

Spokane Neighborhoods Community Assembly

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



Meeting Agenda for Thursday, August 5, 2021

5:30 to 8:00 pm, Webex Online Meeting

Proposed Agenda Subject to Change

Please bring the following items:

*Community Assembly Minutes: July 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	1
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	5

Open Forum

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

5. City Council (Council Member Kinnear)	10 min (5:50)	Oral Reports	-
6. Comprehensive Plan Amendments (Kevin Freibott)	20 min (6:00)	Presentation	11
7. Citizens' Transportation Advisory Board (CTAB) Update	15 min (6:20)	Presentation	13
(Shauna Harshman)			
8. Gonzaga Leadership Training (Christina Kamkosi)	20 min (6:35)	Presentation	24
9. Police Reform Taskforce Update (Luke Tolley)	5 min (6:55)	Oral Report	-
10. Police Reform/Police Advisory Committee (PAC) (Colleen Gardner)	15 min (7:00)	Oral Report	81
11. Memorandum of Understanding between Office of Neighborhood	5 min (7:15)	Vote	83
Services (ONS) and Community Assembly (CA) (Luke Tolley)			
12. Administrative Committee Update (Greg Francis)	10 min (7:20)	Oral Report	-
13. ONS Update (Carly Cortright)	10 min (7:30)	Oral Report	-
14. Roundtable Discussion	10 min (7:40)	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	86
• Budget Committee	88
• Building Stronger Neighborhoods (BSN) Committee	91
• Liaison Committee	94
• Pedestrian, Traffic, and Transportation (PeTT) Committee	95

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

• Design Review Board (DRB) Liaison Report	99
• Plan Commission Liaison Report	102

Join WebEx Meeting [Online](#).

Tap to join from a mobile device (attendees only): +1-408-418-9388,,1462314807## United States Toll

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

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

Join by phone +1-408-418-9388 United States Toll

Join from a video system or application: Dial 1462314807@spokanecity.webex.com

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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:

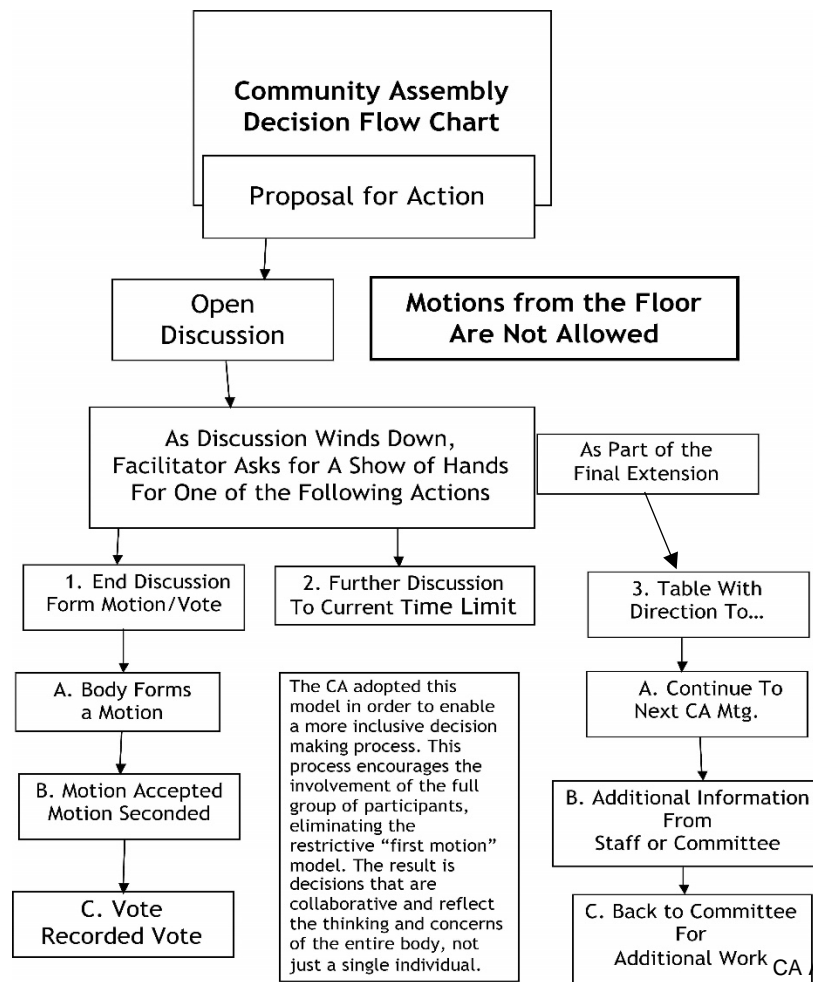
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

July 1, 2021 via WebEx web conference

Meeting called to order at 5:30pm by Jennifer Cumbie

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/South Indian Trail, Browne's Addition, Chief Garry Park, East Central, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Manito/Cannon Hill, North Indian Trail, Northwest, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Bemiss, Cliff/Cannon, Comstock, Emerson-Garfield, Five Mile Prairie, Logan, Nevada-Heights, North Hill, Minnehaha, Peaceful Valley, and West Central.
- **City Staff Present:** Council Member Karen Stratton, Kara Odegard (City Council), Carly Cortright (Office of Neighborhood Services, ONS), Kirstin Davis (Community, Housing, and Human Services, CHHS), and Annie Deasy, (ONS).
- **Visitors:** Paul Kropp (Pedestrian, Traffic and Transportation (PeTT) and Liaison Committees) and Jennifer Cumbie (facilitator).

Administrative Agenda:

1. **Introductions:** The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance and for permission to record the meeting for Annie Deasy (CA Admin Committee Liaison) to provide accurate minutes. This request was approved (15-approve, 3-deny, and 0-abstain).
2. **Proposed Agenda:** Colleen Gardner moved, Mark Davies seconded to approve the agenda. Motion passes with 15-approve, 0-deny, and 2-abstain.
3. **June Minutes:** Mark Davies moved, Daniel Zapotocky seconded to approve June minutes. Motion passes with 15-approve, 0-deny, and 3-abstain.
4. **Open Forum:**
 - Tina Luerssen, Building Stronger Neighborhoods (BSN). Tina asked that the neighborhoods holding summer events like concerts or movie nights, email their event information and date to Gabby, gryan@spokanecity.org, or Kelly, kellylotze@gmail.com. They will compile a complete list of events that can be shared between NCs. The Clifton Strengths Finder training was held this week and there were extra books available to those NCs which haven't already gotten two copies. The training video will be posted online.

- Mark Davies, Budget Committee. The Community Engagement grant has had the most grant submittals yet and were hoping to get 100% participation, so we offered a Zoom account to the four NCs that did not apply, but they still did not apply.
- Mary Winkes, Plan Commission Liaison. The list of comprehensive plan amendments that says what neighborhood could be affected is ready for review. Please respond if you agree with the amendments or not. The Mayor invited Mary to serve on the Mayor's Housing Council that meets quarterly. Mary is asking Paul Warfield to talk about housing with the CA. Taping and distributing the video recordings of committee meetings as a topic of discussion for the CA.
- Paul Kropp, Liaison Committee. The City Council is expanding and reframing the Citizen Transportation Advisory Board (CTAB). The CTAB now provides that the CA will nominate or select the PeTT committee member. The Liaison Committee will manage the list of applications and forward nominations to CA for selection.
- Fran Papenluer, Audubon-Downriver. As a member-at-large of the West Quadrant TIF Neighborhood Project Advisory Committee, the handout listing the Comp Plan amendments was very helpful because two of the three neighborhoods were listed in the report. The Audubon-Downriver NC will be holding two summer concerts sponsored by Premera in Audubon Park on Thursday, July 15, and Thursday, July 22, at 6:30pm.

Legislative Agenda:

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

Cooling Shelters: The cooling shelters are open and there is a complete list on the [Spokane Regional Health District](#) website:

- The Loof Carrousel in Riverfront Park,
- Spokane Public Libraries,
- STA Plaza,
- Northtown Mall,
- Regal and Sheridan Elementary Schools,
- The ARC Thriftstore,
- Spark Central in Kendall Yards, and
- Catholic Charities has five locations, just to name a few.

STA is offering free transportation to the cooling centers. More information can be found at: [Free Rides to Cooling Centers | Spokane Transit Authority](#).

Federal Recovery Funds: The City received about \$88 million in Federal Recovery Funds and have half now that we need to spend before September, so the Mayor formed a committee that includes Council President Beggs, Council Member Wilkerson, and myself along with administration and the Mayor. The committee is talking about how we want to divide the funds and put together a process, as well as, looking at rental assistance for tenants and landlords; small businesses; neighborhoods that could use improvements; C.O.P.S. program, they have two victim advocate positions that need assistance; a whole list has been created. The committee is creating a process that will be communicated with the public on how to apply for funding. If you have ideas on how funding should be divided, please send an email to: kstratton@spokanecity.org.

Housing Action Plan Study Session: City Council had a great discussion on the housing action plan with the Planning staff. The plan is an overview of data and recommendations. Council now needs to look at our priorities; what Council is hearing from the community; and how to get more of the housing issues that we want included in that plan. City Council members are very interested in creating more affordable housing; single, multi family, and senior housing. Council is hearing every day from different communities that Spokane has a lack of housing. So, housing is a priority for and Council will hear a lot more about this issue in the next several weeks.

Whistalks Way, the former Old Fort George Wright Drive: Council Member Stratton is working with the Spokane Tribe of Indians and on a street dedication and name change ceremony that will be held in August.

Emerson-Garfield Neighborhood Bridge Housing: putting together a meeting with residents and businesses of the neighborhood, Salvation Army, and the City to talk about the future of the shelter that is located on Mission Avenue once it becomes bridge housing. The shelter is closing and will reopen in September as bridge housing that will house up to 60 residents. Residents will enroll in services and receive assistance, and place to stay until they can graduate out of bridge housing and move into their own housing.

Family Promise and Gecko: Council approved about \$9 million to go to Family Promise and Gecko, formerly known as LiveStories, to provide rental assistance for families and individuals.

Pools and Splash Pads: are open. Also, the Parks Department is hiring part time employees at the aquatics centers and in parks operations, to apply <https://my.spokanecity.org/jobs/temporary-seasonal/>.

Motion to extend: Daniel Zapotocky motioned. Andy Hoye seconded. Motion passes with 15-approve, 0-deny, and 0-abstain.

There were questions and answers.

6. **Sustainability Action Plan:** Kara Odegard, City Council. Kara showed a presentation on the Sustainability Action Plan (SAS) and also mentioned how people can participate in the plan. The SAS subcommittee, made up of volunteer residents that have expertise in areas such as energy, building efficiency, transportation, planning, ecology, hydrology, resource management, and also communications and health experts, members from local non-profit and faith based organizations, that meet and discuss how to create a more resiliency in the Spokane community when it comes to extreme weather events and addressing environmental concerns. The SAS was asked in how to provide guidance on what actions the City could take to accomplish to key local climate requirements including the 100% renewable energy goal set in 2018 and supported by our local utilities. The following year the state passed two pieces of legislation: the Clean Energy Transportation Act and updated to the state's greenhouse gas reduction targets. We also updated the Clean Energy Action Plan in response to these laws to address those requirements and protect the natural treasures like the aquifer, Spokane river, and green spaces.

The objectives include:

- Build resiliency to ensure our neighborhoods and economy are ready for future challenges.
- Reduce greenhouse gas emissions by 95% in 2050.
- Prioritize the most vulnerable to health impacts and economic downturns related to climate change.

By following actions in the following areas:

- Buildings and energy.
- Transportation and land use.
- Waste diversion and material conversion.
- Water resources.
- Economic prosperity.
- Natural environment.
- Health and well being.

To review the plan and provide feedback visit

<https://my.spokanecity.org/bcc/committees/public-infrastructure-environment-and-sustainability/sustainability-action-subcommittee/>.

There were questions and answers.

7. **Office of Neighborhood Services Update:** Carly Cortright. Carly gave an update on the changes to **Neighborhoods, Housing, and Human Services (NHHS)**. With Cupid's resignation, we now have Chris Patterson, advisor, on homeless housing initiatives and Kirstin Davis is the Acting Division Deputy Director. The City is working to fill the open positions in CHHS. If you have any concerns, you can always come to Carly, but also wanted to [provide Kirstin's name as a contact. **Pedestrian Safety and Traffic Awareness** campaign will have one more meeting to show the stakeholder group some

proposals and then we should be able to move forward with an action plan. The **bi-weekly district videos** are going well. We now have one produced for each district. The videos are being posted to Next Door and will send the NCs video links that can be shared on their social media platforms. Shout out to Cliff Winger from Shiloh Hills for his help creating a document on how to serve on the City's Boards and Commissions.

Carly, gave an update on the **Clean-Up program**: To date, there have been 4,600 requests made and the redemption rates are about 31% for digital passes and, at this time, unknown for paper passes. Paper passes are available for pickup at the C.O.P.S. locations—please call ahead. Postcards have been mailed to all City households. Solid Waste can accommodate no more than 16 curbside or roll-off events, and there were 18 neighborhoods that submitted a request. The list of neighborhoods that were willing to combine events were emailed to Gabby.

Motion to extend: Daniel Zapotocky motioned. Tina Luerssen seconded. Motion passes with 14-approve, 0-deny, and 0-abstain.

There were questions and answers.

8. **Citizen Transportation Advisory Board (CTAB)**: Paul Kropp, PeTT Committee. Paul shared a letter regarding an ordinance adopted by City Council discussing the CTAB roles and responsibilities. Council recommends that two representative from each council district serve on the CTAB. Additionally, they Council recommends that the \$20 car tab fee pay for residential, not arterial, street maintenance repairs.

Motion to extend: Daniel Zapotocky motioned. Carol Tomsic seconded. Motion passes with 11-approve, 5-deny, and 1-abstain.

Second motion to extend: Daniel Zapotocky motioned. Carol Tomsic seconded. Motion does not pass with 6-approve, 7-deny, and 0-abstain. Discussion ensued.

9. **Memorandum of Understanding (MoU) Update**: Luke Tolley, shared the most recent version of the MoU between the Office of Neighborhood Services and Community Assembly. Carly is comfortable with the MoU; wanted to get feedback from the CA; and make sure that the CA also is comfortable with the document before taking it to City Council for approval. The final version will be brought to CA next month. Please send comments or ideas, if you have them, before next month to the adhoc committee: Carly or Luke, or anyone else on the committee: Greg, Tina, Gail, Kathry, or Fran.

Discussion ensued.

10. **Quarterly CA/CC Agenda Item Reminder**: Greg Francis reminded the CA that the next CA/CC meeting will be on July 29. Please send agenda items to the Admin Committee, Greg, Tina, by July 27, unless you want to share suggestions.

There were no questions.

11. Round Table: Tina, BSN. The CA committees Zoom account is open and active. This account is available to all committees and sub-committees. Please email Tina, macluerssen@gmail.com, if you want a meeting set up; she also is available to help answer questions related to Zoom.

Meeting Adjourned at 7:04pm.

Next Community Assembly scheduled for **Thursday, August 5, 2021.**



APPLICATIONS OVERVIEW

August 2021

The following applications are under consideration for approval by the City of Spokane this year. All related forms and materials for these applications can be reviewed at the project website:

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

File	Neighborhood	Proposed Change	Acres
Z20-194COMP	East Central	LI to CC-Core	2.5
Z20-206COMP	Logan	R 4-10 to R 15-30	0.8
Z20-207COMP	Emerson/Garfield	R 4-10 to General Commercial	0.2
Z20-208COMP	West Central	R 10-20 to R 15+	1.3
Z20-209COMP	West Central	R 10-20 to CC-Core	1.9
Z21-022COMP	Citywide	Bike Network Map	n/a

The first five applications (Z20-194 through Z20-209) concern proposed amendments to the Land Use Plan Map and associated changes to the City Zoning Map. These five were all proposed separately by members of the public. The map at the top of the next page provides the approximate location of each of these five applications.

