

Spokane Neighborhoods Community Assembly

“Provide a vehicle to empower Neighborhood Councils’ participation in government.”



Meeting Agenda for Thursday, May 6, 2021
5:30 to 8:00 pm, Webex Online Meeting
Proposed Agenda Subject to Change

Please bring the following items:
*Community Assembly Minutes: April 1, 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 (City Council Member Burke).....	10 min (5:50)	Oral Reports	-
6. Regional Community Investment Fund	15 min (6:00)	Presentation	10
(Juliet Sinisterra and Joel Williamson)			
7. Parks Master Plan and Natural Lands Survey (Nick Hamad)	10 min (6:15)	Presentation	
8. Clean-Up Program Update (Marlene Feist).....	15 min (6:25)	Presentation	43
9. Office of Neighborhood Services (ONS) Update (Carly Cortright).....	10 min (6:40)	Presentation	47
10. Urban Forestry Citizen Advisory Committee	15 min (6:50)	Presentation	
(Katie Kosanke, Toni DePasquale, and Kris Neely)			
11. Housing Action Subcommittee Selection (Paul Kropp)	5 min (7:05)	Discussion & Vote	57
12. Memorandum of Understanding Update (Luke Tolley).....	5 min (7:10)	Presentation	63
13. Policies & Procedures Adoption (Greg Francis)	15 min (7:15)	Discussion & Vote	64
14. Roundtable Discussion	10 min (7:20)	Open Discussion	-

Other Written Reports

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

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee.....	91
• Budget Committee.....	93
• Building Stronger Neighborhoods Committee (BSN).....	94
• Liaison Committee.....	97
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	99

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

• Community Housing and Human Services (CHHS) Liaison Report.....	100
• Plan Commission Liaison Report.....	102

Join WebEx Meeting [Online](#).

Join by phone +1-408-418-9388 United States Toll OR video system dial 1462314807@spokanecity.webex.com

**** 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:

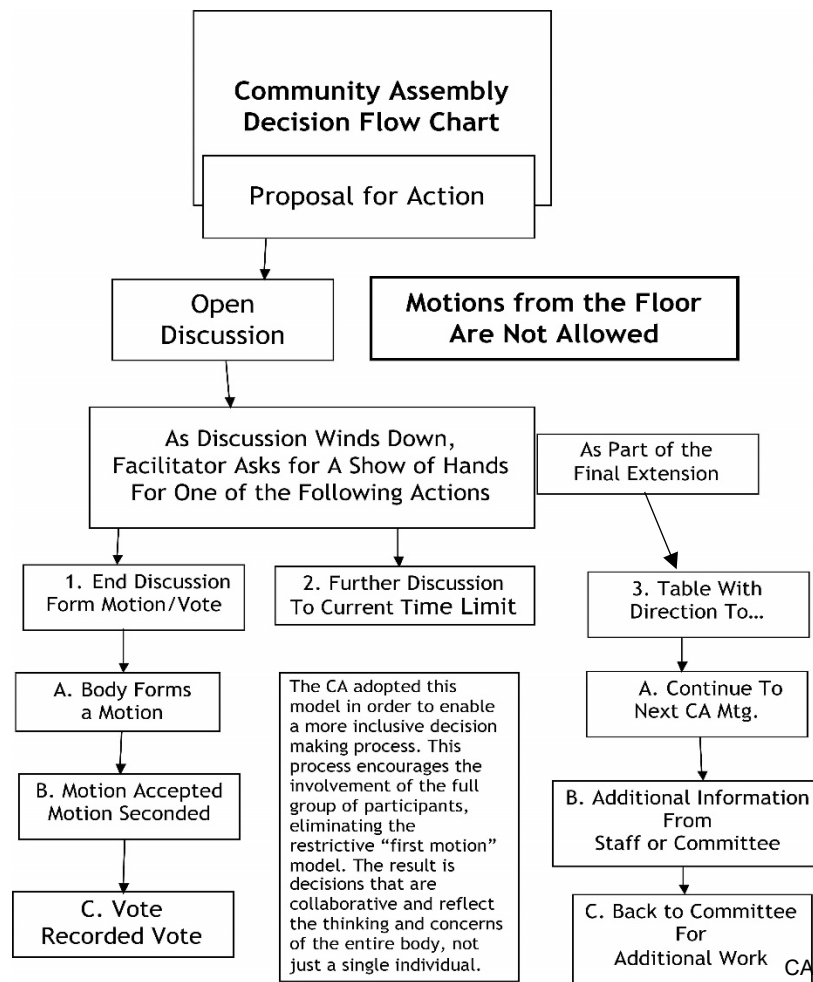
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

April 1, 2021 via WebEx web conference

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

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon Hill, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Manito/Cannon Hill, Minnehaha, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Comstock, Logan, Nevada-Heights, and West Central.
- **City Staff present:** Annie Deasy (ONS), Council Member Stratton, Kevin Freibott (Planning), Dustin Bender (Solid Waste Collection), Robert Kaatz (Solid Waste Collection), Lisa Gardner (City Council), and Gabby Ryan (ONS).
- **Visitors:** Jason Lien (Spokane Regional Transportation Council), Luc Jasmin III, Gretchen Chomas (Gonzaga), Jenny, Bonnie McInnis, and Paul Kropp (Pedestrian, Traffic and Transportation (PeTT) and Liaison Committees).

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 (17-approve, 2-deny, and 1-abstain). The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.
2. **Proposed Agenda:** Tina Luerssen moved, Colleen Gardner seconded to approve the agenda. Motion passes with 17-approve, 0-deny, and 1-abstain.
3. **March Minutes:** Greg Francis moved, Mark Davies seconded to approve March minutes. Motion passes with 16-approve, 0-deny, and 1-abstain.
4. **Open Forum:**
 - Mark Davies, Budget Committee. The Community Engagement Grant applications are being reviewed as they come in, to date we have received and approved two. The due date to submit applications Friday, May 14.
 - Fran Papenleur, C.O.P.S. Northwest at Shadle Center is holding two events: Take Back Your Medications Day: April 24, from 10am to 2pm and Shred Day: April 30, from 11am to 2pm. Both are fundraisers and donations will be accepted.

- Paul Kropp, Liaison Committee. May meeting will have Urban Forestry will have a presentation for Arbor Day and how to take care of trees.
- Kathryn Alexander, Community Housing and Human Services (CHHS). CHHS did not meet last month and this month's meeting will be a regular meeting because the retreat day has changed.

Legislative Agenda:

5. **City Council Report:** Council Member Stratton, kstratton@spokanecity.org.

Neighborhood Updates:

Emerson Garfield Neighborhoods: North Monroe Gateway sign will go out for bid in early April.

Cannon Park: the damaged play structure is being replaced.

Division Street Sidewalk Connectivity: three projects to install hybrid beacons/HAWK lights will be at Division Street running east-west at the intersections of Everett, Wiley, and Long avenues.

Spokane Parks Aquatic: pools will reopen to swimming and learn to swim/swim lessons. Splash pads will not reopen this summer.

Spokane Gives: takes place the month of April. If you're interested in volunteering please visit <https://www.volunteerspokane.org/spokane-gives/>.

Traffic Calming:

- The new program transition will be complete by May 1. Notification to NCs will go on the updated process.
- Cycle 8, 9, and 10 to be finalized and constructed in 2021.

SNAP: in addition to rental and energy assistance, they now are offering low interest loans for utility line repairs. Visit: <https://www.snapwa.org/index.php>

Mural Program: the Office of Neighborhood Services is working to put together a program that will allow neighborhoods to create street murals. Information will be coming out soon.

Spokane Police Department:

- More traffic patrols are underway around parks and schools.

- Cold case unit will have budget and will possibly utilize retired detectives.

Federal COVID Funding: Spokane received \$84 million from the federal government for COVID affected businesses. There is a team reviewing the needs that include: rental payment assistance, community and senior centers, homeless providers, cultural events, hospitality industry, childcare, etc.

Landlord Tenant Group: will be looking at COVID funding and how it's best spent; considering affordable housing, including zombie homes that would include purchasing and refurbishing abandoned homes.

Equity Training: Council members will soon be completing their 12 hours of training.

Tribal Liaison: Council is hiring for this position.

Popup Shelters: Council is working with non-profit groups that establish popup shelters so that there are rules in place and neighborhoods are communicated before the shelter is put in place.

There were questions and answers.

6. **Office of Neighborhood Services Update:** Cupid Alexander and Carly Cortright were unable to attend. Annie Deasy read the update that was provided by Carly. Carly apologized for not being attendance and said she would address the items she didn't get to last week first thing on Monday. For ONS updates, the main item is that we have several guests tonight who are observing in order to gauge their interest in being the CA facilitator. She will follow up with them after the CA meeting and bring that to you in May. The Gonzaga leadership development training timeline for the focus groups and interviews was very aggressive, so they have pushed the due date from May to June, but they don't believe this will impact the pilot training being ready by the end of the year. Submit the mobile speed feedback applications through April 12.

There were no questions.

7. **Clean-Up Program Update:** Dustin Bender and Robert Kaatz, Solid Waste Collection, shared a presentation on the 2021 Cleanup Program. Mr. Bender explained the issues around being responsive and responsible during the pandemic. The Cleanup Program will remain a dump pass program. Solid Waste has made some changes to the program to drive better usage and bigger impact to dump passes because this year's program will be dump pass only that include:
 - Increasing the value from \$20 to \$25, so the tipping fee increase at the Waste-to-Energy station isn't passed on to the neighborhoods;
 - Extended time frame for redemption from two to four weeks;
 - Program now runs through November;

- Finally, the program is moving to a digitalization program with requests made through 311/myspokane instead of a printed program, creating a \$19,000 savings. Staff is looking into ways for requests to be submitted by those who are unable to go online. Materials will soon be provided to neighborhoods to announce that passes are available and how to request them.

There were questions and answers. Discussion was continued during the roundtable (item 13) later in the meeting.

- 8. DivisionConnects Update:** Jason Lien, Spokane Regional Transportation Council (SRTC), jlien@srtc.org, Karl Otterstrom was not in attendance. Jason gave a presentation on the DivisionConnects project updates and status. The study is co-managed by a Steering Committee that serves as an advisory body with board members from STA and SRTC; Project Management which has members from STA and SRTC; Agency Partners which has members from the City of Spokane, Washington State Department of Transportation and others, and Consultant Team led by Parametrix. Jason also mentioned that there is ongoing public outreach in the process during which neighborhoods are able to participate.

There are two phases of the study on the future multi-modal use of Division Street Corridor. They are ending Phase I of the study which is focused on finding a preferred alternative and entering Phase II which will focus on land-use opportunities for the long-term including further refining concepts from Phase I.

Jason explained the study process and how they went about narrowing alternatives to four alternatives: Center Running (CR), Side Running (SR)-A, SR-B, and SR-C and the details including benefits and complications for each alternative. He shared detail on the preliminary evaluation draft study that went into transit performance and user benefit; corridor mobility; equitable and inclusive access to transit; responsiveness to community goals; implementation feasibility and costs; capital and operating costs; and funding competitiveness. Based on all the items considered—technical findings, public feedback and the steering committee report—the study indicated that Side Running C was the recommended alternative.

Side Running C has various recommended components and station locations as well as bike facilities. Jason went into detail on the lane configurations along the corridor.

