



Meeting Agenda for Thursday, November 5, 2020  
5:30 to 8:00 pm, Webex Online Meeting  
Proposed Agenda Subject to Change

Please bring the following items:  
\*Community Assembly Minutes: October 1, 2020



## 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	5

## Open Forum

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

5. City Council Member Mumm .....	10 min (5:50)	Oral Reports	-
6. Open Public Meetings Act, Kevin Freibott .....	15 min (6:00)	Discussion	8
7. Snow Plan, Streets Department .....	15 min (6:15)	Presentation	21
8. Planning Services, Melissa Wittstruck.....	10 min (6:30)	Presentation	-
• Shoreline Master Program Update			
• Unified Development Code Clean-Up			
9. Awards Discussion, Andy Hoyer .....	10 min (6:40)	Open Discussion	
10. CHHS Liaison Nomination, Paul Kropp.....	10 min (6:50)	Vote	29
11. Building Stronger Neighborhoods – Leadership Training, Kelly Lotze .....	5 min (6:55)	Update	
12. Office of Neighborhood Services, Carly Cortright.....	5 min (7:00)	Update	-
• Division Director			
13. Facilitator, Greg Francis .....	15 min (7:05)	Discussion	
14. Community Assembly Admin Committee 2021, Mark Davies .....	10 min (7:20)	Vote	
15. Roundtable Discussion .....	10 min (7:30)	Open Discussion	-

## 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 .....	42
• Budget Committee.....	44
• Building Stronger Neighborhoods Committee (BSN).....	45
• Liaison Committee.....	48
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	50

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

- [Plan Commission Liaison Report](#)..... 52
- [Design Review Board Liaison Report](#) ..... 54
- [Community Housing and Human Services \(CHHS\) Liaison Report](#)..... 60
- [SRTC Division Connects Study](#) .....61

When it's time, join your Webex meeting here.

Meeting number (access code): 146 138 6032  
Meeting password: neighborhoods

Tap to join from a mobile device (attendees only)  
+1-408-418-9388,,1461386032## United States Toll

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Dial 1461386032@spokanecity.webex.com  
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business  
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If you are a host, click here to view host information.

# **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:**

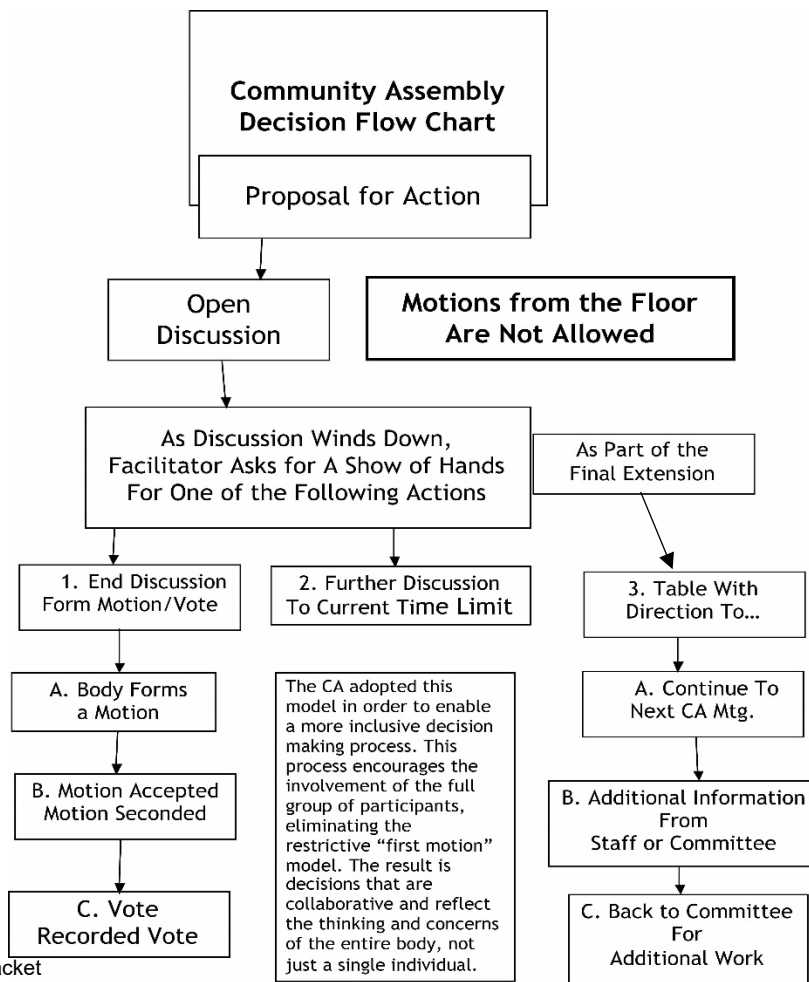
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

October 1, 2020 via WebEx web conference

Meeting called to order at 5:30pm by Kevin Freibott

### Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/South Indian Trail, Bemiss, Chief Garry Park, Cliff/Cannon, East Central, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Logan, Manito/Cannon Hill, Nevada-Heights, North Hill, North Indian Trail, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Browne's Addition, Comstock, Emerson/Garfield, Minnehaha, Northwest, and West Central.
- **City Staff present:** Kevin Freibott, Annie Deasy, Carly Cortright, Garrett Jones, Fianna Dickson, and Shauna Harshman.
- **Visitors:** Council Member Lori Kinnear and Paul Kropp (PeTT and Liaison Committee).

### Administrative Agenda:

#### 1. Introductions

- The facilitator asked for permission to record the meeting for Annie Deasy (CA Admin Committee Liaison) to provide accurate minutes. This request was approved (15-approve, 2-deny, 0-abstain) and the recording was begun. The Facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.

#### 2. **Proposed Agenda:** Mark Davies moved, Greg Francis 2<sup>nd</sup> to approve the proposed agenda. Motion passes with 17-approve, 1- abstain.

#### 3. **July Minutes:** Greg Francis moved, Mark Davies 2<sup>nd</sup> to approve September minutes. Motion passes with 18-approve, 1-abstain.

#### 4. **Open Forum:**

- Andy Hoye, Southgate. Candidate Forum will be held at their next Neighborhood Council meeting On Wednesday, Oct. 14, at 7p.m. on with Mary Kuney and David Green. Community Assembly awards will be an agenda item for the next meeting and is thinking about not doing awards this year.

### Legislative Agenda:

5. **City Council Report:** Council Member Kinnear introduced Garrett Jones, Parks Director. Council Member Kinnear and Garret gave a presentation on park amendments or changes because neighborhoods expressed a concern about events that had undue impact to parks. They went over an ordinance relating to parks rules and regulations that would codify policies of what is and what is not allowed for events that are and are not tied to obtaining a permit for park events. There were questions and answers that followed.

6. **Office of Neighborhood Services Director Update:** Carly Cortright. Carly announced that she was named the Director of Neighborhood Services and gave her professional and educational background. She ensured that she is committed to a collaborative relationship with the CA and improving communication, as well as, making some immediate changes but those will last long-term. There were questions and answers.

**Dump Pass Update:** Annie gave a presentation on the dump pass online distribution, how many have been requested, how many have been redeemed, and many tons have been disposed of. It was requested that the dump passes that were requested online final report included the percentage of passes requested versus percentage of passes redeemed. There were questions and answers.

7. **Comp Plan Update:** Kevin Freibott, Planning. The plan commission voted for all of the Comp Plan Amendments some were recommended for approval and some were not. The tentative City Council Hearing Date is November 16, and public testimony will be taken. No questions.

8. **Liaison Committee Update:** Paul Kropp, Liaison Committee. Greg read the resignation letter from Melody Dunn as she accepted a new job and is not able to fulfill the duties required for the CHHS liaison position for the CHHS board. Paul announced that applications for that now open position are due by Oct. 23, and all the materials will be posted to the City's website by Friday. He asked that the CA representatives share at their neighborhood council meetings. In closing he thanked Melody and praised her for the good job that she did serving as the CHHS liaison. There were questions and answers.

9. **Budget Committee Update:** Mark Davies, Budget Chair. Mark shared the CE Grant spreadsheet and we have \$17,500. Mindy mentioned her application for D&O Insurance wasn't noted on the spreadsheet. Annie said she didn't receive the application and requested Mindy email it again because she sometimes has issues receiving emails. All neighborhoods are eligible for a zoom account (make sure it's set up in the neighborhood name as well as the email) and all reallocation requests are approved. All orders and receipts are due by Nov. 13. There were questions and answers.

**Admin Committee Update: Greg Francis.** The next CA/CC meeting is on October 29. If you have any agenda items please send them to Greg Francis by next Admin Committee

meeting which is Oct. 27. There is a fifth Thursday on Dec. 31, we would normally meet on Dec. 31. The first 5<sup>th</sup> Thursday is on Jan. 29. Greg is suggesting not having a CA/CC meeting in Dec.

Last month's CA meeting we discussed the issue of personal information was included in the committee meeting minutes that later were redacted. Admin would like each committee to review their own committee minutes before they submit them to be included in the packet. The Admin Committee is not going to review the packet.

Committees need to be working on their 2021 Goals. Please submit them to the CA before the Dec. meeting.

Nominating committee to select next year's Admin Committee. You can not serve on Admin Committee if you're on the nominating committee. A poll would be created based on the ballots. Mindy from Nevada-Heights, Mark from N. Indian Trail, and Lindsey from Logan.

#### **10. Roundtable Discussion:**

Paul apologized on behalf of Kathy Lang that the design review board report will not be distributed until November.

A resident in the Logan neighborhood had a tree from the parking strip fall and the estimate is about \$3,000. They were seeking funds to help with that and asked if anyone knew who they could contact. Kathryn suggested that she contact Shauna, the new transportation person for City Council and/or George Dahl to see if CDBG funds may be available.

**Meeting Adjourned.**

Next Community Assembly scheduled for **Thursday, November 5, 2020.**



## MEMO

### Department of Planning Services

November 2, 2020

To: Community Assembly Representatives

From: Kevin Freibott, Planning Services

**Re: CA and Open Public Meetings Act**

As Council President Beggs presented at the last Community Assembly/City Council meeting on October 29, City Legal has prepared a draft Ordinance codifying their latest legal opinion, that Community Assembly is subject to the Open Public Meetings Act of Washington State (the OPMA). We will be discussing this further at Thursday's Community Assembly meeting, of course, but I wanted to provide a little additional information to help in that discussion. Attached to this memo is the following:

1. The DRAFT Ordinance
2. Spokane Municipal Code (SMC) 04.27, the parts concerning the Neighborhood Councils and Community Assembly. (This is the part that would be amended by the ordinance, if adopted.)
3. Spokane City Charter Sections 71 through 76, the parts concerning the Neighborhood Councils and Community Assembly.
4. Two Info Sheets from the Municipal Research and Services Center (a useful source of information on government in Washington State). These info sheets give useful guidelines for OPMA compliance.

This discussion is ongoing, of course, but following some of the comments and questions at the CA/CC meeting I thought these materials might help inform our agenda item on Thursday. Thanks, and see you soon!



ORDINANCE NO. C - \_\_\_\_\_

An ordinance relating to the community assembly; amending SMC section 4.27.030 of the Spokane Municipal Code.

