

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



Meeting Agenda for Thursday, May 7, 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: March, 2020



Please note that this meeting is expected to be held online only via a WebEx invitation that will be sent out and provided on the Community Assembly website. In the event that the Stay at Home order is lifted prior to May 7, the City will provide a meeting space for anyone who wishes to attend in person at the Council Chambers in City Hall, 808 W Spokane Falls Boulevard. Either way, the meeting will also be held online so that attendees can practice social distancing if they wish.

Administrative Agenda

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Online Meeting Tips and Procedures (Facilitator).....	3 min (5:30)	Presentation	-
2. Agenda Overview (Facilitator)	2 min (5:33)	Presentation	2
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	4

Legislative Agenda

4. COVID-19 Update (Council President Beggs).....	30 mins (5:40)	Discussion	-
5. Guidance for Meetings During “Stay At Home”	20 mins (6:10)	Admin Committee	-
6. Current ONS Program Status	20 mins (6:30)	ONS Staff	-
• Neighborhood Cleanup & Dump Passes			
• Traffic Calming			
• Community Engagement			
7. NCDP Update and Participation	5 mins (6:50)	Kathryn Alexander	-
8. Future Meetings (Location, Technology)	5 mins (6:55)	ONS Staff	-

Other Written Reports

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

Committee Reports, Agendas, Minutes, etc.

- [Administration Committee](#) 7
 - [April 18 Administration Committee Minutes](#)..... 7
 - [April 28 Administration Committee Minutes](#) 9

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

- [Plan Commission Liaison Report](#)..... 11

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:

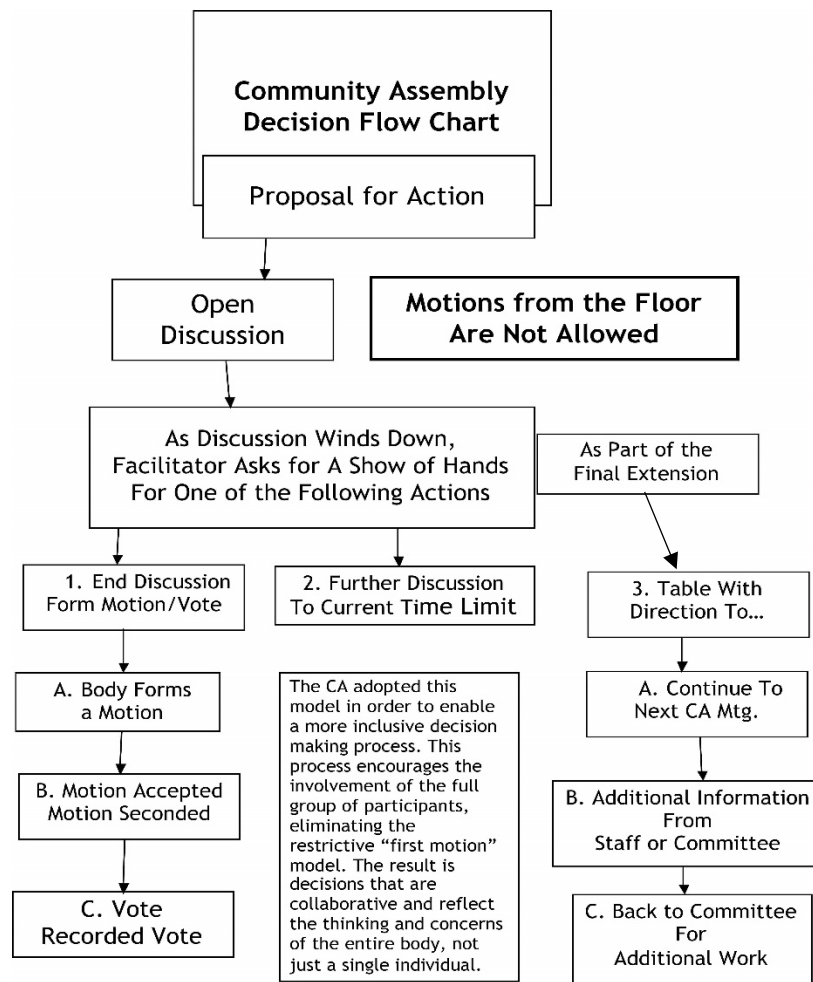
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

