

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



Meeting Agenda for Thursday, September 1, 2022
5:30 to 8:00 pm, Webex Online Meeting
Proposed Agenda Subject to Change

Please bring the following items:
*Community Assembly Minutes: August 4, 2022



Administrative

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

Open Forum

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

Agenda

5. City Council (Councilmember Wilkerson)	15 min (5:50)	Oral Reports	10
6. City Redistricting Board (Rick Friedlander)	30 min (6:05)	Presentation	-
7. Design Review Board 101 (Dean Gunderson).....	15 min (6:35)	Presentation	-
8. Plan Commission Liaison (Mary Winkes)	15 min (6:50)	Presentation	-
9. NRO Updates (Colleen Gardner)	15 min (7:05)	Discussion	-
10. Budget Committee Updates (Ken Cruz)	5 min (7:20)	Discussion	-
11. CA Retreat (Tina Luerksen)	10 min (7:25)	Discussion	-
12. Admin Nominating Committee (Seth/Tina).....	5 min (7:35)	Vote	-
13. Roundtable Discussion	10 min (7:40)	Open Discussion	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee.....	19
• Budget Committee.....	21
• Building Stronger Neighborhoods Committee (BSN).....	-
• Land Use Committee	-
• Liaison Committee.....	-
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	23

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

• Community Housing and Human Services (CHHS) Liaison Report.....	25
• Design Review Board Liaison Report	-
• Plan Commission Liaison Report.....	29
• Urban Forestry-Citizen Advisory Committee Representative Report	30
• Housing Action Subcommittee Liaison Report	26
• Plan Commission Transportation Subcommittee Liaison Report	-

** 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.”

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

Join from the meeting link:

<https://spokanecity.webex.com/spokanecity/j.php?MTID=m6bb67dcbb93d6553d7d013823874c84c>

Join by meeting number:

Meeting number (access code): 2480 804 3880

Meeting password: neighborhoods

Tap to join from a mobile device (attendees only)

[+1-408-418-9388](tel:+14084189388),,24808043880## United States Toll

Join by phone

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Join from a video system or application

Dial [24808043880@spokanecity.webex.com](https://spokanecity.webex.com/join/24808043880)

You can also dial 173.243.2.68 and enter your meeting number.

**** 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:

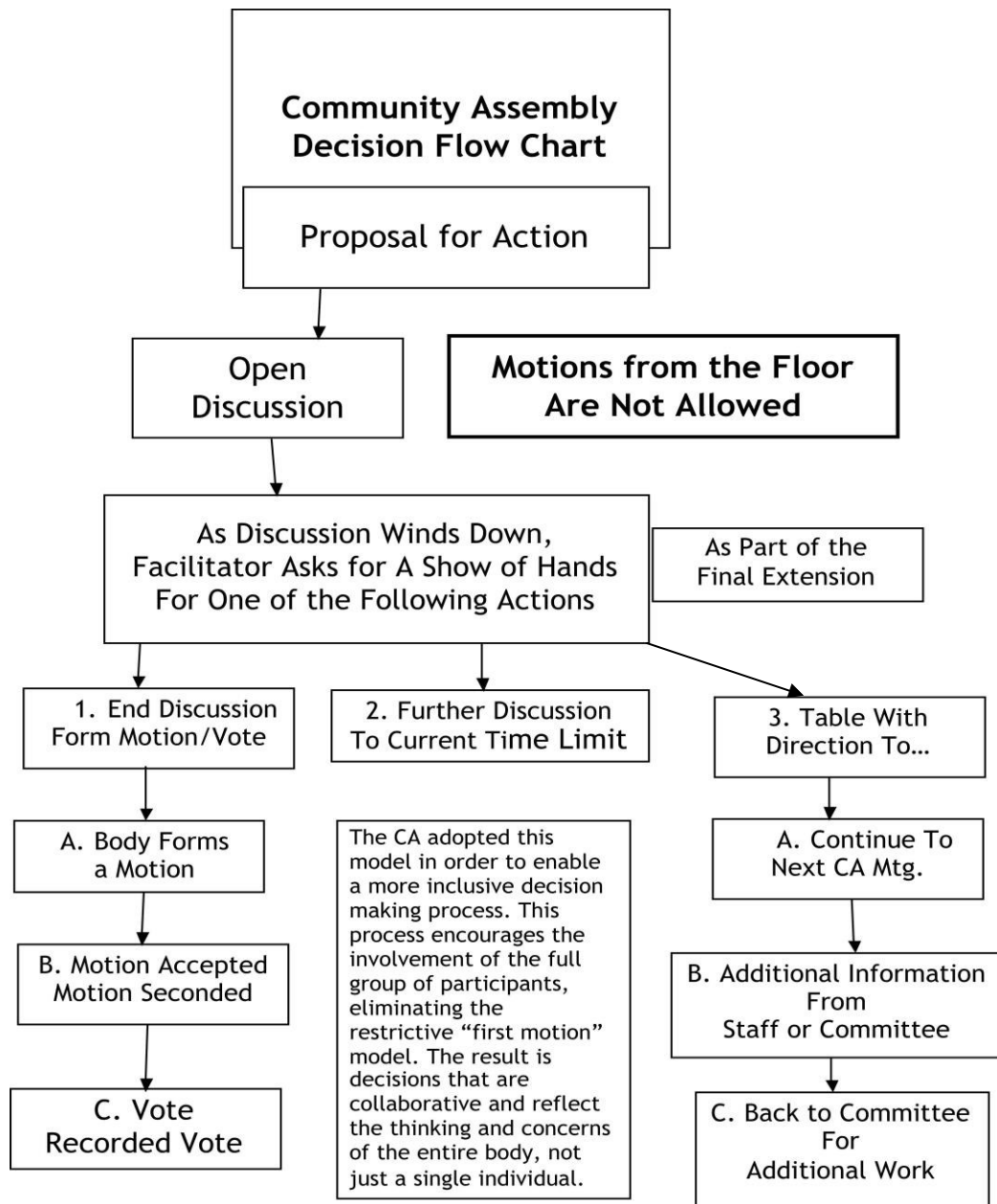
- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent,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