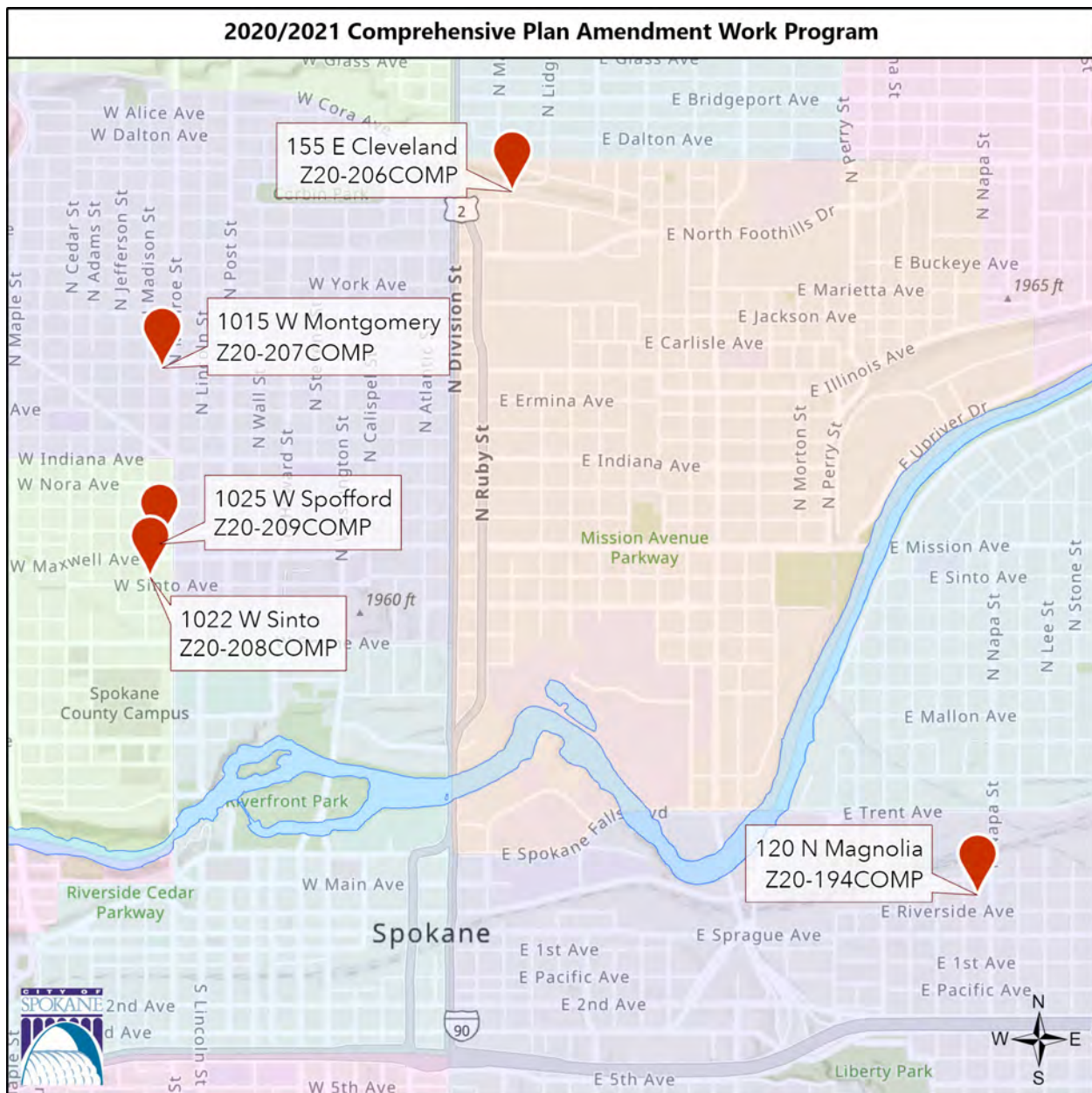
The final application (Z21-022) concerns several amendments to Map TR-5, the Proposed Bike Network Map. Application Z21-022COMP is a City-sponsored application, developed in coordination with multiple City departments and the Bicycle Advisory Board. Detailed maps of each of the proposed changes to the Proposed Bike Network Map are provided online at the [website above](#).

PUBLIC COMMENT PERIOD ENDS AUGUST 20, 2021

The 60-day public comment period is ongoing and will continue until **5:00 PM on August 20, 2021**. Anyone wishing to submit comments on any of the applications is encouraged to provide them in writing to the following address:

Planning Services Department
Attn: Kevin Freibott, Assistant Planner
808 West Spokane Falls Boulevard
Spokane, WA 99201-3333
Phone (509) 625-6184
kfreibott@spokanecity.org

Please note that any written comments will be forwarded to the Plan Commission and City Council prior to any hearing before either body on these proposals.



Following completion of the public comment period, staff will prepare Staff Reports for the review of the Plan Commission, City Council, and the public, outlining the criteria for approval called for in the Spokane Municipal Code and the applications' relationship to those criteria. All will be available for review [online](#) in early September.

A hearing before the Plan Commission is expected some time in early October, following which the applications will be presented to the City Council for final consideration for approval. Details of these hearings, and opportunities for the public to give testimony before either the Plan Commission or City Council, will be provided [on the website](#) when they are available.

In the meantime, please feel free to contact Kevin Freibott at the email address and/or phone number on the previous page with any questions you may have.

20 20

Annual Report

TRANSPORTATION BENEFIT
DISTRICT



PROGRAM OVERVIEW

Overview, Scope, Board &
Outreach

FINANCIAL REPORT

Obligations & Revenue

TBD ACCOMPLISHMENTS

Gallery & Maps

CA Agenda Packet 13 of 121

TBD Program Overview

FUNDING PRIORITIES

In February of 2011 the Transportation Benefits District (TBD) Board adopted Resolution 2010-0002 which established the Citizens' Transportation Advisory Board (CTAB). The CTAB is responsible for the review of transportation projects for their consistency with parameters established in Chapter 8.16 SMC and Ordinance No.C-34648 regarding how the TBD monies are to be used. By statute in RCW 36.73.020, the monies need to be used specifically for projects that serve to:

- Reduce risk of transportation facility failure and improve safety,
- improve travel time,
- improve air quality,
- increase daily and peak period trip capacity,
- improve modal connectivity,
- improve freight mobility, and
- preserve and maintain optimal performance of the infrastructure over time to avoid expensive infrastructure replacement in the future.

PROJECT SCOPE

Projects need to be identified in the 6-Year Pavement Maintenance Program. The City Council has primarily chosen to implement project work for residential streets. Pursuant to Ordinance No. C-34690, a minimum of ten percent of the funds generated by the TBD will be directed to implement the pedestrian program of the 6-Year Comprehensive Street Program. The 6-Year Pavement Maintenance Program establishes the work components of the program including: pothole repair, sub-grade repair, crack sealing, skin patching, thick overlay, grind/overlay, and utility cut patching, in addition to other maintenance programs such as leaf pick-up, snow removal, street sweeping, street grading, restriping, weed control and pavement maintenance and repair for the City's 760 lane miles of arterial streets and 1,460 lane miles of residential streets.

REPORTING REQUIREMENTS

Resolution 2010-0002 instructs the CTAB to submit an annual report to the TBD Governing Board, City Council, with progress made in carrying out the Citizens' Transportation Advisory Board's responsibilities. Additionally, RCW 36.73.160(2) requires TBDs to issue an annual transportation improvement report detailing the district revenues, expenditures and the status of all projects, including cost and construction schedules. The report must be distributed to the public and newspapers of record in the district. This report serves both of those functions.

CTAB & TBD Members

CTAB MEMBER DETAILS

POSITION

District 1

District 2

District 3

At-large

Bicycle Advisory Board (BAB)

Plan Commission Transportation
Subcommittee (PCTS)

Pedestrian Transportation and
Traffic (PeTT)

MEMBER

Tom Morgan - Vice Chair

Brian Duncan

Christopher Johnson

John Dietzman - Chair

Grant Shipley

Tom Sanderson

Randy McGlenn

TERM

Expires 11/11/2022

Expires 11/11/2021

Expires 11/11/2022

Expires 11/11/2021

Expires 11/11/2021

Expires 11/11/2021

Expires 3/12/21

TERM LIMITS

On October 7th, 2013 the TBD Governing Board modified Resolution 2010-0002 to stagger term limits for the CTAB to prevent all appointments from expiring on the same date and year (those terms are reflected above).

Board appointments changed to allow all members to serve a three year term with the opportunity to serve one additional term of three years.

TBD GOVERNING BOARD

The role of TBD governing board was assumed by the Spokane City Council in Spokane Municipal code Section 08.16.040, in Ordinance C35557, passed November 20, 2017.

MEMBER

Breean Beggs

Kate Burke

Michael Cathcart

Lori Kinnear

Betsy Wilkerson

Candace Mumm

Karen Stratton

Shauna Harshman

POSITION

Chair

District 1

District 1

District 2

District 2

District 3

District 3

TBD Administrator

TBD Outreach



COMMUNITY ENGAGEMENT

The existing public participation plan is designed to increase public awareness of the TBD, and the projects it funds. The goal has been to inform the Spokane community about how the TBD fees are being programmed. The plan identified a number of platforms and strategies to publicize the planned and constructed projects.

ACCOMPLISHMENTS

The TBD continued a positive working relationship with the Department of Licensing (DOL) and the Department of Revenue (DOR) which has significantly minimized the number of citizens being charged outside of the TBD boundary.

OUTREACH IN 2020

Continued to update information on the CTAB/TBD pages of the City of Spokane website.

MOVING FORWARD

Moving beyond informing the public to engaging the public.

"Our decisions about transportation.. determine the connections and barriers that people will encounter in their daily lives – and thus how hard or easy it will be for people to get where they need and want to go".
– Elijah Cummings

Financial Report

IMPACT OF I-976 ON 2020 TBD PROGRAM

Due to the hold on TBD funding in 2020 as a result of I-976 and the uncertainty regarding lawsuits challenging that action, no meaningful projection of TBD revenue and expenditures for 2020 was able to be made. Near the end of 2020 when it became clear that the funds would be available the CTAB met to evaluate the existing financial status of the TBD and begin planning for 2021-2022. All project accomplishments in 2020 were funded by sources other than the TBD.

TOTAL TBD REVENUE TO DATE

Total Revenue	
Funds collected 2011	\$522,382.20
Funds collected 2012	\$2,520,311.82
Funds collected 2013	\$2,547,688.44
Funds collected 2014	\$2,786,148.50
Funds collected 2015	\$2,741,101.64
Funds collected 2016	\$2,889,405.93
Funds collected 2017	\$2,957,528.89
Funds collected 2018	\$3,065,198.38
Funds collected 2019	\$3,067,544.60
Funds collected 2020	\$3,349,675.89
Total Revenue To Date:	\$26,446,986.29

PROGRAM EXPENDITURES TO DATE

	2011-2014	2015	2016	2017	2018	2019	2020	Total
Admin	\$18,090	\$12,976	\$16,595	\$21,043	\$19,856	\$16,377	\$9,127	\$114,064
Grind & Overlay	\$2,217,286	\$1,100,167	\$1,427,324	\$971,615	\$995,666	\$1,553,435	\$183,316	\$8,448,808
Chip Seal	\$2,015,185	\$535,185	\$758,694	\$708,629	\$1,432,386	\$1,165,309	\$40,295	\$6,655,683
Crack Seal	\$901,296	\$532,113	\$464,996	\$97,469	\$27,080	\$279,524	\$145,980	\$2,448,458
Sidewalk	\$739,776	\$334,861	\$55,848	\$38,755	\$294,940	\$394,415	\$317,621	\$2,176,216
Other*	\$346,675	\$51,766	\$0	\$48,983	\$277,907	\$492,011	\$412,963	\$1,630,305
Total:	\$6,238,309	\$2,567,068	\$2,723,457	\$1,886,494	\$3,047,835	\$3,901,072	\$1,109,302	\$21,473,535

Financial Report

PROGRAM OBLIGATIONS

Project	Active Project Allocations	Expenditures to Date	Remaining Obligation
Crack Seal (2018, 2019)	\$836,627	\$452,584	\$384,043
2020 Crack Seal	\$0	\$0	\$0
2019 Chip Seal	\$1,073,000	\$1,096,806	\$47,879
2019 Grind & Overlay	\$1,534,841	\$1,499,570	\$65,171
Driscoll Sidewalk (2018095)	\$151,465	\$226,310	\$0
Cincinnati Greenway	\$500,000	\$434,253	\$66,014
37th Ave - Manito to Latawah	\$0	\$166,236	\$0
N River Drive Sidewalks	\$365,000	\$72,076	\$292,924
Total:	\$4,460,932	\$3,947,834	\$856,032

TOTAL REVENUE

Funds Collected	Funds Spent	Obligations from 2020	Funds rolled to 2021
\$26,446,986	\$21,473,535	\$856,032	\$4,117,419

PROJECTED YEARS

Funds rolled to 2021	Estimated 2021 Rev	2021 Program Recommendations	Funds rolled to 2022
\$4,117,419	\$3,137,165	\$5,074,904	\$2,179,680

Funds rolled to 2022	Estimated 2022 Rev	2022 Program Recommendations	Funds rolled to 2023
\$2,179,680	\$3,137,165	\$4,151,132	\$1,165,713

2020 Program Accomplishments

COMPLETED 2020 PROJECTS

The following street projects were completed in 2020 as approved in 2019.

Project Name	Work Type	Lane Mi.	\$/yd.	Project Cost	Council District
Residential Crack Seal - Misc Areas	Crack	--		\$300,500	ALL
Queen - Standard to Magnolia	Grind	1.70	\$41.00	\$610,900	1
Scott/Garfield - 43rd to Thurston	Grind	0.70	\$41.00	\$267,867	2
Longfellow Av - Monroe to Division	Grind	1.40	\$41.00	\$532,544	3
Unpaved Road Strip Paving	Paving	--		\$214,715	ALL

The following sidewalk projects were completed in 2020 as approved in 2019.

