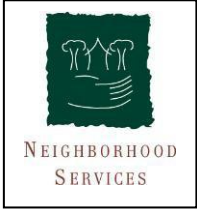


Spokane Neighborhoods Community Assembly

“Provide a vehicle to empower Neighborhood Councils’ participation in government”

Meeting Agenda for Thursday, April 5, 2018

5:30 to 8pm – West Central Community Center, 1603 N Belt



Proposed Agenda Subject to Change
Please bring the following items:
 *Community Assembly Minutes: March 2018

AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min–5:30		
Proposed Agenda (incl. Core Values, Purpose and Rules of Order)	Facilitator	2 min–5:33	Approve	1
Approve/Amend Minutes ▪ March 2018	Facilitator	5 min–5:35	Approve	5
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	10 min-5:40		
LEGISLATIVE AGENDA				
City Council ▪ Update	City Council Members	5 min-5:50	Oral Report	
Admin ▪ Update, incl. Joint CA/CCMtg	Tina Luerssen	10 min-5:55	Oral & Written Report	9
Public Works ▪ 2018 Construction Season	Scott Simmons, Director	20 min-6:05	Presentation/ Q&A	
ONS/Code Enforcement ▪ Update	Heather Trautman	20 min-6:25	Oral Report	
Liaison ▪ Plan Commission	Paul Kropp	5 min-6:45	Oral Report	10
Pedestrian, Transportation & Traffic (PeTT) ▪ Update	Paul Kropp	10 min-6:50	Oral Report	12
CDBG ▪ Update	Kathryn Alexander	5 min-7:00	Oral Report	15
Budget ▪ Update, incl Liability Insurance	Andy Hoye & Kathryn Alexander	15 min-7:05	Oral Report	17
Admin Committee – Committee Conversation ▪ Discussion	Tina Luerssen	30 min-7:20	Discussion	
Roundtable		10 min-7:50		
OTHER WRITTEN REPORTS				
Community Conversations				20
CHHS report				21
BSN Minutes				22
Neighborhood Safety minutes				24
Tacos with a cop!				25

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

UPCOMING IMPORTANT MEETING DATES

Please click the link above to view important meeting dates or visit this webpage:
<https://calendar.google.com/calendar/r?tab=wc>

MEETING TIMETABLE PROTOCOL

In response to a growing concern for time constraints the Administrative Committee has agreed upon the following meeting guidelines as a means of adhering to the Agenda Timetable:

1. When a presenter has one minute left in the time allotted the facilitator will raise a yellow pennant and indicate a verbal notice.
 - a. Should *any* Neighborhood Representative wish to extend the time of the presentation or comment/question period they may *immediately* “Move to extend the time by (1) to (5) minutes”.
 - b. An immediate call will be made for a show of hands in support of the extension of time. If a majority of 50% plus 1 is presented the time will be reset by the amount of time requested.
 - c. Extensions will be limited to (2) two or until a request fails to show a majority approval. After (2) two extensions, 1) if a motion is on the table, the facilitator will call for a vote on the open motion to either a) approve or not approve, or b) to table the discussion; 2) if there is no motion on the table, a request may be made to either (1) reschedule presenter to a later meeting, or (2) ask presenter to stay and finish at the end of the agenda.
2. When the allotted time has expired, a red pennant and verbal notice will be issued.

Administrative Committee

COMMUNITY ASSEMBLY LIAISONS & REPS (Draft)

Citizens Transportation Advisory Board (PeTT): Randy McGlenn, rjmcglenn@hotmail.com Community, Housing, & Human Services Board: Fran Papeleur, 326-2502, papeleurf@yahoo.com Design Review Board: Kathy Lang, klang0132@gmail.com

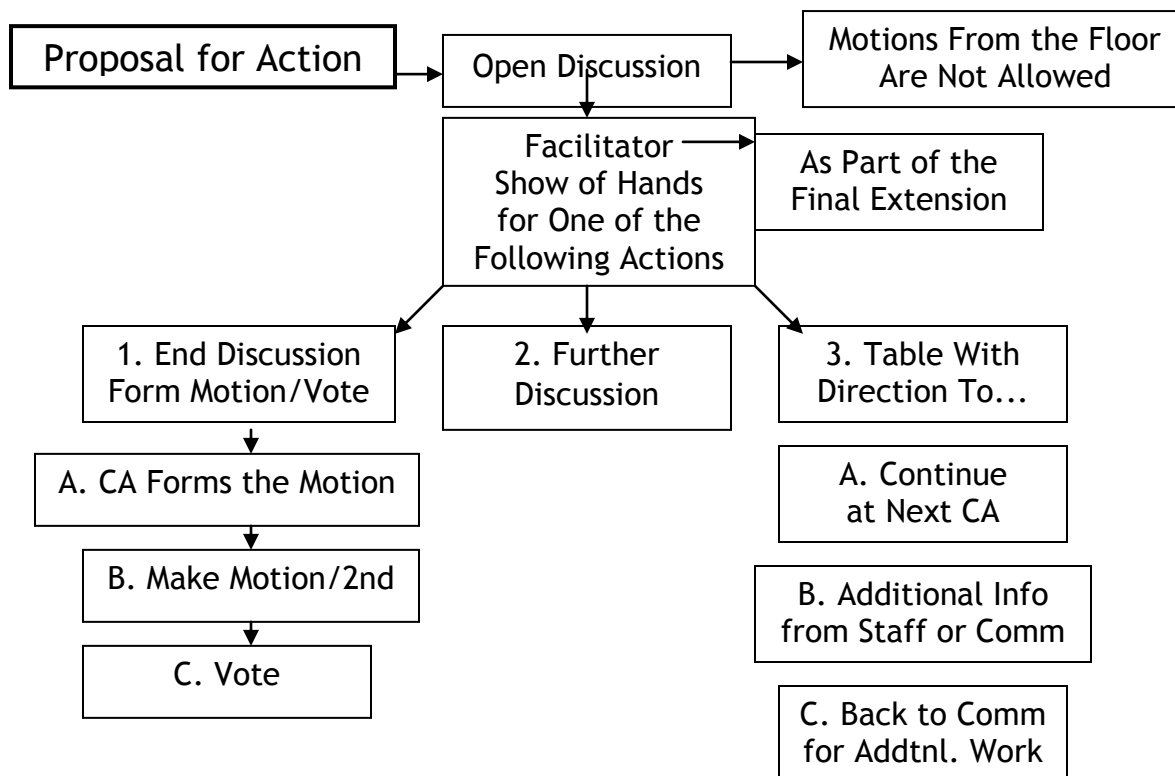
Plan Commission: Greg Francis, gfrancis1965@yahoo.com

