

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



Meeting Agenda for Thursday, March 4, 2021
 5:30 to 8:00 pm, Webex Online Meeting
 Proposed Agenda Subject to Change

Please bring the following items:
 *Community Assembly Minutes: February 4, 2021



Administrative Agenda

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator)	3 min (5:30)	Discussion	-
2. Proposed Agenda (Facilitator).....	2 min (5:33)	Approve	2
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	4

Open Forum

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

5. City Council (Council Member Wilkerson)	10 min (5:50)	Oral Reports	-
6. Office of Neighborhood Services Update	10 min (6:00)	Oral Report	
(Cupid Alexander, Carly Cortright)			
7. Water Conservation Master Plan (Giacobbe Byrd, Kara Odegard)	20 min (6:10)	Presentation	
8. Downtown Plan (Nathan Gwinn, Amanda Beck)	20 min (6:30)	Presentation	9
9. Leadership Training w/Gonzaga University (Rachelle Strawther).....	15 min (6:50)	Presentation	
10. Liaison Committee Urban Forestry Appointments (Paul Kropp)	15 min (7:05)	Oral Report/Vote	23
11. CA Policies & Procedures (Greg Francis).....	15 min (7:20)	Discussion	29
12. Adhoc Committee for CA/ONS Memorandum of Understanding	10 min (7:35)	Vote	
(Greg Francis)			
13. Roundtable Discussion	10 min (7:45)	Oral Reports	

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	55
• Budget Committee	57
• Building Stronger Neighborhoods Committee (BSN).....	58
• Liaison Committee	64
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	65

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

• Community Housing and Human Services (CHHS) Liaison Report.....	67
• Plan Commission Liaison Report	73

** IF YOU CAN'T MAKE THE MEETING, PLEASE SEND YOUR ALTERNATE! **

Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG (Big Hairy Audacious Goal):

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

CORE VALUES:

Common Good: Working towards mutual solutions based on diverse and unique perspectives.

Alignment: Bringing together the independent neighborhood councils to act collectively.

Initiative: Being proactive in taking timely, practical action.

Balance of Power: Being a transparent, representative body giving power to citizens' voices.

VIVID DESCRIPTION:

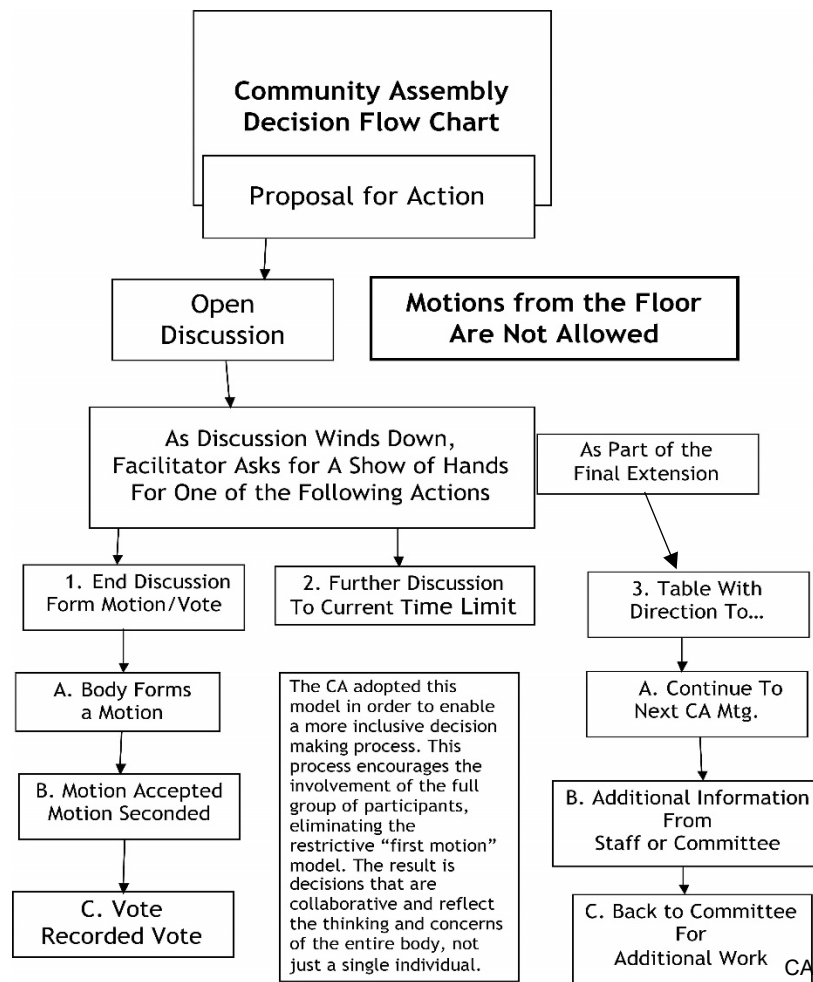
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The Community Assembly is a valuable partner to these officials and neighborhoods in creating quality policy & legislation for the common good.

The Community Assembly stimulates participation in civic life among our residents. Citizens that run for political office will believe in the importance of partnering with the Community Assembly and neighborhood councils. Those candidates' active participation and history with neighborhoods contributes to their success, enhancing successful partnerships between the Community Assembly and local government.

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

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



Community Assembly Draft Meeting Minutes

February 4, 2021 via WebEx web conference

Meeting called to order at 5:30pm by Carly Cortright

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, Manito/Cannon Hill, North Indian Trail, Northwest, Peaceful Valley, Rockwood, Shiloh Hills, Southgate, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Browne's Addition, Comstock, Emerson-Garfield, Logan, Minnehaha, Nevada-Heights, North Hill, and West Central.
- **City Staff present:** Carly Cortright and Annie Deasy.
- **Visitors:** Council Member Kinnear, Marlene Feist (Public Works), Kyle Twohig (Public Works), Dean Gunderson (Planning), Tami Palmquist (Development Services Center), Shauna Harshman (City Council), Kirstin Davis (Neighborhood, Housing, and Human Services), 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 (14-approve, 2-deny, and 0-abstain). The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.
2. **Proposed Agenda:** Greg Francis moved, Mark Davies seconded to approve the agenda with the substitution of Tina Luerssen giving the Building Stronger Neighborhoods update instead of Kelly Lotze. Motion passes with 14-approve, 0-deny, and 1-abstain.
3. **January Minutes:** Greg moved, Mark seconded to approve January minutes. Motion passes with 16-approve, 0-deny, and 1-abstain.
4. **Open Forum:**
 - Luke Tolley, Police Reform Task Force. Luke gave a brief update on the Task Force have not yet met, possibly in March depending on COVID.
 - Greg Francis, Admin Committee. DivisionConnects has a report on page 61 in the packet and they are holding an open forum on Feb. 11. Would CA be interested in having SRTC present on DivisionConnects in March? Poll to have them present passes with 16-approve, 3-deny, and 2-abstain.

- Paul Kropp. Pedestrian, Transportation, and Traffic Committee (PetT). This month will be the first of a series of workshops on neighborhood connectivity and traffic calming called traffic calming 2.0. Council President Beggs will be presenting this at PetT committee meeting this month and Paul encouraged the CA to attend. There were questions and answers.
- Kathryn Alexander. Community Housing and Human Services Committee (CHHS). CHHS met last night and the report was forwarded to CA. The spreadsheet she intended to be included with the table she did not include, but we will forward. Carly showed the table of the final disposition of funding for menu items. Kathryn asked the CA approve. There were questions and answers. Time ran out so the item was moved to Round Table for continued discussion.

Legislative Agenda:

5. **City Council Report:** Council Member Kinnear, lkinnear@spokanecity.org. City Council recently had their retreat. **The 100 Day Plan** was shown. There were 34 items on the plan and each Council Member signed up for an item on the plan.

Housing item initiatives. The initiatives may be special interest to the neighborhoods. The initiatives may have things that affect them and to pay attention to them as they come forward as well as ask questions about them.

Water conservation outreach. Spokane is one of the highest users per capita in the country during summer months. Council is hoping that we can bring that down by conserving water. If we can conserve water, we can hopefully reduce the need for infrastructure, like water tanks, being built. Her assistant will be doing a presentation on water conservation for the CA next month.

Bicycle and scooter safety downtown. A suggestion was made to have bells or another alert mechanism for cyclists to use to protect pedestrians downtown, specifically in the park. If this is of interest to neighborhoods, please contact Council Member Kinnear.

Homeless camps: Please report homeless camps so the City can keep track of when and where the camps are established in order to mitigate them because they require clean up and negatively impact our river.

There were questions and answers.

6. **Water Tower:** Kyle Twohig and Marlene Feist. Kyle shared a presentation on the proposed High System Reservoir/ Hamblen Park water tower. Marlene set the stage by explaining Public Works approach to an integrated strategy to maximize the public benefit. She gave some examples of integrated projects that leveraged infrastructure needs and saves money and benefits citizens. Kyle went into the details on the water tower tank. A new reservoir is needed in a high system pressure zone that serves the

Mid-South Hill system. Based on the analysis, there are three sites that are being considered to house the water tower: Hamblen Park, 31st Ave. and Napa St., and 37th Avenue Reservoir. The Hamblen Park site is the preferred site. They are seeking public feedback before presenting results to City Council. Before a final decision can be made on the Hamblen Park site, it would need to go before the Park Board. They are hoping to move forward with the water tower project this summer.

There were questions and answers.

7. **New Design Review Guidelines:** Dean Gunderson. Dean began his presentation by explaining the Design Review Board's (DRB) role in reviewing applicant's projects. The DRB use the guidelines as guides to structure their recommendations to applicants. The guidelines are like strategic policies; they are targeted ways to address the items that are in the City's Comprehensive Plan. Then, he went into the process of how they went about updating the Design Review Guidelines; defining the problem; looking at how Portland, Seattle, and Boise use/practice design review; hiring a consultant; and recommendations. The new guidelines now have a category for urban design and re-prioritized the guidelines that are right sized for the City of Spokane and also includes a chart. Launching out to next round and reach out to neighborhoods for comments on project surrounding schools and city-wide design guidelines.

There were questions that were answered in the chat.

8. **Subdivisions and Land Use Permits:** Tami Palmquist. The presentation began with predevelopment meetings. Predevelopment meetings may be either required or recommended for land use applications or building permits. The free, non-binding meetings help applicants know what is expected of the project from start to finish, including items like what type of land use, landscaping, parking, utilities, building codes, etc. Land use applicants may require a community meeting(s) to present their ideas to a neighborhood. She stressed being involved with the community meeting process to engage the public and how residents are informed of notifications. The public hearing process, SEPA, and public hearing process and appeals. She did not go into the Subdivisions portion of the presentation because time ran out.

There were questions and answers.

9. **Budget:** Mark Davies. City Council gave CA \$50,000; \$25,000 for leadership training, to be managed by ONS, and \$25,000 for the Community Engagement Grant. Each neighborhood can apply for up to \$800. This year, budget would like one application submitted that lists a first and second option, in the event that COVID restrictions are still in place. Training for the Community Engagement Grant will be on Thursday, Feb. 25, at 6:30p.m. Applications can be submitted beginning March 1. The application materials and training video will be posted to the website.

There were questions and answers.

The 2021 Budget Committee Goals were presented and motion to approve the goals as presented. Greg motioned, seconded by Tina. Motion passes with 18-approve, 0-deny, and 0-abstain.

- 10. Building Stronger Neighborhoods (BSN).** Tina Luerssen. The Robert's Rules in Brief and StrengthsFinder books have arrived. BSN will have virtual training, but they are hoping to be able to hold training in person for a small group. Training dates are: Tuesday, March 30, How to Run a Meeting, using either Robert's Rules or CA Procedures; and Tuesday or Wednesday, June 29 or 30, for StrengthsFinder. The trainings will be held in the evening, but times have not yet been set.

There were no questions.

- 11. Neighborhood Housing and Human Services (NHHS).** Carly Cortright, Cupid Alexander was not present. Cupid's update was given by Carly. The NHHS division continues to create ways to share information with the creation of the Locale newsletter, please sign up to receive it and share with constituents. NHHS went through strategic planning process with expectation that the result would be streamlined ideas and associated actions through NHHS to operationalize the needs of the community. Also, requests that the CA/CD committee report out on the NCDP program and the ideas and decision making behind the suggestions because when the community needs are this great, we have a leadership responsibility that requires accountability.

Office of Neighborhood Services (ONS). Carly. **Facilitator.** At the last meeting, CA said they did not want to use CE Grant funds to hire a facilitator. There is about \$1,000 from the postage budget, since postage use is down, that could be used to fund a facilitator, but that would not be a long-term solution and available only for this year. The Ad-hoc committee thought a facilitator would charge about \$100 per meeting and had some people that might be interested. Carly will reach out to them and see if they could attend the March CA meeting. She wants CA input on the selection and hopes the facilitator can be in place by May. ONS would manage paying the facilitator.

\$25,000 for Leadership Training. One meeting has been held with Gonzaga and another will be held tomorrow. We are working on a draft MOU between the City and Gonzaga. The first step will be a needs assessment to determine what the gaps are in the training that's currently being provided and what other information needs to be included. She would like to have that in place within the next month or so.

Program Updates. The CE Grant training was covered in Mark's Budget update. Clean Up has focus groups starting next week. Feedback from the focus groups will be taken to Solid Waste to get some ideas which we'll present to the CA. Traffic Calming is still

waiting for a decision from the Traffic Sub-Committee through City Council. As soon as we have it we will share with CA.

There were questions and answers.