August 4, 2022 via WebEx web conference

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

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/SIT, Bemiss, Chief Garry Park, East Central, Emerson/Garfield, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Logan, Manito/Cannon Hill, North Hill, North Indian Trail, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Central, West Hills, Whitman.
- **Neighborhood Councils Absent:** Browne's Addition, Cliff/Cannon, Comstock, Five Mile Prairie, Minnehaha, Nevada Heights, Northwest
- **City Staff Present:** John Hall (NHHS), Gabby Ryan (ONS), Hannahlee Allers (City Council), Councilmember Kinnear (City Council)
- **Visitors:** Paul Kropp (Liaison Committee), and Jennifer Cumbie (facilitator), Colleen Gardner (CGPNC), Heather Beebe-Stephens (Member on Redistricting Commission)

Administrative:

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, 13-approve, 5-deny, and 0-abstain.
2. **Propose Agenda:** Dale Walker moved. Mark Davies seconded to approve the agenda. Motion passes with 19-approve, 0-deny, and 1-abstain.
3. **July Minutes:** Daniel Zapotocky moved. Mark Davies seconded to approve the amended June minutes. Motion passes with 18-approve, 0-deny, and 1-abstain.
4. **Open Forum:**
 - **Andy:** Be extra patient and careful with CA meetings now that we're short staffed. Do what we can to support Jennifer.
 - **Tina:** Echoes Andy and reminded everyone that while we're passionate about topics, give grace to everyone since we're short staffed. GVTNC Annual Movie night in Grandview Park on August 18th, Sing 2 showing at dusk (~8:15pm) everyone welcome!
 - **Mary:** Manito Cannon Hill concert at The Scoop from 6-8pm, Sept 7th. Abbey Crawford & Mardi Gras Growlers performing! Concerns about block party fees not being waived, would like to address that.
 - **Susan:** West Hills neighborhood impacted by concerns around low barrier shelters going in the neighborhood. Biggest concern about information being shared with residents, between Catholic Charities, Empire Health and the City. Neighborhoods should be able to have ways to share communications with residents. Worried that the low barrier shelters will push away businesses and residents from investing in their neighborhood, and this neighborhood is already economically disenfranchised.
 - **Kathryn:** Final concert tomorrow (Friday, 8/5) in Hayes Park, Mountain Dew Boys performing.

Legislative Agenda:

5. Councilmember Kinnear's Report:

- Council unanimously approved addtl. funding to go to the SPD for purchase of vehicles.
- Revisit recording about density/infrastructure.

- New outdoor watering ordinances are in effect. According to the ordinance, the City of Spokane shall implement a prohibition on watering outdoor vegetation from 10 a.m. to 6 p.m. between June 1 – October 1 and limit watering outdoor vegetation on each parcel for four days per week. Exceptions are allowed for new landscapes, vegetable gardens, to maintain tree health, and to mitigate wildfire risk. Any upcoming changes in incentives, rates or surcharges will not be scheduled to begin until after December 1, 2023, after robust public outreach to the highest water users in the community occurs.
- Paul asked when there would be addtl. hearings about the housing ordinance, it'll be on Sept 12th.
- Susan asked about the rules of watering, since they saw that cemeteries and schools are watering midday. Would like to see other communities, including Idaho, adopt these rules so that it's consistent. CM Kinnear mentioned that the City of Spokane, per capita, consumes more water than 98% of the country. Mary mentioned lack of access to automatic sprinkler systems perhaps being the reason why they water midday due to staffing.
- Susan also wanted to know CM Kinnear's stance on the low barrier shelter in West Hills. CM Kinnear mentioned the City cannot make decisions about it, because most decisions are being made between Catholic Charities and Department of Commerce. Community Health and Human Services dept is the best contact if you have concerns about it.

6. Director of Neighborhoods, Housing & Human Services Intro (John Hall):

- Recently appointed Director of Neighborhoods, Housing and Human Services. Experience working in cities of all kinds of political leanings, experience in building community and rapport between government entities and the communities they serve. Workforce development, housing, street enhancements, façade improvements, and tourism. Goal is to increase rooftops, to make housing a possibility for all socio-economic levels.
- Vision for ONS: Wishes Carly well in her departure, and gave John plenty of materials to jump right into the work. The vacancy for the Director of ONS should be posted any day now to begin recruitment. Ideally recruitment will happen in August, interviews happening in September, and hiring decision hopefully happens at end of September or early October.
- John plans to attend CA Retreat and take it as the opportunity to figure out how the City and CA/Neighborhood Councils can work together to meet community needs more strategically.
- John plans to work with West Hills to continue to address concerns related to the low-barrier shelters proposed to go into the neighborhood.
- Kathryn asked about the status of CDBG programming/funding. She's been talking with George Dahl, but doesn't know where the program's future lies regarding ways in which the neighborhoods will be involved for future funding cycles. Spokane will get roughly \$3.1 million of CDBG funding, and John mentioned that we've not done great at spending all of our money and HUD recently sent a letter letting CHHS know they failed the timeliness test because we still had 1.5x our allocation still left unspent and we weren't spending our funding in a timely manner. The plan is to work hard over these next 9 months to launch/process RFPs and fund shovel-ready projects. HOME program funding hasn't been spent either, so there may be a chance to consolidate RFP process, leverage all resources and funding to make sure we're spending the funding in a timely manner.
- Kathryn brought up a strong desire for Carly's replacement to be someone already familiar with City processes. John apologized for his verbiage sounding like they were recruiting outside of the City, but did clarify that the job board is a government board so people outside the City might see it, but definitely understands the desire for internal candidates to apply.