Plan Commission Transportation Advisory Committee (PeTT): Charles Hansen, 487-8462, charles_hansen@prodigy.net

Urban Forestry: Carol Bryan, 466-1390, cbryan16@comcast.net, Karen Carlberg, 624-6989, karencarlberg@comcast.net

a. CA Rules of Order:

- i. 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 one minute. When all who wish to speak have been allowed their time, the rotation may begin again.
- ii. When a proposal for action is made, open discussion will occur before a motion is formed by the group
- iii. As part of the final time extension request, the Facilitator will request a show of hands by the representatives at the table 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
 - a. Request time to continue discussion at next CA meeting.
 - b. Request additional information from staff or CA Committee
 - c. Send back to CA Committee for additional work



Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG:

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 fulfills 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.

Community Assembly Meeting Minutes

March 1, 2018

1. Proposed Agenda

- a. Approved

2. Approve/Amend Minutes

- a. Approved

3. Reports/Updates/Announcements

- a. Andy Hoye, Budget Committee
 - i. CA Budget Committee Update: May 7, 2018 applications are due. Please contact Abbey Martin (amartin@spokanecity.org) for any assistance on your application. The committee is working on reports for last year's funding cycle and looking to see what was successful and unsuccessful for neighborhoods.
- b. Mark Davies, North Indian Trial
 - i. North Indian Trial (NIT) recently had Vern Page come and speak at their neighborhood meeting. Vern discussed emergency preparedness. More information can be found at this link, <http://www.spokanehomeprep.com/>. Mark encourages other neighborhoods to invite him as a guest speaker.
- c. Greg Francis, CA Liaison, Plan Commission
 - i. Building heights along Spokane Falls Blvd: please fill out the survey; this will have a big influence on the City going forward. You can take the survey [here](#).
 - ii. Greg will no longer be the CA liaison to the Plan Commission. Greg has been nominated to sit on the Plan Commission; this will be Greg's resignation as the CA liaison. Greg will be working with Paul to get the position filled going forward.
- d. Tine Luerssen, Building Stronger neighborhoods (BSN)
 - i. Tina recently did a presentation at south hill Co-op parent training night. The Rockwood neighborhood and the Manito neighborhood have numerous families attend this school. Tina presented on the neighborhood program.
 - 1. At your next neighborhood meeting please ask your attendees how they are hearing about your neighborhood council meetings. This will help assess what has been successful with BSN's marketing campaign in 2017. Please use the sample sign in sheet that BSN has provided this evening.
- e. Colleen Gardner, Chief Garry Park
 - i. Reminder: The next community conversation with Chief Meidl will be at the West Central Community Center on March 27th from 6:30 to 8:00pm.
 - ii. Colleen will be meeting with Lisa Key, Planning Director, to find a process to get the developer neighborhood workshop going. Colleen will hopefully be providing an update on this next month.
 - iii. The Chief Garry Park neighborhood council will be hosting Tacos with a Cop on Saturday, April 14th at Freedom Burrito, 3115 E Mission. For more details on this event please reach out to Colleen, chiefgarryparknc@gmail.com.
 - iv. Chief Garry Park was featured in the Spokesman Review this week. Please check out the article.

4. City Council

- a. Councilmember Mike Fagan, District 1 Representative

- i. Council is currently discussing a regulatory platform for the reality based TV shows that may film in Spokane. Council wants to make sure that:
 - 1. Require the production companies to apply for a business show
 - 2. 1 million in insurance coverage
 - 3. The City would reserve the right of refusal for production material.
 - 4. If you have comments on these please come to a council meeting or reach out to your councilmembers.
- ii. Last Monday City Council was given maps of alley ways that are unpaved that will be getting repaired or updated this year. You can view these documents on the City webpage. If you see any missing information please get in touch with Mike Fagan and he will make sure this information is updated.
- iii. Traffic Calming Update: District 1 needs more applications; please submit your applications to Katie Myers, kmyers@spokanecity.org you still have time - applications are due March 9, 2018.