Completed Sidewalk Projects for 2020	
Project	Status
Driscoll - Wellesley to Bismark	Complete
Cincinnati Greenway	Complete
37th Ave - Manito to Latawah	Complete

2020 Program Gallery

GALLERY OF 2020 COMPLETED PROJECTS

Longfellow from Post Street to Division - District Three

Before



After



Longfellow looking west towards Shadle

Before



After



2020 Program Gallery

GALLERY OF 2020 COMPLETED PROJECTS

Scott/Garfield from 43rd to Thurston - District Two

Before



After



Before



After



2020 Program Gallery

GALLERY OF 2020 COMPLETED PROJECTS

Queen Street from Standard to Magnolia - District One

Before



After



Before



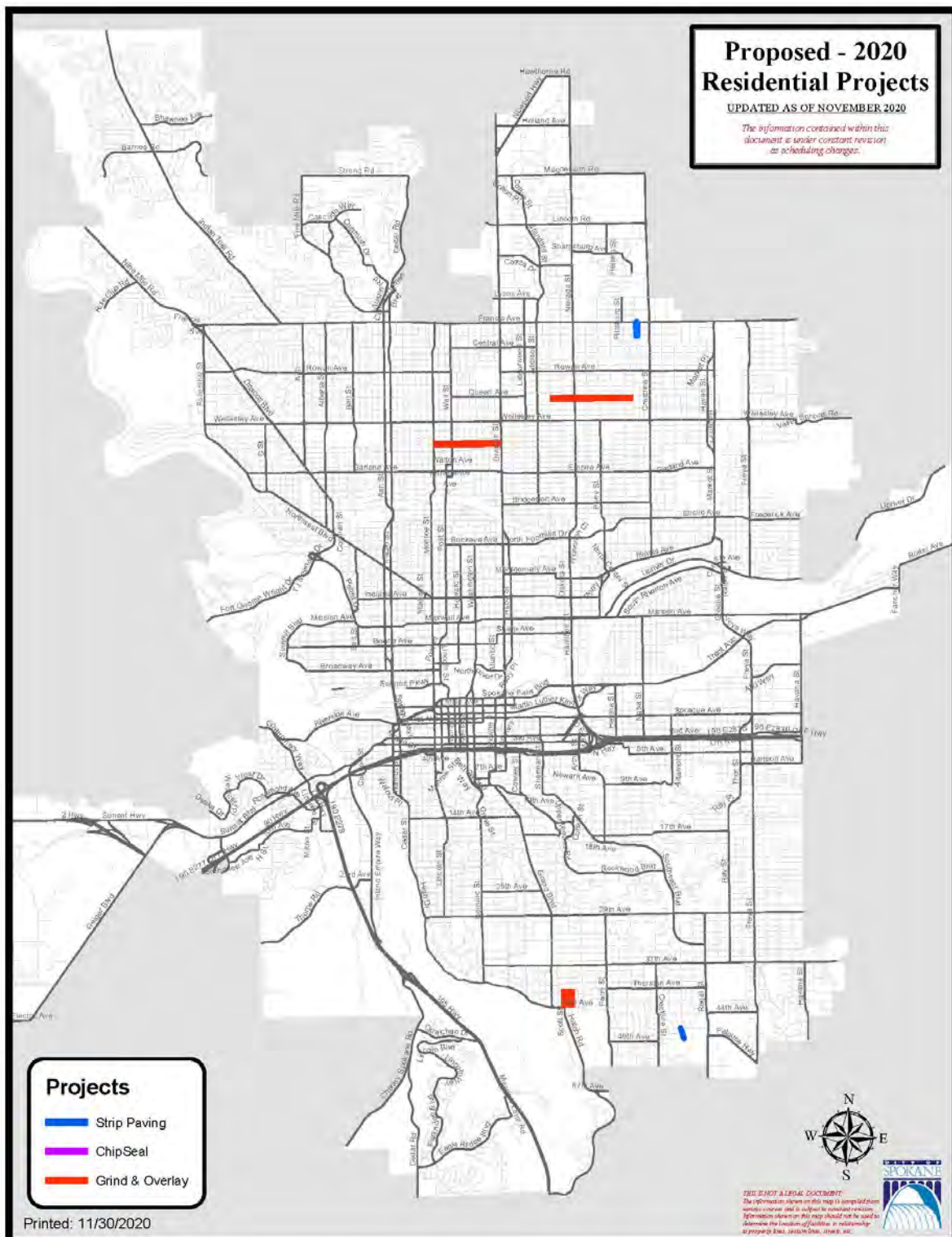
After




2020 Program Maps

COMPLETED 2020 RESIDENTIAL PROJECTS

The following projects were completed in 2020 as approved in 2019.





Gonzaga University/City of Spokane Neighborhood Council Leadership Needs & Strengths Assessment

GRETCHEN CHOMAS

CHRISTINA KAMKOSI

August 5, 2021

Current State

Comprised of 29 neighborhood councils, 13 Committees, and 12 Commissions, the City of Spokane relies on active, engaged citizens to deliver services and support to its residents.

The challenge, however, is that many of these leaders come into such roles without significant leadership experience, or an understanding of how city government works.

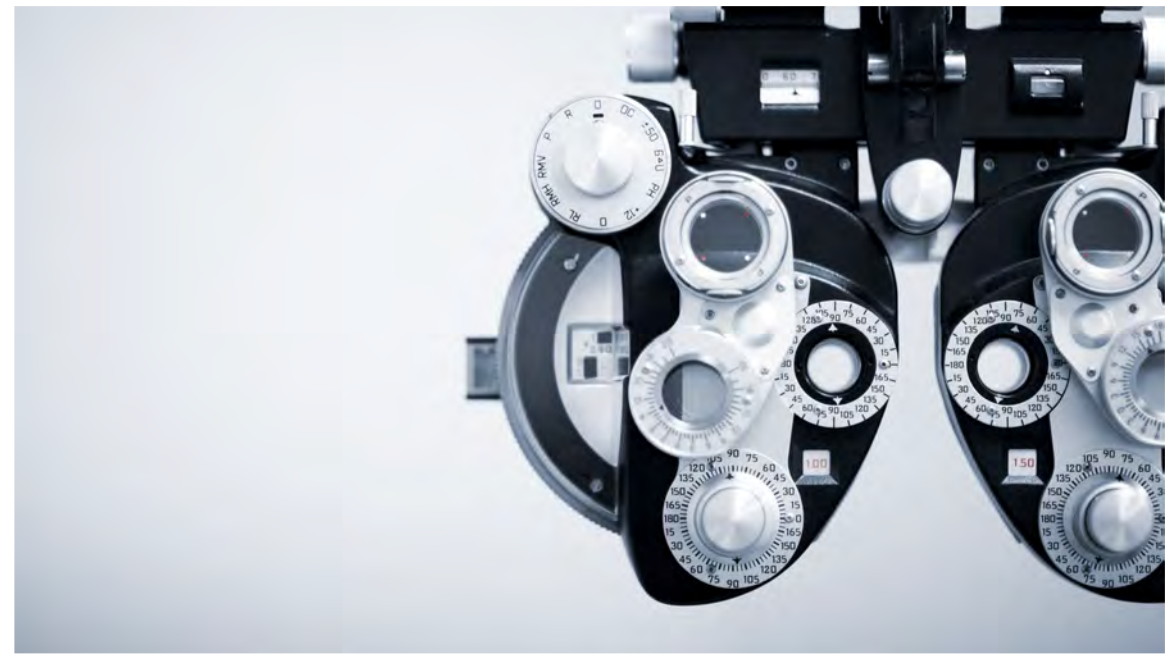
Lack of diversity (ethnicity, gender, generational, economic, and otherwise) across these groups lessens the ability for the civic groups to address the needs of underrepresented constituents.

When left unaddressed, these gaps in knowledge, experience and diversity can lead to unachieved goals.

Background

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

Guiding Vision



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

Phase One: Needs/Strengths Assessment



ASSEMBLED A TEAM OF
VOLUNTEERS TO
ENGAGE IN
NEIGHBORHOODS,
FACILITATED BY
GRETCHEN CHOMAS
AND CHRISTINA
KAMKOSI



VISITED MEETINGS,
CONDUCTED
INTERVIEWS, SURVEYS,
AND FOCUS GROUPS



TALKED TO
CURRENT/PAST
NEIGHBORHOOD
COUNCIL LEADERS
AND RESIDENTS WHO
ARE CURIOUS ABOUT
GETTING INVOLVED



IDENTIFIED BOTH
STRENGTHS AND
OPPORTUNITIES RE
COMMUNICATION,
MEETING
FACILITATION,
CONFLICT
RESOLUTION,
MANAGING CHANGE,
ETC.

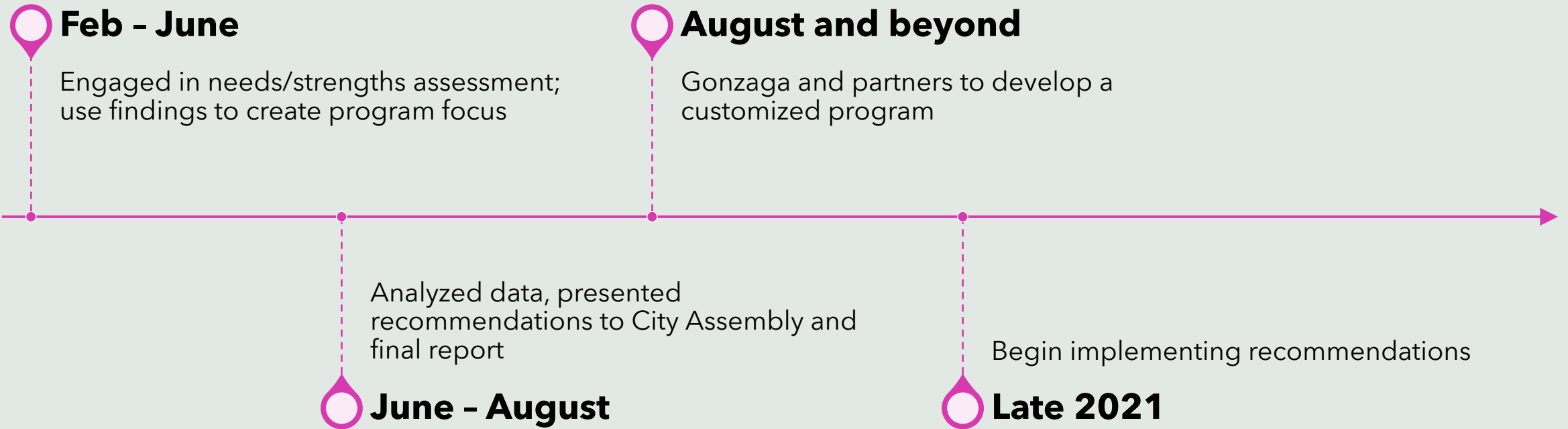


SURVEYED
COMMUNITY MEMBERS
ON THEIR
UNDERSTANDING OF
CITY'S SYSTEMS.



RESEARCHED WHAT
OTHER CITIES HAVE
DONE TO SUPPORT
CIVIC VOLUNTEERS IN
THEIR LEADERSHIP
ROLES

Timeline





Data Collection

Data Collection

105 Surveys

29 Individual
Interviews

6 Meeting
Observations

2 Focus
Groups

Promoting the Assessment Work

Getting people to participate in interviews, surveys and focus groups

Advertised on Facebook

Emails to neighborhood council leaders

Presentations at a few meetings e.g. Community Assembly, Building Stronger Neighborhoods

Personal texts/emails

Office of Neighborhood Services

Collaboration with the assessment team



Data Analysis

Data Analysis Meeting

- Met in person on June 5, WCCC
- Interview data analysis
- Survey data analysis
- New guiding vision
- Next steps



Overall Findings

Unaffiliated Community Members

General Concerns	Strengths	Participation	Leadership	Desires/Solutions
<ul style="list-style-type: none">• Concerned about inclusivity• Did not see the impact (not results oriented)• Lacking communication – not accessible	<ul style="list-style-type: none">• A place to get to know neighbors	<ul style="list-style-type: none">• Accessibility• Time of meetings not accessible for working families• No awareness of neighborhood councils• Home-owners vs renters – renters feeling not welcomed	<ul style="list-style-type: none">• Relationship building – be invited	<ul style="list-style-type: none">• Provide stipends for involvement• Inclusive leadership – succession planning• Accessibility• Education on city procedures (cheat sheet on how things work)

Established Members

General Concerns	Strengths	Participation	Leadership	Desires/Solutions
<ul style="list-style-type: none"> • Limited awareness of Community Assembly, Neighborhood Councils or city processes • Lack of diversity • Non inclusive • How to retain people through the year • Limited accessibility including communication, transportation, childcare internet (tech barriers, affordability) • Outreach, how do we include all voices? • Meetings aren't engaging, impactful • No follow through 	<ul style="list-style-type: none"> • A place to keep informed • Community building (social interaction or connection) • Promotion of safe environments • a place to make the community better/help people • People with valuable expertise 	<ul style="list-style-type: none"> • Times of meetings are not accessible for working families • Virtual meeting being a barrier for many • Not representative, mostly for the elite or loud voices • Older adults, no youth • No childcare 	<ul style="list-style-type: none"> • Need for advocacy skills • Diversity, equity & inclusion (DEI) not prioritized based on survey • Need skills for dealing with difficult people • General facilitation skills (zoom and in person) • Tech savviness • Listening skills • Communication 	<ul style="list-style-type: none"> • Inclusion - diverse voices (DEI) • Leaders to be acknowledged • Incentivize participation • Authentic engagement and new member recruiting • Members knowing their neighbors • Power dispersal/democratic - conflict resolution • Provide food at meetings • Education on finances e.g. bank accounts, fundraising and 501(c)3 management • Managing effective meetings, communications, Robert's Rules of Order • Addressing safety, homelessness, streets and crime/theft)

Leadership Program Preferences

Have the leadership program work on a project in their neighborhoods while going through the course

Weekends (or anytime), 2 times a month for 3-6 month in neighborhood or peer cohort

Have the workshops/trainings/course be applicable to neighborhood needs

Targeted outreach to address lack of diversity

- Translation services
- Build relationships with communities within the neighborhoods

Provide childcare; continue virtual and in person; offer bus passes to get to the training

A photograph of a black bicycle leaning against a bright yellow wall. The bicycle has a rear rack and a small pink object on the handlebars. A light blue rectangular box is overlaid on the lower right portion of the image, containing the text 'Parking Lot/Bike Rack' in a dark brown, cursive-style font. The background wall is a solid, textured yellow. The ground is a light-colored, slightly uneven surface. There are some white dots visible on the left and right sides of the image, possibly from a light source or a filter.

Parking Lot/Bike Rack

Parking Lot/Bike Rack Ideas

Setting clear and realistic expectation of city council members involvement

FAQ/Cheat sheet

Offer themed meetings

Use past NC leaders as teacher in the program

Included a capstone or final project in the leadership program to get hands on experience

Does the terrain affect interaction between neighbours (flat versus hilly)

Consider East Central's structure?

Better NC websites

Consider using Nextdoor for outreach

Establish term limits on NC leadership

Formalize mentoring and learning from other

Need for community agreements at NC meetings

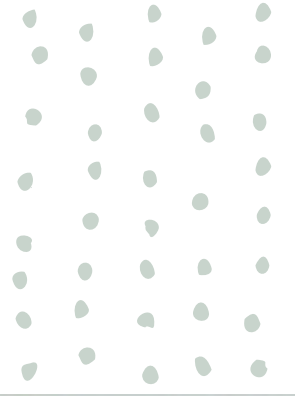
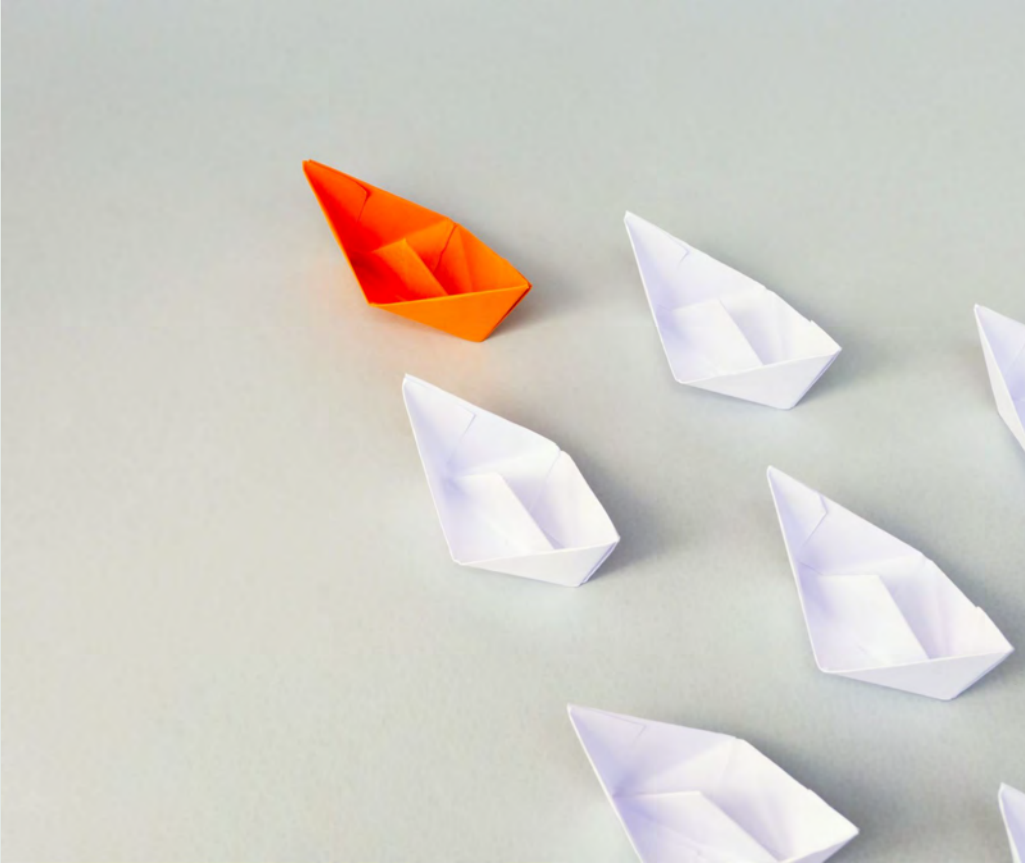
Hold neighborhood fairs every 6 months with council and ONS, invite NCs (who represents them and how to get in touch)

"Our neighborhood council system gives too much power to the 20 people that have the time and money to attend, I would rather follow a good leader than be one"



Phase Two - New Guiding Vision

“How might we equip neighborhoods with knowledge, skills, and resources to increase engagement and effectively address their priorities?”