The City of Spokane does ordain:

Section 1. That SMC 4.27.030 is amended to read as follows:

**4.27.030 Community Assembly**

A. The community assembly is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. Each neighborhood council selects one representative and a designated alternate meeting the requirements of SMC 4.27.010(C) to serve on the community assembly. Representatives are expected to represent the interests of their respective neighborhood council. The community assembly meets with the city council neighborhood committee and the City's department of neighborhood services and code enforcement periodically to discuss community-wide issues. The responsibilities of the community assembly include to:

~~((A))~~1. review and recommend an action, policy or plan to the city council neighborhood committee, the City and any City agency, commission or board on any matter affecting the City;

~~((B))~~2. support and promote citizen participation and neighborhood enhancement;

~~((C))~~3. promote and facilitate open communication between the City and neighborhood councils and provide the primary means of communication between individual neighborhood councils;

~~((D))~~4. support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and

~~((E))~~5. serve as an information resource to neighborhood councils.

B. Community assembly meetings are open to the public and shall be conducted pursuant to the Open Public Meeting Act, Chapter 42.30 RCW, including the recording of minutes consistent with the Robert's Rules of Order.

PASSED BY THE CITY COUNCIL ON \_\_\_\_\_, 2020.

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

Attest:

Approved as to form:

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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



# Spokane Municipal Code

<https://my.spokanecity.org/SMC>

## Title 04 Administrative Agencies and Procedures

### Chapter 04.27 Neighborhood Council Program

#### Section 04.27.010 Neighborhood Councils

- A. In order to foster communication between the citizens of Spokane and all facets of City government, neighborhood councils may be formed or existing associations may be recognized by the city council when they meet the minimum standards for recognition. Neighborhoods who wish to form themselves into councils are encouraged to do so and may be assisted in the process by the City's department of neighborhood services and code enforcement and the community assembly. A neighborhood council must meet and continue to maintain conformity with the following minimum standards:
1. Clear geographic boundaries.
  2. Adherence to established bylaws that ensure democratic deliberative and voting procedures.
  3. Periodic meetings.
  4. Compliance with all applicable federal, state and local laws.
  5. Copy of the bylaws and all amendments filed with the neighborhood committee of the city council and the department of neighborhood services and code enforcement.
  6. Membership consisting of persons who are sixteen years of age or older and reside, own property or operate a business within the neighborhood council boundaries.
- B. Initial boundaries remain fixed for one year. After a year a neighborhood council may propose an amendment to its boundaries to the community assembly for its review and recommendations.
- C. The geographic boundaries of a neighborhood council may extend to areas beyond the City limits but only members who reside, own property or operate a business within those portions of the neighborhood council as are within the City may participate in official decisions of the neighborhood council.
- D. Each neighborhood council designates at least two individuals to receive written documentation and other information from the City's department of neighborhood

services and code enforcement and to be responsible for disseminating this information to their respective neighborhood councils.

- E. Only neighborhood council members meeting the requirements of subsection (C) of this section shall serve as an officer of a neighborhood council, unless the position is expressly precluded from participating in or having decision-making authority in the bylaws of the neighborhood council.
- F. Only neighborhood council members meeting the requirements in subsection (C) of this section shall be eligible to serve as a representative or delegate to the community assembly for a neighborhood council.

*Date Passed: Monday, November 26, 2007*  
*Effective Date: Tuesday, January 1, 2008*  
*ORD C34139 Section 4*

#### **Section 04.27.020 Duties and Responsibilities**

A recognized neighborhood council's duties and responsibilities include, but are not limited to:

- A. review and recommend an action, policy or plan to the city council neighborhood committee, the City and any City agency, commission or board on any matter affecting that neighborhood;
- B. assist City agencies in determining priority needs for the neighborhood;
- C. review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvements; and
- D. undertake to manage projects as may be agreed upon or contracted with public agencies.

*Date Passed: Monday, July 16, 2012*  
*Effective Date: Thursday, August 23, 2012*  
*ORD C34886 Section 1*

#### **Section 04.27.030 Community Assembly**

The community assembly is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. Each neighborhood council selects one representative and a designated alternate meeting the requirements of SMC 4.27.010(C) to serve on the community assembly. Representatives are expected to represent the interests of their respective neighborhood council. The community assembly meets with the city council neighborhood committee and the City's department of neighborhood services and code enforcement periodically to discuss community-wide issues. The responsibilities of the community assembly include to:

- A. review and recommend an action, policy or plan to the city council neighborhood committee, the City and any City agency, commission or board on any matter affecting the City;
- B. support and promote citizen participation and neighborhood enhancement;
- C. promote and facilitate open communication between the City and neighborhood councils and provide the primary means of communication between individual neighborhood councils;
- D. support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and
- E. serve as an information resource to neighborhood councils.

*Date Passed: Monday, November 26, 2007*

*Effective Date: Tuesday, January 1, 2008*

*ORD C34139 Section 5*

#### **Section 04.27.040 Neighborhood Council Program**

- A. The department of neighborhood services and code enforcement shall provide staff support for the neighborhood councils and the community assembly in the following manner:
  - 1. Specific needs and program support required will be identified through annual consultation by the office with the individual councils and community assembly. This process should be completed prior to September of each calendar year to allow consideration of these needs and required support in the budget process.
  - 2. The specific nature of the staff support required may be reduced to a memorandum of understanding between the City and the individual councils and community assembly subject to approval of the city council. If such a memorandum is reached it should be reviewed annually within the time frame set forth above. The memorandum of understanding may, if appropriate, include those programs and procedures set forth in subsection (B) of this section.
  - 3. In addition to those tasks identified above, the department of neighborhood services and code enforcement shall:
    - a. provide to the community assembly, the neighborhood councils and the general public instruction on organizational development and procedures to effectively work with City government;
    - b. assist City officials and staff in developing effective ways of working with the community assembly and the neighborhood councils;

- c. assist the neighborhood councils and the community assembly in organizing and facilitating meetings and specific programs developed by these entities.
- B. The department of neighborhood services and code enforcement shall serve as the liaison between the legislative and executive branches of the City, the neighborhood councils and the community assembly in the following manner:
  1. Implement programs and procedures that enhance neighborhood residents' knowledge of and involvement with government operations.
  2. Implement programs and procedures that enhance both the City's elected officials' and employees' understanding of the needs and perspectives of neighborhood residents.
  3. Implement programs and procedures that facilitate communication between the City and neighborhood residents. It is the responsibility of the department to timely respond to inquiries and disseminate pertinent information to the neighborhood councils, the community assembly and the general public.

*Date Passed: Monday, November 26, 2007*

*Effective Date: Tuesday, January 1, 2008*

*ORD C34139 Section 6*

#### **Section 04.27.050 Communications**

The City shall provide:

- A. a City website portal for the neighborhood councils and the community assembly;
- B. a City website for each neighborhood council to include, but not be limited to:
  1. the names and addresses of each neighborhood council officer and director;
  2. the E-mail address of the president and secretary of the neighborhood council;
  3. the names and addresses of the representatives and alternates of the community assembly;
  4. an E-mail broadcast link to all of the members of the Spokane city council,
  5. mayor, council president, City departments, press and plan commission;
  6. and a calendar;
- C. the publication of the advance and current agendas of the city council together with agenda sheets and exhibits and related material in portable document format on the City website;

- D. web-based administrative tools and procedures allowing website maintenance by neighborhood councils from home computers via the Internet, or computer kiosks located in City facilities;
- E. E-mail addresses to those neighborhood council presidents and secretaries who do not have E-mail addresses or who would like to use a City E-mail address.

*Date Passed: Monday, March 26, 2007*

*Effective Date: Sunday, May 6, 2007*

*Recodification ORD C33995 Section 1*



# Spokane City Charter

<https://my.spokanecity.org/opendata/charter/>

## Section 71: Neighborhood Councils Program – Creation

A neighborhood councils program is hereby created which shall consist of the following bodies: Neighborhood councils, the community assembly and the office of neighborhood services which shall be established in accordance with the rules and procedures designated in the following sections.

*Effective Date: November 2000  
Ordinance C32687 Section 1*

## Section 72: Neighborhood Councils Program – Organization

- A. The neighborhood councils and community assembly shall have the power to make bylaws and rules for the conduct of their business.
- B. The neighborhood councils and community assembly shall act as advisors to the city council and the mayor.
- C. The office of neighborhood services shall act as the staff support for the neighborhood councils program and as the liaison between the neighborhood councils, the community assembly, the city council, the mayor, and the various city departments. The office of neighborhood services falls under the administrative branch of the mayor and shall report to the mayor.
- D. The neighborhood councils program shall operate within the management structure of the Spokane City government as a separate department.
- E. There shall be established a position within the office of neighborhood services designated as the director of neighborhood services.

*Effective Date: August 31, 2011  
Ordinance C34629 Section 1*

## Section 73: Neighborhood Councils Program – Establishment

- A. In order to foster communication between the citizens of Spokane and all facets of City government neighborhood councils may be formed or existing associations may be recognized by the city council when they meet the minimum standards for recognition. Neighborhoods wishing to form recognized councils are encouraged to do so and may request assistance in the process by the City's office of neighborhood services and the community assembly. A neighborhood council must meet and continue to maintain conformity with the following minimum standards:
  - 1. Clear geographic boundaries.



2. Adherence to established bylaws that ensure democratic deliberative and voting procedures.
  3. Periodic meetings.
  4. Compliance with all applicable federal, state, and local laws.
  5. Copy of the bylaws and all amendments filed with the office of neighborhood services.
  6. Membership consisting of persons who are sixteen years of age or older and reside, own property, or operate a business within the neighborhood council boundaries.
- B. Initial boundaries remain fixed for one year. After a year, a neighborhood council may propose an amendment to its boundaries to the community assembly for its review and recommendations.
- C. The geographic boundaries of a neighborhood council may extend to areas beyond the city limits but only members who reside, own property, or operate a business within those portions of the neighborhood council as are within the City may participate in official decisions of the neighborhood council.
- D. Each neighborhood council designates at least two individuals to receive written documentation and other information from the City's office of neighborhood services and to be responsible for disseminating this information to their respective neighborhood councils.

*Effective Date: November 2000  
Ordinance C32687 Section 3*

## Section 74: Neighborhood Councils Program – Neighborhood Council Duties and Responsibilities

A recognized neighborhood council may:

- A. review and recommend an action, policy, or plan to the city council neighborhood committee, the city council, the mayor, the City and any city agency, commission, or board on any matter affecting that neighborhood;
- B. assist city agencies in determining priority needs for the neighborhood;
- C. review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvements; and
- D. undertake to manage projects as may be agreed upon or contracted with public agencies.

*Effective Date: November 2000  
Ordinance C32687 Section 4*

## Section 75: Neighborhood Councils Program – Community Assembly – Purpose

The community assembly is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. Each neighborhood council selects one representative and a designated alternate to serve on the community assembly. Representatives are expected to represent the interests of their respective neighborhood council. The community assembly meets with the city council neighborhood committee and the City's office of neighborhood services periodically to discuss community-wide issues. The responsibilities of the community assembly include to:

- A. review and recommend an action, policy, or plan to the city council neighborhood committee, the city council, the mayor, the City, and any city agency, commission, or board on any matter affecting the City;
- B. support and promote citizen participation and neighborhood enhancement;
- C. promote and facilitate open communication between the City and neighborhood councils and provide the primary means of communication between individual neighborhood councils;
- D. support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and
- E. serve as an information resource to neighborhood councils.

*Effective Date: November 2000  
Ordinance C32687 Section 5*

## Section 76: Neighborhood Councils Program – Community Assembly – Compensation

No member of the community assembly, unless he or she is staff of the office of neighborhood services, shall receive any compensation. The compensation of the staff shall be fixed by the applicable rules for each designated position.

