Spokane Neighborhoods Community Assembly

"Provide a vehicle to empower Neighborhood Councils' participation in government."

Meeting Agenda for Thursday, April 7, 2022
5:30 to 8:00 pm, Webex Online Meeting
Proposed Agenda Subject to Change

Please bring the following items:
*Community Assembly Minutes: March 3, 2022

Administrative

	Agenda Item	Time	Action	Page
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	9

Agenda

5.	City Council (Council President Beggs)	10 min (5:50)	Oral Reports	-
6.	Traffic Calming Updates (Shauna Harshman)	20 min (6:00)	Oral Reports	10
7.	Plan Commission Transportation Subcommittee (PCTS)	15 min (6:20)	Discussion	11
	Liaison Presentation (Charles Hansen)			
8.	Mighty Networks Ad Hoc Committee (Kathryn Alexander)	20 min (6:35)	Discussion	14
9.	Policies & Procedures Adoption (Daniel Zapotocky)	10 min (6:55)	Vote	31
10.	Committee Goal Approvals (Seth Knutson)	10 min (7:05)	Vote	85
	- Budget, Building Stronger Neighborhoods, Land Use, Liaison			
11.	Administrative Committee Updates (Seth Knutson) *-CA/CC Recap, CA In-Person Meetings*	10 min (7:15)	Discussion	-
12.	Office of Neighborhood Services Update (Carly Cortright)	10 min (7:25)	Oral Reports	-
13.	Roundtable Discussion	10 min (7:35)	Open Discussion	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

- Administrative Committee 89
- Budget Committee 92
- Building Stronger Neighborhoods Committee (BSN) 94
- Land Use Committee ..... 99 & 114
- Liaison Committee 101
- Pedestrian, Traffic, and Transportation Committee (PeTT) 102

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

- Community Housing and Human Services (CHHS) Liaison Report 106
- Design Review Board Liaison Report 108
- Plan Commission Liaison Report 109
- Urban Forestry-Citizen Advisory Committee Representative Report ..... -
- Housing Action Subcommittee Liaison Report 106
- Plan Commission Transportation Subcommittee Liaison Report 11

*** 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 WebEx Meeting **Online**.
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*** IF YOU CAN'T MAKE THE MEETING, PLEASE SEND YOUR ALTERNATE! ***

Community Assembly Core Values and Purpose

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

BHAG (Big Hairy Audacious Goal):
Become an equal partner in local government.
(This will be further expounded upon in the Vivid Description. What does this mean to you?)

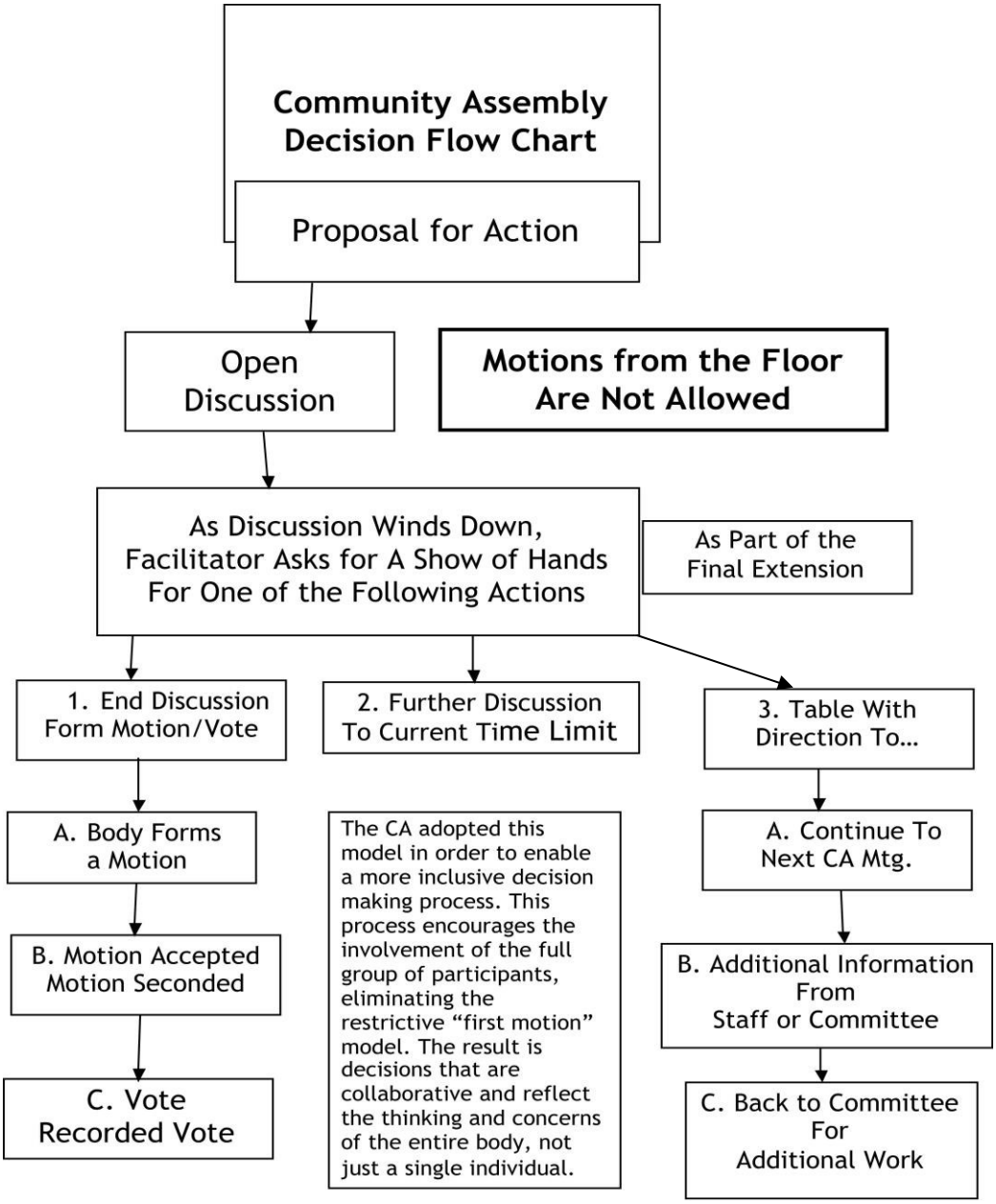
CORE VALUES:

- **Common Good**: Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment**: Bringing together the independent neighborhood councils to act collectively.
- **Initiative**: Being proactive in taking timely, practical action.
- **Balance of Power**: Being a transparent, representative body giving power to citizens' voices.

VIVID DESCRIPTION:
The Community Assembly fulfils 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.


Community Assembly Decision Flow Chart
Proposal for Action
Open Discussion
Motions from the Floor Are Not Allowed
As Discussion Winds Down, Facilitator Asks for A Show of Hands For One of the Following Actions
As Part of the Final Extension
1. End Discussion Form Motion/Vote
2. Further Discussion To Current Time Limit
3. Table With Direction To…
A. Body Forms a Motion
B. Motion Accepted Motion Seconded
C. Vote Recorded Vote
The CA adopted this model in order to enable a more inclusive decision making process. This process encourages the involvement of the full group of participants, eliminating the restrictive "first motion" model. The result is decisions that are collaborative and reflect the thinking and concerns of the entire body, not just a single individual.
A. Continue To Next CA Mtg.
B. Additional Information From Staff or Committee
C. Back to Committee For Additional Work

Community Assembly Draft Meeting Minutes

March 3, 2022 via WebEx web conference

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

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, East Central, Emerson/Garfield, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Logan, Manito/Cannon Hill, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, Whitman.
- **Neighborhood Councils Absent:** Balboa/South Indian Trail, Comstock, Five Mile Prairie, Minnehaha, Nevada Heights, West Central
- **City Staff Present**: Carly Cortright (ONS), Gabby Ryan (ONS), Councilmember Stratton (City Council), Nicolette Ocheltree (Legislative Assistant to Councilmember Bingle)
- **Visitors**: Paul Kropp (Liaison Committee), and Jennifer Cumbie (facilitator), Kris Neely (Urban Forestry Citizen Advisory Committee)

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 Gabby Ryan (CA Admin Committee Liaison) to provide accurate minutes. This request was approved.
2. **Propose Agenda:** Mark Davies moved. Daniel Zapotocky seconded to approve the agenda. Motion passes with 21-approve, 0-deny, and 1-abstain.
3. **February Minutes**: Mark Davies moved. Daniel Zapotocky seconded to approve the February minutes. Motion passes with 20-approve, 0-deny, and 2-abstain.
4. **Open Forum**:
    - **Charles Hansen**: PCTS Subcommittee met, started discussing additions to the Secure Transportation Plan 2023-2025. Some traffic calming plans are being added to Street's plans. URL for more info: https://my.spokanecity.org/bcc/commissions/plan-commission/transportation-subcommittee/
    - **Seth Knutson**: The chat room for CA opens 30 minutes before meeting starts, open for folks who want to chat before meeting begins. Additionally, please practice patience with Facilitator.
    - **Mary Winkes**: Plan Commission Transportation Subcommittee (PCTS)- Mentioned others said that information from meetings has not been getting back to others. Mary is including the conversation topics in the reports so that there is more transparency. Unfortunately, the reports don't line up with when CA Agenda packet items are due, which makes it difficult to share out immediately after meeting concludes.
    - **Gail Cropper**: CA Award winners announced, it's on page 8 of the March CA Agenda Packet.

Legislative Agenda:

5. **Councilmember Karen Stratton's Report:**

- ARP Funds: Affordable Housing Subgroup working quickly to distribute the funding to folks who requested it to address affordable housing construction and also programs that rehabilitate/repair vacant/zombie houses.
- Council approved $500k commitment for behavioral health support for old Hillyard Library, in partnership with MultiCare.
- Councilmembers Cathcart, Zappone and Stratton working together on Good Neighbor Agreement. It's for when an organization that plans to serve the homeless community meets with the neighborhood/businesses/residents, to agree to a set of protocols that would help everyone involved. More info coming soon.
- New Neighborhood Resource Officer was hired to be working out of C.O.P.S. North Central.
- Met with REACH-West Central folks who are working on requesting funding from West Quadrant Tax Increment Finance (TIF) District for improvements that are reflected in their neighborhood plan.
- Parks and Recreation is working with Spokane Public Schools on a dog park around 63rd (South Hill) for a new dog park. No current timeline, currently in discussion. Also discussion about a dog park in Riverfront Park.
- Last year, legislation was passed that caused frustration between public and police officers regarding probable cause/arrests. House Bill is going to the Senate for a vote this week, with amendments made to the bill passed year addressing arresting capabilities/probable cause.
- Questions about riverbank restoration and citizen access to riverbanks. Park Board approval needed, no actions currently being considered by City Council currently regarding the topic.

6. **Citizens Transportation Advisory Board- CTAB (Randy McGlenn):**

- Working on filling the open positions on the board, you can view the Board's page on: https://my.spokanecity.org/bcc/boards/spokane-transportation-benefit-district-governing-board/citizens-transportation-advisory-board/.
- If anyone is interested in joining the board, email Randy at chair@ecspokane.org.
- CTAB meets 3rd Wednesday of every month, 5:30-7:00pm, email Randy for meeting link.

7. **Mighty Networks Ad Hoc Committee (Kathryn Alexander):**

- Mighty Networks is an all-in-one platform that makes it easier to share information, manage and share documents, manage and update mailing lists, stream meetings/events, host trainings, maintain event calendars, engage in group chats, and more.
- All neighborhoods can maintain their own respective groups (self-managed), and all member lists are kept private.
- Kathryn would like to create an ad hoc committee, they'd have 28 days to play around and test the platform before they have to pay for it.
- Mark asked who is responsible for maintaining the account, Kathryn answered that each entity would be responsible for maintaining their portion of the account.

- Carol asked if it was possible to link their neighborhood website to a Mighty Network account.
- Daniel asked if the City could assist, but since ONS is held to laws regarding open documents, it wouldn't be in the best interest.
- Susan asked the difference between the external accounts that neighborhoods already use (social media). Kathryn clarified this is an internal platform for officers/representatives to share and maintain documents.
- Luke asked if this has been passed by City Legal to see if it is a feasible platform, because past attempts at similar platforms have proven unsuccessful. Also suggested using a platform that's more well-known for more buy-in.
- Kathryn hopes that CE Grant funds can pay for the platform.
- **Motion:** Andy Hoye moved, Fran Papenleur seconded. Approve formation of the Mighty Networks ad hoc committee. Motion passes with 20-approve, 2-deny, and 0-abstain. Kris Neely, Jan Loux, Susan Mensching, & Andy Hoye volunteered.
    - Ad Hoc Committee will: Research platform, create demo, address concerns, create a management plan, come back with a recommendation

8. Policies & Procedures Proposed Changes (Daniel Zapotocky):

- Explained changes made in the P&P meeting on Feb 17. Mary and Daniel discussed changes submitted, included term limit changes for Secretary for Admin Committee, removed quorum changes that concerns were voiced in previous meeting.
- Kathryn submitted a graphic to be added to P&P. Daniel and Mary discussed the inclusion of the new flow chart but decided to not include it.
- Discussion ensued about changes regarding the graphic.
- **VOTE:** Motion: "New chart or old chart." Results: 10 New, 12 Old. Old chart remains in P&P.
- ***Final draft of Policies and Procedures will go up for a vote for adoption at April CA Meeting.***

9. Building Stronger Neighborhoods Update (Fran Papenleur):

- March's CA Packet did not include the minutes from February's BSN meeting, and the 2022 Committee Goals, but they will be included in the April CA packet.
- Fran reviewed the 2022 BSN Committee Goals. She asked for anyone interested to join the effort to update the CA Handbook. The Toolkit also needs to be refreshed.
- Eleven new videos released in the Video Resource Library for neighborhoods to use as resource. The link to those videos is below under section 10 (SNLA/Gonzaga related updates bulletpoint).
- BSN meets the 4th Monday of every month, from 12:00-1:00pm, both virtually via Zoom and in-person at the Shadle Library classroom (2111 W Wellesley Ave).

10. Office of Neighborhood Services Update (Carly Cortright)

- *SNLA/Gonzaga related updates*: Video Library is posted. Link: https://my.spokanecity.org/neighborhoods/resources/videos/
- *Neighbors Drive 25 Kick-Off Event*: March 24th at C.O.P.S. Neva-Wood (4705 N. Addison St.), from 9:30-10:15am.

- *Neighborhood Clean-Up*: Disposal passes are now offered year-round, available for request digitally starting March 1, 2022. Solid Waste was able to commit to 8 curbside and 8 roll-offs in the spring and the same in the fall. This means neighborhoods will get at least one event, but are not promised a second event due to capacity. Submit clean-up applications by March 11 and we'll communicate any changes with neighborhoods. *Question regarding using disposal passes at country transfer stations:* Cannot use them at county locations.
- **Motion**: "Move to extend discussion 5 minutes; first extension." Daniel Zapotocky moved, Mark Davies seconded. Motion passes with 16-approve, 2-deny, and 0-abstain.

11. Administrative Committee Updates (Seth Knutson):

- *Community Assembly/City Council (CA/CC) Meeting*: Thursday, March 31 from 5:30-7pm, held virtually via Zoom. Please submit requested conversation topics to Seth by Monday, March 21 (email: spy.pawn007@gmail.com).
- *In-Person Meeting Discussion*: Straw poll taken to gauge interest in how future CA meetings will be held. Discussion ensued around the challenges of hybrid model, which included voting/polls, managing the chat and "raised hands," and staffing capacity. Admin committee and ONS will work together to figure out what options are available for future meetings. April CA meeting will remain virtual only.
- **Straw Poll:** "Future CA Meetings should be held: In-Person, Virtually, Hybrid model" Results: 5 in favor of in-person, 2 in favor of virtual, 13 in favor of hybrid model. The hybrid model is favored but will come with challenges, as discussed.

12. Roundtable Discussion

- **Kathryn:** Would like to invite Terri Anderson (Housing Alliance) to the CA meeting, regarding working with renters better. Wants to encourage CA members to think of ways we can invite outside community members who serve community groups to CA meetings, so we can identify ways in which CA as a group can work better with other groups. Sees it as an important step to repairing relationships with other entities who have had previously hurtful/negative experiences with neighborhood councils and Community Assembly.
- **Daniel Zapotocky:** Boards and Commission openings still available, highlighted the Salary Review Commission openings (https://my.spokanecity.org/bcc/commissions/salary-review-commission/)

- **Meeting Adjourned at 7:27pm.**
- Next Community Assembly scheduled for **Thursday, April 7, 2021**

April 7, 2022

To: CA reps and others

From: Andy Hoye at the Southgate Neighborhood Council

Re: Kris Neely and the Awards

Please welcome Kris Neely as our new alternate CA representative. Kris has been active in community affairs since his arrival in Spokane last year, now as a member of the Planning Commission and the CA Liaison to the Parks Urban Forestry Citizen Advisory Committee. He brings significant personal and professional experience to his new positions, as well as good humor and clear willingness to put in long volunteer hours. People are moving to Spokane – that's what happens in a free country. If more are like Kris, our fine City will continue to flourish.

Regarding the Awards – the recipient names have been artfully drawn on them by Annie Deasy – Thanks, Annie!! They are in their paper frames. But the frames are not strong. The distribution package for each neighborhood needs to be strengthened with stiff cardboard – that is happening. I have plenty of insulated envelopes from my business and will be arranging for distribution this week. For those CA reps who know they will be receiving awards for their neighborhood, please email me with your physical address at ahoye@comcast.net.

And think seriously about the Mighty Networks opportunity – I'm in favor.

Thanks,

Andy Hoye

2022

TRAFFIC CALMING KICK-OFF!