- 12. Round Table: Kathryn, CA/CD.** Follow up discussion and motion to accept the CA/CD Committee's recommendations for the NCDP as presented and forwarded to appropriate departments. Moved by Andy Hoyer, seconded by Daniel Zapotocky. Motion passes with 15-approve, 0-deny, and 5-abstain.

There were questions and answers.

Meeting Adjourned.

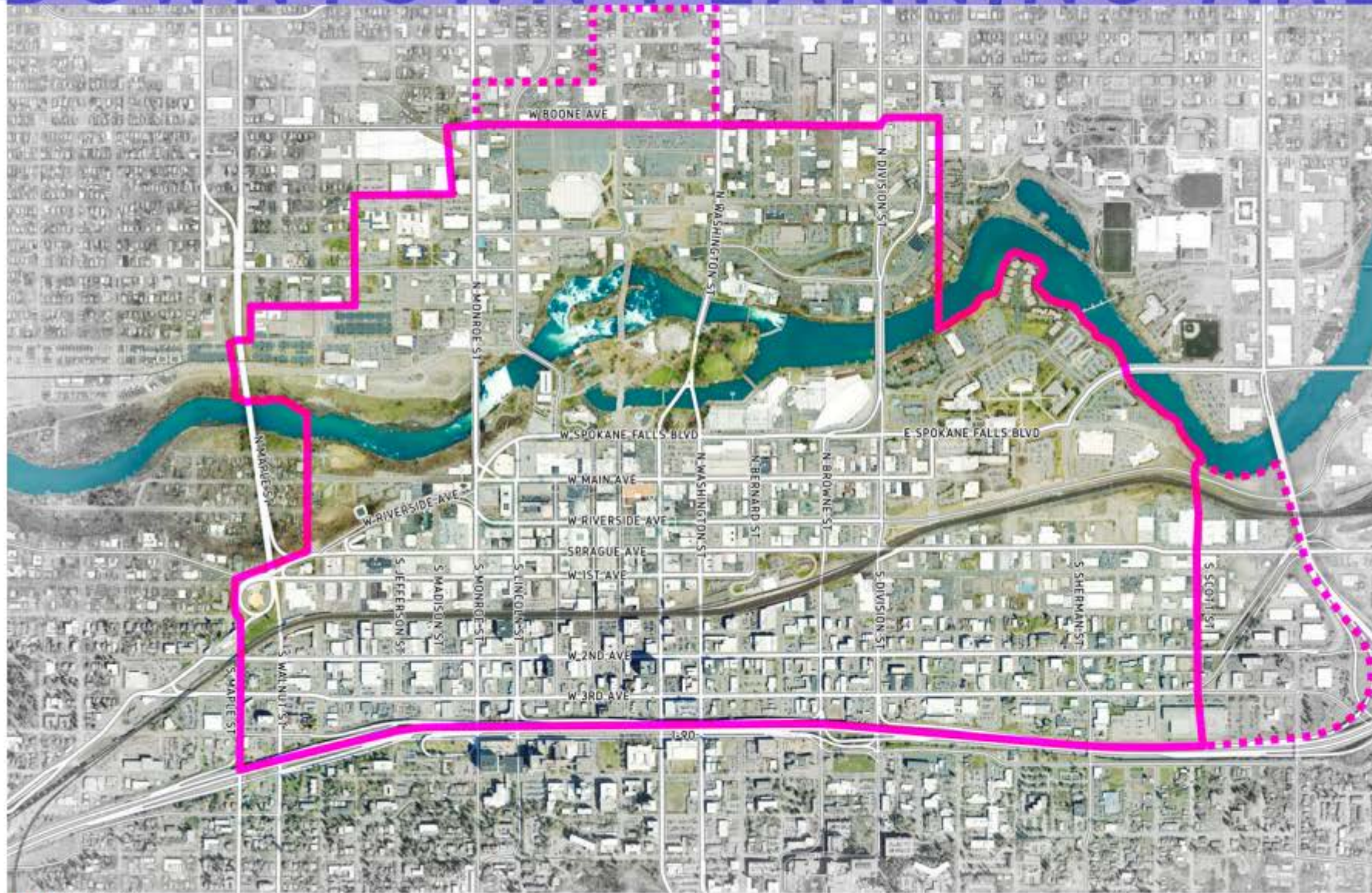
Next Community Assembly scheduled for **Thursday, March 4, 2021.**

SPOKANE DOWNTOWN PLAN

Community Assembly

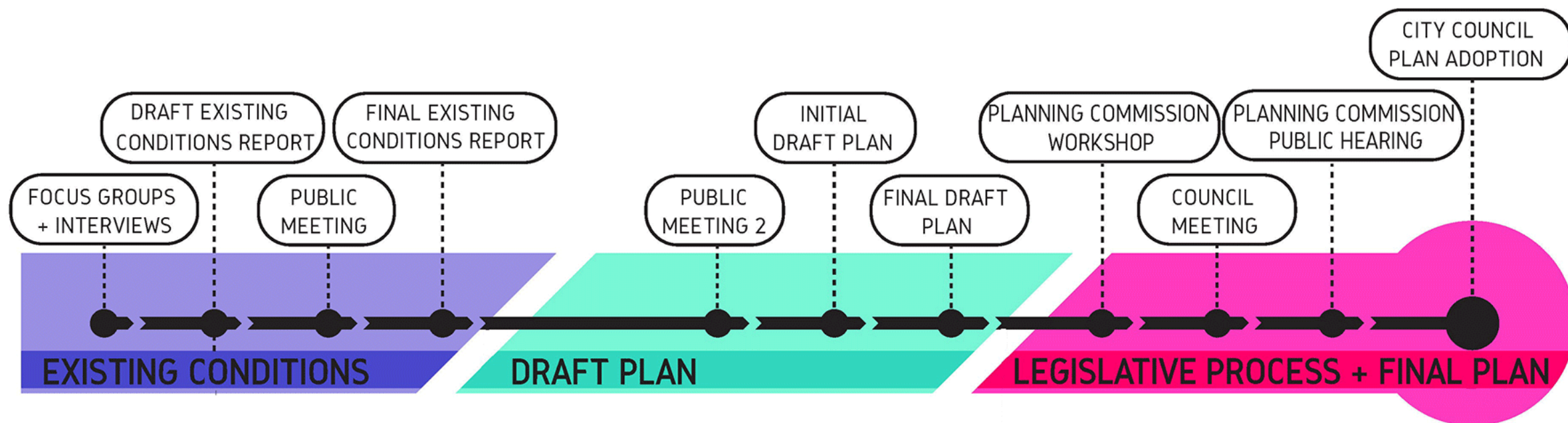
March 4, 2021

DOWNTOWN PLANNING AREA



PLANNING AREA
PROPOSED EXPANSION

0 0.25 0.5 0.75 1 MILE



my.spokanecity.org/projects/downtown-plan-update

Additional Public Outreach

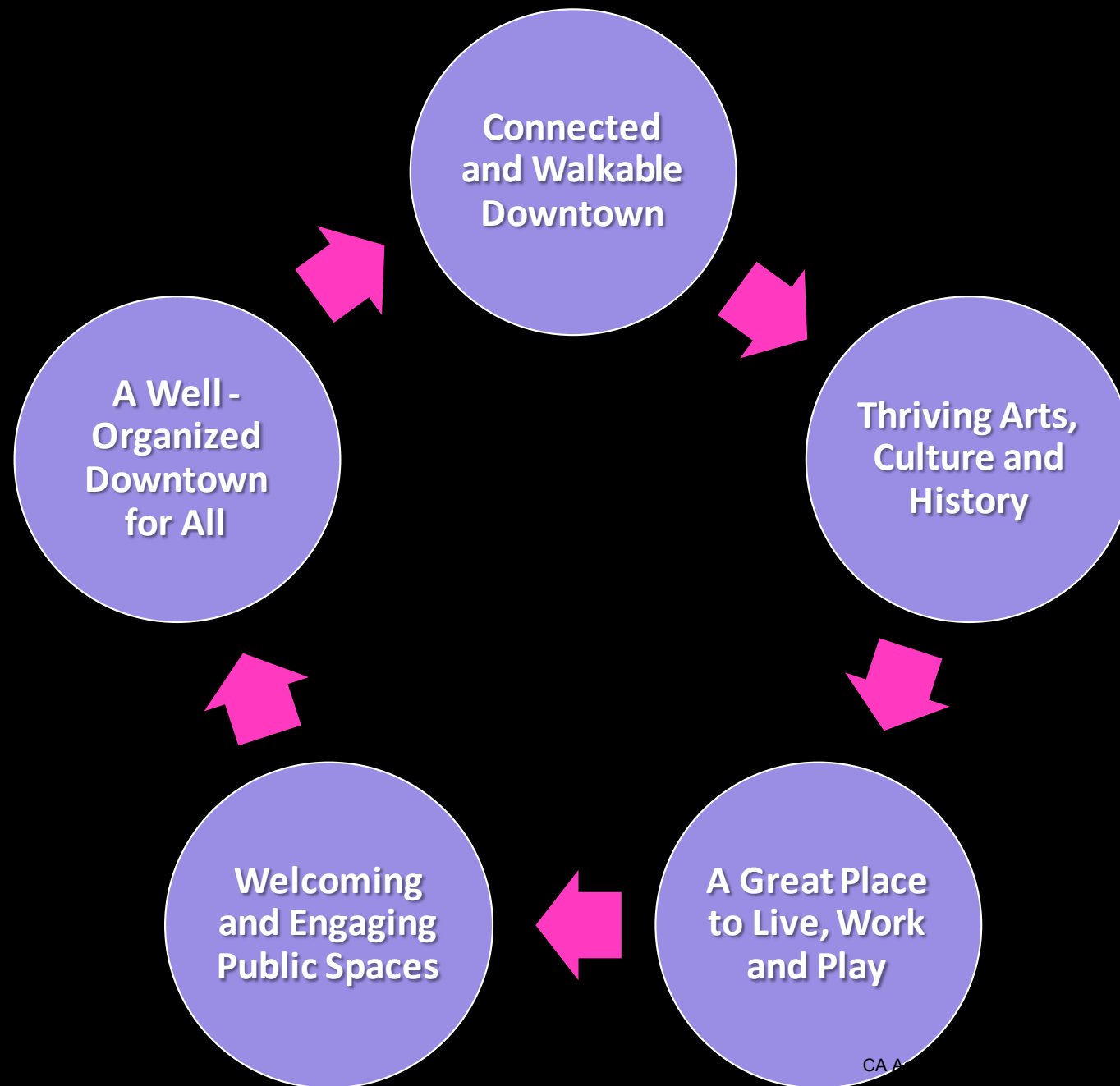
- Plan Commission workshops (ongoing)
 - Neighborhood Councils, Community Assembly
 - Steering committee meetings
 - Virtual meetings with other partners
-

Future:

- Public Open House March 16, 2021, 6-8pm
 - Plan Commission public hearing
 - City Council public hearing
-

my.spokanecity.org/projects/downtown-plan-update

SPOKANE DOWNTOWN PLAN



Goal: Connected and Walkable

CW1
Energize Streets as Connections

CW2
Capitalize on the City Line

CW3
Reduce Surface Parking

CW4
Wayfinding Program



Conceptual improvements to a Downtown Alley (Fig. 12)

Priority Actions (2 of 15)

- > Transform low traffic streets that are oversized for projected traffic by converting vehicle travel lanes to other uses in target locations such as high-quality bike facilities, expanded public spaces, and on-street parking.
- > Develop a transportation plan specific to Downtown that considers multiple modes and addresses facility designs, locations, priorities, and funding.

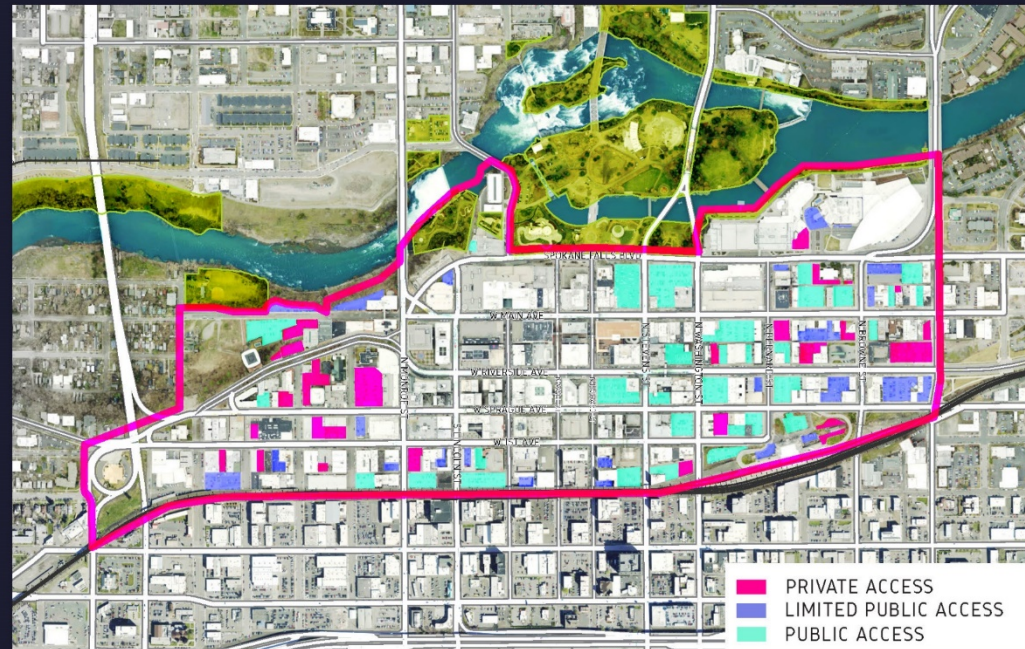


Parklets and bike improvements on Toronto, CA Danforth Avenue create spaces for people to walk, bike and enjoy safely.