Process Steps:

- Locally preferred alternative: presentations to jurisdictions and stakeholders, STA Board action, and seeking City of Spokane concurrence.
- Corridor development plan: documentation of Phase I, road map implementation, seeking STA board approval.

- Division best routes and Northeast development scoping: procure planning and preliminary engineering phases, seeking federal funding of small starts.
- Phase II: land use vision and actions, and multimodal refinements.

There were questions and answers.

- 9. Housing Action Subcommittee Member:** Paul Kropp and Greg Francis. Paul presented the Housing Action Subcommittee application packet and the application review process. He also gave a brief summary, the time commitment, and how the subcommittee member is to represent to the CA perspective at meetings. Greg explained what the Housing Action Subcommittee group is doing and what the eligibility is to serve on the subcommittee. Greg asked the CA what the criteria for serving in this role should be (i.e. should it only be open to member representatives of the CA)? A straw poll was taken on if the representative to the Housing Action Subcommittee should be a full member representative of the Community Assembly: 13-deny, 7-approved, 1-abstain. Paul asked if CA want to see a pool of applicants and select one, or have the Liaison Committee review and select one candidate to bring back to the CA to approve. It was decided to continue with the regular process that the CA has in place for subcommittee selection. Deadline to apply is April 26.

Discussion ensued.

- 10. Shared Zoom Meeting Account:** Tina Luerssen. Tina brought the idea for CA to share a standard Zoom account that the CA Committees can use for their meetings. This would also allow CA to maintain autonomy from the City of Spokane instead of relying on ONS staff to set up virtual meetings. She said there would need to be a designated representative to manage the account and that all chairs could have the email address and password, but Admin or BSN would be the logical place to house the account. It was decided to have BSN put together a proposal to send to Budget to approve.

There were questions and answers.

- 11. Policies and Procedures (P&P) Update:** Greg Francis. Greg said the P&P adhoc committee had made the recommended changes to the current CA P&P, specifically on page 28. There are no changes from last month except the straw poll that was taken to keep the old language. A straw poll on item VI G Emergency Actions was taken: 10-option one to leave it as is; 8-option two to drop 3 and 4 and revise 2 for tie-breaking and quorum, 2-abstain. A vote to approve the P&P, including this change, will be taken next month.

Discussion ensued.

12. Administrative Committee Announcements: Greg Francis. Greg announced the CA/CC meeting will be on April 29, at 5:30pm. CA is asking that any agenda items be emailed to CA Admin Committee to be included in the agenda packet or post in chat.

There were no questions.

13. Round Table: Fran Papenleur suggested that a letter be drafted to Dustin and Robert from Solid Waste Collection expressing their concerns on how the Clean-Up Program has been run the last two years and how CAs wishes have not been adequately communicated to Solid Waste. Motion was formed by the group to ask Mary Winkes, Fran Papenleur, and Colleen Gardner to serve as an ad-hoc committee to formulate a letter and submit it via the Admin Committee to Dustin Bender and Robert Kaatz regarding the CA's feelings on the Clean-Up Program. Tina moved, Andy Hoye seconded the motion. Motion passed with 16-approve, 1-deny, and 1-abstain.

Fran also announced that BSN would be participating in focus group for the Gonzaga Leadership program at their April BSN meeting. Everyone is welcome and please let BSN is you want to participate.

Meeting Adjourned.

Next Community Assembly scheduled for **Thursday, May 6, 2021.**

The background of the slide is a dark grey color. In the top left corner, there are several blue paper leaves of various shapes. In the bottom left corner, there are several red paper leaves of various shapes. The main title is centered in the upper half of the slide.

Spokane: Community Investment Fund

BACKGROUND, CASE STUDIES AND FUND DEVELOPMENT SCOPE

COMMUNITY PROSPERITY COALITION

FEBRUARY 2021

development team

JULIET SINISTERRA

- Architectural & Urban Designer
- 25 years+ Project Management & Strategic Planning
- 15 years of Community Development
- PM for Riverfront Park Master Plan & Bond Outreach
- Small Business Entrepreneur (Sun People Dry Goods)
- Chair of former Sustainable Connections, the Inland Chapter for NW EcoBuilding Guild & Spokane BALLE Chapter
- Authored “Building a Robust Local Economy for Greater Spokane” for City of Spokane, City Council, 2012

JOEL WILLIAMSON

- Co-Founder LINC Foods, a worker and farmer owned cooperative food distributor and craft malthouse
- Co-Founder of The Grain Shed, a worker and farmer owned cooperative bakery and brewery
- Former legislative aid to the Spokane City Council
- A community organizer with the Spokane Alliance & the first Executive Director of Project Hope Spokane
- Masters in Business Administration from Pinchot University with an emphasis on Entrepreneurship and Sustainable Business Finance

overview

1. Background on Local Investing
2. Why a Community Investment Fund?
3. Case Studies
4. How to Develop a Community Investment Fund
5. Scope & Costs to Implement Planning Study
6. Next Steps



sources



www.thenextegg.org



Solidago
FOUNDATION

why now?

"...since the pandemic began raging in March in the U.S., 3.3 million businesses have had to close their doors at least temporarily, and there are reports that more than 100,000 have since closed permanently. More closings could follow, "taking with them tens of millions of jobs" and costing cities their engines of prosperity. What's left could be snapped up by vulture investors and corporate acquirers, sparking a wave of consolidation that would lead to "asset stripping, job losses, and a massive increase in wealth and income inequality."

- The Democracy Collaborative &
Development Finance Agencies; December
2020



The economy is PEOPLE POWERED!



what is community
investing?

An infrastructure that allows for individual and institutional purchasing and investing at the local level.

why community investment funds?

- Local Economic Development
- Invests in Businesses & Projects that meet local needs
- Build Community Wealth – accommodate non-accredited investors
- Diversifies Risk with portfolio of Investments
- Lays the foundation for a substantial Local Investment Infrastructure
- Supports long-term success of Local Business Start-ups



community investment funds exempt from the investment company act

Investment Company Act of 1940 makes it onerous and expensive to manage a fund on a community scale

That said there are several exceptions that allow communities to invest on a community scale:

- Funds with a Charitable Element (Charitable Loan Fund; Pooled Income Fund; Charitable Equity Fund)
- Funds not Primarily in the Securities Investing Business (Supplemental Fund; Holding Company, Real Estate Fund)



long-term community investment infrastructure

Community
Loan & Equity
Funds

Solo 401Ks

Pension Funds
Re-Directed


Independent
IRAs

LION Clubs

Local Stock
Exchange

Community Investment Fund Model Comparison
 (Chart from the Initiative for Local Capital, www.localcap.org)

Benefits/ Restrictions	Pooled Income Fund	Charitable Loan Fund	Diversified Business Fund	Real Estate Revitalization Fund	Investment Club	Supplemental Fund
Allows unaccredited investors	Yes	Yes	Yes	Yes	Yes	Yes
Type of investment (what investors get)	Donation + Income for life	Debt	Equity/Debt	Equity/Debt	Equity	Equity/Debt
Investment restrictions (how funds are invested out)	No restriction	Debt*	< 40% can be invested in investment securities (not including majority positions)	Mostly real estate	No restriction	No restriction
Profit sharing with investors?	Yes	No	Yes	Yes	Yes	Yes

A pair of black-rimmed glasses with round lenses is resting on a stack of books. A red ribbon bookmark is visible on the left side of the stack. The background is blurred, showing more books and a wooden surface.

case studies

Featured Funds		
Boston Ujima Fund	Boston, MA	Entrepreneurs of color
Community Vision Lending	San Francisco, CA	Community enterprises in California
East Bay Permanent Real Estate Cooperative	Oakland, CA	Affordable housing
Economic Community Development Institute	Columbus, OH	Local businesses
Iroquois Valley Farmland REIT	Evanston, IL	Farms in 14 states
Mountain BizWorks	Asheville, NC	Local businesses
New Hampshire Community Loan Fund	Concord, NH	Small businesses in New Hampshire
New York City Real Estate Investment Cooperative	New York, NY	Affordable housing
Northeast Kingdom Prosperity Fund	St. Johnsbury, VT	Small Businesses in northeast Vermont
Northeast Real Estate Investment Cooperative	St. Paul, MN	Affordable housing
PV Grows Investment Fund	North Deerfield, MA	Food businesses in the Pioneer Valley
Runway Project	Oakland, CA	Loans to entrepreneurs of color
Vermont Community Loan Fund	Montpelier, VT	Small businesses in Vermont

Purpose: Part co-op, part land trust, part community organizer: Keeping property in community hands and creating collective wealth in Oakland. East Bay Permanent Real Estate Cooperative (EB PREC) is leading the way, with innovative models incorporating community engagement, empowerment, and ownership.

Location: Oakland, CA **Founded:** 2017

Stakeholders: Sustainable Economies Law Center & People of Color Sustainable Housing Network & Northern California Community land trust.

Size: \$200,000 community investment per project at \$1,000 per investor

Investors: Local residents and unaccredited investors as well as accredited and philanthropic

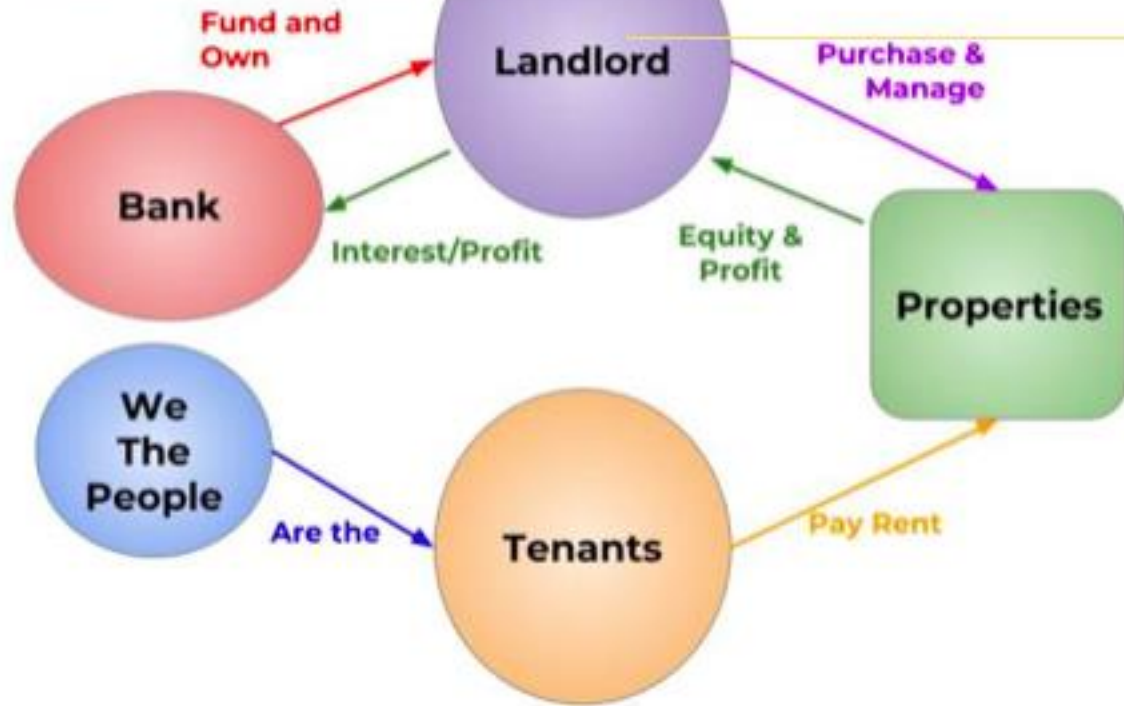
Type: Cooperative

Returns: 1.5% return on a 10-year, up to \$1,000 investment (legal limit of the law)

Website: <https://ebprec.org/>



HOW EXTRACTIVE REAL ESTATE WORKS



HOW EBPREC IS REIMAGINING REAL ESTATE





Purpose: To address the negative impact of monocropping by restoring soil and paying dividends to the planet and health, one farm at a time.