March 5, 2020

City Council Briefing Center

Meeting Minutes: Meeting called to order at 5:30 PM by Kevin Freibott

Attendance:

- Neighborhoods Present: Balboa/South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, East Central, Five Mile Prairie, Grandview/Thorp, Latah/Hangman, Lincoln Heights, Logan, North Hill, North Indian Trail, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Central, West Hills, Whitman
- Neighborhoods Absent: Audubon/Downriver, Comstock, Emerson-Garfield, Manito/Cannon Hill, Minnehaha, Nevada Heights, Northwest
- Staff Members Present: Kevin Freibott, Gabby Ryan, and Annie Deasy

Administrative Agenda:

1. Introductions (Facilitator)

- Suggestion/request to record the meeting.
- Limit comments to discussion at hand not to the people. Be respectful.

2. Proposed Agenda

- Greg Francis motioned to approve the Agenda. Mark Davies seconded. Approved unanimously.

3. Approve/Amend Minutes (Facilitator)

- Cliff Winger motioned to approve the Minutes. Mark Davies seconded. Approved unanimously.

Open Forum:

4. Reports/Updates/Announcements

- Barbara Ann Bonner: Logan NC changed their meetings to the 2nd Tuesday of every month at 6pm at Logan Elementary School. A community dinner is held at 5pm at the school that night and the NC is hoping to have increased attendance at their meetings by holding it the same night as the dinner.
- Colleen Gardner:
 - Police Advisory Committee meeting Thursday, March 19, at 5:30pm at West Central Community Center.
 - NRO Workshop, Tuesday, March 31, at 6pm at the Southside Community Center.

Legislative Agenda:

5. City Council (City Councilmember Candice Mumm)

Note: A recording of the meeting is on file with Neighborhood Services.

- CM Mumm just came from a meeting on the Centennial Trail Summit Blvd. Gap from Boone Ave. to Pettet Dr. project. The project in the West Central neighborhood has historical issues, City Council is drafting a resolution they plan on having ready by March 10 with a copy being sent to Design Review Board. Council will be asking them to review the project. Questions and answered ensued.
- The Monday City Council meeting was a largely attended. Council adopted an ordinance to dampen loud protests outside of the Planned Parenthood Spokane Health Center.
- A comment made by a Police Officer at a protest regarding women raised some comments by Council about Police needing some sensitivity training because Chief Meidl's stated that the officer did not violate policy.
- Councilmembers Mumm and Kinnear are working on an ordinance to have political campaigns held in a facility like the Arena that has paid security etc. so the City isn't funding their visit and we recapture lost revenue.
- Council is looking at the percentage charged for Police security at major events like Bloomsday, Hoopfest, Pig Out, etc. Some events are charged very little while others are charged more; even out the percentages by how long the event is and how many are in attendance while still keeping citizens safe and supporting events. Questions and answers ensued.

6. Construction Update (Marlene Feist)

- Presentation provided.
- Projects with the most traffic impact:
 - Post Street Bridge Replacement will move the sewer line up and under the bridge so it's less visible and maintain the arch.
 - East Sprague from Division to Grant streets.
 - Hamilton St. from North Foothills to Desmet will install new traffic signals at the intersections with protected left turn lights, patch the street the length of the corridor, pave intersections, install ADA curb ramps and some sidewalk patching.
 - Other projects included grind and overlay work, curb ramp replacement, North Spokane Corridor water work, Central City Line coordination.
- Questions asked and answered.

7. Centennial Trail Extension in West Central (Ken Cruz)

- Letter to Mayor, City Council, and City employees from Liz Martin, Chair of West Central, was shared with CA.
- Vote about CA supporting the neighborhood and having the Admin Chair draft a letter to Mayor requesting that future project planning and implementation include collaboration with the NC and neighborhood. Yay: 24, Nay: 0, Abstain: 1 (West Hills)

8. Budget Committee (Mark Davies)

- May 4 is the deadline for the Community Engagement grant applications. The Budget Committee has received 3 applications and they were perfect. There are no fees or restrictions to the number of events for the NC to hold in City Parks unless there is a conflicting paid event.