District 1

May 25th, Wed 5:30-7:00 pm

Northeast Community Center
Lower Level, 4001 N Cook St

District 2

May 26th, Thurs 5:30-7:00 pm

Dr. Martin Luther King Jr. Outreach Center at East Central Community Center, 500 S Stone St

District 3

May 31st, Tues 5:30-7:00 pm

West Central Community Center
1603 N Belt St

Come learn about the new Traffic Calming program and share your ideas on how our neighborhoods can be safer, better connected and more livable for everyone!

Questions: Shauna Harshman, sharshman@spokanecity.org *or* Annie Deasy, adeasy@spokanecity.org.

STREET PROGRAM RECONCILIATION SHEET
New Projects Added to Six-Year Program (2023-2028)

Comprehensive Plan Chapter 4 Policies TR:	1 Transportation Network for All Users	2 Transportation Supporting Land Use	3 Transportation Level of Service	4 Transportation Demand Management Strategies	5 Active Transportation	6 Commercial Center Access	7 Neighborhood Access	8 Moving Freight	9 Promote Economic Opportunity	10 Transportation System Efficiency & Innovation	11 Transit Operational Efficiency	12 Prioritize and Integrate Investments	13 Infrastructure Design	14 Traffic Calming	15 Activation	16 Right-Of-Way Maintenance	17 Paving Existing Unpaved Streets	18 Parking	19 Plan Collaboratively	20 Bicycle/Pedestrian Coordination	21 Safe & Healthy Community Education & Promotion Campaigns	22 Law Enforcement & Emergency Management	23 Effective and Enhanced Public Outreach
Maple St. Bridge Deck Repair						X	X	X		X		X				X			X				X
Washington St., Stevens St. Bridges Deck Repair						X	X	X		X		X				X			X				X
Greene-Carlisle PHB & Sidewalk	X			X	X					X			X	X	X				X	X			X
Nevada-Joseph PHB	X			X	X					X			X		X				X	X			X
Bemiss Elem Walk Route (Safe Routes to School)	X			X	X					X			X	X	X				X	X			X
Haven St. Sidewalk - Heroy to Rockwell	X			X	X					X			X		X				X	X			X
Pacific Ave. Greenway - Sherman St. to Ben Burr Trail - STUDY	X			X	X					X			X	X	X				X	X			X
Market / Monroe / 29th - Grind & Overlay	X	X			X	X	X	X		X						X			X	X			X
29th / Washington / Monroe - Grind & Overlay	X	X			X	X	X	X		X						X			X	X			X
Haven St. Grind & Overlay - Market to Market	X	X			X	X	X	X		X						X			X	X			X
Maple / Ash Chip Seal - Northwest Blvd. to Rowan	X	X		X	X	X	X	X		X					X	X			X	X			X
Illiinois Ave. Grind/Overlay & Shared Use Path - Perry St. to Market St.	X	X		X	X		X	X		X			X	X	X	X			X	X			X

STREET PROGRAM RECONCILIATION SHEET

(Comparing 2023-28 against 2022-27 6yr. Program)

New Projects Added to Six-Year Program (2023-2028)

Section/ Funds/ CN Year	Project Name	Project Description	Purpose Statement	Cost Estimate
Bridge 2024	**Maple St. Bridge Deck Repair**	Repair the bridge deck and joints on the Maple St. Bridge	Repair the bridge deck to extend the life of the bridge.	**$4.5M**
Bridge 2025	**Washington St., Stevens St. Bridges Deck Repair**	Repair the bridge decks and bridge joints on the three Washington/Stevens bridges over the Spokane River.	Repair the bridge deck to extend the life of the bridge.	**$5.0M**
Pedestrian & Bikeways 2023	**Greene-Carlisle PHB & Sidewalk**	Install a Pedestrian Hybrid Beacon at the Greene/Carlisle intesection. Install a shared use path along Carlisle from Greene to Ralph; install a sidewalk on both sides of Carlisle from Ralph to Freya.	Improve pedestrian and bike safety. Provide pedestrian facilites improving pedestrian mobility and access and connections to adjacent bike/ped facilities; improve transit	**$1.4M**
Pedestrian & Bikeways 2023	**Nevada-Joseph PHB**	Install a Pedestrian Hybrid Beacon at the Nevada/Joseph intersection.	Improve safety for students and pedestrians crossings of Nevada St.	**$570k**
Pedestrian & Bikeways 2023	**Bemiss Elem Walk Route (Safe Routes to School)**	Install sidewalk along Liberty Ave. for school walk routes for Bemiss Elementary. Install a Rectangular Rapid-Flashing Beacon (RRFB) at the Crestline/Courtland intersection.	Improve safety for student and pedestrian crossings of Crestline St. Provide sidewalks along school walk routes.	**$844k**
Pedestrian & Bikeways 2023	**Haven St. Sidewalk - Heroy to Rockwell**	Install sidewalk along Haven St. from Heroy Ave. to Rockwell Ave.	Improve pedestrian facilities and access to transit.	**$300k**
Pedestrian & Bikeways 2023	**Pacific Ave. Greenway - Sherman St. to Ben Burr Trail - STUDY**	A study to examine the feasibility, alignment and type of bike and pedestrian oriented improvements along Pacific Ave., east of Sherman to Sprague Way connecting to the Ben Burr Trail.	Provide a bike and pedestrian oriented route from the planned Pacific Ave. Greenway at Sherman east to connect to the Ben Burr Trail.	**$150k**
Capital Improvements 2023	**Market / Monroe / 29th - Grind & Overlay**	Pavement rehabilitation and preservation. Asphalt grind and overaly, pavement repair and ADA ramps.	Rehabilitate the asphalt pavement surface and extend the life of the pavement structural section.	**$4.6M**
Capital Improvements 2023	**29th / Washington / Monroe - Grind & Overlay**	Pavement rehabilitation and preservation. Asphalt grind and overaly, pavement repair and ADA ramps.	Rehabilitate the asphalt pavement surface and extend the life of the pavement structural section.	**$6.2M**
Capital Improvements 2023	**Haven St. Grind & Overlay - Market to Market**	Pavement rehabilitation and preservation. Asphalt grind and overaly, pavement repair and ADA ramps.	Rehabilitate the asphalt pavement surface and extend the life of the pavement structural section.	**$1.4M**
Capital Improvements 2023	**Maple / Ash Chip Seal - Northwest Blvd. to Rowan**	Pavement preservation via chip seal coat.	Preserve and extned the life of the pavement surface.	**$1.0M**
Capital Improvements 2022/23	**Illiinois Ave. Grind/Overlay & Shared Use Path - Perry St. to Market St.**	Pavement rehabilitation and preservation. Asphalt grind and overaly, pavement repair and ADA ramps. Reconfigure the roadway and striping to construct a protected shared use pathway.	Rehabilitate the asphalt pavement surface and extend the life of the pavement structural section. Improve bike/pedestrian infrastructure.	**$2.3M**

STREET PROGRAM RECONCILIATION SHEET

(Comparing 2022-27 against 2021-26 6yr. Program)

New Projects Added to Six-Year Program (2022-2027)

Section/ Funds/ CN Year	Project Name	Project Description	Purpose Statement	Cost Estimate
Capital Improvements 2022	**44th Ave. Crestline to Altamont**	Strip pave to arterial streets standards; consider full frontage improvements, sidewalk, drainage along north side. *Council requested project in 2020.*	Pave and Improve new arterial route.	**$900k**
Capital Improvements 2026	**Strong Road - 5 Mile to Austin**	Full reconstruction. Curb, sidewalk and drainage improvements where needed. *Council requested project in 2020.*	Improve pavement condition, add complete street improvements.	**$3.5M**
Pedestrian & Bikeways 2022	**Boone Ave. - Howard to Ruby Protected Bike Lane (Study)**	Study to consider alternatives for installation of protected bike lanes. Likely lane reduction and related improvements. *Council requested project in 2020.*	Improve bike safety and provide a lower stress bike route option.	**TBD**
Pedestrian & Bikeways 2022	**Division St. Pedestrian Hybrid Beacons**	Install Pedestrian Hybrid Beacons (PHB), update curb ramps, and signing/striping at three locations along Division St. at intersections of: 1) Longfellow Ave.; 2) Everett Ave; 3) Rhoades-Weile.	Improve safety for pedestrian and bike crossings of Division St.	**$1.7M**
Capital Improvements 2022	**Riverside - Grant to Sherman**	Construct full street improvements including pavement, curb, sidewalk, drainage facilities. *University District PDA requested project.*	Complete infrastructure to support redevelopment	**$450k**

	A
1	**TASK MISSION STATEMENT:** Review the usage characteristics, pricing, security, user access, high availability and other features, benefits, and capabilities of the MIGHTY NETWORKS Software as a Service (SaaS) package for utilization by the Spokane, WA Community Assembly (CA). /*

Assumption
Assumes CA will be using the version of the Mighty Networks software known as "THE BUSINESS PLAN" /*
Assumes the financial cost of this application is $99 per month when paid annually. Equaling $1,188.00 total. This fee allows unlimited Member access privileges. **HOWEVER, there is a Monthly Plan which lowers the cost and permits a "trial" type of format.** /*
Assumes that CA's use of this application and all documents, chats, polls and other capabilities of this software **ARE NOT** subject to Washington State Law regarding "Open Meetings" and/or "Open Document Access". /*
Assumes all data and all documents placed in this application are backed-up for disaster recovery purposes 24x7x365. /*
Assumes training will be created by a CA committee. Not by vendor. That said, it is possible that simple common issues which may be documented by the vendor or by You Tube may possibly be employed. /*
Assumes the CA will receive regular Analytics reports on usage and participation./*
Assumes this application will ask Members who join to agree to written Community Guidelines & Terms and Conditions. /*
Assumes this application will NOT be open to Public access. This network will be LIMITED to those members invited by the CA, only. /*
Assumes that Members of the CA will *NOT* be held legally responsible for posting or comments made on this application without their knowledge or permission. /*
Assumes that City of Spokane, in some form, will provide logistical and manpower support for Neighborhoods to scan and upload documents into this application -- and a copy into cloud storage. /*
Assumes that the CA wishes to have a backup-copy on a SaaS app (such as Dropbox or Box, etc) of all documents uploaded into this application for data security/recovery purposes /*
OPEN QUESTIONS
Question: Can Polls be limited to a neightborhood within the single instantiation of the software? /*
Question: Can we get neightborhood analytics in addition to instantiation analytics? /*

Description-Feature	Benefit	Search Criteria-Topics
Unlimited members	…which makes this SW scaleable to all neighborhood members. /*	Members Numbers of Members /*
Website is unique to Spokane CA and not shared with Websites	…which means we won't have (1) unwanted users in our area; (2) no loss or addition of data from outside users; (3) our configuration (SW look and feel) cant be changed by outsiders; (4) Relative privacy. /*	Websites /*
Access to Mighty Networks mobile apps	…which (1) makes this SW accessabile "On The Go"; (2) means users do not have to go home to desktop computer to access this SW; (3) Faster posting and responding to messages, polls, etc. (4) Better UX. /*	Mobility Application Portability Application Availability /*
Direct chat & messaging between users	…which means (1) More timely interaction between CA users; (2) Faster posting and responding to messages, polls, etc; (3) Easier/faster communication between members on this platform w/o need to use yet another SW tool for chat; (4) Better UX. /*	Communications Messaging User-to-User /*
Native Livestreaming & Video	…which means (1) easier for CA and other users to "see-and-hear" events, meetings, recorded messages, etc.; (2) access to recorded videos for users who were abscent from meeting, event, etc.; (3) increases communication-messaging so all users are hearing/seeing the same "message"; (4) less confusion or misinterpretation; (5) better CA "team"-inclusiveness feeling. /*	Video Streaming Livestreaming /*
Zoom Integration	…which means easier access to meetings held on this platform; (2) reduced "switching" between applications/less confusion; (3) less "adoption fright" due to benefit of using "known" on-line confernce call SW (Zoom); (4) better UX. /*	Zoom /*
On-demand Availability of Analytics & Member Data	…which means (1) Statistical and documented evidence of system utilization, etc; (2) Improves visibility to value-of-investment by being able to 'know' as opposed to 'guess' re: use of the package, etc; (3) improves ability to eliminate areas of the application which are not being used or are under utilized. /*	Analytics User Data Utilization Value for Investment /*

Store documents on application by neighborhood.	…which means (1) neighborhoods will have a central repository for their document archives; (2) future members of this network will have access to same; (3) these records will be stored in the cloud. /*	Documents Archives Cloud Storage /*
Group Messaging	It's easy for a few members to connect in a casual chat, directly from the application. /*	Chat Group Chat Reduces # of apps. /*
1x1 Messaging	Direct messaging is built-in. /*	Chat 1-on-1 Reduces # of apps. /*
Notify All Members	Hosts can notify all members when they post something — you, not an algorithm, decide what your members see. /*	Quick notification of news. Keeps members up-to-date. /*

	Role		Do/Function		Result
As a/an …	Any Member	…I need to…	be able to sign-on to this application at no financial cost to me	…because…	I do not wish to spend money on this application at this time. /*
As a/an …	Any Member	…I need to…	be able to access documents, events, and other non-restricted capabilities of this application	…because…	I wish to learn about events and going-owns of the CA through the use of this application. /*
As a/an …	Any Member	…I need to…	be able to access the Chat function of this application	…because…	I wish to leave comments, suggestions, discussion points relevant to the CA on this application. /*
As a/an	Any Member	…I need to…	be able to access this application on iOS and Android operating systems	…because…	we need to insure that Members can access this application on smart phones and tablets. /*
As a/an	Any Member	…I need to…	start and engage in Group Messaging with n-number of other Members, on demand	…because…	this is a method by which lay members will learn to use the GROUP chat functions and will hopefully encourage member participation in CA-related topics on this application. /*
As a/an	Any Member	…I need to…	start and engage in 1-on-1 Messaging with any single Member, on demand	…because…	this is a method by which lay members will learn to use the PRIVATE chat functions and will hopefully encourage member participation in CA-related topics on this application while keeping their messaging private. /*
As a/an …	Any Member	…I need to…		…because…	
As a/an …	CA Exec Member	…I need to…	promote the use of the application's Ambassador Program to prompt CA members to invite new members into the program	…because…	they'll earn badges and custom rewards as our Members grow our Mighty Network together. /*
As a/an …	CA Exec Member	…I need to…	be able to restrict or eliminate access to this application for any Member	…because…	people can leave obscene or illegal or hate related content on websites and the CA needs to able to address this issue./*
As a/an …	CA Exec Member	…I need to…	have an unlimited number of Moderators	…because…	people come-and-go and Moderators help maintain a sense of decorum in the application and insure the application's proper functioning./*
As a/an …	CA Exec Member	…I need to…		…because…	
As a/an …	CA System Host	…I need to…	have full access to all application settings of this application	…because…	I need to be able to administrate the application for all of CA /*
As a/an …	CA System Host	…I need to…	have full access to administer this application	…because…	we may need to do some system level configuration or upgrade that requires intervention on the system by licensees of the application. /*
As a/an …	CA System Host	…I need to…	have access to application analytics.	…because…	we need to be able to analyze utilization and participation, as well as application performance. /*
As a/an …	CA System Host	…I need to…		…because…	
As a/an …	Moderator	…I need to…	have limited access related to moderating members, content, and features.	…because…	people can leave obscene or illegal or hate related content on websites and the CA needs to able to address this issue. AND, someone needs to Moderate the use of meetings and other aspects of this application during live meetings, etc. /*
As a/an …	Moderator	…I need to…	have limited access related to moderating members, content, and features.	…because…	

As a/an …	Neighborhood Host	…I need to…	have full access to all application settings not reserved to CA System Admin or CA Exec Member	…because…	I need to be able to administrate the application for my neighborhood. /*
As a/an …	Neighborhood Host	…I need to…		…because…	
As a/an …	Neighborhood Member	…I need to…	have access to all application functionality not restricted by my role	…because…	this is the method by which lay members will learn to use, and therefore trust, this application and contribute to its successful utilization as a tool of the Spokane CA. /*
RESTRICTIVE REQUIREMENTS					
As	Any Member	…I should NOT…	be able to download any video content from this application	…because…	this data is the Intellectual Property of the CA./*
As	Any Member	…I should NOT…	be able to access any "personal data" about any other user of this application	…because…	this data is private and not for unauthorized dissemination. Also, some of this data is protected under PCI compliance laws. /*
As	Any Member	…I should NOT…	be able to access any billing or credit card or similar information held in this application	…because…	this data is private and not for unauthorized dissemination. /*
As	Any Member	…I should NOT…	be able to access any Application Program Interface (API)	…because…	there is NO need for CA users to attach this application to any external application at this time. /*
As	Any Member	…I should NOT…		…because…	

	Neighborhood User	Neighborhood Moderator	Neighborhood Host	CA Member User	CA Moderator	CA Member Host
Access Chat & Messaging Applications /*	Y	Y	Y	Y	Y	Y
Access Livestreams /*	Y	Y	Y	Y	Y	Y
Access to Poll Results /*	Y	Y	Y	Y	Y	Y
Access to initiate Polls /*	N	N	Y	N	N	Y
Download Poll Data /*	N	N	Y	N	N	Y
Access User and System Analytics Data /*	N	N	N	N	N	Y
Access Videos /*	Y	Y	Y	Y	Y	Y
Administer a given "neighborhood" instance/page /*	N	N	Y	N	N	Y
Administer End-to-End SW Instance for CA /*	N	N	N	N	N	Y
Moderate Chat or Messaging /*	N	Y	Y	N	Y	Y
Restrict or Delete a User from System /*	N	N	N	N	N	Y
Sign On To Spokane_Net (or such other name as may be adopted for the CA's instantiation of the MIGHTY NETWORKS software.) /*	Y	Y	Y	Y	Y	Y
Access to Member Location capability /*	N	N	Y	N	N	Y
Access to external URL linking capability /*	N	N	N	N	N	Y
Ability to add a custom LOGO to CA's instantiation of this app /*	N	N	N	N	N	Y
Access to System and Usage Analytics data /*	N	N	Y	N	N	Y
Access to CA-created training /*	Y	Y	Y	Y	Y	Y
Ability to expel a Member /*	N	N	N	N	N	Y

