



Meeting Agenda for Thursday, December 5, 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: November



Administrative Agenda

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator)	3 min (5:30)	Discussion	-
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	4

Open Forum

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

5. City Council (City Councilmember(s))	10 min (5:50)	Oral Reports	-
6. CA Admin Report	10 min (6:00)		7
• Officers		Presentation	-
• CA Meeting Location		Vote	-
7. Budget Committee	5 min (6:10)	Report	8
8. Jeanette Harras Award (Andy Hoyer)	5 min (6:15)	Presentation	-
9. Holiday Party	(6:20)		-

Other Written Reports

Plan Commission Agenda Materials See Website at <https://my.spokanecity.org/bcc/commissions/plan-commission/>

Committee Reports, Agendas, Minutes, etc.

- [Budget Committee](#) [9](#)
- [Building Stronger Neighborhoods Committee \(BSN\)](#) [11](#)
- [Community Assembly Liaison Committee](#) [13](#)
- [Pedestrian, Traffic, and Transportation Committee \(PeTT\)](#) [14](#)

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

- [Urban Forestry-Citizen Advisory Committee Liaison Report](#) [19](#)



Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG (Big Hairy Audacious Goal):

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:

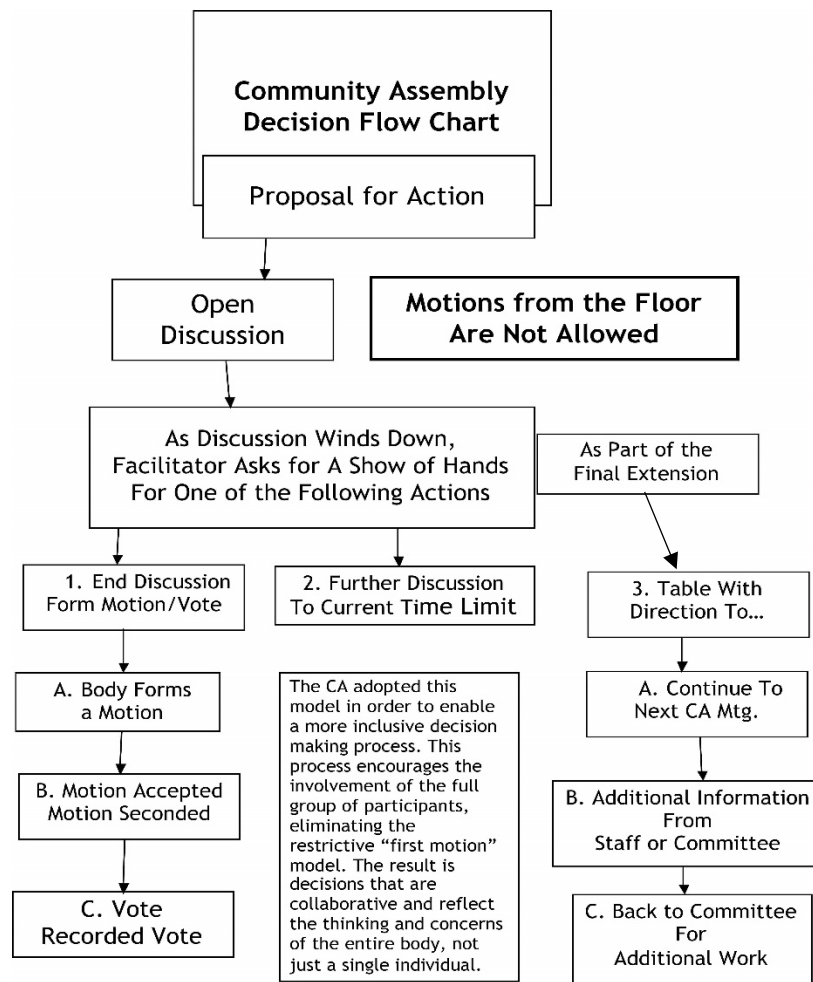
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

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

November 7, 2019

1. Introductions

2. Proposed Agenda

- Approved

3. Approve/Amend Minutes (Facilitator)

- Approved

4. Reports/Updates/Announcements

Open Forum:

- Colleen: Flier in the CA Packet, please review. Related to LEO
- Kathryn: District 1 news- Dist. 1 work group will take over ONES nonprofit, which will allow them to do fundraising, grant writing, etc. Neighborhood Councils can apply to be on their board.
- Greg: Strong Towns event sponsorship included books. There are 3 books available to CA (1 at Land Use, 2 at CA). Paul also has an addtl. two books.

