

## Spokane Neighborhoods Community Assembly

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



*Meeting Agenda for Thursday, December 6, 2018  
5:30 to 8:00 pm, West Central Community Center, 1603 N Belt  
Proposed Agenda Subject to Change  
Please bring the following items:  
\*Community Assembly Minutes: November*



AGENDA ITEM	PRESENTER	TIME	ACTION	PAGE #
Introductions	Facilitator	3 min - 5:30	Discussion	
Proposed Agenda (Include Core Values, Purpose and Rules of Order)	Facilitator	2 min - 5:33	Approve	1
Approve / Amend Minutes	Facilitator	5 min - 5:35	Approve	3
<b>OPEN FORUM</b>				
Reports / Updates / Announcements	Please sign up to speak!	10 min - 5:40	Oral Report	
<b>LEGISLATIVE AGENDA</b>				
City Council: - Police and fire staffing	Council President Stuckart	5 min - 5:50	Oral Report	
Plan Commission Liaison Update	Patricia Hansen	5 min - 5:55	Oral Report	10
Liaison Committee Report - CHHS Board Position recommendation	Paul Kropp	5 min - 6:00	Discussion & Vote	12
Policies and Procedures Committee - Vote in January	Kathryn Alexander	5 min - 6:05	Discussion	24
NRO Workshops Placeholder Request	Colleen Gardner	5 min - 6:10	Discussion & Vote	29
Budget Committee - Year end recap and allocation of remaining funds	Andy Hoyer	10 min - 6:15	Discussion & Roll Call Vote	
Administrative Committee - Announcement of officers - November 29th CACC meeting recap (5 min) - Committee goals	Kelly Lotze	5 min - 6:25	Oral Report	31
Roundtable		5 min - 6:30	Oral Report	
<b>OTHER WRITTEN REPORTS</b>				
Plan Commission materials	<a href="https://my.spokanecity.org/bcc/commissions/plan-commission/">https://my.spokanecity.org/bcc/commissions/plan-commission/</a>			
Committee Meeting Notes -				
<i>Liaison Committee</i>				35
<i>PeTT</i>				37
<i>CA/CD</i>				39
<i>Admin</i>				41
<i>Building Stronger Neighborhoods</i>				43
<i>Budget</i>				44
<i>Land Use</i>				45
Traffic Calming flyer				47
CDBG Project Status				48
Parks and Rec. Urban Forestry Meeting Notes - October				51

\*\*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:**

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:**

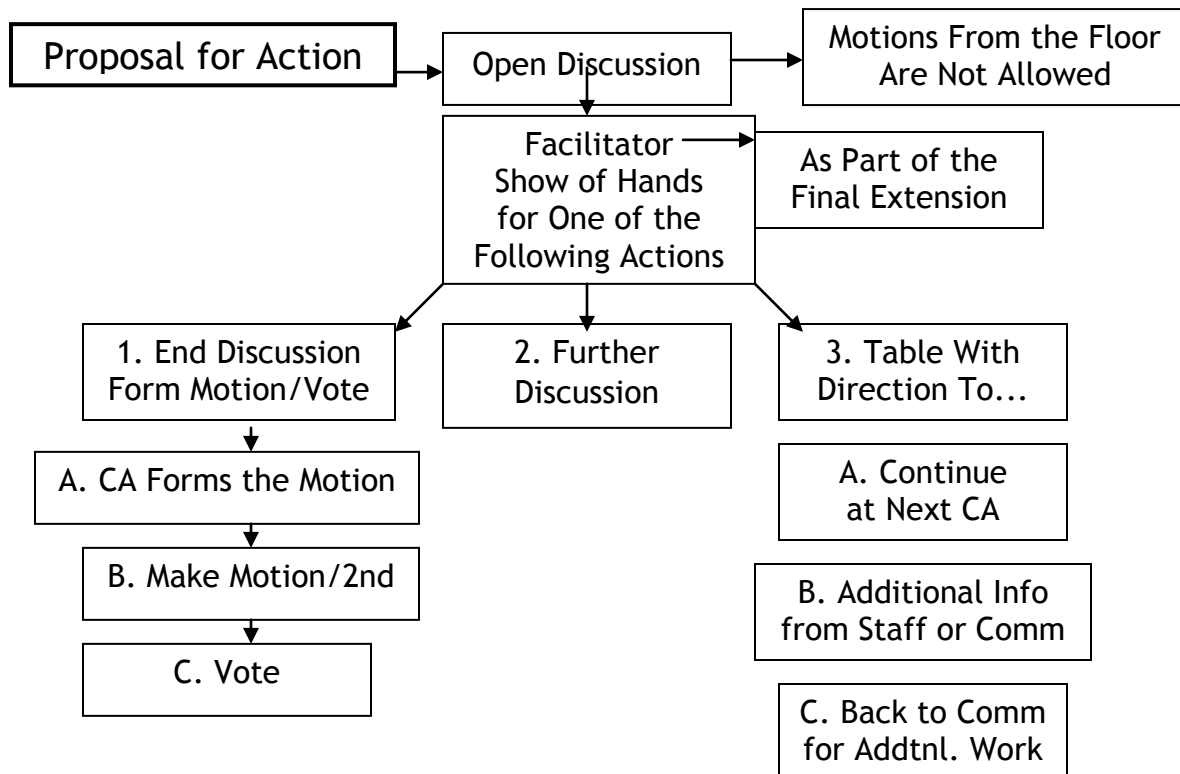
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

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  
Meeting Minutes  
November 1, 2018**

**1. Proposed Agenda**

- a. Introductions
- b. Amend agenda to reflect absence of Council President Ben Stuckart
- c. Approved as amended

**2. Approve/Amend Meeting Minutes**

- a. Approved

**3. Reports/Updates/Announcements**

- a. Andy Hoyer, Southgate
  - i. [Upcoming County Plan Commission item regarding connectivity](#)
- b. Paul Kropp, PeTT chair
  - i. Next PeTT committee meeting will be a workshop on Traffic Calming
  - ii. Council Member Beggs will be there
  - iii. Note that correct date for the meeting is Tuesday, November 27th
- c. Kathryn Alexander, Bemiss
  - i. Noted that Colleen Gardner, Chief Garry Park, is fine but was in a traffic accident (which Council President was also in) and will not be in attendance this evening.

**4. City Council**

- a. No report

**5. Admin**

- a. Tina Luerssen, Grandview/Thorpe
  - i. We're seeing a lot of participation- 25 representatives here! That also means that we have a lot of eligible candidates for Admin. The Admin committee has asked that those eligible and willing to serve on the committee give a spiel about their involvement
  - ii. Information relayed from candidates: Greg Francis (Rockwood), Kathryn Alexander (Bemiss), Kelly Lotze (via CA alternate from Browne's Addition), Ken Cruz (West Central), Luke Tolley (Hillyard), Mindy Muglia (Nevada Heights), Seth Knutson (Cliff/Cannon), Tom Powell (Emerson-Garfield)
  - iii. Ballots passed out and CA reps asked to vote for five total candidates
- b. Andy Hoyer, Budget chair
  - i. There will be money for Awards from the CA's Community Engagement grant
- c. Tina Luerssen, Grandview/Thorpe
  - i. Admin committee wants to remind you they will be discussion topics for the CA/CC meeting at the East Central Community Center on November 29<sup>th</sup> at 5:30pm

- d. Andy Hoye, Budget chair
  - i. Vote needed to spend money on awards
  - ii. Discussion to move from \$350 for awards to \$300

Motion:

Allocation not to exceed \$300 for the 2018 awards from the Community Engagement budget.

For: 22

Against: 0

Abstain: 3

- e. Luke Tolley, Hillyard
  - i. Should CA/CD committee be ad-hoc? Currently it's a committee caught between a City department and this body. With the district model coming, there might not be much for the committee to do
  - ii. Kathryn Alexander (CA/CD chair) provided recent history of the committee and noted that the application cycle has shifted so not much has happened in this calendar year, but there are changes coming with the new allocation model being at the district level
  - iii. Questions and clarification that the application window has shifted and is now from October 1, 2018 through April of 2019 for the 2018 cycle. This will shorten the gap from application to implementation
  - iv. Discussion
  - v. Heather Trautman, Director of Neighborhood and Planning Services, stated that there could be clarified accountability from CHHS staff and that could happen both at the CA and at the neighborhood council level
  - vi. Luke Tolley restated questions from Admin. committee meeting: Should we request from CHHS where we've been; where we are; and where we're going?
  - vii. Straw poll: Yes to pursuing this line of questioning with CHHS (details to be worked out later, simply voting on whether interested in continuing this conversation)
    - Yes: 18
    - No: 2
    - Abstentions: 5

## **6. Liaison Committee report**

- a. Paul Kropp, Liaison chair
  - i. Up until today, liaison committee didn't have CHHS liaison applicant but today we do. We'll go through the process and Liaison committee will hope to be on agenda for the December meeting
  - ii. Will work on a card for Plan Commission Liaison that is hurt

- iii. Fran Papenleur, Audubon/Downriver, attended the CHHS board meeting and encouraged neighborhood leadership to attend a CHHS board meeting- they meet first Wednesday of every month in Council Briefing Center- get in touch with Tim Sigler if you're interested in the agenda ([tsigler@spokanecity.org](mailto:tsigler@spokanecity.org))
- iv. Greg Francis, Rockwood, will be filling in for Patricia Hansen in the Plan Commission Liaison role so as to keep the group informed

## **7. Plan Commission Liaison Report**

- a. Greg Francis, Rockwood (filling in for Patricia Hansen)
  - i. Infill hearing is coming up on November 14<sup>th</sup> at 4pm in the Lower Level of City Hall
  - ii. Please be engaged and make others aware, here:  
<https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/>

## **8. NRO Workshops- Placeholder request**

- a. No report (previously mentioned absence)

## **9. Policies and Procedures committee**

- a. Kathryn Alexander, Bemiss
  - i. Need to vote on changes, refer to page 12 of the packet
  - ii. Andy Hoyer submitted for Budget committee
  - iii. Need to get remaining committees into next month's packet, please submit to Kathryn Alexander, will then vote in January on remaining committees' policies and procedures

Motion:

Vote on accepting changes reflected in August 2018 Policies and Procedures, including the Liaison committee's Policies and Procedures.