- Carol asked for them to remember that even though housing density might be a necessity, the neighborhoods want to retain their character of their neighborhoods. John agrees with the preservation of capital integrity and preserve those distinctions and characteristics of neighborhoods.
- Luke would like to see more diverse candidates from outside the City to apply for the Director of ONS, because they bring new perspectives to the role.
- Susan thanked John for agreeing to meet with West Hills concerning the shelter concerns, because the neighborhood was feeling they weren't being heard about concerns regarding proposed shelters.
- **Motion to extend discussion for 5 minutes, first extension.** Fran Papenleur motioned, Randy McGlenn seconded. *Motion passes 18- approve, 1- deny, 2- abstain.*
- Point In Time Count showed that there were approx.. 900 unhoused individuals, not counting housing unstable folks, so he didn't believe 300 units would be enough to address homelessness issue in city.
- **Motion to extend discussion for 5 minutes, second and final extension.** Daniel Zapotocky motioned, Randy McGlenn seconded. *Motion passes 14- approve, 1- deny, 0- abstain.*
- Randy mentioned that in terms of CDBG funding, there's been frustrations from neighborhoods on how projects are being implemented/funded and they feel they're not getting the answers they're looking for. Would appreciate some clarification on the status of projects.
- Mary's Plan Commission Liaison Report includes the link to the Point In Time Count report. Can be found here: <https://my.spokanecity.org/endinghomelessness/point-in-time-count/>
- Paul feels that the mess that's happening in NHHS is due to years of Administrative failures of past Mayors and due to that, neighborhoods have lost trust in the City.

7. City Redistricting Board (Board Members):

- Heather Beebe-Stephens is one of 3 commissioners on the City's Redistricting Board. Rick Freelanders reps District 3. Jennifer Thomas reps District 1. Council President Beggs and Councilmember Zappone are advisory members.
- Redistricting work happens every ten years. The new redistricting plan has to be adopted by November 15, 2022 by City Council. Based upon Census data, they have to look at population numbers and make redistricting decisions based on population to keep the districts as balanced as possible.
- Presentation shared in meeting will be shared out with the neighborhoods and CA members so they can review and share.
- The redistricting board has a lot of guidelines to follow regarding district lines. They view the neighborhoods are communities of interest, and so they want to work with the neighborhoods to determine how redistricting will happen. Heather brought up how to define communities of interest, what's the experience of Riverside, East Central and West Hills, whom straddle two districts currently.
- They plan to send out a thoughtexchange survey starting 8/5/22 to gather feedback from the neighborhoods. They will take the feedback, create multiple maps that show a reflection of guidelines and feedback. They'll present maps to community to gather more feedback at a Town Hall on Oct. 4 at 5pm in Council Chambers, then another thoughtexchange survey will go out to gather more feedback from public about the proposed maps.
- City Council Redistricting Board has a webpage on the City website. Contact Hannahlee Allers regarding questions and asking folks to attend NC meetings, email is hallers@spokanecity.org.
- Randy represents East Central, which is in Districts 1 & 2... there has been discussion about splitting the neighborhood into two separate neighborhoods. They feel appreciative that they're represented by 4 Councilmembers. Would like to have board members present at NC meetings to gather feedback.

- Paul mentioned that SRTC has population projections and locations, so that might be a good resource for the Redistricting Board might find beneficial.

8. CA Retreat (Tina Luerssen):

- There will be excess funds in the Community Engagement Grant program available (approx. \$5k+ not currently committed), and the strained relationships between virtual meetings, City staff, neighborhood councils, Community Assembly, and other partners highlighted a need for a CA Retreat.
- Hopes that the CA Retreat utilizes the resources we have at ONS, the Spokane Neighborhood Leadership Academy, and within neighborhood councils and CA members.
- Tina requested to the Budget Committee that we use extra CE Grant funding to fund a CA retreat to happen by the end of 2022. Requested that Gonzaga's School of Leadership Studies be the group to organize the retreat, since we have a continually growing relationship between GU, the City, neighborhood councils and CA for ongoing leadership development.
- Fran mentioned that they need volunteers from neighborhoods and CA to help with the planning of the retreat. Requested CA Admin Committee participation.
- Tina clarified the funding would be used to cover the costs of the Facilitator at the retreat (would be GU).
- Colleen would like to see the retreat focus on helping neighborhoods address issues they're currently facing, an example is community building and increasing diversity in participation.
- **Motion: To approve up to \$5000 in Community Engagement Grant funds for a CA retreat, to be held before the end of 2022.** Mark Davies motioned, Daniel Zapotocky seconded. *Motion passes 19-approve, 0-deny, 3-abstain*
- **Volunteers for Planning Committee:** Carol Tomsic, Lindsey Shaw, Luke Tolley, Fran Papenleur, Tina Luerssen volunteer to be a part of the CA Retreat Planning Committee.

9. Design Review Board Vacancy Update (Paul Kropp):

- No applications received so far. The position will remain vacant until filled; there is no deadline to make application at this time
- Carol Tomsic has volunteered to monitor DRB meetings when they occur and submit notes for the CA agenda packet.
- The Design Review Board has met just a few times this year.
- Projects subject to design review are public projects (non-transportation), certain private projects in Centers and Corridors, and Planned Unit Developments (PUDs)
- All application materials are posted on the Community Assembly web page.
- For information related to the position, find materials under "Design Review Board Application and Information" section of webpage: <https://my.spokanecity.org/neighborhoods/community-assembly/>

10. Roundtable Discussion:

- **Tina:** Reminder from Budget Committee to submit your reimbursement requests and orders to Gabby by Sept 19. Please submit them as soon as possible!
- **Fran:** Asked about fall clean-up postcards. Gabby will send drafts no later than 8/12 to neighborhoods for their review if their fall event is in September.
- **Lindsey:** Thanks everyone for patience while she figures out more information to share with CA related to Parks Development and Volunteer Citizen Advisory Committee (DV-CAC) liaison role.