5. City Council (City Councilmember(s))

CM Stratton:

- 3-4 months ago, a couple of elderly residents in NW Spokane were injured due to poor condition sidewalks. AGC Pre-apprenticeship program could work with us on a pilot program, partnering with the city to get the sidewalks repaired. One of the homes is currently being repaired, with the pre-apprentice program leading that work. Hope is that we can continue that partnership to address repairs needed on sidewalks around the community. Asks for CA to brainstorm ideas for identifying more projects that can be worked on, emphasis on safety and mobility with high need communities.
- City shelter: came to an agreement with a shelter space, found funding. 60 adult beds, 24/7. Work happening to identify adequate restrooms and storage. Rising Strong shelter will accommodate overflow from Family Promise. Hope House will extend hours for women, so will Women's Hearth. Truth Ministries expanding capacity to 50 addtl. beds for men. Cannon Shelter-Nov. 22 opening goal.
- Illegal camping pod- worked to respond to camping complaints. 150 camps were cleaned up. 80k pounds of waste removed. Response time went from 13 days to 5 days to addressing camp complaints.
- Abandoned vehicle complaints have risen, so Code Enforcement is hiring PT employees to address those complaints.

6. Census Complete Count

- Contact Rachelle or Alex for info regarding the open house is coming up in the Valley in December.
- Attach powerpoint to email, incl. contact info of Alex.

7. Engagement Grants, Final Allocations, Awards

- Update on 2nd round of CE Grant:
 - CA tents have warranties on them in case they're in need of repairs.
 - Tables and chairs are the most requested.
- Ideas on spending the extra money: keeping the Jeanette Harris award, but the money being spent on tables and chairs for the CA check-out closet. If all reallocated costs are spent, and we're left with only \$23, Andy will donate up to \$100 for the costs of the awards. Recognition of volunteers and engaged community members is important, so they feel something should remain in place for recognition of efforts from community members.
- **VOTE:** Volunteers for the Awards Committee: Barbara Ann (Logan NC), Charles (Whitman NC), and Melody (NW NC). Motion passes.
 - Creation of Awards Committee: Andy (Chair), Barbara Ann, Charles, Melody
 - Preservation of Jeanette Harris award
 - 22 in favor, no opposed, no abstentions. Unanimously passes.
- Nov. 15th- Jeanette Harris nominations due to Andy, via email by 11:59 p.m.
- Secondary awards will not happen this year, but will be revisited next year.
- Feb 10th training for CE Grant 2020, at WCCC.

- New CE Grant Chair needed, Andy is termed out.
- **VOTE:** Priority of excess funding: Award, chairs, tables. Motion passes.
 - Priority of funding with excess CE Grant Funds (all expenditures must be approved by Budget Committee):
 - Award
 - Chairs
 - Tables
 - 24 in favor, 1 abstention

8. DRB Liaison Report

- Powerpoint will be shared with minutes. Paper copies were brought to CA Meeting.
- Correct dates of DRB meetings are in the powerpoint, not on the agenda
- Concerns about ADR not being contacted about Glover and Shadle ctr., has EC been contacted about library plans?

9. DRB Liaison Recommendation

- **VOTE:** Recommendation of extension of Kathy Lang's nomination. Motion to retain Kathy as liaison passes.
 - Items a and b on pg 13 of the Nov CA Packet, "Design Review Board Liaison- The Liaison Committee recommends the Community Assembly to (a) continue the nomination of Kathy Lang (West Hills Neighborhood Council) for an additional term of three years to the liaison member position on the Design Review Board (DRB) provided in the Spokane Municipal Code at 04.13.025, and to (b) direct the Administration Committee to inform the offices of the mayor and city council of this continued nomination and its term in an appropriate manner;"
 - Vote recommending extension of Kathy Lang's DRB position: 24 in favor, 1 abstention. Motion Passes, Kathy remains liaison.

10. PC Liaison Status (Paul Kropp)

- Mary's application is in the packet for review.
- Make note of the term: 3 years
- **VOTE:** Motion passes, Mary Winkes is PC Liaison.
 - Items a and b on pg 13 of the Nov CA Packet, Plan Commission Liaison- "The Liaison Committee recommends the Community Assembly to (a) nominate Mary Winkes (Manito-Cannon Hill Neighborhood Council) for a term of three years to the liaison member position on the Plan Commission provided in the Spokane Municipal Code at 04.12.040, and to (b) direct the Administration Committee to inform the offices of the mayor and city council of this nomination and of its term in an appropriate manner along with its accompanying application material."
 - Vote recommending Mary Winkes as Plan Commission Liaison for three years: 25 in favor. Motion passes unanimously.

11. Admin Committee Reports

- Voting for Admin Committee, 5 seats available. 25 ballots submitted. 2020 Admin Committee will be comprised of the 5 candidates who were interested. Next meeting will be moved in December so that it's not on Christmas Eve.
- Ad Hoc committee to review Policies and Procedures for Community Assembly suggested by Admin Committee. Kathryn Alexander will serve as Chair. Mary Winkes, Greg Francis and Barbara Ann will serve on the committee as well. 21 votes approved, passes.
- All CA Subcommittees need to turn in their Policies and Procedures to the Admin Committee by the January Admin Committee meeting (January 28th meeting). Those P&Ps will be included in the February CA Packet. Motion passes.