Yes: 21

No: 1

Abstain: 3

## **10. Building Stronger Neighborhoods**

- a. Fran Papenleur, Audubon/Downriver
  - i. Summary of the retreat in packet, page 38
  - ii. Service panel, public panel
  - iii. Katie Myers, ONS, sent out recap e-mail
- b. Tina Luerssen, Grandview/Thorpe

- i. Resources toolkit is coming soon!

## 11. Neighborhood and Planning Services

- a. Heather Trautman, Director
    - i. Recap on year in Traffic Calming
    - ii. Funding comes from people running red lights and people who speed in school zones
    - iii. No final decision about which projects from Cycle 8 will be moving forward but kudos to these neighborhoods for getting applications in
- <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/11/nov-2018-ca-presentation.pdf>

## 12. Roundtable

- a. Tina Luerssen, Grandview/Thorpe
  - i. New Admin committee: Tom Powell (Emerson-Garfield), Greg Francis (Rockwood), Luke Tolley (Hillyard), Kelly Lotze (Browne's Addition), Mindy Muglia (Nevada Heights)
  - ii. Next meeting will be Tuesday, November 27, City Hall 1<sup>st</sup> floor conference room (Lilac), at noon
- b. Heather Trautman, Director Neighborhood and Planning Services
  - i. Follow up on Parks collaboration and fee waivers: \$3,050 fees waived, 13 neighborhoods participated, 26 events
    - 1. Need to see about whether this can include Special Events
    - 2. Seems like is possible to repeat and will reach out to Parks dept about making a pamphlet with information about the program
  - ii. Please check out the City's new Housing website, showcasing the variety of initiatives the City is working on regarding this important issue:  
<https://my.spokanecity.org/housing/>
- c. Fran Papenleur, Audubon/Downriver
  - i. Shout out to Tina Luerssen for her great leadership!
- d. Andy Hoyer, Southgate
  - i. Shout out to Shauna Harshman for her work on behalf of the Admin committee
- e. Mary Winkus, Manito/Cannon Hill
  - i. Please also ask Parks about including Block Party permitting in the program
- f. Kathryn Alexander, Bemiss
  - i. Next meeting is December, are we celebrating?
  - ii. Tina Luerssen will send out a Sign Up Genius
- g. Vickie Munch, Riverside
  - i. Riverfront Park is our neighborhood's only park- Please reach out to your City Council representatives because we want people's voices to be heard. The Planning Commission made their recommendation and now it's up to City Council to make a final decision on the Building Heights for Spokane Falls Boulevard hopefully in December



**In Attendance:**

Audubon/Downriver  
Bemiss  
Browne's Addition  
Cliff/Cannon  
East Central  
Emerson-Garfield  
Grandview/Thorpe  
Hillyard  
Latah/Hangman Valley

Lincoln Heights  
Logan  
Manito/Cannon Hill  
Minnehaha  
Nevada Heights  
North Hill  
North Indian Trail  
Northwest  
Peaceful Valley

Riverside  
Rockwood  
Shiloh Hills  
Southgate  
West Central  
West Hills  
Whitman

**Not in Attendance:**

Balboa/South Indian Trail  
Chief Garry Park  
Comstock  
Five Mile Prairie

DRAFT

[Return to Agenda](#)

## **Plan Commission Liaison Report**

December 6, 2018

Greg Francis – [gfrancis1965@yahoo.com](mailto: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/>. Public comment can be submitted to the Plan Commission at [plancommission@spokanecity.org](mailto:plancommission@spokanecity.org).

Note: Greg Francis is filling in for Patricia Hansen while Patricia is recovering from a fall.

## **Hearings**

**Infill Development, Phase II** – Phase two of the infill development project was completed by Plan Commission with a hearing on 11/14 for presentation and public testimony, which was continued to 11/28 for final deliberations and vote. With almost a year of work, there were a number of changes that were made to the development code for higher density residential zones (RMF and RHD) including some amendments made to the draft during the final deliberations on 11/28. Here are some of the changes to RMF and RHD zones that Plan Commission is recommending to city council to consider:

- Reduce minimum lot size of RMF zone from 1600 to 1450 square feet
- Change maximum building coverage in RMF from 50% to 70% and in RHD from 50% to 80%
- Restrict building wall height to 30' in RMF/RHD when within 40' of an RSF zone
- Eliminate 30' wall height requirement in RMF and RHD zone
- Allow roof heights up to 50' as long as a portion of the roof passes through 35' height
- Reduce parking requirements in RMF/RHD within 1/4 mile of centers by 50% and by 30% when more than 1/4 mile from centers
- Eliminate doubling of side lot line setbacks for attached housing on narrow lots
- Apply multifamily design standards for attached housing in RMF and RHD zones
- Eliminate requirements for HOA for certain types of developments
- Eliminate the maximum size for pocket residential development without a PUD

This is a fairly complex set of changes that are intended to increase the density of development within RMF and RHD zones, with a goal of increasing the opportunity of home ownership in these denser zones rather than just apartments.

More information on infill development is available on the project page at <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/>.

## Workshops

**2019/2020 Plan Commission Draft Work Plan** – The Plan Commission had its first view of its potential work plan for 2019-2020. Newer items included on the work plan include a shoreline access plan update, downtown design guidelines, Central City Line overlay implementation, new infill work on corner lots and design standards for form-based code zones (CA4), street standard updates, and various sub-area and neighborhood plans. This is a draft plan that is still in progress and subject to approval by city council.

**Downtown Plan Update** – The Downtown Plan Update is being split into two phases. One phase will focus on the North Bank as well as a temporary solution for Main in preparation for the Central City Line; this phase is expected to be completed Q2 2019. The second phase is more complex and will involve a partnership with DSP (Downtown Spokane Partnership) and will take a more detailed look at the other parts of the current downtown plan. Some additional information is available at <https://my.spokanecity.org/downtowncentral/>.

## Upcoming Hearings

None scheduled through the end of the year

## Other

**2017/2018 Comprehensive Plan Amendments Final Approval** – All four proposed map changes and one text change for the 2017/2018 comprehensive plan amendment cycle were approved by city council at their 11/5 and 11/19 council meetings.

**2018/2019 Comprehensive Plan Amendments** – There are currently seven private comprehensive plan amendment applications and two potential city council sponsored changes. These nine proposed amendments will first pass through the “docketing” process before going through the full evaluation process. The docketing process does a quick review of each proposal and can eliminate some applications if they don’t meet certain basic criteria. The docketing committee is composed of three city council members and three plan commissioners and will tentatively meet sometime in January.

**Joint Plan Commission/Design Review Board Committee** – The Plan Commission met with the Design Review Board in early September to discuss how the two groups can better work together since the Plan Commission frequently helps create the rules that the Design Review Board gets to interpret. An outcome of this meeting was the creation of a joint committee with three representatives from each group plus both CA liaisons and the City Council liaison to the PC. The initial meeting of this new committee will be on 12/19.

[Return to Agenda](#)



### Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.  
Please complete each section, if applicable.

Date Stamp

**POSITION APPLYING FOR:** Community Assembly Liaison Member for the Community Housing & Human Services Board  
**Applicant's Name:** Melody Dunn  
**Residence Address:** 2929 W. Central Ave  
**Mailing Address:** \_\_\_\_\_  
**Email:** melody99205@gmail.com **Home Phone:** 509 328-2779 **Cell Phone:** (509) 368-4772  
**How long have you been a continuous resident of the City of Spokane?** 45+ yrs  
**Are you registered to vote in the City of Spokane?** yes  
**Have you ever used or been known by any other name?** no

### **EDUCATIONAL HISTORY**

**High School:** Shadle Park H.S. - 1988 graduate - **Diploma Earned:** yes  
**Address:** 43 27 N. Ash St, Spokane, WA 99205  
**College/University:** Spokane Community College **Degree Earned:** A.A.  
**Address:** 1810 N. Greene St, Spokane, WA 99217

### **EMPLOYMENT HISTORY**

**Present or Last Employer:** Private In-home Care **Position:** Aide **Dates:** 8/16 - 10/17  
**Address:** \_\_\_\_\_ **Phone:** Jo Saylor (509) 362-1495  
**Previous Employer:** Huston & Associates Insurance **Position:** Insurance Agent/Producer **Dates:** 4/14 - 8/16  
**Address:** 601 W. Maxwell, Spokane, WA 99201 **Phone:** \_\_\_\_\_

### **REFERENCES**

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

**Name:** Jo Saylor **Relationship:** Co worker **Phone:** 362-1495  
**Name:** Jeremy Huston **Relationship:** co worker/super **Phone:** 953-9238  
**visor**

Doug Prendergast - Northwest Neighborhood **Phone:** (509) 822-1316  
**vice chair**

Terry Deno - North Indian Trail **Phone:** (509) 466-9536  
**chair**



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**chair**



### Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.  
Please complete each section, if applicable.

#### BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community. I have volunteered for the American Cancer Society, for the MS Walk's annual event at Spokane Falls Community College. To be locked up for the Muscular Dystrophy Association.

Describe why you are interested in serving on this Committee/Board/Commission. I enjoy learning as much as I can about the difficulties others face and finding/looking for better solutions and options. I believe this with a willingness & desire to participate will work well together.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission.

I am considered disabled (head injury at 17 years of age) and while I look for ways of being self supporting. I see the obstacles others face on a personal basis.

#### UNDERSTANDING OF APPLICATION

I, Melody Dunn, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT: Melody Dunn DATE: 11/19/18

**PLEASE RETURN A HARD COPY OF THIS FORM TO THE MY SPOKANE SERVICE DESK**

prt II, I represented NIT on the CA  
was a member of the Admin and the Budget  
Committee,

I am currently the chair for the  
Northwest Neighborhood





### Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor  
and City Council in considering your appointment.  
Please complete each section, if applicable.

### **EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: Community Assembly Liaison Member

Applicant's Name: Melody Dunn

Sex: ☒ Female ☐ Male Date of Birth: 10.31.1969

#### **Ethnic Origin** (please select one of the following):

☐ Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

☒ White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

☐ Black / African American (having origins in any of the black racial groups of Africa)

☐ Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

☐ Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

☐ American Indian / Alaska Native (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

☐ Two or More Races (all persons who identify with more than one of the above)

#### **Veteran Status:**

☒ Not a veteran ☐ Vietnam-era veteran

☐ Disabled veteran ☐ Any other veteran

#### **Disability Status:**

☒ Disabled ☐ Non-Disabled

Position applied for: **Community Assembly Liaison Member**  
**Community Housing and Human Services Board (CHHS)**

In a separate document to accompany this form, please supplement or add to the information you have provided on the city's *Application for Committees/Boards/Commissions* and submit them all together.

**A. Educational History**

Describe your higher education background, higher education major(s) and degree(s), and any other formal education or certifications earned.

**B. Employment History**

Outline your employment history, and discuss any employment positions held and skills employment has provided that relate to this position.

**C. Involvement in the Community**

List the community projects, and/or community, civic, trade or professional organization in which you have been active.

Highlight the organizations that have provided the opportunity to experience and to learn in matters that relate to this position.

Discuss the community projects that have provided the opportunity to experience and learn in matters related to this position.

**D. Skills and Special Interests**

Discuss any further skills, interests and/or other experiences gained that relate to this position.

**Neighborhood Council Connection**

Which neighborhood council do you relate to? Northwest

Do you maintain voting member status in this neighborhood council? Yes ☒ No ☐

Please supply a neighborhood council reference.

Name: Johnathon (Doug) Prendergast

Phone: (509) 822-1316 Email: usafveteranJO@gmail.com

**Affirmation of Duties and Responsibilities**

Sign and date the affirmation statement on the second page of this form.

**Application Submission**

Submit paper documents to

(or)

Submit scanned PDFs to

**DEADLINE = October 19, 2018**

CA Liaison Committee / Melissa Wittstruck

Neighborhood Services

808 W. Spokane Falls Blvd, Spokane WA 99201

[mwittstruck@spokanecity.org](mailto:mwittstruck@spokanecity.org)

Terry Deno - North Indian Trail - (509) 466-9536  
E: [tldeno@peoplepc.com](mailto:tldeno@peoplepc.com)

CHHS BOARD LIAISON MEMBER APPLICATION SUPPLEMENT

September, 2018

Page 2

Please refer to the city's provisions for membership on the Community Housing and Human Services Board in the municipal code at SMC 04.34A and the CHHS Board bylaws (attached).

**Affirmation**

*I understand the Community Assembly's liaison position on the Community Health and Human Services Board ("CHHS Board") has the full rights and responsibilities of a board member pursuant to SMC 04.34A.*

*I understand the CHHS Board's mission is to advise the mayor and city council principally as to matters related to*

- Policy guidance and recommendations for community development, human services, and special purpose grant program implementation and funding.*
- Funding priorities for human services and housing programs and projects utilizing federal, Washington State and City resources.*
- Compliance with the planning, programing, and hearing requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington Department of Commerce.*
- The funding of human services priorities as established by the city council.*

*I understand the duty of the CHHS Board is to advise the Community, Housing and Human Services department on the preparation of the city's Consolidated Plan and Annual Action Plans, and on updates to the city's Citizen Participation Plan (CPP) as needed to facilitate the involvement of neighborhoods and citizen representation in the annual funding allocation process.*

*I understand the responsibility of the CHHS board liaison, as of all CHHS Board members, is to affirmatively represent the diverse constituencies that make up Spokane's extremely low to moderate income populations and the neighborhoods in which they reside, to guide Spokane's community, housing, and human services into the future.*

*I understand the Community Assembly's liaison is expected to submit timely written or verbal reports to the Community Assembly and to provide reports at or for CHHS Board meetings on the activities of the Community Assembly and its committees as may occasionally pertain.*

*I am aware of the role and responsibilities of the Community Assembly's liaison position on the CHHS Board and of the time commitment required.*

Signature: 

Date: 11-19-2018

**Community Assembly's Supplementary Applicant Information and Submission**

Position applying for:

**Community Assembly Liaison Member of the Community Housing and Human Services Board**

**Educational History**

**Insurance Licensing** 2014

**Auto, Home, and Business Insurance License**

**Health, Life, and Disability Insurance license** 2014

**Spokane Community College** 1997-2000

**Associate's Degree, A.A.**

1810 N. Greene St

This included studies in Non-Invasive Echocardiography, where I was also a student aid to the instructor and relayed messages when needed to the rest of the class. Handled the check out and return of equipment used by myself and fellow classmates to conduct CPR classes.

**Employment History**

**Currently** becoming certified to assist small companies in purchasing employee medical insurance. Will be working from home using my computer. I have very good to excellent time management skills.

**Private In-home Care      Worked as an Aide      08/16-10/17**

Worked with elderly woman in her home in the 600 block of E. Ermina Ave., listened to her stories, took care of or assisted her as needed in her Activities of Daily Living. She passed away in October of 2017. I worked very closely with one of her daughters in particular, **Jo Saylor (509) 362-1495**.

**Huston and Associates**

601 W Maxwell, Spokane, WA 99201

**Fully Licensed Insurance Agent- Authorized on All Lines** 04/14-08/16

Huston and Associates was family run home and auto insurance company. I started out answering the phone and acting as a Customer Service Representative/Secretary. My skills in explaining things to clients was put to much better work when I was asked if I would be willing to take the courses and become licensed in both home, business, and auto as well as in medical, life, and disability. I gladly took the opportunity, then worked with new and longtime clients. I explained the new online medical insurance system, and on the different forms of life insurance. As well as the home, business and auto insurances, which the agency had been built on. The book of business was sold to Nationwide Insurance Company in 2015, which led me to leave as the new ownership only needed one agent there. **Jeremy Huston (509) 953-9238**

**The Elegant Peasant**

**04/12-09/13**

913 W Garland Ave, Spokane, WA 99205

**Owner's Assistant**

I worked with customers, as a store clerk, often explaining how consignment worked. I also handled the window fronts, design, set up, and take down. I did everything but her books, which she preferred handling herself. Penny wanted to retire and sell the shop. As I didn't have the money to buy her out, she sold it and I was let go. I do not have a way of reaching her and as her health was failing her then, I doubt she is still alive.

**Involvement in the Community**

- **Multiple Sclerosis Society's Annual MS Walk-** I have been volunteering with the Multiple Sclerosis' MS Walk every year, since possibly its inception 25 years ago.
- **American Cancer Society's Annual Relay For Life-** I have led 2 different groups in participating in this overnight event based on the idea of celebrating another birthday and walking all night as cancer doesn't stop, either would we.
- **Muscular Dystrophy - MDA Lock Up-** I have also been picked up and 'locked up' or kept 'hostage' in an effort to raise money for the Muscular Dystrophy Association.
- Also see Neighborhood Council Connection below.

**Skills and Special Interests**

As an individual who has at one time lost the ability to walk, talk, and even for a time to feed herself, I have honed coping skills and gained many special interests related to my disability as you might imagine. I was initially told that I would be bound to a wheelchair for life and unable to do more than guide it. They were also convinced that my mental capabilities would be limited to those of a person with a low mental IQ. I spent months proving to them and now continue to, to myself.