Location: Evanston, Illinois **Founded:** 2008

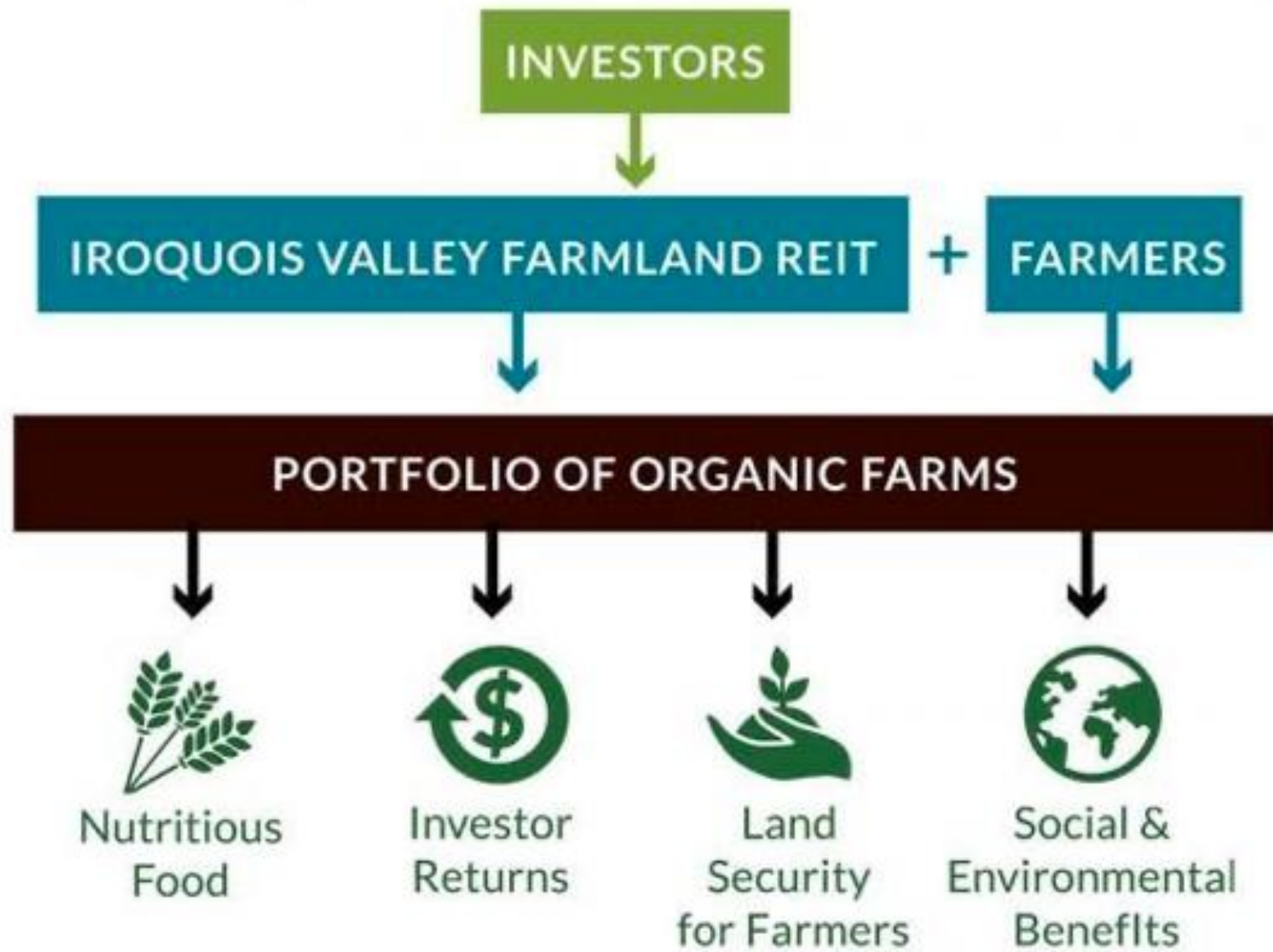
Size: \$50 million

Investors: Open to unaccredited as well as accredited investors nationally

Type: Real estate investment trust (REIT)

Returns: <1% annual dividend initially and long-term appreciation of shares (for direct public offering investors)

Website: <https://iroquoisvalley.com/>





Purpose: Where grassroots organizing meets capital
The nation's first democratically governed investment fund that focuses on Entrepreneurs of color in the historically underserved neighborhoods of Roxbury, Dorchester, and Mattapan. All decision-making done by democratic, community-driven process.

Location: Boston, Massachusetts

Founded: December 2018

Size: \$5 million (by end of 2021)

Type: Charitable loan fund

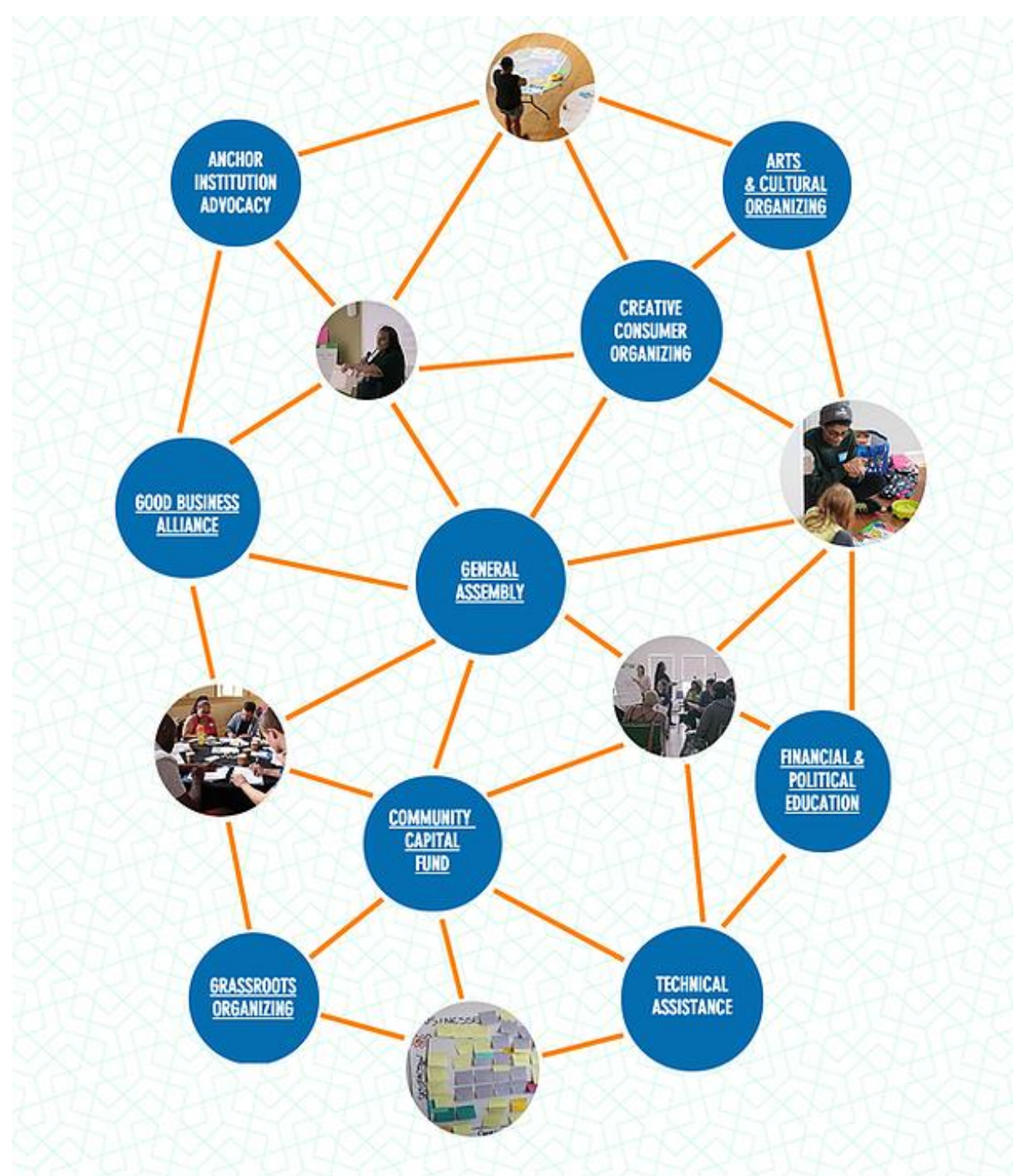
Investors: Unaccredited investors and institutions in Massachusetts and select other states

Target returns: 2% to 3%

Website: <https://www.ujimaboston.com/>


needs informed by community network

Anchor Institution Advocacy
Arts & Cultural Organizing
Creative Consumer Organizing
Good Business Alliance
General Assembly
Financial & Political Education
Grassroots Organizing
Technical Assistance



Ujima Notes						
INVESTMENT TYPE	INVESTOR TYPE	INVESTMENT RANGE	RETURN TARGET	TERM	RIGHTS	FUNDRAISING GOAL
Kujichagulia Note (Self-Determination)	Non-Accredited Investors (Massachusetts only)	\$50 - \$10,000	3.0 % Annually	3 yrs.	Partial Security	\$500,000
Umoja Note (Unity)	Non-Accredited Investors (MA, CT, ME, RI only) and Accredited Investors (Anywhere in US, UK, Canada)	\$1,000 - \$250,000	2.0 % 3.0 % At Maturity	3 yrs. 7 yrs.	Partial Security	\$3,250,000
Nia Note (Purpose)	Philanthropic Investors (Accredited Investors only) (Anywhere in US, UK, Canada)	\$5,000+	1.5 % Annually	7 yrs.	Partial Security, Subordinated Debt	\$750,000
Imani Gift (Faith)	Donors and Foundations	\$5+	None	None	Gifted, Not Repayable	\$500,000

HOW TO INVEST IN THE UJIMA FUND

1. **Read Ujima's Offering Memorandum.** This document describes the risks, regulations, and background of the fund. The Offering Memorandum should be read in it's entirety, with careful attention to the Risk Factors (page 11), Description of Notes (39), and Subordination Agreement (77).
2. **Consult the personal finance worksheet** if you are unsure of how much to invest.
3. **Invest online** (multiple payment options available) 
 1. Click the button next to the type of investment you are making.
 2. Complete and sign all forms via DocuSign (Investment Agreement, W-9, and Demographic Information).
 3. After submitting, select your payment option. (You will see instructions on how to send a check if that is your preferred payment.)
4. **OR Invest via mail:**
 1. Click the button next to the type of investment you are making.
 2. Select the print option on DocuSign.
 3. Complete and sign all forms manually (Investment Agreement, W-9, and Demographic Information).
 4. Write a check, payable to the Ujima Fund, for the amount you wish to invest in the applicable Notes.
 5. Send the Investment Agreement and your check to the Ujima Fund **[PO BOX 180310 Boston MA 02118]**.
5. **If you have questions**, please email invest_at_ujimaboston.com or call 857-308-4033.