12. Neighborhood & Planning Services Update

- Introduced Annie Deasy as new CPC, will be managing the CE Grant.
- Introduced Dean Gunderson, Senior Urban Designer.
- Introduced Kara Mowery as well.
- Heather announced resignation.
- Send Gabby suggestions on Leadership Development curriculum topics that are important to NC's.
- Requests for accessible workshop times and dates. Suggestions put forth to use different dissemination methods of trainings (digitize recordings, multiple sessions, etc.)
- CA Meeting Location for 2020- Booked at WCCC from Feb. 2020-Dec. 2020.
- Comp Plan Amendment Applications for 2020

- Send all questions to Kevin Friebott.
- Two text amendments, three map amendments to 2018 comp plan
- 2019 apps received so far include 6 private comp plan amendment applications; one was carried over from 2018. These haven't been accepted, the applications have just been submitted to consideration.

13. Roundtable Discussion

- Colleen- Go back to NC's and ask them what they need, what info is needed, what events are desired to strengthen relationships between Law Enforcement and the Neighborhoods.
- Andy- Email Jeanette Harris Award nominations to Andy!!! Colleen will look for document that lists qualifications/qualities looked for in nominee.
- Tina- Building Stronger Neighborhoods CA Handbook trainings have been requested. Email Tina for addt'l. resources or clarification.
- Kathryn- December CA party? Sign Up Genius, Tina will establish one. Mindy offered to help with organizing.
- Fran- Acknowledged & introduced Five Mile Prairie CA attendee, Kelly.

Community Assembly Representatives Roll Call:

In Attendance: Audubon/Downriver, Balboa/SIT, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Lincoln Heights, Logan, Manito/Cannon Hill, Minnehaha, Nevada Heights, North Hill, North Indian Trail, Northwest, Riverside, Rockwood, Shiloh Hills, Southgate, West Central, West Hills, Whitman

Absent: Comstock, Hillyard, Latah/Hangman Valley, Peaceful Valley

***DRAFT* Minutes for Community Assembly Administrative Committee. November 26, 2019**

Attendees: Committee members Tina Luerssen, Greg Francis, Seth Knutson, Mindy Muglia, Kathryn Alexander. City Staff: Annie Deasy, Kevin Freibott.

Committee Elections: Unanimous approval of Greg Francis-Chair. Tina Luerssen-Secretary. Mindy Muglia-Vice Chair. Clarification of who is acting Chair between Admin elections and first Admin meeting? Send this to P&P Committee.

December 5th CA Meeting Agenda:

City Council: 10 minute placeholder for update. Lori Kinnear?

Admin: Greg will report on 2020 officers and lead discussion to vote on CA meeting location beginning Feb. 2020.

Budget Committee: 5 minutes to update on leftover funds, if Annie has received finalized numbers from Reprographics. If not, then this will be removed from the agenda.

Jeanette Harras award: 5 minutes, Andy will present.

Admin Committee Discussion:

Greg passed around the letters to forward to the Mayor's office in support of Kathy Lang for DRB and Mary Winkes for Plan Commission. Committee approves, Greg will sign and forward with supporting paperwork to the Mayor's office and City Council, cc: this committee and Paul Kropp.

Dean Gunderson asked for a 15 minute agenda item at CA, he was pushed to January to allow a shorter December meeting. Andy asked for 5 minutes to present the Jeanette Harras award. No presentation requested from ONS. Need to vote on meeting location beginning February. Need Budget update.

2020 meeting schedule: normal dates for Admin (4th Tuesday) and CA (1st Thursday) every month. CA/CC meetings 5th Thursdays: January 30th, April 30th, July 30th, October 29th. Annie will book Community Centers for these dates. Greg will communicate these dates to Council President-elect Beggs.

Kevin won't be here to facilitate in March, will ask Bart to cover.

Kathryn brought up discussion regarding CA minutes. Should minutes be more detailed with discussion, since we have no audio recording of the meeting? Possibly send this to P&P Committee for clarification.

Topics for Admin follow-up: Committee Goals submitted in January, for February agenda. CA/CC agenda for January 30th. BSN-led discussion on Fall Retreat/NUSA attendees/speaker? Budget recap of what was purchased with remaining funds.

Next Admin meeting: Tuesday December 17th, 12 Noon in first floor conference room.