*Effective Date: November 2000  
Ordinance C32687 Section 6*

# PRACTICE TIPS

For Local Government Success



The basic requirement of the Open Public Meetings Act (OPMA) is that meetings of governing bodies be open and public. Use these practice tips to guide your agency's OPMA compliance.\* For more information and resources visit [www.mrsc.org/opmapra](http://www.mrsc.org/opmapra).

## Basic Requirements

- **All meetings open and public.** All meetings of governing bodies of public agencies must be open to the public, except for certain exceptions outlined in the OPMA. [RCW 42.30.030](#).
- **Quorum.** Generally, a meeting occurs when a quorum (majority) of the governing body is in attendance and action is taken, which includes discussion or deliberation as well as voting. [RCW 42.30.020\(2\) & \(3\)](#).
- **Attendees.** All persons must be permitted to attend and attendees cannot be required to register their names or other information as a condition of attendance. Disruptive and disorderly attendees may be removed. [RCW 42.30.040 & .050](#).
- **No secret ballots.** Votes may not be taken by secret ballot. [RCW 42.30.060\(2\)](#).
- **Adoption of ordinances.** Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid. [RCW 42.30.060\(1\)](#).

Position in Agency	Required to Comply
Member of a governing body <ul style="list-style-type: none"> <li><input type="checkbox"/> City or Town Councilmember or Mayor</li> <li><input type="checkbox"/> County Commissioner or County Councilmember</li> <li><input type="checkbox"/> Special Purpose District Commissioner/Board Member</li> </ul>	Yes
Member of a subagency created by ordinance or legislative act, e.g.: <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning Commission</li> <li><input type="checkbox"/> Library Board</li> <li><input type="checkbox"/> Parks Board</li> <li><input type="checkbox"/> Civil Service Commission</li> </ul>	Yes
Member of a committee <ul style="list-style-type: none"> <li><input type="checkbox"/> Committees that act on behalf of (exercise actual or de facto decision-making authority for) the governing body, conduct hearings, or take testimony or public comment</li> <li><input type="checkbox"/> Committees that are purely advisory</li> </ul>	Yes No
Agency staff	No

## Penalties for Noncompliance

- **Actions null and void.** Any action taken at a meeting which fails to comply with the provisions of the OPMA is null and void. [RCW 42.30.060\(1\)](#).
- **Personal liability.** Potential personal liability of \$500 for any member of a governing body who attends a meeting knowing that it violates the OPMA and \$1,000 for any subsequent OPMA violation. [RCW 42.30.120\(1\)\(2\)](#).
- **Agency liability.** Any person who prevails against an agency in any action in the courts for a violation of the OPMA will be awarded all costs, including attorney fees, incurred in connection with such legal action. [RCW 42.30.120\(2\)](#).

## OPMA Training Requirements

- Every member of a governing body of a public agency must complete training requirements on the OPMA within 90 days of assuming office or taking the oath of office. [RCW 42.30.205\(1\)](#).
- In addition, every member of a governing body must complete training at intervals of no more than four years as long as they remain in office. [RCW 42.30.205\(2\)](#).

\*DISCLAIMER: These practice tips are meant to provide summary information on basic agency obligations of the OPMA; the practice tips are not intended to be regarded as specific legal advice. Consult with your agency's legal counsel about this topic as well.

## OPMA – NOTICE REQUIREMENTS

# PRACTICE TIPS

For Local Government Success



Under the Open Public Meetings Act (OPMA), to ensure that agency deliberations and other actions are conducted and taken openly, agencies are required to provide sufficient public notice of their meetings. Use these practice tips as a starting guide for OPMA notice requirements.\* *For more information and resources visit [www.mrsc.org/opmapra](http://www.mrsc.org/opmapra).*

	Regular Meetings (RCW 42.30.070)	Special Meetings (RCW 42.30.080)
<b>Definition</b>	Held in accordance with a schedule fixed by ordinance, resolution, bylaws, or other rule.	Anything other than a regular meeting. May be called by the presiding officer or a majority of the members of the governing body.
<b>Notice and Agendas</b>	<p>Agendas must be made available on the agency's website at least 24 hours in advance of the meeting unless the agency:</p> <ol style="list-style-type: none"> <li>1. Doesn't have a website; or</li> <li>2. Employs fewer than 10 full-time equivalent employees.</li> </ol> <p>There are no other notice requirements for regular meetings in the OPMA. However, other relevant laws apply to some local governments. For example, cities and towns are required to establish a procedure for notifying the public of the preliminary agenda for the forthcoming council meeting and any upcoming hearings (although not necessarily online). <a href="#">RCW 35A.12.160</a>; <a href="#">RCW 35.22.288</a>; <a href="#">RCW 35.23.221</a>; <a href="#">RCW 35.27.300</a>. There are no similar requirements for counties or special purpose districts related to preliminary agendas.</p>	<p>The special meeting notice must specify the date, time, and place of the special meeting, and the business to be transacted.</p> <ul style="list-style-type: none"> <li>• <b>Personal notice.</b> Written notice must be delivered personally, by mail, fax, or e-mail at least 24 hours before the meeting to: <ol style="list-style-type: none"> <li>1. Each member of the governing body, unless the member submits a written waiver of notice in advance with the clerk, or the member is actually present at the meeting; and</li> <li>2. Each member of the news media who has on file with the governing body a written request for notice of special meetings.</li> </ol> </li> <li>• <b>Website notice.</b> Notice must be posted on the agency's website 24 hours in advance of the meeting, unless the agency: <ol style="list-style-type: none"> <li>1. Doesn't have a website; or</li> <li>2. Employs less than 10 full-time equivalent employees; or</li> <li>3. Doesn't employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the website.</li> </ol> </li> <li>• <b>Notice at agency's principal location.</b> Notice must be prominently displayed at the main entrance of the agency's principal location and the meeting site if the meeting isn't held at the agency's principal location.</li> </ul>
<b>Emergencies</b>	In an emergency situation (e.g., fire, flood, earthquake, or other emergency), a meeting may be held at a site other than the regular meeting site, and the notice requirements under the OPMA are suspended during such an emergency.	The notices required for special meetings aren't required if a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
<b>Holidays</b>	Regular meetings shall not be held on holidays. If a regular meeting falls on a holiday, the meeting must be held on the next business day.	Although not specifically addressed by the OPMA, we recommend that special meetings not be held on holidays out of consideration for public participation.
<b>Business Transacted</b>	There are no restrictions on the type of business that may be transacted at regular meetings.	Final disposition cannot be taken on any matter not listed in the special meeting notice.

\*DISCLAIMER: These practice tips are meant to provide summary information on the notice requirements of the OPMA; these tips are not intended to be regarded as specific legal advice. Consult with your agency's legal counsel about this topic as well.



*When it snows, we respond.*

*Snow season November 15-March 15*

*City of Spokane*



# Our Plan was improved by YOU!

Based on your feedback, our snow response plan features:

- More plowing, sooner.
- More equipment and people available for snow removal.
- Completion of a full-City plow during heavier snowfalls more quickly – in about 3 days.
- Minimized driveway berms.
- Greater emphasis on plowing snow away from sidewalks.
- Focus on routes to schools, medical facilities & more

## Inside: Residential Plow Route Map

### 2020-2021 Snow Response Plan

Snow response is a collaboration between the City and its citizens. Snow Season runs from November 15 to March 15. During Snow Season, the City monitors weather conditions 24 hours a day for fast response.

The City of Spokane is continuing with its improved Snow Response Plan. The plan provides:

- More plowing, sooner.
- More equipment and people available for snow removal.
- Quicker completion of the full-City plow during heavier snowfalls – in about 3 days.
- Use of equipment that minimizes driveway berms.
- Greater emphasis on plowing snow away from sidewalks.
- Simplified seasonal parking rules and more emphasis on clearing sidewalks.

# Plowing

- When it snows, even if it's an inch or two, **crews will plow all the streets**, including residential streets.
  - As part of the regular work day, Monday through Friday, crews will clear snow throughout the City when there are small amounts of snow
  - Utility crews supplement Street crews sooner
  - More equipment is available on a regular basis for plowing
  - We call this “maintenance plow” work
- When a **full-City plow** is needed, the City will move to 24/7 operations
  - A full City plow should take about 3 days.





# Driveway Berms

- **Lots of Snow Gates!**

- Now have 17 snow gates
- Won't completely eliminate berms, especially on arterials, but will drastically reduce them



- **Plowing Technique Changes**

- Crews will take extra care not to plow in sidewalks
- Snow also may be pushed to center medians on some arterials





# Parking & Sidewalks

- **Seasonal Parking (Nov. 15-March 15)**
  - Park on the odd side of the street.
  - Move RVs, Boats, and Trailers to a winter storage location. (Parking team is focusing on this.)
  - **Downtown:** No on-street parking, 12-6 a.m. when plowing planned, tow away area.
- **Sidewalks**
  - City will clear sidewalks on our property.
  - Citizens asked to clear a 36-inch path to aid pedestrians.
  - Seniors and disabled individuals can call 3-1-1 to get connected with volunteer services.



# What's New?

- **Work & School at Home due to Pandemic**

- More cars in residential areas
- Parking on the odd side even more important

- **New equipment**

- Added one more snow gate
- And a “wing blade” that provides more maneuverability in tight spaces

- **Efficient operations**

- More sites to store deicer & salt so crews can reload more easily to speed response
- Ground/street temperature monitoring to customize response



# How to get more INFO!

- **Watch for Snow Brochure**
  - Will be inserted in utility bills in November
  - Will include residential plow route map (Stick it on your fridge!)
- **Follow the City on Social Media**
  - @spokanecity on Facebook and Twitter
  - We post when we have snow response news to report
- **Get information on the City's web site ([spokanecity.org](http://spokanecity.org))**
  - A link to snow information will be included on front page
  - Plow Progress map activated during full-City plows
- **Watch for Information on Local Media**
  - We are rolling out information to media now
- **Call 3-1-1 if you need more information**





# Questions?



October 29, 2020

From: Liaison Committee

To: Community Assembly

Re: CHHS Liaison Board Member Nomination

The Liaison Committee has selected Kathryn Alexander (Bemiss) for nomination to the Community Assembly's liaison board member position on the Community, Housing, and Human Services Board (CHHS).

For this nomination, the committee suggests the CA should be taking two separate and distinct actions, which are:

- (1) Accepting the selection of the Liaison Committee for the nominee, and then
- (2) Directing the Administration Committee to forward the nomination package to the mayor.

(A) Citations to the municipal code and (B) the inclusion of a three-year term of service are the two necessary items to be included in the text for the actions the CA will be taking.

Here in italics are the texts the Liaison Committee suggests the CA to consider for each action:

*The Community Assembly accepts the Liaison Committee's selection of Kathryn Alexander for nomination to the Community, Housing, and Human Services Board liaison member position provided by the Spokane municipal code at SMC 04.34A.030 D.3 for an initial term of three years.*

...and next...