SURFACE PARKING

CW3 Reduce impacts from Surface Parking

- > Redevelopment would strengthen the downtown fabric and bring new activities and jobs
- > Reducing surface parking and consolidating parking in garages would improve walkability in the city
- > Reducing surface parking would also improve parking options for businesses, employees, and visitors



Goal: Thriving Arts, Culture, and History

ACH1
Highlight History, Arts, Culture

ACH2
Arts Plan, Focus on Downtown
and Public Realm

ACH3
Create Space for Small Businesses
Oriented toward Arts and Culture



Goal: A Great Place to Live, Work, and Play

LW1 Development with Housing Variety

LW2 Enhance Residential Amenities

LW3 Development with Active Uses

LW4 Improve Transit, Commuting,
Parking

LW5 Environmental Sustainability



DTC-100 ZONE

LWP3.4 Pursue redevelopment of the existing surface parking lots in DTC-100 (Downtown Core) along Spokane Falls Boulevard

- > Maintained as Opportunity Sites since identified as such in 2008 plan
- > City Plan Commission unanimously recommends lifting the area's height restrictions after multiple studies
- > Increase in building height would include additional requirements for minimizing shadows, active ground floor uses, and high-quality materials



Goal: A Well-Organized Downtown for All

WO1

Expand Organizational Capacity

WO2

Parking Management

WO3

Marketing



The ParkBOI program, operated by Boise's Capital City Development Corp., makes parking Downtown easier to find

my.spokanecity.org/projects/downtown-plan-update



OPPORTUNITY
SITES



STREET
IMPROVEMENTS



CITY LINE

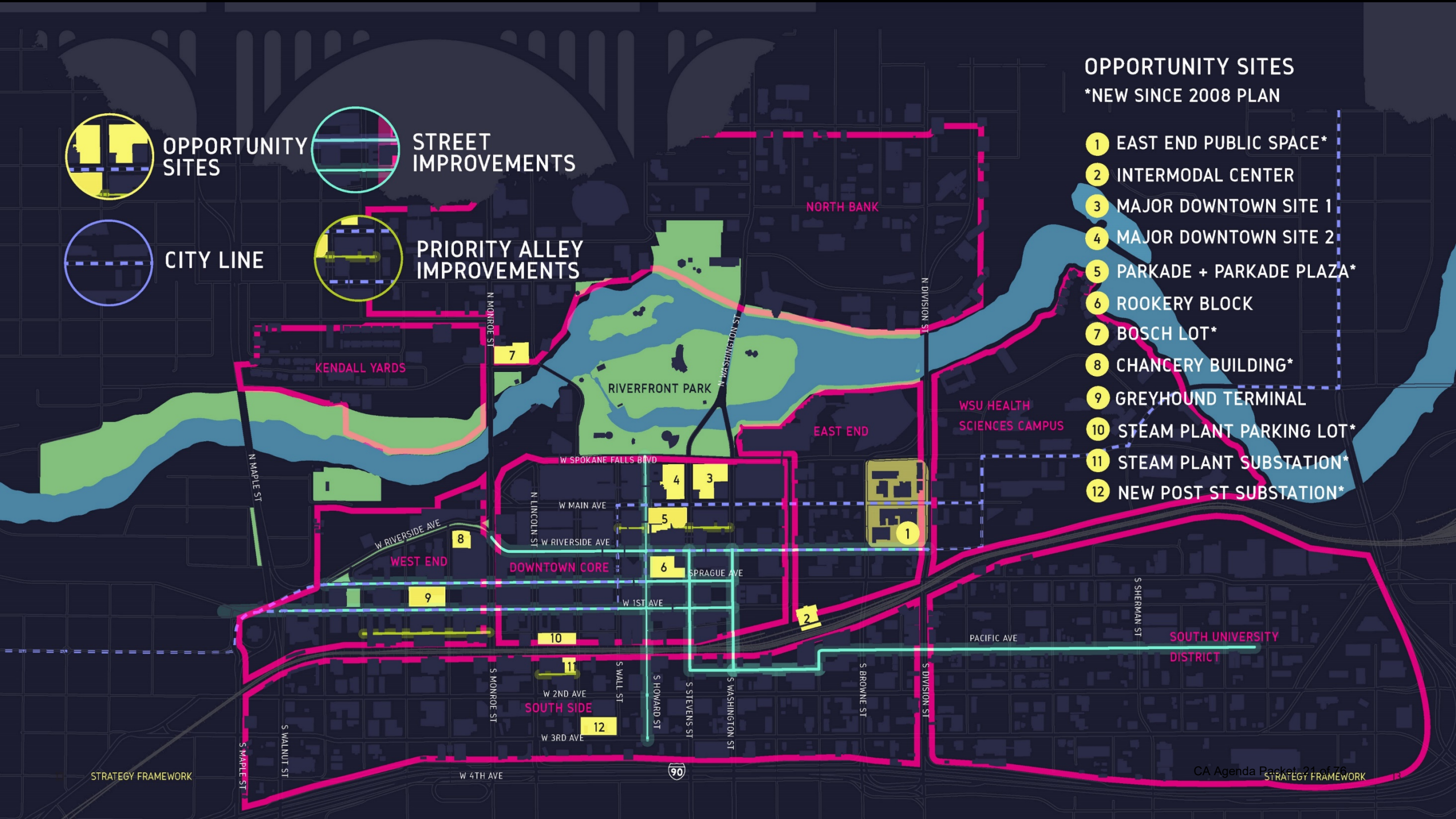


PRIORITY ALLEY
IMPROVEMENTS

OPPORTUNITY SITES

*NEW SINCE 2008 PLAN

- 1 EAST END PUBLIC SPACE*
- 2 INTERMODAL CENTER
- 3 MAJOR DOWNTOWN SITE 1
- 4 MAJOR DOWNTOWN SITE 2
- 5 PARKADE + PARKADE PLAZA*
- 6 ROOKERY BLOCK
- 7 BOSCH LOT*
- 8 CHANCERY BUILDING*
- 9 GREYHOUND TERMINAL
- 10 STEAM PLANT PARKING LOT*
- 11 STEAM PLANT SUBSTATION*
- 12 NEW POST ST SUBSTATION*



Engagement

- Mailing to Downtown Addresses
- Online Survey (~2 weeks)
- Public Open House
 - March 16, 2021, 6-8 p.m.

- Website Links to Video, “Comment Box”

1. www.SpokaneDowntownPlan.org

2. My.SpokaneCity.org/Projects

> Downtown Plan Update



Liaison Committee Report
February 25, 2021

Appointments Recommendation
Urban Forestry Citizen Advisory Committee (UF-CAC) Representatives

The Community Assembly received applications by the announced February deadline from two individuals, Toni Sharkey (Rockwood) and Kris Neely (Southgate). Their application forms are attached.

The Liaison Committee interviewed both candidates in the late afternoon of Thursday, February 25, and after a brief discussion agreed on the recommendation that is stated here:

The Liaison Committee recommends both Toni Sharkey and Kris Neely for appointment to the vacant positions on the city park department's Urban Forestry Citizen Advisory Committee (UF-CAC) to represent the Community Assembly for a term of three (3) years. The appointment of Toni Sharkey should be made effective immediately. The appointment of Kris Neely should be made effective May 1, 2021, in order for him to qualify for voting membership in the Southgate Neighborhood Council as he has only recently taken up residence in the neighborhood.

NOTE: These are direct appointments by the Community Assembly of representatives to the UF-CAC pursuant to the municipal code at SMC 04.28.060 *Citizen Advisory Committee*. The mayor and city council are not involved.

If the Community Assembly accepts these recommendations, it should instruct the Administrative Committee to:

- (a) Notify the park department director of the appointment of Toni Sharkey for a term of three(3) years effective immediately, and***
- (b) Notify the park department director of the appointment of Kris Neely for a term of three(3) years effective May 1, 2021, and***
- (c) Request the appointments be acknowledged by letter pursuant to SMC 04.28.060 at B.3.***

The Liaison Committee and the applicants expect the application forms will accompany the notification of appointment to the park department.

COMMUNITY ASSEMBLY

Application — Urban Forestry Citizen Advisory Committee (UF-CAC)

Send complete application to:

Office of Neighborhood Services

Attn: CA Liaison Committee / Carly Cortright

808 W. Spokane Falls Blvd, Spokane WA 99201

or email application to: ccortright@spokanecity.org

APPLICATION DEADLINE: February 19, 2021

USE A SEPARATE DOCUMENT FOR REPLIES TO THE QUESTIONS IF MORE CONVENIENT

Name: Antonia (Toni) Depasquale-Sharkey

Residence Address: 930 E. 19th Ave Spokane WA

Zip Code: 99203

Best Contact Phone: (509) 703-3860 Email: depasquale5@yahoo.com

Civic and Organization Experience

Please refer to the urban forestry committee provisions of the municipal code (attached) and list below community projects, and/or community, civic, trade or professional organizations in which you have been active—indicating, where relevant, experiences related to this position.

Organization(s), and skills or experiences:

- Rockwood Neighborhood Council Executive Board
- Land's Use Representative from Rockwood
- I am a Case Manager for 24 students and we work as a TEAM to solve problems and create plans for students.

Community project(s), and any skills or experiences:

- volunteer and part of the Land's Council
- currently working on a tree distribution project for Earth Day with Avista, Land's Council & Bartlett

Skills and Special Interests

Skills, interests and/or any other experiences that relate to this position:

- I have a special interest in this UF-CAC Committee. I have joined small groups to work on the Tree Stewardship Guide for the City of Spokane and also served on a recent committee for Tree Awareness consumer guide.

Employment Experience

Present Employer: Spokane Public Schools

Employment positions held and skills used or gained that relate to this position:

Resource teacher for 11th graders at Rogers High School. I teach Career and Academic Prep and Algebra I Targeted. Part of an IEP Team with Parents, teachers and students.

Educational Background

Higher Education: Major(s) and Degree(s):

- San Francisco State University - International Relations
- San Francisco State for Elementary and High School Resource - Special Education Program.

Other Education: National Board Certified and
coursework and clock hours needed to
maintain certification.

Neighborhood Council Connection

Which neighborhood council do you relate to? Rockwood Neighborhood Council.

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

Please supply a neighborhood council reference.

Name: Dave Lucas chairman

Phone: (509) 295-8566 Email: rockwooddave7@gmail.com

Affirmation

I am aware of the responsibilities of a member of the Urban Forestry Citizen Advisory Committee as identified in City code at SMC 04.28; of the term of service; of the monthly participation commitment; and, of the duty to engage the City's neighborhood councils with the Community Assembly in managing, conserving and enhancing the trees and shrubs located in the street right-of-way, parks and public areas of Spokane, and in assisting property owners and public agencies in sustaining and augmenting the City's urban forest. I agree to submit timely written committee meeting reports to the Community Assembly and to brief the Community Assembly in person at least once per year.

Signature: Athena DePaul - Miller

Date: 02/19/21

February 19th, 2021

To the Office of Neighborhood Services:

I would be honored to serve on the Urban Forestry Citizen Advisory Committee. When this position became available there were a few individuals who, I have served with from the Rockwood Neighborhood Council, the Neighborhood Liaison to the City of Spokane Land Use Committee and from Urban Forestry, encouraging me to apply for this position. My background is as follows, I moved here about 10 years ago and I am in awe of our Urban Forest. It is not a place one needs to drive to, but rather among us in the City of Spokane, in our neighborhoods, at our Parks and even at places of business and commercial zones. I want to be a part of this essential Urban Forestry Tree Committee. Our city is going through a growth spurt, the housing market increase is an indicator. The restaurants and local breweries are on the rise and often busy. Small neighborhood Centers are transforming, like the Perry District Neighborhood. I understand development needs to occur for any growing city, but I want the development to be responsible. We cannot allow builders and developers to clear-cut all trees in their path, we can be a part of a plan that allows Transition and Buffer zones, to insure that we can still enjoy our Unique Urban Forest and Basalt Rock Formations, while we grow. People enjoy our Forest for aesthetic reasons, the wildlife, hearing our birds, they help conceal unappealing structures but most importantly, the Conservation of our Urban Forest will increase and help Spokane hold its Economic Value.

I have also taken the time to send e-mails to City Planners, City Council Representatives and Developers to educate and bring awareness and advocate, as a concerned citizen. I would like to make a difference working in conjunction and in collaboration with the Park Board and City Officials. I am passionate about our Urban Forest, but I am also a teacher and Case Manager (CM) of 25 students with Individual Education Plans (IEP's) and meet as a staff to make decisions week by week at John R. Rogers High School. I also work Spokane Virtual Learning as a Fitness Instructor throughout the summer, which provides me with technology and troubleshooting knowledge. I am experienced and it is routine for me to work with others to benefit and advocate for my CM students. This characteristic would carry over well to this particular UFCAC group. I look forward to attending the Urban Forestry CAC meetings at 3:00 on the first Tuesday of the Month. I am a voice of reason, yet a voice of strength for one of the City of Spokane's assets, our special and unique Native Ponderosa Forest.