2019 CE Grant Expenditures & Reallocation							
<i>Neighborhood</i>	<i>Requested</i>	<i>Actual</i>	<i>Remaining</i>	<i>Reallocation</i>	<i>87% Fulfillment</i>	<i>Actuals</i>	<i>Orders/Reimbursement</i>
ADR	\$495.00	\$59.68	\$435.32	\$0.00	\$0.00	\$0.00	
Bemiss	\$650.00	\$612.00	\$38.00	\$300.00	\$261.00	\$260.75	Complete
Browne's	\$650.00	\$600.00	\$50.00	\$300.00	\$261.00	\$125.12	Complete
CGP	\$650.00	\$497.80	\$152.20	\$204.00	\$261.00	\$260.33	Complete
C/C	\$650.00	\$650.00	\$0.00	\$300.00	\$261.00	\$229.37	Complete
Comstock	\$650.00	\$648.94	\$1.06	\$300.00	\$261.00	\$261.00	Complete
EC	\$550.00	\$0.00	\$550.00	\$300.00	\$261.00	\$0.00	
E-G	\$650.00	\$650.00	\$0.00	\$300.00	\$261.00	\$260.76	Complete
FMP	\$632.50	\$605.68	\$26.82	\$198.00	\$172.26	\$170.55	Complete
GVT	\$605.00	\$569.76	\$35.24	\$300.00	\$261.00	\$54.52	Complete
LH	\$649.83	\$263.79	\$386.04	\$0.00	\$0.00	\$0.00	
Logan	\$649.52	\$649.52	\$0.00	\$300.00	\$261.00	\$261.00	Complete
MCH	\$650.00	\$543.56	\$106.44	\$300.00	\$261.00	\$260.74	Complete
Minnehaha	\$650.00	\$583.45	\$66.55	\$0.00	\$0.00	\$0.00	
Nev Heights	\$650.00	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	
N Hill	\$581.00	\$377.72	\$203.28	\$0.00	\$0.00	\$0.00	
NIT	\$650.00	\$650.00	\$0.00	\$300.00	\$261.00	\$260.23	Complete
PV	\$629.00	\$638.70	-\$18.70	\$0.00	\$0.00	\$0.00	
Riverside	\$650.00	\$0.00	\$650.00	\$100.00	\$87.00	\$0.00	
Rockwood	\$650.00	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	
Shiloh Hills	\$650.00	\$85.99	\$564.01	\$300.00	\$261.00	\$260.77	Reprographics Order Initiated.
Southgate	\$650.00	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	
West Central	\$650.00	\$625.00	\$25.00	\$200.00	\$174.00	\$139.59	Complete
PeTT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	
BSN	\$4,430.70	\$4,256.12	\$174.58	Total requested:	Total Reallocated:	Total Remaining:	
Total remaining from requests: \$3506.74				\$4,002	\$3,565.26	\$760.53	

***DRAFT* Community Assembly Committee Minutes: Budget Committee**
12/2/19 6:30pm, Fire Station #4

Members present: Andy Hoyer (Chair: Southgate), Mary Winkes (Manito/Cannon Hill), Mark Davies (North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe). ONS staff liaison: Annie Deasy.

Agenda:

1. Review/approve October 28 committee minutes. Approved by consensus.
2. Status of all expenditures, remaining balance. Annie received final numbers from Reprographics today but does not have that updated total with her at this meeting. There is at least \$484 remaining.
3. Cost of Jeannette Harras Award: \$96.10. Committee consensus: ONS will purchase 1 table (\$76.91+tax), 6 chairs (\$116+tax), and then more chairs if there is more funding remaining.
4. Guideline Edits: Annie sent a Word document to this committee on October 28th, so we have it in our Inboxes. Andy will write a draft which the committee will wordsmith at the January 27th meeting. Annie will also send the Grant Application in a Word format to the committee.
 - a. Special Event & Block Party Permit waivers: Annie is working on this with Parks and Streets departments. Streets Department may also be willing to deliver/lend barricades for block parties.
 - b. Facebook Ads: The Facebook Training document on the Neighborhood Resources webpage is not specific enough for this program. If CE Grant funds are to be used for Facebook advertising, the post must include the NC meeting schedule.
 - c. D&O Insurance policy wording: expense can occur anytime during the year; reimbursement must follow application & reimbursement schedule.
 - d. Postage can only be paid via Engagement Grant funds if it is mailed through the City Bulk Mail system.
 - e. T-Shirts: Committee vote passed 3-1 to exclude T-shirts from allowable Grant expenses. Discussion on safety vests, perhaps these can be borrowed from Streets department?
 - f. Schools and janitor fees: Not a Grant option.
5. 2020 Committee Goals discussion.
 - a. 2019 Goals:
 - i. Gather statistics on the success and impact of the awards from each neighborhood including impact and growth as part of the CA report.
 1. Discussion: ONS has been compiling these statistics. Our deadline for the NCs to submit this report is spring 2020, concurrent with the next Community Engagement Grant application cycle. Gabby and Annie are planning to sit down and refine a form for this.
 2. Proposed goal for 2020: Andy will re-write this goal for clarity and to specify this report is to City Council.
 - ii. Continue to refine our process/application and timeline procedures.