5. Admin

- a. Tina Luerssen, Administrative Committee
 - i. CA/CC meetings for 2018 will be the 5th Thursday throughout the year. We hope to have a good turnout on March 29th at the North East Community Center. The Administrative committee will be setting the agenda for this at their next scheduled meeting.
 - ii. Rod Minarik is retiring after 22 years with the City. The CA is sad to say goodbye. Please stay after the meeting to eat and mingle with Rod.

6. SCRAPS

- a. Nancy Hill, SCRAPS
 - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/03/scraps-presentation-ca-march-2018.pdf>

7. Integrated Capital, 6-yr Comprehensive Street Program

- a. Brandon Blankenagel, Integrated Capital Management
 - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/03/six-year-comprehensive-street-program-ca-presentation-march-2018.pdf>
 - 1. For questions on this presentation please reach out to Brandon at bblankenagel@spokanecity.org.

8. ONS/Code Update

- a. Heather Trautman, ONS, CE, Parking Enforcement
 - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/03/march-2018-ca-presentation.pdf>
 - 1. For questions on this presentation please email Abbey Martin (amartin@spokanecity.org) or Katie Myers (kmyers@spokanecity.org).

9. Budget, Parks Proposal Update

- a. Andy Hoyer, Southgate & Kathryn Alexander, Bemiss
 - i. All neighborhood councils are now able to use the parks at any time with no parks fees. However, you still need to apply through the regular process. Parks is looking forward to this partnership going forward. The City Parks Department and Spokane COPS will be cosponsoring events together.

The commitment from this meeting was that this would come to the CA and a checklist would be created to see what all items are covered under this agreement. Please reach out to Andy for more details, ahoye@comcast.net.

10. NUSA Adhoc Committee

- a. Kelly Lotze, Adhoc Committee Chair
 - i. The committee has selected two individuals and one alternate to attend the 2018 NUSA conference. The Adhoc committee recommends the CA send Tina Luerssen and Gretchen Chomas. Karen Sutula was selected as an alternate. The three recommendations are included in the CA packet.

Motion: to ratify the recommendation of the NUSA Adhoc committee to send the two representatives and approve one alternate to attend the 2018 NUSA conference. The two representatives are Tina Luerssen and Gretchen Chomas. Karen Sutula is the alternate.

Approve: 18

Oppose: 0

Abstention: 1

11. Liaison

- a. Paul Kropp, Liaison Committee
 - i. Greg Francis is a new plan commission member; this means there is an open seat for the Community Assembly Plan Commission Liaison position. In the March CA packet there is a job description on this role, please review this information [here](#) on page 26. How does the CA get the word out on this position? Would a final CA decision be appropriate in May on this position? The Plan Commission normally meets the second and fourth Wednesday each month from 2pm to 4pm for workshops and 4pm to 5:30pm for hearings, if any hearings are scheduled. Meetings are typically in the City Council chambers or briefing center at City hall but may be located somewhere else if appropriate to the agenda. There is a large opportunity to make an impact in this role. This does take a substantial amount of time, this is something to consider before applying.

12. CA Committees – 2018 Goals

- a. Liaison Committee 2018 Goals:
 1. Keep up to date 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.

Motion: Approve Goals as stated above.

Approve: 18

Oppose: 0

Abstention: 0

b. CA/CD Committee Goals 2018

The CA/CD Committee will provide a forum for educating neighborhoods regarding Community Development and CDBG funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.

1. Recommend collaboration between the neighborhoods and provide support for the 2019 funding cycle; and for the new district service delivery model.
2. Educate neighborhood councils about project goals to bring families out of poverty and revitalize low income neighborhoods.
 - Provide the CA/CD Committee and neighborhood councils Community Development Grant Funding 101 Training.
 - Tie education to sharable resources and information for neighborhood councils.
 - Provide information on district organization and project choice by district.
3. Provide information on grants or other funding sources to the neighborhood councils and districts.

Motion: Approve Goals as stated above.

Approve: 19

Oppose: 0

Abstention: 0

13. Roundtable

- a. Kathryn Alexander, CA/CD Committee
 - i. Encouraging neighborhoods to think about next steps with the district model that will be used in 2019 with CDBG funding. CA/CD committee will help you find resources and find projects. District one has already started this conversation.

20 Representatives Present

In attendance: North Hill, Audubon/Downriver, Whitman, Lincoln Heights, West Central, Logan, North Indian Trail, Chief Garry Park, Southgate, Grandview Thorpe, Minnehaha, Cliff Cannon, Emerson Garfield, Comstock, Rockwood, Peaceful Valley, Bemiss, Nevada Heights, East Central, Browne's Addition, West Hills.

Not In Attendance: Balboa/SIT, Five Mile, Latah/Hangman, Hillyard, Manito/Cannon Hill, Northwest, Riverside, Shiloh Hills.