*The Community Assembly requests the Administration Committee to forward the name and application material of Kathryn Alexander to the office of the mayor for nomination to the Community Assembly liaison member position on the Community, Housing, and Human Services board provided by the Spokane municipal code at SMC 04.34A.030 D.3 for an initial term of three years.*

Here is the section of the Spokane municipal code that provides for the Community Assembly's liaison member position on the CHHS board at SMC 04.34A.030 D. and how the nomination is made:

*D. In addition to the twelve (12) positions, the board will include:*

- 1. two (2) voting representatives from the City Council selected by the City Council, appointed or reappointed for one (1) year terms;*
- 2. one (1) voting elected official or policy-level decision maker to represent Spokane County who shall be selected by the Spokane County commissioners then nominated by the Mayor and appointed by City Council, appointed or reappointed for one (1) year terms; and*
- 3. One (1) liaison from the Community Assembly nominated by the Community Assembly to the Mayor according to the process determined by the Community Assembly, then nominated by the Mayor and appointed by the City Council. The liaison will have full rights and responsibilities of a Board member*

Here is the action of the Liaison Committee on a motion adopted by unanimous email vote concluded on October 27, 2020 after an interview via Zoom on October 22:

*THAT the Liaison Committee selects Kathryn Alexander for nomination to the CHHS board liaison member position for an initial term of three years.*



## **Application For Committees/Boards/Commissions**

The information provided on this questionnaire will be used by the Mayor  
and City Council in considering your appointment.

Please complete each section, if applicable.

Date Stamp

**POSITION APPLYING FOR:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How long have you been a continuous resident of the City of Spokane? \_\_\_\_\_

Are you registered to vote in the City of Spokane? \_\_\_\_\_

Have you ever used or been known by any other name? \_\_\_\_\_

### **EDUCATIONAL HISTORY**

High School: \_\_\_\_\_ Diploma Earned: \_\_\_\_\_

Address: \_\_\_\_\_

College/University: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Address: \_\_\_\_\_

### **EMPLOYMENT HISTORY**

Present or Last Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **REFERENCES**

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_





### **Application For Committees/Boards/Commissions**

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.

Please complete each section, if applicable.

#### **BACKGROUND INFORMATION**

Describe your civic involvement in the Spokane community. I became the CA rep for the Bemiss Neighborhood

Council in Aug 2014. I became Chair as well in 2015 growing the NC from 2 to 12, the budget from

committee and garnering our first ever budget of \$20,000. I'm currently Chair of District One

Leadership. I've served on 6 or 7 committees. I received the Jeanette Harris Award in 2016

Describe why you are interested in serving on this Committee/Board/Commission. In my run for City Council in 2016

I ran on my concern for the state of housing in Spokane. I still have that concern. I've served on Ben

Stuckerts Housing Taskforce.

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

My interest in housing coupled with my partnership with the Tenants Union and the Landlord Assoc

as well as my grassroots community involvement (I'm also on the Zone Advisory Board) gives me

a varied and well rounded perspective.

#### **UNDERSTANDING OF APPLICATION**

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

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

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

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

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

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

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: 10-14-2020

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



## **Application For Committees/Boards/Commissions**

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

### **EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

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

**POSITION APPLYING FOR:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Sex: \_\_\_\_\_ Female \_\_\_\_\_ Male      Date of Birth: \_\_\_\_\_

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

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

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

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

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

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

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

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

**Veteran Status:**

\_\_\_\_\_ Not a veteran      \_\_\_\_\_ Vietnam-era veteran

\_\_\_\_\_ Disabled veteran      \_\_\_\_\_ Any other veteran

**Disability Status:**

\_\_\_\_\_ Disabled      \_\_\_\_\_ Non-Disabled



**Kathryn Alexander, MA – Application for Community Assembly CHHS  
Liaison**

Education:

BS in business administration from John F. Kennedy University, Orinda, CA

MA in Organizational Development and Transformation from John F. Kennedy University, Orinda, CA

Doctorial Studies in Living Systems and Organizational Theory from Saybrook University, San Francisco, CA

Certified in Conversational Intelligence® from Wbecs Group

Employment:

12 years teaching at Regis University In Denver, Colorado retired (leadership development, strategy, process improvement, team building)

20\_ years consulting for various organizations I founded the latest being Bridge to Partnership

Serial entrepreneur, now on my ninth business

Community Involvement:

Chair and co-chair of Bemiss neighborhood Council – 5 years, current member (grew the Council from 2 to 12, budget from 0 to \$2,000+, 5 concerts a year)

Community Assembly Representative for Bemiss – 6 years (served on: Admin Committee, CA/CD Committee, Budget Committee, P&P Committee, Awards Committee, Short-Term Rental Committee, Retreat Committee, Liaison Committee)

Chair of District One – 2 years

Skills:

I actively bring people with different viewpoints together, I have skills in deepening conversations and in working with large groups. I think strategically and I understand systems dynamics.

CHHS BOARD LIAISON MEMBER SUPPLEMENTARY APPLICATION

October, 2020

Page 2

NAME: Kathryn Alexander

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

**Affirmation**

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

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

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

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

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

*I understand the CHHS Board liaison is expected to submit pertinent written reports for each Community Assembly monthly agenda packet, to attend Community Assembly meetings, and to provide a verbal report at CHHS Board meetings on Community Assembly activities relevant to the work and duties of the CHHS Board.*

*I understand the Community Assembly's CHHS Board liaison is subject to the CHHS Board's bylaws, including attendance and conflict of interest provisions.*

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

Signature: Kathryn Alexander

Date: 10/16/20

**Community Assembly  
Supplementary Application and Applicant Questionnaire**

NAME: Kathryn Alexander

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

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

**A. Educational History**

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

**B. Employment History**

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

**C. Involvement in the Community**

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

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

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

**D. Skills and Special Interests**

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

**Neighborhood Council Connection**

Which neighborhood council do you relate to? Berniss

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

Please supply a neighborhood council reference.

Name: DONNA Fagan

Phone: 509-599-3035 Email: donna.f34@gmail.com

**Affirmation of Duties and Responsibilities**

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

**Application Submission**

Email scanned PDFs to both:

**DEADLINE = October 23, 2020**

Paul Kropp, Liaison Committee Chair (and)  
[ca-liaisoncommittee@gmail.com](mailto:ca-liaisoncommittee@gmail.com)  
Carly Cortright, Neighborhood Services  
[ccortright@spokane.gov](mailto:ccortright@spokane.gov)

Or mail paper documents to:

CA Liaison Committee c/o Annie Deasy  
Neighborhood Services  
808 W. Spokane Falls Blvd, Spokane WA 99201

# ***Kathryn Alexander***

**Website: <http://BridgeToPartnership.com>**

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*“Introducing the concepts of quality management with the primary objective of improved customer service to a large and diverse organization such as ours (and*

*getting us to understand) is no small task.....Thanks for the help. It was a very good experience.”*

*Don Munakata, Chief, Bureau of Engineering, Department of Public Works*

## **HIGHLIGHTS OF QUALIFICATIONS**

- Over 10 years of consulting experience in the areas of strategic planning, innovative management and leadership development, change and Human Resources with a variety of companies, institutions and agencies
- Knowledge of, and experience with, a wide range of organization change and individual development technologies including coaching and statistical processes
- Over 12 years of experience with program development and adult learning
- Strong commitment to using these technologies to accomplish bottom line results in the areas of increased productivity, customer satisfaction, and quality of work life for employees
- Recognized for conceptually innovative approach and creative problem solving working with groups and organizations

## **RELEVANT EXPERIENCE**

### **ORGANIZATIONAL CHANGE AND STRATEGIC PLANNING**

- Consulted with **First RF** to develop a plan to assure complete tracking of government owned property

Resulted in all five divisions happily agreeing on new processes within a three-week period

- Consulted with **DRG Construction** to develop a strategic plan.

Resulted in a major shift in the business, the development of a new organization to address ethical issues in their industry, excited and engaged employees with a deeper understanding of their business.

- Consulted with **Zoe Training and Consulting** to develop strategic plan.

Resulted in the design and opening of a strong consultancy with improved and clarified directions and goals.

- Developed and implemented a team building program for **Eagle County Assessors Office**

Resulted in shared learning with team members, deeper appreciation of each other and insight on how to better work together.

- Consulted with the **Department of Public Works, City and County of San Francisco**; held a 2-day Strategic Planning Conference, performed an internal analysis and senior team analysis, gave a systems thinking seminar, and facilitated the development of a strategic plan and began the implementation of a move to create a customer focused learning organization. Generated 15 Process Improvement Teams, a Quality Assurance Council, the Navigation Team of middle

managers with implementation responsibility, managed by a Core Team of senior executives. Ran strategic conferences for the Bureaus of Architecture, Engineering and Construction Management.

Resulted in the Director being chosen as runner up to the top 10 Directors in the country who had made the most improvement in customer service.

- Consulted with the senior management team of **Mervyn's** headquarters to develop a strategic plan and implementation strategy for the introduction of Total Quality. Educated the management team in the quality philosophy and the use of key quality tools; designed and introduced assessment instruments used to diagnose the company's culture and establish improvement priorities; helped develop a "roll-out" plan and schedule.

Resulted in a Total Quality implementation that did not result in a "backlash" by workers.

- Designed and facilitated team building session for the Program Management and Planning Group of **Pacific Telesis International** to improve communications, develop trust and increase appreciation of diversity and communication styles within the work group.

Resulted in an increased appreciation of each member of the team for the others, and an improved relationship with the manager.

- Provided training, process facilitation, conflict resolution and team building assistance to a department of **U.S. Army Corps of Engineers** to help the group resolve some long-standing conflicts and establish constructive dialogue between management and line employees.

Resulted in a reduction of the us-versus-them mentality between management and employees, with genuine compassion expressed for the supervisor.

- Worked with the **Linde Division sales team of Union Carbide** to analyze and improve their marketing strategy and increase teamwork and communication among members of the sales staff.

Resulted in the sales staff recognizing how much of the market they were missing and developing strategies to expand their capacity and improve their sales.

- Experienced in many different quality tools, systems mapping tools and meeting facilitation, decision making and problem solving tools.
- Experienced in a variety of large scale change methodologies: appreciative inquiry, open space technology, whole-scale change, Future Search, daily quality practices, Socio-technical systems, quality strategy implementation methodology.
- Experienced in several approaches to strategy: core competencies, concurrent engineering, total quality management, organizational learning.

## BUSINESS DEVELOPMENT

- Mapleton Home Association – coordinate and facilitate involved six-year three party land transaction.
- Time-Exchange Network – non-profit using Time Dollars to match people, skills and needs. Vision, mission, values, strategic planning, board development.
- Circles of Ten – non-profit devoted to peace. Business plan development, Strategic planning, board and funding plan, coaching.
- Boulder Valley Family Services – non-profit using coaching and ropes courses to change family dynamics. Business-plan and board development, initial business set up, grant writing, coaching.

- Community Hero Card – corporation bringing complementary currencies to the Boulder area. Business plan development, coaching.

#### **HUMAN RESOURCE DEVELOPMENT**

- Working with telecom start-ups to implement human resources systems including benefit, policy & procedures, manuals, new employee and new manager training, recruiting processes and procedures
- Coaching Managers and Supervisors
- Recruitment of technical and managerial employees

#### **ASSESSMENT AND EVALUATION**

- Created a Customer Service Score Card to set a benchmark for customer service improvement.
- Created a Leadership Score Card to align leadership behaviors with desired customer outcomes.
- Created a culture / team evaluation tool providing feedback on leadership impact to culture effectiveness.
- Provided internal assessment of a 1200 person organization to improve organization effectiveness and clarify strategy, including readiness for change, empowerment.

#### **TRAINING AND PROGRAM DEVELOPMENT**

- OJT Assessor training and assessing baggage handlers for airport security.
- Sales training using the Myers Briggs at the Linde division of Union Carbide that resulted in different hiring practices and renewed appreciation for all employees.
- Teambuilding using Ducks, Frogs and Balls as an experiential simulation for Eagle County Assessors Office which much improved their understanding of how to work differently together.
- Team building using the Myers Briggs Personality Type Indicator for the Boulder Valley Women's Health Collective. The team reported many new insights into their clientele and into how they affected their own success.
- Training for Magellan Health at Time Warner and the Department of Education receiving high marks from the clients.