- **Meeting Adjourned at 7:44pm.**
- Next Community Assembly scheduled for **Thursday, September 1, 2021**



BUDGET OVERVIEW PRESENTATION

Budget Process and Timelines

2022 Process

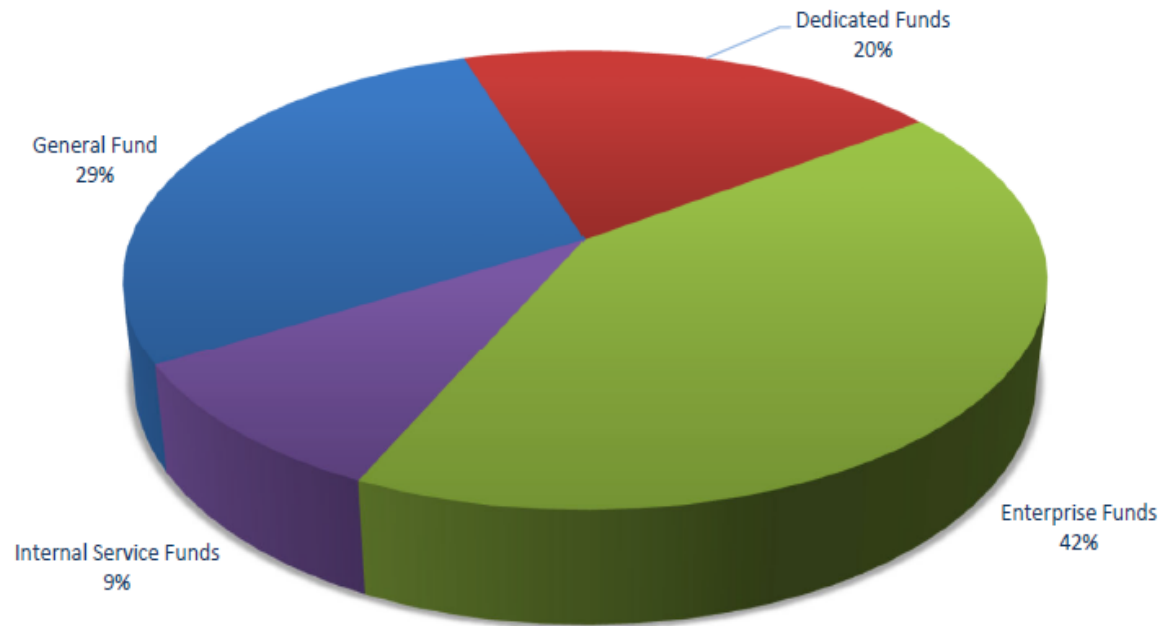
- Economic Summit held in June
- General Fund Trial Budget presented to City Council in August
- Administration involved Cabinet in creation of proposals based on priorities and operational needs
- Administration prepared revenue and expenditure estimates in August and September per RCW 35.33.135/RCW 35A.33.135
- Preliminary Budget presented to City Council on Oct. 4
- Mayor's Proposals listed for discussion
- Cabinet included in public workshops
- Mayor's Proposed Budget released Nov. 1
- City Council adopted Dec. 13

Fund Structure

- Adopted budget includes expenditures in 121 departments across 88 different funds
- Funds are classified into seven different groups:
 - **General Fund** – largest single fund
 - **Special Revenue Funds** – specific revenue sources that are legally restricted to expenditures for a specific purpose
 - **Debt Service Funds** – for the accumulation of resources for, and the payment of, long-term debt principal and interest
 - **Capital Projects Funds** – used for the acquisition or construction of major capital facilities
 - **Enterprise Funds** – operations that are financed and operated in a manner similar to private business enterprises (user fees or charges)
 - **Internal Service Funds** – goods or services provided by one department to other departments
 - **Trust and Agency/Fiduciary Funds** – Assets held in a trustee capacity or as an agent for individuals, other governmental units, or other funds

2022 Total City Budget

SPOKANE CITY 2022 ADOPTED BUDGET \$757 MILLION



General Fund

Dedicated Funds

- Street Maintenance
- Parking Meter Fund
- Grant Funds
- Housing & Human Services Funds
- Debt Service Funds

Enterprise Funds

- Water
- Sewer
- Solid Waste
- Golf
- Development Services Center

Internal Services

- Fleet
- Facilities
- Technology
- Accounting/Purchasing
- Employee Benefits/Insurance

Overall Expenditures

2022 Adopted Budget Summary of Expenditures

	2018 Actual Expenditures	2019 Actual Expenditures	2020 Actual Expenditures	2021 Adopted Budget	2022 Adopted Budget
General Fund	188,714,042	198,658,088	232,063,915	208,569,897	216,736,834
Special Revenue Funds	171,906,631	179,360,656	165,824,436	221,054,523	223,790,091
Debt Service Funds	13,785,679	16,801,968	16,858,298	16,879,044	16,491,889
Capital Project Funds	67,465,885	52,179,983	59,340,903	52,738,177	49,339,009
Enterprise Funds	523,938,825	503,540,084	401,118,880	325,677,363	329,342,381
Internal Service Funds	113,134,743	128,528,320	114,926,029	123,534,829	124,734,674
Trust & Agency Funds	39,321,857	42,253,365	42,235,815	47,681,666	49,687,587
Total City Expenditures	1,118,267,662	1,121,322,463	1,032,368,276	996,135,499	1,010,122,465
Less:					
Internal Service Fund Charges	(92,085,996)	(95,530,807)	(92,225,976)	(99,100,177)	(103,317,560)
Operating Transfers between Funds	(276,496,051)	(254,199,788)	(187,166,034)	(132,839,469)	(131,441,484)
Pension Charges to Other Funds	(17,090,768)	(16,860,973)	(15,602,219)	(17,697,066)	(18,544,542)
Net City Expenditures	732,594,846	754,730,895	737,374,048	746,498,787	756,818,879