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



Phase Three - Ideate



Recommendations & Next Steps

Recommended Content for the Leadership Program

- **Recognize or incentivize** neighborhood council leaders for their time
- **Build partnerships with local employers** to incentivize neighborhood council participation
- **Mentor and peer led initiatives** on the above topics (mini videos on how to do things like welcome kits to the neighborhood, connecting with businesses, etc)
- **Evaluate and revise** Building Stronger Neighborhoods resources
- **Support community led events** financially and with other resources
- Provide **a recommended structure across** all the neighborhoods to help with clarity and continuity among neighborhoods
 - Guidebook for all past positions and their functions
 - Improve the Neighborhood Council (NC) websites and provide assistance updating them (partnerships with universities)
 - Reducing the requirement for people to have a voice if not at a certain number of meetings
 - Help NC set community agreements for their meetings
 - Term limits on NC leadership
- Have the leadership program **work on a project in their neighborhoods** while going through the course
- Leadership Training Needs to include **skills** on:
 - Outreach with Businesses
 - New Member Outreach
 - People show up for issues/ challenges
 - How to retain and engage people throughout the year
 - How to be inclusive of diverse voices
 - Banking, managing finances, 501c3 organizations, fundraising
 - Succession Planning

Considerations for Building Neighborhood Councils

- Create **awareness and marketing campaigns** to increase involvement.
- Increase **accessibility**
 - Hold meetings at recommended convenient times of the day
 - Offer flexible participation to include both Zoom and in person options
 - Provide childcare during meetings
 - Arrange transportation needs for participants or offer bus passes to get to and from meetings
 - Provide affordable Internet stipends to address affordability and Technology barriers
- Provide **networking / idea sharing space** at meetings / conferences
- Create **cheat sheets for running effective** meetings and **processes that are difficult** to navigate
- Continue this process to create a training program emphasizing the previously discussed needs that is led by **experienced peers** who are able to share their **knowledge and lived experience**
- Address **lack of inclusive leadership and diversity** (racial, renters/homeowners, age gender, e.t.c.)
 - Provide language services to non-English speakers
 - Target outreach to build relationships with diverse communities within the neighborhoods e.g. welcoming letters, block parties and one on one meetings
- Consider **learning from other cities** e.g. Seattle and Salt Lake City (included in appendix)



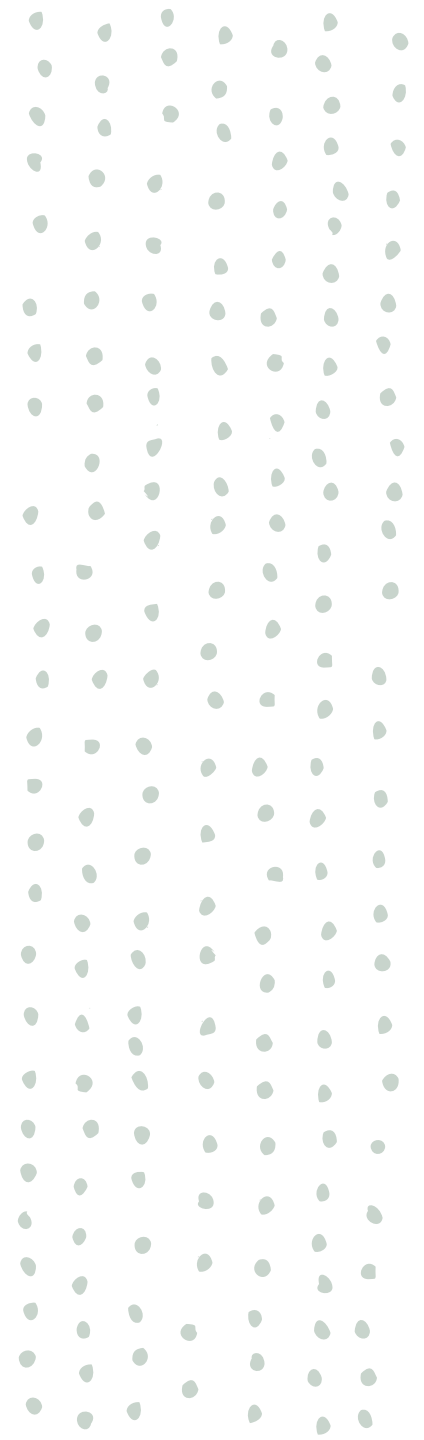
Questions



*Thank you! Zikomo
Kwambiri! Gracias!
Merci!*

Appendix

- Examples from Other Cities
- Summaries & Takeaways -Survey, Individual Interviews, Meeting Observations & Focus Groups
- Brainstormed Ideas from the Project
- Process: Design Thinking
- Contact Information





Examples from Other Cities

INTERVIEWS WITH SEATTLE & SALT LAKE
CITY BY JARVES HALL, GRAD INTERN, GU

Key Takeaways – Seattle & Salt Lake City

- Leadership training being offered to neighborhood and community leaders in their jurisdictions
- There were common themes:
 - Both working to address a history of inequity in their city
 - Many of these inequities had a basis in racial bias
 - Redlining, restrictive covenant agreements, and even city ordinances have historically restricted where BIPOC people could reside in a particular city
 - Gentrification, by means of urban renewal and “community revitalization”, has begun to displace BIPOC families from long-standing communities.
 - With “race”, having so much to do with “place” regarding where people live in a city, also impacts involvement in neighborhood associations and also, which associations, historically, have gotten attention and resources from municipalities
 - Partnership with a university to offer the training was key in receiving high quality training

Seattle, Washington

- People's Academy for Community Engagement
- <https://www.seattle.gov/neighborhoods/peoples-academy-for-community-engagement>
- YouTube: <https://www.facebook.com/watch/?v=319609108795056>
- Resource: Abesha Shiferaw, Abesha.Shiferaw@seattle.gov
- Seattle's PACE program (People's Academy for Community Engagement uses the Trusted Advocate Model (see below) to place BIPOC communities at the early stages of policy development.
- Part of this training is the use of Community Liaisons as a part of the training and as community liaisons on policy for various departments. The community liaisons are compensated for their time
- Initially, The PACE program was 6 weeks long, held on a Saturday for hours per session and was a cohort model. It is now run during the week for 2-hour sessions. They have partnered with four community organizations (for the training and the recruitment of applicants) including the Urban League of Seattle. The training had more of an anti-racist lens and is tailored to specify affinity. Prior iterations of this program had mostly white attendees and this new version of the program has increased diversity and increased engagement with community partners. The Trusted Advocated model is being used by multiple jurisdictions and has been the subject of multiple public reports.

Salt Lake City, Utah

- Westside Leadership Institute
- <https://www.westsideleadership.org/>
- YouTube: <https://www.youtube.com/watch?v=VI0HJauT7YQ>
- Resource: Eva Lopez, Eva.Lopez@slcgov.com
- Salt Lake City's Westside Leadership Institute is a partnership between the city, University Neighborhood Partners, and University of Utah
- To address the marginalization of communities, the Westside Leadership Institute helps to train leaders from the community and allow them to be a part of policy development
- Salt Lake City does not just ask communities to volunteer, they compensate people for their time through each department
- An example would be if the transportation department wanted to conduct a study of the impact of a decision, if they only listened to businesses and though who could volunteer their time, the full community would not be represented. They pay community people to be contractors, train them on an issue, provide childcare during this training, and work to remove other barriers so that not only do they get participation, but they get meaningful participation. They are also allowed to be on review boards and ensure the training and time comes with power and impact

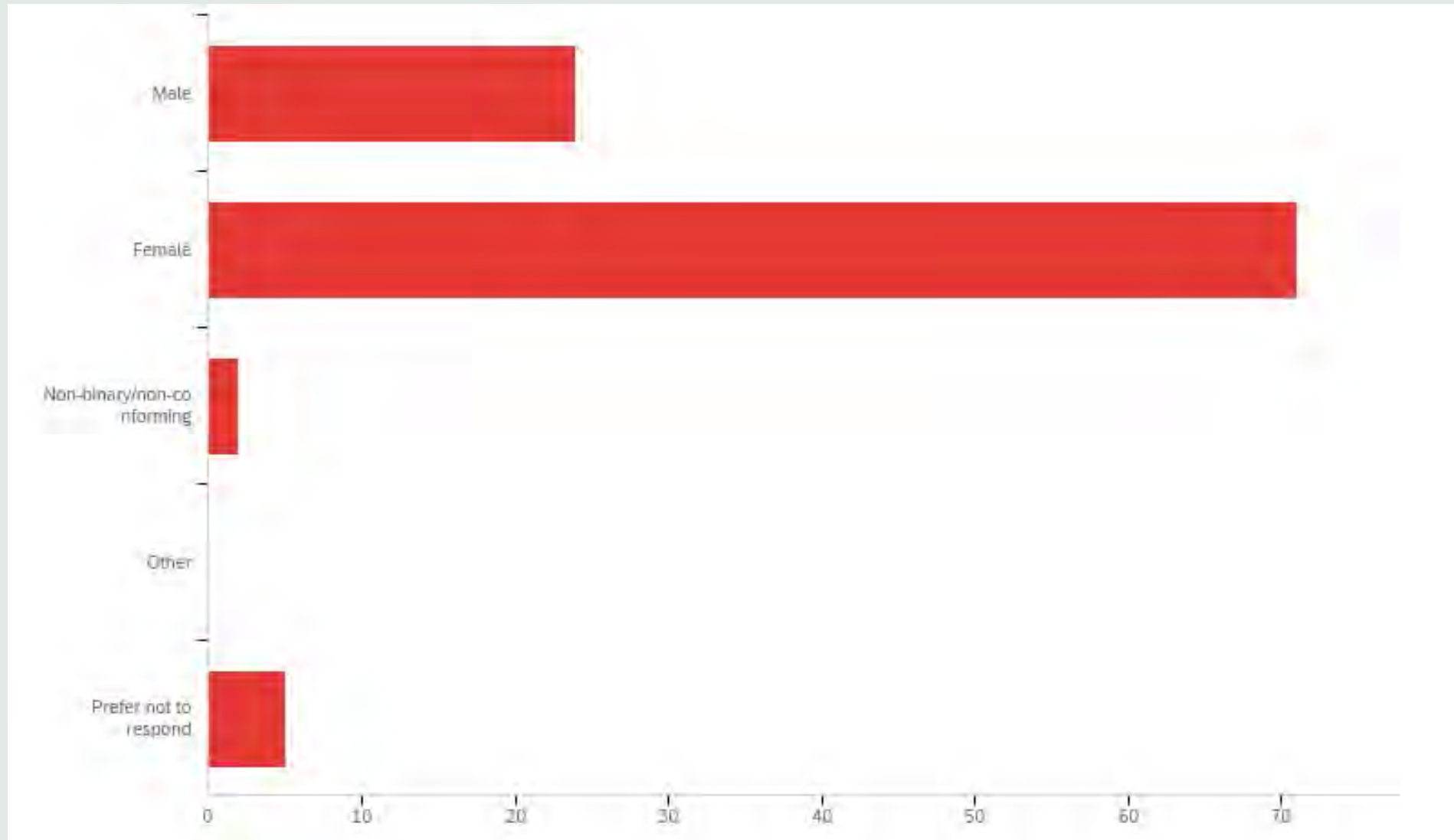


Survey Summary

Ethnicity

Answer	%	Count
Black (African or Caribbean American)	3.81%	4
Asian	1.90%	2
Alaska Native/American Indian	0.95%	1
Native Hawaiian/Pacific Islander	0.00%	0
White	80.95%	85
Hispanic or Latina/o/x	2.86%	3
Other (please specify below):	1.90%	2
Prefer not to respond	7.62%	8

Gender



Survey Key Takeaways

Limited awareness of
City Assembly,
Neighborhood
Councils (Poor
Communication)

Lack of diversity

Virtual meetings
being a barrier for
many

Times of meetings
being challenging

Diversity, Equity &
Inclusion not
prioritized as a need

Need for block
parties

Address engagement
to get more
participation

Parks key concern
focus on Addressing
safety, homelessness,
streets and
crime/theft)

Owners vs renters
(not feeling
welcomed)

People would like to
be incentivized to
participate

Leadership Program Preferences

Have the leadership program work on a project in their neighborhoods while going through the course

Weekends (or anytime), 2 times a month for 3-6 month in neighborhood or peer cohort

Have the workshops/trainings/course be applicable to neighborhood needs

Targeted outreach to address lack of diversity

- Translation services
- Build relationships with communities within the neighborhoods

Provide childcare; continue virtual and in person; offer bus passes to get to the training

Leadership Training Needs



Skills Most Crucial for Neighborhood Council Leaders	Percentage Responded
Understanding of city government processes and policies (incl. funding resources)	19%
Planning and running effective meetings	16%
Interpersonal communication (including listening)	15%
Resolving conflict and having courageous conversations	11%
Networking and collaboration with businesses and organizations in the community	10%
Outreach and engagement with new members	10%
Delegation and follow-up	8%
Motivating and influencing others	8%
Awareness and commitment to diversity, equity & inclusion	0%

Leadership Training Needs



City Processes



Running effective meetings



Interpersonal communications



Succession Planning



Conflict Resolution



Outreach with businesses



New member outreach



Handling finances,
business
processes (501(c)3)



Networking



Individual Interviews Summary

Persona- Extreme User 1

White

Retired

Mostly Female

On multiple
committees

Involved for a
long period of
time

Burnt Out

Hesitant to
change

Challenged with
succession
planning

Unlikely to step
down if there is
no one to step
up

Learned by
doing

Persona- Extreme User 2

- Younger
- Have been involved for a shorter time because of burn out
- Very involved in community
- May be involved in other community groups as well
- May have a family with kids



Persona- Unaffiliated User 3

Not involved

Confused

Did not know about the Neighborhood Council

Cannot access meetings- childcare, time, internet. etc.

Does not feel welcome at meetings- concerned about inclusivity

	Established	Unaffiliated
General Issues	<ul style="list-style-type: none"> • Non inclusive • How to retain people through the year • Accessibility including transportation, childcare internet (tech barriers, affordability) • Outreach, how do we include all voices? • Meetings aren't engaging, impactful • No follow through 	<ul style="list-style-type: none"> • Concerned about inclusivity • Did not see the impact (not results oriented) • Lacking communication
Strengths	<ul style="list-style-type: none"> • A place to keep informed • Community building (social interaction or connection) • Promotion of safe environments • a place to make the community better/help people • People with valuable expertise 	<ul style="list-style-type: none"> • A place to get to know neighbors
Participation	<ul style="list-style-type: none"> • Time • Not representative, mostly for the elite or loud voices • Older adults, no youth • No childcare 	<ul style="list-style-type: none"> • Accessibility • Time • No awareness
Leadership	<ul style="list-style-type: none"> • Need for advocacy skills • Need skills for dealing with difficult people • General facilitation skills (zoom and in person) • Tech savviness • Listening skills • Communication 	<ul style="list-style-type: none"> • Relationship building - be invited
Desires/Solutions	<ul style="list-style-type: none"> • Inclusion - diverse voices (DEI) • Authentic engagement • Members knowing their neighbors • Power dispersal/democratic • Provide food at meetings • Education on finances e.g. bank accounts, fundraising and 501(c)3 management • Managing effective meetings, communications, Robert's Rules of Order 	<ul style="list-style-type: none"> • Stipends for involvement • Inclusive leadership • Accessibility • Education on city procedures (cheat sheet on how things work)



Meeting Observations Summary

Key Observations

Mostly attended by retired adults

Lack of diversity (white women)

Agenda Provided

No team agreements

A few loud and dominating voices

Poor attendance



Focus Groups Summary

Key Insights from Focus Groups

Mostly people in leadership in various neighborhood councils and committees

Long time Spokane folks

Motivated to make their neighborhoods stronger and leave a legacy

Surveyed out - various surveys but no action. Use what is already available

Recruiting people and addressing diversity

Love parks and accessible side walks

2008 leadership workshops with EWU were helpful

challenges with keeping people engaged

Understanding city processes and procedures is a challenge

Stipends and childcare would be helpful

Access to training e.g. Roberts Rules of Order and Strengths Assessment

No manual to lead a neighborhood council

Challenging to run virtual meetings e.g. not tech savvy or no access to the internet



Brainstormed ideas from the project

Brainstorming 1 of 2

Recognizing Neighborhood Leadership for their time

- Building partnerships with local businesses e.g. Avista, City Utilities, etc. to incentivize neighborhood council participation

Enlist mentors and support peer led initiatives on the desired leadership topics

- Mini videos on how to do things like welcome kits to the neighborhood, connecting with businesses, etc.
- In person and virtual trainings and workshops e.g. marketing, Intercultural Communications, running effective meetings, etc.