I am grateful for what I am able to do, as well as feel obligated out of gratitude for what I have to help others who aren't as fortunate. I will never forget what it felt like, either being confined to a wheelchair, nor the mental fuzziness that made it difficult to understand sometimes what was going on or being said. Even now, I document almost fastidiously which I feel will only assist in the duties incumbent on me as the Community Assembly Liaison Member of the Community Housing and Human Services Board.

**Neighborhood Council Connection**

I am currently the Chairwoman of the **Northwest Neighborhood Council**. **Kathy Fitchner (509) 326-5430** Email: [klspeller@hotmail.com](mailto:klspeller@hotmail.com)

Previously, I was the Community Assembly Representative and Liaison for the **North Indian Trail Neighborhood**. **Terri Deno (509) 466-9536** Email: [tlideno@peoplepc.com](mailto:tlideno@peoplepc.com)

## **ORDINANCE NO. C35665**

An ordinance relating to the composition of the Community Housing and Human Services board; repealing chapter 04.34; and enacting a new chapter 04.34A of the Spokane Municipal Code.

**NOW THEREFORE**, the City of Spokane does ordain:

**Section 1.** That chapter 04.34 of the Spokane Municipal Code is repealed in its entirety.

**Section 2.** That there is enacted a new chapter 04.34A of the Spokane Municipal Code is amended to read as follows:

### **Chapter 04.34A Community Housing and Human Services Board** **Section 04.34A.010 Purpose**

The Community, Housing and Human Services Board advises the City administration, the Mayor, and the City Council regarding community development, housing, and human services programs.

### **Section 04.34A.020 Functions**

The Community Housing and Human Services Board shall:

- A. Advise the City on preparing the Annual Action Plan, the CAPER, the Citizen Participation Plan, the Consolidated Plan, and other required plans to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce where applicable;
- B. Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by City Council;
- C. Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington State and City resources;
- D. Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council;
- E. Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council;
- F. Provide policy guidance and recommendations for community development, human services, and special purpose grant programs applications and implementation;

- G. Participate with the Spokane Continuum of Care in developing the goals and priorities for regional homeless plans; and
- H. Represent the diverse constituencies that make up Spokane's low and moderate income populations, to help guide Spokane's community, housing, and human services into the future.

#### **Section 04.34A.030 Membership**

- A. Appointees to the Board shall serve three (3) year terms and may be eligible for one (1) reappointment for a three (3) year term reappointment.
- B. City residence is not a requirement for board membership due to the regional nature of some of the duties and responsibilities of the Board.
- C. The Board will consist of twelve (12) members, nominated by the Mayor and appointed by the City Council. At least one (1) member of the Board shall be a member of a veteran service organization, employed by the Department of Veteran Affairs or an active duty military member based at Fairchild Air Force.
- D. In addition to the twelve (12) positions, the board will include:
  - 1. two (2) voting representatives from the City Council selected by the City Council, appointed or reappointed for one (1) year terms;
  - 2. one (1) voting elected official or policy-level decision maker to represent Spokane County who shall be selected by the Spokane County commissioners then nominated by the Mayor and appointed by City Council, appointed or reappointed for one (1) year terms; and
  - 3. One (1) liaison from the Community Assembly nominated by the Community Assembly to the Mayor according to the process determined by the Community Assembly, then nominated by the Mayor and appointed by the City Council. The liaison will have full rights and responsibilities of a Board member.
- E. Members of the Board and Board committees shall include relevant representation in compliance with HUD and Washington State Department of Commerce requirements.
- F. Board members shall serve without compensation.
- G. Board members will meet conflict of interest requirements. Committee members may be required to meet conflict of interest requirements.
- H. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the object of providing sound advice, representative of the citizenry. To achieve that purpose, it shall include residents from diverse

neighborhoods within the City and County, with diverse professional backgrounds and citizens active in neighborhood or community affairs. Youth may also serve as members.

**Section 04.34A.040 Board Structure**

- A. The Board will utilize a committee structure to assist with its functions. Committees will be comprised of Board members and other citizens with experience and expertise in the subject matter of the committee. The Board Chair shall appoint committee members.
- B. The Board will include an Executive Committee consisting of the Chair, Vice-chairs, and committee chairs.

PASSED by the City Council on \_\_\_\_\_.

\_\_\_\_\_  
Council President

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date

[Return to Agenda](#)



Budget Committee Goals  
2019

1. Gather statistics on the success and impact of the awards from each neighborhood including impact and growth as part of the CA report.
2. Continue to refine our process/application and timeline procedures.
3. Provide a mid-year report to the CA on the spending (spent, committed, available).
4. Maintain and increase neighborhood grant participation wherever possible.

## PETT 2019 Goals

### APPROVAL –2019 PeTT Committee Focus Areas (“Goals”)

\* Revision of the traffic calming policy \* Speed limit modifications in certain areas \* Street standards revision process \* All-city sidewalk repair and infill program

**Community Assembly of Spokane Neighborhood Councils  
Liaison Committee  
Policies and Procedures 11-1-2018**

**A. Committee Charge**

*Maintain the city-established positions on advisory boards and commissions related to the Community Assembly.*

**B. Functions**

*The committee will (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.*

**C. Membership**

*The committee operates with a minimum of three individuals who are members of different neighborhood councils.*

**D. Meetings [amendment]**

*The committee meets as needed to accomplish its functions at the call of the chair, of two of its members, or at the direction of the Administrative Committee by its chair. For the convening of a meeting, a quorum is a majority of members.*

**E. 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.*

**F. 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. An affirmative vote on a matter submitted to all committee members by e-mail requires unanimous consent to the text of a resolution.*

**G. 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 in good standing who are qualified for the positions and acknowledge the responsibilities the positions entail.*

[Accepted by Community Assembly 11-01-2018]

- BSN P&P Update:
  - Mission Statement: Build stronger neighborhoods by increasing the awareness and capacity of Neighborhood Councils and Community Assembly through training and education.
  - Voting & Quorum: no change, except remove the old “Maintained voting status” phrase that we no longer use in the CA P&P.
  - Officers and Terms: Chair, Vice Chair and Secretary elected annually at the first meeting of each calendar year.
  - Meeting Schedule: 4<sup>th</sup> Monday of each month except for December, 12:00noon to 1pm.
  - Reports: no change.

# 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.

## **CA Land Use Committee Policies and Procedures**

### **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.

### **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.

### **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.

## **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.

## **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.

## **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.

## **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.

[Return to Agenda](#)



**Feedback/Evaluation  
NRO/Citizens/ Workshop  
Sept. 2018**

1. Did you find this worth your time Yes No

**100% of returned evaluations stated Yes**

Would you like to see this happen on a Yearly,  
Quarterly or twice a year basis? Not needed (circle your  
preference)

**80% of returned evaluations stated Quarterly**

What would you do differently if you support holding  
this session again

**\_\_\_ Varied: Ask speakers what neighborhood they are  
from, NROs were fantastic, more advertisement.**

**Additional comments: Proves we need additional  
resources (more Police), confirms the need to educate  
and work towards better understanding between  
citizens/police, better communication on the part of  
SPD internally and externally**

Over the two workshops we had about 13 neighborhoods  
represented; while the actual numbers in attendance were  
smaller we feel we had a fair amount of Neighborhoods  
covered. We feel this was a successful endeavor  
considering it was our first shot at this type of event  
We will be working on how we can move this forward  
and what changes we may need to take place as a means  
of additional outreach and better understanding between  
SPD/Citizens

## **Neighborhood Council Update**

**DATE:**

- **Crime Trends:**
- **Urban Camping/Park concerns:**
- **Nuisance Properties:**
  - Closed-
  - Active-
- **Crime Prevention Tip: (based on current crime trend)**

**NRO:**

**Desk #:**

**Email:**

[Return to Agenda](#)

## 2019 Committee Goals Proposal:

1. Handbook Trainings one-on-one: continue this but be more proactive to reach out to new CA Reps and new neighborhood members.
  - Utilize CA Committee Chairs to refer new attendees.
2. Toolkit: keep it updated, publicize/promote to NCs.
  - Toolkit training? Separate meeting or possibly at CA meeting.
  - End-of-year survey on Toolkit to determine how much it was used/effectiveness.
3. NUSA 2019 budget request.
  - Possibly directly funded by City Councilmembers for District attendees? (Katie will follow up with Heather)
  - CA Retreat: budget request for Marketing? Possibly part of the Council funding for NUSA attendees?
4. 2019 Budget request for Neighborhood Events promotion.
  - Inlander ad listing summer concerts/events
  - Printed flyers for distribution
5. Update CA Handbook, including Acronyms page and P&P pages once approved by CA. (this may be completed in 2018 if budget funds allow)
6. Create a CA/Committees brochure, and update Neighborhood Programs brochure with better design.

## Liaison Committee Goals – 2019

The goals of the Liaison Committee do not change from year to year and are the four ongoing functions recited at item B. of the committee's policies and procedures document.

The committee will:

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.