Sincerely,

Toni Sharkey

COMMUNITY ASSEMBLY

Application — Urban Forestry Citizen Advisory Committee (UF-CAC)

Send complete application to:

Office of Neighborhood Services

Attn: CA Liaison Committee / Carly Cortright

808 W. Spokane Falls Blvd, Spokane WA 99201

or email application to: ccortright@spokanecity.org

APPLICATION DEADLINE: February 19, 2021

USE A SEPARATE DOCUMENT FOR REPLIES TO THE QUESTIONS IF MORE CONVENIENT

Name: KRIS NEELY

Residence Address: 4206 S. TAMPA ST Spokane, WA

Zip Code: 99223

Best Contact Phone: 509-999-6970 Email: KRIS@KRISNEELY.COM

Civic and Organization Experience

Please refer to the urban forestry committee provisions of the municipal code (attached) and list below community projects, and/or community, civic, trade or professional organizations in which you have been active—indicating, where relevant, experiences related to this position.

Organization(s), and skills or experiences:

PARKS & Rec Commission Merced, CA
6 0 2 10 Avondale, AZ
FRIENDS of the Avondale Library - President

Community project(s), and any skills or experiences:

Avondale Writers Conference, President,

Skills and Special Interests

Skills, interests and/or any other experiences that relate to this position:

Interest: Forestry in general. Urban forestry in particular
Experienced MANAGER.
4+ years in Public Service-oriented ORGS.

Employment Experience

Present Employer: University of California

Employment positions held and skills used or gained that relate to this position:

Several MANAGERIAL roles.
Extensive experience with design/implement business &
organizational processes.

Educational Background

Higher Education: Major(s) and Degree(s): 3 yrs college in BA Program
in Computer Science

Other Education: Paralegal diploma.

Neighborhood Council Connection

Which neighborhood council do you relate to? SOUTHGATE

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

Please supply a neighborhood council reference.

Name: SUMNER BEERS

Phone: Email: SUMNER.BEERS@gmail.com

Affirmation

I am aware of the responsibilities of a member of the Urban Forestry Citizen Advisory Committee as identified in City code at SMC 04.28; of the term of service; of the monthly participation commitment; and, of the duty to engage the City's neighborhood councils with the Community Assembly in managing, conserving and enhancing the trees and shrubs located in the street right-of-way, parks and public areas of Spokane, and in assisting property owners and public agencies in sustaining and augmenting the City's urban forest. I agree to submit timely written committee meeting reports to the Community Assembly and to brief the Community Assembly in person at least once per year.

Signature: 

Date: 14 FEB 2021

Summary of Draft Changes to CA Policies and Procedures

Note: Order is by order of change through document

Note: Most significant changes are in **bold**

- Updated date of revision
- Minor revisions to words throughout document (marked in color in draft)
- **Changed the definition of quorum to no longer base it on attendance**
- **Added V.G – Committee Meetings**
 - Standing committees on ONS calendar, meeting link in agenda if it's held online, and ONS' role in sending out announcements and maintenance of mailing lists
 - Basic requirements for ad hoc committees regarding communications
- **Added VI.G – Emergency Actions by CA Admin Committee**
 - Formalizes process required by CA Admin if they need to take an action on behalf of the CA between full CA meetings
 - Sets requirements for electronic voting for emergency actions
 - Sets requirements for documentation by CA Admin of emergency actions
- **Added XII – Historical Record Retention**
 - Outlines responsibility of ONS on the preservation of historic documents of the CA*
- Named CA committee P&Ps consistently
- Updated Liaison Committee P&P with their submitted changes

*CA P&P cannot dictate obligations of ONS to CA. There has been a very preliminary discussion of creating an MOU (Memorandum of Understanding) between ONS and CA to clarify roles.



Community Assembly Policies and Procedures

Amended February 2021

Approved by CA: _____

Deleted: March 2020

Deleted: 3/6/20

I. Purpose: The Community Assembly (CA) is a mandated coalition of recognized independent neighborhood council representatives or designated alternates (hereinafter referred to as “representatives”), recognized in Article VIII, Section 75 of the City Charter, and serves as a forum for the discussion of issues of broad interest to the neighborhoods and City.

II. Duties and Responsibilities: As outlined in the City Charter, the CA shall:

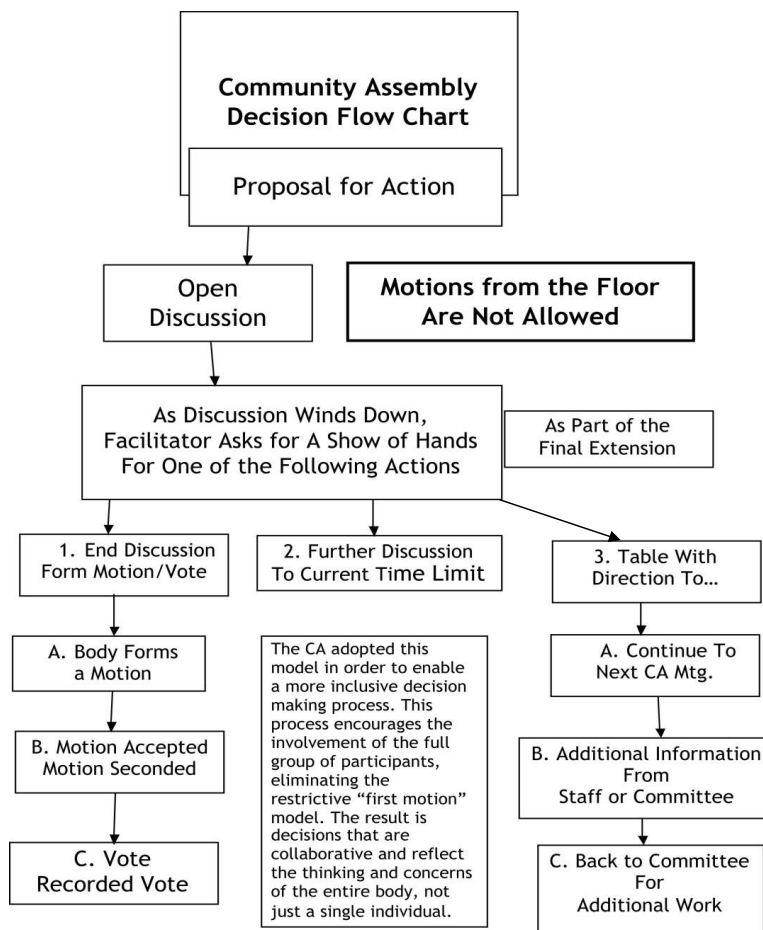
- A. Review and recommend an action, policy or plan to the City Council, neighborhood committees, the mayor, and any City agency, commission, or board on any matter affecting the City;
- B. Support and promote citizen participation and neighborhood enhancement;
- C. Promote and facilitate open communication between the City and neighborhood councils and provide a primary means of communication between individual neighborhood councils;
- D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;
- E. Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue.

III. Membership

- A. Membership in the Community Assembly is available to neighborhood councils, as recognized in Article VIII, Section 73 of the City Charter.
- B. Each neighborhood council shall have one representative and an assigned alternate to participate in the absence of the representative.
- C. Each neighborhood council shall submit in writing or by email, the names of their representative and alternate to the Office of Neighborhood Services as changes occur.
- D. Each neighborhood council representative has one vote.
- E. A representative may only vote on behalf of one neighborhood at a CA meeting.
- F. The Office of Neighborhood Services shall maintain an email distribution list for communicating to the CA. The distribution list shall include, at minimum, the current email addresses for each neighborhood council’s CA representative and alternate, chair, vice-chair, and all CA committee chairs.

IV. Meetings

- A. A minimum of ten regular meetings shall be held annually.
- B. Meetings with the City Council shall be held a minimum of three times annually.
- C. Electronic recording of Community Assembly and Community Assembly committee meetings shall be allowed if approved by a majority of those voting members present. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the meeting facilitator prior to the beginning of that meeting's business.
- D. 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.
- E. Presentation and decision-making process (figure on page 3):
 - 1. 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.
 - 2. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
 - 3. Presentation timetable protocol:
 - a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and indicate a verbal notice.
 - b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
 - c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
 - d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
 - e. When the allotted time has expired, a red card and verbal notice shall be given.
 - f. As part of a 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:
 - 1) End discussion and move into forming the motion and voting,
 - 2) Further discussion,
 - 3) Table discussion with direction,
 - 4) Request time to continue discussion at next CA meeting,
 - 5) Request additional information from staff or CA committee, or
 - 6) Send back to the appropriate CA committee for additional work.



4. Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order. If anyone objects to any decision by the facilitator, that person may challenge the ruling of the facilitator. When this occurs, each representative and the facilitator may speak to the challenge once and for only one minute. Debate is then ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

F. Quorum and attendance:

1. A quorum is defined as a simple majority (50 percent + 1) of ~~the recognized neighborhood councils~~.
2. An abstention records a member's attendance but neither a "yes" or a "no" vote.
3. Attendance is defined as the representative's or alternate's presence for the duration of the agenda.
4. Absent neighborhood council representatives shall be noted in the CA minutes.
5. If neither a neighborhood council's representative or alternate is present for two consecutive meetings, the Administrative Committee shall notify that neighborhood council's executive committee of the absences. (See Section VI.A.3.)

Deleted: those neighborhood representatives that have attended regularly

Deleted: If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.

G. Minutes:

1. Minutes of the CA meetings, which are the official record of the CA proceedings, shall be prepared by the Office of Neighborhood Services.
2. All discussions and actions by the CA shall be documented in the minutes, with all motions and votes documented verbatim.
3. As soon as practical, allowing time for adjustment, a draft of the minutes shall be distributed to the CA email distribution list as information to the neighborhood councils and for review and comment by attendees. A final draft shall be included in the next CA packet for approval at the next monthly meeting.
4. The approved minutes shall be published on the Office of Neighborhood Services website for use by the CA neighborhood council representatives, the neighborhood councils, and the public.

V. CA Committees

- A. The function of CA committees shall be to research or address issues that may impact neighborhoods or ~~issues~~ designated by the CA and report their findings and proposed recommendations to the CA for appropriate action.
- B. All committees must include a minimum of three (3) assigned representatives in order to have standing.
- C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.
- D. Types of committees:
 1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.
 2. Ad hoc committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An ad hoc committee, e.g. a grievance committee, shall sunset after its work has been completed.
- E. The CA shall have the following standing committees:
 1. Administrative

Deleted: those

2. Budget
 3. Building Stronger Neighborhoods (BSN)
 4. Community Assembly/Community Development (CA/CD)
 5. Land Use (LUC)
 6. Liaison
 7. Pedestrian, Traffic and Transportation (PeTT)
 8. Neighborhood Safety
- F. Membership and Officers/Terms
1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.
 2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chairperson and secretary.
 3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.
 4. Each officer of the committees must be a member of a neighborhood council.

G. Committee Meetings

1. Standing Committees

- a. Standing committee meetings shall generally meet at a regular time and location and be included on the Neighborhood Meeting Calendar on the city's website.
- b. Standing committee meetings and agendas shall be announced in advance using the Office of Neighborhood Services' email distribution list for that committee.
- c. The Office of Neighborhood Services shall maintain email distribution lists for all standing committees. The list shall include, at a minimum, neighborhood chairs and vice-chairs, CA representatives and alternates, committee officers, and committee members. Other interested parties may request to be added to any committee distribution list.
- d. When a committee meeting is to be held online, the meeting link shall be included in the meeting announcement.

2. Ad Hoc Committees

- a. Ad hoc committee meetings and communications shall be the responsibility of the committee's chair.
- b. Information regarding meeting times, locations, and agenda items shall be shared with committee members as well as any CA representative or alternate that has made a request to the committee chair to be kept informed of the committee's activities.

- H. Committees shall follow the CA's decision-making process. (See Section IV.E.)
- I. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Each standing committee shall be encouraged to present a report in person to the CA at least once a year.
- J. Recommendations from a committee shall be presented to the CA for the CA to determine appropriate action.
- K. Standing Committee Policies and Procedures:
 - 1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting and submit the revised document to the *ad hoc* Policies and Procedures Committee for inclusion in the main document.
 - 2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See addendum titled "Committee Policies and Procedures Template.")

VI. Administrative Committee

- A. Duties: The Administrative Committee shall:
 - 1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through email discussion and vote.
 - 2. Sign CA communications.
 - 3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.F.3.)
 - 4. Keep and maintain a yearly calendar of recurring CA business and events.
 - 5. Manage the use of the City Council placeholder position.
 - 6. Take emergency actions on behalf of Community Assembly. (See Section VI.G)
- B. Positions:
 - 1. There shall be five positions. An individual may serve only two terms in any one position.
 - 2. The Chairperson shall serve as the contact person, spokesperson and signatory for the CA.
 - 3. The Vice Chairperson shall act as the Chairperson in the absence of the chairperson.
 - 4. The Secretary shall record minutes and keep attendance of Administrative Committee meetings.
- C. Qualifications: Members of the CA Administrative Committee must:
 - 1. Be a currently serving CA representative
 - 2. Have attended at least six (6) regular CA meetings within the last two (2) years.
 - 3. Agree to serving at least one full term.

D. Nominations and Elections:

1. An *ad hoc* Nominating Committee shall be formed each September and be composed of three (3) representatives selected by the CA.
2. Representatives serving on the Nominating Committee are not eligible to be nominated for the Administrative Committee.
3. Assumption of duties: The newly elected Administrative Committee members will assume office and duties at the next regular meeting of the Administrative Committee.
4. Nominating Election Time Frame:
 - a. September – Form Nominating Committee.
 - b. October – Bring back a qualified pool of potential candidates.
 - c. November – Vote by CA for Administrative Committee members.