Evaluate and revise Building Stronger Neighborhoods resources

Reducing barriers for neighborhood activities with the goal of social connection and increased engagement



Brainstorming 2 of 2

Provide guidance/common structure across all the neighborhoods to help with clarity and continuity among neighborhoods

- Past chair position?
- Improve the Neighborhood Council websites and provide assistance updating them (partnerships with universities??)
- Reducing the requirement for people to have a voice and vote if not at a certain number of meetings to increase participation and better represent the neighborhood
- Help Neighborhood Councils set community agreements for their meetings
- Establish term limits on Neighborhood Council leadership

Create opportunities for Spokane neighborhood leaders to connect

Create cheat sheets for Roberts Rules and other processes that are difficult to navigate

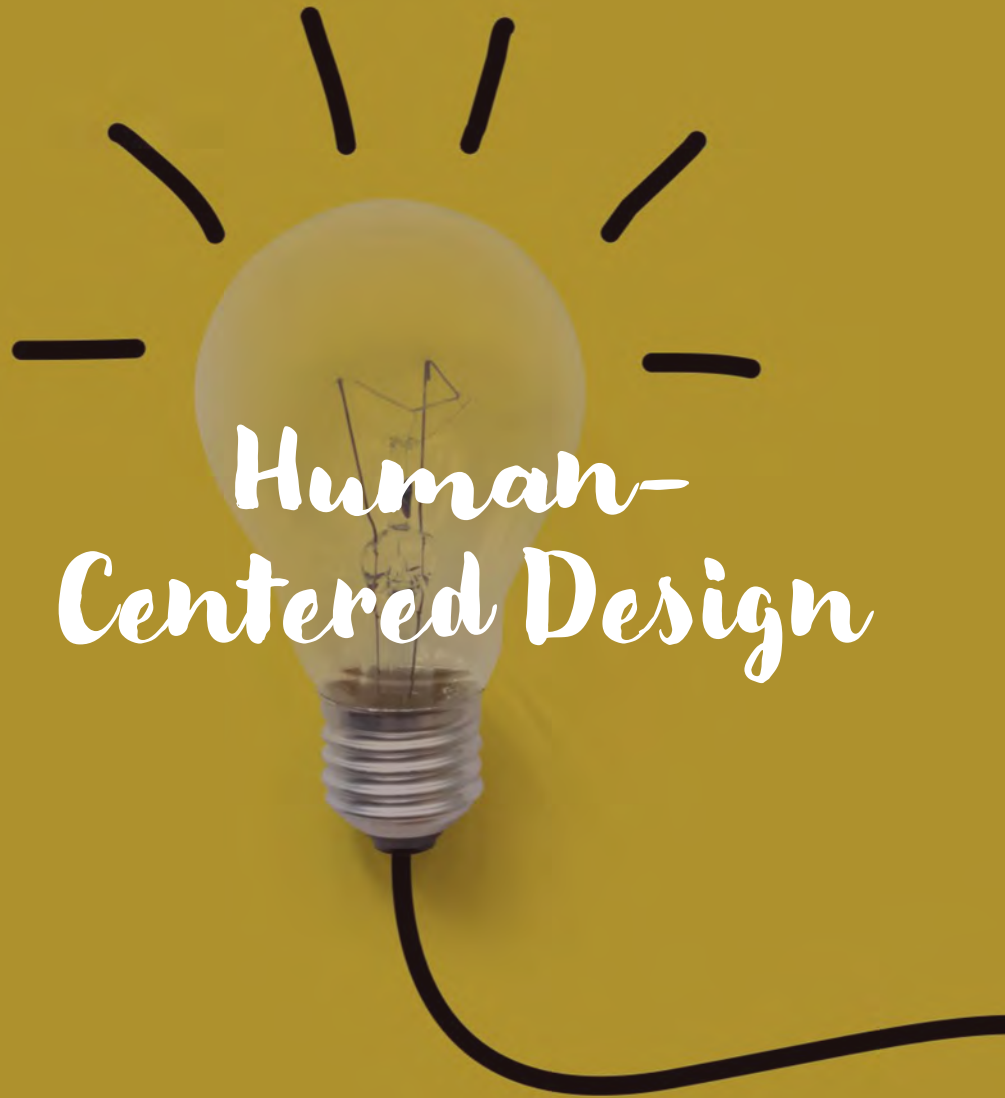


Process

Design Thinking

An iterative process in which we seek to understand the user, challenge assumptions, and redefine problems in an attempt to identify alternative strategies and solutions that might not be instantly apparent with our initial level of understanding - www.interaction-design.org





- Believing that all problems, even the seemingly intractable ones are solvable
- Believing that the people who face those problems every day are the ones who hold the key to their answer
- Offers problem solvers of any stripe a chance to design with communities
- Deeply understand the people they're looking to serve
- Dream up scores of ideas
- Create innovative new solutions rooted in people's actual needs.

Phases of Design Thinking



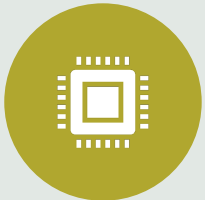
Empathize – with your users



Define – your users' needs, their problem, and your insights



Ideate – by challenging assumptions and creating ideas for innovative solutions



Prototype – to start creating solutions



Test – solutions

Empathy or Immersion

Empathy

In order to get to new solutions, you have to get to know different people, different scenarios, different places.

—Emi Kolawole, Editor-in-Residence,
Stanford University d.school



There's no better way to understand the people you're designing for than by immersing yourself in their lives and communities.

The Inspiration phase is dedicated to hearing the voices and understanding the lives of the people you're designing for. The best route to gaining that understanding is to talk to them in person, where they live, work, and lead their lives. Once you're in-context, there are lots of ways to observe the people you're designing for. Spend a day shadowing them, have them walk you through how they make decisions, play fly on the wall and observe them as they cook, socialize, visit the doctor—whatever is relevant to your challenge.

Contact Information

Rachelle Strawther, Gonzaga liaison - strawther@Gonzaga.edu

Carly Cortwright, City of Spokane liaison - ccortwright@spokanecity.org

Gretchen Chomas, Co-facilitator - gchomas@gmail.com

Christina Kamkosi, Co-facilitator - tinakamkosi@gmail.com

Police Advisory Committee Membership

The Spokane Police Advisory Committee (P.A.C.) is a volunteer group whose members contribute their time and talents to promote safety, form a liaison between their communities and the Police Department, and assist in educating our community for a better understanding of the respective responsibilities of police and citizens.

The Police Advisory Committee welcomes participation from all community groups.

Applications for membership can be obtained at:

**[my.SpokaneCity.org/bcc/committees/
police-advisory-committee/](https://my.SpokaneCity.org/bcc/committees/police-advisory-committee/)**

Or, call 509.625.4063 to request an application be mailed to you. Members are appointed by the Chief of Police. A confidentiality agreement is required along with an annual letter of commitment.



2021 Quarterly P.A.C. Public Meeting Schedule

All meetings times begin at 5:30 p.m.
*Location dependent on current Covid-19
restrictions.*

Thursday, March 18

West Central Community Center
1603 N. Belt Street

Thursday, June 17

Northeast Community Center 4001
N. Cook St.

Thursday, September 16


West Central Community Center
1603 N. Belt Street

Thursday, November 18

Martin Luther King Jr. Center @
ECCC 500 S. Stone Street

To obtain additional information about
the Police Advisory Committee, write to:

Spokane Police Department
1100 West Mallon Avenue
Spokane, WA 99260-0001

 Printed on recycled paper.

Spokane Police Advisory Committee (P.A.C.)



Police Advisory Committee

The philosophy of community based policing begins with a partnership between the police department and the citizens it serves. Any partnership requires a regular and open flow of information, opinions, ideas and suggestions. To this end, the Spokane Police Advisory Committee acts as an important resource to the office of the Chief of Police.

Formed in the early 1980's, the Committee is comprised of a cross-section of citizens. Its members represent most of the community groups and interests in Spokane. A current list of its members' organizations is included.

Members of the Committee may develop and offer opinions and/or suggestions related to topics of concern. These opinions and/or suggestions will be presented to the Chief.

Among its accomplishments are ongoing reviews of Police Department policies, providing input regarding minority hiring, interviewing candidates for the position of Chief of Police, cross cultural awareness training for officers and civilian employees, providing valuable community input to the DOJ and for the curriculum of the Citizen's Academy.

Mission Statement

The primary function of the Police Advisory Committee shall be:

**TO ACT AS AN ADVISORY
BODY REPRESENTING VARIOUS
COMMUNITY GROUPS TO THE
OFFICE OF THE CHIEF OF POLICE.**

**TO FUNCTION AS A SOUNDING
BOARD FOR THE CHIEF OF POLICE
REGARDING COMMUNITY NEEDS
AND CONCERNS, AS WELL AS
COMMUNITY RESPONSE TO
PROPOSED POLICE PROGRAMS
AND PRIORITIES.**

The Police Advisory Committee has included members from the following communities and organizations:

Chase Youth Commission

C.O.P.S.

**Filipino-American Community Hispanic
Community**

Iraqi Community

L.G.B.T.Q. Community

Lilac Blind Foundation

**Lutheran Community Services
Northwest**

Martin Luther King Jr. Center

Mental Health Providers

Ministers' Fellowship Union

N.A.A.C.P.

Native American Community

Spokane Hmong Association

Spokane Public Schools



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the City of Spokane's Office of Neighborhood Services (hereinafter "ONS") and the Community Assembly (hereinafter referred to as "CA").

Per the City of Spokane Charter, Article 8¹, the CA is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. The CA shall act as advisors to the City Council and the Mayor. ONS shall act as the staff support for the neighborhood council program and as the liaison between the neighborhood councils, the CA, the City Council, the Mayor, and the various city departments.

The intent of this MOU is to clarify expectations of both parties per SMC 04.27.040³. In addition to specific staff support listed below, ONS will support the core purpose and values of the CA² and advocate for the Neighborhood Councils.

This MOU does not address the relationship between ONS and the Neighborhood Councils.⁴

The parties agree as follows:

ONS will provide the following staff support to the CA:

1. Staff will attend and coordinate monthly CA meetings by preparing and emailing agenda packets; taking and disseminating minutes per CA policies and procedures; posting both agenda packets and minutes to the city neighborhoods program website (hereinafter "website").
2. Staff will attend and coordinate joint CA/City Council meetings by emailing and posting agendas to website.
3. Staff will attend and support CA Committees meetings by emailing notices and posting agendas to website. Additionally, staff will provide the following support:
 - a. For Admin Committee, track and provide a list of presentation requests for their consideration for CA monthly meeting.
 - b. For Budget Committee, provide a summary of expenses submitted and reimbursed for the Community Engagement Grants.
 - c. For Building Stronger Neighborhoods (BSN) Committee, provide training support as requested by BSN.
 - d. For all committees, staff will work with other city departments to arrange for the participation of appropriate staff and provide additional agreed upon support as detailed in the committee-specific policies and procedures.⁵
 - e. If requested, will assist in reserving space for CA, CA/CC, and CA Committee meetings on city facilities or other public facilities.
4. Maintain CA historical archives of meeting minutes and documents.
5. Establish email distribution lists for CA committees as provided by committee chairs; maintain email distribution lists in coordination with committee chairs.

- a. Neighborhood Council Chairs, Vice-Chairs, and CA reps will automatically be added to (or removed from) committee distribution lists once ONS receives notice of their election.
 - b. With the exception of individuals listed in 5.a, removal from a committee email distribution list must be requested by the individual themselves to chair or ONS in writing or as a result of a delivery failure.
6. Keep the my.spokanecity.org Neighborhood Council webpages up to date.
 - a. Includes posting minutes and/or agendas as provided by the Neighborhood Councils.
7. Manage any funds and related contracts set aside for CA by the City Council beyond the Community Engagement Grant funding.
8. Provide Community Assembly meeting facilitator (if requested).

The CA agrees to provide to ONS:

1. Current CA policies & procedures.
2. CA Committee meeting agendas, minutes, and list of committee officers/members with up-to-date contact information.
 - a. The CA Committees will be responsible for taking their own minutes.
3. CA Committee meeting dates, times, and locations.
 - a. The Committees (with exception of Admin Committee) will be responsible for setting up their own meetings, including web meetings.
4. Current email contact information for ONS to create distribution lists.

Per SMC 04.27.040, this MOU will be reviewed on an annual basis in conjunction with the annual CA Policies and Procedures update. This initial MOU and any future changes will be presented to the City Council for approval. Both parties pledge to always comply with this MOU in good faith. If either party fails to fulfill its commitments, either party can trigger a review and renegotiation of this MOU.

¹ Text of Charter Article 8 <https://my.spokanecity.org/opendata/charter/article-08/>

² CA Core Purpose and Values can be found here: <https://my.spokanecity.org/neighborhoods/community-assembly/>

³ Text of SMC 04.27.040: <https://my.spokanecity.org/smc/?Section=04.27.040>

⁴ Per the SMC, if a NC chooses, they can work with ONS to develop an MOU specific to their neighborhood council.

⁵ Community Assembly Policy & Procedures can be found here: <https://my.spokanecity.org/neighborhoods/community-assembly/>

DATED this _____ day of _____, 2021.

OFFICE OF NEIGHBORHOOD SERVICES

COMMUNITY ASSEMBLY

By: _____

Carly Cortright, Director

By: _____

Authorized Representative of CA

DRAFT

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

July 27th, 2021. 12pm via Zoom

Attendees: Committee members: Greg Francis (Chair), Tina Luerssen (Secretary), Christopher Savage.
City Staff: Annica Eagle, Carly Cortright.

June minutes approval delayed due to lack of quorum from last month's attendees.

August CA Agenda requests:

Comp Plan Amendments, 20 min. Kevin Freibott.

CTAB Update, 15-20 min. Shauna Harshman. CC passed changes last month.

Gonzaga Leadership Training, 20 min. Christina Kamkosi.

Police Reform Taskforce update, 5 min. Luke Tolley. Merge with Colleen's presentation: Police Reform/Police Advisory Committee 15-20 min.

Admin: Meeting in Person, 5 min. Greg Francis. Quick recap of CA/CC, Save The Date for next CA/CC Sept. 30. WCCC is available for meeting, but their technology is not the best and may not support a hybrid meeting. Carly is concerned with allowing voting online alongside an in-person meeting. Covid cases are back on the rise, so this is not the ideal time to join back in-person. Channel 5 could upload a CA broadcast after the fact, but Human Rights Commission is broadcast at the time of CA.

ONS Update: PeTT Safety, Clean-Up Update, Street Maintenance. 10 minutes.

MOU Approval: 5 minutes for CA approval.

~~SRTC, Metropolitan Transportation Plan Horizon 2045 Update, 10-15 min. Kylee Jones.~~ This is being presented at PeTT, and information could be in Packet for NCs to reach out if they want a presentation.

~~GSI, 15 min. Garry Ballew (suggested by Colleen Gardner). Comprehensive Economic Development Strategy (CEDS).~~ Just getting started, suggest to move to September.