#### **LEADERSHIP DEVELOPMENT**

- Ethical Leadership class for the Spokane County Sheriff's Office offered to regional officers
- Leadership program development and coaching for WinterPark Senior Ski Instructors and executives
- Coaching various level managers and the agency director on change management, quality theory and application and customer service strategies, San Francisco, California
- International seminars on Total Quality Management and Transformational Leadership presented in Mexico City, Mexico and Barcelona, Spain
- Designed and delivered a five-part series for the University of California at Santa Cruz on creating sustainable change and the implementation of quality in an educational setting for administrators, school board members and teachers
- Conceptualization, design and delivery of a wide variety of educational and skill development programs for all levels of organization personnel, including experiential communication and team building workshops, cultural alignment and leadership development workshops and programs

#### **ADMINISTRATION AND BUSINESS MANAGEMENT**

- Established policies and procedures for benefits and recruiting including employee manual, new hire orientations, new manager training for several dot coms.
- Managed a \$100,000 government-consulting contract involving several consultants for 18 months, resulting in the implementation learning organizational structures for improved customer service through total quality management.
- Managed an Association including staff, P&L, budgets, and logistics for monthly meetings, expanded membership 300% over six years. Monthly presentations reached over 1350 executives.
- Created marketed and facilitated one and three day seminars on Change and management issues featuring international consultants
- Managed a non-profit, including staff, budget, P&L and board functions, that provided entrepreneurial training for 3 Bay Area high schools and interested adults.

## **PUBLICATIONS**

- Amazon, *What's It Mean – Shifting To Green?*
- Amazon, *Culture, Values and Unintended Consequences A Workbook*
- Amazon, *Personal Values and Unintended Consequences: A Workbook*
- Published in *Executive Excellence* now called *Personal Excellence*, the leadership journal for Stephen Covey's organization, articles on sustaining change through learning, spirit in business and ethics.
- Chapter, *Dynamic Systems, Ethical Choices*, in the book, *Elegant Solutions: The Power of Systems Thinking* edited by Verna Allee and John Renesch, unpublished.
- Published in *Vantage Point*, Association of Training and Development, Rocky Mountain Chapter newsletter. and in *Vision/Action*, the journal for the Bay Area Organizational Development Network.
- Edited, published, and contributed to *Taking AIM*, a small journal on innovative management and change methodology.

## **PUBLIC SPEAKING**

### **International Presentations:**

- Transformational Leadership, Barcelona, Spain
- Total Quality Management, Mexico City, Mexico
- Thinking, Theory, Method, Stringo, Italy

### **National Presentations**

- World Futures Society, leadership development; Atlanta, GA; San Francisco, California
- AQP Regional Conferences - leadership development and benchmarking; San Diego, California; Seattle, Washington
- National Image Council National Convention, corporate culture, San Francisco, California
- A New Model for Entrepreneurial Education, S.E.E. Conference on Education, California
- A New Model for Entrepreneurial Education, Far Western Society of Educational Philosophy.

## **INSTRUCTIONAL EXPERIENCE**

Designed and taught classes including graduate, undergraduate and certificate programs. Taught non-English speaking students from South America, Europe

and Asia. I have also designed and taught classes (in English) that were presented in Spain, Italy and Mexico.

## **CHRONOLOGICAL POSITIONS**

### **ADJUNCT FACULTY**

#### **Colorado Institutions**

Regis University, Business Process Improvement, Strategic Leadership,  
Organizational Change, Team Development

Community College of Denver, Communication

University of Denver, Extended Learning; Communication and Organizational  
Development, Persuasive Presentations

#### **On-Line Instruction**

Southern New Hampshire University

Regis University: course design and instruction

College of Notre Dame: course design and instruction

#### **California Institutions**

St. Mary's College; Moraga, California; Undergraduate Organizational Behavior

Chapman University, Novato, California; Strategic Planning

University of California at Berkeley Extension; Berkeley, California; Total  
Quality Certificate program, Hoshin Planning, Kaizen and Core  
Competencies, Topics in American Business, Total Quality  
Management, International Management Program

College of Notre Dame; Belmont, California; Psychological Factors of Human  
Systems and Socio-Environmental Factors (corporate culture and  
teams) and Organizational Theory in the Masters of Science in  
Systems Management program.

John F. Kennedy University; Orinda, California; Total Quality Management, and  
Approaches to Organizational Change

California Institute of Integral Studies; San Francisco, California; Systems  
thinking, and Total Quality Statistical Theory and Use at the graduate  
level

International University of America; San Francisco, California; Human  
Resources, Business Ethics, Entrepreneurship, graduate and  
undergraduate

**University of California at Santa Cruz; Santa Cruz, California; Total  
Quality and Education for Educators.**

Ohlone College; Fremont, California; Total Quality Certificate program-Team  
Building. In the under graduate program Consumer Behavior.

National Hispanic University; San Jose, California; Teaching Critical Thinking  
and Public Speaking

## **EDUCATIONAL BACKGROUND**

Doctoral student

Master of Arts/Organizational Development and Transformation

Bachelors of Science/Business Administration

Saybrook University

John F. Kennedy University

John F. Kennedy University



**EMPLOYMENT HISTORY**

Founder	Bridge To Partnership
Owner	Kathryn Alexander, MA Photography
Founder	Quick Video Productions
Founder	Art of Leadership – Impact!
President	Ethical Impact L3C
Principal	The Change Institute
OJT Assessor	Advanced Interactive Systems
Adjunct Faculty, CO	University of Denver, Regis University, University of Phoenix
Adjunct Faculty, CA	University of California at Berkeley Extension, California Institute of Integral Studies, International University of America, College of Notre Dame, National Hispanic University, John F. Kennedy University
Principal	Vanguard Network
Program Design/Facilitator	W.D.H.B. Consulting Group
Lead Consultant/Researcher	Integral Performance Group
President	The Association of Innovative Managers
Executive Director	The Entrepreneurial Skills Center, Inc.

**CREDENTIALS**

Trained in Positive Intelligence® Shirzad Chamine  
 Certified in Conversational Intelligence® Judith E. Glaser  
 Certified to use: Myers-Briggs Personality Type Indicator  
 Certified to use the Personal Skills Map a Self-Esteem Assessment Tool  
 Coaching for Small Business Owners - Coachville  
 Certified in Benchmarking and Question Set Development – Integral Performance Group (IPG)  
 Author of the *Birds of a Feather*™ cultural assessment and intrinsic motivational framework  
 Creator of the Strategic Values™ and Resilient Values™ assessments  
 Co-Author with Verna Allee of *The Quality Tools Matrix*™

**RELEVANT VOLUNTEER ACTIVITY**

Chair of the District One Leadership  
 Chair of ONES Foundation  
 Former Chair of the Bemiss Neighborhood Council (5 Years)  
 Representative to the Community Assembly  
     Chair of the Budget Committee  
     Admin Committee, secretary  
     Chair, Community Development Block Grant Committee  
     Retreat Committee  
     Awards Committee  
     Short-Term Rental Committee  
 Zone Project, Board member  
 Affordable Housing Levy Working Team - member

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

**October 27<sup>th</sup>, 2020. 12pm via WebEx web conference**

**Attendees: Committee members:** Greg Francis (Chair), Tina Luerksen (Secretary), Kathryn Alexander, Seth Knutson. City Staff: Kevin Freibott, Annie Deasy, Carly Cortright. Absent: Mindy Muglia. Guests: Christopher Savage (Balboa/South Indian Trail), Paul Kropp (Liaison/PeTT Committee).

**Discussion Items**

September Admin minutes approved by consensus.

Paul requested agenda time to present the Liaison Committee's recommendation for CHHS Board liaison. Discussion re: liaison term and appointment.

Melissa Wittstruck asked for 5 minutes each to update Shoreline Master Plan and Unified Development Code.

Marlene Feist asked for 10-15 minutes for Snow update.

Jason from STA asked to give an update on route change update. PeTT committee will get this presentation at the meeting tonight, and individual NCs have had presentations as well. We request a written update for the packet, but do not feel this is necessary for the CA.

Kevin requested time to discuss OPMA.

Carly requested time to discuss CA Facilitator role. Carly requested updates from George re: NCDP, but this could be bumped to December.

5 minutes requested to update on BSN Leadership training.

There are a couple of NCs which have not been meeting in quite a while and are out of compliance with their bylaws. Kathryn and Tina will make phone calls to Balboa/SIT and Northwest NCs to encourage them to remain active to maintain their access to ONS programs.

**Proposed Agenda.** Approved by consensus.

Council Update: From our scheduled Councilmember (Candace Mumm). 10 minutes.

OPMA Ordinance: Kevin will present for discussion. 15 minutes.

Snow Plan: Marlene or Clint will present. 15 minutes.

Planning Services: Melissa will update on Shoreline Master Program and Unified Development Code Clean-up. 10 minutes.

Awards: Andy Hoye will begin discussion re: CA Awards for 2020. 10 minutes.

CA Liaison to CHHS Board: Paul will present the nominee for CA approval to forward on to the mayor for confirmation. 10 minutes.

CA Leadership Training: Kelly Lotze will update on BSN's plan for training. 5 minutes.

ONS: Carly will update on NHHS Division Director. 5 minutes.

CA Facilitator: Greg will initiate discussion on 2021 CA Facilitator. 15 minutes.

Admin 2021 Ballot Vote. Mark Davies will present the slate of candidates; Kevin will ask for brief introductions from those candidates. 10 minutes.

Roundtable. 10 minutes.

**CA/CC Meeting 10/29/20 5:30-7pm on WebEx.** Agenda approved by consensus.

**Proposed agenda topics from CA:** Police Reform Taskforce; Budget Impact on ONS; City Council attendance at NC; RV Management in neighborhoods.

**Proposed agenda topics from CC:** Kevin brought forward the issue of OPMA, CP Beggs is sponsoring an ordinance that CA is subject to OPMA.

**Topics for next Admin Committee meeting.** Tuesday, November 24<sup>th</sup>, 2020: NCDP Update. 2021 ONS Program Updates (Clean-up, CE Grant, Traffic Calming). Town Hall meetings. Committee goals. Policies & Procedures committee.

**\*DRAFT\*** Community Assembly Committee Minutes: Budget Committee  
10/26/20 6:30pm, virtual via WebEx

Members virtually present: Mark Davies (Chair: North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe), Scot Webb (North Hill). City staff: Annie Deasy. Committee members absent: Kelly Lotze (Browne's Addition), Ken Cruz (West Central). Guest: Christopher Savage (South Indian Trail).

