



Meeting Agenda for Thursday, May 2, 2019
 5:30 to 8:00 pm, City Hall, 808 W. Spokane Falls Blvd
 Proposed Agenda Subject to Change



Please bring the following items:
 *Community Assembly Minutes: April

Administrative Agenda

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page #</u>
1. Introductions (Facilitator)	3 min (5:30)	Discussion	n/a
2. Proposed Agenda (Facilitator)	2 min (5:33)	Approve	2
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	3

Open Forum

4. Reports/Updates/Announcements.....	10 min (5:40)	Oral Reports	n/a
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Legislative Agenda

5. City Council (City Councilmember(s))	10 min (5:50)	Oral Reports	n/a
6. CA/CD Committee Discussion (Kathryn Alexander)	20 min (6:00)	Discussion and Possible Vote	5
7. Spring Retreat Update (Tina Luerssen)	10 min (6:20)	Oral Report	n/a
8. Neighborhood & Planning Services Update (Heather Trautman).....	20 min (6:30)	Oral Report	n/a
• MOU for Parks Special Events			
• Spokane Matters 3.0			
9. SNAP Home Repair Program (Craig Howard).....	15 min (6:50)	Oral Report	n/a
10. Roundtable Discussion	10 min (7:05)	Open Discussion	n/a

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

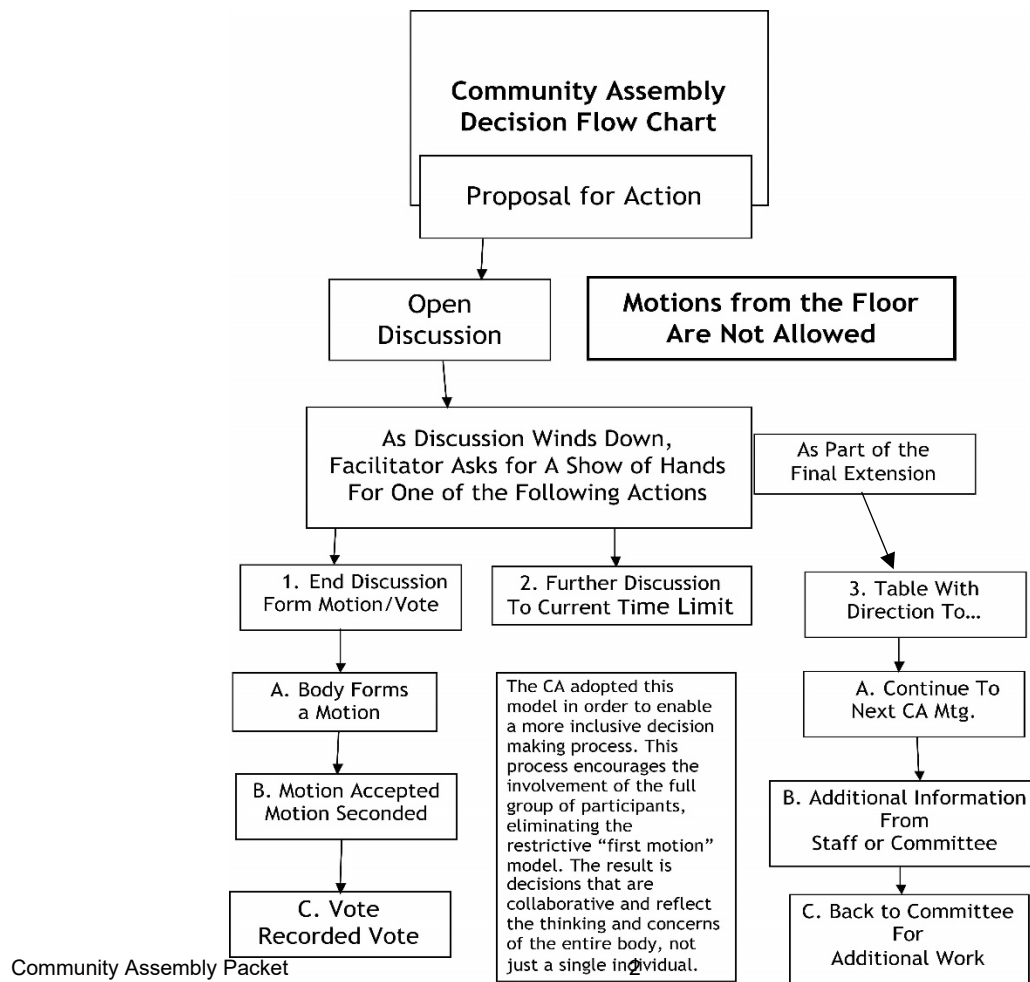
- [Administration Committee](#)7
- [Building Stronger Neighborhoods Committee](#)8
- [Pedestrian, Traffic, and Transportation \(PeTT\) Committee](#).....10
- [Neighborhood Safety Committee](#)13

Liaisons and CA Representation on Outside Boards and Committees Reports (Liaison Committee)

- Plan Commission Materials: <https://my.spokanecity.org/bcc/commissions/plan-commission/>
- [Community Housing and Human Services Board](#)15
- [Urban Forestry](#)26

D. Decision-making process: (See figure below for a graphical depiction of what follows.)

1. An independent facilitator shall preside at CA meetings. In the absence of a facilitator, an Office of Neighborhood Services representative may preside. The facilitator shall act in accordance with the procedures outlined herein.
2. To speak at a meeting, a person must be recognized by the facilitator and only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
3. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
4. As part of the final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
 - a. End discussion and move into forming the motion and voting,
 - b. Further discussion,
 - c. Table discussion with direction,
 - d. Request time to continue discussion at next CA meeting,
 - e. Request additional information from staff or CA committee, or
 - f. Send back to the appropriate CA committee for additional work.