- iii. Provide a mid-year report to the CA on the spending (spent, committed, available).
 - iv. Maintain and increase neighborhood grant participation wherever possible.
- 6. Andy will have 5 minutes at the December CA meeting to discuss final purchases and plead for committee members.
- 7. Discussion regarding committee member attendance. Consensus that the Chair is encouraged to contact absentee members to clarify interest in serving on the committee.
- 8. 2020 Budget Training on Monday, February 10th at West Central Community Center from 6:30-7:30pm. Next Budget Committee meeting is Monday, January 27th 6:30pm at the Fire Station.
- 9. Meeting adjourned at 7:58pm.

DRAFT Community Assembly Committee: Building Stronger Neighborhoods
11/25/19 12:00PM Shadle Park Library.

Members present: Tina Luerssen (Secretary: Grandview/Thorpe), Anne Luttrull (Emerson Garfield), Chris Flanagan (Manito/Cannon Hill), Marlene Maurer (Bemiss), Cliff & Sarah Winger (Shiloh Hills), Dave Lucas (Rockwood). City staff: Annica Eagle (ONS).

- Committee Housekeeping
 - October meeting minutes approved.
- Committee Business
 - Update P&P with elections in January. Remove meeting location, unless we're able to secure Forza in which case we'll update this for location. Passed by committee consensus.
 - Meeting location discussion. Forza on Hamilton is a nice location, we will meet there on December 30th at 12noon for a "social meeting", with The Grain Shed as a backup location if Forza is not available.
 1. Kelly will talk with Forza about possibly being our regular meeting location on the 4th Mondays, even if we don't meet the "minimum purchase".
- Education & Outreach
 - Brochures: The most recent ONS brochure is 2 years old, Annica has sent brochures out to NCs for update. She has been working with City graphic designer for a new brochure design. BSN is looking to update the overall ONS brochure, as well as committee brochures. Land Use committee created updated marketing materials last year; we don't think that any other committees have brochures.
 - EOY Expenses for Budget: National Barricades is the only company that has the Type 3 barricades needed for street closure for block parties. Storage is an issue, if CA were to purchase these items. Unsure if any items in storage need replacement at this moment. Annika will check this out before next BSN.
- 2020 Committee Goals discussion (Tina will edit this list to a more readable Goals page before next meeting).
 - Looking into possible conference options to request funding from CA Budget for attendees. Chris suggested perhaps area universities might have trainings on some of these topics. We could talk with Gabby Ryan and former ONS employee Abby Martin (now working in Community Engagement at GU) about what trainings they are aware of.
 1. Connect with Boise, they put on a "mini NUSA" type event which they presented at NUSA in 2018. Have they continued this event? Could we send Spokane representatives to attend? Might Boise up-scale into a tri-state event?
 - Compiling the NC Brochure info into a broader ONS Programs brochure & CA Committees.
 - Helping NCs to increase participation at the Neighborhood level. What might this look like?
 - Handbook training: possibly tagged onto the beginning or end of CA meeting, as a refresher for current reps and training for new reps.

- Toolkit: unable to track usage from the website. Could send out a survey to NCs to ask if/how they have used the Resources page. Add to 2020 goals: SurveyMonkey.
- Budget request for Neighborhood events promotion? It is simpler to do free promotion, since budget expenses need to have a performance-tracking measure and “call to action” included. Even just a flyer for CA distribution/Friday Update would be helpful to promote events between NCs. Should we have an Events “Point Person” on this committee, who can compile information from the NCs?
- CA Handbook Update.
- Announcements & Upcoming Events:
 - December meeting will be a social event at Forza on Hamilton on Monday December 30th, noon to 1pm.
- Topics for next meeting:
 - 2020 BSN Committee Goals update/approval.
 - Work plan for 2020
 - Committee elections
 - Brochure for CA/Neighborhoods programs

Next meeting: Next regular meeting will be on Monday, January 27th, 2020. Location: TBD, potentially Forza

**Community Assembly Liaison Committee
Meeting of November 20, 2019, 1 PM
Tom Sawyer Country Coffee, 608 N Maple Street**

CHAIRMAN'S NOTES

Attendance:

Susan Burns (Peaceful Valley), Melody Dunn (Northwest), Andy Hoyer (Southgate), Paul Kropp (Southgate), Bonnie McInnis (West Central). Not attending: Melissa Wittstruck (staff liaison).

Membership:

During initial discussions, Melody Dunn and Andy Hoyer agreed to join the Liaison Committee. Andy Hoyer had already mentioned at the November Community Assembly meeting that he intended to join the committee. Andy also agreed to serve as the committee's recording secretary.

2020 Goals:

At the suggestion of the chair, the committee considered and adopted the following four goals for the next year:

- Establish a regular monthly meeting day/time
- Complete position profiles for the Community Housing & Human Services, Design Review, and Plan Commission liaison positions for approval by the Community Assembly
- Manage any upcoming liaison position renewals or vacancies

Regular Monthly Meeting:

After considering options proposed by the chair, the committee set the second Tuesday of the month at 2 PM in the conference room of Tom Sawyer Country Coffee, 608 N Maple St., for its regular monthly meeting day, time and venue.