	A	C	E	F
1	Question	Preferred Answer	Actual Answer	Key Words
2	Q: Does ANY PERSON involved in any way with the Spokane Community Assembly, any of the Spokane Neighborhood Councils, the Spokane Mayor's Office, or the Spokane City Council have any financial interest in MIGHTY NETWORKS software, or related services or other offerings? /*	No.		Conflict of Interest
3	Q: If the CA purchases a license to use the MIGHTY NETWORKS software application, will ANY PERSON involved in any way with the Spokane Community Assembly, Neighborhood Councils, Mayor's Office, or City Council receive any financial compensation, cash reward, commission or other form of financial remuneration? /*	No.		Conflict of Interest
4	Q: Does ANY PERSON involved in any way with the Spokane Community Assembly, any of the Spokane Neighborhood Councils, the Spokane Mayor's Office, or the Spokane City Council have any financial interest or own any stock or have any financial interest in the parent corporation which owns, directly or indirectly, the MIGHTY NETWORKS software application? /*	No.		Conflict of Interest
5	Q: How many hours per month can CA Livestream? /*	TBD.	Only four (4) hours.	Hours per month of Livestream
6	Q: How many SPEAKERS can CA use PER STREAM? /*	TBD.	Only one (1) speaker. /*	Speakers per Livestream
7	Q: How many VIEWERS are allowed per Livestream at any one time? /*	TBD.	100 viewers.	Viewers per Livestream
8	Q: How many Courses can CA create in our instantiation? /*	Unlimited	Unlimited	Number of Courses
9	Q: Can Instructors and Moderators edit Course settings and/or lessons.? /*	Yes. Unlimited numbers of them, too.	Yes. Unlimited numbers of them, too.	Course Editing
10	Q: Can CA create "dedicated communities" of Members for a given purpose, such as a group writing a grant proposal? /*	Yes. Unlimited numbers of them, too.	Yes. Unlimited numbers of them, too.	Dedicated Course Communities
11	Q: Can CA quickly add videos to recorded Courses or Lessons? /*	Yes. Unlimited numbers of them, too.	Yes. Unlimited numbers of them, too.	Native Video
12	Q: Can CA release content is a "drip" style, i.e., one-by-one on, say, a monthly or weekly basis? /*	Yes.	Yes.	Drip Release of Content
13	Q: Can CA record and upload video directly to the app? /*	Yes.	Yes.	Native Video

	A	C	E	F
14	Q: Can CA Members quickly share a note, video, photo, or link across the application in real time? /*	Yes.	Yes.	Short Form Posts
15	Q: Can CA Members pose QUESTIONS to other Members in a way that catches the eye and solicits answers from CA's members? /*	Yes.	Yes.	Questions
16	Q: Can CA Members pose POLLS to other Members in a way that catches the eye and solicits answers from CA's members? /*	Yes.	Yes.	Polls
17	Q: Can CA Members organize conversations around specific TOPICS such as "Dog Parks"? /*	Yes.	Yes.	Discussion Topics
18	Q: Can CA Create one-off or recurring online events? /*	Yes.	Yes.	Create Online Events
19	Q: Can CA track event RSVPs? /*	Yes.	Yes.	Track event RSVPs
20	Q: Can CA sync events to calendars and send reminders to members? /*	Yes.	Yes.	Sync events to calendars Send event reminders
21	Q: Do all online event features apply to real-time gatherings of Members, too? /*	Yes.	Yes.	Real Time Gatherings
22	Q: Does Zoom integrate with both the browser and mobile versions of this application?	Yes.	Yes.	Zoom integration
23	Q: Since we are a neighborhood organization, can we use this application to identify Members who sign-up for this application who live near us? /*	Yes.	Yes.	Member Location
24	Q: Can we create categories of items that matter to our Members so they can quickly find others like themselves or with similar interests? /*	Yes.	Yes.	Member Categories
25	Q: Could we charge money for "special events" using this application? /*	Yes.	Yes. 2%.	For fee special events
26	Q: Could we charge money for "classes" or "education" using this application? And is there a credit card fee? /*	Yes.	Yes. 2%.	For fee classes Events
27	Q: If we had paid/charged events is there a credit card processing charge? /*	Yes.	Yes. 2%.	Credit Card Processing Events
28	Q: Could we charge money for "bundles" of classes, programs, etc.? And is there a credit card fee? /*	Yes.	Yes. 2%.	Credit Card Processing Events
29	Q: Could we charge a subscription or a one-time fee for paid events? /*	Yes.	Yes.	Events Subscriptions
30	Q: Is there a cost/charge for an unlimited number of individual "groups" within our instantiation of this app?	Yes.	Yes. 2%.	Credit Card Processing Events

	A	C	E	F
31	Q: Is there a capability to invite possible new members one by one or via bulk upload? /*	Yes.	Yes.	New Members
32	Q: Can the CA link an existing domain to our instantiation of this software? /*	Yes.	Yes.	Custom Domain Name
33	Q: Does this app have analytics and benchmark capabilities that will inform the CA of, among other things, exactly what's working (in terms of participation), and for which members and cohorts? /*	Yes.	Yes.	Analytics
34	Q: Is it possible for the CA to export member data, including email addresses? /*	Yes.	Yes.	Email Addresses Data Export
35	Q: Does this app have Application Program Interface (API) capability? /*	Yes.	Yes.	API
36	Q: Does this app allow the CA to feature a prominent link in our instantiation of this app which will send Members to, for example, an online shop, blog, social media profile, City of Spokane page, etc.? /*	Yes.	Yes.	Embedded Links
37	Q: Can we attach the CA's instantiation of this app to, say, Google Analytics to analyze utilization of the app? /*	Yes.	Yes.	Google Analytics
38	Q: Does this app feature real-time application support? /*	Yes.	Yes.	App Support
39	Q: Is there an online community of other users of this application that the CA could learn from? /*	Yes.	Yes.	User Community App Support
40	Q: Is there existing online training on, say, You Tube for this application? /*	Yes.	Yes.	You Tube Education Training User Community App Support
41	Q: Can you give us example "Member Categories"? /*	See next.	For example, some users choose to categorize members by: interest, title, cause, profession, role, medical condition, or even the age of their children. /*	Member Categories
42	Q: Can the CA, and or the City of Spokane, add custom terms of use for the CA's instantiation of this app? /*	Yes	Hosts may add their own Terms of Use, Privacy Policy, or Community Guidelines as an additional policy for members to agree to when they create accounts. /*	Terms of Use
43	Q: Can the CA administer/select the privacy settings it wants to enable CA's community? /*	Yes.	Yes. Communities that are private, secret, or paid are completely locked down and non-members (**including search engines**) cannot see the content, memberships, and conversations inside the CA Network. /*	Privacy Settings

	A	C	E	F
44	Q: Can the CA remove or ban a member on demand? /*	Yes.	Aa Host of the CA community, we have the power to remove a member or ban them at any point. /*	Remove Members Ban Members
45	Q: Does the CA have the ability to restrict Members from joining this community unless they were expressly invited to join by the CA? /*	Yes	Yes	Limit Membership Invite New Members
46	Q: Will MIGHTY NETWORKS spam the CA's members? /*	Never.	Mighty Networks will never email your members with any marketing communications outside of the notifications they opt into that come from your community when they join. If there are notable changes to the Mighty Networks Terms of Use and Privacy Policy, members will receive an email notice from Mighty Networks. /*	Spam
47	Q: Can you tell the CA who is on the MIGHTY NETWORKS list of Sub processors -- firms that MIGHTY NETWORKS has retained to provide cloud hosting and storage services; content delivery services; analytics; assist in providing customer support; as well as incident tracking, response, diagnosis and resolution services? /*	Yes. List.	Yes; Here is the current list. https://www.mightynetworks.com/subprocessors	Sub processor List
48	Q: What Personal Information does MIGHTY NETWORKS collect from Members? /*	See right.	The only information that Mighty Networks collects from Members for our own purposes is IP Address and mobile device ID. We need this information so that we and the companies that support our website and app know where to send responses to your page requests. We also use it to determine your general geographic location and make the name of your town visible to your fellow Network Members. All other information is collected and used by us under instructions from Hosts. Hosts will have access to your name, email address, and all personal or contact information that you provide when you register for a Mighty Network, and all of your activity within that Host's Network. In GDPR terminology, Hosts are the Data Controllers and Mighty Networks is a Data Processor. Pay close attention to whether each Network you join is Public, Private or Secret before your share any personal information. Please bear in mind that you register for each Network separately, and therefore have a separate account in each Network. /*	Membership Data
49	Q: In brief, what is the Cookie Policy of MIGHTY NETWORKS? /*	See right.	If you are outside the U.S. or Canada, we are also now notifying you about the cookies placed on your device when you visit a Mighty Network, and obtaining your affirmative consent for visits to all Networks and our website when you click on "AGREE & DISMISS". Then we will place an "opted-in" cookie in your browser so that you will not see the Cookie Notice again when you return using the same browser. /*	Cookies

	A	C	E	F
50	Q: Can CA Members revoke previously given consent from MIGHTY NETWORKS? /*	Yes.	Yes. Because each Member has a separate account for each Network, Members can revoke consent on a Network-by-Network basis. Here are the steps: (1) Log into your Mighty Network on your web browser (Chrome, Safari, etc.). (2) Click to your Profile Photo which is the top right circle icon (3) Click Your Settings (4) Choose Account. From there, you can navigate to the bottom of the menu and find the section: “To permanently delete your account, click here.” Confirm you want to “Permanently Delete My Account.” You can also manage your Notification settings from Your Settings by clicking on Notifications. /*	Revoke Consent
51	Q: Can the CA setup a list of "Applicant Questions" which a perspective Member might need to answer in order to be admitted to the CA's instantiation of this app? Questions such as which neighborhood they live in, etc. /*	Yes.	Yes. If you have a private Mighty Network, you can customize up to five questions that you want new members to answer from your landing page before you approve them to join. /*	Setup Questions
52	Q: Can the CA review how ALL potential members have answered the "Setup questions" over time? /*	Yes.	Yes; if the CA is on the Business Plan it can see a full export of answers in the second tab of the member export file which can be downloaded anytime. /*	Setup Question data
53	Q: Can the CA add its own branding and custom colors to its instantiation of this app? /*	Yes.	Yes.	Custom Colors Branding
54	Q: How much storage is available by default for each Plan on Mighty Networks? /*	See right.	The Community Plan has 50 GB, the Business Plan has 150 GB and for Mighty Pro, please contact our team for further information. /*	Storage, Disk
55	Q: What usage counts towards CA's storage limit? /*	See right.	Uploaded videos in Articles and Quick Posts, livestream recordings, photos and files. Native videos uploaded in Course Overview, Sections or Lessons will not count towards your storage. /*	Storage, Disk
56	Q: How will the CA know if it's getting close to its storage limit? /*	See right.	You’ll receive Network notifications as you approach and exceed your limit, and you’ll also be able to check your usage at any time by visiting: Network Settings > Your Plan > Storage and Usage /*	Storage, Disk
57	Q: Is the maximum number of livestreaming hours per month or per stream? /*	See right.	Each livestream can last a maximum of two hours. For the Community Plan, you can stream up to 2 Hours Per Month. On the Business Plan, you can stream up to 4 Hours Per Month. /*	Livestreaming

	A	C	E	F
58	Q: What are the different options for Member Categories in this app today? /*	See right.	There are currently 15 different options for Member Categories: **Interest, Specialty**, **Company, Title, Profession**, **Role, Identity, Expertise, Discipline**, **Cause, Affiliation, Stage, Child's Age, Start Month**, **Condition**, **Diagnosis**, **Spectrum**, and **Industry.** /*	Member Categories
59	Q: After CA selects a given type of Member Category, can we add sub-options for our members to choose from for further specificity? /*	Yes.	Yes.	Custom Member Sub-Categories
60	Q: Can the CA obtain, on demand, a list of all Members by Member Category? /*	Yes.	Yes.	Member Categories
61	Q: Can this application allow the CA to schedule content to publish at a later date and time?	Yes.	Yes.	Publish Content
62	Q: Can the CA setup recurring or repeat events? /*	See right.	Yes. For all Event Types that CA might create, it has the option to make the Event a Repeat Event. Repeat Events are exactly like recurring events, and give the CA the option to instantly set up one Event that will exist multiple times in a series. /*	Events
63	Q: Can CA members synch events on this application to their personal calendar application? And if so, which events? /*	See right.	A qualified yes. Within the calendar view that's available for Events inside CA's Network, there's an option to automatically sync Events to a Member's personal Google Calendar, Outlook Calendar, or Apple Calendar. You can choose to sync only Events you've RSVP'd to, or you can sync all Events. /*	Calendar
64	Q: Can a CA Member tag or @mention another member in a post? /*	Yes.	Yes.	Tagging

Term	Definition
CA	The "Community Assembly" of Spokane, Washington. /*
Feature	Features are aspects of your product, which could be technical or descriptive. Features tell the customer something noteworthy about the product. Features tell customers ***what*** . /*
Benefit	Benefits are why that feature matters for your customers. In other words, how that feature makes their life better. Benefits explain how the customer's life gets better because of the feature. Benefits tell customers ***why.*** /*
Features/Benefits Example	**FEATURE** **BENEFIT** Triple-walled, vacuum-insulated construction ...which keeps beverages cold for up to 24 hours or hot for up to 12 Food-grade stainless steel ...which allows for refilling and reusing easily Copper wall layer ...which creates a condensation-free exterior 9 oz size ...which makes it perfect for on-the-go /*
Role	Every user of this software, every individual who accesses or signs on to this software is assigned one or more "roles" to make identification of users, establishment of data access for users, establishment of system access for users, easier to administrate. /*
Roles Example	A person who is assigned the role of "AD HOC USER" is considered a "casual" or even "one time" user of this SW. As such, this user's access to features and functions of this software may be limited for data security or other reasons. This is the "base" or "lowest level user" of this software as defined for usage by CA. /*
Role: Neighborhood User	Defined as: the most 'common' or "most frequent" user of this software. May have increased access to facilities or capabilities of this software. 1st level software support is to NEIGHBORHOOD ADMIN. /*
Role: Neighborhood Host	Defined as: the System Administrator for this software on a NEIGHBORHOOD basis. May have increased access to facilities or capabilities of this software. 1st level software support is to CA ADMIN. /*
Role: Neighborhood Moderator	A discussion "Moderator" acts as a neutral participant in a discussion, holds participants to time limits, and tries to keep participants from straying off the topic of the questions being raised. /*
Role: CA User	Defined as: a voting member of the CA. May have increased access to facilities or capabilities of this software. 1st level software support is to CA ADMIN. /*
Role: CA Host	Defined as: the de facto System Administrator for the entire instantiation of this software for use by the CA. Has 100% unfettered access to all features and functions of this software. 1st level software support is to MIGHTY NETWORKS aka "THE VENDOR". /*

Role: CA Moderator	A discussion "Moderator" acts as a neutral participant in a discussion, holds participants to time limits, and tries to keep participants from straying off the topic of the questions being raised. /*
Neighborhood	Defined as one of the twenty-nine (29) CA-designated Neighborhoods which makeup the CA's span of responsibility within the County of Spokane, Washington. Examples include: Southgate, Manito, Garland. /*
Community Assembly	See "CA" /*
ONS	Spokane, WA's "Office of Neighborhood Services". /*
Office of Neighborhood Services	See "ONS" /*
Mighty Networks (Inc.)	THE VENDOR who owns and sells the "Mighty Networks" application. Supplies end-of-line support and service to this application. Supplies all system-level documentation of this application. /*
Vendor, "The Vendor"	See Mighty Networks. /*

Committee Recommendation to the Community Assembly Concerning the Software Application 'Mighty Networks'

01 April 2022

Background

Committee Members:

- Kathryn Alexander, Andy Hoye, Susan Mensching, Kris Neely, and Janice Loux
- **Please see the Excel PDF report by Kris Neeley attached.**

Purpose:
This software-as-a-service application is being considered for use by the CA for its functional capabilities which include:

1. Ability to store documents while providing convenient and continuous access
2. Ability to host meetings
3. Ability to manage neighborhood council member email lists
4. Capacity to facilitate cross-neighborhood meetings, conversations, and relationships

Process:

1. Committee member Kris Neely created an analysis of both our requirements for this software as well as its capabilities and limitations.
2. This led to multiple in-depth committee discussions.
3. In general, the Committee came away from the analysis feeling comfortable with what this software offers and our ability to use the software effectively.
4. The report Kris produced is available to all in the attached spreadsheet.

Result(s): *The committee recommends the purchase/use of this software application*

Issues to be Addressed

Set up and Training:

1. Kathryn Alexander and Andy Hoye are willing to perform the initial set up and training
2. Kris Neely can assist in the initial setup of the application
3. A template would be created for CA neighborhoods
4. Training would be based-on the template

Usage:

1. The Committee suggests a pilot approach, in order to fully exercise this software and further qualify its applicability to proposed CA activities
2. The Committee suggests neighborhoods would be on-boarded a few-at-a-time
3. The Committee recommends at least two (2) people in each neighborhood be trained to use/administrate this software
4. The Committee suggests that the neighborhood Chair and Secretary be trained initially, as these individuals would be, in most cases, the most consistent users of the software
5. Uploading documents is a crucial capability of this software and a key requirement in its selection. The Committee recommends beginning with a neighborhood's recent past year
6. Neighborhoods with extensive numbers/amounts of records will require some sort of support for document scanning to digitize said documents for loading into this software
7. The Committee has checked with both city legal and an independent lawyer to ascertain risk to both the city and the Community Assembly for bad actions by neighborhood members. Risk is greatest when direct action has supported the issue at hand. Removing offending material and not sharing or responding to it provides the greatest amount of protection.