Other discussion:

CA attendance. Nevada Heights is non-communicative with ONS, and Southgate is as well (although Andy attends CA). Comstock has also been absent recently, they're having a hard time getting participation.

Proposed Agenda for CA 8/5/21. Approved by consensus.

Council Update: From our scheduled Councilmember (Lori Kinnear). 10 minutes.

Comp Plan Amendments: Kevin Freibott, 20 minutes.

CTAB Update: Shauna Harshman, 15 minutes.

Gonzaga Leadership Training: Christina Kamkosi, 20 minutes.

Police Reform Taskforce Update: Luke Tolley, 5 minutes

Police Reform/Police Advisory committee: Colleen Gardner, 15 minutes.

MOU between CA & ONS: Luke Tolley, 5 minutes.

Admin Committee Update: Greg Francis, 10 minutes. Committee P&P Updates, Meetings in-person, CA/CC debrief; Save the date CA/CC 9/30/21.

ONS: Carly Cortright, 10 minutes.

Roundtable. 10 minutes.

CA/CC Agenda for 7/29/21. Approved by consensus.

Colleen's questions:

What is CC's position on Code Enforcement being under SPD?

~~How can CC help NCs get updates on street maintenance in their NCs?~~ Tina suggested that this isn't a CC issue, it's a Streets Dept. issue. Carly mentioned that the Street Obstruction weekly schedule is posted and emailed out to a list (not NC list). Carly will give an update on this during her ONS report at CA.

Where are we with the focus group on traffic calming where each district has a rep as well as other stakeholders? Carly thinks this might be the PeTT Safety and Traffic Awareness group?

Add: American Recovery Plan Funds.

Topics for next Admin Committee meeting. Tuesday, August 24th, 2021: Policies & Procedures committee updates; September 30th is the next 5th Thursday for CA/CC; Nominating Committee for 2022 Admin (October-candidates; November-vote); GSI presentation? Tina will be camping, but will try her best to be on the phone if she can't get online!

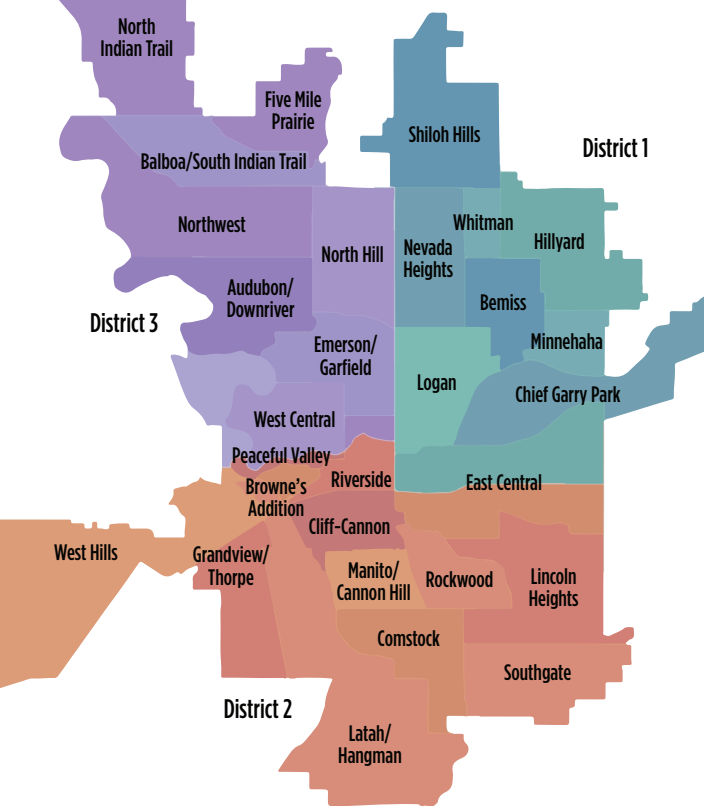
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DRAFT Community Assembly Committee Meeting Notes: Budget Committee
7/26/2021 6:30pm, virtual via Zoom

Members virtually present: Mark Davies (Chair: North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe), Kelly Lotze (Vice Chair: Browne's Addition), Gail Cropper (Northwest), Ken Cruz (West Central). City staff: none (Annie Deasy on vacation). Absent committee member: Scot Webb (North Hill).

Agenda:

1. Meeting notes from 6/28/21 approved by consensus.
2. Annie requested a final proof of the utility insert from Matt but hadn't received one before Annie left for vacation.
3. Status of NC requests and receipt submission. Most big expenses haven't been submitted because events haven't happened yet. Annie and Rosel have spoken about the shelving at NECC, she needs to get measurements for the exact size to fit in the room. Next Budget Committee meeting will be after the main expense submission deadline, so we should have a very good idea of remaining funds at that point. September NC events have been given the leeway to submit their receipts within 1 week after their event.
4. In-person Budget Committee meetings at Fire Station 4. Annie was told that they'd resume allowing meetings in August, however Ken has concerns that with Covid cases rising again that might change. We're unsure of the Wi-Fi strength there, if it's good enough to Zoom for a hybrid meeting.
5. Next Budget Committee meeting is scheduled for Monday, August 23rd, 2021 at 6:30pm. Mark and Tina will both be unavailable that evening. Move to 5th Monday, August 30th? Mark will still be out of town until Sept. 10, but the rest of the committee is available. We will stick with Zoom for August meeting. August agenda: spreadsheet update; utility bill insert; NECC shelving.
6. Meeting adjourned at 6:58pm.



City of Spokane Neighborhood Services

spokaneneighborhoods.org

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Neighborhood Events

Leadership Training

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to see what neighborhood
you live in and when their next
council meeting is.

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DRAFT Community Assembly Committee: Building Stronger Neighborhoods
7/26/2021 12:00PM Pitotti Coffee, and virtually on Zoom

Present at Pitotti: Kelly Lotze (Chair: Browne's Addition), Anne Luttrull (East Central), Christopher Savage (Balboa/South Indian Trail), Gail Cropper (Northwest), Fran Papenleur (Audubon/Downriver). Present on Zoom: Tina Luerssen (Secretary: Grandview/Thorpe), MaryLou Sproul (Browne's Addition), Cliff & Sarah Winger (Shiloh Hills), Lindsey Shaw (Logan). City staff: Gabby Ryan (ONS).

1. Committee Housekeeping

- June meeting notes approved by consensus, confirming that Tina edited the spelling of Mike Harves.

2. Committee Business

- Meeting Location. At Pitotti there is a conference room that we can use. Kelly will confirm that the room is available for us to reserve monthly. Gabby got confirmation that the Don Kelly room could be reserved for this meeting at West Central Community Center. Committee preference for the coffee shop, since we meet during the lunch hour.
- Clifton Strengths Finder Training: Gabby reported that the training went well, with around 30 participants. The recording is in the CA Zoom account and Gabby can upload it to the CA website for viewing. There are opportunities for further trainings from this book in the future.
 1. Gail appreciated having the 2 books available for her and another NC leader. Lindsey requested that it would be great if we could have offered this to more people, so the whole NC executive committee could participate. Tina suggested that the next training opportunity could be to get these attendees together, plus others who could still take the assessment from the additional books we have available.
 2. Viacharacter.org is a website that Cliff suggested, which is similar to Clifton but a free option available. Values in Action Inventory.

3. Announcements & Upcoming Events:

- ONS Update. Revamping the website, so Carly has requested that BSN review all the items on the Toolkit website for relevance and timeliness. Gabby updated that the process is in motion to move Carly completely to Director of ONS, without overseeing MySpokane/311 as well.
 1. Gabby updated on Clean-Up, she met last week with Solid Waste and have identified which NCs can hold events, but do not have dates yet for when those events can happen. Waiting to hear from Solid Waste for dates, and the CA will be updated at the August 5 meeting. Only 1 NC was unable to have their request fulfilled, and they have been notified.
- GU Leadership Training Update. Christine & Gretchen are putting the report together to be released in August.

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4. Education & Outreach

- Neighborhood Events Calendar: last month, we had discussed putting together a calendar for NC events but didn't have an actual plan for how to compile and share this information. Fran suggested having a nice graphic with the event dates/info that can be shared digitally to the CA lists and on NC Facebook pages.
 - 1. Kelly asked whether we can add this information to the Mayor's weekly community email. Gabby will reach out to Kirsten about sharing information in this message.
 - Jessica is social media manager for the city and Brian is communications director, Kirsten has forwarded Gabby's request to these people.
 - 2. Lindsey asked about the Inlander calendar; we don't have a specific contact but information can be sent to the Calendar email address 2 weeks prior to the event.
 - 3. Fran volunteered to create a graphic in Publisher or Word. Lindsey suggested Canva as a free platform to create flyers and calendars. Gabby said there is a first-month-free option that is very helpful, but she has already used a free month so someone would have to create a new account.
 - Kelly will create an events email address to compile dates from NCs, Fran will put a flyer together.
 - 4. Does the Neighborhood Calendar through ONS have events listed, or only NC/CA meetings? Gabby will check with Carly/Kirsten about adding events to this calendar. Kelly checked and the calendar says "meetings and events" so we should be able to put NC events on there.
spokaneneighborhoods@gmail.com is the email address, but it isn't monitored. Tina asked Gabby who/how this would best be promoted. Gabby said the Community Update newsletter is the best outreach to reach the most people. Lindsey suggested that sharing the NC calendar could be very advantageous to increase the awareness/access of these meetings/events.
- Neighborhood Outreach
 - 1. Gail updated on Northwest, they don't meet in June/July/August. She has been actively participating in committee meetings and visiting other NC meetings to see how other groups operate. Looking to start a newsletter with MailChimp. Gail also organizes blood drives through the American Red Cross, and is looking to partner with NCs for these.
 - 2. Fran updated on Audubon/Downriver, they had concerts in July and the events went well. Hoping to meet in-person in the fall, but waiting to hear from SPS whether the school will allow meetings.
 - 3. MaryLou reported on Browne's Addition, concerts in the park coming up the first 3 Thursdays in August. There has been a lot of police presence monitoring the neighborhood as a "high

DRAFT

needs community”. This presence has increased in part because of more people reporting issues to Crime Check.

4. Lindsey reported on Logan, block party planned for September 17th with a band and dunk tank.
5. Topics for August 23rd meeting:
 - Meeting location.
 - Neighborhood outreach.
 - GU Leadership Training update.
 - Neighborhood Services Department update.

Next meeting: Next regular meeting will be noon on Monday, August 23rd, 2021.
Location: Virtually on Zoom, and in-person at Pitotti as well.

Community Assembly Liaison Committee
Liaison/Representative Attendance Table

Update: **July 30, 2021**

Attendance Key:

A = In attendance
o = meeting cancelled
E = Absent excused
X = Absent Unexcused
v = Position vacant

2021	CHHS	DRB	PC	UF-CAC 1	UF-CAC 2	HAS	CTAB
January	v	o	A	v	v		
		A	A				
February	v	o	A	v	v		A
		o	A				
March	v	o	A	v	v		A
		o	A				
April	v	A	A	A	A		E
		o	A				
May	A	o	A	o	o		A
		A	AA				
June	o	o	A	o	o	A	A
		A	A				
July	A	o	A	A	A	A	A
		A	A			A	
August				o	0		
September							
October							
November							
December							

Position Key:

CHHS = Community Housing and Human Services Board (Kathryn Alexander, CA liaison member, voting)
DRB = Design Review Board (Kathy Lang, CA representative member)
PC = Plan Commission (Mary Winkes, CA liaison member, non-voting)
UF-CAC = Urban Forestry Citizen Advisory Board ()
HAS = City Council Housing Action Subcommittee (Kathryn Alexander, CA representative member)
CTAB = Citizen Transportation Advisory Board (Randy McGlenn, PeTT representative member)

Note:

Prepared monthly for the information of the Community Assembly Liaison Committee
Paul Kropp, Chair

Community Assembly
PeTT Committee Monthly Meeting
July 27, 2021 – 6 PM via Zoom
Meeting Notes *DRAFT*

Neighborhoods and Attendance

Christopher Savage (Balboa/South Indian Trail), Randy McGlenn (East Central/CTAB), Carlie Hoffman (Emerson/Garfield), Marilyn Lloyd, Carol Tomsic (Lincoln Heights), Mary Winkes (Manito/Cannon Hill), Charles Hansen (Whitman), Paul Kropp (Chair), Annica Eagle (ONS), Kylee Jones, Mike Ulrich (Spokane Regional Transportation Council), Shauna Harshman (TBD Administrator for CTAB).

Presentation:

SRTC Metropolitan Transportation Plan Update - Horizon 2045

Mike Ulrich, Principal Transportation Planner at the Spokane Regional Transportation Council (SRTC), gave an overview of the Metropolitan Transportation Plan that SRTC maintains and regularly updates for Spokane County and its jurisdictions. The current update of the MTP is under consideration by the SRTC board and committees for adoption by the end of this year.

Horizon 2045 is SRTC's long-range transportation plan, also known as a Metropolitan Transportation Plan (MTP). Horizon 2040 is a multi-modal "blueprint" aimed at meeting the transportation needs of the Spokane region through the year 2045. It is based on projections for growth in population, housing and jobs and considers all mode of transportation, including private vehicles, public transit, bicycling, walking, freight movement, rail and air travel.

SRTC "About"

<https://www.srtc.org/about-srtc/>

SRTC Introduction on YouTube:

<https://www.youtube.com/watch?v=5QpKKAu2tI8&t=8s>

Presentation:

Citizen Transportation Advisory Board (CTAB) Annual Report

Shauna Harshman, the Transportation Benefit District Administrator, presented the CTAB Annual Report for 2020 that was recently published.

The report shows, among other things, that the revenue from 2011 to 2020 which has been spent to maintain local (neighborhood) streets and install sidewalks is \$26,446,986. The Financial Report and Program Accomplishments sections of the report are attached to these notes.

<https://my.spokanecity.org/bcc/boards/spokane-transportation-benefit-district-governing-board/citizens-transportation-advisory-board/>

Next Meeting

Tuesday, August 24, 2021 -- 6 PM via Zoom

Topics

Further discussion of the roles and responsibilities of PeTT representatives on CTAB and PCTS.
Plus TBD

(Notes prepared by the chair)

Financial Report

IMPACT OF I-976 ON 2020 TBD PROGRAM

Due to the hold on TBD funding in 2020 as a result of I-976 and the uncertainty regarding lawsuits challenging that action, no meaningful projection of TBD revenue and expenditures for 2020 was able to be made. Near the end of 2020 when it became clear that the funds would be available the CTAB met to evaluate the existing financial status of the TBD and begin planning for 2021-2022. All project accomplishments in 2020 were funded by sources other than the TBD.