General Fund Overview

- Chief operating fund for the City
- Largest single fund
- Most flexible of governmental funds
- Primary recipient of City tax revenue
- Supports most general governmental services such as legislative and executive offices, administrative services, public safety, park and recreation activities, library services, and planning activities

2022 General Fund Revenues

Revenue Category	2022 Adopted
Taxes	\$179,864,841
Licenses and Permits	\$6,791,000
Intergovernmental Revenue	\$4,235,632
Charges for Services	\$19,644,155
Fines and Forfeits	\$2,078,650
Miscellaneous Revenue	\$3,711,683
Other Financing Sources	\$433,656
Total General Fund Revenue	\$216,759,617

2022 General Fund Expenditures

By Department

DEPARTMENT	2022 ADOTPED BUDGET	% of ADOPTED BUDGET
ALLOCATIONS	91,763,260	42%
POLICE	68,614,433	32%
INTERNAL SERVICE CHARGES	9,760,763	5%
ENGINEERING SERVICES	7,678,387	4%
LEGAL	4,833,037	2%
MUNICIPAL COURT	4,574,511	2%
NONDEPARTMENTAL	4,544,554	2%
PUBLIC DEFENDER	3,146,093	1%
COUNCIL	2,631,997	1%
HUMAN SERVICES	2,351,306	1%
PLANNING SERVICES	2,133,692	1%
FINANCE	1,836,055	1%
COMMUNITY JUSTICE SERVICES	1,561,738	1%
COMMUNITY/ECONOMIC DEV DVSN	1,561,426	1%
CIVIL SERVICE	1,547,308	1%
HUMAN RESOURCES	1,316,352	1%
PUBLIC AFFAIRS/COMMUNICATIONS	1,174,632	1%
MAYOR	1,163,546	1%
COMMUNITY CENTERS	794,352	0%
CITY CLERK	753,421	0%
NEIGHBORHOOD SERVICES	644,688	0%
NEIGHBHD HOUSING HUMAN SVCS	550,793	0%
POLICE OMBUDSMAN	455,236	0%
GRANTS MANAGEMENT	437,319	0%
OFFICE OF CIVIL RIGHTS	344,372	0%
HISTORIC PRESERVATION	261,725	0%
OFFICE OF HEARING EXAMINER	256,838	0%
OFFICE OF YOUTH	45,000	0%

Budget Materials Available Online:
<https://my.spokanecity.org/budget/>

Additional Contacts:
mboston@spokanecity.org

Thank You



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

August 23rd, 2022. 12pm via Zoom web conference

Attendees: Committee members: Tina Luerssen (Secretary), Mark Davies, Christopher Savage (Vice Chair), Cliff Winger. **City Staff:** Gabby Ryan. **Guests:** Paul Kropp (Liaison Committee/Southgate), Fran Papenleuer (BSN/Audubon-Downriver), Colleen Gardner (Chief Garry Park), Aaron Reese (Five Mile).

Absent committee member: Seth Knutson (Chair).

Minutes approval: July 26th meeting notes approved by consensus.

Agenda Requests:

City's Redistricting Board: The board has proposed maps to share with CA, to get input from NCs over the next month prior to Board vote in October. Rick Friedlander. 30 minutes to allow for discussion.

DRB 101: Presentation by Dean Gunderson. 15 minutes for presentation and Q&A.

Plan Commission Liaison update: by Mary Winkes

NROs: Request from Colleen Gardner, there will be substantial changes to the NRO program after 1/1/23. No action requested, just information and discussion on how to adapt. 15 minutes to allow for Q&A.

Budget Committee: reminder to get reimbursement requests in, request to send leftover fund ideas to committee. Ken Cruz, 5 minutes.

Retreat: 10 minutes for date, time, location, tentative agenda, lunch discussion. Tina Luerssen.

Admin Committee: CA/CC meeting Sept. 29th, P&P committee update reminder, nominating committee formation. 5 minutes with vote on nominating committee.

Committee discussion: **Nominating Committee:** Form in September, slate of qualified candidates in October, vote in November. **P&P Committee:** Establish P&P Committee in November. **New CPC** Amber starts September 19th.

Proposed Agenda for CA 9/1/22. Approved by consensus.

Council Update: From our scheduled Councilmember (CM Wilkerson). 15 minutes.

City Redistricting Board: Rick Friedlander, 30 minutes.

Design Review Board 101: Dean Gunderson, 15 minutes.

Plan Commission Liaison update: Mary Winkes, 15 minutes.

Neighborhood Resource Officer program update: Colleen Gardner, 15 minutes.

Budget Committee: update, deadline reminder. Ken Cruz, 5 minutes.

Retreat Committee: update, discussion. Tina Luerssen, 10 minutes.

Administrative Committee: form Nominating Committee, reminder for committee P&P updates, CA/CC meeting 9/29/22. Seth Knutson/Tina Luerssen, 5 minutes with vote on Nominating Committee.

Roundtable. 10 minutes.

Topics for next Admin Committee meeting. Tuesday, September 27th, 2022: September 29th CA/CC agenda. November establish P&P committee (MOU and CA recordings included). Retreat update.