PAYMENT INFO

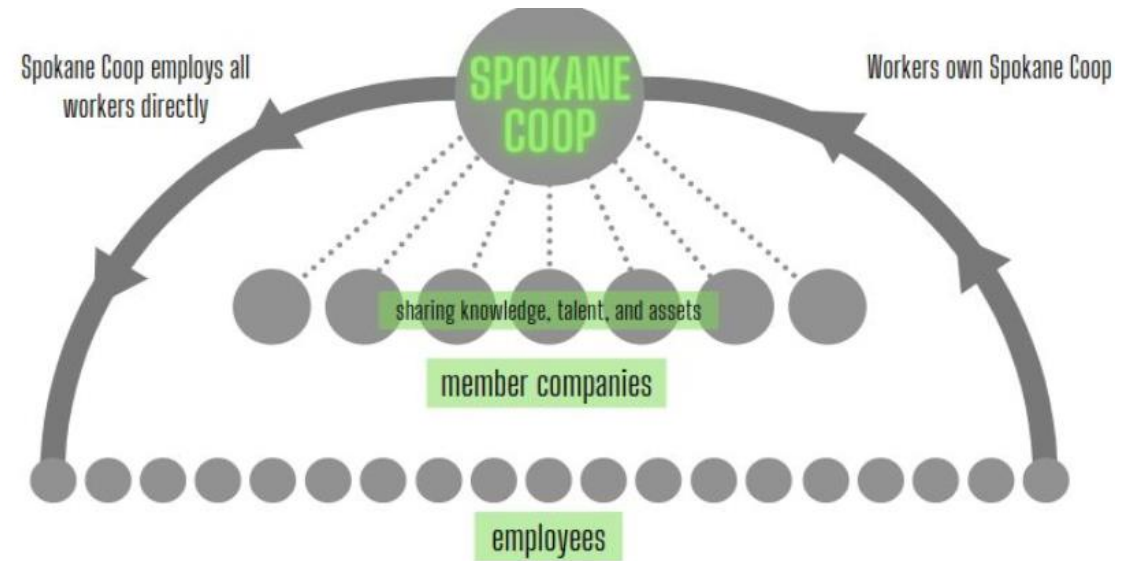
YOUR PAYMENT METHOD:

- *We strongly encourage payment via checks.*
- If you are using the ACH method (direct bank transfer), there is a \$2,000 limit.
- We can only process a limited volume of ACH transactions per week. If you receive an error message then please follow up with us at invest_at_ujimaboston.com.

YOUR TERM START DATE:

If your investment is received by the 20th of the month, your note term will start on the 1st of the following month. If your note is received after the 20th of the month, your note term will start one month from the 1st of the following month.

Spokane Cooperative
is a holding company
owned by the workers of
our member businesses,
sharing knowledge, talent,
and assets to ensure
the **health and wealth** of
our community.



- The Spokane Cooperative is a holding company that purchases local companies.
- The holding company operates & improves member businesses.
- All workers are employed by and are invited to become worker-owners of Spokane Cooperative.

A wide-angle photograph of a coastal dune landscape. A wooden boardwalk, constructed from light-colored planks, curves from the bottom center towards the middle ground, leading the viewer's eye into the scene. The dunes are covered in dense, green and yellowish-brown grasses. In the background, several sand dunes are visible, some with exposed sand. A line of dark evergreen trees marks the horizon under a heavy, grey, overcast sky. The overall mood is quiet and natural.

steps to develop a community investment fund

who's on your development team



- Financial Institutions, CDFIs, Local Banks and Credit Unions
- Philanthropic Institutions, Foundations, Donor Networks
- Major Community Non-Profits such as Churches, Food Banks, Grassroots Groups
- State and Local Governments
- Health Care Providers and Regional Health Districts
- Educational Institutions
- Business & Entrepreneurial Support Organizations

determine community's unique needs

- Conduct Research and Market Data on the Spokane Region
- Conduct Needs Assessment with Community Partners
- Verify Outreach with Community Surveys to Stakeholders
- Define the Problem
- Summarize and Present Data





determine fund's objectives

- What is the Fund's "Theory of Change"?
- Geographic Focus?
- Economic Mission?
- Addressing Community Gaps?
- Risk & Return?
- Establish Priority Investments
- What types of Investors does the Fund accommodate?
- What is your Investment Process?

what's is the fund's business model?

- How much can we reasonably expect to raise in the community?
- Is it enough to make the significant change in our community?
- Are there enough investment opportunities to deploy a significant amount of the fund?
- Do we have the ability to manage the expected activity at the envisioned scale?





what's is the fund's legal & organizational structure?

- Will the fund include unaccredited investors?
- Will the fund focus on certain types of businesses that carry special legal challenges such as real estate?
- Will the fund be structuring investments as debt, equity, revenue share or some combination?
- How many investors will you include?
- Will you be sharing profits with investors?
- What are the regulatory burdens imposed by your state?

proposed scope – community prosperity coalition (+ fund and legal support)

Stakeholder &
Needs
Outreach

Mission, Goals
& Objectives
Defined

Development
Strategies &
Key Initiatives

Fund
Development
Structure

Legal &
Organizational
Structure

Market
Analysis

proposed scope – additional consultants

Branding &
Graphic
Standards

Communications
& Marketing
Plan

Graphic
Outreach
Materials

Video
Storytelling

Web Design

Advertising,
Outreach &
Flyers

stakeholder outreach & community needs assessment

PHASE I: STAKEHOLDER OUTREACH & NEEDS ASSESSMENT		\$56,625.0
Research Best Practices	\$10,000.0	
Connect with Case Studies (4) & Document Development Processes		
Research and Interview Consultants for Financial & Legal Structures		
Outreach	\$15,000.0	
Stakeholder Formation with SIMBA Committee		
Stakeholder Interviews (40)		
Stakeholder Survey		
Documentation & Correspondence		
Regular Updates to SIMBA Committee and Board		
Needs Report/Presentation	\$2,500.0	
Development of Mission, Objectives & Goals with Board	\$2,500.0	
Financial Development Consultants	\$5,000.0	
Project Management of Consultants	\$2,500.0	
Final Documentation & Presentation	\$3,500.0	
Initiative Branding & Graphic Design Consultant	\$12,000.0	
Web Design		
Graphic Design Outreach Documents		
Web Hosting/Domain		
Misc Expenses	\$1,500.0	
Contingency (5%)	\$2,125.0	

fund planning & development

PHASE II: PLANNING & DEVELOPMENT		\$43,575.0
Development Strategies & Key Initiatives	\$5,000.0	
Working with SIMBA Committee and SIMBA Board Presentations		
Market Analysis	\$2,500.0	
Fund Development Structure & Business Plan	\$15,000.0	
Financial Development Consultants		
Start-Up Strategy		
Organizational Structure	\$5,000.0	
Management Plan		
Oversight Strategy		
Staffing Plan		
Legal Structure Development Consultants	\$10,000.0	
Project Management of Consultants	\$2,500.0	
Misc Expenses	\$1,500.0	
Contingency (5%)	\$2,075.0	

promotion, outreach & advertising

PHASE III: PROMOTION, OUTREACH & ADVERTISING		\$124,500.0
Communication/Marketing Plan Consultant		\$10,000.0
Video Development Consultant		\$8,000.0
Flyers/Posters		\$10,000.0
Advertising		\$40,000.0
Direct Mail		\$30,000.0
Community Presentations (40)		\$10,000.0
Project Management		\$10,000.0
Contingency (5%)		\$6,500.0

next steps

1. Secure Funding for Development Plan
2. Continue Coalition Building:
 - Elected & State Officials
 - City of Spokane Sustainability Group
 - Food Security Council
 - Catholic Charities
 - Area Foundations & Financial Institutions
 - Spokane Arts Board
 - Greater Spokane, Inc.



Briefing Paper

Public Infrastructure, Environment & Sustainability (PIES) Committee

Division & Department:	ONS & Public Works
Subject:	2021 Neighborhood Cleanup Program
Date:	April 26, 2021
Author (email & phone):	Marlene Feist, mfeist@spokanecity.org , (509) 625.6505 Carly Cortright, ccortright@spokanecity.org (509) 625.6263
City Council Sponsor:	
Executive Sponsor:	Marlene Feist
Committee(s) Impacted:	Public Infrastructure, Environment & Sustainability (PIES) Committee, Finance & Administration Committee
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	The Neighborhood Cleanup Program aligns with the goals of the Neighborhood Chapter of the Comprehensive Plan.
Strategic Initiative:	Innovative Infrastructure
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Delivering the best cleanup program for the neighborhoods in 2021 and providing a path for 2022.

Background/History:

The City's Office of Neighborhood Services and Solid Waste Collections Department have long worked together to create a robust neighborhood cleanup program that removes solid waste from neighborhoods while creating community. The pandemic has disrupted these operations, limiting what can be offered to the neighborhoods. The 2020 program was limited to WTE disposal passes that were distributed primarily through the mail with limited times for residents to use them. While our cleanup options remain limited for 2021, ONS and Solid Waste Collections have collaborated to create a program that addresses some of the most pressing concerns while preparing for a more normal program rollout in 2022.

Executive Summary:

For 2021, we had recommended limiting cleanup options to disposal passes for the following reasons:

- Most other cleanup options favored by the neighborhoods require a gathering of neighborhood volunteers and residents that remain restricted at this time.
- Extra pickups additionally remain a challenge because they require SW employees to pick up extra trash—with a possibility of virus contamination.
- Our employees are just now becoming eligible for vaccines. While additional cleanup options would be possible with vaccines, our staff cannot accommodate 29 neighborhood cleanups in a few months in the fall.

We have developed a compromise:

- Solid Waste Collections staff can accommodate as many as 16 neighborhood cleanups from September through the first couple weeks of November (9 to 10 curbside pickups and 6 roll-off container events), if the neighborhoods want to go through a prioritization exercise.
- Roll-off events potentially could be located in a central location for two smaller neighborhoods to accommodate more locations.
- Those neighborhoods that would participate in roll-off or curbside events may not be able to participate in the disposal pass program.

- Decisions would have to be reached quickly in May to allow ONS to proceed with communication and marketing of the cleanup program.

Additionally, ONS and Solid Waste have modified the disposal pass program for this year to accommodate requests from the neighborhoods:

- Passes are usable for a longer period of time.
- The use of disposal passes is extended through the end of November.
- A digital pass system has been developed to allow for residents to have easy access to passes.
- Paper passes remain available for residents who don't have a computer or smart phone to access a digital pass.
- A promotional campaign will be used for social media, the web site, and other digital tools to educate the community about the program.
- Additionally, paper postcards are planned to be mailed to residents to help ensure that all residents have an equal opportunity access the program. (This is a critical timing piece.)

Finally, ONS and Solid Waste could work to provide some additional opportunities for 2022. Savings from 2020 will be retained to be reinvested in the cleanup program. Solid Waste Collections reports a savings \$11,000 from 2020. (We wouldn't anticipate much in savings from 2021 if we proceed with our modified program.) We will engage the neighborhood representatives on how to invest those dollars.

