

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



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

Please review previous month’s minutes:  
\*Community Assembly Minutes: November 3, 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	19
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### Agenda

5. City Council (Council Member Cathcart).....	15 min (5:50)	Oral Report	-
6. NHHS Director Introduction (Kim McCollim) .....	15 min (6:05)	Oral Report	-
7. Liaison Committee (Paul Kropp).....	15 min (6:20)	Discussion	-
<i>CHHS Board and Design Review Board vacancies</i>			
8. Admin Committee Update (Randy McGlenn) .....	10 min (6:35)	Oral Report	-
<i>New Admin Committee, CA Committee Goals reminder</i>			
9. CA Committee Reports (Committee Chairs) .....	20 min (6:45)	Vote	23
<i>Budget: CE Grant Remaining Funds Vote</i>			
10. Roundtable Discussion .....	10 min (7:05)	Open Discussion	-

### Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee.....	24
• Budget Committee.....	26
• Building Stronger Neighborhoods Committee (BSN).....	27
• Land Use Committee.....	40
• Liaison Committee.....	42
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	43

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

• Community Housing and Human Services (CHHS) Liaison Report.....	-
• Design Review Board Liaison Report .....	-
• Plan Commission Liaison Report.....	44
• Urban Forestry-Citizen Advisory Committee Representative Report .....	46
• Housing Action Subcommittee Liaison Report .....	-
• Plan Commission Transportation Subcommittee Liaison Report.....	-
• Park Board Development and Volunteer Committee Representative Reports.....	-

\*\* 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.”**

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# Community Assembly Core Values and Purpose

## **CORE PURPOSE:**

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

## **BHAG (Big Hairy Audacious Goal):**

Become an equal partner in local government.

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

## **CORE VALUES:**

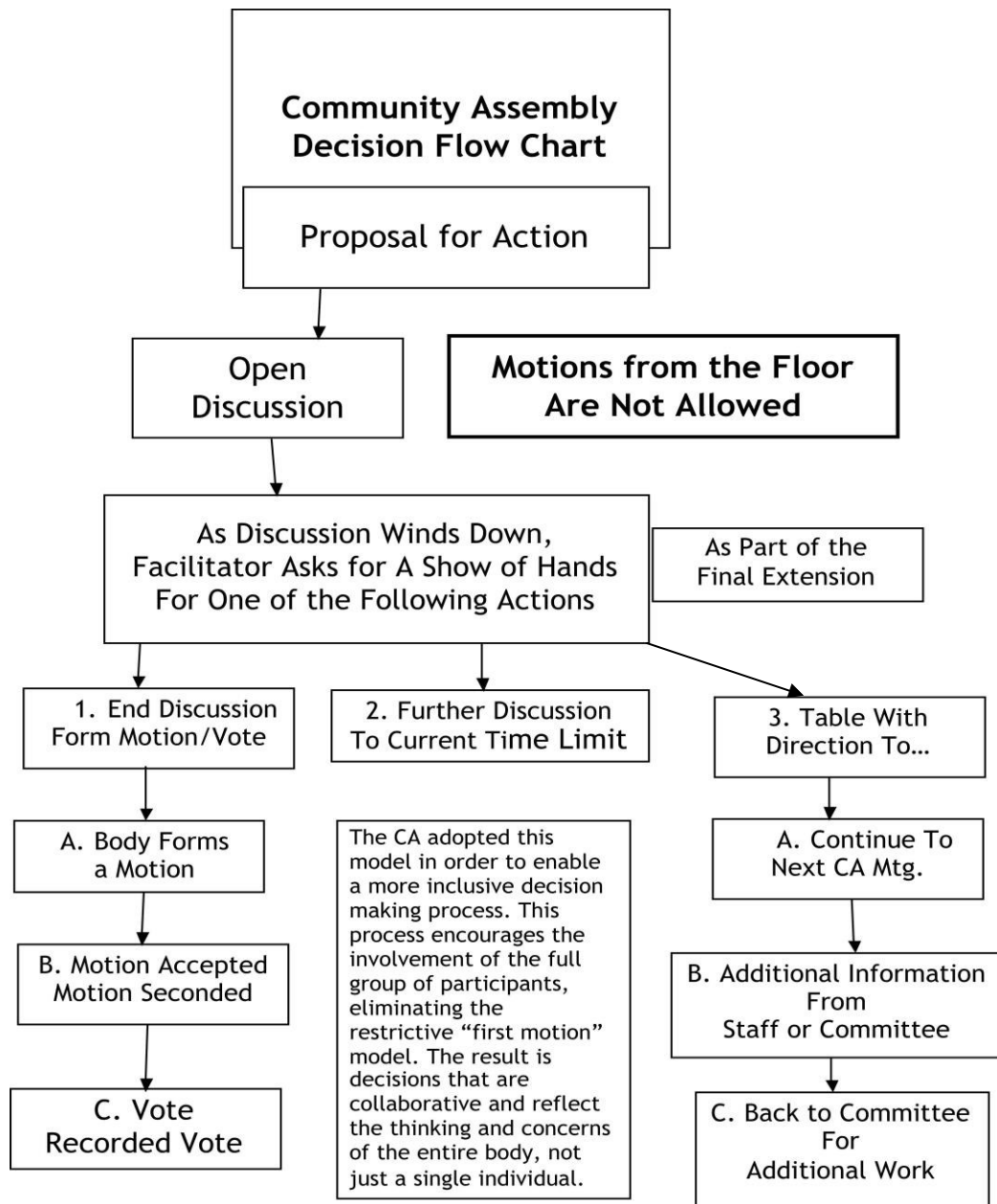
- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent,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