Administration:

1. Once the application is fully available to the CA, the Committee recommends a standing committee be formed to provide oversite and operational training on this application, as needed
2. The standing committee could be a stand-alone, under Admin or under BSN
3. The standing committee would also be responsible for writing guidelines, monitoring posts, and enforcing the CA-and-software application's community agreement and values

Cost:
There are two (2) options:

1. **$119 monthly.** As previously mentioned, the CA could utilize this option should it desire to do a 90-day pilot. If this option is selected, this cost would be in addition to the annual fee (see below), should the CA choose to move beyond the 90-day pilot and employ the software on a long-term basis
2. **$1,118 per year.** Should the CA choose this option, a "pilot" could still be employed by only utilizing a few CA neighborhoods at the beginning of the software's use

Community Assembly Policies and Procedures

Amended: 2/17/2022

Approved by CA: 4/7/2022

I. Purpose

According to Article VIII, Section 75 of the City of Spokane City Charter, "the community assembly [herein referenced as the "CA"] is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest" to the neighborhoods and City.

II. Duties and Responsibilities

According to Article VIII, Section 75 of the City Charter, the CA shall:

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

III. Membership

A. Membership in the CA is available to neighborhood councils, as recognized in Article VIII, Section 75 of the City Charter.
B. Each neighborhood council selects one representative and a designated alternate [hereinafter referred to as representatives] to serve on the community assembly.
C. Representatives are expected to represent the interests of their respective neighborhood councils.
D. Each neighborhood council shall submit, in writing or by email, the names of their representative and designated alternate to the Office of Neighborhood Services as changes occur.
E. Each neighborhood council representative has one vote.
F. A representative may only vote on behalf of the neighborhood they represent at CA meetings.
G. The Office of Neighborhood Services shall maintain an email distribution list for communicating to representatives of the CA. The distribution list shall include, at minimum, the current email addresses for each neighborhood council's CA

representative and designated alternate, chair, vice-chair, and all CA committee chairs.

IV. Meetings

A. A minimum of ten CA regular meetings shall be held annually.

B. Meetings of the CA and City Council shall be held a minimum of three times annually.

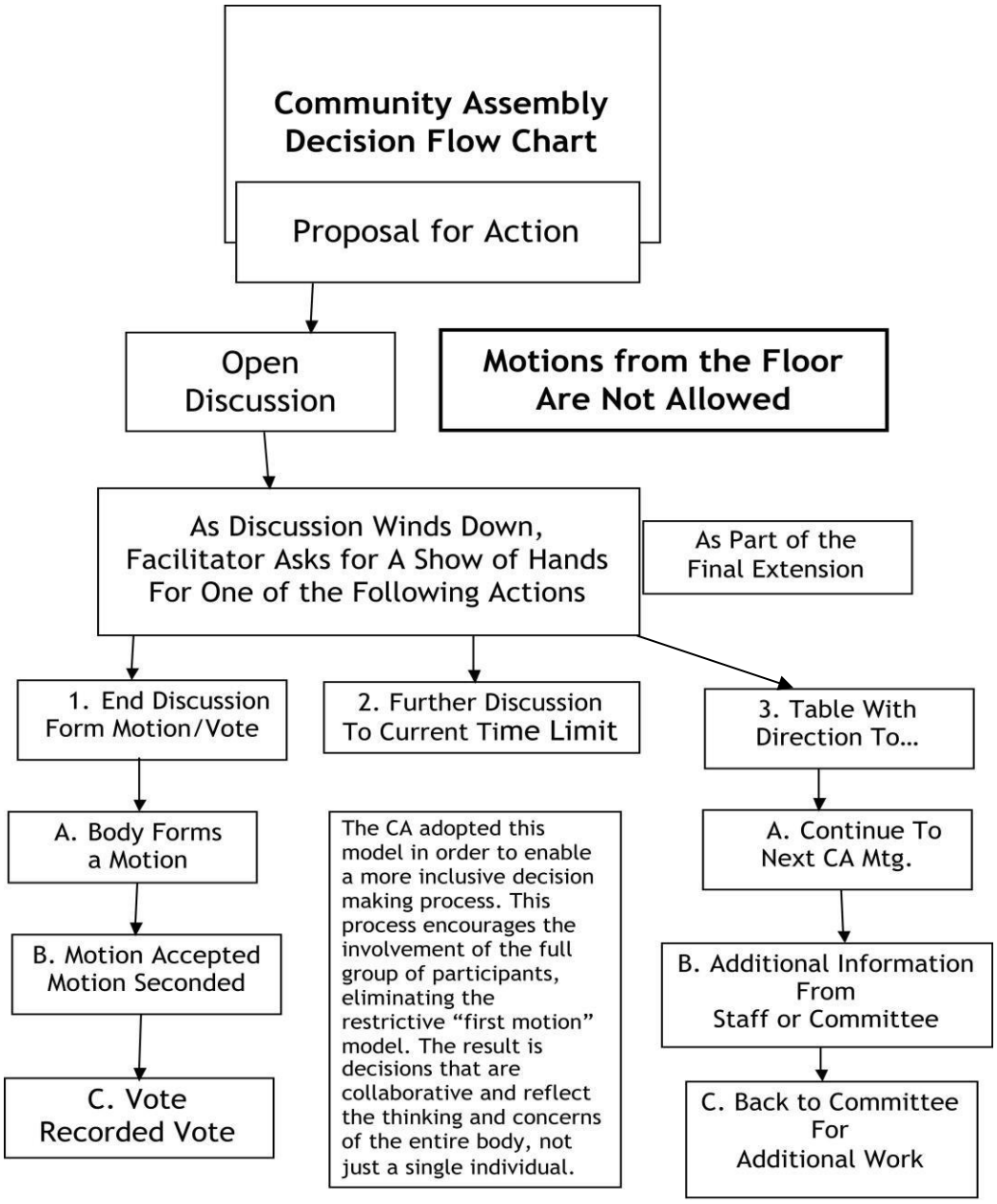
C. Electronic recording of regular meetings of the CA and CA committee meetings shall only be allowed if approved by a majority of voting members present at the meeting. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the CA facilitator or committee chair prior to the beginning of that meeting's business.

D. An independent facilitator shall preside at CA regular meetings. In the absence of an independent facilitator, an Office of Neighborhood Services representative may facilitate the meeting. The facilitator shall act in accordance with the procedures outlined herein.

E. Presentation and decision-making process (figure on page 3)

1. To speak at a meeting, a person must be recognized by the facilitator. Only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
2. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
3. Presentation timetable protocol
    a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and give a verbal notice.
    b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
    c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
    d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
    e. When the allotted time has expired, a red card and verbal notice shall be given.
    f. As part of a final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
        1) End discussion and move into forming the motion and voting,
        2) Further discussion,
        3) Table discussion with direction,
        4) Request time to continue discussion at next CA meeting,

5) Request additional information from staff or CA committee, or
6) Send back to the appropriate CA committee for additional work.



4. Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order. If anyone objects to any decision by the facilitator, that person may challenge the ruling of the facilitator. When this occurs, each representative and the facilitator may speak to the challenge once

and for only one minute. Debate is then ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

F. Quorum and attendance:
   1. A quorum is defined as a simple majority (50 percent + 1) of CA representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.
   2. Absent neighborhood council representatives shall be noted in the CA minutes.
   3. If a neighborhood council is not represented for two consecutive meetings, the Administrative Committee shall notify that neighborhood council's executive committee of the absences. (See Section VI.A.3.)

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

V. Committees

A. The function of CA committees shall be to research or address issues that may impact neighborhoods or issues designated by the CA and report their findings and proposed recommendations to the CA for appropriate action.

B. All committees must include a minimum of three (3) assigned representatives in order to have standing.

C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.

D. Types of committees:
   1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.
   2. Ad hoc committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An ad hoc committee, e.g. a grievance committee, shall sunset after its work has been completed.

E. The CA shall have the following standing committees:
   1. Administrative

2. Budget
3. Building Stronger Neighborhoods (BSN)
4. Community Assembly/Community Development (CA/CD)
5. Land Use (LUC)
6. Liaison
7. Pedestrian, Traffic and Transportation (PeTT)
8. Neighborhood Safety

F. Membership and Officers/Terms
   1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.
   2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chair and secretary.
   3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.
   4. Each officer of the committees must be a member of a neighborhood council.

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

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

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

I. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Standing committees are encouraged to present a report to the CA at least once a year.

J. Recommendations from a committee shall be presented at regular meetings of the CA to determine appropriate action.

K. Standing Committee Policies and Procedures

1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting and submit the revised document to the ad hoc Policies and Procedures Committee for inclusion in the main document.
2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See addendum titled "Committee Policies and Procedures Template.")

VI. Administrative Committee

A. Duties

The Administrative Committee shall:

1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through email discussion and vote.
2. Sign CA communications.
3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.F.3.)
4. Keep and maintain a yearly calendar of recurring CA business and events.
5. Manage the use of the City Council placeholder position. (See Section VIII.)
6. Take emergency actions on behalf of Community Assembly. (See Section VI.G)

B. Membership and Officer Positions

1. The committee shall consist of five members.
2. There shall be three officer positions of the committee: chair, vice chair, and secretary. An officer, with the exception of the secretary, may serve only two terms in any one position.
3. The chair shall serve as the contact person, spokesperson, and signatory for the CA.
4. The vice chair shall assume the duties of the chair in their absence.
5. The secretary shall record minutes and keep attendance for Administrative Committee meetings.

C. Qualifications

Members of the CA Administrative Committee must:

1. Be a current CA representative.
2. Have attended at least six (6) regular CA meetings within the last two (2) years.
3. Agree to serve at least one full term.

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

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

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

G. Emergency Actions

   It may be necessary for the Administrative Committee to take action on behalf of CA due to time constraints or other circumstances beyond the control of the CA. On such occasions, the following provisions shall apply.
   1. Taking action at a regular CA meeting shall always be the preferred option.
   2. If an electronic vote of CA representatives can be performed within the time constraints, that will be the second most preferred option. The voting period will be at least 48 hours. A simple majority of those voting is sufficient for the vote to pass.
   3. As a final option, the Administrative Committee may make an interim decision, which shall require a super-majority vote of the Administrative Committee to approve.

4. Any emergency decisions by the Administrative Committee shall be documented in the next monthly CA meeting packet, announced, and a vote of confirmation sought during the meeting.

VII. Use of Community Assembly Logo

A. The Community Assembly logo is only to be used under the following circumstances:
   1. By the chair of the Administrative Committee for official CA business,
   2. By a vote of the CA,
   3. By the Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or
   4. By CA committee chairs and secretaries for CA committee minutes and agendas.

B. Committee proposals not yet approved by the CA may use the logo accompanied by a "DRAFT" watermark on the document.

C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

VIII. CA Placeholder on the City Council agenda

A. The CA placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.

B. Any committee or group of neighborhoods, who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.

C. The Administrative Committee will notify the City Council of the use of the placeholder.

D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.

IX. Boundary Changes:

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

X. Amendments

A. Establish an ad hoc CA Policies and Procedures (P&P) Review Committee in November of each year.

B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.

C. A vote to approve any amendments shall occur at the following regularly scheduled meeting.

D. Amendments require a 2/3 affirmative vote.

E. The formal amendment process described herein does not apply to the Committee P&P documents.

XI. Community Assembly Liaisons

A. The City Council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on five (5) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee. Also, the city's park board has allocated the Community Assembly two (2) membership positions in its committee structure.

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

B. Liaison List:

1. City Council Appointees

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

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

b. Design Review Board (DRB) Member

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

c. Housing Action Subcommittee (HAS) Member

1) Established By: City Council Resolution 2021-0020
2) Term: One (1) year minimum
3) Voting Status: Voting

d. Plan Commission (PC) Liaison Member

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

2. Community Assembly Appointees

a. Park Board Development and Volunteer Committee (DVC) Member

1) Established By: Spokane Park Board Resolution of August 21, 2021
2) Term: Two (2) years renewable

3) Voting Status: Voting

b. Park Board DVC Citizen Advisory Committee (DVC-CAC) Member

1) Established By: Spokane Park Board Resolution August 21, 2021
2) Term: Two (2) years renewable
3) Voting Status: Voting

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

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

3. PeTT Committee Appointees

a. Citizens Transportation Advisory Committee (CTAB) Member

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

b. Plan Commission Transportation Subcommittee (PCTS) Member

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

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

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

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

E. Role of the Liaison Committee

1. The Liaison Committee supports and evaluates the five (5) liaisons serving on city advisory boards, commissions or committees. See the Liaison Committee's policies and procedures.

2. Candidates to fill liaison positions are recommended by the Liaison Committee for selection by the CA for nomination by the Mayor and appointment by the City Council.
3. The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the CA withdraw the nomination of a liaison.

F. Role of the PeTT Committee

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

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

Addendum - Committee Policies and Procedures Template

A. Committee Name (Revision Date)

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

Addendum – Standing Committees Policies and Procedures

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

B. Budget Committee Policies and Procedures (October 2021)

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

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

    If possible, the Committee will have at least five members, each representing a different neighborhood. Proxies are not allowed -- members must be present to vote. A majority of the members shall constitute a quorum. Consensus is not

required for action in the Committee – a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action. Committee may utilize Slack app in between meeting for application review and approval, or short-term action items. The electronic approvals require a majority approval of committee members.

4. **Officers and Terms:**

   Three officers shall be determined by committee vote or consensus. These officers shall be the Chair, Vice Chair and Secretary.

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

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

   Duties of the Vice Chair shall be to fulfill Chair duties in the absence of the Chair.

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

5. **Meeting Schedule:**

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

6. **Reporting:**

   The ONS representative shall provide to the Committee the current status of every NC regarding applications and spending at every meeting of the Committee or more frequently as needed.

   A summary of the Budget Committee activities will be submitted to the CA semi-annually in July or August, with goals for the year to be submitted when requested by the CA.

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

C. Building Stronger Neighborhoods Committee Policies and Procedures (October 2021)

1. **Mission Statement:** Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and engagement opportunities, with input from the Neighborhood Councils.
2. **Membership:**

   Note: Same for all standing committees – see Article V, Section F – Community Assembly Committees

   1) Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils.
   2) Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.
3. **Voting & Quorum:** At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.
4. **Officers and Terms:** Chair, Vice Chair and Secretary; Calendar year term with elections in January.
5. **Meeting Schedule:** 4th Monday of each month at 12:00pm to 1:00pm on Zoom and/or in-person TBD.
6. **Reports:** Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.
7. **ONS Staff Support:** As determined by the Office of Neighborhood Services. Liaison helps to promote Neighborhood Council events by posting on City calendars.

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

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

    There will be a minimum of three and up to 5 voting representatives serving on the Executive Team.
    1) **Chair**: The Chair is responsible for communicating with the committee, setting the agenda with the approval of the Executive Team and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair may also call Executive meetings.
    2) **Vice Chair**: The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.

3) **Recorder**: The Recorder is responsible for taking official minutes for Committee meetings and Executive Team meetings. The Executive Team may request a ONS/CE or CHHS staff member to take minutes at a regular committee meeting. The minutes will be submitted to the Chair for approval. Approved minutes will be sent ONS/CHHS support staff to be sent to the committee members in advance of the scheduled meetings, as well as a copy for the Community Assembly monthly meeting packet and the committee' s record book located in the ONS/CE office.

7. **Reports:** The chair will prepare and deliver in person a report to the Community Assembly at least twice a year or more often if needed. Ideally all minutes will be forwarded to ONS for inclusion in the CA packet
8. **Elections:** Elections for the executive team will be held annually in the month of December. The Executive Team and officers take office immediately upon election.
9. **City Liaisons:** Support will be offered by CHHS for HUD content and expertise, and by ONS for city department and policy expertise.

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

1. **Mission Statement**

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

2. **Purpose**

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

3. **Membership**

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

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

4. **Voting**

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

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

5. **Emergency Voting**

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

6. **Leadership**

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

   1) Executive Board members must maintain voting eligibility.

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

7. **Elections**

   Elections for the LUC Executive Board leadership will take place annually in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.

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

F. Liaison Committee Policies and Procedures (January 2021)

1. **Committee Charge**

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

2. **Functions**

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

3. **Membership**

   The committee operates with a minimum of three individuals who are members of different neighborhood councils. The roster of members is included in committee reports to the Community Assembly.

4. **Meetings**

   The committee meets monthly or as needed to accomplish its functions at the call of the chair, of two of its members, or at the direction of the Community Assembly Administrative Committee by its chair. Upon the convening of a meeting, a quorum for the conduct of business is the attendance of members from at least three neighborhood councils and a majority of members.

5. **Officers and Terms**

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

6. **Decisions**

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

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

   Members absent from the meeting shall be polled by the chair with an immediate phone call or by email posted on the day of the meeting by the chair or her/his designee. All votes are tallied by the chair five days after the date of the meeting at

which a motion is submitted for a vote. If there are more “ayes” than “nays” the motion is passed.

7. **Selection Standards**

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

8. **Records and Reporting**

   The committee keeps continuous, twelve-month liaison attendance records.