9. CA/CD (Kathryn Alexander)

Note: A recording of the meeting is on file with Neighborhood Services.

- CHHS gave a presentation on the Section 108 Loan Guarantee Program which can be found at: <https://static.spokanecity.org/documents/chhs/plans-reports/planning/public-hearing-presentation-section-108.pdf>. Email George Dahl at gdahl@spokanecity.org with comments or questions.
- The Neighborhood Community Development Program (NCDP) applications can be found at <https://my.spokanecity.org/chhs/funding-opportunities/neighborhood/> Deadline is by 5pm on Friday, April 3. NC should submit to their District leaders a copy of the application (new project, sidewalk, or project menu), signed conflict of interest certification form, and meeting minutes.

10. PeTT Annual Goals (Paul Kropp)

- Adopt 1 goal, others to be determined. Unanimous vote to pass.

11. Policies and Procedures (Kathryn Alexander)

- Page 9 had 4 major changes that were made:
 - Section 4C at majority approval of CA at a meeting is a requirement to record meetings.
 - Section 11C removed 'in good standing with CA' from the requirements for liaisons.
 - Section 11E2 verify terminology for recommending nominating—appointing.
 - Change ONS staff support for all committees to 'as assigned.'
- Kathryn Alexander moved to vote to approve Policies and Procedures with the 4 changes: in favor: 24, opposed: 0, abstention: 1
- Greg Francis will add today's date before turning the document in.
- Tina Luersson would like to have uploaded to the website as soon as possible.

12. Neighborhood and Planning Services Update

- Gabby Ryan: Reminded CA about deadlines for upcoming grants and applications.
- Kevin Freibott: City Council passed a Resolution setting work program for Comp Plan Amendments all 9 applications were approved.

13. Roundtable Discussion

- Paul Kropp: bigger things that PeTT looks at and study sessions: bridges, traffic circles, greenways. Anyone from any neighborhood council can attend a PeTT committee (Pedestrian Transportation and Traffic Committee).
- Kathy Lang: Design Review is seeking input on new guidelines for PUDs and things like that there is a survey online at <https://my.spokanecity.org/projects/new-design-guidelines/>

Meeting Adjourned

Next Community Assembly scheduled for **Thursday, April 2, 2020, at West Central Community Center, Newton Room.**

Note: A recording of the meeting is on file with Neighborhood Services.

***DRAFT* Minutes for Special Meeting of the Community Assembly Administrative Committee.**

April 18, 2020. 8pm via Zoom web conference

Attendees: Committee members: Greg Francis (Chair), Tina Luerksen (Secretary), Kathryn Alexander, Seth Knutson. Absent: Mindy Muglia (Vice Chair).

Discussion Items

- 1) Should there be a May CA meeting? Consensus is yes, we want to meet in some way.
- 2) Since May 7th is only a couple days after the potential change of the Stay at Home order, would the CA meeting be virtual, or at least an option for virtual, instead of physical? The committee is in agreement that yes, this would be the best option for May. The city has WebX, or we could use Zoom. Would we have to use WebX if the City is hosting? We should ask the City to host CA via WebX.
- 3) Can CA committees start meeting virtually after April 25th if they would? Yes, Budget committee is already meeting virtually on Slack to review/approve Budget applications.
- 4) Should CA create an online meeting/discussion area (e.g., Slack) to facilitate communications? There is already a Slack channel set up for CA (from the Purpose/Vision work 5 years ago), BSN committee, and now Budget committee. There is a maximum 250 participant cap for non-profit organizations, which would prevent having channels for all NCs to utilize the same Slack base. Kathryn spoke about how Slack could help to get the votes in for NCDP funding so that the funds don't get lost because of lack of decisions from the Districts.
 - a. What limitations are placed on it so we don't run into potential issues with the city? When BSN used Slack, ONS staff Katie Myers had spoken with City legal about the platform. Tina doesn't recall the details, but Katie was restricted from posting opinions on the platform or something to that effect. But even if City staff can't post, then committee chairs could be the ones posting information to get around this issue?
- 5) What if ONS provides no staff support? This shouldn't be an issue, the ONS staff are working remotely and they should be available to support the CA and committees virtually. The email distribution list for the meeting would be simple for ONS to do.
 - a. At minimum, we would need a facilitator; doesn't need to be city staff though. We hope that Kevin would be available.
 - b. Meeting minutes could be handled by recording the meeting in the short term
 - i. Could CA member be the minute taker?