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No

Annual/Reoccurring expenditure? ☒ Yes ☐ No

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

Specify changes required:

Known challenges/barriers:



April 12, 2021

Dustin Bender, Solid Waste Collection Manager
Robert Kaatz, Refuse District Supervisor
Department of Solid Waste Collection
808 W Spokane Falls Blvd
Spokane, WA 99201

Dear Mr. Bender and Mr. Kaatz,

On April 1, 2021, the Community Assembly (CA) had a robust discussion regarding the 2021 Neighborhood Council Clean-Up Program. The summary of the discussion is as follows:

- 1) We appreciate that, should neighborhood councils use dump passes, Solid Waste has agreed that the passes will be good for four weeks instead of two. Extending the clean-up program through November is also appreciated.
- 2) The CA was quite disappointed with the 2020 Clean-Up Program. Recognizing that changes to the program were required because of the pandemic in order to protect the health and safety of the Solid Waste staff, the CA was concerned that it was not part of the decision-making process. This concern was conveyed to the Office of Neighborhood Services (ONS) in 2020, with hope that our concerns would be addressed this year.
- 3) This year ONS held three focus groups for the 29 neighborhood councils where our concerns regarding the program were expressed. That seemed to be a good start. Many of the neighborhoods were in hopes that those focus groups would be the basis for the decision-making process for the 2021 program. The neighborhoods were hoping to resume some curbside service and/or explore other clean-up options. However, that did not occur.
- 4) There was no real chance for dialogue with the neighborhood councils. Instead, we were told that the decisions were already made and the 2021 program was set. We were also told that the traditional postcard notification regarding the clean-up program had been replaced with the digital sign-up program. This was not a discussion, but a decision that once again was already made. In other words, the 2021 program would be an all-dump pass program, with a new twist as to how to acquire the passes. The input from the focus groups was ignored, with decisions made before the focus groups were held. Dustin Bender of Solid Waste remarked that the focus group input could be used in 2022. Given the circumstances, the CA questioned why the focus groups were held. Decisions made with no CA input two years in a row have left many CA representatives frustrated.
- 5) It seems that the main reason that curbside pickup was not possible in 2021 is that two Solid Waste folks are required in the same cab, and this is not safe until both parties are

vaccinated. However, that concern was largely mitigated with the recent news that vaccines would be available to anyone over 16 years of age beginning April 15. It would seem, with that good news, that the Solid Waste personnel could be fully vaccinated at least by June. The program could be run this year from June through November. Or, at least, it seems that one curbside pickup could return as an option in the latter half of the 2021 program.

- 6) The changes to program notification and dump pass application were also a major concern for members of the CA. Although the postcards were admittedly costly to print and mail, the change to a digital My Spokane account sign-up and application for a dump pass, with its multiple steps, is a barrier for many. Some don't have computers to apply; others don't have trucks to haul the trash once they have a pass in hand.
- 7) The postcards were also used as a communication tool for the councils. Some councils were concerned that that communication avenue had been eliminated. When that issue was raised, we were told we could use our community engagement grant funds for postcards. The entire \$800.00 would not cover the cost of printing and mailing postcards for all residents in a single council.
- 8) Any honest analysis of the dump pass-only program in 2020 will reveal that many neighbors did not participate at all, even though passes were mailed directly to them. And, for those neighborhoods who were excluded from that blanket mailing, the numbers who applied online to receive the passes near the program's end were few.

In summary, given last year's results and this year's decisions, many feel the loss of one of the signature neighborhood council programs. The Community Assembly would like to have participants in future discussions with Solid Waste regarding this program to help ensure that the needs and concerns of the neighborhood councils are being fully considered. Thank you for your kind attention to our concerns.

Respectfully,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Greg Francis
Chair, Administrative Committee
Community Assembly

cc: Carly Cortright, Director of Community Programs
Gabby Ryan, Community Programs Coordinator, Office of Neighborhood Services



Developing Leadership in Spokane's Neighborhoods

**Community Assembly Update
May 4, 2021**



A partnership between Gonzaga University School of Leadership Studies and City of Spokane

- ◆ Rachelle Strawther: Gonzaga liaison
- ◆ Carly Cortwright: City of Spokane liaison
- ◆ Gretchen Chomas: Co-facilitator
- ◆ Christina Kamkosi: Co-facilitator

Background

In 2018, Council President Begg's approached Gonzaga to provide leadership support for City's civic volunteers...

Guiding Vision

How might we support current and emerging leaders in neighborhood councils in achieving their goals?

Phase One: Understanding the Leadership Needs/Strengths

- ❑ Assembling a team of volunteers
- ❑ Review findings from previous activities (ex. Spokane Matters, BSN)
- ❑ Observe meetings, conduct interviews, share surveys, and provide listening sessions
- ❑ Identify both strengths and opportunities
- ❑ Focus on current understanding of City's systems
- ❑ Research best practices from other cities

Timeline

- **Feb through early June:** Engage in needs/strengths assessment; use findings to create program focus
- **July through September:** Gonzaga and partners develop a customized program
- **Late 2021:** pilot the program

Highlights

- 27 individual interviews completed
- 1 focus group conducted
- Survey is ready for distribution
- Survey closing May 18
- Data Analysis following survey results
- Report out by June 1st

Initial Insights from Interviews

- Getting people engaged
- Conflict resolution
- Mentorship
- Running effective meetings
- Engaging diverse voices

Contact Information

Gretchen Chomas — gchomas@gmail.com

Christina Kamkosi — tinakamkosi@gmail.com

Rachelle Strawther — strawther@Gonzaga.edu

Carly Cortright — ccortright@spokanecity.org



Thank You!

Date: April 28, 2021

To: Community Assembly

From: Liaison Committee

Susan Burns	(Peaceful Valley)
Andy Hoyer	(Southgate)
Paul Kropp, chair	(Southgate)
Bonnie McInnis	(West Central)

Re: Nomination for the Housing Action Subcommittee (HAS)

The Liaison Committee has selected Kathryn Alexander of the Bemiss Neighborhood Council for nomination by the Community Assembly to serve as its member on the Housing Action Subcommittee of the city council's Urban Experience Committee per city council Resolution 2021-0020.

In March of this year the city council passed Resolution 2021-0020 establishing a Housing Action Subcommittee of its Urban Experience Committee to serve as "a centralized housing policy subcommittee that can translate the various reports, task forces, working groups, and stakeholder engagement processes into public policy recommendations to the City Council to help the City address the current crisis of affordable and attainable housing in Spokane."

Resolution 2021-0020 identified that among the Housing Action Subcommittee membership there would be a person "representing the perspective of the community assembly," and the Liaison Committee thus prepared application material for the new membership position.

Per agreement with the Community Assembly at its meeting on Thursday, April 1, the Liaison Committee distributed the next day the HAS application forms and accompanying information documents to all Community Assembly representatives and alternates to initiate recruitment for the position among neighborhood council members for a three-week application period to run until April 26. The application forms and information material were also posted on the Community Assembly's web page on the city's web site the same day.

During the application period, the Liaison Committee received one application, that of Kathryn Alexander. The committee conducted an interview with Kathryn this date and are unanimously agreed on the strength of her credentials for service in this role for the Community Assembly, the neighborhood councils, and the community at large in identifying actionable solutions within an expanded scope of services to meet the city's housing needs.

Upon acceptance of the selection of Kathryn Alexander as the Housing Action Subcommittee member nominee for the Community Assembly, appropriate action should be taken to forward her application documents to the city council office care of Brian McClatchey (Director of Policy) and Melissa Morrison (Manager of Housing and Homelessness).

The HAS application forms for Kathryn Alexander are attached to this memo. Please note in particular the Affirmation of Responsibilities form.

Housing Action Subcommittee

Affirmation of Responsibilities

I am aware the role and obligation of my membership on the Housing Action Subcommittee is represent the perspective of the Community Assembly while engaging in the work of the subcommittee.

I am aware of the duties assigned to the Housing Action Subcommittee, that the initial term for this position is at least a year, and of the monthly attendance and time commitment as outlined in the attachment to the city council's application form for this position.

I understand the Community Assembly's member of the Housing Action Subcommittee is expected to submit pertinent written reports for each Community Assembly monthly agenda packet, to attend Community Assembly meetings, and to seek at appropriate junctures to gain an understanding of the perspective of the Community Assembly on matters before the Housing Action Subcommittee by means of dialogue at Community Assembly meetings.

I understand the Community Assembly's Liaison Committee will support the member of the Housing Action Subcommittee according to the committee's policies and procedures.

Kathryn Alexander

Name (Please print)

Bernice

Neighborhood Council

Kathryn Alexander

Signature

April 6, 2021

Date

INSTRUCTIONS

(See next page.)

Roles and Responsibilities

Housing Action Subcommittee

Acting members

Members complete application and appointed by City Council

- Are voting members
- Required to attend 75% monthly general meetings and 75% of their workgroup meetings
- Cannot miss more than 2 consecutive general or workgroup meetings

Advisory Members

- Must be an expert in a particular field (i.e. health care, renewable energy) and assigned to a particular workgroup
- Non-voting member without attendance requirements
- Able to provide feedback on recommendations without voting

Acting Member Role

- Investigate and make periodic reports to City Council on the progress of the City's efforts toward meeting Comprehensive Plan goals of providing opportunities for a variety of housing needs that is safe and affordable for all income levels, improving the overall quality of Spokane's housing and monitoring progress towards achieve housing goals.
- Recommend any necessary changes to the Spokane Municipal Code and other necessary policy actions to advance the City's Comprehensive Plan housing goals
- Receive and examine applications for housing project funding as described in Chapter 08.07C, SMC and from other locally-derived sources of funding for housing in Spokane, oversee such projects after the City Council awards funding, and make reports on the outcomes of such funding decisions on at least an annual basis.
- Organize into workgroups as needed
- Collaborate and consult with any technical advisory groups established by City Administration in developing the framework and guidance for the implementation of the fund program contemplated in Charter 08.07C, SMC
- Other specific tasks as assigned or referred to subcommittee by City Council

Acting Member Commitment

- Approximately 3 hour monthly commitment
- Monthly subcommittee meetings
- Workgroup meetings as scheduled
- Minimum one year commitment



Application For Committees/Boards/Commissions

Date Stamp

The information provided on this questionnaire will be used in considering your appointment by the Community Assembly.

Please complete each section, if applicable.

**CA PLEASE RETURN THIS FORM TO PAUL KROPP AT
pkropp@fastmail.fm**

POSITION APPLYING FOR: ☒ Housing Action Subcommittee ☐ ☐

Applicant's Name: Kathryn Alexander

Residence Address: 1819 E. Liberty Ave. Spokane, WA 99207

Mailing Address: Same

Email: kathrynalexander2017@gmail.com Home Phone: 509-934-5930 Cell Phone: 509-934-5930

Members must be residents of City of Spokane.

How long have you been a continuous resident of the City of Spokane? 6

EDUCATIONAL HISTORY

High School: Farmington Sr. High Diploma Earned: Yes

City: Farmington, Michigan

Any additional education: BS, MA, John F. Kennedy University

EMPLOYMENT OR VOLUNTEER EXPERIENCE

Present or Last Employer or Volunteer placement: Bemiss NC Position: Former Chair/ Dates: current

Address: _____ Phone: _____

Previous: _____ Position: _____ Dates: _____

Address: _____ Phone: _____

BACKGROUND

With which of the following groups do you identify? Please select all that apply.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Tenant | <input type="checkbox"/> Lived Experience with Housing Discrimination | <input type="checkbox"/> Housing Builder |
| <input type="checkbox"/> Landlord | <input type="checkbox"/> Tribal Member and/or Urban Native Organization | <input type="checkbox"/> Real Estate Professional |
| <input type="checkbox"/> Housing Developer | <input type="checkbox"/> Lived Experience with Housing Instability/Homelessness | <input checked="" type="checkbox"/> Business Community |
| <input checked="" type="checkbox"/> Community Assembly | | |



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used in considering your appointment.
Please complete each section, if applicable.