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

DRAFT

DRAFT Community Assembly Committee Meeting Notes: Budget Committee
8/22/22 7:00pm, virtual via Zoom

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

Agenda:

1. Meeting notes from 7/25/22 approved by consensus.
2. Gabby's email update on orders in process: Reprographics orders are in for Audubon-Downriver, Grandview-Thorpe, and Shiloh Hills. Reimbursements are processing for Browne's Addition (band), North Indian Trail (band), Chief Garry Park (Zoom), and North Hill (bags/flags). Lincoln Heights' order (pole banners) has been completed, but still processing through Accounting. Gabby noted that she needs Budget Committee approval for North Hill, but committee doesn't know why. Scot thinks it's because they spent more than requested, but still within \$850 on the requested items. Unanimous committee approval for this additional expense.
3. Gabby's update on completed reimbursements: \$991.73 total so far. Chief Garry Park (bags & reprographics), Browne's Addition (reprographics), BSN (Zoom), Shiloh Hills (signs), Lincoln Heights (booth fee). Tina still hasn't received the BSN reimbursement, she will check with Gabby about expected timing.
4. Committee members should contact their Neighborhoods to remind them of the upcoming deadline 9/19.
5. CA approved spending up to \$5000 for a Retreat from CE Grant funds. Tina is leading the committee planning this event. The Retreat is tentatively scheduled for Monday 10/10 from 9am-2pm. Gail offered coffee and water service equipment, hot/cold cups, creamer/sweetener/stirrers, and coffee. GU got the SOW submitted today for \$4300, but there were some corrections that Tina requested so that total will not be exact. Ken requested that there be physical takeaways from the event.
6. Final expense discussion: location for equipment storage, shelving. Rolling carts for chairs/tables. Awards. BSN updated handbook printing. Ken suggested solar-powered lights.
7. September 19th is reimbursement request deadline. Tina requested 5 minutes at CA for a Budget Committee update: Ken will remind folks to submit reimbursements ASAP, and also ask for email input for other final expense ideas.
8. Next Budget Committee meeting is scheduled for Monday, September 26th at 7pm. Gail will be on vacation. Location ideas: Fire Station #4, or possibly a library. Tina will ask Gabby to schedule the fire station. Other options: fire station on Monroe & 8th? The Hive, or WCCC?
9. Meeting adjourned at 7:41pm.

2022 Budget Committee Liaisons:

DRAFT

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.

Community Assembly
PeTT Community Meeting Draft Minutes
August 23, 2022, 6 pm
Central Library, Room B and Online via Zoom

Attendance

Randy McGlenn (East Central), Marilyn Lloyd (Lincoln Heights), Charles Hansen (Whitman), Mary Winkes (Manito/Cannon Hill), Carol Tomsic (Lincoln Heights), Pam Schermehorn (Cliff/Cannon),

Welcome/Introductions

Meeting was called to order at 6:11 pm. Chair, Randy McGlenn, apologized for the late start due to a password difficulty accessing Zoom

Attendees introduced themselves and their neighborhood connections.

Committee Reports

There were no reports.

Project Review

Randy said Colin Quinn-Hurst is scheduled to present on the Bicycle Map Comprehensive Plan Amendments at the September meeting.

Clint Harris provided the documents used for the project preview. Randy clarified the additional information on the worksheet. He said the area is yards. The cost is estimated. The projects were identified on maps. Chip/Seal in purple. Grind/Overlay in orange. Chip/Seal is for roads that are in good condition and don't require much work. It's a first approach. A Grind/Overlay is when the road conditions need more work, but not intense construction. The projects being reviewed were selected at the June meeting from the Citizen Transportation Advisory Board (CTAB) six-year residential project list. Randy said things to consider during the review were sidewalk infill, sidewalk repair, traffic calming and bike lane needs. Examples noted were the concurrent install of bike lanes on Bernard and streets on project lists are not eligible for a mural with the Asphalt Art Pilot Program. It was noted that CTAB board members need to reach out to neighborhood councils even if there is no stipend available. Projects discussed were Cleveland/Rebecca, Fiske from 17th/15th, Elm from Central to Francis, Queen from Crestline to Stone. Randy said Shauna is working on a process where the neighborhood councils can submit a request to have streets put on the project list. A clarification of the CTAB criteria was requested. Randy said the CTAB six-year project list is reviewed each month. Projects on the list can be pushed back for projects with more priority. Heroy at Napa and Pittsburg was noted as needing more work than Queen from Crestline to Stone.

Roundtable

Charles mentioned that his council had wanted sidewalk infill on southside of North Ave, but the city installed sidewalks on the north side. It was because three houses required retaining walls on the north side, an additional expense.

Carol said she would like someone to speak on traffic studies as many were funded in the 2020 traffic calming program. Randy said he would find someone.

The proposed Chick Fil-A on the South Hill was discussed. It was noted the developer had not yet submitted an application to the city since pre-development. The developer was told the codes and requirements they would have to meet. One being 93 more parking spaces than was allowed. The developer was given the council's district plan. Traffic safety was discussed. A meeting with the developer was suggested. A roundabout at 29th/Regal was suggested.

Meeting adjourned at 7:07 pm
Next Meeting 9/27/2020

CHHS/HAS July/August Liaison Report by Kathryn Alexander

CHHS Board - August 3 Report

We were introduced to two new hires in NHHS: John Hall, the new director and RaMona Pinto.

We were treated to a quick overview of the Point In Time Report:

<https://static.spokanecity.org/documents/chhs/hmis/reports/2022-point-in-time-pit-summary.pdf>

City Council Report

The language ordinance was approved, so the city will now make available city information in various languages.

The third ARPA amount is being released with a focus on small business, non-profits, and the cooling shelter.

Commerce is offering \$24 million to address homelessness and providing 30 days for results.

All city 4-plex zoning has been approved on a trial basis for a year.

The Guardians contract for the shelter is expected in September, The next study session for the City Council will contain updates on the shelter

Sit/Lie tightening of the ordinance came to the City Council and was defeated.

Retreat

We finalized the agenda. The agenda provides foundational information for new members who will be attending.

George Dahl

Reported on the comments for the CAPER and the Annual Action Plan. One comment was received.

Director's Report

Commerce Grant – they are contracting directly with providers. Catholic Charities has a contract to buy and fix the Quality Hotel to address the homeless situation. United Way is doing intake. Camp Hope is being considered by Empire Health. We are waiting for these to be completed before adding additional projects.

It was mentioned that it would be good for Catholic charities to think about engaging others and making their ideas known, before taking action. Being transparent is helpful to everyone. Three offers have been made for new staff.

COC and NOFO both have contract renewals coming up.

The 5-year RFP process is at the start of its second year. The criteria and process need to be evaluated and refreshed.