## **VIVID DESCRIPTION:**

The Community Assembly 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

November 3, 2022, via WebEx web conference

Meeting called to order at 5:30 p.m. by Jennifer Cumbie

### Attendance:

- **Neighborhood Councils Present:** Audubon-Downriver, Balboa-South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, East Central, Emerson-Garfield, Five Mile Prairie, Grandview-Thorpe, Hillyard, Latah-Hangman, Lincoln Heights, Logan, Manito-Cannon Hill, North Indian Trail, Northwest, North Hill, Riverside, Rockwood, Shiloh Hills, Southgate, West Central, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Cliff-Cannon, Comstock, Minnehaha, Nevada Heights, Peaceful Valley.
- **City Staff Present:** Annie Deasy [Office of Neighborhood Services (ONS)], Amber Groe (ONS), Council President Beggs [City Council (CC)].
- **Visitors:** Paul Kropp (Liaison Committee), and Jennifer Cumbie (facilitator), Colleen Gardner (Chief Garry Park), Rachelle Strawther (Gonzaga University), Kris Neely, Urban Forestry Citizen Advisory Committee, Randy McGlenn [Pedestrian, Transportation and Traffic, (PeTT)] Committee, [Citizens Transportation Advisory Board, CTAB)], Kathy Thamm (Peaceful Valley NC).

### Administrative:

1. **Introductions:** The facilitator asked for all Community Assembly (CA) Representatives to identify themselves and their Neighborhood Council (NC) in a poll for attendance and for permission to record the meeting for Amber Groe (ONS) to provide accurate minutes. This request was approved, 14-approve, 5-deny, and 1-abstain.
2. **Propose Agenda:** Mark Davies moved. Kathryn Alexander seconded to approve the agenda. Motion passes with 20-approve, 0-deny, and 2-abstain.
3. **October Minutes:**
  - a. Paul Kropp requested that an amendment be made to the October minutes under item #7, the fourth bullet point, so that they read, "The CA has two open liaison positions. One for Community, Housing, and Human Services (CHHS) and one for Design Review Board (DRB)."
  - b. Daniel Zapotocky moved. Mark D. seconded to approve the amended October minutes. Motion passes with 18-approve, 1-deny, and 4-abstain.
4. **Open Forum:**
  - Mary Winkes – Reminded CA that the 2021-2022 Comprehensive Plan amendment recommendations were made by the Plan Commission and they will go before City Council (CC). View the briefing on Monday, November 7 on City Cable 5. In addition to the briefing, two hearings will take place on Monday, November 14, and then again on Monday, November 21. Both events will have sign in at 5 p.m. and public testimony at 6 p.m.
  - Kathryn Alexander – We have a new NHHS Director, Kim McCollim, nominated by Mayor Woodward. Kim has a lot of HUD (Housing and Urban Development) experience.
  - I had a discussion with George Dahl about whether Community Development Block Grant (CDBG) funds came into the City during COVID and they have. That means that there is about \$9 million in CDBG funding that has been sitting there and not allocated in any way. We need to pay attention to this if we want to keep the neighborhoods involved in this program. This is something that the CA needs to talk about. What do you want your role to be? Representatives need to talk about that with Kim.

- Paul Kropp – CA has an open position on the CHHS board. There is also an open position on the Design Review Board. The Liaison Committee has received two further requests about DRB. We have not seen any interest for CHHS. These are important positions. Paul urged CA to recruit for these positions.
- Greg Francis – Land Use Committee switched to the first Wednesday of the month. We are in the process of recruiting for the executive board. We would like to see a better turnout in the future, especially with lots of projects coming from the City this year. We decided to relax the rules for LUC executive board and are hoping to encourage more people to become involved and take on leadership roles. Greg will be stepping away from Land Use Committee and CA to focus on Plan Commission.
- Fran Papenleur – Building Stronger Neighborhoods has been busy with the CA Retreat and the CA Handbook. If you are a brand new CA Rep or your neighborhood has new leaders coming on BSN would be willing to sit down with them one-on-one. Please note that the BSN Committee will be meeting on Monday, November 28, at noon- 1 p.m. at Liberty Park Library next month (different location) to meet with Randy McGlenn who will share about communication strategies including, communicating around controversy, working between competing groups, and more.