Policies and Procedures Review:

In preparation for considering to add a set of specific provisions for the management and maintenance of the liaison positions in the committee's policies and procedures document, the group examined in detail each of the statements of the current P&P. During the review the group concluded it would recommend the Community Assembly incorporate a set of liaison provisions of a general nature into its own policies and procedures in order to reflect certain practices established over the past three years.

Provisions for the Tenure of Liaisons:

The committee will attempt to group the additional provisions that it may recommend – for the committee's and for the Community Assembly's policies and procedures, as well as for the individual liaison position profiles – under the category label "tenure of liaisons." For example: where in city code each is provided, how they are selected, how they are supported and maintained, and how – if necessary – they may be removed from their appointment.

Pedestrian, Traffic and Transportation Committee Notes (PeTT)

November 26, 2019

West Central Community Center – 1603 N. Belt Street

6:00 – 7:30 PM

CALL TO ORDER

- Nine (9) neighborhood councils represented. Two (2) city staff members present.
- Two (2) staff guests.

PRESENTATION – The Spokane Walkability Action Project and Spokane Public Schools

- Information for this collaborative project was presented at the October board meeting of the Spokane Regional Transportation Council (SRTC). The two-page agenda sheet for that presentation is attached.
- The project's objective is to ensure walkability for new school developments by Spokane Public Schools – the new Shaw Middle School and Public Library for example. See the graphic on the second page.
- The presenters were Brandon Blakenagel (City of Spokane), Eve Nelson (SRTC), and John Van Sant (Spokane Schools). Because this initiative focuses on new school developments, here is John Van Sant's email address for SPS: johnv@spokaneschools.org.

DISCUSSION – The Impact of Initiative 976 on Spokane's Transportation Benefit District Projects

- Randy McGlenn (East Central) holds the PeTT member position on CTAB, the Citizen Transportation Advisory Board, to the city's transportation benefit district board (TBD)
- Randy reported on a CTAB meeting on November 20th that addressed the passage of I-976 which removed the ability of TBDs to levy car tab fees.
- At its meeting CTAB took two actions. One to recommend adjustments to the 2020 residential street maintenance program to mainly prioritize crack seal projects and to the exclusion of unpaved roadways. And the second to recommend the city to seek ways and means to restore the approximately \$3 million annual funding for residential street maintenance.
- The PeTT group then discussed the pros and cons of another available funding provision in state law for TBDs: the property tax. Randy McGlenn estimated a one-tenth of one per cent property tax instituted by a vote of the people would make up and a bit more for lost car tab funding.

REVIEW – The Use of School Radar Funding in the Next Cycles

- Louis Mueller rehearsed the presentation at the October 3rd Community Assembly meeting of a vision for the use of school zone "radar/speed" funds.
- That vision is to work with neighborhoods to identify continuous series of local walking and biking street projects associated with schools and related destinations.
- The project's vision is to:
 - Work with schools and neighborhood councils to identify routes and challenges.
 - Work with schools and neighborhood councils to develop project scopes.
 - Create an adopted 6-year program of projects that would be the basis for grant funding applications to the state and federal government.
 - Evaluate project impacts with walking and bicycling counts and surveys at schools and on-street.
- The project development phases are described in the accompanying graphic (attached).
- The staff for this project are Annica Eagle, Community Programs Coordinator (aeagle@spokanecity.org, 625.6156) and Colin Quinn-Hurst, Bicycle and Pedestrian Planner (cquinnhurst@spokanecity.org, 625-6804).

PLEASE NOTE: PeTT does NOT meet in December.

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

- Briefing on the next cycle for traffic calming applications.
- Committee name change. For example from PeTT to AcTT (Active Transportation and Traffic) or simply the Transportation Committee.

To: SRTC Board of Directors

October 3, 2019

From: Eve Nelson, Senior Transportation Planner

Topic: Spokane Walkability Action Project

Requested Action:

Information and discussion, only. A presentation will be made by Walkability Action Team members.

Key Points:

- When Spokane Public Schools redevelops or sites new schools, street infrastructure improvements for safety and walkability are not addressed as part of the process.
- The Walkability Action Project aims to address this gap and address street infrastructure improvements and additional public health outcomes as a regular, systemic process in coordination with school redevelopment and school siting.
- Changes in school district and city processes can lead to regionwide increases to walking, access to transit and physical activity levels, and decreases in traffic accidents.
- The Walkability Action Project has been presented to the Spokane Public School Board of Directors and received a letter of support, see **Attachment**.
- The Walkability Action Team undertaking this work is a multi-agency coalition assembled in April 2019 by SRTC in response to a grant award from the National Association of Chronic Disease Directors.
- Members of the Walkability Action team include representatives from; The City of Spokane; Spokane Public Schools; Spokane Regional Health District; Spokane Regional Transportation Council and The Zone Project.
- SRTC organized and coordinates the coalition to address the SRTC policy objective to: *Offer safe and convenient forms of active transportation that support public health outcomes.*
- This policy, systems and environment change project seeks to reach large populations and create strategies that have regional impact and are sustainable.