## PETT 2019 Goals

### APPROVAL –2019 PeTT Committee Focus Areas (“Goals”)

\* Revision of the traffic calming policy \* Speed limit modifications in certain areas \* Street standards revision process \* All-city sidewalk repair and infill program

### Budget Committee Goals 2019

1. Gather statistics on the success and impact of the awards from each neighborhood including impact and growth as part of the CA report.
2. Continue to refine our process/application and timeline procedures.
3. Provide a mid-year report to the CA on the spending (spent, committed, available).
4. Maintain and increase neighborhood grant participation wherever possible.

[Return to Agenda](#)

**CA Liaison Committee Meeting Notes  
November 26, 2018**

**Committee Roster**

Susan Burns - Peaceful Valley NC  
susaniburns@comcast.net / 509.701.0888  
Paul Kropp, Chair - Southgate NC  
pkropp@fastmail.fm / 509.638.5854  
Bonnie McInnis - West Central NC  
bonniemci@comcast.net / 509.327.0369

**Staff Liaison**

Melissa Wittstruck - Assistant Planner II  
mwittstruck@spokanecity.org / 509.625-6087

**Interview – Community Housing and Human Services Board (CHHS) Liaison Member Position**

The three committee members and Melissa Wittstruck met at Tom Sawyer Country Coffee in the West Central neighborhood this date to conduct an interview with Melody Dunn, the single person submitting an application for the CHHS board liaison member position. Melody Dunn is a member of the Northwest neighborhood council and currently serves as its chair and Community Assembly representative.

The application package Melody submitted include the two applicable forms: the standard city board and commission volunteer application form and the Liaison Committee's supplementary form with an affirmation of responsibilities. Each of the documents is provided as an attachment to these notes, along with the municipal code provision for this position at SMC 04.34A.030.

Committee members and Melody reviewed the application information and her experiences growing up in Spokane, her employment experiences and accomplishments, and her service with two neighborhood councils. The group also reviewed the affirmation of responsibilities statement for the Community Assembly's Plan Commission liaison position:

*I understand the Community Assembly's liaison position on the Community Health and Human Services Board ("CHHS Board") has the full rights and responsibilities of a board member pursuant to SMC 04.34A.*

*I understand the CHHS Board's mission is to advise the mayor and city council principally as to matters related to:*

- o Policy guidance and recommendations for community development, human services, and special purpose grant program implementation and funding.*
- o Funding priorities for human services and housing programs and projects utilizing federal, Washington State and City resources.*
- o Compliance with the planning, programing, and hearing requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington Department of Commerce.*
- o The funding of human services priorities as established by the city council.*

*I understand the duty of the CHHS Board is to advise the Community, Housing and Human Services department on the preparation of the city's Consolidated Plan and Annual Action Plans, and on updates to the city's Citizen Participation Plan (CPP) as needed to facilitate the involvement of neighborhoods and citizen representation in the annual funding allocation process.*

*I understand the responsibility of the CHHS board liaison, as of all CHHS Board members, is to affirmatively represent the diverse constituencies that make up Spokane's extremely low to moderate income populations and the neighborhoods in which they reside, to guide Spokane's community, housing, and human services into the future.*

*I understand the Community Assembly's liaison is expected to submit timely written or verbal reports to the Community Assembly and to provide reports at or for CHHS Board meetings on the activities of the Community Assembly and its committees as may occasionally pertain.*

*I am aware of the role and responsibilities of the Community Assembly's liaison position on the CHHS Board and of the time commitment required.*

**CA Liaison Committee Meeting Notes  
November 26, 2018**

**Selection – CHHS Board Liaison Member Position**

After the discussion with our applicant, the committee members were in unanimous agreement to select Melody Dunn for nomination to the Community Housing and Human Services Board liaison member position provided by the municipal code at SMC 04.34A.030 and to recommend the Community Assembly forward her application to the mayor and city council for their consideration.

**Suggested Implementing Resolution for the CHHS Board Liaison Member Position Nomination**

*The Community Assembly accepts the Liaison Committee's selection of Melody Dunn for nomination to Community Housing and Human Services Board liaison member position provided by the municipal code at SMC 04.34A.030 and requests the Administration Committee to forward her application material to the office of the mayor and the office of the city council.*

**Other Business**

- We are reminded the Community Assembly has requested an update of committee goals for the coming year. The goals of the Liaison Committee do not change from year to year and are the four ongoing functions recited at item B. of the committee's policies and procedures document (attached).

*The committee will (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.*

- The revisions to the committee's policies and procedures proposed at the Community Assembly's November 1 meeting were approved (attached).
- Late last week the chair had an extended discussion by phone with our convalescing Plan Commission liaison, Patricia Hansen. Patricia is aiming to attend the December 6 Community Assembly meeting and to resume her attendance at Plan Commission meetings on December 12.

**Next Meeting Date, Time and Place**

TBD

**Attachments**

Melody Dunn CHHS board application material  
Spokane Municipal Code 04.34A  
Liaison Committee P&P 11-1-18

[Return to Agenda](#)





## **PEDESTRIAN, TRAFFIC AND TRANSPORTATION (PeTT) COMMITTEE**

\* A Committee of the Community Assembly of Spokane Neighborhood Councils \*

### **MEETING NOTES**

**November 27, 2018**

**West Central Community Center – 1603 N. Belt Street**

**6:00 – 7:30 PM**

### **CALL TO ORDER AND INTRODUCTIONS**

15 neighborhood councils represented      5 city staff members, including  
6 guests, including city council member Beggs      ONS director Heather Trautman

### **APPROVAL –2019 PeTT Committee Focus Areas (“Goals”)**

- \* Revision of the traffic calming policy
- \* Speed limit modifications in certain areas
- \* Street standards revision process
- \* All-city sidewalk repair and infill program

### **WORKSHOP – Preparing the Traffic Calming Program for 2019**

Council member Breean Beggs with traffic calming program manager Katie Myers conducted a workshop discussion of the traffic calming program under the following four topics:

- Residential streets vs. arterial streets
- Signature requirements for projects / Outreach requirements
- What is in the tool kit? / What options are available?
- Does the application form need work?

A notes outline for the evening’s dialog is on the second page: “Discussion Topics”. It is understood that modifications to the 2019 traffic calming program documents are to be determined based on the feedback of the hour’s conversation. In addition, there is universal support for finding a reasonable substitute for the existing 50-plus-one signature requirement for project applications. Sidewalk applications are already excluded. The requirement may be suspended for all applications in 2019.

### **NEXT MEETING – January 22, 2019**

- Note: PeTT does not meet in December on account of the year-end holidays
- Provisional January agenda topic: Bob Turner and the Street Department may propose for PeTT Committee review and comment a program and protocols for the evaluation and installation of traffic control devices at strategic arterial locations such as HAWK signals (as on Grand Boulevard and 18th Ave. at the north end of Manito Park) and RRFB signs (as on Hamilton Street and Desmet Ave. at the Gonzaga U. campus. The HAWK light (High-Intensity Activated crossWALK beacon) is a traffic control device used to stop traffic and allow pedestrians to cross safely. It is officially known as a Pedestrian Hybrid Beacon (PHB). Rectangular Rapid Flashing Beacon (RRFB) crosswalk devices flash on-demand warning lights at uncontrolled pedestrian crossings.

## DISCUSSION TOPICS per CM Beggs

- Residential Street vs. Arterial Streets
- Signature requirements for projects / Outreach requirements
- What is in the tool kit / what options are available?
- Does the application form need work?

-----  
Process to review ideas before submission. Ideas have to meet standards.

Provide a way to track the application process.

Length of time between project submittal and construction

Have previous applications on-line. Have a live application process on-line

Create a pre-application process to give time for data collection.

Is there an appeals process? To have a further conversation on project ideas.

Way to check where the application is in the process. Tracking projects

Looking for extremes ☺ Extract Promises

Can submit applications all year long?

Making sure that projects do what they are intended. Focus traffic calming projects where they help neighborhoods. Help ensure that arterial projects do not impact residential streets.

Create different classifications beyond arterials and residential streets. Finer definition of project types.

More emphasis on prevention. Some neighborhood streets acting like they are on arterials, without giving up right of way. Issue around uncontrolled intersections.

Love: That the application process has been simplified over time.

Include notification to surrounding neighborhoods, if signatures go away.

Are the past projects mapped? Bob is creating a database. For old projects and proposed projects.

Love communication and responsiveness.

More tools in the toolbox. Sharing of ideas.

Love project staff, Katie and Bob.

Signatures. Get rid of them, but provide notice.

Vote through neighborhood council process on projects? Provide comment, discussion, and notice. Promotes involvement in NC process.

Loss of parking is a hot topic. Provide more notice.

Who pays for expanded notification process? Door hangers, printing and mailing covered by the program.

Owner or renter for signature. Not doing >51 % in 2019. Want outreach.

Signature process for those outside of the area. Neighborhoods must have documentation of agreement on submittal. Inactive NC have a facilitated meeting to cover the traffic calming project.

District Model needs to be well thought out before being implemented. Concern around the district model.

Moving on from Signatures.

Discussion around the tool kit:

Speed humps (speed table – is it in the kit, raised intersections), are they going to stay in the tool kit. Speed humps are on a 12 month pilot project to be constructed within a year or 2.

HAWK Lights, part of a tool box. Need to add to the tool box, under pedestrian section?