The Trent shelter operator will be the Guardians. The services RFP has two new applicants and is in process.

Affordable Housing Committee Report

The \$10 million recommendation for affordable housing has been approved.

RFP Committee's Report

NA

All CHHS Board members need to do the conflict of interest and open meeting training.

HAS July 14, 2022 Reorganizing Meeting

Minutes are shared by Megan Vincello

Agenda:

Reworking HAS/ HAS Workgroups & building a more effective collaborative subcommittee.

Meeting Notes:

Council President Breean Beggs asked each attendee the following questions:

- What has been “working” within the HAS and HAS workgroups?
- What has “not been working” within the HAS and HAS workgroups?
- What are some ways to improve the HAS and HAS workgroups?

What has been working?

- “Empowerment”
- Connections between people and groups
- Passionate involvement even after a year
- Leadership within the Spokane community is actively participating in HAS meetings and workgroups.

What has NOT been working?

- Too many working groups.
- Lack of connection and overlapping workgroups.
- Lack of purpose, loss of overall mission and group purpose.
- Clarity of workgroups and what they should be evaluating and/or reviewing.
- Unknown how City Council seeks to use HAS suggestions/ recommendations.

- Disconnection between workgroups and City Council.
- Inadequate community representation on subcommittee and within workgroups.
- Lack of connection to resources currently available within the City of Spokane.
- Lack of meeting notes from previous HAS/ HAS workgroup meetings.

Ways to Improve? Ideas:

- Reestablish priorities and purpose/ mission statement of HAS
- More education on funding sources that are available
 - Need for better understanding applications and materials associated with grants.
- Merge Council and Administrative working groups.
 - How do we work better together towards similar mission?
- Better communication and follow-up from Council on the recommendations made by HAS/ HAS workgroups. What action has been taken by Council based on these recommendations?
- Consolidation of workgroups.
- Invitation to individuals to participate in workgroups who are not part of the HAS.
- Website buildout for better public engagement.
- Education for public, conduct workshops, and public outreach campaigns.
- Creation of designated forms to be used by HAS
- Create stable and continuous communications and meetings.
- Clear processes of HAS
 - How does communication flow at the city?
 - Feedback about what we share with Council, and how that is used.
- Creation of term appointments, affiliations, and appointee lists.
- Transparency for Community about what HAS does, and what it is used for.
- Accessibility and transportation of information for community.
- Reengage with individuals who have left HAS/ HAS workgroups.
- Creation of diversity within HAS/ HAS workgroups.
- Expansion of participants and inputs.
- Creation of “joint taskforce” for HAS (City Council/ Admin)
- Quarterly study sessions with Council
- Better assessment of desired outcomes.
- Better membership recruitment.
 - Only 1 workgroup per person
 - Monthly reporting of each workgroup to larger HAS.
 - Structured meetings:
 - Scheduled times
 - Updates
- Aligning workgroup with City Departments.
- Provision of foundational documents to HAS
 - Resolutions from Council.
- Sufficient supports for staff and meetings.

Proposed Agenda for HAS Meeting on 7/21/2022: **CANCELLED**

- Council President has requested this meeting be postponed until August 2022 so that clarifying documents can be developed for consideration by the HAS.
- A new meeting invite will be sent prior to August's meeting, **please cancel all subsequent meetings for both HAS and HAS workgroups.**

Plan Commission (PC) Liaison Report

To the Community Assembly, September 1, 2022

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

No PC Transportation Subcommittee (PCTS) Meetings in August. Next PCTS meeting September 4.

August 10, 2022 PC Meeting in Person and via WebEx

Housing Work Group met at 1:00 p.m. (in person and via WebEx)

Architecture discussion with Rick Mohler, UW Professor of Architecture and Seattle Planning Commission

<https://arch.be.uw.edu/people/rick-mohler/>

Plan Commission Met at 2:00 p.m. (in person and via WebEx)

Workshops:

1. Building Opportunities and Choices for All interim zoning ordinance resolution of support –Passed as amended. Hearing on September 12, 2022

2. Spokane Parks and Natural Lands Master Plan

<https://my.spokanecity.org/parksrec/master-plan/adopted-plan/>

3. South Logan TOD Project – SEPA Planned Action

<https://my.spokanecity.org/projects/south-logan-transit-oriented-development-project/>

No Housing Work Group or PC meeting on August 24. (Summer break)

The Housing Work Group and PC meeting is scheduled for September 14.



**City of Spokane
Citizen Advisory Committee to the
Urban Forestry Tree Committee**

3 p.m. Tuesday, Aug. 02, 2022
Hybrid in-person and WebEx virtual meeting
Katie Kosanke - Urban Forester

Committee Members:

- X Kris Neely
- Matt Ugaleta (absent)
- Tim Kohlhauff (absent)
- X Beth LaBar
- X Guy Gifford
- X Toni Sharkey
- Catherine Olsen (excused)
- X Cindy Deffe
- Joe Zubaly (absent)
- X Caleb McIlraith

Parks Staff:

Katie Kosanke

Park Board Members:

Christine Verheul

City Staff and Guests:

Logan Callen

MINUTES

The meeting was called to order at 3:06 p.m. by committee chair Kris Neely.

Approval of Minutes:

No changes or updates to the June 2022 minutes. No vote was taken as there was no quorum.

Discussion Items: None

Public Comments: None

Standing Report Items:

1. Staff Report: Katie Kosanke gave a staff report.
 - a. Urban Forestry has been busy with dead tree removals, in addition to cleaning up limb breakage.
 - b. Volunteers are assisting with supplemental water and mulch in areas with an abundance of newly planted trees, such as Audubon and Comstock Parks.
 - c. Steve Nittolo has been doing a lot of tree work on the golf courses.
 - d. The Land Council has purchased 100 trees which will be planted by volunteers this fall. In addition, they are looking at a survival study and providing tree care tips for the trees planted in previous years.
 - e. There will be some tree-care work that will be contracted out along Grand Blvd at Manito Park with pruning and some removal later this year.
 - f. There are many storm drains in the area that are failing, which need replacement and in close proximity to street trees. Kudos to the Engineering Department who agreed to do a design change, moving a fire hydrant and implementing a major design change in order to save a mature street tree for a citizen.