Board/Committee Discussions:

This item was discussed by the TTC at their meeting on September 25, 2019. Also, this item was presented to the Spokane Public Schools Board of Directors on July 17, 2019. A presentation to the Spokane Regional Board of Health is scheduled for October 31 at 12:30 PM. A presentation to the City of Spokane Plan Commission is scheduled for November 13 and a presentation to the Pedestrian Transportation and Traffic Committee is scheduled for October 22.

Public Involvement:

SRTC Board and Committee meetings are open to the public.

Spokane Walkability Action Project

Active Transportation Tools for Healthy Schools

Safe and convenient access to school influences:



Physical Activity and Health Outcomes



Student and Family Safety



Air Quality



Equity



Community Involvement



Academic Attendance and Performance



Traffic Demand



Environmental Stewardship

The Spokane Walkability Action Team has identified a gap in the school siting and redevelopment process. Our goal is to ensure school design promotes student and community well-being and improves the ability of students and families to walk safely and travel to schools using multiple modes of transportation. The collaborative work being conducted will help identify opportunities to advance active transportation access and positive health outcomes by:

- Using pedestrian access and health impact assessment tools to inform street, sidewalk, and school improvements;
- Building trust with communities by engaging them in the assessment; and
- Developing policies and procedures that include these assessment and engagement techniques for siting and redevelopment of schools.

For more information, please contact Eve Nelson at enelson@srtc.org.



FOR INFORMATION
AGENDA ITEM 14
Attachment
10/10/2019 Board Meeting

Board of Directors
200 North Bernard Street
Spokane, WA 99200282

phone(509) 3547364
fax(509) 3545965
www.spokaneschools.org



October 1, 2019

Eve Nelson
Spokane Regional Transportation Council
421 W Riverside, #500
Spokane, WA 99201

Dear Ms. Nelson:

On behalf of the Spokane Public Schools Board of Directors, the purpose of this letter is to indicate our support of your regional coalition, the Walkability Action Team, to ensure school design promotes student and community well-being and improve the ability of students and families to walk safely and travel to our schools using multiple modes of transportation. The collaborative work that is being conducted by Spokane Regional Transportation Council, Spokane Regional Health District, the City of Spokane, and The Zone Project in partnership with Spokane Public Schools will help us identify opportunities to advance active transportation access and positive public health outcomes by:

- 1) improving siting or redesign policies and procedures to be incorporated into future projects;
- 2) providing pedestrian access and health impact assessments to inform street, school, and built environment improvements; and
- 3) developing a model process for engaging communities and building relationships to inform neighborhood needs.

We understand that using the Shaw Middle School redesign as a pilot project will help to provide a focus for the assessments, identify the many ways that school design and siting affect health outcomes, and understand the current challenges and opportunities with redevelopment and how we can maximize benefits and improve our current processes. We look forward to continued partnerships with the agencies of this coalition to better school integration with surrounding neighborhoods.

Safe and convenient access to school influences levels of physical activity, academic attendance and performance, student safety, air quality, joint use of schools for community events, equity, and traffic demand, among other benefits. Joint stewardship and support in this effort is necessary to effectively improve this area of school policy. We look forward to your quarterly updates as this valuable work unfolds.

Sincerely,

Susan Chapin, President
Spokane Public Schools Board of Directors

PROJECT PHASES:



GATHERING

Learn from
neighborhoods,
residents and
schools

LAYERING

Compile and
assess all
information

MATCHING

Look for
overlapping and
mutually
beneficial
projects

FIXING

***Install
solutions
that
increase
safety***





Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
Finch Arboretum, Willow Room.
Woodland Center 3404 W Woodland Blvd
December 2019 meeting December 3rd, 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

NEW BUSINESS

- Heritage tree nomination
 - 2225 S. Manito Blvd. (PIPO)
 - 1228 W. 11th Ave (ACPS)
- Tree stewardship guide discussion

ADJOURNMENT

Tree of the Month:

Noble Fir *Abies procera*

Mature height 130-230 feet

Native to Washington, Oregon and, California

Attributes

- Smooth Gray bark
- Blue Green needles
- Conical form
- Cones are upright from branches and have purple scales
- Fantastic Christmas tree



Meeting Minutes

Meeting was called to order at 3:00pm on 5 November, 2019, by Chairman Matt Ugaldea