CA Admin Meeting Minutes – March 27, 2018

Present: Heather Trautman, Kathryn Alexander (speaker phone), Rod Minarek, Tina Luerssen, Luke Tolley, Andy Hoye, Abbey Martin

The CA/CC will be at ECCC on May 31, and WCCC on August 30.

Heather will speak on the re-organization, both staff and in the building.

Scott Simmons will speak on the Construction Schedule.

We voted 2-1 to decline Kathy Gunderson’s request regarding tax code issues – it was felt to be too political...long discussion here. We will give her three minutes in the Open forum.

No Councilmember has stepped up to represent the CC as of yet.

CDBG will be given time in May to review 2019 and 2020 grant allocation procedures. District 1 has a template/matrix for organizing this process. The website is outdated on this.

April 29 is the Spokane Matters Vn. 2.0 kickoff.

Neighborhoods need a reminder about the impact of missing meetings – if you miss three, your NH is not counted towards a quorum.

There was a discussion of Policies and Procedures and how to expedite a small change, and what the role of the Administration Committee should be.

Draft Agenda is below, meeting adjourned at 5:45.

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Admin Committee – Committee Conversation • Discussion	Tina Luerssen	30 min-7:20	Discussion	
Roundtable		10 min-7:50		
OTHER WRITTEN REPORTS				

Respectfully submitted, Andy Hoye, Secretary

Plan Commission Liaison Report

April 5, 2018

Greg Francis – gfrancis1965@yahoo.com

The Plan Commission provides advice and makes recommendations on broad planning goals, policies, and other matters as requested by the City Council. It meets the second and fourth Wednesday of each month at 2pm in the Council Briefing Center in city hall with hearings typically starting at 4pm if there are any scheduled for that session. All Plan Commission meetings are open to the public. All agendas and materials are available at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

Hearings

University District Bridge Naming - The five proposed bridge names from the naming subcommittee were “University District Gateway Bridge,” “sp q n i? šušw ɛł” (Salish for “Spokane Way”), “The U Crossing,” “The U District Nexus,” and “People’s Unity Bridge.” Only one person provided public testimony during the hearing. After some discussion, the Plan Commission decided to send two names forward to City Council for consideration. They are “University District Gateway Bridge” and “University District Gateway.”

Workshops

Infill Dimensional and Transitional Requirements – Phase two of the Infill Development project continues. This workshop covered a lot of detail regarding lot dimensions as well as transition requirements where two different zone types meet (e.g., commercial to single family residential). Most of this workshop centered around what the current standards are. We’ll be presented with proposed changes at a future meeting and will have a hearing sometime this summer. Other items to be considered in phase two that weren’t specifically covered during this workshop are FAR (floor area ratios), density calculations for hillside lots (covered previously), and updates to the special CA4 zone (form-based code) in Logan neighborhood. The infill project page is at <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/>.

Property Maintenance Code Update – This project came out of the Mayor’s Housing Quality Task Force and is focused on providing minimum standards for housing quality within the city. These standards would apply to both rentals and owner-occupied homes and would be complaint-based. Enforcement of the standards would be focused initially around voluntary compliance with citations for non-compliance. The code, which is still being developed, is a combination of the International Property Maintenance Code (IPMC), HUD Housing Quality Standards, and the National Healthy Housing Standard. This code is supposed to focus around maintenance of the current environment and not necessarily requiring forced upgrades to current code (e.g., knob and tube wiring would be fine as long as it was well maintained). I couldn’t find a project page for this update. The most current information I found was in the March 14th Plan Commission packet which can be found at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

Electric Fences in Light Industrial Zones – In 2015, the Plan Commission worked on an electric fence ordinance. The request was submitted on behalf of a property owner in an heavy industrial area with the goal of providing better security for the equipment they had stored outdoors. At the time, the Plan Commission recommended that electric fences be allowed in both light (LI) and heavy (HI) industrial zones. City Council ultimately only approved electric fences for heavy industrial zones. There is now some demand for electric fencing in light industrial zones, so the Plan Commission has been directed to review the ordinance again. There are 7,309 acres of LI zoned land in eight neighborhoods (Shiloh Hills, Hillyard, East Central, Chief Garry Park, Bemiss, Logan, West Central, and West Hills) with the bulk of it surrounding the airport in the West Hills neighborhood and Felts Field and the area north of the rail yard in the Chief Garry Park neighborhood. Some additional changes are to apply screening requirements only when bordering non-industrial zones and changing when the electric fence must be deactivated. More information is available at <https://my.spokanecity.org/projects/electric-fence-text-amendment-update/>.

2017 Proposed Amendments to the Comprehensive Plan – City Council approved the docket for this year’s Comprehensive Plan amendments. There are five proposed land-use change amendments that were submitted and one text amendment that the City Council added to the docket. The five proposed land-use amendments are located in the West Hills (two), Cliff/Cannon (two), and North Hill (one) neighborhoods. The text amendment is to reference the city’s recently adopted Joint Strategic Plan in the Comp Plan. Public outreach and comment will be taken between now and June with the Plan Commission hearing is anticipated to be in late summer. More information is available on the project web page at <https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>.