Community Assembly Meeting Minutes

April 4, 2019

1. Proposed Agenda

- a. Amend agenda: Luke's name was spelled incorrectly, request to edit the name to correct spelling.
 - i. Approved as amended.

2. Approve/Amend Meeting Minutes

- a. 24 approved, 1 abstention (North Hill)

3. Open Forum

- a. Melody Dunn (CHHS Liaison) explained that the \$860 that CHHS made available for things like food security, workforce development and community services brought in proposals, and the CHHS board is reviewing the applications and will move suggestions forward to City Council. Amended to say: "\$860,000 was available for community service grant applications. The Board's RFP/Eval committee made recommendations regarding grant requests for the three priority areas of community service, workforce development, and food security. Upon CHHS Board approval, the recommendations will then go to City Council."
- b. Andy Hoyer mentioned that only 7 neighborhoods have submitted applications for the Community Engagement Grant. The deadline is May 3, so please complete and submit apps. Parks related concerns over the \$50 fee being waived to NC-approved events. Heather (ONS) is working with Parks Dept. to update the agreement they have with NC-sponsored events.
- c. Carol Tomsic mentioned that it's important to pay attention to comp plans for neighborhood developments, and mentioned that important decisions related to urban arterials (i.e.: Crestline Amendment) are accepting public comment.
- d. Colleen Gardner developed a resource on how to better connect with your Neighborhood Resource Officers, will send out to NC's.
- e. Patricia Hansen gave an update that Plan Commission draft agenda had been approved, and there is an open slot in the transportation subcommittee for which she volunteered. Seven new bills have been introduced, 6 of which are related to housing. HB 90, comp plan amendment, please read and review. U-District Master Plan: was not properly presented to neighborhoods, wants to encourage U-Dist. To meet with neighborhoods on this master plan more.

4. City Council Updates

- a. No Councilmembers present.

5. Urban Forestry Advisory Committee

- a. David Obbie was introduced as the candidate for Urban Forestry Liaison. CA asked to take action on candidate for approval of appointee. David has a background in horticulture and urban forestry, former exp. As an arborist. Participates as a member in N.I.T. neighborhood council. Kathryn motioned to approve nomination, seconded and unanimously passed.

6. Liaison Committee Position Profiles

- a. Paul Kropp has been tasked with making appendices to policies and procedures. Requesting comments be sent to him. Amended: The Liaison Committee is starting to draft profiles of each position that is

allocated by city council ordinance or resolution to the Community Assembly. The profiles are meant to document in detail the specifics of each position, all of which are different in some respects. The profiles would be considered as appendixes to the Liaison Committee's policies and procedures. A draft for the first one, the Plan Commission liaison member position, is in the agenda packet for today's meeting. Comments and/or feedback would be greatly appreciated.

7. CA/CD Policies & Procedures

a. CA/CD language change proposed to be clearer around the number of representatives participating. Will take this back to CA/CD to amend language. It's requested that the document be clearer in how District groups elect their representatives. It was reiterated that in the new District Model (allocation system for NCDG funding beginning this year), Districts have the autonomy to decide what policies and procedures they will use to determine where their allocations will go to fund. Tina suggested adapting the language CA uses.

8. Community Assembly Retreat Update

a. Community Assembly's Spring Retreat is Tuesday, April 30 at the West Central Community Center, Newton Lounge. They will be reviewing the Building Stronger Neighborhoods toolkit. April's Building Stronger Neighborhoods meeting will be held at the Shadle Library.

9. Neighborhood & Planning Services Updates

a. PowerPoint can be emailed out on request. Make sure you've subscribed to the Friday Update for the most-up-to-date info on what's happening at the City and in the community. Innovation Alleyways project open house is upcoming, so keep an eye out on the Friday Update for news related to the open house. In reference to U-District news, Carol suggested asking students that attend campuses in the U-Dist. Where they live and how that impacts mobility, since there seems to be a high concentration of students living on the South Hill.

10. Roundtable Discussion

- a. Gabby: Spokane Matters Kick-Off will be April 30th, 11:30am-1:30pm, location TBA.
- b. Fran: ~~Request for NC's to be more consistent with their officer elections.~~ Amended to say: "Fran asked if it is best practice for neighborhood councils to use paper ballots for officer elections."
- c. Patricia: Willing to answer any questions on U-Dist. Master Plan and Comp. Plan.
- d. Andy: Concerned that CA Liaisons do not have voting ability on comp plan amendments, would like to see CA have an influential voice in the decisions.
- e. Sandy: Concerns over Emerson Garfield, East Central, and West Central not getting their completed NCDG applications in on time and how that impacts the community.

25 Reps Present

In Attendance: Audubon/Downriver, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, Comstock, East Central, Emerson/Garfield, Grandview/Thorpe, Hillyard, Lincoln Heights, 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/SIT, Latah/Hangman Valley, Five Mile Prairie, Logan



Community Assembly Community Development Committee Policies & Procedures - District Model

Purpose: The CA Community Development Standing Committee (CA/CD) is to preserve the influence of the Community Assembly in the disbursement of Neighborhood Community Development Program (NCDP) funds for Spokane neighborhoods. The CA/CD will facilitate the District's discussions regarding NCDP funding and other community development funding, foster collaboration between and among the Districts and/or neighborhoods, coordinate training as needed, and make policy recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.

Membership:

The Committee shall consist of six members who are representatives of separate Neighborhood Councils, and their alternates, from each of the three Council Districts.

Quorum: Consists of three members, one from each district.

Voting: One vote for each District. Proxies are allowed with prior notice to the chair.

Officers and Terms: Terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.

Chair: The Chair is responsible for communicating with the committee, setting and publicizing the agenda, and facilitating Committee meetings unless another team member or independent facilitator is designated.

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 that attendees are officially signed in.