E. Term Limits:

1. An Administrative Committee member may serve for a maximum of three (3) consecutive one-year terms.
2. A one-year break in service from the Administrative Committee will allow qualified candidates to be nominated.

F. Replacement of Administrative Committee members:

1. In the case of a vacancy, the CA shall elect a replacement at the earliest convenience from a qualified pool of candidates. (See Section VI. D.)
2. If the vacated position is the chairperson, the vice chairperson shall assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.

G. Emergency Actions:

It may be necessary for the Administrative Committee to take action on behalf of Community Assembly due to time constraints or other circumstances beyond the control of the Community Assembly. On such occasions, the following provisions shall apply.

1. Taking action at a regular CA meeting shall always be the preferred option.
2. If an electronic vote of the Community Assembly representatives can be performed within the time constraints, that will be the second most preferred option. The voting period will be at least 48 hours. A simple majority of those voting is sufficient for the vote to pass.
3. As a final option, the Administrative Committee may make an interim decision, which shall require a super-majority vote of the Administrative Committee to approve.
4. Any emergency decisions by the Administrative Committee shall be documented in the next monthly CA meeting packet, announced, and a vote of confirmation sought during the meeting.

VII. Use of Community Assembly Logo

- A. The Community Assembly logo is only to be used under the following circumstances:
 - 1. By the chair of the Administrative Committee for official CA business,
 - 2. By a vote of the CA,
 - 3. By Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or
 - 4. By CA committee chairs and secretaries for CA committee minutes and agendas.
- B. Committee proposals not yet approved by the CA may use the logo accompanied by a "DRAFT" watermark on the document.
- C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

VIII. CA Placeholder on the City Council agenda

- A. The Community Assembly placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.
- B. Any committee or group of neighborhoods who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.
- C. The Administrative Committee will notify the City Council of the use of the placeholder.
- D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.

- IX. Boundary Changes:** The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). No recommendation shall be presented to the CA without an agreement between or among the respective neighborhoods.

X. Amendments

- A. Establish an *ad hoc* CA Policies and Procedures Review Committee in November of each year.
- B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.
- C. A vote to approve any amendments will occur at the following regularly scheduled meeting.
- D. Amendments require a 2/3 affirmative vote.
- E. The formal amendment process described herein does not apply to the Committee Policies and Procedures documents.

XI. Community Assembly Liaisons

- A. The city council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on four (4) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee.

These positions are considered collectively as Community Assembly liaisons. The holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly, including the neighborhood councils affected.

B. Liaison List:

1. City Council Appointees:

a. Community Housing and Human Services Board (CHHS) Liaison Member

- 1) Established By: SMC 04.34A.030
- 2) Term: Up to two (2) terms of three (3) years each
- 3) Voting Status: Voting

b. Design Review Board (DRB) Member

- 1) Established By: SMC 04.13.025
- 2) Term: Up to two (2) terms of three (3) years each
- 3) Voting Status: Voting

c. Plan Commission (PC) Liaison Member

- 1) Established at SMC 04.12.040
- 2) Term: Up to two (2) terms of three (3) years each
- 3) Voting Status: Non-Voting

2. Community Assembly Appointees:

a. Urban Forestry Citizen Advisory Committee (UF-CAC) Members

- 1) Established By: SMC 04.28.060
- 2) Term: Two (2) voting memberships of up to two (2) terms of four (4) years each
- 3) Voting Status: Voting

3. PeTT Committee Appointees:

a. Citizens Transportation Advisory Committee (CTAB) Member

- 1) Established By: city council resolution TBD-RES 2010-002
- 2) Term: Up to two (2) terms of three (3) years each
- 3) Voting Status: Voting

b. Plan Commission Transportation Subcommittee (PCTS) Member

- 1) Established By: city council resolution TBD-RES 2014-0078
- 2) Term: Three (3) year terms, renewable indefinitely
- 3) Voting Status: Voting

C. Liaisons shall be members in good standing of a recognized neighborhood council.

D. Liaisons shall perform the following basic responsibilities to the best of their abilities:

1. Represent the neighborhoods and the Community Assembly.
2. Provide a conduit for two-way communication between the CA (or PeTT Committee) and the board, commission or committee they serve on.
3. Inform the CA (or PeTT Committee) of specific issues on which it may want to consider taking action.
4. Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet.
5. Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee.

E. Role of the Liaison Committee:

1. The Liaison Committee supports and evaluates the five (5) liaisons serving on city advisory boards, commissions or committees. See the Liaison Committee's policies and procedures.
2. Candidates to fill liaison positions are recommended by the Liaison Committee for selection by the Community Assembly for nomination by the mayor and appointment by the city council.
3. The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the Community Assembly withdraw the nomination of a liaison.

F. Role of the PeTT Committee:

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

XII. Historical Record Retention: The Office of Neighborhood Services, as staff support to Community Assembly, shall be responsible for maintaining the historical records of Community Assembly and its standing committees. This shall include, at a minimum, the meeting minutes, agendas, and policy documents of Community Assembly and its standing committees.

Addendum - Committee Policies and Procedures Template

A. Committee Name (Revision Date)

1. **Charge:**
 2. **Goals:**
 3. **Membership:**
 4. **Meeting Times:**
 5. **Officers and Terms:**
 6. **Reporting:**
 7. **Decision-Making Process:** Refer to the CA Policies and Procedures.
 8. **Calendar:**
 9. **ONS Staff Support:** As Assigned
-

Addendum – Standing Committees Policies and Procedures

A. Administrative Committee – Defined in Section VI of CA Policies and Procedures

B. Budget Committee **Policies and Procedures** (January 2020)

Deleted: Policy and Procedures

1. **Our Mission/Charge:** To assist Neighborhood councils financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.
2. **Duties:**
 - a. The fundamental responsibility of the Committee is to encourage and assist the Neighborhoods in applying to the Office of Neighborhood Services (ONS) for Engagement Grant funds allocated by the City Council for neighborhood use in building capacity and participation in Neighborhood activities. Final approval for specific uses of individual neighborhood funds is decided by the ONS. Members of the Committee shall keep in contact with their assigned neighborhoods to encourage completing applications and spending their approved allocations.
 - b. The Committee encourages independent neighborhood funding, in addition to the ONS grants of all Neighborhood Council activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within a neighborhood.
 - c. Each neighborhood shall be assigned to a Committee member as liaison. Each Committee member shall be assigned no fewer than five neighborhoods, unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each neighborhood. Each neighborhood shall be instructed to assign a single individual as a contact point for all grant communications.
 - d. The Committee shall design and revise the Application and Budget Calendar as needed.
 - e. The Committee shall review and advise on the preparation of the "Neighborhood Council & Community Assembly Grant Program Guidelines," and provide training as needed.
 - f. All applications for funding shall be sent to the ONS. ONS will forward the applications to the chair for distribution to the committee before the next monthly meeting. Final and formal approval or rejection or modification of a planned expenditure and all applications shall not reside with this Committee, but rather with the Office of Neighborhood Services.
 - g. At an appropriate time, the Committee shall prepare a set of goals for the following year and share those goals with the CA.
3. **Membership and Decision-Making Process:**

The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates. Each member shall have one vote.

If possible, the Committee will have at least five members, each representing a different neighborhood. Proxies are not allowed -- members must be present to vote. A majority of the members shall constitute a quorum. Consensus is not required for action in the Committee -- a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action. Actions taken between meetings shall be kept to a minimum; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

4. Officers and Terms:

Two officers shall be determined by vote or consensus or appointment by the Chair. These shall be Chair and Secretary.

Duties of the Secretary shall be to take notes at meetings and send the minutes to the Chair, so that committee members have them before the next meeting, in time to review. Also, the Secretary shall send a draft copy of the Minutes to the ONS for inclusion in the next CA meeting packet. The Secretary shall keep a copy of all meeting minutes.

Duties of the Chair shall be to review and certify all distributions, working closely with the ONS and the assigned oversight liaisons. Additional duties of the Chair consist of sending out the agenda and submitted minutes for each meeting in a timely manner and managing the meetings and other administrative duties.

Elections of officers shall occur annually in December for terms beginning the following year. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, 2016, thereby assuring that at least two members from the previous year are present at the beginning of each year.

5. Meeting Schedule:

The Committee shall meet monthly on the 4th Monday, 6:30pm at Fire Station #4, or as needed, but no fewer than three times per year.

6. Reports:

Written reports: The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the minutes from the most recent meeting within one week.

A report limited to the account status of each individual neighborhood will be sent to the Chair of that neighborhood, monthly by the committee member having oversight for that neighborhood.

A yearly summary of the budget committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.

Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forum.

7. **ONS Staff Support:** As Assigned

C. Building Stronger Neighborhoods Committee Policies and Procedures
(January 2020)

1. **Mission Statement:** Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the Neighborhood Councils.
2. **Membership:**
Note: Same for all standing committees – see Section V - CA Committees
 - a. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils.
 - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.
3. **Voting & Quorum:** At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.
4. **Officers and Terms:** Calendar year term with elections in January.
5. **Meeting Schedule:** 4th Monday of each month at 12:00pm to 1:00pm at Forza Coffee, 1028 N Hamilton.
6. **Reports:** Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.
7. **ONS Staff Support:** As Assigned

D. Community Development Committee (CA/CD) Policies and Procedures (December 2018)

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1. **Purpose:** The CA Community Development Standing Committee will provide a forum for educating neighborhoods regarding CDBG funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.
2. **Membership:** Same as Community Assembly Policies & Procedures for Standing Committees, which are as follows:
 - a. Committee shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
 - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions in addition to Community Assembly Representatives and Alternates. CA-CHHS Liaison
3. **Voting:** One vote for each Neighborhood Council in attendance.
4. **Quorum:** At minimum, representatives from three separate Neighborhood Councils and 2/3 of the committee's executive team (members of which also count toward the representation of the three separate Neighborhood Councils required), will constitute a quorum for voting purposes.
5. **Email Polling Procedure:** To facilitate the work of the committee that needs to be completed between meetings
 - a. In order to qualify for email polling a matter must have been discussed at a regular meeting of the committee
 - b. The committee must agree to the poll being used.
 - c. A quorum must respond to the survey and approve the action
 - d. The action taken will be noted in the minutes of the next regular committee meeting.
6. **Officers and Terms:** Terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.

There will be a minimum of three and up to 5 voting representatives serving on the Executive Team.

 - a. **Chair:** The Chair is responsible for communicating with the committee, setting the agenda with the approval of the Executive Team and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair may also call Executive meetings.
 - b. **Vice Chair:** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.

- c. **Recorder:** The Recorder is responsible for taking official minutes for Committee meetings and Executive Team meetings. The Executive Team may request a ONS/CE or CHHS staff member to take minutes at a regular committee meeting. The minutes will be submitted to the Chair for approval. Approved minutes will be sent ONS/CHHS support staff to be sent to the committee members in advance of the scheduled meetings, as well as a copy for the Community Assembly monthly meeting packet and the committee's record book located in the ONS/CE office.
- 7. **Reports:** The chair will prepare and deliver in person a report to the Community Assembly at least twice a year or more often if needed. Ideally all minutes will be forwarded to ONS for inclusion in the CA packet
- 8. **Elections:** Elections for the executive team will be held annually in the month of December. The Executive Team and officers take office immediately upon election.
- 9. **City Liaisons:** Support will be offered by CHHS for HUD content and expertise, and by ONS for city department and policy expertise.

E. Land Use Committee Policies and Procedures (December 2018)

Deleted: CA

1. Mission Statement

As a standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions; to propose changes to policies, regulations actions and plans to the Community Assembly.

2. Purpose

The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

3. Membership

As per CA Policies and Procedures for standing committees, LUC membership is defined as follows:

- a. The LUC shall maintain a minimum of three members who are members of separate NCs with maintained voting status on the Community Assembly, which represents a quorum.
- b. Membership on the LUC shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA representatives.

4. Voting

Voting members of the CA-LUC are defined as follows:

- a. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at two meetings of the last four meetings convened.
- b. Anyone attending the meeting has standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by only the NC representatives with standing.

5. Emergency Voting

In case of emergency, the Chair may call for a vote between scheduled meetings of the CA-LUC. The pending question or vote will be sent via email format to the Executive Board members, who are required to vote via email.

6. Leadership

An Executive Board serves as the leadership of the CA-LUC and is defined as follows:

- a. Executive Board members must maintain voting eligibility.

- b. Terms of one year in length. Qualified individuals may serve in any one position for no more than two terms. Term limits may be waived if there are no other persons available to serve on the Executive Board.
 - c. There may be up to five members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit.
 - d. **Chair.** The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, and facilitating LUC meetings. In the absence of designated positions, the Executive Committee shall set the meeting agenda. A member will be designated to report to the CA after such report is approved by the LUC. The Chair may also call and serve as facilitator of Executive Board meetings.
 - e. **Vice Chair.** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and attendees are signed in for voting purposes. During votes, the Vice Chair is responsible for counting and identifying the official votes. Note: Eligible voting member neighborhoods will be identified on the previous minutes and current agenda.
 - f. **Recorder.** The Recorder is responsible for keeping official minutes for all LUC and Executive Board meetings. The Recorder will forward the minutes to ONS to distribute to LUC members one week in advance of the regularly scheduled LUC meetings.
 - g. **Other Executive Board Positions.** Other positions may be appointed by the Chair and by vote of the Executive Board.
7. **Elections**
Elections for the LUC Executive Board leadership will take place annually in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.
8. **ONS Staff Support:** As Assigned

F. Liaison Committee Policies and Procedures (January 2021)

1. Committee Charge

Maintain the city-established positions on advisory boards and commissions related to the Community Assembly.