BACKGROUND INFORMATION Please include additional attachments as needed.

Why are you interested in serving?

I have a long interest in affordable housing in Spokane. I ran for City Council in 2016 on this issue. I served on Ben Stuckart's Working Affordable Housing Committee. The Community Assembly did an 18 month exploration into this issue, resulting in two reports.

Describe how your specific experience makes you qualified.

I have worked with both the Spokane Landlord Assoc and the Tenants Union for 2 years seeking to get them to work together.

What are the three most important issues facing housing in Spokane?

Dramatically increasing costs, less than 1% of availability, and a resistance to neighborhoods accepting affordable housing in their area.

UNDERSTANDING OF APPLICATION

Kathryn Alexander

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

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

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

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

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

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

SIGNATURE OF APPLICANT:

Kathryn Alexander

DATE: 4/6/21

FOR COMMUNITY ASSEMBLY RETURN THIS FORM TO PAUL KROPP at pkropp@fastmail.fm



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used in
considering your appointment.
Please complete each section, if applicable.

EQUAL OPPORTUNITY INFORMATION

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

POSITION APPLYING FOR: Housing Action Subcommittee
Kathryn Alexander
Applicant's Name: _____
Gender Identity: Female Date of Birth: 11/09/1942

Ethnic Origin (please select one of the following):

- ☐ Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)
- ☒ White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)
- ☐ Black / African American (having origins in any of the Black racial groups of Africa)
- ☐ Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- ☐ Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- ☐ American Indian / Alaska Native / Indigenous (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)
- ☐ Two or More Races (all persons who identify with more than one of the above)

Veteran Status:

- ☒ Not a veteran ☐ Vietnam-era veteran
- ☐ Disabled veteran ☐ Any other veteran

Disability Status:

- ☐ Disabled ☒ Non-Disabled

DRAFT

DRAFT Community Assembly Ad-Hoc Committee: CA/ONS MOU
4/21/2021 12:00PM virtually on Zoom

Present on Zoom: Tina Luerssen (Grandview/Thorpe), Gail Cropper (Northwest), Luke Tolley (Hillyard), Kathryn Alexander (Bemiss). City staff: Carly Cortright (ONS Director).

Greg won't be able to join the call today, and Fran is unable to join as well.

Luke shared the updated MOU draft from Carly, with feedback from Mike Piccolo: Discussion whether to include "This precludes Neighborhood Councils" in the first statement. Is it redundant and unnecessary, or needed to clarify that this MOU does not include the NCs?

Discussion on #5: Neighborhood Council webpages and posting minutes/agendas. This is not referring to individual NC websites, but on the ONS site with NC information pages. Updated to specify "my.spokane.org" NC webpages.

Discussion on recourse if a party violates the terms of this MOU: this isn't intended to be a "weapon" to use against CA/ONS, but to trigger a review/renegotiation of the document.

Discussion re: Colleen's comments regarding ONS programs and decision-making. A lot of this is covered under the statement that ONS will advocate for NCs and support the CA Core Purpose & Values. Include this statement as an attachment on the MOU.

Carly will bring this draft back to Legal for input. Suggestion to bring this up at CA/CC next week. Present this rough draft at May CA meeting for feedback. Tina will request agenda time at May CA, however there is already a full list of agenda requests so there may not be time for adequate discussion.

Meeting adjourned at 1pm.

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 ~~March 2020~~ February 2021

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Approved by CA: 3/6/20

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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:

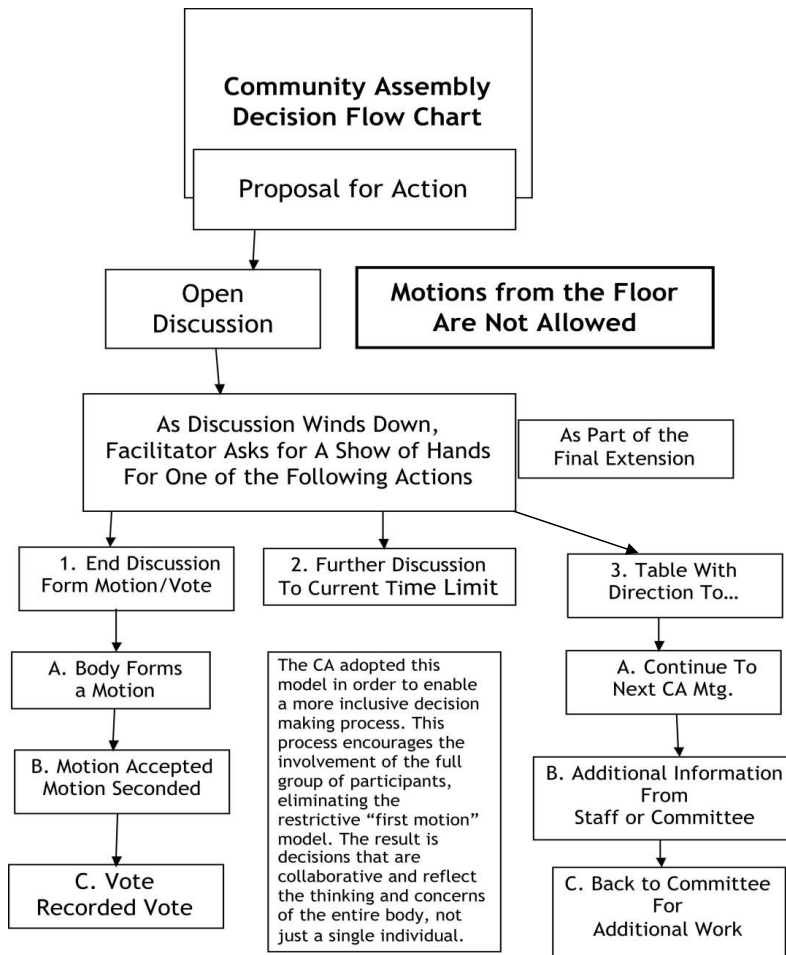
- A. Review and recommend an action, policy or plan to the City Council, neighborhood committees, the mayor, and any City agency, commission, or board on any matter affecting the City;
- B. Support and promote citizen participation and neighborhood enhancement;
- C. Promote and facilitate open communication 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 those neighborhood representatives that have attended regularly. 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.
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.)

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 ~~those 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
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.

G.H. Committees shall follow the CA's decision-making process. (See Section IV.E.)

H.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.

I.J. Recommendations from a committee shall be presented to the CA for the CA to determine appropriate action.

J.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.

5-6. 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.

2.4. 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 ~~Policy and Procedures~~
(January 2020)**

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 Assembly~~ Community Development Committee (CA/CD)
Policies ~~& and~~ Procedures (December 2018)**

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. ~~CA~~ Land Use Committee Policies and Procedures (December 2018)

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. ~~Community Assembly of Spokane Neighborhood Councils~~ Liaison
Committee Policies and Procedures (~~December~~ January 2018 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.

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.

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.

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. ~~Community Assembly of Spokane Neighborhood Councils~~ Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (December 2018)

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)

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

Community Assembly Policies and Procedures Update Approval

Section votes are simple majority votes. The final P&P vote is 2/3 majority

Vote #1 – Committee Meetings (Section V.G.)

Adds requirements for committee meetings (standing and ad hoc) including meeting times, notice of meetings, availability of meeting link if online, and maintenance of distribution lists.

Include in Final P&P? Yes _____ No _____ Abstain _____ Pass? _____

Vote #2 – Administrative Committee Emergency Action (Sections VI.G and VI.A.6)

Allows CA Admin committee to take action in between regular CA meetings if time constraints don't allow for delaying the vote until the next CA meeting. It states that voting at a regular CA meeting is the preferred option, then remote voting of the full CA if time allows, and then finally a decision by the CA Admin committee itself. All "emergency" actions shall be documented in the next regular CA packet and a confirmation vote taken.

Include in Final P&P? Yes _____ No _____ Abstain _____ Pass? _____

Vote #3 – Historical Record Retention (Section XII)

Establishes that ONS will be responsible for maintaining the historical records of the CA.

Note that this also requires an MOU or other agreement by ONS to actually store the records as ONS is not bound by the CA's Policies and Procedures.

Include in Final P&P? Yes _____ No _____ Abstain _____ Pass? _____

Final Vote – Adoption of the 2020 Policies and Procedures

Adopt the 2020 proposed changes to Policies and Procedures excluding those sections that failed to achieve a majority vote.

Adopt proposed P&P? Yes _____ No _____ Abstain _____ (2/3 required to pass)

***DRAFT* Meeting Notes for the Community Assembly Administrative Committee.**

April 27th, 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. Guests: Paul Kropp (Liaison and PeTT Committees)

March meeting notes approved by consensus.

Agenda requests:

~~Housing Action Plan~~, Maren Murphy 15-20 minutes. This could be an addition to the packet, and bumped to June. Plan Commission hasn't seen a draft yet, Greg doesn't expect that it will be complete before CA. Annie will request info for Packet, and we will schedule in June.

~~Hydraulic Pneumatic and Automation Technology Program~~, George Hollwedel 15 minutes. This would be good as a flyer in the Packet, with information for NCs to invite George to present.

Regional Community Investment Fund, Juliet Sinisterra & Joel Williamson 15 minutes.

Facilitator Update, Carly Cortright. Can be rolled into ONS update, 5 minutes.

P&P Committee, Greg Francis 15 minutes.

~~Police Reform Update~~. The committee has not met yet, nothing to report.

Parks Master Plan and Land Survey, Nick Hamad 10 minutes.

Response to Clean-Up Program Letter, Merlene Feist 15 minutes. There have been potential changes to the program, looking for feedback.

~~6 Year Streets Capital Program Annual Update~~, Kevin Picanco 15 minutes. This can push to June.

MOU Committee, Luke Tolley 5 minutes.

Housing Action Subcommittee Selection, Paul Kropp 5 minutes.

Urban Forestry, Arbor Day, Paul Kropp 15 minutes. Paul would like the CA to meet the two new UFCAC liaisons, but this could pass to June if needed.

Proposed Agenda for CA 5/6/21. Approved by consensus.

Council Update: From our scheduled Councilmember (Kate Burke). 10 minutes.

Regional Community Investment Fund (Juliet Sinisterra & Joel Williamson). 15 minutes.

Parks Master Plan and Natural Lands Survey (Nick Hamad). 10 minutes.

Clean-Up Program Update (Marlene Feist). 15 minutes.

ONS Update (Carly Cortright). Facilitator update (ad-hoc committee). 10 minutes.

Urban Forestry Citizens Advisory Committee (Katie Kosanke, Toni DePasquale, Kris Neely). 15 minutes.

Liaison Committee (Paul Kropp). Housing Action Subcommittee Member. 5 minutes.

MOU Committee (Luke Tolley). 5 minutes.

Policies & Procedures Adoption (Greg Francis). 15 minutes.

Roundtable. 10 minutes.

Proposed Agenda for CA/CC Meeting April 29th 5:30pm via Zoom. Approved by consensus.

City Council requested discussion on Town Hall meetings, keeping the individual NC presentations at CC instead of larger quarterly Town Halls.

CA requested items: ~~Traffic Calming~~; Police Reform Committee; Deputy Ombudsman Position; Development in Latah/Grandview areas.