Recorder: The Recorder is responsible for taking official minutes for Committee meetings. The Recorder agrees to submit meeting minutes to the Committee Chair for review and distribution within two weeks of the meeting. Reviewed minutes will be sent back to the Recorder. Recorder will then send the

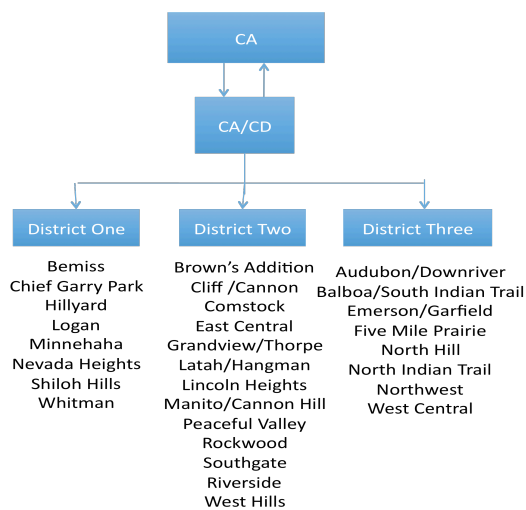
approved minutes to the Committee’s ONS support staff. Support staff will transmit reviewed minutes to all neighborhoods and Committee chairs, and place them in the next available CA Packet. Support staff will also print the minutes for distribution at the next CA meeting if the deadline for the Packet had passed.

Elections: Elections will take place once a year in December. The new officers will take office following their election.

Reports: CA policies and procedures require that standing committees report to the Community Assembly at least once a quarter or as needed along with providing minutes to be included in the Community Assembly meeting packets. When an oral report is to be given, a committee member will be assigned to give the report.

Meeting Schedule: At least quarterly or as needed.

All members of Spokane Neighborhood Councils are welcome to attend and provide input to their District Representative.



The Ideal Process

The various neighborhood councils will choose projects.

Those projects will be brought forward to their respective district meeting. At that meeting a decision will be made on the project(s) to submit for funding.

Those projects will be shared at the CA/CD meeting.

CA Admin Minutes – 3/26/19

Present: Kelly Lotze, Greg Francis, Tom Powell, Mindy Muglia

Others Present: Kevin Freibott, Paul Kropp

Not Present: Luke Tolley

Greg acted as secretary since Luke was not present

Meeting started a noon

No legislative items initially to discuss.

Paul Kropp (Liaison Chair) had several items to discuss with Admin

- Candidate for Urban Forestry can come to the first CA meeting for introductions

 - Five apps -> three interviews -> one recommendation

 - Added to April CA agenda

- Discussed creating profiles for each of the positions that Liaison Committee deals with

 - Paul suggested that they be added as an appendix to CA Policies and Procedures manual

- All appointed positions have a term except for the Plan Commission Liaison

- Discussion was had about term length for PC Liaison; Paul will write up

- Tom suggested that there should be a term limit

- Discussion was had about procedure for removal of liaisons and appointees if required

- Exit interview with Kathy Lang (DRB Liaison) at October meeting; her term ends in December

- Liaison Committee will meet with Admin on some language for removal at future date

- Added two items to CA agenda as result of discussion

Added CA/CD Policies and Procedures to next CA agenda for discussion and potential vote

Deferred discussion of reports/packet materials until April meeting so Luke could be involved

Adjourned at 1:10pm

Community Assembly Committee: Building Stronger Neighborhoods
4/22/19 12:00PM Shadle Library

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Melody Dunn (Northwest), Cliff Winger (Shiloh Hills).
City staff: Gabby Ryan (ONS)

- Committee Housekeeping
 - March 25th meeting minutes approved.
- Committee Business
 - Resources for Building Stronger Neighborhoods webpage is not live yet, Gabby needs our approval to submit to Web for final updates and to go live.
 1. Powerpoints have been changed to a more readable, consistent design.
 2. Committee made a few minor edits on individual pages.
 3. Location on the website: Under Community Assembly, add a tab for "Resources for Building Stronger Neighborhoods".
 - Header for webpage: Tina drafted this introduction: "The Community Assembly Building Stronger Neighborhoods Committee has created this webpage for Neighborhood leaders to use as a resource. You will find training and information on many topics under the headers below. If you need further assistance, please contact the Building Stronger Neighborhoods committee (*link*)."
 - The side column on the webpage will include contact links for Parks, Permitting, and other appropriate departments.
 - 2019 BSN Retreat: next Tuesday, April 30th 6:30-8:30pm at West Central Community Center in the Newton Lounge.
 - Resource Webpage Categories:
 - Building Capacity
 - Event How-To's
 - Press Releases
 - Print Marketing
 - Social Media
 - Once the webpage is live, Gabby will let Tina know so she can get familiar with the layout to present at the Retreat.
 - 2019 NUSA Update:
 1. The Conference is next month, we will invite the attendees to come to a future BSN meeting to discuss fall Retreat ideas.
- Announcements & Upcoming Events:
 - Next meeting date: 4th Monday in May is Memorial Day, so we will meet a week earlier on May 20th at the Shadle Library
 - CFTC Spring date: Saturday, April 27th, 2019. 80 volunteers currently signed up, only 5 homes registered for pickup. Cleaning up the Centennial Trail along Mission Park.
- Topics for next meeting:

- Resources for Building Stronger Neighborhoods Retreat: Recap
- CFTC Recap
- Meeting location

Next meeting: Next regular meeting will be a week earlier than normal, on Monday, May 20th, 2019. Location: TBD; South Hill Library if available.



PEDESTRIAN, TRAFFIC AND TRANSPORTATION (PeTT) COMMITTEE

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

April 23, 2019

West Central Community Center – 1603 N. Belt Street

Committee Notes

CALL TO ORDER AND INTRODUCTIONS

- Seven (7) neighborhood councils represented. One (1) city staff member present.

