes.
3. ~~Hold~~ Advise and oversee the process for public hearings on the draft plans to obtain citizen comments prior to recommending adoption by city council City Council.
4. ~~Make~~ Advise and endorse recommendation to City Council recommendations about funding priorities for community development activities, housing, social services, and human needs programs and projects and social services utilizing federal, state and city municipal resources.
5. ~~Evaluate and make funding recommendations~~ Review funding proposals and endorse recommendations to the mayor and city council for federal, state, and municipal pass-through or specially allocated funds using funding priorities as established by City Council.
6. ~~Make~~ Review funding proposals and endorse recommendations for funding to the mayor and city council City Council for local Human Needs grant funds using human needs funding priorities as established by the city council City Council.
Local Human Needs grant funds must meet the following criteria:
 - a. Only agencies who qualify for IRS 501(c)(3) nonprofit status and hold an active Everett Business License may apply for funding;
 - b. Priority funding consideration shall be given to those programs which apply requested funds to a direct public service rather than to the administration of a program; and
 - c. Priority funding consideration shall be given to programs that directly meet an established annual priority need.

~~Consideration shall be given to the size of the population who will benefit from a program or service; and~~

- d. ~~Agencies receiving human needs funding are not eligible for funding~~

~~from another city of Everett funding source for the same program in any given year.~~

7. Provide policy guidance and recommendations for community development, human services, homeless and special purpose grant programs applications and implementation as needed.
8. Represent the diverse constituencies that make up Everett's low- and moderate-income populations, service providers and needs and services for extremely-low-income persons and families.

Section 2.

EMC 2.14.030 is amended as follows:

The following establishes the membership for each of the boards regulated by Article V of the Charter:

- A. Animal shelter advisory committee—seven members;
- B. (Reserved);
- C. Board of appeals (review)—seven members;
- D. Board of park commissioners—seven members;
- E. ~~Citizens' advisory committee~~ Community Development Advisory Committee—~~eleven~~ nine members;
- F. Cultural commission—eleven members;
- G. Council of neighborhoods—not to exceed two members from each neighborhood (each member shall be appointed to a separate position);
- H. Emergency medical services advisory board—eleven members;
- I. Historic commission—nine members;
- J. (Reserved);
- K. Lodging tax advisory committee—five members;
- L. Museum board—seven members;
- M. Planning commission—seven members;
- N. Senior center advisory board—nine members;
- O. Sister cities advisory board—seven members;
- P. Solid waste advisory committee—seventeen members;
- Q. Transportation advisory committee—nine members; and
- R. Tree committee—seven members.

Additionally, each board may have a maximum of two individuals serving in the capacity of alternates. Alternates shall serve in the absence of members when asked by the board chairperson and, when serving, shall have the same powers and responsibilities as duly appointed board members.

Section 3. The following is provided for reference and may not be complete:

| EMC Amended/Repealed by this Ordinance | Ordinance History of EMC Amended/Repealed by this Ordinance |
|--|--|
| EMC 2.93.010 | (Ord. 3652-18 § 2, 2018; Ord. 342-74 § 1, 1974.) |
| EMC 2.14.030 | (Ord. 3652-18 § 6, 2018; Ord. 2975-07 § 17, 2007; Ord. 2240-97 § 2, 1997; Ord. 2151-96 § 1, 1996; Ord. 2050-95 § 3, 1995.) |

Section 4. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any internal references.

Section 5. The City Council hereby declares that should any section, paragraph, sentence, clause or phrase of this ordinance be declared invalid for any reason, it is the intent of the City Council that it would have passed all portions of this ordinance independent of the elimination of any such portion as may be declared invalid.

Section 6. The enactment of this Ordinance shall not affect any case, proceeding, appeal or other matter currently pending in any court or in any way modify any right or liability, civil or criminal, which may be in existence on the effective date of this Ordinance.

Section 7. It is expressly the purpose of this Ordinance to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this Ordinance. It is the specific intent of this Ordinance that no provision or any term used in this Ordinance is intended to impose any duty whatsoever upon the City or any of its officers or employees. Nothing contained in this Ordinance is intended nor shall be construed to create or form the basis of any liability on the part of the City, or its officers, employees or agents, for any injury or damage resulting from any action or inaction on the part of the City related in any manner to the enforcement of this Ordinance by its officers, employees or agents.



Cassie Franklin, Mayor

ATTEST:



City Clerk

PASSED: 03/27/2024
VALID: 03/28/2024
PUBLISHED: 03/30/2024
EFFECTIVE DATE: 04/11/2024











ORD 4012-24_CB 2403-87 Citizen Advisory Committee Restructuring

Final Audit Report

2024-03-28

| | |
|-----------------|--|
| Created: | 2024-03-28 |
| By: | Ashleigh Scott (AScott@everettwa.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAcwCBaltOOgR0hHHf0KgBEC_hv9tMFyRr |

"ORD 4012-24_CB 2403-87 Citizen Advisory Committee Restructuring" History

-  Document created by Ashleigh Scott (AScott@everettwa.gov)
2024-03-28 - 3:48:02 PM GMT
-  Document emailed to Cassie Franklin (cfranklin@everettwa.gov) for signature
2024-03-28 - 3:49:57 PM GMT
-  Email viewed by Cassie Franklin (cfranklin@everettwa.gov)
2024-03-28 - 5:33:09 PM GMT
-  Document e-signed by Cassie Franklin (cfranklin@everettwa.gov)
Signature Date: 2024-03-28 - 5:33:16 PM GMT - Time Source: server
-  Document emailed to Marista Jorve (mjorve@everettwa.gov) for signature
2024-03-28 - 5:33:18 PM GMT
-  Email viewed by Marista Jorve (mjorve@everettwa.gov)
2024-03-28 - 5:48:08 PM GMT
-  Document e-signed by Marista Jorve (mjorve@everettwa.gov)
Signature Date: 2024-03-28 - 5:48:19 PM GMT - Time Source: server
-  Document emailed to Ashleigh Scott (AScott@everettwa.gov) for filling
2024-03-28 - 5:48:20 PM GMT
-  Form filled by Ashleigh Scott (AScott@everettwa.gov)
Form filling Date: 2024-03-28 - 5:52:14 PM GMT - Time Source: server
-  Agreement completed.
2024-03-28 - 5:52:14 PM GMT