LED pedestrian lights suggestion for the tool box.

Traffic calming education for the general public.

Why are there limits on the number of applications per neighborhood?

[Return to Agenda](#)



**Community Assembly/Community Development (CA/CD) Committee  
Meeting Minutes  
Tuesday, Oct 9, 2018, 5:30-6:00 p.m.  
West Central Community Center, Don Kelly Room**

---

**Present:** Chair Kathryn Alexander (Bemiss), Gabrielle Ryan (East Central), Dawn Spickler (Browne's Addition), Sylvia St Clair (West Central), This list is incomplete

**City Staff:** Heather Trautman, ONS/Planning; George Dahl, CHHS

---

The actual minutes that were taken at this meeting met with a computer mishap and disappeared. These are the minutes, to the best of my recollection.

---

***I. Welcome and Introductions***

Chair Kathryn Alexander opened the meeting. Minutes from May 8th, 2018 were reviewed and approved.

***II. Topics of Discussion***

**A. Time Line Schedule**

The menu is up and open. Neighborhoods have until April 2019 to make their choices.

**B. CA/CA Meeting Schedule**

There is very little business, at this point until Feb/March when there may be questions about the neighborhood applications. The bylaws require new officers in December. It was suggested and approved that we will meet in Dec. to address the need for new officers. This is particularly relevant as our secretary (Fran Papenleur) has resigned.

**C. CDBG Training**

George distributed the 2018 training schedule:

Oct 9, 11:30 am City Hall Briefing

Oct 12, Noon City Hall Briefing

Oct 15, 4:30 pm City Hall Briefing

Oct 17, 8:00 am City Hall Briefing.

***III. Next Steps***

A. The next meeting will be held Tuesday, December 11, 5:30-7 p.m., WCCC

---

*Remembered by Kathryn Alexander*



## **Community Development (CA/CD) Committee Meeting Agenda**

Dec. 11, 2018

5:30 – 7:00 PM

West Central Community Center

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- |   |        |
|---|--------|
| <b>I. Welcome/Introductions – Kathryn</b> | 10 min |
| a. Approve October 2018 Minutes           |        |

- |                                   |        |
|-----------------------------------|--------|
| <b>II. Discussion on Officers</b> | 20 min |
|-----------------------------------|--------|

- |  |        |
|--|--------|
| <b>III. Training/Application report – George</b> | 10 min |
|--|--------|

- |  |        |
|--|--------|
| <b>IV. Discussion on CA/CD 2019 meeting schedule</b> | 10 min |
|--|--------|

- |  |        |
|--|--------|
| <b>V. Discussion of the briefing to the City Council on CDBG</b> | 30 min |
|--|--------|

### Handouts:

- Oct meeting minutes

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**Next Meeting 2019 March**

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[Return to Agenda](#)

## CA Admin Committee Minutes

11/27/18

1. In Attendance: Mindy Muglia, Kelly Lotze, Greg Francis, Luke Tolley, and Tina Luerssen
  - a. City: Shauna, Heather
  - b. Absent: Tom Powell
2. Officer Elections:
  - a. Chair: Kelly Lotze volunteered. There were no other volunteers. Kelly was confirmed.
  - b. Vice Chair: Greg Francis volunteered. There were no other volunteers. Greg was confirmed.
  - c. Secretary: Luke volunteered. There were no other volunteers. Luke was confirmed.
3. Discussion
  - a. Requests:
    - i. Patricia – Plan Committee Liaison- 5 Minutes
    - ii. Paul Kropp – CHHS Liaison – Recommendation and Vote
    - iii. Awards Committee Presentations
    - iv. Budget Committee – 10 or 15 minutes
    - v. Colleen request to use the Placeholder about the NRO Workshops
    - vi. Shawna reached out to CC – CM Stuckart would like to come out and talk about Police and Fire staffing, levy proposal.
  - b. Agenda: Shooting for a short meeting this month for the Potluck and Awards.
    - i. City County – Ben Stuckart – 5 mins
    - ii. Plan Commission Update – Patricia Hansen - 5 mins
    - iii. Liaison Committee Report – Paul Kropp – 5 mins
    - iv. P&P Committee – Kathryn Alexander - 5 mins
    - v. NRO Workshop Placeholder Request – Colleen Gardner – 5 mins
    - vi. Budget Committee – Andy Hoyle – 10 mins
    - vii. Admin Committee – Kelly Lotze - 10 mins
    - viii. Roundtable – 5 mins
    - ix. Awards will be after
  - c. CA/CC Meeting 11/29:
    - i. Katie will staff. Shauna may or may not be able to attend.
    - ii. Shauna asked the Council for discussion topic from the Council and did not receive any ideas.
    - iii. Our ideas:
      1. 2019 City Budget
      2. CA/Neighborhood Centric things:
        - a. NUSA 2019
        - b. CA Budget (committees and neighborhoods)
    - iv. Kelly will report out on CA/CC meeting at CA.
  - d. Other:
    - i. Next Admin Meeting: Scheduled for Christmas. Monday Dec 17<sup>th</sup> at Noon at City Hall.
    - ii. Next CA Meeting:
      1. Vote on final P&P changes
      2. Committee Goals. They are usually sent out, reviewed and adopted. All but two are turned into Neighborhood Services.
      3. Spring Retreat? Related to goals?
      4. CA Meeting Location? City Hall vs. out in the community.
    - iii. Future Meetings:

1. July 4<sup>th</sup> will be pushed a week later to July 11th
  2. December 24<sup>th</sup> would be Admin and will be moved a week earlier
- iv. To request to be on the agenda, please email [eranscaap@spokanecity.org](mailto:eranscaap@spokanecity.org).

[Return to Agenda](#)

Community Assembly Committee: Building Stronger Neighborhoods  
12/26/2018 12:00PM South Hill Library

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Barbara Ann Bonner (Logan), Fran Papenleur (Audubon-Downriver), Dave Lucas (Rockwood), Abby Walthall (Spokane COPS).  
City staff: Katie Myers (ONS)

- Committee Housekeeping
  - October 22<sup>nd</sup> meeting minutes approved.
- Committee Business
  - End-of-year Budget options.
    1. CA Handbook printing
    2. Popcorn machine
  - *2019 Committee Goals proposal: see next page*
- Education & Outreach
  - Marketing Toolkit: Katie will be meeting with Thuy Trong in the next week, with a goal of having the Toolkit online before the end of 2018. Is there a way to track “hits” or downloads? Title change: Resources for Building Stronger Neighborhoods.
- Announcements & Upcoming Events:
  - Can we schedule the whole year of meetings if we talk directly with the Library? Discussion about meeting at The Gathering House on Garland. Free parking out back, free meeting space, more central. We will try this space for January meeting.
  - No meeting in December, next meeting will be Monday, January 28<sup>th</sup> 2019.
  - CFTC Spring date: Saturday, April 27<sup>th</sup> 2019. Location will be in District 1, neighborhood TBD. Target: end of January for selection.
- Topics for next meeting:
  - Marketing Toolkit Outreach
  - Elections (Chair, Vice Chair, Secretary)
  - Meeting location
- Next meeting: Next regular meeting will be on Monday, January 28<sup>th</sup> 2019. 12pm at **The Gathering House, 733 W. Garland Ave.**

[Return to Agenda](#)

## **Draft Minutes – CA Budget Committee – November 26, 2018 – 1202 E Sprague**

Present: Mary Winkes (Manito), Mark Davies (North Indian Trail), Andy Hoye – Chair (Southgate), Kelly Lotze (BSN Committee), Abigail Martin (ONS)

Call to Order 6:40PM

Thank you to Mark for refreshments!

Approved Minutes of September 27, 2018 meeting

We briefly reviewed second round allocations. Abbey concluded that we have between \$700 and \$2,000 remaining to be spent. We decided that \$750 would be reserved for a new popcorn machine and cart, \$175 for printing the contents of the CA Representative Binder, and \$75 additional (above the \$300 allocated) for awards. Abbey said that she was comfortable with the \$1,000. If there is a shortage, priority is in that order (popcorn machine, printing, awards.)

Andy will summarize this at the December 6 CA meeting and also strongly encourage neighborhoods to submit their impact tracking surveys asap, with a deadline requested of February 1. Two neighborhoods have already submitted reports. Abbey will draft an email to the neighborhoods to that effect, to be sent both in December and January.

Andy will send some useful version of the edited P and P to Abbey for conversion to MS-Word. (Edits were submitted to the P and P Committee in September.)

Mary and Abbey will work on the Block Party issues for neighborhoods with destination parks.

We will review the Invoice Format Requirements at the next meeting on January 7, location to be determined.

Meeting adjourned at 7:45PM

Respectfully submitted, Andy Hoye, Acting Secretary

[Return to Agenda](#)





## **Land Use Committee (LUC)**

### **Agenda for November 15, 2018**

5:30—7:30 p.m. West Central Community Center—Don Kelly Room

Facilitator: Recording Secretary:

Executive Committee: Patrick Rooks, Sylvia St. Clair, Robynn Sleep

**The November 15, 2018 meeting of the Land use Committee is cancelled.**

**The next scheduled meeting for the Land Use Committee is December 20, 2018.**

October 18, 2018

## LAND USE – Meeting Minutes

Greg Francis - Plan Commission Report.