**Agenda:**

1. Minutes from 9/28 meeting approved by consensus.
2. Neighborhoods which have NOT submitted reimbursement for Zoom yet: Audubon/Downriver, Balboa/SIT (Annie has reached out; Christopher has also tried to connect), Browne's Addition (planning to submit), Cliff/Cannon (reallocation banner order has not been placed yet), Comstock (reallocation has been spent on banners), Emerson/Garfield, Five Mile, Grandview/Thorpe (submitted today), Latah/Hangman (planning to submit), Minnehaha, Nevada Heights (submitted today), North Hill (Scot says it should be coming), North Indian Trail (planning to submit), Peaceful Valley (currently using a personal account, but they might purchase for NC), Riverside (currently using a personal account), Shiloh Hills (Annie will reach out, as she's the new ONS liaison for this NC). Budget Committee members should reach out to their liaison neighborhoods to get their paperwork submitted before deadline.
  - a. Side conversation re: Balboa/SIT. This NC has not been meeting regularly and is likely out of compliance from their own bylaws. Tina will bring this to Admin to see if there is any precedent for broaching this subject with the NC. Annie believes that Northwest is in the same boat, they are looking into electing a new Chair but want to have an in-person meeting for elections.
3. There were 16 NCs/18 people on the Zoom Training call that Annie and Annica did this month. The training video has been posted on the City's YouTube page, and also on the Neighborhood Training page on the City website.
4. Training: Councilmember Mumm and Carly have confirmed that we *\*do\** have \$4000 available for CA Leadership Training. BSN is working on a plan for these funds, likely to purchase books for Leadership and Meeting Management trainings.
5. Mark reported that the proposed City budget for 2021 allows just \$425 per NC for Community Engagement. We have not heard anything from Solid Waste re: Cleanup funds for 2021; Annie will reach out to Marlene and see if they have anything proposed yet.
6. Annie's spreadsheet shows that we have roughly \$3100 remaining in this year's grant funds, plus the \$4000 for Leadership Training.
7. Next Budget Committee meeting is Monday, November 23<sup>rd</sup> 6:30pm. Reallocation deadline for paperwork is November 13<sup>th</sup>.
8. Meeting adjourned at 7:10pm.

**\*DRAFT\*** Community Assembly Committee: Building Stronger Neighborhoods  
10/26/20 12:00PM Forza Coffee (Logan Neighborhood) and virtually on Zoom.

Members present at Forza: Kelly Lotze (Chair: Browne's Addition), Dave Lucas (Vice Chair: Rockwood). Present on Zoom: Tina Luerssen (Secretary: Grandview/Thorpe), Charles Hansen (Whitman), Chris Flanagan (Manito/Cannon Hill). City staff: Annica Eagle, Carly Cortright.

1. Committee Housekeeping
  - September meeting minutes approved by consensus.
2. Committee Business
  - Neighborhood Proposed Outreach assignments/NC updates. Kelly will work on a template with outline/suggestions for how to help NCs.
    1. Kelly: Riverside & Peaceful Valley
      - Browne's Addition held a meeting just to meet with STA re: the CCL project. Browne's is getting a paid Zoom account with CE Grant funds.
      - Nothing new from Riverside or Peaceful Valley.
    2. Dave: Comstock & Southgate
      - Dave hasn't heard anything new from Comstock or Southgate.
      - Rockwood has had lower Zoom turnout than typical physical meetings.
    3. Tina: Bemiss & Whitman
      - Whitman hasn't had their first bi-monthly meeting yet, it will happen in November.
      - Bemiss is having less turnout on Zoom than they had in-person meetings. They're unable to get into their NC website.
    4. Chris Flanagan: Hillyard & Minnehaha
      - Manito/Cannon Hill has had good Zoom meetings, with new faces online that weren't present in-person.
      - Chris hasn't been in contact with Hillyard or Minnehaha, although he has noted that they have more Facebook activity than Manito/Cannon Hill. Hillyard has a new logo with "hill" for a founding resident and "yard" for the train yard.
    5. Fran (not present this month): South Indian Trail & Five Mile
      - Via email, Fran updated that Audubon/Downriver sent out a newsletter which was well-received.
    6. Anne (not present this month): West Central & Shiloh Hills
3. Leadership Training
  - Gabby gave Annica an update to share: she suggested purchasing books or codes for online leadership assessments. We could plan a virtual training with a speaker, but we're nearly out of time for 2020.
  - Carly updated, we have the \$4000 allocated for leadership training again, but it does have to be encumbered by early December. We could have a contract in place for a speaker and pay it with December funds.
  - We don't have pricing for any of these assessments or speakers, Gabby's proposals haven't included any dollar amounts.

- YWCA might be a possible contact for Inclusion & Equity. Council had their long-term proposal with GU for Leadership Training.
  - Clifton Strengths Finder book with codes in the back. Cover price on the book is \$32, but Annica believes that it was around \$20-\$25 in bulk. This could get us over 100 books. Tina suggested that we purchase around 60 books, which gives each NC 2 participants. If we then paired the book/leadership assessment with an ONS-led training on effective/inclusive meetings, that could be an effective training pairing. Carly suggested pairing this with Robert's Rules training; Tina cautioned against teaching the strict Robert's Rules, since CA does not operate under RR. Perhaps utilizing Robert's as a loose guideline for effective meeting management. "Robert's Rules of Order In Brief" is \$17.99 online.
  - Other suggestions for important trainings to have: Transitioning Leadership. Annica will look into books for this topic and report back.
4. Announcements & Upcoming Events:
- Carly updated on ONS, she's working on "fixing" things that have been neglected in the department.
  - Last week the City interviewed NHHS Director applicants, Kathryn Alexander sat in on the interview committee to represent CA. The Director should be hired shortly. The City Administrator position is open with a national search happening. The mayor has created Deputies to Directors to blend departments together and help train future leadership. Garrett Jones from Parks is the deputy over NHHS division.
  - MSFS, Dump Passes are wrapped up for the year, so details should be coming by December on the results of these programs. Community Engagement Grant funds are being spent for Zoom accounts for NCs.
  - CA/CC meeting this Thursday. City Council is looking at how Town Hall meetings will look in 2021, virtually. Possibly spreading out the NC presentations to individual weeks, rather than having many NCs presenting all in one meeting.
  - 2021 Committee Goals. Reviewed 2020 goals (attached/updated at the end of this document).
5. Topics for next meeting:
- For "emergency meeting" next week: focus on Training/spending funds. Continue discussion on Goals.
  - For November meeting:
    1. Neighborhood outreach.
    2. Trainings.
    3. Department update.
    4. 2021 Committee Goals

**Next meeting:** Next meeting will be in 1 week, on Monday November 2<sup>nd</sup>. Kelly will be at Forza, and we will be on Zoom.

Next regular meeting will be noon on Monday, November 23<sup>rd</sup>, 2020. Location: Forza Coffee on Hamilton and on Zoom.

## **Training Program Outline**

### **Beginner:**

- Effective communication (strategies)
- Community Engagement--relationship development in community, assets based (ABCD); growing capacity and sustainability
- Civics 101 (Louis or Carly)
  - City processes
- Understanding leadership styles (assessments)
- Running an inclusive meeting
  - Incorporate everyone in process
  - How to handle complaints
  - Agenda, minutes, Robert's rules, etc.

### **Intermediate:**

- Cultural competency and leadership training (Dr. Claudine Richardson has led this training before, would she be interested in hosting training for compensation?)
- Spokane History/Historical Perspectives (Dr. Larry Cebula, Spokane Historical)

### **Advanced:**

- Transitioning leadership
- Community Visioning

## **CA Building Stronger Neighborhoods Committee 2020 Goals**

1. Look into possible Northwest or Spokane-based training options to request funding from CA Budget for attendees (instead of NUSA conference).
  - a. CA approved \$4k for Leadership Training. Got sidelined by Covid restrictions, still in process.
2. Compile updated NC and CA Committees Brochures into a broader ONS Programs brochure.
  - a. Complete! Thanks for your work on this, Annica!
3. Help NCs to increase participation at the Neighborhood level, through the CA Retreat planning.
  - a. This tied in with Goal #1.
4. Hold a Handbook Training for new CA reps/NC leadership.
  - a. Tina has distributed just a few handbooks this year, we have not had any individual trainings.
5. Continue discussion with ONS on having an Events Point Person to gather information from NCs on Neighborhood Events for free promotion.
  - a. With Events cancelled, this wasn't an issue in 2020.
6. Update the CA Handbook and request Budget funds as-needed for printing.
  - a. This should be carried into 2021, to update the NHHS Division.

**Liaison Committee Agenda Outline**  
10/13/2020

**Agenda Review**

**Minutes of 9/8 Regular Meeting**

Note: Sept 8 minutes unanimously approved by email and included in the CA 10/1 meeting packet  
[Screen share] PC liaison annual review 9/8 document for approval – not in CA packet (no distribution)

**Minutes of 9/21 Special Meeting**

[Screen share] Notes by Andy as drafted for approval (prior distribution to LC)

**Intro Staff Liaison**

Carly Cartwright – NHHS

**Liaison Status**

*Plan Commission* – no issues

*Design Review Board* – Lang constraints

*CHHS*

- Board notice re Dunn and observer Andy Hoyer
- Applications received?
- Application period open to Friday Oct 23rd
- Determine interview scenario and dates for last week of Oct (see below)
- Applicant info post nomination by the CA:

What can we tell the CHHS board nominee about what to expect after the CA forwards the name and application package? Are we not obliged to be able to provide that information and expectation?

-----  
LC needs to have a nominee recommendation ready for the CA meeting of Thursday, November 5.  
To confirm: Does the LC put all nominee information in the 11/5 CA meeting packet on 11/2 morning?

Let's figure out what parts of which days folks are NOT available for interviews via Zoom:

	<b>Morning</b>	<b>Afternoon</b>	<b>Evening</b>
Mon 26		PK	
Tue 27		PK	PK
Wed 28		PK	
Thu 29		PK	
Fri 30			



## **Notes from the Special Meeting of the CA Liaison Committee – 9-21-2020**

Via Zoom – meeting agreed to by Melody Dunn and Chairman Paul Kropp

Present: Paul Kropp, Chair; Andy Hoye, Southgate, recorder; Bonnie McInnis, West Central; Melody Dunn

Started at 5:35PM

Melody stated that she wished to resign due to home and work constraints. She will meet with the Admin Committee. Paul will ask for 10 minutes at the Admin Committee meeting to review this event with the CA and announce the opening of this position on October 2, and the procedures for applying.

After Melody departed, we discussed me filling in as possible “CA observer” until her position was filled. This was going to be pursued through the appropriate channels by Paul. We also discussed the deadline for applications for this position and felt that October 23 was sufficient time. We had been working with Melissa Wittstruck on the history of the Committee and were hoping that that material had been saved as different ONS staff were being assigned to this committee.

Paul is working on getting CA Engagement Grant money for an upgraded Zoom account for future meetings.

Meeting adjourned at 6:05.