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

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

9. **Withdrawal of Nomination**

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

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

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

G. Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (October 2021)

1. **Committee Charge:**

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

2. **Committee Function:**

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

3. **Focus Areas:**

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

4. **Participation and Attendance:**

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

5. **Meetings and Notice:**

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

6. **Quorum and Decisions:**

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

7. **Officers and Terms:**

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

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

8. **Advisory Positions**

   The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively Spokane Municipal Code Chapter 08.16 Transportation Benefit District and City Council Resolution 2014-0078.

   The committee will from time to time nominate individuals to serve in these positions who maintain regular attendance at the PeTT Committee, are members of their respective neighborhood council, agree to regularly report to the committee and Community Assembly, and affirm the statement of responsibilities in Appendix A.

9. **Email Notices and Email Lists**

   Neighborhood Services will maintain an email notice list for the committee separate from the general Community Assembly notice list which is composed of the email address of individuals who have expressed an ongoing interest in the work of the committee. No regular maintenance to this list is required.

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

APPENDIX A

PeTT Member Responsibilities on Advisory Positions
Statements of the responsibilities of membership.

Citizen Transportation Advisory Board (CTAB)
I am aware of the role and responsibilities of the City of Spokane's Citizens Transportation Advisory Board (CTAB) according to the provisions of SMC 08.16, which are:

- to recommend the allocation of Transportation Benefit District revenue for residential street maintenance projects, and
- to provide a timely annual report for the City Council.

In addition, I am aware

- of the attendance and time commitment required, and
- of the additional requirement to provide a verbal report for the PeTT Committee after each CTAB meeting and a written report for the next Community Assembly meeting after each CTAB meeting.

Plan Commission Transportation Subcommittee (PCTS)

I am aware of the role and responsibility of the City of Spokane's Plan Commission Transportation Subcommittee (PCTS) according to City Council Resolution 2014-0078, which is:

- to review and prioritize street improvements as part of the Six-Year Comprehensive Street Program and other transportation funding for recommendation to the Plan Commission and the City Council.

In addition, I am aware

- of the attendance and time commitment required, and
- of the additional requirement to provide a verbal report for the PeTT Committee after each PCTS meeting and a written report for the next Community Assembly meeting after each PCTS meeting.

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

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

Community Assembly Policies and Procedures

Amended ~~May~~ 2/17/2022~~2021~~

Approved by CA: 4/7/2022~~5/6/21~~

I. Purpose

~~I.~~ According to Article VIII, Section 75 of the City of Spokane City Charter~~:~~ ~~T~~, "the ~~Community~~ community ~~Assembly~~ assembly [~~(~~herein referenced as the "CA"]~~)~~ is a ~~mandated~~ coalition of ~~recognized~~ independent neighborhood councils and serves as a forum for discussion of issues of broad interest" to the neighborhoods and City. ~~representatives or designated alternates (hereinafter referred to as "representatives"), recognized in Article VIII, Section 75 of the City Charter, and serves as a forum for the discussion of issues of broad interest to the neighborhoods and City.~~

II. Duties and Responsibilities~~:~~

~~II.~~ ~~As outlined in~~According to ~~the~~ Article VIII, Section 75 of the City Charter, the CA shall:

A. Review and recommend an action, policy or plan to the ~~C~~city ~~C~~council, neighborhood committee~~s~~, the city council, the mayor, the city, and any ~~City~~ city agency, commission, or board on any matter affecting the City;

B. Support and promote citizen participation and neighborhood enhancement;

C. Promote and facilitate open communication between the City and neighborhood councils and provide the~~a~~ primary means of communication between individual neighborhood councils;

D. Support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and

~~D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;~~

E. ~~Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue.~~ Serve as an information resource to neighborhood councils.

III. Membership

A. Membership in the ~~Community Assembly~~CA is available to neighborhood councils, as recognized in Article VIII, Section 7~~5~~3 of the City Charter.

B. Each neighborhood council ~~shall~~ selects~~have~~ one representative and a~~n~~ ~~assigned~~ designated alternate [hereinafter referred to as representatives] to ~~participate~~ serve on the community assembly.

~~B.~~C. Representatives are expected to represent the interests of their respective neighborhood councils.~~in the absence of the representative.~~

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~~C.~~D. Each neighborhood council shall submit, in writing or by email, the names of their representative and designated alternate to the Office of Neighborhood Services as changes occur.

~~D.~~E. Each neighborhood council representative has one vote.

~~E.~~F. A representative may only vote on behalf of the ~~one~~ neighborhood they represent at ~~a~~ CA meetings.

~~F.~~ The Office of Neighborhood Services shall maintain an email distribution list for communicating to representatives of the CA. The distribution list shall include, at minimum, the current email addresses for each neighborhood council's CA representative and designated alternate, chair, vice-chair, and all CA committee chairs.

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IV. Meetings

A. A minimum of ten CA regular meetings shall be held annually.

B. Meetings of the CA ~~with~~and ~~the~~ City Council shall be held a minimum of three times annually.

C. Electronic recording ~~of Community Assembly and~~of regular meetings of the CA and CA committee meetings ~~Community Assembly committee meetings~~ shall only be allowed if approved by a majority of ~~those~~ voting members present at the meeting. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the ~~meeting~~ CA facilitator or committee chair prior to the beginning of that meeting's business.

D. An independent facilitator shall preside at CA regular meetings. In the absence of an independent facilitator, an Office of Neighborhood Services representative may ~~preside~~facilitate the meeting. The facilitator shall act in accordance with the procedures outlined herein.

E. Presentation and decision-making process (figure on page 3)~~:~~

1. To speak at a meeting, a person must be recognized by the facilitator ~~and.~~ ~~O~~only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
2. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
3. Presentation timetable protocol~~:~~
   a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and ~~indicate~~ give a verbal notice.
   b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
   c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
   d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
   e. When the allotted time has expired, a red card and verbal notice shall be given.
   f. As part of a final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
      1) End discussion and move into forming the motion and voting,
      2) Further discussion,
      3) Table discussion with direction,
      4) Request time to continue discussion at next CA meeting,

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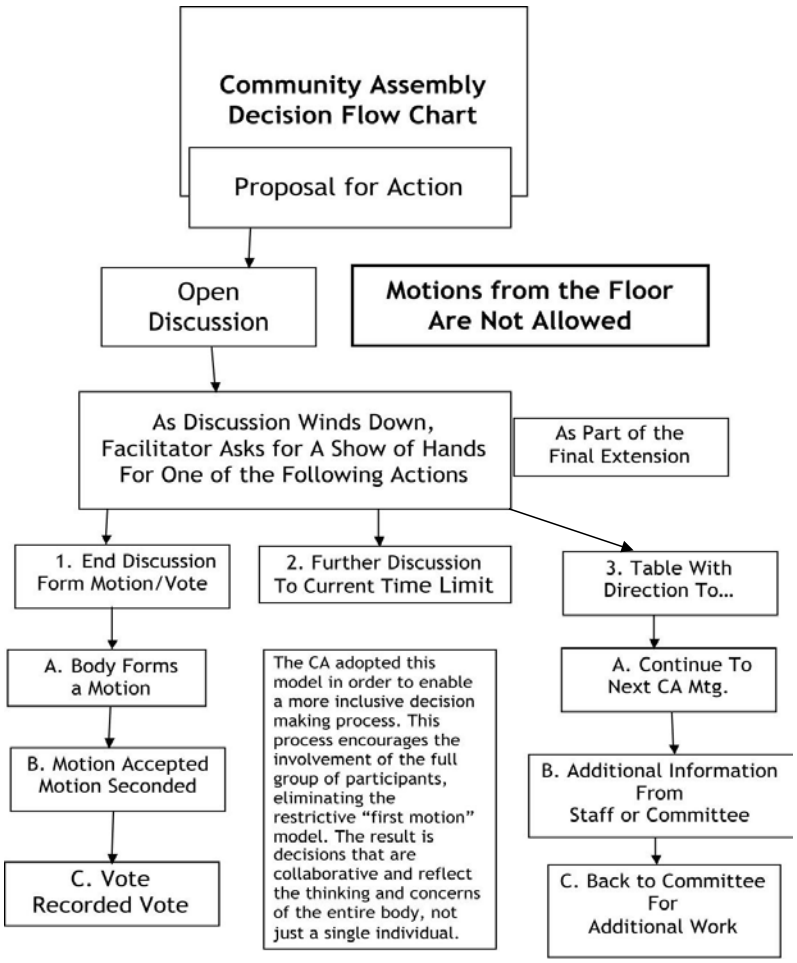
5) Request additional information from staff or CA committee, or
6) Send back to the appropriate CA committee for additional work.



~~4.~~ Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order. If anyone objects to any decision by the facilitator, that person may challenge the ruling of the facilitator. When this occurs, each representative and the facilitator may speak to the challenge once

and for only one minute. Debate is then ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

4.

F. Quorum and attendance:

1. A quorum is defined as a simple majority (50 percent + 1) of ~~those neighborhood~~ CA representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.

~~2. An abstention records a member's attendance but neither a "yes" or a "no" vote.~~

~~3. Attendance is defined as the representative's or alternate's presence for the duration of the agenda.~~

~~4.~~2. Absent neighborhood council representatives shall be noted in the CA minutes.

~~5.~~3. If ~~neither~~ a neighborhood council is not represented~~'s representative or alternate is present~~ for two consecutive meetings, the Administrative Committee shall notify that neighborhood council's executive committee of the absences. (See Section VI.A.3.)

G. Minutes:

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

V. ~~CA~~ Committees

A. The function of CA committees shall be to research or address issues that may impact neighborhoods or issues designated by the CA and report their findings and proposed recommendations to the CA for appropriate action.

B. All committees must include a minimum of three (3) assigned representatives in order to have standing.

C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.

D. Types of committees:

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1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.
2. Ad hoc committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An ad hoc committee, e.g. a grievance committee, shall sunset after its work has been completed.

E. The CA shall have the following standing committees:
   1. Administrative
   2. Budget
   3. Building Stronger Neighborhoods (BSN)
   4. Community Assembly/Community Development (CA/CD)
   5. Land Use (LUC)
   6. Liaison
   7. Pedestrian, Traffic and Transportation (PeTT)
   8. Neighborhood Safety

F. Membership and Officers/Terms
   1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.
   2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chair~~person~~ and secretary.
   3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.
   4. Each officer of the committees must be a member of a neighborhood council.

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

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

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

I. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. ~~Each s~~Standing committee~~s shall be~~are encouraged to present a report ~~in person~~ to the CA at least once a year.

J. Recommendations from a committee shall be presented ~~to the CA for the CA~~at regular meetings of the CA to determine appropriate action.

K. Standing Committee Policies and Procedures~~:~~
    1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting and submit the revised document to the ad hoc Policies and Procedures Committee for inclusion in the main document.
    2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See addendum titled "Committee Policies and Procedures Template.")

VI. Administrative Committee

A. Duties~~:~~
    ~~A.~~ The Administrative Committee shall:
    1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through email discussion and vote.
    2. Sign CA communications.
    3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.F.3.)
    4. Keep and maintain a yearly calendar of recurring CA business and events.
    5. Manage the use of the City Council placeholder position. (See Section VIII.)
    6. Take emergency actions on behalf of Community Assembly. (See Section VI.G)

B. Membership and Officer Positions~~:~~
    1. The committee~~re~~ shall ~~be five positions~~consist of five members.
    ~~1.~~2. There shall be three officer positions of the committee: chair, vice chair, and secretary. An officer~~individual~~, with the exception of the secretary, may serve only two terms in any one position.

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2.3. The Cchairperson shall serve as the contact person, spokesperson, and signatory for the CA.

3.4. The Vvice Cchairperson shall assume the duties of the chair in their absence.act as the Chairperson in the absence of the chairperson.

4.5. The Ssecretary shall record minutes and keep attendance of for Administrative Committee meetings.

C. Qualifications:

C. Members of the CA Administrative Committee must:

1. Be a currently serving CA representative.
2. Have attended at least six (6) regular CA meetings within the last two (2) years.
3. Agree to servingserve at least one full term.

D. Nominations and Elections:

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

E. Term Limits:

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

F. Replacement of Administrative Committee members:

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

G. Emergency Actions:

It may be necessary for the Administrative Committee to take action on behalf of Community AssemblyCA due to time constraints or other circumstances beyond the

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control of the ~~Community Assembly~~CA. On such occasions, the following provisions shall apply.

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

VII. Use of Community Assembly Logo

A. The Community Assembly logo is only to be used under the following circumstances:
   1. By the chair of the Administrative Committee for official CA business,
   2. By a vote of the CA,
   3. By the Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or
   4. By CA committee chairs and secretaries for CA committee minutes and agendas.

B. Committee proposals not yet approved by the CA may use the logo accompanied by a "DRAFT" watermark on the document.

C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

VIII. CA Placeholder on the City Council agenda

A. The ~~Community Assembly~~CA placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.

B. Any committee or group of neighborhoods, who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.

C. The Administrative Committee will notify the City Council of the use of the placeholder.

D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.

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

X. Amendments

A. Establish an ad hoc CA Policies and Procedures (P&P) Review Committee in November of each year.

B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.

C. A vote to approve any amendments ~~will~~ shall occur at the following regularly scheduled meeting.

D. Amendments require a 2/3 affirmative vote.

E. The formal amendment process described herein does not apply to the Committee ~~Policies and Procedures~~ P&P documents.

XI. Community Assembly Liaisons

A. The ~~c~~City ~~c~~Council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on ~~four (4)~~ five (5) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee. ~~-~~ Also, the city's park board has allocated the Community Assembly two (2) membership positions in its committee structure. These positions are considered collectively as Community Assembly liaisons. The holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly, including the neighborhood councils affected.

B. Liaison List:

1. City Council Appointees~~:~~

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

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

b. Design Review Board (DRB) Member

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

c. Housing Action Subcommittee (HAS) Member

1) Established By: City Council Resolution 2021-0020
2) Term: One (1) year minimum
3) Voting Status: Voting

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~~c.~~d. Plan Commission (PC) Liaison Member

~~4)~~1) Established at SMC 04.12.040
~~5)~~2) Term: Up to two (2) terms of three (3) years each
~~6)~~3) Voting Status: Non-Voting

2. Community Assembly Appointees~~:~~

a. Park Board Development and Volunteer Committee (DVC) Member

1) Established By: Spokane Park Board Resolution of August 21, 2021
2) Term: Two (2) years renewable
3) Voting Status: Voting

b. Park Board DVC Citizen Advisory Committee (DVC-CAC) Member

1) Established By: Spokane Park Board Resolution August 21, 2021
2) Term: Two (2) years renewable
3) Voting Status: Voting

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

~~7)~~1) Established By: SMC 04.28.060
~~8)~~2) Term: Two (2) voting memberships of up to two (2) terms of four (4) years each
~~9)~~3) Voting Status: Voting

3. PeTT Committee Appointees~~:~~

a. Citizens Transportation Advisory Committee (CTAB) Member

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

b. Plan Commission Transportation Subcommittee (PCTS) Member

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

C. Liaisons shall be members in good standing of a ~~recognized~~ neighborhood council.
D. Liaisons shall perform the following basic responsibilities to the best of their abilities:
1. Represent the neighborhoods and the ~~Community Assembly~~CA.
2. Provide a conduit for two-way communication between the CA (or PeTT Committee) and the board, commission or committee they serve on.

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3. Inform the CA (or PeTT Committee) of specific issues on which it may want to consider taking action.
4. Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet.
5. Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee.

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

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

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

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Addendum - Committee Policies and Procedures Template

A. Committee Name (Revision Date)

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

Addendum – Standing Committees Policies and Procedures

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

B. Budget Committee Policies and Procedures (~~January 2020~~October 2021)

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

   The Committee shall maintain a minimum of three members who are members of different ~~Neighborhood Councils~~NCs. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government,

institutions and property owners, in addition to ~~Community Assembly~~CA Representatives and Alternates. Each member shall have one vote.

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

4. **Officers and Terms:**

   ~~Two~~ Three officers shall be determined by committee vote or consensus. ~~or appointment by the Chair.~~ These officers shall be the Chair, Vice Chair and Secretary.

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

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

   Duties of the Vice Chair shall be to fulfill Chair duties in the absence of the Chair.

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

5. **Meeting Schedule:**

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

6. **~~Reports~~Reporting:**

~~Written reports: The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the minutes from the most recent meeting within one week.~~ The ONS representative shall provide to the Committee the current status of every NC regarding applications and spending at every meeting of the Committee or more frequently as needed.

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

A ~~yearly~~ summary of the ~~budget~~ Budget ~~committee~~ Committee activities~~, along with the goals for the coming year~~ will be submitted to the ~~Community Assembly~~CA semi-annually in July or August, with goals for the year to be submitted when requested by the CA. ~~in December.~~

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

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

C. Building Stronger Neighborhoods Committee Policies and Procedures (~~January 2020~~October 2021)

1. **Mission Statement:** Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and engagement opportunities, with input from the Neighborhood Councils.
2. **Membership:**

   Note: Same for all standing committees – see Article V, Section ~~V~~ F ~~–~~ Community Assembly Committees

   1) Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils.
   2) Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.
3. **Voting & Quorum:** At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.
4. **Officers and Terms:** Chair, Vice Chair and Secretary; Calendar year term with elections in January.
5. **Meeting Schedule:** 4th Monday of each month at 12:00pm to 1:00pm on Zoom and/or in-person TBD, ~~at Forza Coffee, 1028 N Hamilton.~~
6. **Reports:** Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.
7. **ONS Staff Support:** As ~~Assigned~~determined by the Office of Neighborhood Services. Liaison helps to promote Neighborhood Council events by posting on City calendars.

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

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

    There will be a minimum of three and up to 5 voting representatives serving on the Executive Team.
    1) **Chair**: The Chair is responsible for communicating with the committee, setting the agenda with the approval of the Executive Team and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair may also call Executive meetings.
    2) **Vice Chair**: The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.