- Reported that Parking requirements were the main discussion. About equal between those who want parking and those who do not.
- The public may comment on the Plan Commission web page.

Oct. 24 – Workshop on Infill Parking Requirements, Lot Area, Building Coverage, Design Standards, Parking Requirements- No public comment allowed.

Nov. 14 – Hearing on Infill recommendations – Public comment allowed.

This is the second phase of planning in the higher density areas. These discussions do not apply to Single Family Residential Areas. This will be the final vote by the Plan Commission regarding parking requirements in the High Residential Areas.

Tirrell Black – Associate Planner

- Comprehensive Plan Amendments – Deadline for applications to amend the Comprehensive Plan for the 2017/2018 is October 31.
- 29<sup>th</sup> to S.E. Boulevard – Lori Kinnear has filed for an emergency hearing regarding the extension of 32<sup>nd</sup> Ave. to S. E. Blvd from Crestline.

Prior Business –

- The Community Assembly (CA) is updating policies and procedures. The Land Use Committee needs to review its Policies and Procedures and advise the CA whether they remain the same or are changed. Land Use Committee will vote by email and send the approved Policies and Procedures by October 24, 2018.
- Neighborhoods were assigned to members to visit. We need more members on the Land Use Committee. Members are to ask to be on the agenda for the assigned neighborhood council meeting to discuss Land Use and its importance and to hand out our new information pamphlet.
- We discussed bullet points to be mentioned at the meetings.

Meeting adjourned.

Terryl Black

[Return to Agenda](#)

# Neighborhood Council Traffic Calming Program & School Safety Program Training

All Neighborhoods are encouraged to send a representative to this training.

**When:** Monday, January 14, 2019 at 5:30pm

**Where:** West Central Community Center (WCCC)

**What:**

- This training will cover 2019 changes to the traffic calming program as well as the updated application process for the 2019 program year.
- Program details on the new School Safety Program created in 2018.
- The City Traffic Engineer and Spokane Public Schools (SPS) Safety Representative will be participating in this training. City and SPS staff will be available after the training to discuss neighborhood proposals on traffic calming and school safety.



For questions please email Katie Myers at [kmyers@spokanecity.org](mailto:kmyers@spokanecity.org).

[Return to Agenda](#)

Neighborhood Council	Program Year 2016 7/1/15 - 6/30/18			Program Year 2017 7/1/16 - 6/30/18			Program Year 2018 7/1/18 - 6/30/19		
	Project	Allocation	Status	Project	Allocation	Status	Project	Allocation	Status
Audubon/Downriver	NA	-	-	Transitions Growing Hope Garden	\$ 10,200.00	Partially Complete	WCCC - Security Improvements	\$ 10,000.00	Complete
Balboa/South Indian Trail	No allocation	-	-	No Allocation	-	-	No Allocation	-	-
Bemiss	Hays Park	\$ 53,646.00	Partially Complete	Hays Park	\$ 28,000.00	Partially Complete	Courtland Park	\$ 30,000.00	Project design is complete and ready for bid
				Rochester Park	\$ 18,000.00	Complete			
Browne's Addition	CDA Park	\$ 2,933.42	Complete	CDA Park	\$ 2,700.00	Complete	No Application Received	-	-
Chief Garry Park	Single Family Rehab	\$ 20,000.00	Complete	Sidewalks	\$ 13,000.00	Summer 2019	CC - O'Malley Windows	\$ 12,000.00	Not enough funding to complete project – reallocation to other neighborhood projects
	Sidewalks	\$ 15,000.00	Complete	LCSNW Security Improvements	\$ 16,000.00	Complete	SNAP - Pacific Apt. Play Equip.	\$ 12,000.00	Complete
	Ash St. Station	\$ 10,000.00	Complete	Rochester Park	\$ 15,000.00	Complete	TLC - Flooring Improvements	\$ 11,000.00	Environmental Review/Contracting
	Hays Park	\$ 7,000.00	Partially Complete						
Cliff-Cannon	Cowley Park	\$ 7,080.00	Complete	Sidewalks	\$ 35,700.00	Summer 2019	Polly Judd Park	\$ 25,000.00	Spring/Summer 2019
	Sidewalks	\$ 33,310.99	Complete						
Comstock	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
East Central	Southeast Daycare	\$ 35,000.00	Complete	Sidewalks	\$ 5,000.00	Summer 2019	CC - St. Anne's Roof	\$ 14,000.00	Complete
	SPEAR	\$ 29,900.00	Complete	MLK Family Outreach Center	\$ 40,000.00	Bidding	Napa Street Gateway	\$ 14,000.00	Not enough funding to complete project – reallocation to other neighborhood projects
	Fresh Soul	\$ 15,000.00	Complete	Rochester Park	\$ 5,100.00	Complete	Pacific Apt Play Equipment	\$ 22,000.00	Complete
				ECCEC Flooring	\$ 20,000.00	Bidding			
Emerson\Garfield	Emerson Park	\$ 22,100.00	Design complete awaiting issuance to bid	N. Monroe Gateway Sign	\$ 32,154.00	Winter/spring 2018/19	N. Spokane Dental Clinic	\$ 10,000.00	Summer 2019
	Ash St. Station		Complete	HOC Respite Beds	\$ 3,800.00	Complete	WCFR - HVAC Improvements	\$ 20,000.00	Bidding complete – construction this fall/winter
	WCCC Garage		Complete	24/7 WCCC Library Kiosk	\$ 7,000.00	Complete			
	N. Monroe Gateway Sign		Winter/spring 2018/19	WCFR Demonstration Kitchen	\$ 7,000.00	Complete			
				WCCC ADA Ramp	\$ 7,000.00	Under construction			
Five Mile Prairie	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Grandview/Thorpe	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Hillyard	Rochester Park	\$ 20,000.00	Complete	NEYC Entry Vestibule	\$ 22,000.00	Complete	NECC - Senior Center Renovation	\$ 40,000.00	Bidding complete – construction this fall/winter
	Sidewalks	\$ 38,104.00	Complete	Rochester Park	\$ 10,000.00	Complete			
				Hillyard Senior Center	\$ 18,300.00	Complete			
Latah/Hangman	No Allocation	-	-	MLK Family Outreach Center	\$ 9,600.00	Bidding	No Allocation	-	-
Lincoln Heights	Altamont St.	\$ 27,077.76	Complete	24/7 WCCC Library Kiosk	\$ 23,600.00	Complete	N. Spokane Dental Clinic	\$ 20,000.00	Summer 2019
Logan	Mission Park	\$ 38,472.00	Complete	Mission Park	\$ 33,800.00	Complete	CC - O'Malley Windows	\$ 12,400.00	Not enough funding to complete project – reallocation to other neighborhood projects
							Sidewalks	\$ 12,600.00	Summer 2019
Manito/Cannon Hill	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Minnehaha	NECC	\$ 14,103.00	Complete	No Application Received	-	-	NECC - Senior Center Renovation	\$ 10,000.00	Bidding complete – construction this fall/winter
Nevada Heights	NECC	\$ 20,000.00	Complete	24/7 WCCC Library Kiosk	\$ 15,000.00	Complete	St. Anne's Roof	\$ 45,000.00	Complete
	Lighthouse for the Blind	\$ 30,000.00	Complete	Glass Park	\$ 15,000.00	Design complete awaiting issuance to bid			
	Single Family Rehab	\$ 20,000.00	Complete	Women's Hearth	\$ 10,000.00	Complete			
	Next Gen. Zone	\$ 10,000.00	Complete	HOC Respite Beds	\$ 10,000.00	Complete			
	Ash St. Station	\$ 25,000.00	Complete	WCFR Demonstration Kitchen	\$ 11,000.00	Complete			
	Sidewalks	\$ 29,895.00	Complete	SNAP Alexandria Apartments	\$ 10,000.00	Complete			
North Hill	N. Monroe Gateway Sign	\$ 32,154.00	Winter/spring 2018/19	N. Monroe Gateway Sign	\$ 25,500.00	Winter/spring 2018/19	Gathering House	\$ 10,000.00	Environmental Review/Contracting
							N. Monroe Gateway	\$ 10,000.00	Winter/spring 2018/19
North Indian Trail	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Northwest	Shadle Park Amphitheater Demolition	\$ 23,693.04	Complete	Sinto Senior Center	\$ 9,600.00	Complete	Women's Hearth Facility Improvements	\$ 10,000.00	Contracting
Peaceful Valley	Riverwalk Park Lighting	\$ 10,154.00	Complete	HOC Respite Beds	\$ 8,300.00	Complete	N. Spokane Dental Clinic	\$ 10,000.00	Summer 2019
Riverside	Shalom Ministries	\$ 17,149.25	Complete	LCSNW Security Improvements	\$ 5,300.00	Complete	SNAP - Pacific Apt. Play Equip.	\$ 10,000.00	Complete
				Women's Hearth	\$ 10,000.00	Complete			
Rockwood	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Shiloh Hills	NA	-	-	WCCC ADA Ramp	\$ 30,960.00	Under Construction	Excelsior Roof Replacement	\$ 10,000.00	Complete
							Excelsior Fence	\$ 10,000.00	Reallocated to Roof
							N. Spokane Dental Clinic	\$ 10,960.00	Summer 2019
Southgate	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
West Central	WCCC Garage	\$ 25,000.00	Complete	WCFR Demonstration Kitchen	\$ 10,000.00	Complete	Dutch Jake's Park	\$ 45,000.00	In design   bidding in September 2018   construction fall 2018-Spring 19
	Sinto Senior Center	\$ 10,000.00	Complete	WCCC ADA Ramp	\$ 10,000.00	Under Construction			
	Ash St. Station	\$ 12,600.00	Complete	WCCC Newton Room	\$ 10,000.00	Complete			
	Dutch Jake's Park	\$ 15,000.00	In design   bidding in September 2018   construction fall 2018-Spring 19	WCCC 24/7 Library Kiosk	\$ 10,000.00	Complete			
	Sidewalks	\$ 5,545.00	Complete	Sinto Senior Center	\$ 15,000.00	Complete			
				Sidewalks	\$ 3,600.00	Summer 2019			
West Hills	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Whitman	Rochester Park	\$ 13,538.00	Complete	Rochester Park	\$ 10,200.00	Complete	Rochester Park	\$ 10,000.00	Complete