Other Discussion:

Resuming in-person meetings. This may not even be an option if we fall back to Phase 2. Continue this discussion next month.

Limiting Chat usage during meetings. This can be very distracting and difficult for the Facilitator to monitor. However, it's nice to be able to state a comment or question without having to wait for a turn to speak. Suggestion to have Facilitator request that Chat be used respectfully.

Topics for next Admin Committee meeting. Tuesday, May 25th, 2021: Police Oversight Committee; Facilitator update; Housing Action Plan, Maren Murphy 20 minutes; MOU update; 6-year streets capital program annual update, Kevin Picanco 15 minutes. In-person meetings.

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DRAFT Community Assembly Committee Meeting Notes: Budget Committee
4/26/2021 6:30pm, virtual via WebEx

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

Agenda:

1. Meeting notes from 3/22/21 approved by consensus.
2. Approved applications: Bemiss, Chief Garry Park, Grandview-Thorpe, Manito/Cannon Hill, North Indian Trail, Shiloh Hills. BSN application for CA Zoom account is awaiting approval from Mark and Ken. Budget Committee members should reach out to their assigned NCs to get applications submitted:
 - a. Scot: Comstock, Lincoln Heights, Rockwood, Whitman, North Hill.
 - b. Ken: East Central, Logan, Northwest, Peaceful Valley, West Central.
 - c. Mark: Balboa/South Indian Trail, Emerson/Garfield, Five Mile, Minnehaha, Southgate.
 - d. Tina: Cliff-Cannon, Latah/Hangman, Riverside, West Hills.
 - e. Kelly: Audubon/Downriver, Hillyard, Nevada Heights, Shiloh Hills, Browne's Addition.
3. Other discussion: NC logos. Annie suggests NCs use Chris Bovey, he has done other NC logos and charges around \$350. He is also in the City system, so the NC doesn't have to pay him out of pocket and wait for reimbursement. A few NCs have asked about murals, this could be something helpful to have in a document with FAQs similar to block parties.
4. Next Budget Committee meeting is scheduled for Monday, May 24th, 2021 at 6:30pm. Since this is 10 days after the current deadline, committee voted 3-0 to extend the application deadline one more week, to May 21st.
5. Meeting adjourned at 7:05pm.

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DRAFT Community Assembly Committee: Building Stronger Neighborhoods
4/26/2021 12:00PM virtually on Zoom and at Forza Coffee on Hamilton.

Present at Forza: Kelly Lotze (Chair: Browne's Addition), Dave Lucas (Vice Chair: Rockwood)

Present on Zoom: Tina Luerssen (Secretary: Grandview/Thorpe), Fran Papenleur (Audubon/Downriver), Cliff Winger (Shiloh Hills), Marlene Maurer (Bemiss), Gail Cropper (Northwest), Colleen Gardner (Chief Garry Park), Charles Hansen (Whitman), Kathryn Alexander (Bemiss).

City staff: Gabby Ryan (ONS), Christina Kamkosi (GU Leadership).

1. Committee Housekeeping
 - March meeting notes approved by consensus.
2. Committee Business
 - Robert's Rules/Effective Meeting Training Recap: Participation was good, participants were engaged, and feedback was great. Gabby will get the Zoom video posted on the website soon with a hyperlink and passcode.
 - Clifton Strengths Finder Training: planned for Tuesday, June 29th at 6pm. Gabby will lead this training, and will request participants take the Strengths Finder Test beforehand. She will bring the worksheets to this committee for review and input on what to focus on in the training. Gabby will either set up the virtual event on the ONS Zoom account, or if we have the CA Zoom account in time we could set it up there. There are books to be distributed for this training. Gabby suggested that perhaps the libraries can help distribute these books for us, or perhaps Community Centers.
 1. Annica contacted WCCC, in Phase 3 they can host meetings in the Newton Lounge up to 32 people; 40 people in the Mason Room for evening events. A 360 degree camera would be helpful for hybrid virtual/in-person meetings, to get a view of the whole room.
 - Zoom account. Tina & Kelly spoke at CA last month about having a CA Committees Zoom account, which all committees can use for their meetings. CA sent this to BSN to apply for the CE Grant.
 1. Motion to apply for CE Grant funds for a Zoom Pro account for the Community Assembly committees. Motion passes with 9 yes, 0 against.
 - Neighborhood Outreach/Updates
 1. Dave reported that he reached out to other NCs regarding sharing a Zoom account, but had feedback from the City that multiple NCs could not share one account. Those NCs seemed to be doing well, and working on their CE Grant applications.
 2. Fran will be reaching out to District 3 NCs soon. Kelly saw yard signs in Balboa/SIT advertising a virtual meeting so they have begun meeting again.
 3. Tina reported that Grandview-Thorpe is struggling with development. They are reaching out to the developer to try and increase engagement and information from the developer to the

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NC. Kathryn suggested reaching out to Andy Hoye, as Southgate has had a lot of experience in this situation.

4. Colleen reported that the Chief Garry CE Grant was approved, so they have magnets and printing on order. May or June is when STA will be starting to build the next CCL station, and will present at a CGP NC meeting.
 5. Gail reported that she is officially the Chair of NWNC now, Nancy Sonduck is co-chair, no Secretary or Treasurer at this time. They have just learned about a housing development possibly coming into the Albi area. They had a Parks Department employee at their meeting and neighbors had a lot of questions, so they will have more presenters at upcoming meetings for further discussion.
 6. Kelly reported that STA has wrapped up their first phase of construction for the CCL, with more construction happening on Pacific now. Browne's Addition has been sending out a Monday Update e-newsletter to keep people in touch and send information.
 7. Tina asked Gabby about the CHHS department email, there have been March and April messages sent out and the May message should be sent in early May. It seems that a lot of us on this meeting did not get the April email. "Friday Update" will not be returning because of a lack of communications staff, but there may be a weekly blog online instead for meetings, NC events, public events, etc. It would be nice to link this blog in those monthly/weekly newsletter emails.
3. Announcements & Upcoming Events:
- ONS Update. Gabby updated on that there is a new City Administrator, Johnnie Perkins. He has gotten involved in the Clean-Up Program and there is a proposal going to the PIES (Public Infrastructure, Environment & Sustainability) committee today. The program will be delayed until mid-May because the director of Public Works and City Administrator are making changes. It will **not** be dump pass only, but we don't have all the details yet. There will be a postcard mailing city-wide for the program events, and help from the libraries with flyers and computer lock-screen images.
 - Christina was on for the GU Leadership Training program and we continued the focus group after BSN ended. Notes on page 3.
4. Topics for May 24th meeting:
- Neighborhood outreach.
 - BSN Training: Strengths Finder Training Tuesday June 29th 6pm.
 - GU Leadership Training update.
 - Neighborhood Services Department update.

Next meeting: Next regular meeting will be noon on Monday, May 24th, 2021.
Location: Forza Coffee on Hamilton (if able) and virtually on Zoom.

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Leadership Focus Group with Christina Kamkosi. tinakamkosi@gmail.com.

CP Beggs approached GU Leadership School in 2018 for a program to support community/neighborhood volunteers. This year the program was given \$25,000 from City Council.

Currently in Phase One: understanding the leadership needs and strengths of the neighborhoods. Christina and Gretchen Chomas are reaching out to Neighborhood leaders for interviews and focus groups. Surveys will be live by the end of this week, phase 1 project end date of June 1. This is a confidential process.

Focus Group Questions:

1. What neighborhood are you from?
2. What do you like about your NC/what is currently working well?
3. What would you like to see improved in your NC?
4. What leadership training have you received to be successful in your roles?
5. What leadership skills/training do you think you need to be successful in leading your NC or prepare you for the next level of leadership?
6. How do you feel about creating a leadership program that benefits existing and future NC leaders?
7. What would you want to see in that leadership program or what would your goals be?
8. What would need to be in place to allow and motivate you to participate in a new leadership program?
9. Is there anything else you would like to add?

Recorder Notes – CA Liaison Committee Meeting – via Zoom – April 13, 2021

Present: Paul Kropp, Chair; Andy Hoyer, Southgate, Recorder; Bonnie McInnis, West Central; Susan Burns, Peaceful Valley; Annie Deasy, ONS / Absent: Chris Savage, Balboa-Indian Trail

Call to Order: 2:10 PM

Agenda and previous meeting minutes were approved by consensus.

Kathryn Alexander is the only individual who has applied so far for the CC Housing Action Subcommittee. That application deadline is April 23. This committee will meet at 11:00AM on April 28 to interview any or all applicants, or, if there are too many, defer some interviews.

Kathryn Alexander started as the CA representative on the CHHS board effective January 1, 2021, per order from the City Council.

We reviewed a preliminary attendance sheet that Paul is maintaining, noting several variations in tenure start dates. These will be formalized for our review at the next meeting. The general format was approved by consensus:

Chart symbols - presumes one or two meetings per month

A = attendance

E = absence excused

X = unexcused absence

o = no meeting

v = vacancy

Date	CHHS	DRB	PC	UF-CAC 1	UF-CAC 2
Jan 21	v	o	A	v	v
		o	A		
Feb 21	v	o	A	v	v
		o	A		
Mar 21	v	o	A	v	v
		o	A		

We will ask Kathryn to ask the CHHS board later in the year for a regular time on their Agenda.

Small details of the Policies and Procedures were refined and approved by consensus...they will be held by the Chair for CA approval later this year.

Susan shared that personal issues may require her absence from time to time.

We agreed to meet in May on Zoom, but in June, in person, at Tom Sawyer. Paul will work with BSN and Annie to be sure that his Zoom account does not expire before we have an alternate shared account provided by BSN.

Meeting adjourned at 2:30.

Respectfully submitted, Andy Hoyer, recorder

Draft Notes - CA-Liaison Committee Meeting via Zoom – April 28, 2021

Present: Paul Kropp, Southgate, Chair; Andy Hoyer, Southgate, Recorder; Bonnie McInnis, West Central; Susan Burns, Peaceful Valley; Annie Deasy, ONS; Kathryn Alexander, Bemiss

Call to order: 11:06 AM

This meeting was held to formally interview our only applicant for the Housing Action Subcommittee of the City Council. That applicant was Kathryn Alexander. The interview was quite brief in that we had recently received her credentials and interviewed her for a position on the CHHS committee. We asked her if she would be able to devote the Zoom time and other meeting/research time for his added responsibility. She was quite clear that this would dovetail with her other community work and would not overload her.

We also reviewed the Affirmation of responsibilities and noted that there was a general commitment to reach out to neighborhoods and report back to the CA with “pertinent reports.” There was no requirement for specific periodic reports which we continue to believe is appropriate for this position, given that it is in the formative stage with no regularly scheduled meetings.

There was consensus among the Liaison Committee members that we formally endorse Kathryn as the CA representative. Paul will proceed to notify appropriate individuals within and outside of the CA at appropriate times. Following expected ratification of Kathryn’s nomination at the next CA meeting, we foresee the CA will formally present Kathryn as its nominee for the specific position allocated to the CA on the HAS.

Later discussion included sidewalks, apartment dwellers being under-represented in neighborhood councils, and the continuing general difficulties imposed by the Covid protocols.

Adjournment was at 11:26.