PRESENTATION – The Children of the Sun Trail and the North Spokane Corridor to the River

- Louis Meuler, City of Spokane Planning, displayed material available on the NSCPlace.com web site. He described the basic design progress for the trail and the roadway section at “focus area” locations from Francis Avenue south to the crossing of the Spokane River onto the Spokane Community College campus. The locations are N. Hillyard, Hillyard Business District, Wellesley Avenue, Garland Avenue and Wild Horse Park, S. Market Street and Euclid Avenue, Illinois Avenue, and Spokane River at Green Street. On the web site under the Resource Page tab, look for the Appendix Q – Program Test Concepts graphic for the diagrams of these focus areas. Community engagement and a new series of workshops requesting public comment regarding murals, landscaping, art, etc., for the Children of the Sun Trail route south of the river will begin soon. Three workshops are listed under the Upcoming Events tab on the web site. The first workshop focuses on the Chief Garry Park neighborhood: June 1, SCC Lair Auditorium, 10 AM.

DISCUSSION – The Washington State Transportation Commission 2018 Annual Report

- Joe Tortorelli, Washington State Transportation Commission member for Spokane County, introduced the commission and its role in statewide transportation decision-making, which is essentially long-range planning and special projects for the legislature. Joe distributed printed copies of the commission’s 2018 annual report that is available for download here: WSTC Library. Of the topics in the report, examples are the Road Usage Charge pilot project, studded snow tires, the Autonomous Vehicle Work Group, tolling, and a carbon tax to support road maintenance.

REQUEST – COMMUNITY ENGAGEMENT GRANT SUPPORT

- Greg Francis, Rockwood neighborhood council, and Spenser Gardner, StrongTowns.com writer and recent Spokane resident, presented information about the StrongTowns organization and its founder, Charles Marohn (see the web site strongtowns.org). Marohn will be embarking on a book tour this fall and will be travelling through Spokane on his way to a conference in Chelan in early September. There is the possibility that a tour stop event could be arranged subject to raising the necessary funds. The aim is to raise at least \$5000 from as many sponsors as possible.
- By unanimous consent the members of neighborhood councils present agreed to the submission by the PeTT Committee of a community engagement grant application in the amount of \$500 for the purpose of contributing to the cost of hosting a presentation on September 10, 2019, in Spokane by Charles Marohn of the StrongTowns organization during a book tour, as described in two (2) informational items provided the committee (attached). It is understood the application will be prepared with the help of the chair by Greg Francis of the Rockwood neighborhood council in time for the application deadline of May 3.

NEXT MEETING – May 28, 2019, West Central Community Center, 6 PM



Strong Towns is embarking on a nationwide book tour to celebrate the release of the first book by our President, Charles L. Marohn, Jr. And along the way, we'll be celebrating the amazing communities that believe in the Strong Towns message for change.

About the Book

Strong Towns: A Bottom-Up Revolution to Rebuild American Prosperity is a book of forward-thinking ideas that breaks with modern wisdom to present a new vision of urban development in the United States.

Presenting the foundational ideas of the Strong Towns movement he co-founded, Charles Marohn explains why cities of all sizes continue to struggle to meet their basic needs, and reveals the new paradigm that can solve this longstanding problem.

About the Tour

Beginning in September of 2019, Charles Marohn will visit select communities across North America to deliver a groundbreaking new presentation designed to highlight some of the most powerful stories featured in *Strong Towns: A Bottom-Up Revolution to Rebuild American Prosperity*.

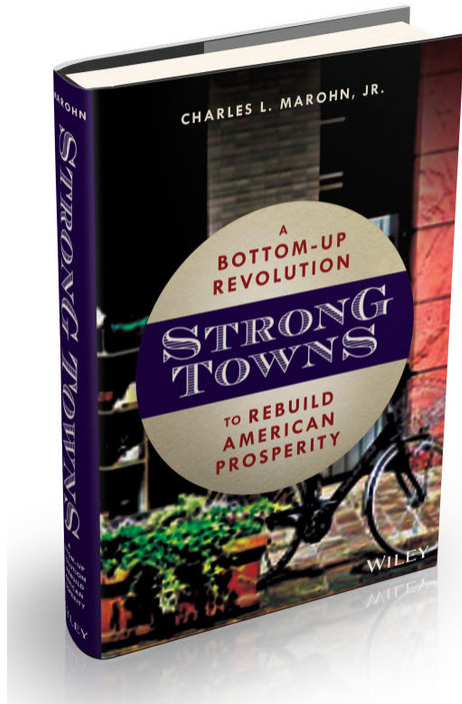
Using a dynamic, hands-on approach, a Strong America presentation invites each audience to participate in a live vote to select a presentation topic that's as unique as your community. Possible presentation tracks include:

- The Spooky Wisdom of the Traditional Development Pattern
- Building a Better City For—and With—Poor Americans
- “You Can’t Run A Government Like a Business”—But What Happens When You Fall into the Red?
- Happy, Healthy and Well: How Making Your City Financially Resilient Can Help you Live a Better Life

Lunchtime keynote and evening event pricing are available. Please [contact us](#) for more details.

Cities selected to Host a Strong America Tour stop will...

- Be the first to participate the ground-breaking Strong America presentation, followed by a live book signing with Charles L. Marohn, Jr.
- Receive a limited number of complimentary copies of *Strong Towns: A Bottom-Up Revolution to Rebuild American Prosperity* for members of the hosting organization.
- Have their community featured in the forthcoming *Strong America* e-book, which will document the Strong America tour (to be released after the tour's conclusion).
- Be the first receive the *Strong America* e-book.
- Have their community featured in other Strong Towns content and on Strong Towns social media feeds, which reach an international audience of millions of readers annually.
- Receive the full marketing and publicity support of the Strong Towns organization.



Strongtowns.org

Strong Towns, a national media organization and non-profit, is organizing a national tour for founder Chuck Marohn. The tour is to accompany the release of Mr. Marohn's new book, *Strong Towns.: A Bottom-Up Revolution to Rebuild American Prosperity*, due for release this fall.