## Dahl, George

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**From:** Martin, Abigail  
**Sent:** Thursday, September 13, 2018 11:42 AM  
**To:** Neighborhood and Planning Services  
**Cc:** Keenan, Kelly; Dahl, George  
**Subject:** CDBG Neighborhood Projects Update/Funding Clarification  
**Attachments:** Neighborhood Community Development Project Summary - PY16-18\_xlsx.pdf

Greetings Neighborhood Councils and Community Assembly:

Please see the below message and attached from Kelly Keenan, Director of Community Housing and Human Services.

If you have questions regarding this information, please contact Kelly Keenan ([kkeenan@spokanecity.org](mailto:kkeenan@spokanecity.org)) and/or George Dahl ([gdahl@spokanecity.org](mailto:gdahl@spokanecity.org)) directly.

Thanks for all you do!  
Abbey.



**Abigail Martin** | City of Spokane | Community Programs Coordinator, Office of Neighborhood Services  
509.625.6858 | [amartin@spokanecity.org](mailto:amartin@spokanecity.org) | [spokanecity.org](http://spokanecity.org)



Hello CA and Neighborhood Partners:

The purpose of this email is to provide some clarification regarding the status of Program Year 2018 CDBG Neighborhood Project funding. **Please note that there has been no reduction in or loss of 2018 CDBG funding.** We anticipate receiving our community's full 2018 CDBG grant from the U.S. Department of Housing and Urban Development (HUD) later this fall.

For your reference, please see attached a spreadsheet that shows the Neighborhood CDBG projects for program years 2016, 2017 and 2018. Many of the Program Year 2018 projects are in varying stages of contracting or in several cases have already been completed utilizing prior year CDBG funding available. The City tracks the status of these projects closely, and we work to facilitate timely project completion while maintaining compliance with HUD's CDBG program requirements.

Looking forward, the process for selecting Program Year 2019 CDBG Neighborhood projects is starting in October. The City has scheduled four workshops to provide Neighborhoods with training and information on how they can allocate CDBG funds to projects for the Program Year 2019 cycle. The workshops are scheduled as follows:

Workshop	Date	Time	Location
#1	Tuesday, October 9, 2018	11:30 am – 12:30 pm	City Council Briefing Center
#2	Friday, October 12, 2018	12:00 pm – 1:00 pm	City Council Briefing Center
#3	Monday, October 15, 2018	4:30 pm – 5:30 pm	City Council Briefing Center

#4	Wednesday, October 17, 2018	8:00 am – 9:00 am	City Council Briefing Center
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Neighborhoods are encouraged to send a representative to one of these workshops.

If you have any questions regarding the status of current CDBG Neighborhood projects, or the process for allocating CDBG funds in the 2019 cycle, please contact George Dahl at [gdahl@spokanecity.org](mailto:gdahl@spokanecity.org).

Thank you for your partnership, and all the work you do in supporting vibrant neighborhoods in Spokane.

Sincerely,  
Kelly



Kelly Keenan | City of Spokane | Community, Housing and Human Services – Director  
509.625.6056 | fax 509.625.6315 | [kkeen@spokanecity.org](mailto:kkeen@spokanecity.org) | [spokanecity.org](http://spokanecity.org)

[Return to Agenda](#)



**City of Spokane Park Board  
Urban Forestry Tree Committee Meeting**

Tuesday, October 30, 2018, 3:00 p.m. – 5:00 p.m.  
Field Trip with Citizen Advisory Committee  
Riverfront Park, Spokane Falls Boulevard  
Jeff Perry – Interim Urban Forester

**Committee Members:**

AE Chase, Rick – Chairperson  
X Ogden, Jennifer  
X Kohlhauff, Tim  
A Davis, Garth  
A Cash, Kevin  
Wright, Chris - Alternate

**Parks Staff:**

Jeff Perry  
Jo-Lynn Brown

**Guest(s):**

Cindy Deffe  
Beth LaBar  
Hilary Nickerson  
Bob Anderson  
Joe Zubaly

**SUMMARY**

- A special meeting of the Urban Forestry Tree Committee consisted of a field trip through Riverfront Park with the Citizen Advisory Committee. The tour included highlights of the park's redevelopment project.

## MINUTES

The meeting was called to order at 3:00 p.m. by Acting Chairperson, Jennifer Ogden.

### Action Items:

None

### Discussion Items:

1. The Urban Forestry Tree Committee and Citizen Advisory Committee held a special meeting by taking a field trip through Riverfront Park. Jeff Perry led the tour featuring accomplishments in the park's redevelopment project, especially concerning root treatments performed on London Plane trees stressed due to construction, and efforts made to preserve the Corktree located near the Loeff Carrousel. Jo-Lynn Brown was very helpful in assisting with fielding questions regarding the project. It was also noted that, for the Riverfront Park redevelopment project, for every one tree removed, two will be planted.

### Standing Report Items:

None

Meeting adjourned at 4:00 p.m.

The next regularly scheduled meeting is **December 4, 2018**, 4:15 p.m., at Finch Arboretum in the Woodland Center's Willow Room.

[Return to Agenda](#)





## Neighborhoods, USA Opens Annual Awards Competition

Neighborhoods, USA (NUSA) is pleased to announce the opening of its 2018 Awards Competition, which honors neighborhood efforts and initiatives with four awards:

- **The Neighborhood of the Year Award**
- **The Best Neighborhood Program Award**
- **Neighborhood Newsletter Competition**
- **Who's Who in America's Neighborhoods**

**The Neighborhood of the Year Award program** recognizes exceptional achievement by neighborhood organizations during 2018. NOTY Awards will be given in three categories: (1) Physical Revitalization/Beautification in a Single Neighborhood; (2) Social Revitalization/Neighborliness in a Single Neighborhood; and (3) Multi-Neighborhood Project Partnerships. Judging will be based on the extent of innovation, grass-roots participation and capacity building exhibited by the nominated organization. For a copy of the application, [CLICK HERE](#).

**The Best Neighborhood Program Award** will recognize outstanding programs, also implemented in 2018, to improve neighborhoods by a governmental entity, business or corporation or non-profit. Best Neighborhood Program Awards are given in two categories: (1) Social Revitalization and (2) Physical Revitalization. For a copy of the application, [CLICK HERE](#)

Finalists for both Neighborhood of the Year and Best Neighborhood Program will be invited to make presentations at the 2019 NUSA Conference, which will be held May 15-18 in Palm Springs, Calif. A panel of judges will evaluate presentations; select first-, second- and third-place winners in each category; and select overall winners for both awards.

**The Neighborhood Newsletter Competition** acknowledges neighborhood excellence and was created to highlight the importance of how vital communication is in determining a neighborhood's success. Entries shall be submitted under the Electronic or Print categories. For more information about the competition, as well as listings of previous winners, [click here](#). For a copy of the application, [CLICK HERE](#).

**The Who's Who in America's Neighborhoods Award** was created to recognize individuals who work mirrors the mission of Neighborhoods, USA which includes: (1) building and strengthening neighborhoods; (2) encouraging neighborhood involvement in the decision-making process in local government; and (3) promoting productive communications, collaborations and partnerships among neighborhood associations,

local governments and the public-private sectors. For a copy of the application, [CLICK HERE](#).

**Entrants must submit a completed application with the appropriate application fee postmarked by February 1, 2019. Eligibility requirements and application guidelines can be downloaded from the NUSA website by [CLICKING HERE](#)**

For additional information or questions regarding the 2019 Awards program,  
call Catherine Huckaby at 817.392.8085  
or Hal Barnes at 954.828.5065 or send an email to [AwardsProgram@nusa.org](mailto:AwardsProgram@nusa.org)

**Send in your award application and entry fee before Feb 1, 2019 to:**

2019 NUSA Awards  
Attn: Catherine Huckaby- Community Engagement Office  
818 Missouri Avenue (Hazel Harvey Peace Center)  
Fort Worth, Texas 76105  
[AwardsProgram@nusa.org](mailto:AwardsProgram@nusa.org)

