Spokane Neighborhoods Community Assembly
“Provide a vehicle to empower Neighborhood Councils’ participation in government.”

Meeting Agenda for Thursday, January 2, 2020
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: December 5, 2019

<table>
<thead>
<tr>
<th>Administrative Agenda</th>
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<tr>
<td><strong>Agenda Item</strong></td>
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<tr>
<td>1. Introductions (Facilitator)</td>
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<tr>
<td>2. Proposed Agenda (Facilitator)</td>
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<tr>
<td>• Including Core Values, Purpose, Rules of Order</td>
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<td>3. Approve/Amend Minutes (Facilitator)</td>
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<tr>
<th>Open Forum</th>
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<td>4. Reports/Updates/Announcements</td>
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<th>Legislative Agenda</th>
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<tr>
<td><strong>Agenda Item</strong></td>
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<td>5. City Council (City Councilmember(s))</td>
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<td>6. Design Review Board Overview (Dean Gunderson)</td>
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<td>7. Committee Goals (Kathryn Alexander)</td>
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<td>8. Policies and Procedures Committee Update (Kathryn Alexander)</td>
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<td>9. BSN Leadership Training Discussion (Tina Luerssen)</td>
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<td>10. Budget Committee Membership Update (Tina Luerssen)</td>
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<td>11. Neighborhood &amp; Planning Services Update</td>
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<td>• Program Training (Gabby Ryan)</td>
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<td>• Design Guidelines Update (Dean Gunderson)</td>
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<td>12. Roundtable Discussion</td>
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<tr>
<th>Other Written Reports</th>
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| Plan Commission Agenda Materials See Website at [https://my.spokanecity.org/bcc/commissions/plan-commission/](https://my.spokanecity.org/bcc/commissions/plan-commission/)

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<th>Committee Reports, Agendas, Minutes, etc.</th>
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<tr>
<td>• Administration Committee</td>
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<td>• Liaison Committee</td>
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<tr>
<th>Liaisons and CA Representation on Outside Boards and Committees Reports (Liaison Committee)</th>
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<td>• Neighborhood Community Development Program (NCDP) Report</td>
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City of Spokane WiFi Access:  Login Name: **COS Guest**  Password: **p7zNRWBv**

**IF YOU CAN'T MAKE THE MEETING, PLEASE SEND YOUR ALTERNATE!**
Community Assembly Core Values and Purpose

**CORE PURPOSE:**
Provide a vehicle to empower neighborhood councils’ participation in government.

**BHAG (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
December 5, 2019

1. Introductions
2. Proposed Agenda
   - Approved
3. Approve/Amend Minutes (Facilitator)
   - 22 approved, 1 abstention
4. Reports/Updates/Announcements
   - Gabby Ryan, ONS:
     - Louis Meuler has been officially confirmed as the Interim Planning Director by the Mayor.
     - Office of Clerk notice/correction – 2020 CA/CC meetings locations will be: Thursday, Jan. 30, at Northeast Community Center, April 30, at Southside Senior Center, July 30, requested to be at East Central Community Center, and Oct. 29, at West Central Community Center.
     - A Traffic Calming Info Session will be held on Monday, Jan. 13, in the Council Briefing Center at 6 p.m.
   - Tina Luerssen, Grandview/Thorpe: BSN will not meet until January. There will be an open house, meet and greet Monday, Dec. 30, from noon to 1 p.m. at Forza on Hamilton St.
5. City Council (City Councilmember(s))
   - CM Kinnear did not attend.
6. CA Admin Report
   - Officers elected new officers, Greg Francis, Rockwood, Chair, Mindy Muglia, Nevada Heights Vice, and Tina Luerssen, Grandview/Thorpe is Secretary, Annie Deasy is new staff representative.
   - CA Meeting Location: meeting at City Hall in January and February we propose we meet at West Central for remainder of the year because of the parking issue. Andy moved, Mark seconded, 20 aye, 2 oppose, no abstentions. Once the meeting is at West Central, a carpool thread/requests for representatives will be created.
   - Greg Francis, Rockwood: submitted letters to Mayor to have CA reps appointed to committees.
7. Engagement Grants, Final Allocations, Awards
   - Ordered 20 chairs and one folding table
   - Jeanette Harras award reimbursement ($96.10)
   - More engagement funds were spent this year than last. Remaining funds are $45.29
   - Andy Hoye, Southgate needs a replacement as he will no longer be the chair after December. The next budget committee meeting is Monday, Jan. 27, at 6:30 p.m. at Fire Station 1.
   - Community Engagement Grant Training on Feb. 10, tweaking application, guidelines, include performance measures from last year’s grant funds. Neighborhoods need to submit their performance measures report with the 2020 application.
   - Send out report to Mayor and City Council about 2019 report.
8. Jeanette Harras Award
   - Andy Hoye, Southgate presented the award to Colleen Gardner for her years of volunteerism, consistently showing up, and willingness to help others/show them the ropes.
9. Holiday Party
Community Assembly Representatives Roll Call:

In Attendance: Balboa/SIT, Bemiss, Browne’s Addition, Chief Garry Park, Cliff/Cannon, Comstock, East Central, Grandview/Thorpe, Lincoln Heights, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Central, West Hills, and Whitman.


Guests:
Scot Webb, North Hill and Randy McGlenn, East Central
*DRAFT* Minutes for Community Assembly Administrative Committee. December 17, 2019

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

**January 2nd CA Meeting Agenda:**

City Council: 10 minute placeholder for update. 2020 City Councilmembers assignments are not set yet, so we don’t know who will attend.

DRB: Dean Gunderson for 15 minutes for update/overview on DRB process.

Committee Goals: 15 minutes for Discussion, for possible approval at February meeting. (Kathryn will lead)

P&P Update. 10 minutes. (Kathryn)

BSN Committee: 30 minutes for discussion on Fall Retreat/Leadership Development Training; ONS is working on a series of workshops for CA (Gabby is leading this planning). Does CA want to set aside funds for NUSA or other conferences or speakers or?? (Tina)

Budget Committee: 5 minutes to update on membership and final 2019 purchases. (Tina)

Neighborhood & Planning Services Update: 20 minutes, unsure on topic(s) at this time.

Roundtable: 10 minutes.

**Admin Committee Discussion:**

Packet deadline 8am 12/31/19. Greg will draft an email reminder to all Chairs to submit proposed goals for Packet, for ONS to send out. Also encourage Committee Chairs to check the website for accuracy.

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.

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

**Topics for Admin follow-up:** Committee Goals review/approval. CA/CC agenda for January 30th. P&P Update/Vote. Budget Committee. Website information.

**Next Admin meeting:** Tuesday January 28th, 12 Noon in first floor conference room.
COMMUNITY ASSEMBLY LIAISONS

Draft v.12/30/19

The city council has allocated to the Community Assembly, in the municipal code and by resolution, membership positions on four (4) city advisory boards, commissions or committees, and two (2) to the Community Assembly’s Pedestrian, Traffic and Transportation Committee. These positions are considered collectively as Community Assembly liaisons and the holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly and to provide monthly written reports and an annual in-person report for Community Assembly meetings.

Role of the Liaison Committee

The Liaison Committee supports and evaluates the four (4) liaisons serving on city advisory boards, commissions or committees. See the Liaison Committee’s policies and procedures. Liaisons shall be members in good standing of any neighborhood council that is in good standing with the Community Assembly.

Candidates to fill liaison positions are recommended by the Liaison Committee for selection by the Community Assembly for nomination by the mayor and appointment by the city council. The Liaison Committee also, upon due and timely consideration, may recommend the Community Assembly withdraw the nomination of a liaison.

Role of the PeTT Committee

The Pedestrian, Traffic and Transportation Committee (PeTT) selects appointees to the two (2) board and committee memberships established by city council resolution from its own regularly-attending members who are also members in good standing of their neighborhood council. See the PeTT Committee’s policies and procedures.