Strong Towns has committed to do an evening event here in Spokane on Tuesday, September 10. The event will be a widely publicized public presentation in which Mr. Marohn will engage the audience on the core themes of Strong Towns, including:

- How cities can foster resilient, community-oriented neighborhoods
- How and why residents should get involved
- Why making improvements to existing neighborhoods—as opposed to expanding at the edge of town—is a more fiscally sustainable approach to growth and development
- How transportation investments affect the quality and livability of our neighborhoods, in good and bad ways depending on what they are

The national tour format allows Strong Towns to offer a reasonable cost for hosting events. The amount is doable and the Spokane Regional Transportation Council executive director, Sabrina Minchall, is coordinating an effort to secure the funding from a variety of organizations in the region so Marohn's visit can be included and promoted as an event in SRTC's 2019 series of community education events.

Notes from Neighborhood Safety Committee meeting

3/12/2019

Present: Bruce Higgins, Charles Hansen, Gabby Ryan, Katie Myers, Julie Banks

Meeting was called to order at 3:30.

January meeting minutes were approved.

- Discussion of monthly neighborhood safety themes

Julie Banks asked if there were any thoughts or additions regarding the monthly themes identified in the January meeting. Everyone agreed the topics are a good place to start for now and may evolve as neighborhoods engage and provide feedback.

- Publicity plan for safety themes/neighborhood resources

The committee discussed plans to publicize the Neighborhood Resources List and promote the monthly safety topics and suggestions for neighborhood activities. Katie Myers suggested Jessica Fisher attend the April meeting to discuss ways the city can help to publicize the information each month. The committee discussed using the Friday Update email as another vehicle to disseminate information. Gabby suggested we submit information twice a month on safety topics and activity suggestions. Charles agreed to create a rough draft of the first article for Friday Update. Julie Banks will review and submit to Gabby for inclusion in the Friday Update for March 15th. The article will focus on the Resource list. Bruce Higgins brought up the idea of creating a poster to be a visual reminder/notice of the resource list and how to access the information, driving people to the City website. Some suggested locations for distributing the informative posters included:

- COPS Shops
- Libraries
- Community Centers
- Key non-profits

We discussed having a monthly rotating panel on the Neighborhoods landing page of the City website with topical information, updated and refreshed every month. Also, we can include monthly insert in the CA packet for neighborhood representatives to share at their council meetings.

The meeting adjourned at 4:58.

Next meeting:

Neighborhood Safety Committee Agenda

April 9, 2019

- Review minutes of last meeting

- Publicity plan for safety themes/neighborhood resources
 - City resources: Jessica Fisher
 - Poster? What will this look like?
 - Information for CA packet
 - How to implement

- Gathering feedback from neighborhoods

BRIEFING PAPER
Community, Housing and Human Services Board
Public Service 5-year RFP Recommendations
April 10, 2019

SUBJECT:

Public service funding recommendations from the CHHS Evaluation and Review Committee.

BACKGROUND:

CHHS released the 5-year Notice of Funding Availability (NOFA) for Housing Stability and Public Services on October 5, 2018. Public service providers had until December 21, 2018 to complete and submit proposals that met the following priorities: Food Security, Workforce Development, Housing Stability, and Community Services.

CHHS staff reviewed each application submitted through the NOFA for basic eligibility and organizational risk assessment. Proposals were divided into panels representing the Continuum of Care (CoC) and CHHS Board. The CHHS Board comprised of 3 separate panels representing Food Security, Workforce Development, and Community Services. Panels met on March 20, 2019 to review scores and make recommendations to fund or not fund proposals. Recommendations were then forwarded to members of the CHHS Evaluation and Review Committee for final funding recommendations on April 3, 2019.

CHHS received 35 total applications for public service funding. The combined request for all 35 applications totaled over \$5,600,000 for year one, and \$29,019,000 over five years. CHHS has approximately \$860,000 to award in year one and \$4,300,000 over five years.

The attached table summarizes the funding recommendations made by the CHHS Evaluation and Review Committee to the CHHS Board.

TIMELINE:

CHHS will begin drafting contractual agreements with successful applicants once funding recommendations have been approved by the CHHS Board and City Council. Funded projects will have a contractual start date of July 1, 2019. Annual renewals will be evaluated in advance of the June 30, 2020 end/renewal date.

IMPACT:

Due to limited funds available, CHHS is not able to fund all proposals. Members of the Evaluation and Review Committee were tasked with making difficult funding decisions based on community need and quality of application materials. Partial funding recommendations were evaluated on their line item budget to find the best path forward toward successful program implementation. In most cases, this meant CHHS would be funding salaries and benefits but nothing more.

ACTION:

Vote to approve funding recommendations made by members of the CHHS Evaluation and Review Committee and forward on to City Council for final approval.

NEIGHBORHOOD COMMUNITY DEVELOPMENT PROGRAM

Application Briefing

Community, Housing and Human Services Department

April 2019 Update



OVERVIEW

CHHS is providing this Neighborhood Community Development Program (NCDP) Application briefing to the CA in an effort to increase transparency between CHHS and Neighborhood Councils. CHHS will provide a monthly briefing in the CA packet between January and May of 2019. For more information related to the NCDP, please visit <https://my.spokanecity.org/neighborhoods/programs/ncdp/>.

TIMELINE

Neighborhood Council Action	Important Dates
Program year 2019 Neighborhood Application Process Begins	Monday, October 1, 2018
Program year 2019 Neighborhood Application Process Ends	Monday, April 1, 2019
Program year 2019 Begins	Monday, July 1, 2019
Program year 2019 Ends	Tuesday, June 30, 2020

APRIL UPDATE

The Neighborhood Community Development Program (NCDP) application process came to a close on Monday, April 1, 2019 at 5:00 PM. CHHS/ONS partnered to send reminder emails to all neighborhood councils. Reminder emails started as broad outreach efforts, then shifted to targeted outreach to individual neighborhood councils. CHHS included all contacts provided on the ONS website (<https://my.spokanecity.org/neighborhoods/councils/>) to reach neighborhood representatives. CHHS included appropriate ONS/Planning liaison staff and City Council representatives as well.