3) **Recorder**: The Recorder is responsible for taking official minutes for Committee meetings and Executive Team meetings. The Executive Team may request a ONS/CE or CHHS staff member to take minutes at a regular committee meeting. The minutes will be submitted to the Chair for approval. Approved minutes will be sent ONS/CHHS support staff to be sent to the committee members in advance of the scheduled meetings, as well as a copy for the Community Assembly monthly meeting packet and the committee' s record book located in the ONS/CE office.

7. **Reports:** The chair will prepare and deliver in person a report to the Community Assembly at least twice a year or more often if needed. Ideally all minutes will be forwarded to ONS for inclusion in the CA packet
8. **Elections:** Elections for the executive team will be held annually in the month of December. The Executive Team and officers take office immediately upon election.
9. **City Liaisons:** Support will be offered by CHHS for HUD content and expertise, and by ONS for city department and policy expertise.

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

1. **Mission Statement**

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

2. **Purpose**

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

3. **Membership**

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

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

4. **Voting**

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

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

5. **Emergency Voting**

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

6. **Leadership**

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

   1) Executive Board members must maintain voting eligibility.

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

7. **Elections**
   Elections for the LUC Executive Board leadership will take place annually in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.
8. **ONS Staff Support:** As Assigned

F. Liaison Committee Policies and Procedures (January 2021)

1. **Committee Charge**

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

2. **Functions**

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

3. **Membership**

   The committee operates with a minimum of three individuals who are members of different neighborhood councils. The roster of members is included in committee reports to the Community Assembly.

4. **Meetings**

   The committee meets monthly or as needed to accomplish its functions at the call of the chair, ~~or~~ of two of its members, or at the direction of the Community Assembly Administrative Committee by its chair. ~~For~~ Upon the convening of a meeting, a quorum for the conduct of business is the attendance of members from at least three neighborhood councils and a majority of members.

5. **Officers and Terms**

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

6. **Decisions**

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

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

   Members absent from the meeting shall be polled by the chair with an immediate phone call or by email posted on the day of the meeting by the chair or her/his designee. All ~~V~~votes ~~shall be~~are tallied by the chair five days after the date of the

meeting at which a motion is submitted for a vote. If there are more “ayes” than “nays” the motion is ~~agreed to~~passed.

7. **Selection Standards**
   Selections for nomination by the Community Assembly to liaison and membership positions allocated to the Community Assembly by city code will be neighborhood council members ~~in good standing~~ who are qualified for the positions and acknowledge the responsibilities the positions entail.
8. **Records and Reporting**
   The committee ~~will~~ keeps continuous, twelve-month liaison attendance records.

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

   The committee’s liaison attendance and interview records may be used to support a recommendation to the Community Assembly for the withdrawal of the nomination of a liaison to their position.
9. **Withdrawal of Nomination**
   The committee may from time to time recommend the Community Assembly withdraw the nomination of a liaison for cause.

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

G. Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (~~December 2018~~October 2021)

1. **Committee Charge:**
   Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.
2. **Committee Function:**
   The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.
3. **Focus Areas:**
   The committee from time to time may identify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and may be reduced to four or fewer.
4. **Participation and Attendance:**
   Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.
5. **Meetings and Notice:**
   The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list maintained by Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates of three different neighborhood councils in good standing with the Community Assembly.
6. **Quorum and Decisions:**
   A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings. For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.
7. **Officers and Terms:**
   The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and

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

8. **Advisory Position~~s Selection~~**

   The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively ~~Transportation Benefit District Resolution 2010-02~~ Spokane Municipal Code Chapter 08.16 Transportation Benefit District and City Council Resolution 2014-0078.

   ~~-~~The committee will ~~work in conjunction with the Liaison Committee as~~ from time to time ~~may become necessary to~~ nominate individuals to ~~occupy~~ serve in these positions who maintain regular attendance at the PeTT Committee, are members of their respective neighborhood council~~s in good standing and who~~ , agree to regularly report to the committee and ~~the~~ Community Assembly, and affirm the statement of responsibilities in Appendix A.

9. **Email Notices and Email Lists**

   Neighborhood Services will maintain an email notice list for the committee separate from the general Community Assembly notice list which is composed of the email address of individuals who have expressed an ongoing interest in the work of the committee. No regular maintenance to this list is required.

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

APPENDIX A

PeTT Member Responsibilities on Advisory Positions
Statements of the responsibilities of membership.

Citizen Transportation Advisory Board (CTAB)
I am aware of the role and responsibilities of the City of Spokane's Citizens Transportation Advisory Board (CTAB) according to the provisions of SMC 08.16, which are:

- to recommend the allocation of Transportation Benefit District revenue for residential street maintenance projects, and
- to provide a timely annual report for the City Council.

In addition, I am aware

- of the attendance and time commitment required, and
- of the additional requirement to provide a verbal report for the PeTT Committee after each CTAB meeting and a written report for the next Community Assembly meeting after each CTAB meeting.

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Plan Commission Transportation Subcommittee (PCTS)

I am aware of the role and responsibility of the City of Spokane's Plan Commission Transportation Subcommittee (PCTS) according to City Council Resolution 2014-0078, which is:

- to review and prioritize street improvements as part of the Six-Year Comprehensive Street Program and other transportation funding for recommendation to the Plan Commission and the City Council.

In addition, I am aware

- of the attendance and time commitment required, and
- of the additional requirement to provide a verbal report for the PeTT Committee after each PCTS meeting and a written report for the next Community Assembly meeting after each PCTS meeting.

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

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

CA Budget Committee 2022 Goals:

1. Continue to refine our process/application and timeline procedures.
2. Provide a year-end report to the CA and City Council on spending.
3. Provide a mid-year report in July or August (spent, committed, available).
4. Maintain and increase neighborhood grant participation wherever possible.

2022 Building Stronger Neighborhood (BSN) Committee Goals:

- Update the Community Assembly Handbook.
- Coordinate with Gonzaga University *Neighborhood Leadership Academy*.
- Offer *Strengths Finder,* including a second/Level 2 training.
- Continue Neighborhood Council outreach, helping NCs build capacity.
- Increase advertising of Neighborhood Councils' information/activities.

Mission Statement: Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and engagement opportunities, with input from the Neighborhood Councils.

Land Use Committee 2022 Goals:

1. Develop a letter to Community Assembly supporting the prioritization of home ownership as the preferred option in Spokane and expressing our concerns about short-term rentals and their impact on housing affordability within the city.
2. Develop a short summary of the 2021-2022 comprehensive plan amendments to be able to read to our neighborhood councils, 5-10 minutes long for a committee report.
3. Create a visual time or graphic organizers for ordinance, comp plan amendments, and other land use changes.
4. Develop a letter to Community Assembly regarding the negative impact of homelessness and surface parking lots on the development of new housing in our downtown, housing which could reduce our housing shortage.
5. Working to improve representation from more neighborhood councils.

Motion to approve the proposed Land Use Goals to send to the Community Assembly for approval. Motion seconded. Approved. The above 5 goals will be submitted to the Community Assembly for approval.

Liaison Committee goals for 2022:

1. Complete profile documents for each of the membership positions allocated by the city to the CA
2. Arrange with ONS permanent storage for certain Liaison Committee records per 2021 MOU
3. Conduct annual "check-in" visits with all liaisons/representatives (nine in all)

Adopted at LC meeting 2/8/22

These goal statements were noted in the Liaison Committee's February minutes that were included in the agenda packet for the March Community Assembly meeting.

The continuing goals of the Liaison Committee are found in the committee's policies and procedures at item B, to wit:

The committee will:

1. Keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities;
2. Manage and recommend as necessary liaison and representative member appointments and reappointments according to term limit provisions;
3. Engage in periodic evaluations of liaison and representative activities; and
4. Monitor their timely reporting to the Community Assembly.

Please see the information for the Liaison Committee at:

https://my.spokanecity.org/neighborhoods/community-assembly/standing-committees/

… and for the Community Assembly's Liaisons and Representatives at:

https://my.spokanecity.org/neighborhoods/community-assembly/

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

March 22nd, 2022. 12pm via Zoom web conference

Attendees: **Committee members**: Seth Knutson (Chair), Tina Luerssen (Secretary), Mark Davie,. City Staff: Carly Cortright, Gabby Ryan. Absent committee member: Christopher Savage, Cliff Winger.

Tina will create a Zoom meeting link.

Proposed Agenda for CA/CC 3/31/22. Approved by consensus.

5:30-5:50 Roundtable introductions

5:50-6:20 City Council (Councilmember updates)

6:20-6:50 Community Assembly: Parks/School/Hospitals Radar Funding Update. CA Placeholder with City Council

6:50-7:00 Wrap up

Discussion:

Seth brought up City Council Placeholder. CA hasn't used this much, but it could be good engagement to have regular updates at City Council. What does CC want to hear from us?

No specific topics requested by City Council. Gabby mentioned that this could be a good opportunity to hear from new Councilmembers about what committees they're on and what they're working on.

School radar zones to include Park zones, and possibly hospitals?

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

March 29th, 2022. 12pm via Zoom web conference

Attendees: **Committee members**: Seth Knutson (Chair), Tina Luerssen (Secretary), Mark Davies, Christopher Savage, Cliff Winger. City Staff: Carly Cortright, Gabby Ryan. Guests: Kathryn Alexander (Bemiss), Paul Kropp (Liaison Committee), Fran Papenleur (Audubon-Downriver).

Minutes approval: February 29th and March 22nd meeting notes approved by consensus.

Agenda Requests:

Fire/EMS Levy – Brian Schaeffer (10 minutes). Decision to not include this on the agenda, the presentation is happening at individual NCs.

Mighty Networks – Kathryn Alexander/Ad Hoc Committee (20 minutes, with vote)

Land Use Committee Goal Approval – Greg Francis. BSN Goals were also updated.

P&P Vote – Daniel Zapotocky

Planning Director introduction – Spencer Gardner (10 minutes)

Admin Committee – Meeting in-person updates: WCCC Newton Room is available, but hybrid isn't feasible. NECC Founder's Room is available, but hybrid isn't feasible. City Hall Briefing Center available, hybrid option worked for City staff. No free parking available. Libraries close at 7pm.

Plan Commission Transportation Subcommittee – Charles Hansen (15 minutes)

Proposed Agenda for CA 4/7/22. Approved by consensus.

Council Update: From our scheduled Councilmember (CP Breean Beggs). 15 minutes.

Planning Department Director Introduction (Spencer Gardner). 10 minutes.

Plan Commission Transportation Subcommittee (PCTS) Liaison Presentation (Charles Hansen). 15 minutes.

Mighty Networks Ad Hoc Committee (Kathryn Alexander). 20 minutes with Roll-Call Vote.

Policies & Procedures-Vote on Proposed Changes (Daniel Zapotocky). 10 minutes.

Committee Goal Approvals (Seth Knutson): BSN, Land Use, Liaison, Budget. 10 minutes.

Administrative Committee Updates (Seth Knutson): CA/CC Recap, CA in-person meetings. 10 minutes.

Neighborhood Services Update (Carly Cortright). 10 minutes

Roundtable. 10 minutes. Kathryn will call out Guests and ask for introductions.

Discussion:

In-person meeting options: Kathryn reported that you can use a computer to project on the screen for a hybrid option at NECC. Fran stated that Shadle library might be available after hours because rooms have their own exit doors, Audubon-Downriver meets there until 8:30pm without issue. Also check The Hive. City Hall has a proven setup with microphones and ability to do hybrid, but parking would have to be paid at meters or in RPS garage. Kathryn asked whether it would be worthwhile for CA to purchase equipment so that we could have the necessary technology to meet hybrid at WCCC. Gabby suggested that we ask the CA for a clear vote on how many people would *not* attend if we met in-person. Tina pointed out that right now, anybody with a phone or computer can access CA meetings. If we go back to 100% in-person, that drastically cuts our accessibility. If we can't do hybrid, we should stick to 100% virtual.

Seth spoke about the Plan Commission Agenda Materials link that's been included on the agenda under Other Written Reports. This was put in place at Patricia Hansen's request when she was PC liaison. Now that Mary Winkes is the liaison and her report is included, this link can be removed.

Additional suggestion to simplify the agenda, removing the Administrative and Legislative breakouts. Tina believes this was included due to former CA P&P stating "attendance for the duration of the Legislative Agenda". Now this verbiage is not included in the P&P, so we could simplify to just Administrative/Open Forum/Agenda/Other Written Reports headers.

Gabby received feedback from a NC rep about the amount of emails that come out, and the individual committee meeting emails that go out (sometimes multiple in one day). Suggestion to create a 1-page "attend this meeting if…" document. This varies by NC: who attends what committee meeting. It can be overwhelming for new officers to get so many emails/meeting notices.

Topics for next Admin Committee meeting. Tuesday, April 26th, 2022: Discussion of hybrid meetings. June 30th next CA/CC meeting. Mayor Woodward has requested 20 minutes at May CA. DVC and CAC liaison presentations. Mighty Networks? Shauna Harshman traffic calming process update in May?

Proposed Liaison Schedule: February: CHHS (Kathryn Alexander). March: CTAB (Randy McGlenn). April: PCTS (Charles Hansen). May: DVC (Julie Biggerstaff)/CAC (Lindsey Shaw). June: HAS (Kathryn Alexander). September: PC (Mary Winkes). October: DRB (Kathy Lang). November: UF-CAC (Toni Sharkey, Kris Neely).

DRAFT

DRAFT Community Assembly Committee Meeting Notes: Budget Committee 3/28/22 7:00pm, virtual via Zoom

Members virtually present: Ken Cruz (Chair: West Central), Tina Luerssen (Secretary: Grandview-Thorpe), Gail Cropper (Vice Chair: Northwest), Kelly Lotze (Browne's Addition), Scot Webb (North Hill). City staff: Gabby Ryan. Guest: Kathryn Alexander (Bemiss).

Agenda:

1. Meeting notes from 2/21/22 approved by consensus.
2. Gabby has not received any grant applications yet. West Hills sent their metrics from 2021 but no application. Gabby uploaded this document to Slack, and also a document listing out those NCs that have reached out with questions/requests for quotes so far. Carly is going to have a discussion with Legal regarding whether the CEG can pay for insurance for park events. Gail has looked into event insurance pricing and has found options under $250. "Normal park activities" should be fine without additional insurance. If there are "risky" activities (i.e. driving into the park, petting zoo, beer garden) then those events would require insurance. There is a resident in Gail's neighborhood who owns an inflatable movie screen and equipment, who offered to share his equipment to allow NCs to use for movie nights at a lower cost. Tina asked about the MOUs; Gabby has looked into the documents to make sure that they're officially "filed". With the new software coming for the Parks department, this should make the event permitting process smoother. Kathryn requested that Gabby reach out to those NCs that don't have an MOU on file. Gabby recommends NCs use Canva to design event fliers or brochures; she also has resources for free stock photos.
3. Kathryn's proposal re: Mighty Networks. The ad-hoc committee has met and has a recommendation being submitted to the CA. The committee is recommending the application, and requesting a CA vote. One option is $119/month, on a month-to-month basis. The other option is $1189/year. The City would not be monitoring this application, it would be completely dependent on NC volunteers. Ken pointed out that with the $850 grant amount, if all NCs request funding then there wouldn't be enough money left for this program. The amount works out to $34/NC annually, if each NC wanted to set aside that amount for the program. Tina brought up a concern that it will take time to upload documents and utilize this program, so to only commit to 3 months could be a waste of money and time. We'll have a better idea of remaining funds after June 17th budget deadline.
4. In-person committee meetings: Gabby will check if Fire Station 4 is open for hosting meetings. If that's not an option, Ken will look into WCCC. Gail suggested the Woman's Club of Spokane, their Club Room is available on Monday nights, on 9th & Walnut. Committee agreement to hold next month's Budget meeting at the Woman's Club.
5. Special Events training video: Gabby filmed this and shared the link that was posted on the City website: https://www.youtube.com/watch?v=_ZTK39LanME This video covers the basics, and there is a second video planned for "what to expect next".
6. Next Budget Committee meeting is scheduled for Monday, April 25th at 7pm at the Woman's Club of Spokane. Agenda topics: Review/discuss submitted

Grant applications. Tina will bring a laptop to log on to Zoom in case anybody wants to log in remotely for questions/comments about their application.

7. Meeting adjourned at 7:38pm.

2022 Budget Committee Liaisons:

Scot Webb, (509) 499-8631, scotwebb@gmail.com: Lincoln Heights, Manito/Cannon Hill, Rockwood, Whitman, North Hill

Ken Cruz, (509) 413-3430, stratosphere648@gmail.com: Bemiss, East Central, Logan, Emerson/Garfield, Peaceful Valley, West Central

Gail Cropper, (509) 995-6304, glcropper@yahoo.com: Balboa/SIT, Northwest, Five Mile, Minnehaha, Southgate, North Indian Trail

Tina Luerssen, (509) 844-3299, macluerssen@gmail.com: Cliff-Cannon, Latah/Hangman, Riverside, West Hills, Grandview/Thorpe, Comstock

Kelly Lotze, (509) 954-0104, kellylotze@gmail.com: Audubon/Downriver, Chief Garry Park, Hillyard, Nevada Heights, Shiloh Hills, Browne's Addition.

APPROVED 3/28/22

Community Assembly Committee: Building Stronger Neighborhoods
2/28/2022 12:00PM virtually on Zoom and at Shadle Library.

Present at Shadle Library: Fran Papenleur (Chair: Audubon-Downriver), Dave Lucas (Vice Chair: Rockwood), Kelly Lotze (Browne's Addition), Steve Cox (Audubon-Downriver), Gail Cropper (Northwest), Anne Lutrell (Emerson-Garfield), Kathryn Alexander (Bemiss). Present on Zoom: Tina Luerssen (Secretary: Grandview/Thorpe), Pia Hallenberg (Riverside), Mike Gifford (West Hills), Dan Brown (North Hill), Cliff & Sarah Winger (Shiloh Hills), Charles Hansen (Whitman). ONS staff: Gabby Ryan.