Spokane Falls Blvd Building Heights – Buildings in the DTC-100 zone along Spokane Falls Blvd are currently limited to 100’ in height. A proposed change would allow towers above 100’ as long as they meet certain requirements on floor plate size, spacing between towers, and use, which is proposed to be residential and/or hotel. The most recent workshop focused on discussion of floor plate sizes and distance between towers. The original subcommittee report had identified potential floor plate sizes of 11,000, 14,000, or 18,750 square feet. An online survey done in January and February showed the public preferred 11,000 square feet. Staff has proposed setting the **floor plate size to 12,000 square feet with a 75’ tower separation**. Those numbers were based on what other cities allow, consultation with experts, and consideration of public feedback. Plan Commission members in attendance accepted the proposed numbers for the draft code language. Plan Commission will tentatively have a hearing on this code change on April 25th. The project page is available at <https://my.spokanecity.org/projects/building-heights-on-spokane-falls-boulevard/>.

Upcoming Hearings (Tentative)

- 4/25 – DTC-100 Zone Amendment (Spokane Falls Bldg Height Revisions)
- 4/25 – Transportation Impact Fee System Update

A NEW **SPEED LIMIT**



MIGHT BE COMING TO
CITY PARKS, WHICH
MEANS **HERE** AND ...



Slower speed limits suggested near Spokane city parks

The Spokesman-Review, Thu., March 29, 2018

By Kip Hill

kiph@spokesman.com

(509) 459-5429

<http://www.spokesman.com/stories/2018/mar/29/slower-speed-limits-suggested-near-spokane-city-pa/#/1>

Spokane motorists passing near city parks may be required to slow down following a several-year push by neighborhood residents to stymie speeders.

At a meeting earlier this week, city lawmakers, traffic engineers and police heard from neighborhood representatives pushing for lower speed limits around town. Among the proposals was a request to set speed maximums at 20 miles per hour near each of Spokane's 87 neighborhood parks.

The plan could also bleed into other residential parts of town.

"Speed limits has been one of our focus areas for two years," said Paul Kropp, chairman of a committee of neighborhood representatives overseeing traffic and pedestrian projects that organized the meeting.

Under a state law passed five years ago that gives cities and counties more authority to set their own speed limits, Spokane could reduce speeds to 20 miles per hour in certain areas of town without conducting an engineering or traffic study. By city law, speed limits are set at 25 miles per hour on residential streets and 30 miles per hour on arterial roads, unless otherwise posted.

Spokane police Sgt. John Griffin, supervisor of the department's traffic unit, said he appreciated the desire of residents to slow speeding cars, especially in areas where children play and walk to school, but the unit likely doesn't have enough officers to constantly enforce tougher speed restrictions.

"I don't want to give the unrealistic expectation that just because we put up the sign, with our current staffing level we'll be able to be at all of them, all the time," Griffin said.

The city's traffic unit is made up of six officers. One of those officers is assigned to patrolling the 10 parks that have seasonal speed limits reduced to 20 mph, Griffin said. A stretch of Grand Boulevard, near Manito Park on the South Hill, is the only road near a park that currently has a permanent 20-mph speed zone. It was established by city ordinance in 1977.

Adding another 77 parks to the workload of the traffic officer, without new hires to enforce the law, might not allow the department to give residents what they want – a real deterrent against speeding, Griffin said.

City lawmakers, who approved hiring four additional traffic officers with money collected from automated speeding tickets generated in school zones, said they understood the police department's concerns about enforcement.

"We've been concentrating on property crime and hiring additional police officers for that," said City Councilwoman Lori Kinnear. "There was some confusion – can't they do both? But when you have a list in front of you of crimes, traffic enforcement's going to be the bottom."

City Councilman Breean Beggs, who's led the discussion on the use of traffic camera citation money, said speed-limit reduction is just one idea on the table to address the speeding problem, and that other options might make more sense to pursue first.

"There's no unanimity, except for the fact that everybody seems to agree that we need to find a solution, mostly for kids walking to and from school," Beggs said.

The city has already been using money from the red-light cameras around town to fund what are called "traffic calming" projects, Beggs said. Those include more visible crosswalks, sidewalk "bumpouts" that stretch into traffic lanes and speed indication signs in certain spots around town. This week's meeting was an attempt to get people representing interests in the neighborhoods and at City Hall under one roof to discuss further measures, which may include speed reductions, Beggs said.

"If there is a change on speed limits, it would probably be around parks," he said.

But such a move is still likely months away. *Kinnear asked neighborhood representatives to come back to council members later this year with their ideas on where speed reduction makes the most sense.*

"This is not something you take lightly, it would be something that would have to have data behind it," Kinnear said. "You can't just go out and decide, this road is going to be 20 miles per hour and this one isn't."

Sidebar:

Ten Spokane city parks already have established speed limits of 20 mph during the summer season. They are:

AM Cannon Park	Audubon Park	Chief Garry Park	Comstock Park
Hays Park	Lincoln Park	Mission Park	Shadle Park

Source: City of Spokane



**Community Assembly/Community Development (CA/CD) Committee
Meeting Minutes
Tuesday, March 6th, 2018, 5:30-7:00 p.m.
West Central Community Center, Don Kelly Room**

Present: Chair Kathryn Alexander (Bemiss), Charles Hansen (Whitman), Fran Papanleur (Audubon-Downriver), Bonnie McInnis (West Central), Vice Chair Gabby Ryan (East Central), Valena Arguello (East Central), Sandy Gill (North Hill), Dawn Spickler (Browne's Addition), Taylor Phillips (Emerson-Garfield)

City Staff: George Dahl, CHHS

I. Welcome and Introductions

Chair Kathryn Alexander opened the meeting. Minutes from February 9, 2018 were reviewed and approved.