- 6) Recording of online meetings? We should ensure a 50%+ approval of attendees as per our P&P for recording of a virtual meeting. This is not addressed in the CA P&P as nobody predicted this current pandemic and restrictions.

Greg will draft a letter for ONS to send out, inviting committees to meet virtually and initiating the request for a virtual CA meeting in May. We suggest a Zoom call with Committee chairs (and a “web person” if the Chair is not comfortable with virtual meetings) to introduce online platforms and offer training.

FreeConference.com is another free resource. The problem with Zoom is that if you don’t have a paid account, you’re restricted to 40 minutes for a free call. The cost for an account is \$14.95/month, which allows meetings up to 100 participants. Kathryn will be talking with Zoom this week and will ask about options for the CA. There is also a Webinar option that allows for voting and other options, but this is closer to \$65/month. Tina questions whether CA budget funds can be used for this kind of thing. This is a question for ONS to find out if we can use City funds for this. Would we/could we use the City’s WebX platform for CA and committee meetings? Would Melissa Wittstruck have knowledge enough to answer these questions?

The next regularly scheduled committee meetings:

Monday April 27th 12noon BSN; 6:30pm Budget

Tuesday April 28th 12noon Admin. This time doesn’t work for Kathryn, consensus to reschedule to 3pm and meet via Zoom conference, including Annie and Kevin.

Topics for next Admin committee meeting (3pm on Tuesday April 28th): Virtual Committee meetings and support for committees; Agenda for May 7th CA meeting; Plan for May 7th CA meeting (virtual).

***DRAFT* Minutes for Meeting of the Community Assembly Administrative Committee.**

April 28, 2020. 3pm via Zoom web conference

Attendees: Committee members: Greg Francis (Chair), Tina Luerksen (Secretary), Kathryn Alexander, Seth Knutson, Mindy Muglia (Vice Chair). **City Staff:** Louis Meuler (Interim Director, Office of Neighborhood Services & Planning), Kevin Freibott (City Planning), Carly Cortright (City of Spokane 311)

Discussion Items

Louis stated that we need to be following the Governor's guidance on "necessary and essential" for agendas. Kathryn asked why this applies to virtual meetings. Louis stated that any public meetings that the City is helping run have to follow the Governor's order, because there is a limited capacity for the public to attend.

WebEx: can people phone into a meeting? Yes, it's like Zoom where you can call in with video and/or audio. There is also a Chat feature for those who are online, this would probably be utilized for hand-raising and input/questions. Annie and Kevin would likely tag-team to run this type of meeting.

Kathryn has a meeting scheduled with the Mayor next month and hopes to discuss the leadership of ONS, and a request that the Planning & Neighborhood Services department head be familiar with and favorable to the Neighborhoods program. Suggestion to find a Councilmember who is "on our side" to include in this conversation. We were told in an email that Councilman Cathcart is the City Council liaison to the Community Assembly, but the email last week is the first we've heard of this.

Agenda Discussion

Paul Kropp has requested permission for Liaison committee to meet. The CA had put into the P&P a request for Liaison committee to create guidelines for liaisons. If this committee meets by email, this is excluding open public access; discussion ensued regarding OPMA and applicability to CA and its committees.

Ken Cruz has requested conversation about Dump Passes. The Clean-up Program is on hold through a decision of Waste Management, with no anticipated date to resume. This information needs to be given to the Neighborhoods so that they are all up-to-date and able to plan appropriately.