1. Committee Housekeeping: January meeting notes approved by consensus.
2. Kathryn gave a presentation about the Leadership Academy. The CA requested a Leadership program, BSN and Gabby led a Clifton Strengths Finder training last year for NCs. Council President Breean Beggs wanted a Leadership program to give expertise for citizens when they joined City committees, this led to the collaboration with Gonzaga and Rachelle Strawther. The initial Leadership program has not been developed around NCs/CA, but bringing in Jeff Stevens as co-facilitator and Mentors from CA has brought in more connection to NCs and CA. There have been 2 meetings so far with the whole Leadership cohort, plus separate breakout meetings with their mentors. Participants have learned about meeting leadership, including Roberts Rules vs. CA process. The mentors are Kathryn, Carol Tomsic (Lincoln Heights) and Daniel Zapotocky (Latah/Hangman), and they meet with their students once or twice a month. Students are encouraged to attend CA and NC meetings, and are expected to be involved with their NC for at least 2 years after completing this Leadership program. Breean would like to run this training program twice a year; this cohort will finish in June 2022. Students have reported after attending NC and CA meetings; reports have been mixed and some NCs have come across as "unwelcoming" for new attendees. Kathryn would like to make this a priority, for NCs, CA and committees to actively work to be more welcoming/accepting of all attendees. This includes being more open with new people and explaining how processes work, especially around attendance requirements for voting privileges. BSN has requested a list of program attendees, but there is a concern from ONS that people may feel pulled in too many directions if they're being contacted by different groups/committees. This relationship between the City and GU has both sides being "protective" of the attendees list. Fran would like to see BSN bring more education to the CA as reminders for experienced reps and training for new reps. Dave pointed out how little understanding there is in the general population of the CA and NCs, and how we all work with the City and the resources that are available. Next month's Training topic is Working with the City, so Breean and Carly will be presenting.
3. Kathryn will be presenting to the CA this week about MightyNetwork.com. When there is transition in NC leadership, often records and access are lost in that transition. Years ago, District 1 created Google Docs to share information, but forgotten passwords have made this difficult to access. MightyNetwork is a platform for community, allowing a "house" for CA with "groups" for committee minutes, trainings, communication and virtual events. This also allows NCs to have groups with their own contact lists and documents. There

would be ability for virtual posting and communication. This is something that CA/NCs would manage themselves, not through ONS. Kathryn is asking for CA to form a committee to look into this program and see if it's something the CA would like to underwrite for all committees and NCs to utilize. The cost is about $1000/year regardless of how many groups/people use it. Kelly mentioned that with the $850/NC doesn't leave much money leftover in the Community Engagement Grant. Tina brought up a concern that there is still a requirement that one person per NC will be in charge of their contacts/documents, so there's still a concern of lost access with transition. Kathryn pointed out that the access wouldn't be lost, because CA could regain that access for the NC.

4. 2022 Committee Goals:
    - Update the CA Handbook and Online Toolkit.
        1. Suggestion to have an ad-hoc committee for this update. Fran and Kathryn volunteered to serve on this committee. Tina will look into her computer for the most recent documents. Fran will ask at CA for additional ad-hoc committee volunteers.
    - Coordinate with GU Leadership Training (e.g. utilize the videos that were produced for the program. Participant questions/needs from the leadership training program can give us good feedback for other Training needs).
    - Continue NC outreach, helping NCs to build capacity (Possibly invite specifically to BSN meetings for a "roundtable").
    - Strengths Finder training, including a second/level 2 training with the book.
        1. Gabby would like to offer the 1st level training again (or just offer the recorded training), and then offer a 2nd level training. We have additional books available as well.
    - Increase advertising of NC's information/activities.
        1. The City calendar is free to update. The Spokesman has a weekly Neighborhood Calendar that's free to post in. Pia brought up the free Community Calendars through most all media outlets: Inlander, news stations, etc. There is a BSN Facebook page where NCs can share events as well.
5. ONS Update: Gabby reported that all of the NC programs are launching: Community Engagement and Clean-Up program trainings are both taking place this week.
6. Gail updated that at CA this week the Awards will be presented.
7. Topics for March 28th meeting:
    - GU Leadership Training update
    - 2022 Goals/work plan
    - Neighborhood Services Department update
    - Neighborhood outreach

Next meeting: Next regular meeting will be at 12:00 on Monday, March 28th, 2022. Location: Virtually on Zoom, and in-person at Shadle Library as well.

DRAFT

DRAFT Community Assembly Committee: Building Stronger Neighborhoods 3/28/2022 12:00PM virtually on Zoom and at Shadle Library.

Present at Shadle Library: Fran Papenleur (Chair: Audubon-Downriver), Dave Lucas (Vice Chair: Rockwood), Gail Cropper (Northwest), Kathryn Alexander (Bemiss), MaryLou Sproul (Browne's Addition). Present on Zoom: Tina Luerssen (Secretary: Grandview/Thorpe), Cliff & Sarah Winger (Shiloh Hills), Charles Hansen (Whitman). ONS staff: Gabby Ryan, Carly Cortright.

1. Committee Housekeeping: February meeting notes approved by consensus, with edit to correct the spelling of Council President Breean Beggs' name.
2. Carly gave an overview of the Neighborhood Leadership Academy. There are currently 9 participants; 3 had to pull out because of relocating/vaccination requirement/availability; another student has had to drop out because of her work commitments. The class has been very engaged and involved. 2nd half of the program is more focused on conflict resolution and running effective meetings. 4 hours once a month seems to not be enough time to cover all of the topics/discussion. This will be evaluated as this pilot wraps up, for future programs. Kathryn added that Carly's presentation on Working with the City was stellar. There was a draft City org chart passed around as well. Dave asked why the group didn't feel that 4 hours was enough time—did they not have a solid baseline, or enough time to study between classes? Carly clarified that it's been an issue of having time to answer questions and allow dialogue. Knowing these questions now, going forward can include that information in the presentations. Kathryn added that most of the participants have zero background in neighborhood/city involvement, so it takes time to build that baseline. There is currently only 1 participant from District 2 because 2 of the students who withdrew were from this area. There will be a comprehensive review by students, facilitators and mentors at the end of the pilot. Fran mentioned that we should have more meeting evaluations at all meetings and trainings, for feedback to make sure that we're meeting our attendees' needs.
3. Neighborhood Services update: Annica will be leaving the department as of this Friday 4/1. This Community Programs Coordinator position will be filled through the Civil Service process. This takes time, and Carly doesn't expect to have a candidate list until June at the earliest—the soonest anyone might start would be July best case scenario. Annica is getting the Spring Clean-Up events all locked up before she leaves. Community Engagement Grant application deadline is June 17th. Traffic Calming is being led by Shauna Harshman, information for workshops should be coming soon. Cycle 10 projects will be announced in a couple of weeks once City Council approves. Carly is taking on point-of-contact for Annica's NCs until a new CPC is hired. Dave stated that he's discussed the new Traffic Calming program with City Councilmembers and NC reps, and the feedback he's heard is that the system is not working well or quickly. Fran and Carly echoed this sentiment, it has been frustrating to get information and Carly has been advocating for better communication and transparency. Gail asked where to direct complaints: to Councilmembers and/or Shauna Harshman. Discussion on traffic/speeding: there is a link on SPD's webpage to request speed emphasis patrols, we should encourage neighbors to report issues to the website or 625-4150 (traffic hotline). Leave a message on this number regarding the issue, location, and

time of day/days of the week when the issue is happening. ONS will also share information with SPD from the MSFS program so that those areas can be targeted for enforcement as well. Fran asked about the Parks MOU and what NCs can do about insurance for events. Carly reported that a new software system is in place for special event applications, which should help alleviate some of the confusion. The MOU is valid for 3 years and will waive application fees for NC events, and will sometimes waive insurance requirements. Carly stated that if the event isn't a "high-risk" activity (i.e. beer garden, petting zoo, fireworks), the insurance should be covered. As long as the park is used "as intended", there shouldn't be an issue.

4. Committee Work Plan:
    - Will CA be approving our committee goals? Tina will check with Admin, whether they will be presented for approval individually or as a package with all committee goals.
    - Fran reviewed the CA Handbook and edits needed; she, Dave and Kathryn are working as an ad-hoc committee to make these updates. Tina suggested not including the CA Committee P&Ps in the handbook, just a link to the website where the updated documents can be found.
    - Toolkit update: Fran is hoping to connect with Pia Hallenberg from Riverside to help with the Press Release and Media Contact List items. Carly will check with Brian Walker in City Communications to share their media contact list.
    - Dave suggested reviewing our Neighborhood Outreach in next month's BSN meeting.
    - Strengths Finder training could be offered in the Fall, so we have time to plan.
5. Neighborhood Updates:
    - Fran and Gail are working on some things happening in Northwest Neighborhood. Gail shared on their NC FB page about a medication take-back at COPS NW, and an Indigenous Youth Coalition being formed. Also the Neighbors Drive 25 campaign is going on.
    - Kathryn reported on District 1 NCs working together and starting on projects.
    - Fran reminded that we can share NC events at CA during Open Forum or Roundtable. Audubon-Downriver's concert chair has resigned this year, so there will not be concerts in their park this summer.
    - Tina reported about development in Grandview-Thorpe, there are multiple developments in process, and they had a large turnout for the (virtual) NC meeting this month because of residents' concerns. WSDOT and CM Kinnear were on the meeting, and the NC is hoping that CM Kinnear took to heart all of the concerns about traffic in/out of the neighborhood, which will mainly be routed to Sunset Blvd since access at 16th/195 will be restricted.
    - Cliff reported that Shiloh Hills is working on a Neighborhood Plan. Minnehaha, Latah/Hangman and Balboa/South Indian Trail are also without Plans.
    - MaryLou reported that their concert series will start in Browne's Addition soon.

6. Topics for April 25th meeting:
    - 2022 Committee Work Plan
    - ONS and Leadership Training updates

Next meeting: Next regular meeting will be at 12:00 on Monday, April 25th, 2022. Location: Virtually on Zoom, and in-person at Shadle Library as well. May meeting: update on Budget—which NCs need help to submit applications?

Proposed minutes

February 17, 2022

Land Use Committee- Subcommittee of the Community Assembly, City of Spokane
5:30-7:00
Executive Committee-Toni Sharkey, Doug Thompkins, Terryl Black

Attendees:
Gene Brake-Housing Action Subcommittee-City of Spokane-Emerson Garfield
Molly Marshall- Grandview- Thorpe
Dean Gunderson- Senior Urban Planner, City of Spokane
Nate Gwinn- Planning Services, City of Spokane,ngwinn@spokanecity.org, 509-625-6893
Jesus Torres-Mujeres in Action
Charles Milani-Lincoln Heights
Toni Sharkey-Rockwood
Terryl Black-Comstock
Amanda Beck-Long Range Planner, City of Spokane, abeck@spokanecity.org, 509-625-6414
Greg Francis-Planning Commission, City of Spokane, Rockwood
Susan Mensching-West Hills

Facilitator: Greg Francis
Recording Secretary: Terryl Black

Introductions.
Motion to approve January Minutes of the Land Use Committee.
Motion seconded and approved.

Nate Gwinn, Amanda Beck:

Presentation on Shaping Spokane Housing -Housing Action Plan

HTTPS://static.spokanecity.org/documents/projects/Spokane-housing-action-plan/Spokane-housing-action-plan-final-with-appendices-2021-07-26.pdf

Amanda Beck-Shapingspokanehousing.com
Proposed Amendments-
Public Engagement
ADU's- Allowed currently in the City – Housing Action Plan wants to allow more flexibility.

Discussion:
Concerns about ADU/Duplex Liability
Concerns about short term rental enforcement/permitting
Concerns about SEPA reviews

Land Use Committee Draft Goals:

1. Develop a letter to Community Assembly supporting the prioritization of home ownership as the preferred option in Spokane and expressing our concerns about short-term rentals and their impact on housing affordability within the city.
2. Develop a short summary of the 2021-2022 comprehensive plan amendments to be able to read to our neighborhood councils, 5-10 minutes long for a committee report.
3. Creat a visual time or graphic organizers for ordinance, comp plan amendments, and other land use changes.
4. Develop a letter to Community Assembly regarding the negative impact of homelessness and surface parking lots on the development of new housing in our downtown, housing which could reduce our housing shortage.
5. Working to improve representation from more neighborhood councils.

   Motion to approve the proposed Land Use Goals to send to the Community Assembly for approval. Motion seconded. Approved. The above 5 goals will be submitted to the Community Assembly for approval.

7:54pm Meeting adjourned.

CA Liaison Committee Draft Notes – March 8 2022 – via Zoom

Present: Paul Kropp, Southgate, Chair; Andy Hoye, Southgate, recorder; Bonnie McInnis, West Central; Susan Burns, Peaceful Valley; Randy McGlenn, East Central; Charles Hansen, Whitman; Annie Deasy, ONS. There was a brief introduction of those present.

We did an annual "check-in" interview with Charles Hansen, the PeTT representative to the Plan Commission Transportation Subcommittee (PCTS) – He discussed the general activity of the PCTS, noted that most members are "transportation-oriented," and agency affiliated. He commented that there are 23-24 criteria that compose a "matrix" scoring system for prioritizing arterials for substantial maintenance or rebuild to be included in in city's the 6-year plan transportation plan. The PCTS reviews proposed arterial projects for comprehensive plan compliance and recommendation to the Plan Commission for a full PC hearing before June. Bonnie noted the problcm with Gardner being a narrow (non-arterial) residential street with much demand as an access to the County campus and Kendall Yards.

We did a second "check-in" interview with Randy McGlenn, who is the PeTT Committee's representative on the Citizen's Transportation Advisory Board (CTAB). CTAB decides how to use the $20 car tab license fee funds for residential street repair. They are looking for members. 2 per District. Charles had a question regarding the condition of Queen between Perry and Magnolia. Randy said he would look into it. More public outreach is planned for recruiting members. Bonnie restated her concern to Randy re Gardner. School bus streets were noted as important. Randy commented that he was also aware of the issue.

The LC approved by consensus the minutes for January 11, January 21, and February 8 with a small change to add an excused absence for Bonnie from one meeting.

We reviewed the CA check-in interview and CA meeting rotation sequences proposed by the chair, including a start date and tenure table. All approved of the table layout.

We expect that Mary Winkes will remain on the PC, as her first term on the Plan Commission expired at the end of this year. It was noticed that the Housing Action Subcommittee (HAS) is difficult to keep rack of because no minutes are posted.

The LC Goals for 2022 that the committee adopted in January were posted to the neighborhoods website.

We discussed the LC records retention plans that were part of the MOU with ONS – there will be two "storage areas" One will be public facing and available on the City website – it will have minutes and agendas. The other will be "committee storage" and contain interview reports and application records for people who hold the liaison and membership positions. Although a specific "Public Records Request" could release these, the method and location will be determined by Paul, Carly and Annie, soon. The intention is to provide unrestricted access for Liaison Committee members only, absent a formal Public Records Request.

We discussed the next meeting format and decided that it would probably be a hybrid of "in-person" and online – Paul and Randy were going to review sites and available technology at the new Liberty Park Library, and the Hive. Randy was planning to develop training materials for those neighborhoods and committees wishing to hold hybrid meetings.

Paul is working on updating our comprehensive liaison position document with historical and current data.

Adjourned at 3:00 PM. Submitted for Chair review by Andy Hoye [Chair review and adjustments incorporated]

Community Assembly
Pedestrian Transportation and Traffic Committee (PeTT)
Draft Minutes
March 22, 2022, 6 pm, Zoom

Attendance

John Schram (Comstock), Carlie Hoffman (Emerson/Garfield), Charles Hansen (Whitman), George Frisbie (Downtown) Cathy Gunderson (Chief Garry Park), Pam Schermerhorn (Cliff/Cannon) Annie Deasy (Office of Neighborhood Services), Randy McGlenn (East Central) Carol Tomsic (Lincoln Heights), Marilyn Lloyd (Lincoln Heights), Rita Conner (Southgate), Mike Gifford (West Hills)

Welcome/Introductions

Meeting was called to order at 6:01 by Chair, Randy McGlenn.

Attendees introduced themselves and their neighborhood connections.

Randy said that he will be present at the 'Neighbors Drive 25' yard sign launch and pickup event on Thursday, March 24 at 9;30 am at Neva-Woods COPS shop. He hopes to encourage folks at the event to participate in the committee.

Reports

Plan Commission Transportation Subcommittee (PCTS) – Charles Hansen

He said the PCTS discussed the 6-year street program, 2023-2028 improvements. He said it was interesting to note that traffic calming projects are on the list, including streetlights. Charles said working together with traffic calming will hopefully keep the bids lower and save money. He expects a vote at the April meeting.

Citizen Transportation Advisory Board (CTAB) – Randy McGlenn

CTAB is undergoing structural changes. City Council changed from seven to eleven members. The board is still looking to fill vacancies. Reach out to Randy if interested. He presented on the 2022 Residential Project List. The list is subject to change/adjusted for cost. He discussed the current projects in the hopper for 2022. He said a matrix number is essentially the road condition. The higher the number the worst condition the road is in. Typically see roads between 3-10. He tries to focus on roads with higher scores but sometimes roads in better condition need work to save money on street maintenance. Other factors include bus routes, schools, a bicycle greenway, and major pedestrian areas. Takes all factors into account prioritizing projects. He defined chip and grind, crack, and micro-overlay (pilot program) work/types. He said their city-wide infill-sidewalk program includes other budgets and grant funding matches. CTAB dedicates at least ten percent of budget towards infill-sidewalks. The 'paved unpaved roadway program' and the 'new

sidewalk program' are new to CTAB. There is a Covid shortfall in funding pool. CTAB collects funds through $24 vehicle tab fee. CTAB traditionally looked at residential streets but covers all local access, including commercial, and industrial, just not arterials. Randy answered questions. Neighborhoods can petition CTAB for a project to be considered. There are 60 miles of unpaved roads in the city. He hopes to recruit more people to the committee.