LIAISON LIST

City Council Appointees:

- Community Housing and Human Services Board (CHHS) Liaison Member
  - Established at SMC 04.34A.030
  - Voting membership Two (2) terms of three (3) years

- Design Review Board Member (DRB)
  - Established at SMC 04.13.025
  - Voting membership Two (2) terms of three (3) years

- Plan Commission Liaison Member (PC)
  - Established at SMC 04.12.040
  - Non-voting membership One (1) term of three (3) years, renewable once

Community Assembly Appointees:

- Urban Forestry Citizen Advisory Committee Members (UFCAC)
  - Established at SMC 04.28.060
  - Two (2) voting memberships Two (2) terms of four (4) years each
PeTT Committee Appointees:

- Citizens Transportation Advisory Committee (CTAB) Member
  - Established by city council resolution TBD-RES 2010-002
  - Voting membership Two (2) terms of three (3) years

- Plan Commission Transportation Subcommittee (PCTS) Member
  - Established by city council resolution RES 2014-0078
  - Voting membership Three (3) years, renewable
Neighborhood Community Development Program (NCDP)
The Community, Housing, and Human Services Department (CHHS) allocates approximately $400,000 to support community development programming that directly benefit low and moderate individuals and households. Neighborhood Councils are encouraged to coordinate and identify priority community based projects. CHHS will host three (3) technical assistance workshops to assist Neighborhood Councils navigate the NCDP application process.

| Monday       | January 13, 2020 | Neighborhood application technical assistance Workshop #1  
|              |                 | 8:30 – 9:30 AM City Council Briefing Center |
| Tuesday      | January 14, 2020 | Neighborhood application technical assistance Workshop #2  
|              |                 | 11:30 – 12:30 PM City Council Briefing Center |
| Tuesday      | January 14, 2020 | Neighborhood application technical assistance Workshop #2  
|              |                 | 5:30 – 6:30 PM City Council Briefing Center |

Funding through this program is restricted to projects and activities related to a construction type activity. This program does not fund general operation type expenses. For more information, please contact George Dahl at gdahl@spokanecity.org, or at 509.625.6325.

2020 Application Process
Neighborhood Councils have three separate application types listed below to direct funding allocations. Final funding recommendations will come from neighborhoods comprising each City Council District. The tables below identify leadership representatives from each City Council District. Please contact your appropriate representative(s) with questions related to your districts funding recommendations.
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<tbody>
<tr>
<td><strong>Name/Position</strong></td>
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<tr>
<td>Kathryn Alexander (Chair)</td>
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<td>Joe Carter</td>
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<th>District #2</th>
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<tr>
<td><strong>Name/Position</strong></td>
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<tr>
<td>Carol Tomsic (Chair)</td>
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<td>Andy Hoye</td>
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<th>District #3</th>
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<tr>
<td><strong>Name/Position</strong></td>
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<td>Karen Kearney (Chair)</td>
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Please visit the following website for more information related to your neighborhood council.

**Timeline**
- Monday, December 30, 2019: Neighborhood application period **Begins**
- Monday, January 13, 2020: Neighborhood application technical assistance **Workshop** #1
  - 8:30 – 9:30 AM City Council Briefing Center
- Tuesday, January 14, 2020: Neighborhood application technical assistance **Workshop** #2
  - 11:30 AM - 12:30 PM City Council Briefing Center
- Wednesday, January 15, 2020: Neighborhood application technical assistance **Workshop** #3
  - 5:30 PM - 6:30 PM City Council Briefing Center
- Friday, April 3, 2020: Neighborhood application period **Ends**
  - Application DUE to CHHS by 5:00 PM
  - Please submit **electronic copies** to gdahl@spokanecity.org
    - Printed hard copies will not be accepted
    - Late/incomplete applications will not be considered for funding

**Application Resources**
- **2020 NCDP New Project Application** (PDF 917 KB)
- **2020 NCDP Sidewalk Application** (PDF 255 KB)
- **2020 NCDP Application Guide** (PDF 1.3 MB)
- **2020 NCDP Project Menu** (PDF 575 KB)
- **2020 NCDP Pre-award Applicant Risk Accessment** (PDF 683 KB)
- **2020 NCDP Conflict of Interest Certification Form** (PDF 699 KB)
- **2020 NCDP Gantt Chart** (PDF 380 KB)
- **2020 NCDP Frequently Asked Questions (FAQ's)** (PDF 712 KB)
- **2020 NCDP Presentation** (PDF 423 KB)

**Program Contact Information**
Please contact CHHS with any questions or comments related to this application process.

**City of Spokane, Community, Housing and Human Services Department (CHHS)**
George Dahl, Program Manager
808 W. Spokane Falls Blvd.
Spokane, WA 99201

    gdahl@spokanecity.org
    509.625.6325