**Community Assembly  
Pedestrian Traffic and Transportation Committee**

**Tuesday October 27, 2020 -- 6:00pm – 7:30pm**

Location: Online via Webex

Chair: Paul Kropp, (509) 625-6804, pkropp@fastmail.fm

Staff liaison: Colin Quinn-Hurst, (509) 625-6804, cquinnhurst@spokanecity.org

**SPOKANE TRANSIT AUTHORITY – Initial Proposed 2022 Service Revisions for Start of Central Line**

Kathleen Weinand, Spokane Transit Authority

Survey and all current proposals at this web site:

<https://www.spokanetransit.com/projects-plans/2022-service-revisions>

**WSDOT ACTIVE TRANSPORTATION DIVISION UPDATE**

Barb Chamberlain, Director, Active Transportation Division

“WALK. ROLL. CONNECT. Getting You Where You Want to Go”

**What We’ve Been Doing**

- Active Transportation Plan (ATP) preparation:  
Internal and external conversations, trainings, capacity-building
- Pedestrian Safety Action Plan:  
FHWA EDC-4, Safe Transportation for Every Pedestrian.  
Focus on improvements at uncontrolled crossing locations [bit.ly/WSDOT-STEP-2018-Plan](https://bit.ly/WSDOT-STEP-2018-Plan)
- Safe Routes to Schools and Pedestrian/Bicycle Program Grants
- Bicyclist/Pedestrian Data:  
Short-duration counts; Permanent counters
- Research:  
Student Travel Survey
- Internal:  
Input on Design Manual and Traffic Manual updates  
MAP21 safety performance measures  
Traffic System Management/Operations (TSMO)
- External:  
Cooper Jones Active Transportation Safety Council  
<https://active.transportation.org/>  
AASHTO Council on Active Transportation  
<https://active.transportation.org/>  
Nonmotorized Design Technical Subcommittee  
APBP Diversity, Equity and Inclusion Task Force  
Transportation Improvement Board  
<http://www.tib.wa.gov>

## **Current Activities**

- Active Transportation Plan (ATP) update:  
Outreach/analysis 2019-2020.  
Draft coming out in sections 2020-21: methodology and analysis, policy discussion, action plan
- Speed Management for Injury Minimization:  
Policy framework jurisdictions can adapt and adopt
- Safe Routes to Schools and Pedestrian/Bicycle Program Grants:  
Doing virtual site visits now; legislative report due Dec. 1
- Research:  
Highway crossing frequency  
Integrating ATP analysis with this and other information  
Count methodologies triangulating crowdsourced, permanent, and short-duration

## **Active Transportation Plan (ATP)**

- Context:  
History + equity
- Core concepts:  
Complete, comfortable networks + Safe Systems Approach

## **ATP Goals**

- Networks:  
Connect comfortable and efficient walking and rolling networks so people can reach their destinations and other forms of transportation and have everyday access to physical activity.
- Safety:  
Eliminate deaths and serious injuries of people walking and rolling.  
“Target Zero”
- Opportunity:  
Eliminate disparities in access to safe active transportation connections for people and communities most dependent on walking, bicycling and transit.
- Participation:  
Increase the percentage of everyday short trips made by walking or bicycling.
- Partnership:  
Collaborate with local, regional, state, tribal and federal partners to complete and improve the network across boundaries
- Performance measures:  
Total number of people killed or seriously injured in driver collisions with pedestrians or bicyclists
- Equity check:  
Are certain populations at a higher risk for deaths and serious injuries while walking or rolling?

## **NEXT COMMITTEE MEETING**

November 24, 2020 via WebEx  
(no meeting in December)

## **Plan Commission Liaison Report**

### **Community Assembly Report**

**November 5, 2020**

**Filed by Mary M. Winkes, CA Liaison to the Plan Commission (PC)**

#### **October 14, 2020 PC Meeting via WebEx**

The briefing session included a report from the outgoing chair of the Transportation Sub-Committee. Depending on the meeting schedule at year's end, John Dietzman will be concluding his term on the sub-committee. There are three new members of the Sub-Committee, including Cliff Winger, Tom Sanderson and Mary Winkes. John is suggesting that Cliff Winger become the new chair of the Sub-Committee. A new vice-chair will be selected by the entire Sub-Committee when it meets in the new year. The fate of the CTAB Committee is uncertain depending on the result of the numerous lawsuits re: I-976. Should the CTAB Committee continue there is room on that committee for a representative from the Transportation Sub-Committee. Stay tuned for further developments regarding this Sub-Committee and it work. I will continue to work to ensure that the Neighborhood Councils will have adequate input regarding the maintenance of streets within their respective neighborhoods.

Here is the link to the PC's Transportation Sub-Committee:

<https://my.spokanecity.org/bcc/commissions/plan-commission/transportation-subcommittee/>

The agenda included workshops re: the following:

- 1) Renaming Fort George Wright Drive: <https://my.spokanecity.org/projects/renaming-fort-george-wright-drive/>
- 2) Design Guidelines Update: PUDs, Skywalks, Public Projects, City-Wide: <https://my.spokanecity.org/projects/new-design-guidelines/>

#### **October 28, 2020 Plan Commission Meeting via WebEx**

Workshops included:

- 1) Division Connects, the Division Street transportation study: <https://www.srtc.org/division-street-corridor-study/> One of the outreach efforts planned includes outreach to Neighborhood Councils and the Community Assembly.
- 2) (Central) City Line: The city's first rapid transit project: <http://www.stamovingforward.com/plan/projects/hpt-service-central-city-line>

Hearing:

Part 1 of the hearing to Rename Fort George Wright Drive.

<https://my.spokanecity.org/projects/renaming-fort-george-wright-drive/> Proposed change of name to Whistalks Way. Whistalks was the woman warrior and wife of the Yakama Sub-Chief Qualchan. He was

hanged at Hangman Creek (Latah Creek) by Wright 15 minutes after his surrender. There was considerable discussion by those in attendance at the hearing, not so much re: the suggested name, but about the process that was used.

Part 2 of the hearing will be extended to the next Plan Commission meeting on November 11.

I have attended all the Spokane Housing Action Plan since my appointment. There have attended four focus group sessions and one general meeting. All the documents regarding this working group are included here: <https://my.spokanecity.org/housing/spokane-housing-action-plan/>.

Agendas for Plan Commission meetings, along with relevant documents, including complete minutes of each meeting, are available at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

## Design Review Board Report

Submitted by Kathy Lang  
November 3, 2020  
klang0132@gmail.com  
719-338-1632

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### Design Review Board Members

Kathy Lang, Community Assembly Liaison, Chair  
Mark Brower, Civil Engineer, Vice Chair  
Anne Hanenburg, Landscape Architect  
Chuck Horgan, Arts Commission  
Grant Keller, Real Estate Developer  
Chad Schmidt, Urban Designer  
Ted Teske, Citizen at Large  
Drew Kleman, Architect

### City of Spokane Staff Members

Dean Gunderson, Senior Urban Designer, dgunderson@spokanecity.org  
Taylor Berberich, Urban Designer, tberberich@spokanecity.org

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### Upcoming Design Review Board Meetings

The next DRB meetings are scheduled as follows. Meetings run 5:30PM-8:00PM. During Governor Inslee's COVID Stay Home plans, DRB meetings are held virtually. Members of the community can attend via the WebEx link provided on Page Two of each meeting's agenda. DRB meetings are held only if projects have met review requirements; meeting cancellations are noted in the Agenda section on the [DRB page](#).

- Wednesday, November 11  
Riverside and Brown  
Collaborative Workshop
- \*Monday, November 16  
Northeast Middle School  
Recommendation Meeting

*\*Please note, the November 16 meeting is in lieu of the regularly scheduled November 25 meeting; this change is due to closeness to Thanksgiving and the possibility of holiday travel conflicts.*

Applicant proposals and staff reports are posted to the [DRB page](#) on Friday preceding the project's meeting date. These documents are also emailed to the chair of the neighborhood council in which the project site is located.

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**Project: Latah Glen PUD**  
Collaborative Workshop: August 12, 2020

**Applicant**

William Nascimento, Laguna Canyon Group LLC  
William Sinclair, Storhaug Engineering

**DRB Trigger**

The applicant is requesting a PUD approval, which subjects the development to design review, as the applicant is requesting variances to several Street Design Standards. As such variances are not permitted under a Manufacture Home Park permit, the applicant is seeking approval of the development through the PUD process. As the site will not be subdivided, no plat application is being reviewed with this PUD application.

**Project Description**

The Subject Site can be identified as parcel numbers 25364.0001 (the large main parcel) and 25361.0004 (the small parcel northeast of the main parcel) located on South Inland Empire Way in the Latah/Hangman Neighborhood Council. The parcel directly north contains the Medo-Mist Mobile Home Park (approved as a Manufactured Home PUD in 2008). The Fish Lake Trail abuts the main parcel to the southwest. The Subject Site is zoned Residential Single Family (RSF) and is surrounded by RSF zoning. The BNSF Railroad does not directly border the site, but is near the east property line, and the Union Pacific Railroad is located near the western property line.

The site has widely varying topography (with nearly 180' of elevation change) with intermittent stands of Ponderosa Pine. There is an existing pole building on the site that is used by the auto salvage business currently using the property. The site plan indicates this building will be removed, as well as all salvage vehicles. The applicant is proposing that an unpaved portion of Marshall Road (along the western boundary of the site) will be utilized as secondary gated emergency vehicle access. The fully improved Fish Lake Trail is located within 35' of the Subject Site for nearly 700' of the site's western parcel line, with a trailhead connection intersecting Marshall Road near the site's southwest corner.

The applicant is seeking permission to develop the Subject Site as a Planned Unit Development (PUD) / Manufacture Home Park (MHP); which, if granted, will permit some flexibility in the development's design elements. This latitude is provided for in the following portions of development code.

**Advisory Actions**

Based on review of the materials submitted by the applicant and discussion during the August 12, 2020 Collaborative Workshop the Design Review Board recommends the following Advisory Actions:

1. To promote connectivity and offer a neighborhood asset, the Applicant is encouraged to provide an intentional non-motorized connection from the site to the Fish Lake Trail.
2. The Applicant is encouraged to evaluate the internal sidewalks and pathways and consider opportunities to elevate the pedestrian user experience by introducing benches, nodes, enhanced landscaping, or other means. A network of sidewalks and pathways connecting residents to common buildings, common spaces, and public ways may enhance the overall site design experience.
3. The Applicant is encouraged to return with a more fully developed plan illustrating intended innovation in stormwater treatment.
4. The Applicant shall return with a proposed street tree palette.
5. The Applicant shall restore the landscape in the areas of the site beyond the lease areas in a manner consistent with the existing and preserved natural areas on site.
6. The Applicant is encouraged to explore ways to massage the architectural aesthetic of the proposed structures into a cohesive theme that reflects and enhances the regional character of the area. The Board strongly recommends that a set of design standards for the development be crafted in order to maintain consistency

with the established style as the project is built out, and to preserve the presumption of privacy between homes.

7. The Applicant shall return with a developed entry design, gate design, landscaping and signage, along with the design for any proposed fencing or enclosure of the site.
8. The Board appreciates the introduction of additional affordable housing to the Spokane area.
9. The Board finds the reclamation and renovation of the existing auto wrecking yard to be an innovative reuse of the land.

Additional information from each review of this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: August 12, 2020

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**Project: Northeast Middle School**  
Collaborative Workshop: August 26, 2020

**Applicant**

Walt Huffman, MMEC Architecture  
Greg Forsyth, Spokane Public Schools

**DRB Trigger**

Public project

**Project Description**

The site is located at 1250 East North Foothills Drive in the Logan Neighborhood. The STA bus route 27 runs north south along Perry Street to the east of the site. The Gonzaga Prep School playfields are north of the site. Logan Peace Park is to the southwest of the site, with single family residences along the south and southeast boundaries. A mix of commercial, residential, industrial, and municipal structures are along the east boundary. The neighborhood has identified Jackson Avenue (one block to the south) as a priority traffic calming project. According to the traffic calming application, creating a greenway/bikeway along this street would resolve many neighborhood connectivity issues and allow for more walkability.

**Advisory Actions**

Based on review of the materials submitted by the applicant and discussion during the August 26, 2020 Collaborative Workshop the Design Review Board recommends the following advisory actions:

Design Departures

1. Buildings Along Street (general advice): The Board recognizes the function of the building is outside of the typical facility seen within a CC1 zone. As a part of the Design Departure the Applicant is strongly encouraged to explore ways and means of incorporating CC zoning design guidelines and principals within and around the building itself, while creating regions and spaces around the perimeter that lend themselves to being incorporated into the streetscape as the surrounding area begins to redevelop.
2. Perry Street (specific advice): The Board recognizes that Perry Street provides the greatest opportunity for an urban edge. Along this frontage, the Board recommends that the Applicant continue to develop a 12'-wide sidewalk along Perry Street and to ensure bicycle pathways and alternative transportation amenities be added to the school's Eastern Entry Plaza (i.e. secure bicycle/scooter storage, bike maintenance racks, etc.)
3. Marietta Avenue (specific advice): The Board recognizes that Marietta Avenue has the greatest opportunity to integrate the adjacent residential neighborhood and the Logan Peace Park. The Board recommends that the sidewalks along Marietta Avenue be developed in a standard separated fashion and that an improved pedestrian crossing between the Park and the school site be developed.