II. Spokane Matters Update

Abbey Martin, Community Programs Coordinator, ONS, appeared briefly to provide an update on last year's pilot project, and announce an upcoming "summit" to begin *Spokane Matters 2.0*. The meeting will be held Thursday, March 29, 2-4 p.m., West Central Community Center, Newton Room. It is a district-wide invitation, and Abbey encouraged committee members to attend, as district-specific work groups will be formed to begin looking at issues and concerns to address. The goals of *Spokane Matters* coincides with the same goals the CA/CD are pursuing, and appears to provide an existing structure of communication and support.

III. Time Lines

- A. George presented a visual description of the next three Program Year(s) and how the planning, funding, and reporting dates are established for all HUD grants coming to the city.
- B. Kathryn distributed a draft outline for CA/CD Committee work in 2018-2019 for the 2020 Rollout. The committee concurred that the first 4-5 months of 2018 must focus on the current program, but simultaneously begin planning outreach and education to implement the district model. Discussion points included:
 - Communication with all NC leadership to request a contact representative from their NC to participate in a district meeting for community development (CD) activities (acknowledging that some NCs

may choose not to participate). District 1 already has this structure in place. District 2 may use the South Hill Coalition as a starting point. Fran reported that Victor Frazier offered to begin contacting leadership in District 3 to set a meeting by the end of March. These new groups must decide on their self-governing process for making decisions, and preferred method of communication. *Kathryn said she will share the matrix created by District 1 to assist in the above effort.*

- A “visioning retreat” for the CA (may include ideas from *Spokane Matters*) by end of 2018
 - 2019 – strategic planning process: projects vetted for HUD approval, menu and process developed, funding options researched and contacted
 - 2020 - Rollout
- C. Concerns expressed: timeline too ambitious, new district groups and projects may be duplicative with *SM* – how to coordinate, collaborate, communicate? What kind of support is available?

IV. CA/CD Committee Policy & Procedures

The group reviewed and approved the final draft. *Kathryn will forward to the CA for approval.*

V. CA Liaison to CHHS Board

Bonnie McInnis, as a member of the CA Liaison Committee, distributed a “job description” drafted by the Liaison Committee regarding this position. [Input was obtained earlier from the CA/CD Executive Team, which recommended that the Liaison be an active member of the committee, and an ex-officio member of the CA/CD Executive Team.] Lacking time for review, comments can be forwarded to *Kathryn, who will follow up with Paul Kropp, CA Liaison Committee Chair.*

VI. Next Meeting

Tuesday, April 3, 2018, 5:30 p.m., West Central Community Center.

Recorded by Fran Papenleur

DRAFT - MINUTES

CA - Budget Committee

Date 03-22-2018 | time 6:35 PM | Meeting called to order by Andy Hoye

In Attendance

Mary Winkus (Manito)	Mark Davies (N. Indian Trail)
Abbey Martin (ONS City Staff)	Andy Hoye (South Gate)
Taylor Phillips (Emerson/Garfield)	Patricia Hansen (Cliff/Cannon)

Guest: Dave Lucas (Chair of the Rockwood Neighborhood Council)

Absent:

Approval of Minutes of previous meetings

February 2018 Budget Committee meeting minutes were approved unanimously.

Old Business

The discussion of **committee member abstention** was brought up. This is the third cycle of the grant, two previous cycles have been completed. During that time several committee members have worn several hats (i.e. NC chair, CEG Application Neighborhood Contact, Budget committee member, CA Rep., Etc.). In the past, if a committee member filed the application on behalf of their NC it was determined necessary that they abstained from voting. Additionally, if a Committee member did not file the application on behalf of the NC it was not necessary that they abstain. These measures shall continue moving forward.

Councilman Beggs drafted a 2018 amendment and **resolution** to the Community Engagement Grant Program. Upon discussion it was concluded that the CA Budget Committee* could only make one recommendation: The resolution be put into effect for the 4th cycle (2019). The major determining factor was that good data was collected during cycle 2 (2017), cycle 3 (2018) reports are still coming in, on neighborhood and CA committee engagement in the program itself. There was also data that was collected after participation which has proven valuable for many reasons, including in the alterations that the committee has made to the application process such as mandatory application training and allowing consistent data collecting methods. It was determined that by incorporating the resolution as a change to the 2019 cycle allows uniform training on the resolution and an opportunity for optimum communication to neighborhoods (and committees).

*Committee Member Andy Hoye (South Gate) abstained from voting in the resolution due to conflict of interest. The South Gate neighborhood has an interest in passing the resolution immediately.

New Applications

At the February 2018 meeting Nevada Heights was the only neighborhood to submit an application. It passed, no pending approvals.