ONS agenda item: to cover all ONS programs with guidelines regarding the status of programs that are currently on hold. May 22nd deadline is still standing for CE Grant, Traffic Calming, and Neighborhood Clean-Up program for application submittal and input for what these programs might look like under the Stay Home, Stay Healthy order. We would like an update from George on NCDP and what that program looks like for this year now. Unsure whether the Federal government has relaxed deadlines for HUD funding.

Is Code Enforcement still operating? Carly stated that they are still operating, the litter crew has been held back because it is typically in cooperation with Geiger prisoners, and this is on hold. Abandoned

vehicles/parking response is reduced, because people are at home so the 72-hour parking limit is not being enforced at this point. Parking enforcement is still being done, but it is very cut back from typical. Staffing is reduced, so abandoned vehicle response is delayed.

Neighborhood Councils are free to meet, they are not subject to OPMA.

Unsure if the scheduled City Councilmember Kate Burke would be able to attend a virtual meeting. Greg had thought to invite the Mayor or Council President to present at CA. This agenda item would have to be regarding and limited to COVID-19 response for the City.

Not allowed to have Open Forum, as to the order restricting non-essential discussion. Minutes: Meeting could be reported in WebEx, and City staff could draft minutes from this recording.

Proposed Agenda Times will be flexible, since it's difficult to manage discussion during a virtual meeting.

Delete Open Forum

COVID-19 Update: request this presentation from Council President Beggs or Mayor Woodward. 30 minutes

Guidance for Meetings During "Stay at Home": Virtual Committee and Neighborhood Council meetings. Discussion regarding whether this information just be in the Packet, or presented during the virtual meeting? Committee agreement to present guidelines during this meeting. ONS staff can edit the Google calendar with updated meeting information and virtual meeting links. 20 minutes for Greg to present.

Current ONS Program Status (Neighborhood Cleanup, Traffic Calming, CE Grant). 20 minutes for ONS staff to present.

NCDP: Update and participation. 10 minutes for George (or Kathryn) to present.

Neighborhood & Planning Services Update: Placeholder. Kevin will bring this proposed agenda to Legal for approval and bring back to Admin for vote via email.

Topics for next Admin Committee meeting. Tuesday, May 26th, 2020

ONS program status updates. Future CA and Committee meetings.

Plan Commission

Report to the Community Assembly

May 7, 2020

Mary M Winkes, CA Plan Commission Liaison

March 11, 2020 Plan Commission Meeting

The Plan Commission considered its bylaws re: the number of members in attendance to constitute a quorum. The Commission decided to lower the number needed from six to five, at least for now, because the Commission has quite a few vacancies, and any absence of a voting member may make it impossible to conduct business.

The Commission interviewed possible candidates to fill the commission's vacancies. The Commission only recommends. Then recommended candidates are referred to the Mayor for her consideration and final selection.

The Commission reviewed the South University District Subarea Plan and the Receivership Code Amendment. The 2020-2021 Work Plan was postponed until the next meeting.

While the Commission was meeting that day, the Mayor held a press conference at City Hall on the pandemic. That was the beginning of the orders on social distancing and staying in place.

March 25 and April 8 Plan Commission Meetings

The next two meetings, March 25 and April 8, were cancelled. The governor's stay in place orders specified that only essential business be conducted by city entities while the staying in place order is in effect.

April 22, 2020 Plan Commission Meeting

The April 22 meeting was conducted over Zoom for the sole purpose of reviewing the Six-Year Comprehensive Street Program (2021-2026): <https://static.spokanecity.org/documents/city/2021-2026-draft-6-year-streets-program.pdf>. The review and a public hearing is necessary before being forwarded to City Council. The plan was reviewed at this meeting. Next the Plan Commission will hold a public hearing re: the program before sending it forward to the City Council. The public hearing is set for May 13.

As a reminder, the Plan Commission agendas, minutes and documents are located at: <https://my.spokanecity.org/bcc/commissions/plan-commission/>