Respectfully submitted, Andy Hoyer, Recorder

Community Assembly
PeTT Committee Meeting
April 27, 2021 – 6 PM via WebEx
Meeting Notes *DRAFT*

Neighborhoods and Attendance

Neighborhoods represented:

Browne's Addition, Cliff-Cannon, Comstock, East Central, Emerson-Garfield, Lincoln Heights, Logan, Southgate, Whitman

Presenters:

Ryan Stewart, Spokane Regional Transportation Council
Eve McMenemy, Spokane Regional Transportation Council

Staff:

Shauna Harshman, City Council Annica Eagle, Neighborhood Services

US-195 Transportation Study

<https://us195transportationstudy.com/>

Ryan Stewart (SRTC) presented a set of project proposals for the US-195 corridor from I-90 south to Meadow Lane intended to address to improve safety and mobility in the study area. The study material and two alternate packages of project proposals have been subject to a “virtual” open house for the past 6 weeks, which will stop taking comments at the end of this month but will remain in place to continue to inform the public.

The two alternate project packages were described as Enhanced Expressway and Parallel Network. The latter includes the improvement of Marshall Road on the west side of US-195 between 16th Avenue and 44th Avenue, for example. The committee discussion favored the Parallel Network proposals.

Unified List of Regional Transportation Priorities

Eve McMenemy (SRTC) presented an initiative by our regional transportation planning organization to identify by early fall a “unified list of regional transportation priorities.”

Why? In order for all the regional stakeholders (public and private) to be able to advocate for an agreed list of projects in all categories and modes when opportunities for additional federal funding arise, and when the legislature begins to consider a new transportation revenue and project spending package in its next session.

By what selection criteria? The six guiding principles of the SRTC Metropolitan Transportation Plan Horizon 2040: 1 Support Economic Vitality, 2 Assure Regional Cooperation, 3 Protect the Environment, 4 Prioritize System Preservation, 5 Ensure Safety and Security, 6 Emphasize Choice and Mobility. Plus two new federal funding objectives: “Climate Change and Environmental Justice” and “Racial Equity and Barriers to Opportunity.”

SRTC will be back to the public for comment in late summer.

Next Meeting

Tuesday, May 23, 2021 -- 6 PM via WebEx

Topics:

Potential “traffic calming” project evaluation criteria to include in a ranking matrix
Statement of responsibilities for PeTT’s CTAB and PCTS members

(Notes prepared by the chair, Paul Kropp)

CHHS CA Liaison Board Meeting Report for April 7, 2021

ALICE Presentation

ALICE = Asset Limited, Income Constrained, and Employed people

Federal government is still using a standard of poverty developed in 1963

Supplemental Poverty Measure is used by some to help balance this

Recent report said that 46% of Americans have serious problems

Census 2021 March

42.9% are facing eviction

15.1% are facing loss of income in the next four weeks

23.8% cannot pay normal household expenses

Feb 2021 employment decreased by 16.3%

Here in Spokane 211 call have increased 3 times and utility help requests have doubled

People go in and out of ALICE

Cupid Alexander's Report

Spokane Continuum of Care - adding non-voting staff roles

Rental Assistance programs are adding Cultural Navigators

CHHS will be managing the money from the sales tax revenue tied to affordable housing

(about 7 million) – **new staff member looking at policy to address civil rights issues**

SNAP has new numbers for their rental repair program, so they are reconsidering keeping it.

Implementing Good Neighbor Agreements with business and others to determine better rules of engagement

CACD Meeting Minutes

April 19, 2021

Attendance: Kathryn Alexander, District One; Fran Papenleur, District Three; Andy Hoye, District Two; Carol Tomsic, District Two; Carly Cortright, ONS; George Dhal, CHHS; Cupid Alexander, NHHS; Gale Cropper, District Three

Absent: Joe Carter, District One, Gale Cropper had to leave early in the meeting due to technical difficulties.

In preparation for moving forward in this new year this meeting was a discussion about what kind of changes might improve the neighborhood experience and how can we get everyone on the same page.

Important Issues:

1. Develop clarity on the process, responsibilities, and HUD rules/criteria
2. Develop a stronger relationship with the CHHS Board
3. Create a method of involving the neighborhoods more deeply in the CBDG process

Kathryn and George will discuss several ideas with the CHHS Board.

Involving the CACD committee in the CHHS RFP review process. This will give the neighborhoods a deeper understanding of the varieties of responses and the neighborhoods may then be able to see first-hand the needs and interested organizations, even if they don't meet all of the criteria for CHHS selection. The hope is that then the neighborhoods may be able to help.

Finding some way to 'vision' together so that the commitments CHHS makes to HUD are mutually agreed upon.

The next few meetings will involve working to clarify our on-going working relationship.

Plan Commission (PC) Liaison Report

Community Assembly Report, May 6, 2021

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

April 14, 2021 PC Meeting via WebEx

Briefing Session:

During my report, I asked again to be informed re: the progress in hiring the Planning Department Director. I am the CA member who is supposed to be on the interview committee. Yet I have heard nothing regarding the hiring process. This time CM Kinnear suggested I write directly to the HR Director which I will do.

Workshops:

1. Draft 6 Year Program, Priority Matrix and Consistency Review
2. STA / Division Connects Locally Preferred Alternative Review
3. Downtown Plan Update
4. Plan Commission – Missing Middle Housing Implementation Discussion

Support materials for workshops 1-3 are included in the following:

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2021/04/plan-agenda-2021-04-14.pdf>

There were no hearings held on April 14.

April 28, 2021 PC Meeting via WebEx

Supporting materials for the Commission meeting are found here:

<https://outlook.office365.com/mail/inbox/id/AAQkADiNjQ5YTFjLWl0NTQtNGNmNC1hZjU2LTcxN2JiMGQ2Nzc5ZAAQAD5eYn0qbKZ7oZ0bUhTcNh0%3D/sxs/AAMkADiNjQ5YTFjLWl0NTQtNGNmNC1hZjU2LTcxN2JiMGQ2Nzc5ZABGAAAAAADjyGWPPezgR5NDzNiWHTriBwA02aQJ4oI%2FRZDQB0437Db5AAAAABUZWAADZT%2B8tM8gxR67IRNpZjXkVAABvVu2OAAABEgAQAALuWf3G9Q19GktJih%2B3ogvI%3D>

1. Comprehensive Plan Amendments – Docket Introduction

<https://my.spokanecity.org/projects/2020-2021-proposed-comprehensive-plan-amendments/>

2. CHHS Division Director Introduction—Cupid Alexander introduced himself. He talked abit about neighborhoods and I reminded him that I was the liaison from the CA to the Plan Commission so he should direct any questions, concerns, or ideas involving the neighborhood councils to me.

3. History of the Plan Commission 1918 to 1945—Chris Green is compiling a history of the plan commission. Established in 1910; first meeting in 1918.

There were no hearings held on April 28.

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

Notes from April 16, 2021 Meeting of the Ad-Hoc Committee on the Facilitator

Present: Mary Winkes, Manito; Daniel Zapotocky. Latah/Hangman; Andy Hoyer, Southgate, Chair

We had a brief Zoom meeting today to review the interviewing and recommendation process regarding the hiring of a CA Facilitator.

Mary pointed out that the kind of questions we can ask are somewhat narrow, and we deferred to her experience and basic question set, distributed earlier. Daniel pointed out that it would be good to know some details about the candidate's past facilitation experience, especially with regard to the size of the group. Mary felt that could be a follow-up question to an open-ended question about background.

We noted that this person would be a "contracted services provider" hired by the City and that any and all questions of compensation would have to be answered by Carly, who would need to be present at the interview(s.)

We also decided that this Ad-hoc Committee would review the candidates after the interviews and make a recommendation to the CA, but would not be providing any details, candidates' answers to questions, etc...all due to employment laws.

We agreed that Andy would get back with Carly and learn the status of the four candidates who had attended the CA meeting. In particular we would like to see the formal application submitted by serious candidates who wished to be considered.

Andy will call another meeting as soon as more details are available.

Submitted by Andy Hoyer

Answer the Call...

Join the Spokane Police Department.



FREE Public Safety Testing Opportunity

May 15th and 16th at the SPD Training Center

2302 N Waterworks Spokane, WA at 9:00 am

Sign up at publicsafetytesting.com



BRIEFING PAPER
Housing Action Plan
May 3, 2021

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 identifies strategies and actions that promote greater housing diversity, affordability, and access to opportunity.

The City will be sharing the Draft Housing Action Plan in May for public review and input from the community. Please check the project page for a video overview of the draft plan and project updates, including upcoming public meetings and hearings in May. The public can also sign up for email announcements.

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

The City worked with stakeholders and partners to discuss concerns, issues, and feedback on housing, and invited community input through several opportunities. The City completed a set of community surveys on housing experiences and issues, interviews, and stakeholder roundtables. Outreach and announcements were also provided through email updates, local community leaders, a project website, and social media.

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:

The Draft Housing Action Plan will ultimately be considered by the Plan Commission and then forwarded to the City Council for consideration of adoption by resolution. Anticipated adoption is Summer 2021.



PLANNING SERVICES
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my.spokanecity.org

May 4, 2021

Representatives and Alternates
Spokane Community Assembly

RE: 2021 Comprehensive Plan Amendment Applications

Dear Representatives,

The City Council has established our Comprehensive Plan Amendment Work Program for the year, setting which applications we received will continue to full processing and which will not. The following table provides you the salient details for each of the applications that we will process fully this year:

File #	General Location/Type	Neighborhood	Proposed Change
Z20-194COMP	120 N. Magnolia St.	East Central; adjacent to Chief Garry Park	"Light Industrial" to "CC Core"
Z20-206COMP	155 E. Cleveland Ave.	Logan; near Nevada Heights, North Hill, Emerson/Garfield	"Residential 4-10" to "Residential 15-30"
Z20-207COMP	1015 W. Montgomery Ave.	Emerson/Garfield	"Residential 4-10" to "General Commercial"
Z20-208COMP	1022 & 1028 W. Sinto Ave.	West Central; near Emerson/Garfield	"Residential 10-20" to "Residential 15+"
Z20-209COMP	1025 W. Spofford Ave.	West Central; Near Emerson/Garfield	"Residential 10-20" to "CC Core"
Z21-022COMP	Map TR-5 Proposed Bike Network Map	Citywide	Amendments to the Proposed Bike Network

As always, we have set up a project website where the materials and information about each application can be found. In the next few days, I hope to have this site updated with the full application materials and some detailed maps showing the exact changes that are proposed. Please visit the following site throughout the year for ongoing updates:

<https://my.spokanecity.org/projects/2020-2021-proposed-comprehensive-plan-amendments/>

Sometime in June we expect to initiate the 60-day public comment period for these applications, during which you will receive another notice from me with any updates. During that 60-day comment period the Spokane Plan Commission will hold substantive workshops on each proposal, during which they may

work with applicants to refine their proposals. Typically, these workshops provide the Plan Commission the chance to ask applicants any questions they have as well. No public comment is taken during the workshops (that will come during the Hearing in fall), but written comments are always accepted. Please send any comments you have to me at kfreibott@spokanecity.org and I will make sure they are added to the record and forwarded to the Plan Commission and Council. Comments are also accepted by mail at the following address:

Kevin Freibott
Department of Planning Services
Spokane City Hall
808 W Spokane Falls Blvd
Spokane, WA 99201-3329

As always, please do not hesitate to contact me if you have questions or concerns regarding the proposals above. Thanks, and have a great meeting this Thursday.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Freibott", with a stylized, cursive script.

Kevin Freibott
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