Attendees: Matt Ugaldea, Cindy Deffe', Beth LaBar, Karen Carlberg, Dave Obbie, Joe Zubaly, Tim Kohlhauff, Cadie Olsen, & Katie Kosanke. Guests: Toni Sharkey, Paul Kropp

Ceremonies, Appointments, Announcements none

Consent Agenda: The minutes from October were corrected. Karen Carlberg moved and Beth LaBar seconded that the minutes be approved. The minutes were approved as corrected

Reports

- **Community Assembly:** no report
- **Staff Report:** Katie Kosanke reported
 - **Storm damage:** Snow fell before leaf drop for most deciduous trees. This allowed more snow to accumulate, and the weight caused significant tree damage.
 - Urban Forestry spent a week working with street crews just to clear debris and broken limbs that hindered traffic.
 - Katie reported about 75% of park debris and hanging branches addressed.
 - Damage ranged from complete tree failure (some younger mid-size trees broke in half) to significant limb failures on some mature trees.
 - The next step is to create a list of priority tree work to address damage.
 - **Fall planting:** Contractors were largely unavailable because of the storm, so much of it was deferred until Spring.
 - Toni asked about donating money to replace a failed street tree. Katie said donation trees were usually planted in parks, while street trees were planted through SpoCanopy funds, but UF could work with donors.
 - **Downtown Street Trees:** Some funds from downtown parking were made available to pay for tree maintenance. This will include pruning as well as 7 removals/replacements. This is normally the responsibility of property owners.
 - **Unauthorized Tree Removal:** Landscape at the fire station at Ash and Indiana was damaged by unauthorized pruning. One tree was removed, others were damaged, and mugo pines were cut to the ground. UF submitted an assessment of the damages and the city is completing an investigation. Restitution will be sought. City ordinance allows up to treble the assessed value to be sought in damages.

Old Business

- **PLANTS Ordinance** Link: <https://my.spokanecity.org/projects/protecting-leaves-and-adding-new-trees-plant-ordinance/> Committee members were encouraged to attend the Plan Commission hearing Wednesday, November 13th at 4:30 in City Hall, which is the next step for the ordinance before going to the city council.
 - Paul said that attending the Plan Commission hearing could have a positive impact on the ordinance's passage and he reiterated the importance of attending.
 - Karen asked if the ordinance had been controversial and Katie replied that there had been some initial push-back from developers, but changes were made to address those concerns. She said there had been few comments opposed or in favor of the changes, so far.
 - Cadie appreciated the thoughtful and methodical process of making the proposed changes and the city departments had been allowed to give input.
 - Toni expressed disappointment that some members the Land Use committee of the Community Assembly had misunderstood the ordinance, thinking it meant Urban Forestry would be penalizing property owners for negligence. Katie assured CAC members that the language in the ordinance (amending title 17) is already in the public tree care ordinance (title 12).

New Business

- **Heritage Tree Nomination:** Matt presented the nomination of a Ponderosa pine at 808 South Lincoln, for Heritage Tree status. Katie summarized the Heritage Tree ordinance, including attributes that might make a tree a candidate, and those that might exclude it. The committee discussed the nomination. Co-dominant trunks were a source of concern. Dave and Joe explained that trees with co-dominant stems, (sometimes called split trunks) are less structurally sound than trees with a single leader, and under stress, they are more likely to fail. Katie noted that there was approximately five feet of included bark in this tree. Bark inclusions describe a condition where the two trunks are only partially connected by wood fibers
 - Toni asked what could be done to address the issue. Joe and Katie suggested mechanical support (cabling and bracing) or pruning, but neither was a perfect solution for this tree. Removing one trunk was not a viable option.
 - Cadie asked how heritage status might alter management of the tree. Katie replied it would not. The city suggests that the property owner add the designation to the property title voluntarily. There are no legal protections or maintenance assistance

in the ordinance. Cindy said a heritage tree might make the property more attractive to buyers.

- Paul asked if the nominee received feedback from the city on why a nominated tree was not accepted. Katie said that recommendations could be made for managing a tree like this.
- Karen Carlberg moved and Cindy Deffe' seconded that the committee vote on the nomination. The committee voted not to make it a heritage tree.
- **Tree Steward Guide:** Matt and Katie reported that the current supply of printed tree steward guides was almost exhausted (a copy remains online). The guide was created in 2013 and may need to be revised and updated.
 - Tim said that the original guide was created by a sub-committee of interested CAC members and that this could be done again or through the entire CAC.
 - Cadie suggested if members could study and share information, the meetings could be very educational.
 - Karen observed that the CAC has available time to update the guide
 - Cadie suggested circulating it through other city departments for their input.
 - Joe said the guide was good, and it should not be completely changed
 - Cindy volunteered an Urban Forestry student at SCC to test the links in the guide.
 - Toni asked if it could include more suggested conifer species for planting.
 - Matt asked members to look at the guide and bring ideas for proposed changes to the December meeting.

Adjournment: The committee adjourned at 4pm.