CHHS sent reminder emails on the following dates:

Date Email Sent	Subject Line
January 30, 2019	Neighborhood Community Development Program Reminder
March 4, 2019	Neighborhood Community Development Program Reminder
March 13, 2019	Neighborhood Community Development Program Reminder
March 22, 2019	11 Days Remaining-Neighborhood Community Development Program Application Reminder
March 26, 2019	7 Days Remaining-Neighborhood Community Development Program Application Reminder
March 28, 2019	5 Days Remaining - Neighborhood Community Development Program Application Reminder
April 1, 2019	Final Day - Neighborhood Community Development Program Application Reminder

CHHS also provided reminders in the following CA packets:

CA Packet Date	Packet Page Number
January 3, 2019	Page 51
February 7, 2019	Pages 14-17
March 7, 2019	Pages 19-21

Final Neighborhood Allocations:

CHHS received complete NCDP application packets (application, meeting minutes, & signed COI certifications) from the following neighborhood councils:

Neighborhood Council	Project	Allocation Amount
Audubon/Downriver	WCFR Volunteer Center Improvements	\$10,000
Bemiss	Rogers HS Clinic	\$15,000
Bemiss	Hays Park	\$10,000
Browne's Addition	Reallocated to Peaceful Valley	-
Chief Garry Park	NECC HVAC Improvements	\$25,000
Chief Garry Park	Corbin Senior Center Improvements	\$5,000
Cliff-Cannon	MLK Sign and Window Repairs	\$20,000
Hillyard	Rogers HS Clinic	\$30,000
Lincoln Heights	Excelsior Gym Roof Repair	\$15,000
Logan	Rogers HS Clinic	\$20,000
Minnehaha	Rogers HS Clinic	\$10,000
Nevada Heights	Rogers HS Clinic	\$27,500
Nevada Heights	HOC Shelter Beds	\$10,000
Nevada Heights	NECC HVAC Improvements	\$2,500
North Hill	WCFR Volunteer Center Improvements	\$8,000
North Hill	Corbin Senior Center Improvements	\$7,000
Northwest	WCFR Volunteer Center Improvements	\$10,000
Peaceful Valley	Redband Park Improvements	\$20,000
Riverside	HOC Shelter Beds	\$10,000
Shiloh Hills	Rogers HS Clinic	\$30,000
Whitman	NECC HVAC Improvements	\$10,000

The following neighborhood councils did not submit a complete NCDP application packet by the due date of Monday, April 1, 2019 at 5:00 PM:

Neighborhood Council	Allocation
East Central	\$40,000
West Central	\$35,000

Allocations from these neighborhood councils will go toward other priority community projects that benefit low and moderate income individuals and families.

Next Steps:

CHHS will begin working with members of the CA/CD Committee to prepare for the next NCDP application process. All neighborhood councils are encouraged to join the discussion as it will address the shift to a District Model in future years.

Please consult with CHHS (gdahl@spokanecity.org) for questions related to the NCDP.

FUNDING RECOMMENDATIONS:

Agency	Proposal	Type	1st Year Total	5-Year Total	Funding
AGC	Head Start to the Construction Trades	Workforce Development	\$150,000	\$750,000	Full
SNAP	FUTURES - Homeownership Program	Community Services	\$196,767	\$783,645	Partial
Women & Children's Free Restaurant	Improving Food Security for Spokane's Hungry Women & Children	Food Security	\$65,000	\$315,000	Full
Partners with Families & Children	Children's Advocacy Center Services	Community Services	\$88,517	\$469,950	Partial
Lutheran Community Services Northwest	Spokane Sexual Assault Response & Advocacy	Community Services	\$59,612	\$316,488	Partial
YWCA	Pathways to Healing	Community Services	\$81,184	\$446,247	Partial
West Central Community Center	WCCC Youth Development Program	Community Services	\$25,000	\$125,000	Full
CHAS	Dental Voucher Program	Community Services	\$50,000	\$250,000	Full
YWCA	WOC - Women in the Workforce	Workforce Development	\$66,962	\$377,534	Partial
Second Harvest	FUTURES – Spokane Food Security & Nutrition Network	Food Security	\$40,000	\$200,000	Partial
Transitions	Women's Hearth Drop-in Center	Community Services	\$36,958	\$266,136	Partial
Total			\$860,000	\$4,300,000	

PROPOSALS NOT RECOMMENDED FOR FUNDING:

Agency	Proposal	Type
YFA Connections	Substance Use & Co-occurring Disorders Treatment Services	Community Services
SNAP	FUTURES - Matched Savings & Lending Program	Workforce Development
Career Path Services	Futures	Workforce Development
Career Path Services	Spokane Envision Center	Community Services
Career Path Services	Bridge to 21st Century Skills	Workforce Development
Catholic Charities	Volunteer Chore Services	Community Services
Center for Justice	Civil Legal Services & Renters' Rights Clinics	Community Services
CHAS	Envision Community Health Worker	Community Services
CHAS	Senior Services Community Health Worker	Community Services
Community Colleges of Spokane	CWCE Workforce Training	Workforce Development
Community-Minded Enterprises	Strengthening Spokane's Child Care Systems for Off-Hours Child Care	Community Services
Excelsior	Excelsior Sustainable Change Project	Community Services
Excelsior	Excelsior Sustainable Change Project	Food Security
Excelsior	Excelsior Sustainable Change Project	Workforce Development
Gonzaga University Center for Community Engagement	Campus Kitchens at Gonzaga University (CKGU) Food Security Initiative	Food Security
Goodwill	Hope Works	Workforce Development
Our Place Community Outreach	Food Security in West Central	Food Security
Our Place Community Outreach	Wednesday Evening Services	Community Services