Bicycle Advisory Board (BAB) - not present

Others – not present

Randy's Vision for the PeTT Committee Going Forward

Randy presented on his theme of Collaboration and Engagement. He wants to plug into other transportation groups in the city. He gave an overview on operation goals, suggested process, and continuous improvement. He wants the committee to function smoothly and effectively. He wants to improve engagement of neighborhoods and increase interaction with city entities with increased feedback on transportation projects and regular recommendations to the Community Assembly (CA) and city agencies on transportation priorities and projects. He wants to increase communication and positively impact transportation projects so the projects can be complete, including sidewalks. His operational focus is education, project reviews, advisory/reporting, and neighborhood input. He plans a presentation on quality of life in transportation next month. He plans 15-minute presentations at meetings and will facilitate any topic suggestions. He wants neighborhood input. His project workflow includes a transportation project report that will be included in the agenda and to prioritize and review at least two projects from each district at each meeting. He wants to review projects that are coming up soon and at very least give heads-up to neighborhoods. Then look at projects with ample time to discuss before things get locked in. He said Shauna could not present because things are in flux with traffic calming program. He wants her to provide a good, strong presentation. He presented a meeting workflow chart. He said the process will be repetitive so it will be familiar, and everyone will know how to participate. He created and presented a mock-up report. Randy answered questions. He said he would follow-up on an 1800 N Post project where street parking was eliminated for next meeting.

Annie will email a copy of his presentation slides to everyone present.

Transportation Project Review

He used the 1800 N Post Project as example stating there may be a dedicated parking lane or part of the bicycle plan which may have influence what happened on the street. He gave a tutorial on how to access the city's website for information on streets, construction projects and maps. He answered questions. Bicycles and sidewalks are part of the committee, even though bicycles are not in the PeTT name. He said a name change could be brought up again.

Randy specifically asked if there were any questions on the CTAB residential project list. He answered questions. He said neighborhoods can petition for projects if they do not see a project in their neighborhood. He said every year has different projects in each district. He said the projects are not on the CTAB website. Randy can share the report if requested. He gave a tutorial

on how to find out what district you lived in and neighborhood council you reside in. Charles said redistricting will be done this summer. Randy said he will assist anyone on how to volunteer for a CTAB board position. Napa between Second and Sprague was discussed.

RoundTable

Randy asked each attendee for any transportation issues they would like to see discussed at next month's meeting

Charles – Market and Wellesley freeway underpass. The city must lower Market under railroad tracks and move water pipes for the freeway, tore up for four months. Market and Haven will be two-way street for four months so can still get to business.

George – Stevens is rough. First, getting across town is so rough.

Cathy – Possibility of speed bumps on street. Blinking speed light to let you know what speed you are going on Mission. Even a Hawk light near Stevens Elementary.

John – Asked for clarification. Randy clarified dialog process. John commented on the Bicycle Advisory Board (BAB) and asked the committee to ask BAB to be more transparent. He cited an unwanted project on High Drive and an unwanted greenway project in his neighborhood.

Randy said finding out about projects afterwards is also an issue with other transportation committees and assured John that PeTT will be a hub for communication.

BAB was discussed more. Charles noted BAB will bring their projects to the Plan Commission.

Carlie – Commented as a Citizen Advisory Board member to Spokane Regional Transportation Council (SRTC). She suggested that everyone should take the STA survey on buses to Idaho and on I-90. Spokanetransit.com/i90

Pam – Concerned with Cedar/Adams and 14th. She said speed increases on arterials when they are improved so she is working on the mobile speed sign applications. She said speeding near the hospital was a problem. She said the speed notification with the proposed speed cameras is good, but it takes speed to get up the hill.

Carol – We are waiting to see what got funded in the 2020 traffic calming. We got a crosswalk by Lincoln Park in the 2019 traffic calming.

Marilyn – Working on traffic calming in neighborhood. First crosswalk she worked on was at 29th/Rosauers. She said she believes we will finally get HAWK light there. She said there were benefits with the new traffic calming program.

Mike – Finch Arboretum chip seal was a good job. He expressed concern over a three-block section that forms a water trench when it rains and asked if property owners need to approve a paved road. Randy will follow-up. He also was concerned with the volume of thru traffic from

Amazon, FAFB, and the casinos. All the road projects need to be worked on with State, County, Airway Heights, and Spokane City involvement.

Randy said to send an email or call with any feedback.

Meeting adjourned at 7:29 pm
Next meeting is 4/26/22 at 6 pm on Zoom.

CHHS Board Liaison Report, March 2, 2022

Submitted by Kathryn Alexander

We accepted three new board members:
Barbara Lee
Karen Ssebanakitta
Lisa Diffley

George dhal requested additional funding for four projects to maintain their affordability:

- Redpath
- Lacy
- SNAP on Jefferson
- Liberty Park

Request approved

The RFP and Affordable Housing current committee membership was approved. The RFP committee will need additional members.

The Bylaws were approved as revised.

The CHHS Director Report

She provided an overview of the COC Retreat. A draft of the COC planning is being created. The intent is to have a stronger connection between CHHS and the COC. They are planning 6 evening meetings in March/April and 4-6 more in May through August.
All COVID rental assistance has been spent and she is reviewing our previous performance in preparation for additional funding. She is also looking for additional funding sources.
Point in Time: the shelter is still happening. More than 800 people were counted, about a 20% increase. There are some gaps (seniors etc.) Volunteers are currently working on it. This count is used by community groups for their planning.
Mental health workers are needed. It is particularly difficult to work with non-Medicaid folks as there is less funding.
Mayor's Advisory on the Environment is meeting to create a unified face for Spokane
CHHS newsletter is delayed, hiring three more staff.

Housing Action Subcommittee Liaison Report March 17, 2022

Working Group Reports:

Increase Housing Supply: submitted a spreadsheet
Preserve Housing Affordability and Quality: Recommending establishing a rental registry, they want to re-open the rental assistance portal and re-visit its management,

they are recommending restrictions on short-term rentals, they are also recommending a tenant protection ordinance.
Equity Framework Group: Still working on the draft document and they are reaching out to CHHS and their committees.
Enhance Equitable Access: creating translations of city documents

Brian is suggesting that the working groups create a one sentence mission statement so that we can create stronger clarity on the scope of each group. It has been almost a year so there may be a need to recommit. He is also suggesting making a change in the large group meeting for better engagement.

Preserve and Improve Housing – Working Group March 24, 2022

Draft Mission - Support tenant paths to home ownership
We discussed revitalizing Zombie homes, expansion of the Historic district as a way to keep homes out of the investment pool and issues around MFT – short=term affordability.

Design Review Board Report

Submitted by Kathy Lang | April 3, 2022
klang0132@gmail.com | 719-338-1632

Design Review Board Members
Mark Brower, Civil Engineer, Chair
Chuck Horgan, Arts Commission, Vice Chair
Grant Keller, Real Estate Developer
Chad Schmidt, Urban Designer
Drew Kleman, Architect
Robert Scarfo Landscape Architect
Ryan Brodwater Citizen at Large,
Kathy Lang, Community Assembly Liaison

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

March 2022: No projects came before the DRB in March 2022.

April 2022: Currently, no projects are slated to come before the DRB In April 2022.

New Design Guidelines

Project Description
This project entails crafting new design guidelines for Public Projects and Structures, Skywalks over Public Rights-of-Way, and City-Wide (or Base) Guidelines. Additionally, the City also needs to evaluate the worth of continuing with design review of Planned Unit Developments (PUDs). If it is determined that there is significant value in continuing design review for PUDs then the City will need Design Guidelines (and possible project review process improvements) for this project type.

Project Status
Urban Design Staff have completed drafts of the new design guidelines and are in the process of bringing the project through the ordinance adoption process. Project information can be found here.

- April 11, 2022: City Council Urban Experience Committee Workshop
- April 13, 2022: Plan Commission Hearing

Plan Commission (PC) Liaison Report

Community Assembly Report, March 3, 2022

Filed by Mary M. Winkes, CA Liaison to the Plan Commission and Vice-Chair, PC Transportation Sub-Committee

A repeat of what I included in the March report. Please read:

Plan Commission Year in Review by Jackie Churchill---a well done document worthy of review

https://static.spokanecity.org/documents/bcc/commissions/plan-commission/general-documents/pc-2021-year-in-review.pdf

March 1, 2022 PC Transportation Subcommittee (PCTS) Meeting via WebEx

Workshops:

2023-2028 Comprehensive Street Program consistency matrix scoring.

Staff presented a draft assessment of new projects being brought into the 2023 – 2028 Six-Year Comprehensive Street Program. The assessment includes a review of each project for consistency with the comprehensive plan, particularly the transportation chapter. Action This item was informational for discussion purposes during the meeting. Action is requested at April PCTS meeting for a recommendation to the Plan Commission.

Questions regarding Land Use changes: What impacts will land use changes have on transportation?

The Subcommittee is requesting that Shauna Harshman attend the subcommittee meetings given her role with City Council.

March 9, 2022 PC Meeting via WebEx

Workshops

1. Continued Phase 1-Proposed Residential Development Code Changes

Youtube video: https://www.youtube.com/watch?v=zXJmX5F-YBY

https://my.spokanecity.org/projects/shaping-spokane-housing/

2. Design Guidelines Update—Citywide Skylights, Public Projects:
https://static.spokanecity.org/documents/projects/new-design-guidelines/ord-for-new-design-guidelines-and-code-draft-march-01-2022.pdf

March 23, 2022 PC Meeting via WebEx

The Plan Commission is considering forming a subcommittee on housing.

There will be 5 private applications for comp plan amendments and 2 city-sponsored. The applications, including the neighborhoods potentially affected, can be found at: https://my.spokanecity.org/projects/2021-2022-proposed-comprehensive-plan-amendments/. The comp amendments are listed below:

File #	General Location/Type	Neighborhood	Proposed Change
Z21-280COMP	440 & 516 W. Cora Ave.	North Hill; adjacent to Emerson/Garfield	"Residential 4-10" to "Residential 15-30"
Z21-281COMP	514 S. Freya St.	East Central	"Residential 10-20" to "General Commercial"
Z21-282COMP	2402 E. 31st Ave.	Lincoln Heights	"Residential 4-10" to "Residential 15-30"
Z21-283COMP	2621 & 2623 E. 27th Ave.	Lincoln Heights	"Residential 10-20" to "Residential 15-30"
Z21-284COMP	801 W. Francis Ave.	North Hill	"Residential 4-10" to "Office"
TBD	Map TR-5 Proposed Bike Network Map	Citywide	Amendments to the Proposed Bike Network
TBD	Map TR-12: Arterial Network Map; Text Amendment to Chapter 4, Transportation	Citywide	Amendments to Proposed Arterial Designations; text regarding US 195
TBD	Comprehensive Plan Land Use Policies	Citywide	Review of Policies LU 1.3 and LU 1.4

Workshops:

1. Continued Phase 1: Proposed Residential Development Code Changes

Recommendation Section includes:

ADU-1. Increase allowed size for detached ADUs to 800 sf 17C.300.110(B)

ADU-2. Remove minimum lot size for new ADUs 17C.300.110(A)

ADU-3. Provide a FAR bonus for ADUs 17C.300.110(B)

ADU-4. Integrate strategic adjustments to setbacks & wall/roof height 17C.300.130(B)

ADU-5 Remove ADU owner occupancy requirement in RTF, RMF, and RHD 17C.110.310(F)

ADU-6 Modify owner-occupancy requirement in RSF zones 17C.110.205(B)

ADU-7 Relax parking requirement for ADUs 17C.110.305(C)

These will be further reviewed and go before the Commission for a recommendation to the City Council.

2. Transit-Oriented Development (T.O.D.) Framework Study:

https://my.spokanecity.org/projects/transit-oriented-development-study/

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

EMERGENCY MEDICAL SERVICE

L E V Y RENEWAL

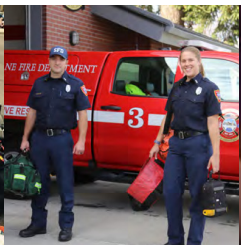
The current 6-year EMS levy will expire December 31, 2022

The ballot question is whether to renew the levy at the same rate as approved in 2016

FACTS

- EMS is one of the primary services provided by the Spokane Fire Department
- In 2021 the Spokane Fire Department responded to over 40,000 medical incidents – over 87% of all responses (including automobile crashes)
- Since the current EMS Levy was renewed in 2016, the Spokane Fire Department has responded to more than 190,000 medical incidents and improved the lives of thousands of community members
- In 2021, the Spokane Fire Department responded to 229 people who suffered sudden cardiac arrest and were able to successfully return a functioning pulse in 54% cases when the event was witnessed by someone
- The EMS levy rate is $.50 per $1,000 of assessed property value – the same rate approved by the voters in 2016 and the same rate since 1993

Election Day: April 26, 2022



What would you get for your City of Spokane Emergency Medical Services (EMS) levy tax dollars?

77¢
Firefighters/EMTs & Firefighter/Paramedics who provide patient care

7¢
EMS supplies, equipment and vehicles

6¢
Vehicle equipment & maintenance

4¢
General Operating Costs

3¢
Program Admin

3¢
Training

The EMS levy tax rate is 50¢ per $1,000 of property value:

A $200,000 property would be $8.33 per month

A $400,000 property would be $16.67 per month

The EMS Levy would generate approximately $13 million annually for the next six years and assist in paying for:

- Firefighters/EmergencyMedical Technicians and Firefighter/Paramedics
- First Response Basic and Advance Life Support. (fire trucks and paramedic units responding to medical emergencies)
- Medical supplies, equipment, and paramedic vehicles.
- Maintenance for vehicles and equipment
- General operating costs such as industrial insurance and intergovernmental charges
- Initial EMS training, continuing medical education and community risk reduction programs
- Emergency Medical Services Oversight and Quality Improvement Programs

Proposed Minutes

Land Use Committee Meeting- Thursday, March 17, 2022. 5:30 pm – 7:00 pm
A Subcommittee of the Community Assembly

Facilitator: Greg Francis
Recording Secretary: Terryl Black
Attendees: Greg Francis- Rockwood, Planning Commission and Community Assembly; Terryl Black – Comstock; Charles Milani – Lincoln Heights; Tiffany Picotte – Brownes Addition; Susan Mensching – West Hills; Kevin Freibot – City of Spokane Long Range Planning Commission; Kara Frashefski – City of Spokane Planning Services; Noah Apprill-Sokol – Logan/University District

Executive Committee: Terryl Black, Toni Sharkey, Doug Thompkins

Presentation: Annual Comp Plan Amendments:
Kara Frashefski – City of Spokane Planning Services
Kevin Freibot – City of Spokane Long Range Planning Commission
2021/2022 Comprehensive Plan Amendments –
5 Applications were submitted in the fall of 2021

1. 440 & 516 W. Cora Ave. – Seeking change from RSF to RMF
2. 514 S Freya St – Res 10-20. Seeking change to Commercial. Possible expansion.
3. 2402 E. 31st Ave – 3.81 acres Possible Res. 4-10. Proposed 15 – 30. Seeking change from RSF to RMF.
4. 2621 & 2623 E 27th Ave. – Seeking change from RSF – RMF. Expansion
5. 801 W. Francis Ave. – Current use is Office. Portion is RSF and want to bring it into Office. Possible expansion

6. City Sponsored Amendments:

*Amendment to Bike Network Map – Adds 3 new routes
*Amendment to Arterial Network Map –
*Plan Commission Proposal to expand housing options

Short presentation by Kevin Freibot on the proposed Garden District –

City Council will be considering the docket on Monday. People can comment online or appear in person to comment on the projects. This will determine which projects move forward.

Community Assembly saw our Land Use Committee goals but did not vote on them. Hopefully the Community Assembly will vote on the goals at the April 2022 meeting.

Discussion on how to get more people involved on the Land Use Committee. Return to "in person"? More likely to get more participation with zoom. Does not take as much time. One executive member has not been able to participate because of the technological challenges. City is concerned with this and would like to provide hybrid situations where people can gather but others can participate online. Maybe reach out to community centers, libraries. Need the technology to make it happen. Shadow is new and may be able to host.

Office of Neighborhood Services, Code Enforcement – under policy and procedures is the main information supplier for happenings in the neighborhood. Staff in Neighborhood Services are providing the services to the neighborhoods. There has been an attempt to combine The Planning Commission and the Office of Neighborhood Services. Staffing has prevented that from being fully implemented. The most interesting part of Comp Plan amendments, recommended by the Planning Commission, is the end when the owners reveal what they are going to actually build. This would be a good fit with ONS.

There is currently a piece of land that was developed out of compliance. Now the city has to figure out how to bring the owner of the development under compliance.

Minutes of this committee should be sent to ONS. Annicca Eagle is leaving the city. All the other committees have been returned to ONS as the overseeing agendy. Perhaps this committee should also placed under their purview instead of remaining under the City Planning Department.

Should maybe look into the Mighty Network. Could send info out to everyone on the committees.

Discussion regarding parameters of the Land Use Committee.

Dean – All comments are passed on regarding projects. Housing is an economic development issue. Spokane has an income issue. The developers are not typically building for the middle to low income. It is a top issue for the new planning director.

Next Meeting: Thursday, April 21, 2022 5:30 -7:00 pm