2. Functions

The committee will (1) keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities; (2) manage and recommend as necessary liaison and representative member appointments and reappointments according to term limit provisions; (3) engage in periodic evaluations of liaison and representative activities; and (4) monitor their timely reporting to the Community Assembly.

3. Membership

The committee operates with a minimum of three individuals who are members of different neighborhood councils.

4. Meetings

The committee meets as needed to accomplish its functions at the call of the chair or of two members. For the convening of a meeting, a quorum is a majority of members.

5. Officers and Terms

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

6. Decisions

For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection.

Unanimity on the matter not being apparent, a motion shall be brought before the committee, seconded and a vote shall be conducted with each member having one vote.

Members absent from the meeting shall be polled by the chair with an immediate phone call or by email posted on the day of the meeting by the chair or her/his designee. Votes shall be tallied by the chair five days after the date of the meeting at which a motion is submitted for a vote. If there are more "ayes" than "nays" the motion is agreed to.

Deleted: Community Assembly of Spokane
Neighborhood Councils

Deleted: December

Deleted: 2018

7. **Selection Standards**

Selections for nomination by the Community Assembly to liaison and membership positions allocated to the Community Assembly by city code will be neighborhood council members in good standing who are qualified for the positions and acknowledge the responsibilities the positions entail.

Deleted: For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. An affirmative vote on a matter submitted to all committee members by e-mail requires unanimous consent to the text of a resolution. ¶

8. **Records and Reporting**

The committee will keep twelve-month liaison attendance records.

The committee will keep separate records of liaison interviews and report in the minutes the matters discussed only in general and without personal details.

The committee's liaison attendance and interview records may be used to support a recommendation to the Community Assembly for the withdrawal of the nomination of a liaison to their position.

9. **Withdrawal of Nomination**

The committee may from time to time recommend the Community Assembly withdraw the nomination of a liaison for cause.

Examples of grounds for removal are demonstrated non-fulfillment of the terms of the liaison's Affirmation of Responsibilities, absence from Community Assembly or board/commission meetings for three (3) consecutive meetings or six (6) regularly scheduled meetings in any twelve-month period without being excused, unresolved conflicts of interest, or other inappropriate actions as determined by the Community Assembly.

10. **ONS Staff Support:** As Assigned

G. Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (December 2018)

Deleted: Community Assembly of Spokane
Neighborhood Councils ...

1. Committee Charge:

Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.

2. Committee Function:

The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.

3. Focus Areas:

The committee from time to time may identify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and may be reduced to four or fewer.

4. Participation and Attendance:

Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.

5. Meetings and Notice:

The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list maintained by Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates of three different neighborhood councils in good standing with the Community Assembly.

6. Quorum and Decisions:

A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings. For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.

7. Officers and Terms:

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and

submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

8. **Advisory Position Selection**

The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively Transportation Benefit District Resolution 2010-02 and City Council Resolution 2014-0078. The committee will work in conjunction with the Liaison Committee as from time to time may become necessary to nominate individuals to occupy these positions who are members of neighborhood councils in good standing and who agree to regularly report to the committee and the Community Assembly.

9. **ONS Staff Support:** As Assigned

H. Neighborhood Safety Committee Policies and Procedures (December 2018)

Deleted: y

1. **Mission / Purpose Statement:** The Community Assembly Public Safety Committee will research issues involving public safety as directed by the Community Assembly, as requested by City Departments or Committee Members and provide recommendations on these issues to the Community Assembly.
2. **Membership:** Same as Community Assembly Policies & Procedures for standing committees which are as follows
 - a. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
 - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Representatives and Alternates.
3. **Voting and Quorum:** At minimum, representation from three separate Neighborhood Councils and 2/3 of the executive team (members of which can also count toward the representation of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.
4. **Officers and Terms:** The committee will have a minimum of three officers. Chairperson, Vice-Chairperson and Secretary. Elections will be in November for a term of one year.
5. **Meeting Schedule:** The committee meets the 4th Tuesday of each month, January through November. Additional meetings may be called as necessary.
6. **Reports:** Community Assembly Policy and Procedures require a report from standing committee once per quarter or more often if requested by the Community Assembly.
7. **ONS Staff Support:** As Assigned

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

February 23rd, 2021. 12pm via WebEx web conference

Attendees: Committee members: Greg Francis (Chair), Tina Luerssen (Secretary), Christopher Savage, Kelly Lotze (Vice Chair), Kelly Blyth. City Staff: Annie Deasy, Carly Cortright.

January minutes approved by consensus.

Agenda requests:

Water Conservation Master Plan, Giacobbe Byrd and Kara Odegard, City Council. Request for 30 minutes to present Water Resource Collaboration Group (WRCG) to recommend updates to the City's WCMP for feedback before recommendations make it to Council at the end of April. Reduced to 20 minutes to respect agenda length.

Downtown Plan, Nathan Gwinn and Amanda Beck, Planning. Request for 20 minutes to show the draft Downtown Plan Boundary.

Leadership Training with GU, Rachelle Strawther, Gretchen Chomas, Christina Kamkosi. 15 minutes.

Division Connects, Jason Lien SRTC. Not available in March, bump to April.

CHHS 5 minutes update, ONS 5 minutes update on Facilitator and Clean-Up Program.

Housing Action Plan, Maren Murphy, Planning. Add to Packet, may request in April.

CA P&P, 15 minutes.

Liaison Committee, 15 minutes.

MOU between CA and ONS. P&P Committee discussed this with ONS, and Carly drafted the document. Create an ad-hoc committee to work on this MOU. 10 minutes.

Other discussion:

Kelly Blyth brought up the Traffic Calming program discussion scheduled for PeTT tonight, should there be a debrief of this meeting at CA? Carly reported that there will be additional outreach for each District with forums coming up.

Greg discussed the P&P update and adding a formal process for "emergency action" by the CA/Admin Committee. Discussion around recordings of CA meetings, and whether they can be shared. This is not addressed in the P&P, although because the City "owns" the file it is available by public records request. Tina brought up the issue of future in-person meetings, and whether the CA would allow/accommodate virtual attendees/voting.

Tina is delivering Roberts Rules of Order in Brief books, for the BSN training. She asked committee members to email her an address if they'd like a book delivered for their Neighborhood Council.

Proposed Agenda for CA 3/4/21. Approved by consensus.

Council Update: From our scheduled Councilmember (Betsy Wilkerson). 10 minutes.

NHHS/ONS: Updates (Cupid Alexander and Carly Cortright). 10 minutes.

Water Conservation Master Plan (Giacobbe Byrd, Kara Odegard). 20 minutes.

Downtown Plan (Nathan Gwinn, Amanda Beck). 20 minutes.

Leadership Training with GU (Rachelle Strawther). 15 minutes.

Liaison Committee (Paul Kropp). Introduce Urban Forestry liaison candidate names. 15 minutes.

Policies & Procedures (Greg Francis). 15 minutes.

Form Ad-hoc Committee for CA/ONS MOU (Greg Francis). 10 minutes.

Roundtable. 10 minutes.

Topics for next Admin Committee meeting. Tuesday, March 23rd, 2020: Committee goals. Policies & Procedures committee. Police Oversight Committee. Facilitator update. Division Connects presentation. April 29th is the next 5th Thursday for CA/CC.

DRAFT Community Assembly Committee Minutes: Budget Committee
2/22/2021/2021 6:30pm, virtual via WebEx

Members virtually present: Mark Davies (Chair: North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe), Kelly Lotze (Vice Chair: Browne's Addition), Ken Cruz (West Central), Scot Webb (North Hill). City staff: Annie Deasy.
Guests: Christopher Savage (Balboa/South Indian Trail), Gail Cropper (Northwest).

Agenda:

1. Minutes from 1/25 meeting approved by consensus.
2. Community Engagement Grant Program Training Materials:
 - a. Review Guidelines, Application, Performance Measures, Budget Committee Liaisons, Training.
 - i. Tina inquired about moving the April 30th application deadline out further, this was brought up at CA since it's just a 2-month turnaround time from the Training to Deadline. Application deadline updated to May 14th, with correction deadline for May 28th.
 - ii. Agreement to maintain the August 27th deadline for expenses. Tina reached out to Cliff/Cannon and explained the earlier deadline and they didn't seem too bothered with the early date.
 - b. Side discussion of reallocation funds, possibly using for Utility Bill Insert directing citizens to Neighborhood Councils. Gail brought up that she doesn't get paper statements, she uses the E-Bill and doesn't see those inserts that come with paper statements. Annie will look into this, whether the insert information could be given to those e-bill customers in another way.
 - c. Performance Measures: agreement to simplify the Related Outcomes. Modify Social Media to Virtual/Digital. Remove Neighborhood Events section for 2020 since no events were held.
 - d. Training PowerPoint: Add slide with Budget Committee Liaison list.
3. Parks Department MOU for Park Usage and Block Parties.
 - a. Annie reported that NCs can use the Parks MOU for multiple-year events, so that they don't have to submit a new MOU for annual events.
4. Other discussion: Tina reported on the BSN training March 30th on Robert's Rules and CA Process. Tina has the Robert's Rules in Brief books and has requested that reps email their address if they would like one delivered.
5. Next Budget Committee meeting is Monday, March 22nd, 2021 at 6:30pm. Topic: begin reviewing NC applications.
6. Meeting adjourned at 7:40pm.

DRAFT Community Assembly Committee: Building Stronger Neighborhoods
2/22/2021 12:00PM virtually on Zoom.

Present on Zoom: Kelly Lotze (Chair: Browne's Addition), Dave Lucas (Vice Chair: Rockwood), Tina Luerssen (Secretary: Grandview/Thorpe), Anne Luttrull (Emerson-Garfield), Fran Papenleur (Audubon-Downriver), Marlene Maurer (Bemiss), Gail Cropper (Northwest), Christopher Savage (Balboa/South Indian Trail). City staff: Gabby Ryan.

1. Committee Housekeeping
 - January meeting minutes approved by consensus.
2. Committee Business
 - Neighborhood Outreach/Updates
 1. Dave reported on Rockwood, they've got some leadership turnover so he is hoping to get these new folks on all the Training meetings coming up.
 2. Christopher reported that B/SIT still has not had a full NC Zoom meeting, last week would have been their scheduled date and it didn't happen. Fran wondered who would be in charge of the NC as both Karen and Christopher are running for City Council. Christopher thinks the Vice Chair might be able to take over co-chair duties.
 3. Marlene asked how meeting attendance has been with virtual NC meetings. Bemiss is seeing a decline in attendance virtually. Browne's Addition has maintained roughly more attendees virtually than they used to have in-person, with more new people online. Tina reported that Grandview-Thorpe has seen an increase with online attendance. Gail reported that Northwest hasn't had any activity from residents on virtual meetings, although they're posting on NextDoor, Facebook and email. Northwest is hoping to have a meeting the 3rd Wednesday in March.
 4. Anne mentioned that the PeTT committee rep from Emerson-Garfield says that the attendance at PeTT has fallen. Tina mentioned that the PeTT meeting this week should have great attendance since they are discussing the Traffic Calming program. Gabby reported that ONS has distribution lists for each committee, so those emails should go to each NC as well as those attendees who have been at the committee meetings.
 - Leadership Training
 1. Roberts Rules/CA Procedures Training: Robert's Rules In Brief book. Tina read through the book and drafted a rough outline for training, at the end of this document. Include CA rules along with book.
 - Fran suggested creating a flyer for the Training. There is a Traffic Calming meeting on Tuesday March 30th, from 5:30-6:30, this is the same night that we were planning to hold our training. Tina suggested that we hold the BSN training beginning at 6:30-8pm. Gabby can host the training on a Zoom call from the ONS

account. She will set it up to automatically record so the training can be posted to the website.

- Gabby discussed with ONS team about meeting in-person for this training. ONS staff are not attending in-person until they are vaccinated. She has reached out to WCCC and NECC to find out possibilities and will let us know what can happen.
 - Tina asked about printing the CA procedures. Gabby pointed out that it's in the CA Handbook; Tina will distribute Binders with the Books.
2. Pre-training survey to ask how NCs are leading meetings, what their experience is, how we can best help them. Kelly sent a GoogleDoc on this. Perhaps we could include a survey link in the Training Meeting Notice, to get info on how NCs are running meetings and their comfort level with RR and CA Procedures.
 - Clifton Strengths Finder Training: plan for Tuesday, June 29th at 6pm. Other potential date: Wednesday June 23rd. Gabby can lead this training.
 - Marlene asked about setting up a Google Doc for NC clean-up organization/signups as a future training/toolkit item. Gabby reported that Nevada Heights has some experience with this and might be able to share information on this.
 3. Announcements & Upcoming Events:
 - Last week ONS had a meeting with the facilitators re: GU/CC Leadership Training. They will start doing focus groups and interviews with NCs and citizens. Hoping to have a report in May on how the training curriculum will be developed. There will be a more detailed report on this at CA next week.
 - Lots of program trainings happening over the next month.
 4. Topics for next meeting:
 - For March 22nd meeting:
 1. Neighborhood outreach.
 2. BSN Trainings: Roberts Rules/CA Process Training; Strengths Finder Training.
 3. GU/CC Leadership Training update
 4. Department update.

Next meeting: Next regular meeting will be noon on Monday, March 22nd, 2021.
Location: Forza Coffee on Hamilton (if able) and on Zoom.