Only one application was submitted for review to the March 2018 meeting, Bemiss Neighborhood. Application approved pending one correction: \$52 were requested for Award Magnets and has been denied. The committee discussed* that 1) "Award Magnets" would be considered a gift 2) Does not clearly promote NEW engagement 3) The CA has an awards program established that all neighborhoods are invited to participate, Bemiss can nominate members from their NC. For these reasons, that part of the application is not approved, the rest is. The committee recommends that Bemiss Neighborhood alter their application to use the \$52 to add to regular NC magnets.

*The decision is under protest by Andy Hoye, Committee Chair, though the decision was based on a majority.

NOTE It was suggested that at the bottom of the application under "the squares" on page 2, a total line be added. AND that neighborhoods are required to turn in their previous years report as a prerequisite to apply for the current cycle.

Liaisons are to reach out to Neighborhood councils who have not turned in an application yet/have not responded back.

2018 Spending Trajectory

Out of Twenty Thousand dollars (\$20,000.00) a total of Four Thousand (\$4,000.00) has been earmarked for NUSA on behalf of Buildnig Stronger Neighborhoods (BSN), Five Hundred and Fifty dollars (\$550.00) have been granted to Nevada Heights and Four Hundred Ninety Eight dollars (\$498.00) has been granted to Bemiss Neighborhood, pending a \$52 alteration.

An approximate total of \$15,000.00 is left to be divided/spent for 2018 (within the next 6 months).

Last year's participation was 21/29 neighborhoods and two committees.

New Business

Several conflicts for the set May 2018 meeting. After much discussion, the committee has decided to move the may meeting to MONDAY MAY 14 @ 6:30 pm LOCATION TBD

At the Next CA Meeting

Announce: Resolution Report & Summary

Next Meeting

Next meeting: Thursday April 26, 2018 at 6:30pm AT Fire Station 4

Motion to adjourn was made at 7:20PM and was passed unanimously.

RESOLUTION NO. _____

A resolution to increase engagement and capacity building funding options for Neighborhood Councils within the City of Spokane.

WHEREAS, the City of Spokane provides annual funding to Neighborhood Councils to support them in increasing organizational capacity and engagement; and

WHEREAS, each Neighborhood Council desires to use their funds in different manners depending on the character and activities of their organizations; and

WHEREAS, the current funding program usually requires the City to directly pay expenses for the Neighborhood Council, which in the past has limited the activities for which the councils can use funding due to internal city requirements; and

WHEREAS, some Neighborhood Councils have created more structured organizations, have their own bank accounts and have the capacity to pay their own capacity building and engagement expenses; and

WHEREAS, the City desires to provide the Neighborhood Councils with more flexibility to meet their unique needs for capacity building and engagement.

NOW, THEREFORE, BE IT RESOLVED that beginning on January 1, 2019, the City of Spokane's neighborhood council capacity and engagement grant program shall offer an option to any Neighborhood Council that is organized as a non-profit corporation and has a bank account to receive all or a portion of its share of the program as a direct grant on the condition that it provide documentation that it spent the money on liability insurance by way of direct payment or reimbursement for the purpose of increasing capacity and engagement, and documents the impact of that purchase in alignment with the grant program.

ADOPTED by the City Council this _____ of April, 2018.

City Clerk

Approved as to form:

Assistant City Attorney

Community Conversation
March 27, 2018
Feedback report

- 7 different Neighborhoods were represented
 - Most common way folks found out about the event Facebook
- Almost all evaluations came back with an overall rating of 5 (Highest rating)
 - One came back with a rating of 4
 - As to the question “What worked well” overwhelmingly was the P/P
 - The second most commented on was liked the Q/A also how well is was structured and that is ran smoothly
- As to the question “What would you do differently “ the only comment was better advertising, more comfortable seating
- As to the question “Other suggestions/comments” the most frequent answer was “Good Job” “Great Event” “Thank you”
- Several folks did not sign in or complete the evaluation form ,more that ½ that attend provided the feedback

Submitted by Colleen Gardner/Event co-coordinator



DATE: April 5, 2017

RE: Community Housing & Human Services Board (CHHS) Update

FROM: Fran Papenleur, (Audubon-Downriver), CA Liaison

Beginning 2018, the CHHS Board will meet every other month, on the first Wednesday, 4-6 p.m., City Council Briefing Center. New Schedule: February 7, April 11 (Board Retreat), June 6, August 1, October 3, December 5.

February Board Meeting

- Jonathan Mallahan had departed the City for a position with Catholic Charities. Dawn Kinder was appointed as Acting Director (and since confirmed) of the Neighborhood & Business Division. Kelly Keenan was appointed as Acting Director (and since confirmed) of the CHHS Department.
- Winter 2017 RFP - 11 project applications were received which resulted in four recommended projects: Beacon Hill - Water Booster Station; Proclaim Liberty – Liberty Park Terrace Phase II; Lutheran Community Services Northwest – Geriatric Clinic; and Greater Spokane County Meals on Wheels – Kitchen Acquisition and Rehabilitation.
- Board Membership Update – New member recommendations to Mayor’s office: Gordon Graves, Homeless Program Coordinator, Veterans Medical Center; and Doug Durham, retired banker, current member of Affordable Housing Committee.