4. North Foothills Drive (specific advice): The Board recognizes the constraints of the site along North Foothills Drive (NFD) and recommends that the Applicant continue to pursue the gateway structure at the northwest corner of the site along NFD as a reasonable substitute for the 30% building façade frontage along this street. Further, the Applicant is encouraged to work with the appropriate city departments to develop a mid-block crossing of NFD to provide better pedestrian connectivity between the higher-density housing development and the school grounds.

#### Buildings Along Intersection Corners

5. The Board encourages the Applicant to develop an Ornamental Plaza at the intersection of North Foothills Drive and Perry Street, as a substitute for a building engagement. This plaza development should include possible improvements to pedestrian crossings and alternative transportation accommodations.

#### General (separate from Design Departures)

6. The Applicant is encouraged to explore meandering sidewalks along North Foothills Drive, offset from the curb and where opportunity exists, to enhance the pedestrian experience and connectivity to adjacent properties.

Additional information from each review of this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: August 26, 2020

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### **Project: Radio Park Apartments**

Recommendation Meeting: September 9, 2020

#### **Applicant**

Mike Stanicar, Bernardo Wills Architects

#### **DRB Trigger**

This project is subject to a Development Agreement between the owner and the City of Spokane. One of the requirements of this Development Agreement is that buildings on the site are required to go through design review. The Development Agreement also provides a portion of the regulatory criteria for such reviews, as Exhibit B to the DA (see below) and the KXLY Kit- of-Parts.

#### **Project Description**

The project is located at 5222 S Regal Street in the Southgate neighborhood. The Southside Sports Complex is located on the parcel to the north, and an open field is to the west. Residential neighborhoods lie to the south and southeast. Due east of the site is a commercial development with three retail buildings along Regal, a large parking lot, and a “big-box” style commercial building.

The area surrounding the subject site, is a mixed use urban village center – the result of numerous previous Design Review Board (committee) reviews, including the review and approval of an Integrated Site Plan, Preliminary Binding Site Plan, and rezone actions. Extensive review and feedback from the Southgate Neighborhood Council was included in these prior actions.

#### **Recommendations**

Based on review of the materials submitted by the applicant and discussion during the September 9, 2020 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:

1. The Applicant is encouraged to further evaluate the ground-level site treatment at the north and south most building patios with similar care as provided at the patios facing the central courtyard but appropriate to those specific patio conditions. The Applicant may consider elevational grade change, lighting, enhanced landscaping, or other means as deemed appropriate.
2. The Design Review Board is in support of the proposed exterior material palette. The Applicant is encouraged to investigate opportunities to further utilize the warm wood tone accent to support wayfinding or enhance residential occupant-oriented spaces such as the interior private courtyards highlighted in the Applicant's proposal.
3. The Board supports a safe pedestrian crossing of Regal in accordance with the ISP that ties the District Center developments, and acknowledges that a traffic engineering analysis is still underway. The crossing location on Regal may depend on the findings and recommendations of the traffic engineering analysis. Regardless of the final crossing location, the Applicant shall make all reasonable efforts to create a landing or plaza space on the West side of said crossing. The Board further requests that the Applicant make prudent changes to the pedestrian pathway system from that landing point going westward into the development.
4. Subject to the findings of the traffic engineering analysis, the Board supports locating the mid-block center island pedestrian crossing at the primary vehicular ingress-egress to the Phase II Re-Evaluation Area. The Board recognizes that this location is optimal for connection of the pedestrian pathway system within the development and the connectivity to the surrounding region, and should be viewed as a system improvement.

Additional information from each review of this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: April 10, 2020
- Recommendation Meeting: September 9, 2020

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**Project: Northwest Middle School**  
Recommendation Meeting: September 23, 2020

**Applicants**

Greg Forsyth, Spokane Public Schools  
Dana Harbaugh, NAC Architecture  
Randall Wilson, NAC Architecture

**DRB Trigger**

Public Project

**Project Description**

The site is bordered by the Fairmount Memorial Park to the west, a BMX park to the north, the Dwight Merkle Sports Complex to the northeast, the VA Hospital to the east, and a residential neighborhood to the south. The 22 bus route runs up Assembly Street to the east and does a loop through the neighborhood between Assembly and the VA Hospital. There are currently no direct walking paths to the stadium from the bus stops along Assembly, though there is a partial sidewalk from the bus stop on Wellesley and Assembly to the site. The sidewalk ends approximately 200 feet east of the site's south property line. There are a few City of Spokane owned trees along the north property line of the site and the northeast corner. A trail runs along the western property line which is part of the Riverside State Park Trail System. Joe Albi Stadium will be renovated in-situ, and the new middle school will be positioned near the south property line. Parking for the stadium will be built between the two structures, with a perimeter loop two-way drive aisle for circulation between the uses.

Construction of Northwest Middle School will occur in tandem with the renovation of Joe Albi Stadium. Construction of NWMS is scheduled to complete August 2022. The total building area is targeted at 135,000 gross square feet and will optimally serve 750 students. An important SPS goal is that NWMS is designed to meet the unique needs of the schools' community and culture. Since this project is not a renovation of an existing school

with an existing culture, NWMS's design and planning group is uniquely tasked with guiding the vision and mission for the school's future culture and goals. During the pre-design/educational specification phase of NWMS's process.

### **Recommendations**

Based on review of the materials submitted by the Applicant and discussion during the September 23, 2020 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:

1. The Board supports the Applicant's design approach to inboard the frontage- required sidewalk into the site. The Applicant shall return to urban design staff for an Administrative Review with a design that demonstrates public access continuity and connectivity, continuous safety and accessibility compliance, safe pedestrian crossing of Wellesley, and superior design quality. The Applicant is encouraged to evaluate the concept of locating a sidewalk immediately adjacent to the south edge of the parking lot.
2. The Board is in support of the presented material palette. The Applicant is encouraged to continue refining that exterior material palette, including evaluation of the variety of tones, joints, and material orientation changes within each of the presented building 'layers'. The Applicant may consider reducing the quantity of changes within a given material such that the parti is more strongly communicated.
3. The Board recognizes that the 3D images of the landscape do not accurately represent the proposed landscaping, and supports the Applicant's narrative describing the nature inspired landscape and building design.
4. The Applicant is encouraged to evaluate the roof line occurring between the Office and Band program areas, such that the form, detailing, and expression may not compete with the primary building entry canopies which appear to be of similar tone and form.

Additional information for this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop: July 8, 2018
- Recommendation Meeting: September 23, 2020

**Notes from CHHS Board Meeting via WEBEX – October 7, 2020 - 4:00 – 6:00 PM**

Quorum achieved. During the Public Comment period, Fawn Schott, VOA Crosswalk, spoke about funding from the Robert Wood Johnson Foundation (Invest Help) that is providing anchor funding for a new building on Mission for which land has been purchased. Groundbreaking is scheduled for 2022, a design rendering is available. They are seeking more funding.

It was announced that Melody Dunn has resigned, that I was observing for this meeting, and that the CA was recruiting to fill the CA-liaison position.

CHHS is looking for a member volunteer to become the “co-vice-chair.”

Betsy Wilkerson spoke about distributing the City CARES money on time (October 31.) Kate Burke mentioned the three new hires in the CC office, and that they are working hard on the budget.

Paul Trautman is leaving for a position with Community Frameworks. He mentioned that 3 projects will be presented for review on October 15 by the Affordable Housing Committee of CHHS.

The RFP Evaluation Committee mentioned they are looking for non-traditional community partners, and that they have some COVID money that does not sunset in October. There was no report from the Continuum of Care Committee.

Director Tim Sigler introduced new hire Margaret Hinson who will help process \$10M in COVID funds. She has a non-profit background in King County. He mentioned that they hope to open the Mission homeless shelter on November 1 with 102 beds and the Cannon shelter with 40 – 80 beds; this will approximately equal the number of beds for homeless we had last winter. Interviewing for the new Division Director continues.

David Lewis said two new CHHS performance-measuring reports will be out in draft form in a couple of weeks.

Rebecca Sero chaired a “Visioning Session” for 75 minutes at the end of the meeting. The goal was to be “Getting the CHHS to look the way we want it to look.” Many opinions and ideas were mentioned. The session concluded with four goals: 1 ) Improve engagement with the community; 2) Create a Board that looks different, with more people with “lived experiences” on it; 3) Create an Economic Development Committee; 4) Create better Educational Outreach to the community.

For Goal #1 specific action items mentioned were advertising; use better language; go to where the people are – board meetings at community centers; they created a subcommittee for this.

For Goal #2, do a broader search, recruit key community members, possibly change by-laws, review qualifications especially with respect to City Charter and conflicts of interest.

Adjourned at 6:00PM

Respectfully submitted as Observer only, Andy Hoyer, CA rep from Southgate

To: Community Assembly November 2, 2020

From: DivisionConnects Project Managers

**Topic: DivisionConnects Update – Transportation Study of the Division Street Corridor**

DivisionConnects is a coordinated planning effort, led by Spokane Regional Transportation Council (SRTC) and Spokane Transit Authority (STA), to analyze opportunities in the Division Street corridor from a multimodal transportation and system perspective. The study purpose is to analyze the future of Division Street and transformative elements that could occur as a result of planned system investments, namely implementation of bus rapid transit and the effect of a fully completed North Spokane Corridor. Project partners include WSDOT, City of Spokane, and Spokane County. A consultant team is assisting with the work effort.

The study will look at possible transportation scenarios for Division Street, evaluate their performance, and ultimately make recommendations for transportation facility improvements. The following highlights current and forthcoming schedule items:

- The project team is working through preliminary transportation scenarios for the Division Street corridor. Once a reasonable range of scenarios is established, community engagement will focus on discussion of these potential scenarios (late November – December).
- The scenarios will address transit, active transportation (bikes, pedestrians, scooters, etc.), and vehicular travel.
- The scenario analysis and screening process will involve a technical assessment and community feedback to identify the most viable scenarios. This exercise will work toward one of the first major decision points for the study—selection of a preferred alternative for bus rapid transit (early 2021).
- The study will move from selection of the preferred bus alternative to further analysis of active transportation access and connectivity in the Division corridor as well as land use opportunities (throughout 2021).
- Final project recommendations – capital projects, phasing strategies, land use, and implementation plans – will conclude in early 2022.

### **More Information**

Engagement opportunities and project information are provided at [divisionconnects.org](https://divisionconnects.org). The website will feature a new interactive map and questionnaire in late November/early December to facilitate feedback on potential Division Street scenarios. Focus group conversations are also being planned for early December. This will engage various stakeholders along the Division corridor in moderated small group virtual meetings.

If you are interested in participating in a focus group, or if you have additional feedback or questions, please contact project managers Jason Lien at SRTC (509.343.6370, [jlien@srtc.org](mailto:jlien@srtc.org)) or Mike Tresidder at STA (509.343.1694, [mtresidder@spokanetransit.com](mailto:mtresidder@spokanetransit.com)).