Robert's Rules In Brief Book Distribution

Audubon/Downriver Fran Papenleur

Balboa/South Indian Trail

Bemiss

Browne's Addition Kelly Lotze

Chief Garry Park

Cliff/Cannon

Comstock

East Central

Emerson/Garfield

Five Mile Prairie

Grandview/Thorpe Tina Luerssen

Hillyard

Latah/Hangman

Lincoln Heights

Logan

Manito/Cannon Hill

Minnehaha

Nevada Heights

North Hill

North Indian Trail

Northwest

Peaceful Valley

Riverside

Rockwood

Shiloh Hills

Southgate Andy Hoye

West Central

West Hills

Whitman

Admin Committee

Budget Committee

BSN Committee

CA/CD Committee

Land Use Committee

Liaison Committee Paul Kropp

PeTT Committee

CHHS Board Liaison

Plan Commission Liaison

Urban Forestry Liaison

Notes for Training, from Robert's Rules In Brief:

- +Chapter 1: Considering meeting size. Chairman not being “stricter than necessary”.
- +Chapter 2: Role of Chair/Secretary. Purpose of Quorum. Agenda adoption.
- +Chapter 3: Motions: exact wording, discussion, voting. Table D (pg. 210)
- +Chapter 4: Debate (Issues, not Personalities). Speaking limits. Call the Question (2/3 vote to vote).
- Chapter 5: Amendments-specific wording, vote to amend before vote to adopt motion. Second amendment vs. vote down and offer new motion.
- Chapter 6: Refer/Postpone
- Chapter 7: Reconsidering (must be moved by the “winning” side, in same meeting). Rescind requires 2/3 vote if no advance notice.
- Chapter 8: Voting (abstentions don't count): Majority, Two-Thirds, Majority of Entire Membership. Impartial Chair: vote in Secret Ballot, or if it changes the Outcome.
- Chapter 9: Nominations/Elections.
- +Chapter 10: Other Rules (Law, Charter). Bylaws amendments (advance notice, 2/3 approval). [CA Process.]
- +Chapter 11: Rules enforcement/suspension. Point of Order (Chair decision, Appeal). Suspend the Rules (2/3 vote).
- Chapter 12: Full resource book.
- + Chapter 13: FAQs
- Chapter 14: Motions details.
- +Chapter 15: Chairing a meeting.
- +Chapter 16: Secretary: standard minutes (what was *done*, not what was *said*).
- Chapter 17: Treasurer.
- Chapter 18: Board Member.
- Chapter 19: Committee Chairman/Member. Committee Chair acts more as voting member than in big meetings.
- Chapter 20: Convention delegate.
- Index/Tables.

All Chapters with a (+) are those which I (Tina) think would be most helpful to focus on for the Training.



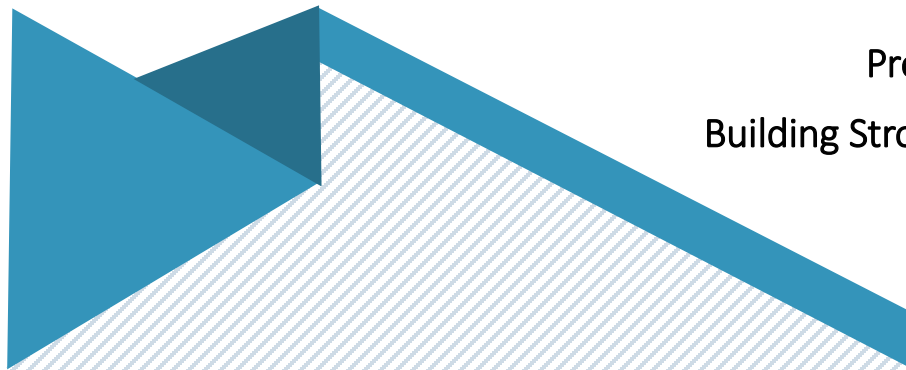
***HOW TO RUN AN
EFFECTIVE
MEETING***

ROBERT'S RULES OF ORDER IN BRIEF!

**Tuesday, March 30
6:30-8:00 p.m.
via *Zoom***

Open to all interested neighborhood leaders—
Learn about debate, motions, amendments, voting, etc.

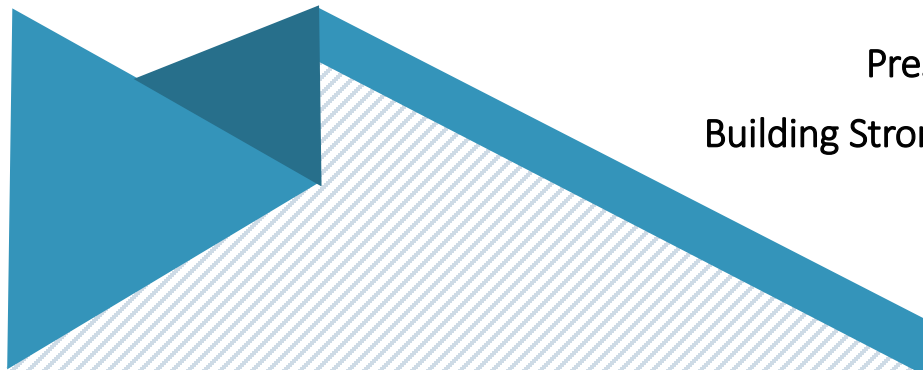
And how and why Community Assembly does it differently!



Presented by Community Assembly
Building Stronger Neighborhoods Committee



HOW TO RUN AN EFFECTIVE MEETING



Presented by Community Assembly
Building Stronger Neighborhoods Committee

Draft Minutes CA Liaison Committee Meeting – via Zoom – February 9, 2021

2:00 PM – Call to Order

Present: Bonnie McInnis, West Central, Andy Hoye, Southgate – Recorder, Paul Kropp, Southgate, Chair, Chris Savage, Balboa-South Indian Trail – guest. Susan Burns, Peaceful Valley: Excused Absence.

Quorum achieved.

Minutes of January 12, 2021 were approved by consent

Annie Deasy will be our new liaison to ONS.

Andy will prepare an attendance record table for delivery review by Paul who will monitor attendance, as Chair. (Note, this can be done by reviewing minutes of each board or committee.)

Paul will reconnect with Cary Cortright regarding the CHHS liaison appointment via the Mayor and CC.

Liaison Positions Review:

DRB – Kathy Lang has attended all meetings and reported

Planning Commission – Mary Winkes has attended all meetings and reported

Urban Forestry – Paul is working on filling these positions, and will reconnect with David Obbie

PeTT Committee – no decision yet as to how they will manage their liaison...Council President Beggs will attend their February 23 meeting to discuss Traffic Calming 2.0

We are working on the position profiles – Paul will distribute them.

Under New Business we agreed to a standard agenda: (Attendance and Quorum; Approve Minutes; Reports on each liaison position, attendance, performance and other; Old Business; New Business; Adjourn.)

We will review/edit our Policies and Procedures soon.

We admitted Chris Savage as a new member.

Adjourned at 2:45

Community Assembly
PeTT Committee Meeting
February 23, 2021
Via WebEx, 6 PM
Meeting Notes *DRAFT*

Neighborhoods and Attendance

Numerous neighborhood councils and others.
Breean Beggs, City Council President
Shauna Harshman, City Council staff for neighborhood connectivity
Annica Eagle, Neighborhood Services staff liaison

Citizens Transportation Advisory Board (CTAB) Representative

The current term of Randy McGlenn, the current CTAB representative for the PeTT Committee, expires in March. Randy has requested the committee's approval to serve a second term.

After a discussion related to the diversity of the current CTAB membership, the committee approved the reappointment of Randy McGlenn to the Citizens Transportation Advisory Board for a final three-year term.

Traffic Calming Projects for Neighborhood Councils in 2020 and 2021

The traffic calming projects submitted in 2020 will be evaluated and the city council traffic calming committee will require the projects they select will be constructed. These are identified as "cycle 10" projects.

In 2021 a new project identification procedure will be initiated that is intended to identify a ranked list of larger-scale traffic calming projects for a four-year construction cycle. The details for this project identification process are yet to be determined. A general overview of the revised project selection process was shown at the meeting in the attached graphic.

The PeTT Committee is invited to offer its recommendation for an evaluation "matrix," or set of project evaluation criteria, for the new project identification procedure which the committee will begin to discuss at its March Meeting.

Next Meeting

Tuesday, March 23, 2021
6 PM via WebEx

Graphic attached

(Notes prepared by the chair.)

Safety, Connectivity & Traffic Calming Process



Neighborhood issue ID

Neighborhoods identify and prioritize safety and connectivity issues.

School issue ID

Schools submit prioritized issue list.

STEP

1

STEP

2

Community Feedback

City Council will seek community feedback on the presumptive four year project list and adjust based on comment.

STEP

4



Community review of 4-year project list

City Council will hear feedback on the 4-year project list.

STEP

6

Neighborhoods with the support of ONS will continue to review neighborhood issues, in preparation for the next cycle. This process will include the review of constructed projects.



ICM System Analysis

ICM will prepare a system wide analysis and propose projects to address neighborhood issues.

City Council TC subcommittee

Review of project list and neighborhood prioritization for construction cycle.

STEP

3

Budget review for project cycle

Four year project list proposed equal to the money available for the construction cycle.

STEP

5

City Council TC subcommittee recommendation to full council

City Council Approval



CHHS Notes Feb. 3, 2021

Rowena Pineda from United Way is coordinating the \$1,988,214 available for use for rental assistance from CDBG sources, reported the issues agencies had in trying to distribute those funds:

- Hard to contact re; COVID
- The agency can't find out if the applications have been approved
- No language support
- The application process was seen as onerous
- How does the actual paying process happen?
- What is the final amount – who pays – reimbursement or?
- Reimbursement makes it difficult for small non-profits to participate
- How to separate out other funding support from the CDBG funding?

The various agencies would like to be able to distribute funds directly. She and others are working to see how these issues can be addressed more effectively.

The subcommittee on communication and outreach presented their work.

There was a discussion about how to get data for the point-in-time survey this year since COVID prevented doing the on the street count.

George presented the 'shared equity' concept being explored by Habitat and Community Frameworks as one way of increasing home ownership. This is currently a pilot program

The Board voted to accept the 'substantial amendment' as finalized after the closing of the public comment period on Friday.

Tim Sigler shared the Business Resilience program results to date.

Cupid Alexander shared his Smart Growth program and the new *Local* newsletter.

The COC update shared that they are working to ensure that all participating agencies are following their Policy and Procedure statements. Ben Stuckart is the new chair.

Respectfully submitted by Kathryn Alexander, pending CA Liaison, subbing for Andrew Hoyer

Understanding Housing and Citizen Displacement

<https://my.spokanecity.org/news/stories/2021/01/19/understanding-housing-displacement-risk-in-spokane/>

CA/CD Revised Final Report for the 2020 NCDP Funding

-- February 16, 2021 --

The following summary table provides information on the final distribution of NCDP Funds, in dollars, for the 2020 funding cycle.

MENU ITEM	DISTRICT ONE	DISTRICT TWO	DISTRICT THREE	TOTAL REQUEST	TOTAL GRANTED
Family Promise	78,712	13,207	0	100,000	100,000
NECC	26,748	8,252	0	35,000	35,000
NE Youth	58,092	10,908	0	69,000	69,000
Transitions Roof	9,481	16,519	0	26,000	26,000
Transitions Improvement	15,869	20,131	0	36,000	36,000
WCCC	8,791	9,209	0	18,000	18,000
Habitat	0	9,081	100,000	400,000	109,081
SNAP	2,307	12,693	0	15,000	15,000
TOTALS	200,000	100,000	100,000	675,600	400,000

District Three voted to allocate their entire \$100,000 to Habitat for Humanity

MENU ITEM	TOTAL REQUEST	DISTRICT THREE	AMOUNT LEFT
Family Promise	100,000	0	100,000
NECC	35,000	0	35,000
NE Youth	69,000	0	69,000
Transitions Roof	26,000	0	26,000
Transitions Improvement	36,000	0	36,000
WCCC	18,000	0	18,000
Habitat	400,000	100,000	300,000
SNAP	15,000	0	15,000
TOTALS	675,600	100,000	575,600

District Two had a complicated voting system that led to the following allocations:

MENU ITEM	TOTAL REQUEST	DISTRICT TWO	AMOUNT LEFT
Family Promise	100,000	13,207	86,793
NECC	35,000	8,252	26,475
NE Youth	69,000	10,908	58,092
Transitions Roof	26,000	16,519	9,481
Transitions Improvement	36,000	20,131	15,869
WCCC	18,000	9,209	8,791
Habitat	400,000	9,081	390,919
SNAP	15,000	12,693	2,307
TOTALS	675,600	100,000	518,727

District One agreed to fully fund everything after District Two and district Three's allocations were tabulated. They considered Habitat for Humanity was funded and voted to address the limited available funds by not fully funding Family Promise.

MENU ITEM	TOTAL REQUEST	DISTRICT ONE	AMOUNT UNFUNDED
Family Promise	100,000	78,712	8,081
NECC	35,000	26,748	0
NE Youth	69,000	58,092	0
Transitions Roof	26,000	9,481	0
Transitions Improvement	36,000	15,869	0
WCCC	18,000	8,791	0
Habitat	400,000	0	290,919
SNAP	15,000	2,307	0
TOTALS	675,600	200,000	299,000

In past years the neighborhoods were used to voting on the amount each neighborhood received. With the new District model it was hard for the neighborhoods to understand they were voting to use the entire District amount. District Three picked one beneficiary and District Two allocated among them. District One simply filled in the gaps as they could with their funds.