The CHHS Board will be holding their annual Retreat on Wednesday, April 11, 12-4 p.m., SNAP Administrative Offices. Agenda includes Guest Speaker Patrick Jones, EWU, presenting on Community Indicators.

Community Assembly Committee: Building Stronger Neighborhoods
3/26/2018 12:00PM Vessel Coffee, 2823 N Monroe

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Dave Lucas (Rockwood), Abby Walthall (West Central COPS representative), Anna Vamvakias (Chief Garry Park), EJ Iannelli (Emerson-Garfield).
ONS staff liaison: Katie Myers.

- Committee Housekeeping
 - February meeting minutes approved.

- Committee Business
 - Handbook Training Recap: Tina reported that 2 Neighborhoods attended the training (Melodie from Five Mile, and Jarren from Nevada Heights). Although attendance was small, the 2 attendees appreciated the training and had great questions for Tina and EJ.
 - NUSA Update: Katie reported that Tina Luerssen and Gretchen Chomas were chosen to attend NUSA by the CA. Karen Satula is the Alternate chosen by CA, and ONS may decide to send Karen since Rod Minarik will no longer be attending for ONS (as he is retiring). Katie Myers is also attending for ONS.
 - Katie also reported on changes at City Hall. Neighborhood Services and the Planning Department are now under one umbrella, with Heather Trautman heading the department. Parking and Code Enforcement are now under Development, headed by Chris Becker. ONS staff will be moving to the 3rd floor of city hall.
 - Budget Committee report: Dave Lucas attended the meeting last week. Budget Committee has requested that BSN have a list of projects ready to go in the fall when expenses have been determined, if there is an excess of funds to be spent. BSN will wait until June to send a rep to the Budget committee again, as they should hopefully have an idea at that time of how much money has been requested by the Neighborhood Councils.

- Education & Outreach
 - Facebook Advertising Training: Tonight (3/26/18), 6pm at Shadle Library. No laptops provided, people can bring their own tablet or laptop, or just attend and take away information. EJ and Kelly will lead this training.
 - 2018 Marketing Toolkit Plan: We have many of the pieces for this as existing documents already, from Trainings which BSN has held. This includes Facebook/Social Media/Mailchimp information; Publications (Door Hangers, Flyers); Facebook Advertising; as well as a listing of media outlet contacts and advertising costs. The committee will use Slack to post these documents for review, and come prepared next month to work on an outline of what else we'd like to include in this Toolkit. The information can all be posted on the ONS website for individual topic download, rather than as one very large document.

- Announcements & Upcoming Events:
 - Cleaning From the Corridor—April 28th, 2018 9am-noon: Katie has a growing list of volunteers for this event in Peaceful Valley, including many college students and younger students/scout groups as well. There will be a lot of community garden work, painting, river cleanup, graffiti cleanup, as well as cleaning up homeless camps which SPD will be clearing out in the days before this event. Volunteer signup is online at volunteerspokane.org, and Katie is looking for ideas for volunteer appreciation at the end of the event. Food/ice cream trucks were suggested, as there are no restaurants located in the work area.

- Topics for next meeting:
 - FB Advertising Training recap.
 - Marketing Toolkit plan.
 - CFTC update.
 - NUSA update: which workshops will be attended?

- Next meeting: Next regular meeting will be on Monday, April 23rd 2018. 12pm at Vessel Coffee Roasters, 2823 N. Monroe. ***note*** Monroe will be under construction at this time, but we will continue to meet at Vessel to help support these businesses affected by the construction. Use alternate routes and plan for a few extra minutes to find parking or walk to Vessel.



**Neighborhood Safety Committee of the Community Assembly
Minutes March 13th, 2018-3:30 pm to 5:00 pm**

YMCA Corporate Office, 1126 N Monroe

Chair: Julie Banks

Present: Julie Banks, Mella Harmon, Sarah Tosch, Tyler Henthorne, Terryl Black, Charles Hansen, Bruce Higgins, Jason Ruffing.

- **Greetings & Welcome**
- **Approval of February 2018 Minutes**
 - Motion: Mella Harmon motions to approve the February minutes. Julie Banks seconds the motion.
- **Neighborhood Survey Distribution**
 - The Neighborhood Safety Survey will be sent out by Jason Ruffing to neighborhood council and Community Assembly contacts and Jason will also speak with Jessica Fischer about posting the survey to next door. Julie and Jason would meet prior to sending out the survey to finalize layout.
- **Website enhancements: FAQ and next steps with Building Stronger Neighborhoods**
 - The committee will focus on formatting the FAQ and looking at content following the survey and evaluation of the results.
 - Julie said that there would be communication with the Building Stronger Neighborhoods committee regarding the website suggestions.
- **SpoKind**
 - Julie provided the presentation for SpoKind, which is a new initiative that is a part of the “Compassionate City Campaign” through the City’s Department of Multicultural Affairs. The group began to brainstorm what some possible collaboration between this initiative and the neighborhood council system could look like.

Come join us Saturday, April 14th

11:00 – 1:00 pm

for



Taco with a Cop



Freedom Burrito and the Spokane Police Department
are teaming up for a great event.

Enjoy a free taco and drink while getting to know your police
officers!

3115 E. Mission Ave
Spokane, WA 99202