Pioneer Human Services	Workforce Development for Reentry	Workforce Development
SNAP	FUTURES - Mobility Subsidy	Community Services
Spokane Workforce Council	EnVision Center Site Management & Leadership	Workforce Development
Tenants Union of Washington State	Spokane Tenant Education Program	Community Services
Transitions	EduCare	Community Services
Transitions	New Leaf	Workforce Development

May 2019 Update

Neighborhood Council	Program Year 2016 7/1/16 - 6/30/17			Program Year 2017 7/1/17 - 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	Bidding/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	A&E consultant procured - should be ready for bid in May/June	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
				ECCC Flooring	\$ 20,000.00	A&E consultant procured - should be ready for bid in May/June			
Emerson\Garfield	Emerson Park	\$ 22,100.00	Bidding complete - contracting	N. Monroe Gateway Sign	\$ 32,154.00	1st Meeting between NC's & AHBL - 4/11/19	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	Final billing/reporting
	WCCC Garage		Complete	24/7 WCCC Library Kiosk	\$ 7,000.00	Complete			
	N. Monroe Gateway Sign		1st Meeting between NC's & AHBL - 4/11/19	WCFR Demonstration Kitchen	\$ 7,000.00	Complete			
				WCCC ADA Ramp	\$ 7,000.00	Complete			
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	Project Complete
	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	A&E consultant procured - should be ready for bid in May/June	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	Project Complete
Nevada Heights	NECC	\$ 20,000.00	Complete	24/7 WCCC Library Kiosk	\$ 15,000.00	Complete			
	Lighthouse for the Blind	\$ 30,000.00	Complete	Glass Park	\$ 15,000.00	Design complete awaiting issuance to bid	St. Anne's Roof	\$ 45,000.00	Complete
	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	1st Meeting between NC's & AHBL - 4/11/19	N. Monroe Gateway Sign	\$ 25,500.00	1st Meeting between NC's & AHBL - 4/11/19	Gathering House	\$ 10,000.00	Project re-bidding
							N. Monroe Gateway	\$ 10,000.00	1st Meeting between NC's & AHBL - 4/11/19
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	Complete	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			
	Sinto Senior Center	\$ 10,000.00	Complete	WCCC ADA Ramp	\$ 10,000.00	Complete			
	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	Dutch Jake's Park	\$ 45,000.00	In design bidding in September 2018 construction fall 2018-Spring 19
	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

BRIEFING PAPER
Community, Housing and Human Services Board
2019 Action Plan
April 10, 2019

SUBJECT:

Brief overview of Program Year 2019 Action Plan.

BACKGROUND:

Each year CHHS submits an Action Plan that relates to the most current Consolidated Plan. This summer, CHHS will submit the final Action Plan for the 2015 – 2020 Consolidated Plan. The Action Plan provides a summary of performance in relation to the needs and goals identified in the Consolidated Plan. Additionally, the Action Plan represents projects and funding priorities for the program year.

TIMELINE:

CHHS is in the process of drafting the 2019 Action Plan for public comment and review during the month of May and June. CHHS will hold a Public Hearing during the May 1st CHHS Board meeting to provide an overview of the draft 2019 Action Plan. Following the 30-day public comment period, CHHS will finalize the Action Plan and request approval to submit during the June CHHS Board meeting.

CHHS intends to complete and submit the 2019 Action Plan on, or before August 16, 2019.

2015 Consolidated Plan (5-yr.)	Annual Action Plan Year	Program Year
	Year 1 – 2015	7/1/15 – 6/30/16
	Year 2 – 2016	7/1/16 – 6/30/17
	Year 3 – 2017	7/1/17 – 6/30/18
	Year 4 – 2018	7/1/18 – 6/30/19
	Year 5 – 2019	7/1/19 – 6/30/20

IMPACT:

The Department of Housing and Urban Development (HUD) requires an annual submission of the Action Plan to receive funding for the Community Development Block Grant Program (CDBG), HOME, and Emergency Solutions Grant Program (ESG). Regulations require the Action Plan be submitted no later than August 16th.

ACTION:

None required, this briefing is for informational purposes only.

BRIEFING PAPER
Community, Housing and Human Services Board
2020 Consolidated Plan Briefing
April 10, 2019

SUBJECT:

Brief overview of the 2020 Consolidated Planning process.

BACKGROUND:

The Consolidated Plan is designed to help local jurisdictions assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, and Emergency Solutions Grants (ESG) Program. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

CHHS staff assembled a group of stakeholders to assist in the development of primary community needs and priorities. Below is a list of each stakeholder and their affiliated organization.

Name	Organization
Diane Zemke	CHHS Board
Christy Jeffers	Spokane County
Brian Jennings	Spokane Housing Authority
Shannon Bedard	Northwest Fair Housing Alliance
Kay Murano (guest)	Spokane Low-income Housing Consortium
Open	City of Spokane Planning
Ben Stuckart	City Council
George, Paul, Tija	CHHS Staff

The following primary community needs and priorities were identified through stakeholder meetings:

- **Housing**
 - Affordable Rental Housing
 - Affordable Homeowner Housing
- **Community Services**
 - Workforce Development
 - Food Security
 - Community Services

TIMELINE:

CHHS will engage with the Spokane community over the next 12 months to refine community needs and priorities. CHHS is working with City communication staff to develop an outreach strategy to promote broad citizen participation and feedback. CHHS will be present at the University District Public Development Authority’s pedestrian bridge open house celebration event on May 7th.