TOTAL TBD REVENUE TO DATE

Total Revenue	
Funds collected 2011	\$522,382.20
Funds collected 2012	\$2,520,311.82
Funds collected 2013	\$2,547,688.44
Funds collected 2014	\$2,786,148.50
Funds collected 2015	\$2,741,101.64
Funds collected 2016	\$2,889,405.93
Funds collected 2017	\$2,957,528.89
Funds collected 2018	\$3,065,198.38
Funds collected 2019	\$3,067,544.60
Funds collected 2020	\$3,349,675.89
Total Revenue To Date:	\$26,446,986.29

PROGRAM EXPENDITURES TO DATE

	2011-2014	2015	2016	2017	2018	2019	2020	Total
Admin	\$18,090	\$12,976	\$16,595	\$21,043	\$19,856	\$16,377	\$9,127	\$114,064
Grind & Overlay	\$2,217,286	\$1,100,167	\$1,427,324	\$971,615	\$995,666	\$1,553,435	\$183,316	\$8,448,808
Chip Seal	\$2,015,185	\$535,185	\$758,694	\$708,629	\$1,432,386	\$1,165,309	\$40,295	\$6,655,683
Crack Seal	\$901,296	\$532,113	\$464,996	\$97,469	\$27,080	\$279,524	\$145,980	\$2,448,458
Sidewalk	\$739,776	\$334,861	\$55,848	\$38,755	\$294,940	\$394,415	\$317,621	\$2,176,216
Other*	\$346,675	\$51,766	\$0	\$48,983	\$277,907	\$492,011	\$412,963	\$1,630,305
Total:	\$6,238,309	\$2,567,068	\$2,723,457	\$1,886,494	\$3,047,835	\$3,901,072	\$1,109,302	\$21,473,535

Financial Report

PROGRAM OBLIGATIONS

Project	Active Project Allocations	Expenditures to Date	Remaining Obligation
Crack Seal (2018, 2019)	\$836,627	\$452,584	\$384,043
2020 Crack Seal	\$0	\$0	\$0
2019 Chip Seal	\$1,073,000	\$1,096,806	\$47,879
2019 Grind & Overlay	\$1,534,841	\$1,499,570	\$65,171
Driscoll Sidewalk (2018095)	\$151,465	\$226,310	\$0
Cincinnati Greenway	\$500,000	\$434,253	\$66,014
37th Ave - Manito to Latawah	\$0	\$166,236	\$0
N River Drive Sidewalks	\$365,000	\$72,076	\$292,924
Total:	\$4,460,932	\$3,947,834	\$856,032

TOTAL REVENUE

Funds Collected	Funds Spent	Obligations from 2020	Funds rolled to 2021
\$26,446,986	\$21,473,535	\$856,032	\$4,117,419

PROJECTED YEARS

Funds rolled to 2021	Estimated 2021 Rev	2021 Program Recommendations	Funds rolled to 2022
\$4,117,419	\$3,137,165	\$5,074,904	\$2,179,680

Funds rolled to 2022	Estimated 2022 Rev	2022 Program Recommendations	Funds rolled to 2023
\$2,179,680	\$3,137,165	\$4,151,132	\$1,165,713

2020 Program Accomplishments

COMPLETED 2020 PROJECTS

The following street projects were completed in 2020 as approved in 2019.

Project Name	Work Type	Lane Mi.	\$/yd.	Project Cost	Council District
Residential Crack Seal - Misc Areas	Crack	--		\$300,500	ALL
Queen - Standard to Magnolia	Grind	1.70	\$41.00	\$610,900	1
Scott/Garfield - 43rd to Thurston	Grind	0.70	\$41.00	\$267,867	2
Longfellow Av - Monroe to Division	Grind	1.40	\$41.00	\$532,544	3
Unpaved Road Strip Paving	Paving	--		\$214,715	ALL

The following sidewalk projects were completed in 2020 as approved in 2019.

Completed Sidewalk Projects for 2020	
Project	Status
Driscoll - Wellesley to Bismark	Complete
Cincinnati Greenway	Complete
37th Ave - Manito to Latawah	Complete

Design Review Board Report

Submitted by Kathy Lang
July 2, 2021
klang0132@gmail.com
719-338-1632

Design Review Board Members

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

City of Spokane Staff Members

Dean Gunderson, Senior Urban Designer, dgunderson@spokanecity.org
Taylor Berberich, Urban Designer, tberberich@spokanecity.org
Stephanie Bishop, Clerk III, sbishop@spokanecity.org

Administrative Design Reviews

- Papillon South Tower
 - Sidewalk and curb extension; construction of a pedestrian ramp and curb-cut
 - Design Review trigger: New building within the gateway area on the Downtown Design Review Threshold Map
-

Project: Avista Metro Substation

Collaborative Workshop: April 14, 2021
Recommendation Meeting: May 26, 2021

Applicants

Timothy Dickerson, Wolfe Architectural Group
Aaron Henson, Avista Corp

DRB Trigger

All public projects or structures are subject to design review Recommendations of the Design Review Board.

Project Description

Design of a security enclosure for Avista's open-air high voltage sub- station. The new Metro Substation will be the backbone of the power grid that serves downtown Spokane. The new station is a replacement of the existing station which can no longer be feasibly upgraded. This project is being designed to meet the power demands of the downtown area for the next 50-100 years. The site is located on 3rd Avenue between Post Street and Wall Street. It falls within the Riverside Neighborhood Council.

Recommendations

Based on review of the materials submitted by the Applicant and discussion during the May 26, 2021 Recommendation Meeting, the Design Review Board recommends the approval of the project subject to the following conditions:

1. The Applicant is strongly encouraged to increase the height of and provide material change below the masonry belly band at the chamfer corners or provide other architectural treatment to address the scale and proportion of the chamfer base.
2. The Applicant shall provide opaque wall below the storefront areas; a change of masonry size, color, and/or finish are encouraged.
3. The Applicant shall break the monolithic masonry and length of belly band occurring at the street-level along 3rd Avenue. Similar architectural treatment should be considered at the street-level masonry elevations at Wall and Post Streets.
4. The Applicant is encouraged to co-locate the proposed seating opportunities with the storefront educational displays and corner art work to encourage interaction.
5. The Applicant shall provide a change of hardscape material at the chamfer corners and within the property lines. Wayfinding opportunities within the hardscape material are encouraged.
6. The Applicant shall provide a non-rusting material for the fencing at the alley elevation.
7. The Applicant's consideration & design provisions for public art are greatly appreciated. The Applicant is encouraged to continue working with Spokane Arts regarding artist selection, lighting, appropriate substrate materials for the corner murals, and activating the alley wall.

Project: Sacajawea Middle School
Collaborative Workshop: June 23, 2021

Applicant

Jodie Kittel, ALSC Architects

DRB Trigger

All public projects or structures are subject to design review Recommendations of the Design Review Board.

Project Description

This project is a replacement of the existing Sacajawea Middle School located at 401 E. 33rd Avenue in Spokane's South Hill. The existing school building will remain in use during the construction of the replacement school, and will be demolished upon completion of the new building. The design centers on the theme of "Town Square" which is reflected in the building layout and entry plaza to the school.

Advisory Actions

Based on review of the materials submitted by the Applicant and discussion during the May 26, 2021 Recommendation Meeting, the Design Review Board recommends the approval of the project subject to the following conditions:

1. The Applicant is strongly encouraged to return with designs that strengthen the building engagement at Lamonte Street per SMC 17C.110.515 Buildings Along the Street. Beyond the inclusion of fenestration and architectural treatment, orientation of the building to the street should be considered.
2. The Applicant may consider the geometry, form, building element arrangement, texture, and other aspects of the immediate residential context when further refining the architectural design as one means to meet SMC 17C.110.545 Transitions between Institutional and Residential Development. The intent of this advice is not

necessarily to replicate the nearby residential design, but rather to explore architectural and design cues from the neighborhood.

3. The Applicant shall return with imagery clearly depicting the project from street level perspectives including but not limited to Grand Boulevard, 33rd Avenue, Lamonte Street, and views at and along the pedestrian path.
4. The Applicant shall return with refined architectural design of the building geometry, detail, materiality, and roof lines.
5. The Applicant shall return with detailed designs of the pedestrian pathway and its amenities including but not limited to architectural features, plantings, lighting, signage, and site elements.
6. The Applicant is strongly encouraged to return with designs that strengthen the terminus view of the pedestrian path meeting Lamonte Street.
7. The Board strongly supports the proposed east-west pedestrian path connecting through the site and considers this design element foundational to the project success.
8. The Applicant is encouraged to develop the east pedestrian/bus loop entrance and the extent of property edge abutting Grand Boulevard in a manner that compliments and strengthens the pedestrian character, with emphasis on pedestrian, not on bus circulation.
9. The Applicant is encouraged to align the crossing on 33rd Avenue with the Hart Field access pathway and consider forward compatibility with potential future traffic calming measures that may be deployed to prioritize this high-value crossing.
10. The Applicant is encouraged to provide a more organic form of vegetated buffer along 33rd Avenue between the street, sidewalk, and football field.
11. The Applicant is strongly encouraged to return with a developed site and landscape plan, including for the area between the church and the post office and how it will engage with Grand Boulevard, and how it will tastefully solve the challenge of limiting permitted traffic in the bus lane.

Plan Commission (PC) Liaison Report

Community Assembly Report, August 5, 2021

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

July 14, 2021 PC Meeting via WebEx

Comprehensive Plan Workshop #2:

1. Comprehensive Plan Amendment – Z20-206COMP (155 E. Cleveland):
<https://my.spokanecity.org/projects/2020-2021-proposed-comprehensive-plan-amendments/cleveland-avenue/>
2. Comprehensive Plan Amendment – Z20-209COMP (1025 W. Spofford):
<https://my.spokanecity.org/projects/2020-2021-proposed-comprehensive-plan-amendments/spofford-avenue/>
3. Floodplain Development Code Update – State Mandated: <https://my.spokanecity.org/projects/2021-floodplain-management-update/>

Mayor's Housing Advisory Council

We have invited Paul Warfield, Policy Advisor to the Mayor, to present the administration's plans to address housing and homelessness.

Stakeholder Panel to Interview the candidates for Director of Community and Economic Development

I was invited to participate in the stakeholder panel which interviewed candidates for the Director of Community and Economic Development. This Planning Director position, which is presently being advertised, once hired, will be a direct report.

July 28, 2021 PC Meeting via WebEx

Workshops:

1. Wildland Urban Interface Code changes to SMC 17F.080.010:
<https://my.spokanecity.org/smc/?Section=17F.080.010>
2. Comp. Plan Amendment Workshop – Z21-208COMP (W. Sinto Ave.):
<https://my.spokanecity.org/projects/2020-2021-proposed-comprehensive-plan-amendments/sinto-avenue/>

3. Comp. Plan Amendment Workshop – Z21-022COMP (Proposed Bike Network Map):

<https://my.spokanecity.org/projects/2020-2021-proposed-comprehensive-plan-amendments/tr-5-bike-network-map/>

4. Overall Review of proposed Comprehensive Plan Amendments

All the proposed amendments can be found at: <https://my.spokanecity.org/projects/2020-2021-proposed-comprehensive-plan-amendments/>

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



NEWS RELEASE

SPOKANEPARKS.ORG

NEWS RELEASE

July 13, 2021

Media contact: Fianna Dickson, 509.625.6297, fdickson@spokanecity.org

Spokane Parks & Recreation Asks for Community Input on Park Planning Survey

Survey opened today; community feedback will shape next 10 years for City Parks

SPOKANE – Spokane Parks & Recreation is creating a roadmap for the next 10 years, and wants to hear from the community through a survey that opened today. The survey will seek to find out what the community wants from their parks and natural lands, where they see gaps, and how their neighborhood parks can be improved.

The Survey

The survey is open to the public for one month, Tuesday, July 13 – Monday, August 9 at www.SpokaneParksMasterPlan.org.

The planning process seeks to be inclusive and engage the entire community, providing a variety of opportunities for people to share their desires and ideas. The survey is available in English, Spanish, Marshallese, Vietnamese, Chinese, Arabic, and Russian.

The survey is open online for all, and available via mail to about 4,000 randomly-selected residents as part of a separate, statistically valid survey. Parks & Recreation has several volunteer ambassadors who will help with community outreach, hosting booths at community events over the next month where people can take the survey. A few workshops will also be held, starting this fall.

“Looking back, we invested in our aquatic centers in 2008, then Riverfront Park over the past few years; this master plan will tell us where to focus our energy and investment over the next 10 years,” said Garrett Jones, director of Parks & Recreation at the City of Spokane. “This gives us an opportunity to hear from our community what they want next. How can your neighborhood park be improved, what are the gaps, what do you want to see more of? We want the public to drive this plan, and we’d love to hear from everyone.”

The Park & Natural Lands Master Plan

Survey feedback will shape Parks & Recreation's Master Plan. The plan will identify and address gaps in our park system, and guide development of park programming to enhance recreational offerings. The final plan document will guide the Parks & Recreation Division's focus, direction, and spending over the next ten years.

It builds on the incredible foundation laid by the Olmstead Brothers and founding members of the Park Board, and the work done over the many years since. The plan takes a fresh look at our parks and natural lands, to ensure our urban playgrounds are suited to meet current and future needs of our community. The plan is also key to qualifying for many grants.

Though a Request for Proposals, Spokane Parks & Recreation hired Design Workshop to facilitate the master planning process and survey. Design Workshop is a design studio integrating landscape architecture, urban design, economics and engagement.

To take the survey and learn more, visit www.SpokaneParksMasterPlan.org.

Parks & Recreation Month in Spokane

At last night's City Council meeting, Mayor Nadine Woodward proclaimed July Parks & Recreation Month for the City of Spokane. The month is nationally recognized to honor the important role parks and recreation programs play in the lives of all community members.

About City of Spokane Parks and Recreation

City of Spokane Parks and Recreation stewards nearly 120 properties across 4,000 acres of park land, including manicured parks, natural lands, aquatic centers, golf courses, sports complexes, trails, and an arboretum. We also offer hundreds of recreation opportunities for all ages and abilities to improve the health and quality of life for our community. Enjoy all your city has to offer by visiting spokaneparks.org. Follow us @SpokaneParks on [Facebook](#), [Instagram](#), and [Twitter](#).

-###-



Fianna Dickson | Communication Manager | City of Spokane Parks & Recreation |
Desk: 509.625.6297 | Cell: 509.435.1866 | SpokaneParks.org

PRESERVE AND PLAY!

Spokane Parks and Natural Lands



**PROVIDE
YOUR INPUT
TODAY!**

The City of Spokane requests your input on the future of Parks and Natural Lands!

The City is developing a master plan to guide the future of parks and natural lands. We need your input to understand current needs and values to guide the development of vibrant, healthy, and inclusive places for our community.

Fill out the survey today!



For more information:
www.spokaneparksmasterplan.org



SPOKANE PARKS AND NATURAL LANDS MASTER PLAN

AMBASSADOR PRESENTATION

JULY - AUGUST, 2021

DESIGNWORKSHOP

The background of the slide is a photograph of a park. In the foreground, a child is sitting on a green seesaw. The ground is covered in dry, brown leaves. In the background, there are several tall, thin trees with green and yellow foliage. The sky is blue with some white clouds.

What is a Parks and Natural Lands Master Plan?

It is a ...

- Visionary document that sets the values and goals for the department.
- An opportunity for staff and the public to weigh in on the future of parks and recreation.

The background of the slide is a photograph of a park. In the foreground, a child is sitting on a green seesaw. The ground is covered with dry leaves. In the background, there are several tall, thin trees with green and yellow foliage. The sky is blue with some white clouds.

What a Parks and Natural Lands Master Plan is not

It is not a ...

- Operations model or financial budget.
- Method to approve capital expenditures.
- Detailed design proposal for a specific neighborhood, park, or facility.

WE NEED YOUR HELP...



- We want to hear a wide range of opinions in our community about how our park system is utilized and how we can continue to grow.
- YOU have a network to get feedback from, and we need your help to reach them.
- This can be done through distributing the online survey, meeting with groups to pass out flyers/paper surveys, or inviting us to events to get feedback through our exhibit boards.



www.spokaneparksmasterplan.org

TAKE & DISTRIBUTE THE SURVEY!



<https://my.spokanecity.org/parksrec/preserve-and-play/>

10. Communities offer parks and recreation facilities and programs for various reasons. Please rate how important each of these purposes is to you.

Essential

Very important

Somewhat important

Not at all important

Provide places for people to maintain and improve their health

Provide wellness, recreation, and social activities and programs

Enhance the community's economic vitality, making Spokane attractive to live, work and do business

Attract visitors and promote tourism through special events and tournaments

Encourage people to spend time outdoors/in nature

Provide greater mobility with trails and paths for exercise and non-motorized transportation

Provide sports leagues and sport skill development

Provide recreation opportunities and programs to people and communities in historically under-resourced areas.

Promote appreciation and preservation of the cultural and natural heritage of the community

Provide social opportunities, places to gather and community events

Provide opportunity to connect with nature

SPREAD THE WORD!