- g. Tree permits are continuing to be issued as well as inspections for tree requirements.
- h. There is a new work order system being utilized by the City called CityWorks, which has the capability of tracking work orders.
- i. The Emerald Ash Borer, the single-most damaging insect in the United States, has been discovered in a couple of trees in Portland and Spokane trees are being diligently monitored.
- j. There have been collaboration discussions with Environmental Services, who has an interest in trees.
- k. Katie and Jeff Perry will speak at the PNW-ISA, a large regional arborist conference held in Coeur d'Alene this fall, covering "The Power of Partnering with Non-Profits" and a detailed presentation of the Urban Forestry nursery operation with the extraordinary root systems.
- l. Pruning assistance was offered in the Garland district, which was partially funded through Utilities.

Old Business:

1. Watering trees educational messaging – Cindy Defee
Cindy, Kris Neely and Tim Kohlhauff met several times and are revising the audience from horticulturalists and arborists to the general public. Tim believes with one more meeting the draft can be finalized. The brochure will be available electronically as well as paper.
2. Downtown Spokane Partnership tree program opportunity – Katie Kosanke
 - a. There is an educational need, primarily with watering, for the downtown trees. Removal and replacement is costly to the abutting property owners; many owners are unaware of their street tree responsibility.
 - b. Katie met with Mark Gelhaus, Clean and Safe operations director at the Downtown Spokane Partnership. They are still supportive of an educational program downtown. Urban Forestry would assist with staff and volunteer training, and educational messaging. There is possible opportunity for the Clean and Green teams to monitor the downtown area and help identify problematic trees and then recommendations can be made to abutting property owners.
 - c. Katie would like to apply to the Washington DNR for a grant to assist with an educational program.
 - d. A major issue is believed the Water Department doesn't have complete records of downtown irrigation which has caused some confusion as to what trees are on private vs. public water systems in an approximate 80 block area.
 - e. Katie has a list of parties interested in serving on an educational committee, which she will be contacting soon.
 - f. In answer to Kris Neely's question, the street trees are the abutting property owner's responsibility for care and maintenance and also part of their development requirements. Downtown Spokane Partnership is responsible for watering planters and garden areas downtown, but are not responsible for trees, however, they have a vested interest in their survival.

New Business:

1. Stewardship Guides distribution – Katie Kosanke
The printed guides, which offer useful tools and tips for proper tree care, pest management, and available programs throughout Spokane, are now available for distribution. Katie has encouraged the committee to take a few and distribute in public areas where there would be interest, such as libraries, etc.
2. Urban Forestry Development Services Stakeholder summary of input and recommendations– Katie Kosanke

- a. Per Spokane Municipal Code, Urban Forestry (UF) shares responsibilities with Development Services (DS), mainly with street trees. Historically, an informal agreement between the two departments exists. Because of the Arborist background, the DS pays a UF staff person to assist with plan review, commercial and residential site inspections and interior landscaping. Due to time restraints, it has become challenging for UF staff to complete these informal obligations. Contractors have expressed confusion over which department is completing and enforcing the assignments. To continue providing excellent customer service, UF is proposing the responsibilities of interior tree inspections be given back to DS. The City Engineering services detail has not been amended in many years and will soon be updated. A landscape architect, either in-house or contracted, will also be used to research what other cities are doing pertaining to Design Standards such as offsetting from utilities and then will reach back to the stakeholders with recommendations.
 - b. Parks Management hired a consultant to assist with facilitation of stakeholder meetings between DS, contractors, etc. which resulted in four priority actions with a projected 30-days-to-implementation timeframe.
 - i. Review planting detail which should be site specific based on planting scenarios
 - ii. Review minimum separation distances which has to do sites being unable to plant many trees, due to existing obstructions.
 - iii. DS will move to interior landscape inspection. UF will remain available for consultation, training and spot checking.
 - iv. The fee in lieu of street tree section should be clearer to the reader and reworked to include the minimum separation distance revisions. Improving design standards to allow more trees to be planted will reduce the occurrence of this fee.
3. Board cultural specification and standards revision – Katie Kosanke
The [last revision to this guide was 2002](#) and is quite lengthy. A consultant was hired to work on this in 2019/2020. [The revised, more concise version](#) is now ready for review and finalization. The intended audience is the tree professional. Once finalized, this will go before the Park Board for their approval.
4. Other – Katie Kosanke
Toni Sharkey asked Katie's opinion as to the effectiveness of the tree ordinance: Is it helping? Are the developers accepting their role? Have there been any track homes or developments where the ordinance works well? Katie responded that there has been a learning curve. One item in the ordinance is tree planting at single family dwellings. As most surrounding communities have supported this practice for nearly 10 years, the larger contractors have been compliant. However, the smaller contractors have had some hesitation. There has been interest but no participation in the tree retention incentive for new construction, which offers a discounted water bill for retaining trees onsite.

Adjournment: A motion was made by Toni Sharkey and seconded by Cindy Defee to adjourn the meeting. Meeting adjourned at 4:00 p.m.

The next regularly scheduled meeting is 3 p.m. Aug. 30, 2022.

Spokane Trees and Landscape Requirements



Priority Actions



History and Process

History

- Development Services Partnership overview
- Challenges – staff + urgent timelines
- Some feedback / complaints

Process:

- Management hired consultant
- Stakeholder meetings with Development Services and contractors, etc
- 4 Priority Actions recommended



4 Priority Actions

1. Review Planting Detail – form separate for different planting scenarios
2. Review Minimum Separation Distances
3. Development Services to inspect interior landscapes (UF Consult, and training provided, plus spot checking)
4. Fee in Lieu of Street Tree