CHHS will also seek public comment during the month of June at the following Spokane Farmers’ Markets:

- Emerson Garfield Farmers’ Market
- Hillyard Farmers’ Market
- The Night Market
- Thursday Market
- Spokane Farmers’ Market

Staff will solicit feedback and conduct surveys regarding community housing and social service needs/priorities. Staff will provide monthly updates to the CHHS Board and Community Assembly as work continues on the 2020 Consolidated Plan.

CHHS plans to host additional opportunities to provide public comment and review the draft 2020 Consolidated Plan (needs, priorities, resources, and goals) during the months of September and October 2019. Public hearings will be scheduled at the Northeast, West Central and East Central Community Centers. CHHS will post meeting dates and times two (2) weeks prior to the scheduled public hearing.

CHHS intends to complete and submit the 2020 Consolidated Plan during the summer of 2020. The first program year Action Plan under the 2020 Consolidated Plan will run from July 1, 2020 through June 30, 2021.

2020 Consolidated Plan (5-yr.)	Annual Action Plan Year	Program Year
	Year 1 – 2020	7/1/20 – 6/30/21
	Year 2 – 2021	7/1/21 – 6/30/22
	Year 3 – 2022	7/1/22 – 6/30/23
	Year 4 – 2023	7/1/23 – 6/30/24
	Year 5 – 2024	7/1/24 – 6/30/25

IMPACT:

The Consolidated Plan is a five-year funding plan to address community needs and priorities. Efforts through community engagement/outreach will help direct future funding allocations. At this point CHHS anticipates housing to be a primary focus of the 2020 Consolidated Plan.

ACTION:

None required, this briefing is for informational purposes only.

Citizens Advisory Council Meeting minutes

3/26/19

Meeting called to order* by Joe Zubaly at 1503

Attendance:

Nancy MacKerow, Hillary Nickerson, Joe Zubaly , Nancy Dun, Tim Kohlhauff, Angle Spell, Katie Kosanke , Toni Sharkey and, Cadie Olsen

Announcements:

Nancy discussed tree planting in Madagascar. Efforts are taking place currently, and are being completed on a really cost effective model. This is being done to improve Lemur habitat.

There was no tree planting last week in the Suzy forest, however, there are efforts planned for next week. An invitation was put out to all CAC members to plant two trees each as part of the event. Angel also mentioned that she would reach out to members of the park board to see if there was any interest.

City Staff Report:

Tree work is beginning at Wild Horse Park

Spring crews are starting on the South Hill near Manito Park

Spokanopy (SP?) plantings are beginning near Rockwood Blvd from Arthur to SE Blvd. Also plantings are planned for NE Spokane soon.

Spring tree orders are being finalized for spring.

March of the Ponderosas planting event is set. The plantings will occur on March 30th at 1100 am. The meeting spot is S Manito Blvd and Highdrive.

Arbor Day planting will occur on April 27th from 11-2 at Finch Arboretum. There will be a climbing demonstration and free seedlings.

Old Business:

No old business was discussed.

New Business:

Discussion on what happens when a homeowner's tree dies in a city parking strip VS. What happens when a tree dies in front of a business.

The relationship between the city and a homeowner is somewhat different than the relationship between the City and the Downtown business district.



Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
Finch Arboretum, Willow Room.
Woodland Center 3404 W Woodland Blvd
April 2019 meeting March 26, 2019, at 3 PM

MEETING AGENDA

CALL TO ORDER

ROLL CALL

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

CONSENT AGENDA

Urban Forestry Ordinance Revisions

COMMITTEE AND REPORTS

- Community Assembly
- Staff Report

OLD BUSINESS

Vote on Urban Forestry Ordinance Revision

NEW BUSINESS

ADJOURNMENT

Tree of the Month:

Carolina silverbell *Halesia carolina*

Class 1 Street Tree

Mature size 30' x 25'

Attributes

- Showy fragrant flowers in Spring
- Tolerates partial shade -understory plant
- Can be grown as multi-stemmed shrub
- Can be grown under power lines
- Few, if any, pest problems

Problems:

- Can be difficult to establish from B & B stock
- Prefers slightly acidic soil



There was also discussion about how to bridge this gap and encourage the Downtown Business District to take better care of their trees.

A discussion was had on the Urban Forestry ordinance review

Goals of the Urban Forestry Ordinance was discussed, and the CAC was in favor of the goals.

Concerns were voiced on the ordinances ability to keep green trees on newly developed property.

There were questions on what defines the Right of Way. The ROW is defined by the original City plats, which can be found at map.spokanecity.org

Discussion on definition of major pruning. This is defined by size of material pruned, and also it was recommended that additional language be added to the ordinance that anything within 10 feet of an overhead power line, regardless of size, be considered "major pruning" and would thus require consultation from a professional arborist.

Discussion of adding an additional "whereas" to the ordinance that defines Spokane's City tree as being the Ponderosa pine.

A vote was held to approve the new ordinance with the additions of the Spokane City tree and the overhead powerline language.

The vote passed unanimously.

Discussion on the tree of the month:

Adjourned: 1600

*Joe Zubaly was the interim Chair of the CAC for this meeting. Matt Ugaldea will Chair the meetings from this point forward.



**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
Finch Arboretum, Willow Room.
Woodland Center 3404 W Woodland Blvd
April 2019 meeting April 30, 2019, at 3 PM**

MEETING AGENDA

CALL TO ORDER

ROLL CALL

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

CONSENT AGENDA

COMMITTEE AND REPORTS

- Community Assembly
- Staff Report

OLD BUSINESS

Urban Forestry Ordinance Revision

NEW BUSINESS

Revised Street Tree list

ADJOURNMENT

Tree of the Month:

Japanese Tree Lilac *Syringa reticulata*

Class 1 Street Tree

Mature size 15' x 25'

Attributes

- Dependable ornamental tree
- Outstanding display of large creamy white fragrant blooms
- Can be grown under power lines
- Few, if any, pest problems