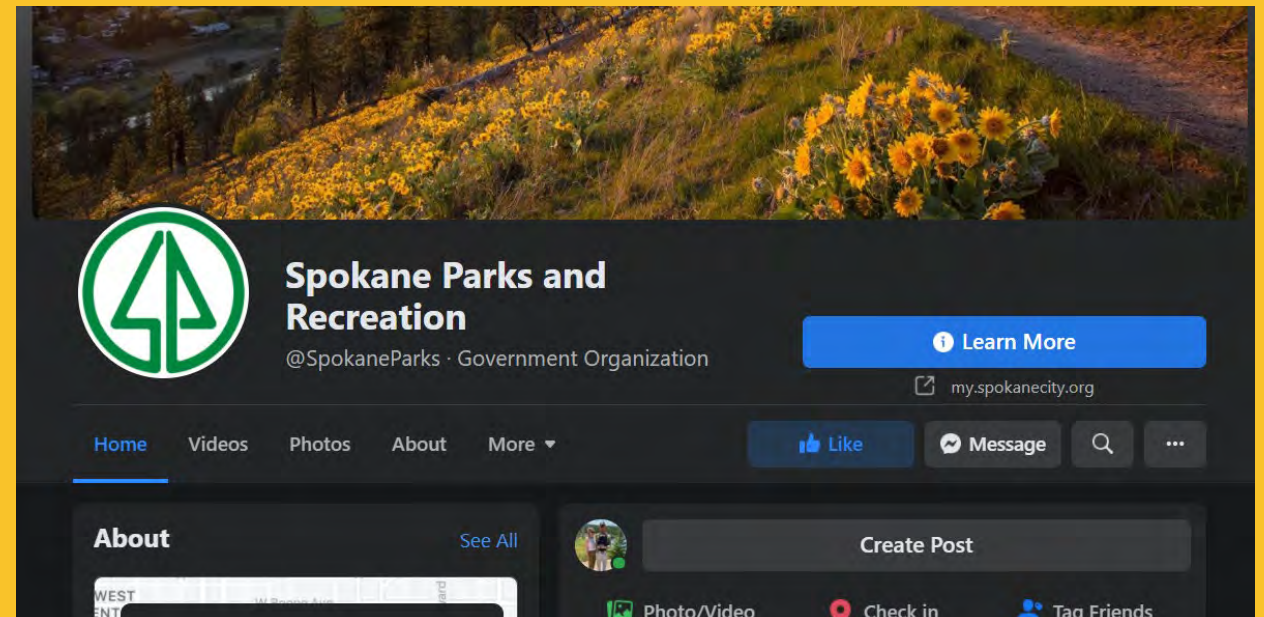
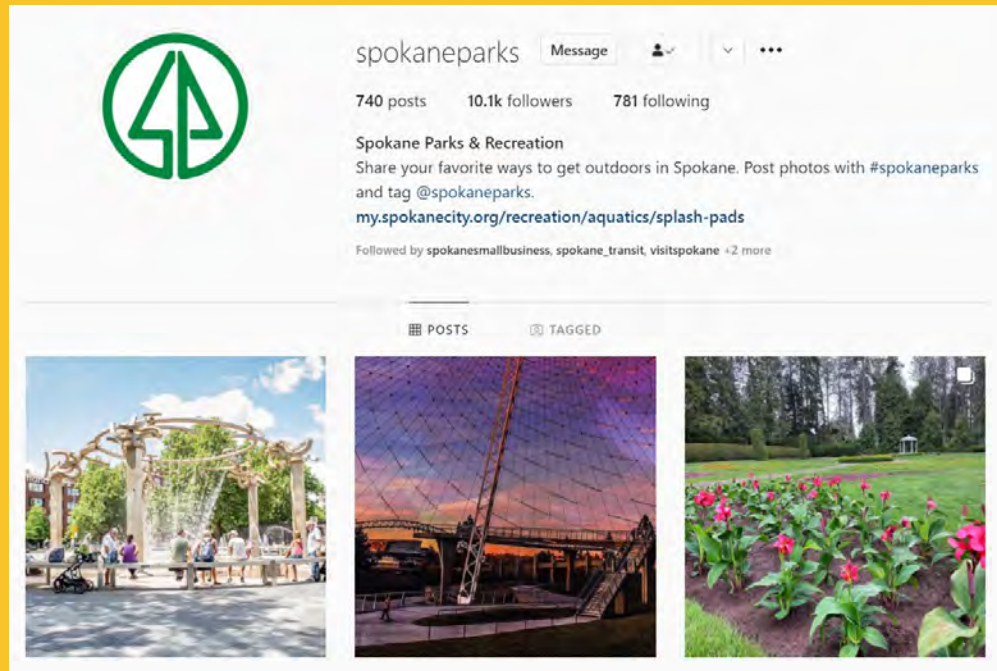


Please share survey links
with your friends, neighbors,
coworkers, and family.



www.spokaneparksmasterplan.org

USE SOCIAL MEDIA TO SPREAD THE WORD!



@spokaneparks #spokaneparks



INVITE US TO HAVE A POP-UP BOOTH AT YOUR GATHERINGS!

Spokane Parks Staff will be having a pop-up booth for in-person feedback at many events around town from mid-July to mid-August. We would love to know if you have an event or gathering where we could come and get feedback in person.

Some examples of Pop-up Event locations so far are:

- Aquatic Centers
- Therapeutic Recreation Services Cornhole & Pizza
- Emerson-Garfield Farmers Market
- West Central Farmers Market
- South Perry Market
- Garland Summer Market
- Downtown Farmers Market
- Kendall Yards Farmers Market
- Hillyard Farmers Market
- Riverfront Eats
- Wonder Saturday Market
- Hillyard Festival
- Steps for Autism
- Unity in the Community

DON'T MISS IT!

Community Workshop #1

September 2021

Date to be Announced



www.spokaneparksmasterplan.org

The City of Spokane Parks and Natural Lands Master Plan

The City of Spokane's Parks and Recreation Department supports both passive and active recreation opportunities for residents and visitors. The park operates and maintains 105 park properties and supports over 2,000 programs. Throughout the last year, the City's natural spaces have seen a significant uptick in use, with the trail system experiencing around 1.2 million users. Due to the increase in users, it is more apparent than ever that the City of Spokane revisit the 2010 Parks and Natural Lands Master Plan and identify system needs to provide the community with inclusive and equitable recreational opportunities while preserving the natural environment.

The City of Spokane Parks and Recreation Department has partnered with Design Workshop (DW) to embark in the creation of a city-wide Parks and Natural Lands Master Plan. The master planning process began with a review and inventory of existing parks conditions and engagement of focus groups with selected stakeholders in order to understand the broad range of interests and perspectives regarding Spokane's parks and recreation. In the next phase, the City will solicit further community input through a variety of engagement techniques. These include city-wide distribution of an online survey and pop-up events throughout Spokane. The feedback gathered will shape the values and vision of Spokane's Parks and Natural Lands for the next 10 years.

Project Plan and Timeline:

The project is currently in phase one of five phases. The focus groups and stakeholder interviews helped shape the survey questions. The questions aim to gain a better understanding as to how residents and visitors experience their parks and natural lands throughout Spokane.

The release of the survey will be exclusively online and can be accessed via a link or a QR code scan (see Flyer Document). The survey will be available to the public until August 9.

Once the survey concludes, the responses will directly inform a needs assessment. In Phase II, the assessment will be developed and will evaluate whether levels of services of parks to residents are being met, and how to better improve equity and inclusivity within Spokane's public spaces.

Spokane Parks and Natural Lands Master Plan - Project Timeline





Community Engagement Information Guide

Engagement Goals: The goal for this phase of public engagement is to 1) notify Spokane residents and visitors that a master planning effort is occurring for parks and natural lands, 2) to provide information on the existing conditions of Spokane's parks and natural lands and 3) to solicit input about how the community envisions their parks and natural lands in the next 10 years.

Engagement Methods: We will be using multiple means to spread the word and gather input:

- An online community survey,
- Facilitated questions via pop-up events (on exhibit boards and paper surveys)
- Flyers and yard signs,
- The project website
- Social and traditional media and public notices, and
- Presentations to boards and committees

The input gathered from various events will lay the framework to propose improvement strategies for the Parks and Natural Lands system in the City of Spokane.

Ambassador Role: It is essential in plan making to involve the community early in the process to help identify project values and goals. As an ambassador, it is your role to converse with the public to notify them of the master plan effort, to gather input via provided materials, and distribute public engagement materials to your channels. You may be involved in staffing pop-up event booths, sharing social media posts provided by the City, presenting to your boards/committees, notifying your professional and personal networks. These outreach options are all available to you, and which options you utilize will depend on the needs of the group you are representing and seeking feedback from. It is expected that you have a high-level understanding of the Spokane Parks and Natural Lands Master Plan process and have read through the survey questions to understand the type of feedback we are asking for in this phase of engagement.

The following sheet will provide detailed instructions for pop-up events, survey distribution, and how to stay involved throughout the Parks and Natural Lands Master Plan process.

Pop-up Events: Informing the public about the Parks and Natural Lands Master Plan process and advertising the Community Survey launch.

The online survey will dive in deeper to how the community currently uses their public spaces in Spokane. It is important to encourage the participants in the pop-up events to take the survey even though they participated in the event activities. The survey is developed to go beyond the few questions asked on the exhibit boards and will strengthen the goals and strategies that will ultimately shape the Spokane Parks and Natural Lands Master Plan.

Materials Developed

QR Code

A QR code is a scannable code that will automatically direct people to the online survey URL. Anyone with a smartphone is able to access the survey online in "real time".

Should someone not have access to the internet or a smartphone, the City will have paper copies of the survey available (see page 3 for more details).

A handout is available for those that are not willing or able to stop and take the survey. These handouts contain a QR code and a link to the survey as well as the Parks and Natural Lands website where additional information regarding the planning process can be found.

Online Survey

The online survey can be found via the QR code and featured on the project website. The survey contains less than 20 questions that are designed to understand what residents and visitors of Spokane value in their parks and natural lands. The questions were developed based on common themes that emerged in the focus groups.

Although the survey was developed to be taken through an online platform, it is understood that there may be participants who would prefer to fill out the survey by hand. We recommend that you provide this opportunity should someone not be able to complete it using a smartphone and/or computer. Give the option to help fill out the survey on a personal device or by way of paper copy.

Should you obtain complete paper surveys, it is up to Ambassadors and/or City Staff assigned to the project team to input the answers into the online survey platform via the same QR code/URL.

Presentation

The purpose of the presentation is to provide a snapshot of the current parks and natural lands in Spokane to better understand the current conditions of the City. This short slideshow contains talking points for ambassadors to use at their own board/council/committee meetings. The goal is to educate attendees about the planning process and spread the word about the online survey.

Exhibit Boards

Three exhibit boards have been developed for community engagement during pop-up events. The boards aim to provide information regarding park inventory (spatially representing the parks in each district and the services each park contains) and walking distance to parks throughout the City, while asking the community to comment about inclusivity and equity.

To encourage participation, consider writing a few comments or placing a few stickers in advance of the event so that people know what to do and aren't afraid of the "blank slate."

Exhibit Board #1

This exhibit contains the walkshed analysis map which identifies the number of properties that are within a 10-minute walk of the nearest park or natural lands. Using this map, one can visualize how physically accessible the public spaces are to each district in the City.

There is one question on this board, which addresses equity in the Master Plan. The purpose of this exercise is to challenge people to prioritize. Each participant gets one dot sticker to place under one of six ways that the master plan may enhance equity within Spokane.

Materials needed

- 500-1000 dot stickers (any color will work, try to shy away from green, yellow, and red)
- Sharpies, pens and other writing utensils

Exhibit Board #2

The purpose of this board is to identify how funding should be used to improve the parks system. This board is a two-step engagement question. The amenities map represents the already existing features that each park or natural land contains and is included on this board to solicit open-ended input on where there might be gaps or needs within the system. Participants are expected to write in their comments around or on the map.

The second component aims to use a ranking system with scale bars. Left = not important, right = very important. Participants should place a sticker beneath each funding option, indicating where they fall on the spectrum. Unlike Exhibit Board #1, participants will contribute their feedback to each funding option rather than just one.

Exhibit Board #3

Two open-ended questions were developed for participants to write-in their answers below. Please encourage people to write legibly as these comments will be used in the engagement analysis.

Materials Needed

- 100-200 dot stickers
- Writing utensils as described for Exhibit Board #1

A few things to keep in mind

- Understand the difference between equity and equality.
 - o Equity- “the state, quality or ideal of being just, impartial and fair” (Annie E. Casey Foundation. Equitable outcomes might require focusing resources more adamantly in certain areas or activities than others, as opposed to equally throughout the city.
 - o Equality- “The quality or state of being equal”) (Merriam-Webster)
- Encourage conversations to be had outside of the framework provided and don’t forget to take notes!
- Ask the “Why?” behind answers. This is when some of the best information comes out!
- Ask people to take the survey! The QR code is on the bottom right-hand side of the exhibit boards and on flyers. Be sure to take a look at the survey yourself and help answer any questions should they take the survey during the pop-up event.

Gotcha Hook!

When attending the pop-up events, it is important to intercept people and solicit feedback on the project. This includes participating in the exhibit board activities but also taking the survey. Establish a few-word catching line to engage participants. This can be as simple as saying “Hey! You look like you really enjoy your park and/or natural spaces!”

BRIEFING PAPER

Community Assembly

2021 Floodplain Regulations Amendment **August 5, 2021**

Subject

The Planning Department has begun work on a state mandated review and update to the City's floodplain regulations. Proposed amendments would affect sections of SMC Chapter 17A.020, Definitions, and various sections of Chapter 17E.030, Floodplain Management. Due to revisions from the Federal Emergency Management Agency (FEMA), and updates to the Washington State *FEMA Model Ordinance*, the City is required to update floodplain regulations by December 31, 2021. As the state lead for floodplain management, the Department of Ecology is working with staff to complete this review and amendment.

A project webpage has been created to provide a summary of the process, proposed changes, and the draft ordinance when it is available, online at <https://my.spokanecity.org/projects/2021-floodplain-management-update/>.

A Plan Commission workshop was held on July 14, 2021. The Plan Commission will be updated on the amendment's progress at an anticipated meeting of August 11, 2021, and a public hearing in September. The amendment is projected to go before City Council in October. Additionally, there will be a virtual open house via Webex hosted on August 19th from 6:00 – 7:30 p.m. Meeting details for the open house will be posted on the project page the week of the meeting.

Background

Local governments are responsible for managing development in floodplains under the [National Flood Insurance Program](#) (NFIP), which is overseen by the Federal Emergency Management Agency (FEMA). The Washington Department of Ecology is the state lead for floodplain management and FEMA's partner in enforcement for the state. FEMA nationally maps floodplains, outlines federal regulations for management, and provides insurance for buildings within floodplains. FEMA offers insurance to residents in participating communities that agree to enforce minimum NFIP standards. Due to the Spokane River and Latah Creek, the City of Spokane has participated in NFIP since 1980.

Ecology updated the Flood Damage Prevention Ordinance Washington Model (commonly referred to as the *FEMA Model Ordinance*) in December 9, 2019. Additionally, in 2020 FEMA announced two policy changes that all NFIP participating communities must comply with.

These changes necessitate a review of the Spokane Municipal Code to ensure that adopted regulations meet both federal and state changes. As such, City staff have been working with Ecology to review SMC Chapters 17A.020 and 17E.030 to ensure the City is compliant with federal and state regulation requirements to continue participation in NFIP.

Amending the City's floodplain regulations to comply with changes will achieve:

- Compliance with the appropriate Code of Federal Regulations (CFR), RCWs, and WACs;
- Be consistent with the [Comprehensive Plan](#) and City development regulations; and
- Allow appropriate use and enjoyment of land within the floodplain while protecting life and property.

More Information

If you have questions or comments, please contact Amanda Beck at abeck@spokanecity.org or 509-625-6414.

The Spokane Regional Transportation Council (SRTC) is in the process of updating the Spokane region's long-range metropolitan transportation plan, Horizon 2045, and would like your input. To complete the brief questionnaire, visit <https://www.surveymonkey.com/r/horizon2045>. The questionnaire closes **August 15, 2021**.

A draft of Horizon 2045 will be available for public comment in October 2021.

To learn more about SRTC's role in regional transportation planning, please visit [SRTC.org](https://www.srtc.org) or watch the informational video at <https://www.youtube.com/watch?v=5QpKKAu2tl8&t>.