The neighborhoods deeply appreciate the ability to contribute to their community using these HUD funds. This has been about a twenty-year practice.

It is the hope of the Community Assembly that by thinking bigger, in the years to come, we will begin to see the opportunity to support larger projects, collectively. We look forward to the time when these funds may act a seed money for projects that span districts.

Respectfully submitted,

Kathryn Alexander,

CA/CD Chair

Plan Commission (PC) Liaison Report

Community Assembly Report, March 4, 2021

Filed by Mary M. Winkes, CA Liaison to the Plan Commission

February 10, 2021 PC Meeting via WebEx

Attached here below are the five supporting documents for the Commission business and workshops as enumerated.

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2021/02/plan-agenda-2021-02-10.pdf>

Commission Business: Plan Commission Work Program

Workshops:

1. Fifth Ave. Initiative
2. 6 Year Street Program Update Review Workshop
3. Housing Plan Update
4. Transit Oriented Development Project

I asked to be looped into communications that go to neighborhoods that are touched by the City Line,

February 24, 2021 PC Meeting via WebEx

Louis Meuler announced that the search for the Planning Director was proceeding and those of us on the search committee would soon be hearing more. There will be a standard set of questions that will be asked of all candidates. I will keep you all updated.

Workshops:

1. Housing Action Plan Update

<https://my.spokanecity.org/housing/spokane-housing-action-plan/>

2. Division Connects – Transit Corridor Development Study

<https://www.srtc.org/division-street-corridor-study/>

There were three hearings. No one testified re: any of the three.

1. Shoreline Master Program Periodic Update (SMC 17E).

It was moved and seconded to recommend that city council approve the Shoreline Master Program Periodic Review as written and presented. The vote was unanimous.

<https://my.spokanecity.org/projects/shoreline-master-program-periodic-update/>

2. 5th Ave. Initiative.

It was moved and seconded to recommend that city council adopt the 5th Ave Initiative as written and presented. The vote was unanimous.

<https://my.spokanecity.org/projects/5th-avenue-initiative/>

3. Code Maintenance, SMC Various Sections.

It was moved and seconded to recommend that city council approve Phase I of SMC Code Maintenance updates as written and presented. The vote was unanimous.

<https://my.spokanecity.org/projects/2020-2021-unified-development-code-maintenance/>

Spokane Plan Commission documents, including agendas, minutes and related resources can be found at: <https://my.spokanecity.org/bcc/commissions/plan-commission/>

Subject

The City of Spokane is creating a Housing Action Plan to help increase housing options that meet the needs of residents at all income levels. A Housing Action Plan defines strategies and actions that promote greater housing diversity, affordability, and access to opportunity. The process approach is data-driven and community-informed with a focus on equity built. For more information and to view project materials, visit the Housing Action Plan project page: <https://my.spokanecity.org/housing/spokane-housing-action-plan/>

Public Engagement Update

The City has been engaging stakeholders, partners, and community members on housing needs and solutions. The City most recently completed two community surveys on housing experiences and issues: one focusing on residents of the City of Spokane and one focusing on people who work in Spokane and live outside the City. This builds on engagement efforts with interviews and stakeholder roundtables in Fall 2020. Other key project components include a draft housing needs assessment, additional data review, a draft displacement risk assessment, and a local policy framework review. The City has also been communicating updates with emails, press, social media outreach, and blog posts. All materials are available on the project page.

Impact

The Housing Action Plan informs the City's goals and policies in the [Shaping Spokane Comprehensive Plan](#) related to housing, land use, and capital facilities. It also guides implementation of these policies and by identifying strategies and actions to further meet the goals and achieve our community's housing needs. The outcome will be a coordinated vision that focuses attention, builds community support, and promotes accountability for enacting change.

Background

In 2019, the WA Legislature passed RCW 36.70A.600 (formerly E2SHB 1923) to incentivize cities to increase urban residential capacity and density by completing recommended actions or a housing action plan. The legislation emphasizes the need to increase housing supply for all income levels, and encourages cities to prioritize the creation of affordable, inclusive neighborhoods. Certain non-project actions are not subject to SEPA appeal if completed prior to April 1, 2021 (see [RCW 36.70A.600](#)).

Timeline for Completion:

Staff are beginning discussions around draft priorities related to housing options, housing supply, affordable housing, homeownership, and partnerships. More on strategies is outlined by the Washington Department of Commerce in the Guidance for Developing a Housing Action Plan: <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/planning-for-housing/>. A draft Housing Action Plan will be available for review and input from the community in early spring 2021. The plan will ultimately be considered by the Plan Commission and then forwarded to the City Council for consideration of adoption by resolution.

2021 Neighborhood Clean-Up Program

Focus Group Notes

Meeting Groups:

- Apartment-Heavy NC's: Browne's Addition, Cliff-Cannon, Shiloh Hills, Riverside
 - Met on Monday, February 8
- Limited Income/Resources NC's Group 1: Bemiss, Chief Garry Park, Hillyard, Logan, Minnehaha, Nevada Heights, Whitman
 - Met on Tuesday, February 16
- Limited Income/ Resources NC's Group 2: East Central, Lincoln Heights, North Hill, West Central, Emerson/Garfield
 - Met on Tuesday, February 9
- Rural or Challenging Terrain NC's: West Hills, Five Mile Prairie, Latah/Hangman, Grandview/Thorpe, Peaceful Valley
 - Met on Wednesday, February 17
- Single Family Home Concentrated NC's: Audubon/Downriver, Balboa/South Indian Trail, Comstock, Manito/Cannon Hill, North Indian Trail, Northwest, Rockwood, Southgate
 - Met on Wednesday, February 24

Meetings Notes:

Apartment-Heavy NC's:

- Attended: Cliff-Cannon, Browne's Addition.
- **Cliff Cannon**- Curbside Collection is most popular event, but Large Appliance event is also needed (would continue to utilize relationship with appliance repair company to help with removal of appliances that are repairable).
- **Browne's Addition**- Clean-Up Coordinator in second year, and is curious to what options for events will be this year. Last year, volunteers began walking down the streets and started picking up garbage by hand. Now there is a regular group of volunteer Walk Leaders and participants totaling 351 people who participate in one-hour neighborhood cleanup walk. June thru August of 2020, the group picked up a 708 kitchen sized bags of trash (9,087 gallons), reported 154 incidents of parking violations, illegal camps, code violations, and other issues. If we are unable to host the Roll-Off event or we cannot host curbside events, could they allocate clean-up funds to go to this group to support their clean-up efforts? If this was a possibility, we would request about \$200 and some flyers to go to the Browne's Watch Group for things like trash bags, trash picker-uppers and gloves to continue in cleaning up the streets in the neighborhood.

Limited Income/ Resources NC's Group 1:

- Attended: Lincoln Heights, North Hill, West Central, Emerson/Garfield.
- **Emerson Garfield**- Curbside, Large Appliance (LA) and Large Furniture (LF) would be very popular, would plan to do online registrations.
- **Lincoln Heights**- Curbside is the most popular, especially differently abled community members who couldn't go to the WtE. Dump passes were least successful. LA is successful, but limitations of registrations have upset community members. Challenges with neighborhood being divided into multiple days and postcards being sent to wrong area.

- **North Hill**- Dump passes and clean/green roll-off are popular. Curbside, LF & LA are needed, but not as successful as other events. Challenges with roll-offs: volunteers not showing up due to bad weather. Volunteer turnout is difficult to gauge, Dept. of Corrections assistance has been helpful but tougher over years. Dump passes are popular, but challenging to track usage. Creative practice: Partnered with C.O.P.S. with distribution of dump passes.
- **West Central**- Roll Off event is most popular. Volunteers have picked up waste from older residents' properties. Dump passes are challenging, even if given out, window to use them is short and they expire. Creative ways: partnered with nonprofit to collect electronics so they could be recycled at roll-off. Needs: Roll-Off events if possible in fall, would be desired. Having people clean the alleys of waste and haul to the dump (one vehicle for multiple households).

Limited Income/ Resources NC's Group 2:

- Attended: Chief Garry Park, Bemiss, Minnehaha, Whitman, Logan
- **Chief Garry Park**- Curbside is most popular event, Dump Passes are challenging due to resources needed to move waste to dump. Challenges with households missed during Curbsides, or people putting out too much waste/not following guidelines.
- **Whitman**- LA and Curbside are most requested events. These events help those who don't have resources or ability to go to dump, as the senior population struggles with dump passes. Challenges with households missed on curbside events.
- **Minnehaha**- Curbside is most popular, Roll-Off and dump passes are most challenging events due to requiring transportation and ability.
- **Logan**- Roll-Off event is most popular. Timeframe and location of roll-off events can be a challenge. Mentions of traffic control and time limitations impacting experience. Removing litter on a regular basis in public spaces is important, would like to see resources dedicated for group/neighborhood clean-up activities (similar to Cleaning from the Core).
- **Bemiss**- Has partnered with Hillyard before on roll-offs, but they can be challenging for residents who can't load waste to bring to event. Curbside events would help. Also challenges with finding adequate space for roll-off events.
- **Suggestions**: Lists of thrift stores, e-cyclers and appliance repair companies for residents to access if they can't remove waste. How to remove or control yard waste (using tree bark to control noxious weeds causing issues on properties, and extending clean-green removal events into fall and winter). Expanded options for multi-family households and renters.

Rural/Challenging Terrain NC's:

- Attended: Five Mile Prairie, Grandview Thorpe, Peaceful Valley
- **Peaceful Valley**- Curbside Collection and roll-offs events most popular. Concerns about Clarke Ave construction impeding clean up events. Dump pass distribution should be more targeted to residents and the timeframe be expanded. Delivering the dump passes door to door works for their NC. Challenges from residents: Some need help moving waste to curbs, need volunteers to help with labor. Dates of events are not tracked well by residents and they forget events. More events: Clean-Green Curbside Pick-Up. This area benefits from consistent litter and river clean-ups.
- **Five Mile Prairie**- Dump passes should have a larger timeframe. Curbside is popular event. LF and LA were popular and would host again in NC, confusion over water heaters. More clarification on items allowed would be needed for LA events. Roll-off event is popular, getting volunteers is difficult. Dump passes are good but must be more targeted distribution. Challenges: LF and LA, the amount of work it takes to register households; difficult on a volunteer to process the communications. Items in the grey area of what is allowed to be picked up is challenging. Residents also forget event dates/lose postcards. Creative Idea: Youth may need volunteer hours and they're helpful with NC litter clean-ups. Needs: Extra clean green or recycling curbside pickups. Garbage and litter after snow melt causing waste issues. Biodegradable bags given to NC from Waste Management were bad quality for litter pick-up. Interested

in a modified roll-off event where groups do a litter clean-up and dump the bags of waste in a dumpster that is picked up. Small community-wide litter clean-ups with smaller dumpsters would work best.

- **Grandview Thorpe-** Roll off event is popular, great for meeting neighbors. Dump passes are utilized, requests to make timeframe longer. Challenges: Roll-off is challenging because two different traffic flows converging to event space. Traffic control assistance is needed. Past issue with cars blocking access to the dumpsters, could use cones to pre-stage the dumpsters. With dump passes, it's difficult getting them to residents within the timeframe. Requests for clean-green curbside events.
- **West Hills-** Curbside is preferred by most people in neighborhood. Interested in Large Appliance event. No Roll-off this year is requested because of the lack of volunteers and the loss of one dumpster site.

Single Family Home Concentrated NC's:

- Attended: Manito/Cannon Hill, Northwest, Comstock, North Indian Trail, Audubon-Downriver, Rockwood, Balboa/S. Indian Trail
- **Northwest-** Dump passes most successful for their NC. Challenges: Needing more than one dump pass, or getting one for their neighbor, needing one but not in the NC limits. Can pass values increase? Requests for E-Cyclers to show up and give information or collections.
- **Audubon-** Dump Passes most popular and most requested. Curbside would probably work if tried.
- **Manito-** Curbside Collection is most successful, and most requested. Challenges with people losing the postcards and forgetting the dates. Requested toolkit for what other neighborhoods are doing.
- **NIT-** Curbside Collection is most popular up there. Elderly population makes WTE Facility trips challenging. Challenges: Dump passes would be distributed, but they weren't being utilized after hand-off. Challenges with people forgetting the dates or putting out too much waste during curbsides because guidelines weren't clear on disposal allowances.
- **Southgate-** Curbside Collection is most popular for neighborhood.
- **Rockwood-** Residents who are older don't have ability to get to the dump, so curbside would be helpful.

Summary of Requests:

- Curbside Collections are the most requested event for 2021.
- Large Appliance and Large Furniture drew interest, but concerns over limitations of how many households could be included and the registration process.
- Quite a few requests for small roll-off events that place small dumpsters around neighborhoods so that neighborhood volunteers could dispose of waste picked up around public spaces and in alleys. Requests for garbage bags, vests, garbage pickers to be rented/given from Solid Waste to groups.
- Everyone requested that dump pass distribution is more targeted through online form sign-up and putting them at C.O.P.S. locations for pick-up.
- Everyone requested that dump passes have a longer timeframe for use than 14 days.
- All neighborhoods were interested in having the clean-up program timeframe expanded so that fall and winter yard debris from storms could be removed quickly w/o needing to go to WTE Facility.
- Requests for a robust Clean-Up Program Binder that lists e-cyclers, appliance repair companies, thrift stores that accept donations and what they accept, community groups to contact for events that need volunteers, tutorial on using Google Forms for event registrations.