### **Legislative Agenda:**

#### **5. Council President Beggs Report:**

- Apologized for low City Council attendance at the October joint CA/CC meeting, and CC will work for this to not happen again.
- Proposed in 2023 for a meeting to take place with three CC members, ONS staff and CA members to work through things together. This would be a one year committee focused on neighborhoods. We would ask three questions: what's working; what's not working; and what can we do to make things better?
  - Kathryn: How many CA folks?
    - CP Beggs: You tell me. Maybe not the whole CA, but you tell me what works.
  - Mark: Will it be in person or online?
    - CP Beggs: In the world we live in we would likely do a hybrid option. We are increasing tech in the briefing center and would likely hold it there. There is no starting date. This is my announcement to you.
- Lisa Gardner will help us get this started. Send Lisa two to three people and we will move this forward.
- The City Council had a discussion today with the Chief Financial Officer about the budget. A challenge with the budget currently, is that it spends more money than it takes in and is using the reserves to not overspend. Council has some worries about using the reserves to keep the City out of deficit and has asked for a 10% savings reduction.
- CP Beggs is not sure of the proposed budget for CA, however, Council is in favor of trying to keep it at what it was last year to preserve the CE (Community Engagement) grants and SNLA (Spokane Neighborhood Leadership Academy) funding.
- CP Beggs addressed a chat comment related to property tax- The City can increase property tax by 1% each year (about \$8/house). It will raise between \$450,000 - \$500,000 dollars a year and funds likely be used to purchase police vehicles.
- The Legislative Session is coming up. CC has a process in which they work with our lobbyist on top tier issues that are Spokane focused and then we have other tiers that we focus on more general topics. We are currently working on the regulations for the Waste to Energy Plant. The Greenhouse Gas emissions for the Waste to Energy Plant are less than trucking it elsewhere. In the past we've been penalized for that in the legislation and seen landfills get rewarded. CC is working on reversing that.

- We are currently looking for money to build an American Indian Center. It coordinates a lot of services for urban Native Americans and the City is offering some land for this project.
- CC is also working on getting some funds for a pedestrian bridge in Riverfront Park.
- Spokane Police Department (SPD) has a training center and CC is hoping for an upgraded center using outside funds so that we do not need to use City funds to do that.
- A success in the legislature from last year was installing speed cameras around parks and hospitals. If you have a park or hospital where a speed camera should be put in to reduce speed to 20 mph, please let me know. Council just had three new speed cameras placed near schools on the South Hill.
- Council will be working with the Streets Department and SPD to determine the location of these cameras. Email CP Beggs with a resolution by the end of January from your neighborhood council if you have a location(s) that you would like speed cameras to be placed.
- Council is currently trying to fill the Manager of Neighborhood Connectivity Initiatives, previously held by Shauna Harshman. In addition, CC is also looking to fill a Legal Advisor role, previously held by Brian McClatchey. Both positions are currently posted. Kara Odegard, Head of Sustainability Policy & Initiatives, has given notice and will be leaving by the end of the year so Council also will be recruiting for that position.
- CP Beggs answered a few questions from the chat including:
  - Parks budget-- The budget for Parks is 8% from the City in terms of what the general budget was as of 2 years ago (they are on a budget formula). They also have other funding sources.
  - Jail -- The jail and that is a County issue. It would cost about \$500 million to not truly give us any more cells or make us any safer. We are waiting on the County Commissioner elections. Crime is down over the past few years, but more publicized on social media. WSU works with a huge department on criminology and I would like to get a big report from them to provide data on crime.
  - Traffic Calming -- Traffic calming 2.0 is just waiting on engineers to review priorities and then will be restarting NC meetings. Likely will be after the first of the year.
  - Redistricting -- The City Council supports that neighborhoods should not be split between districts. As a note, very few voters will be affected with the re-districting maps.
- **Move to extend discussion by 5 minutes, first extension.** Daniel motioned, Kathryn seconded. Motion passes: 17- approve, 1- deny, 2- abstain.
- **Move to extend discussion by 5 minutes, second and final extension.** Daniel motioned, Justin Pimsanguan seconded. Motion passes: 15- approve, 2- deny, 2- abstain.

## 6. CA Retreat Recap (Tina Luerssen and Rachelle Strawther):

- CA held a retreat last month and had 15 Neighborhood Councils that were represented.
- There has been a lot of frustration amongst the councils and neighborhoods and that we feel forgotten. Thank you, CP Beggs, for being here tonight and reminding us we are not forgotten.
- The impacts of the turnover in staff and not having continuous advocacy along with the disconnect from meeting virtually leads to challenges for that were discussed.
- The retreat was facilitated by Rachelle and Kristen from Gonzaga Leadership.
- We are hoping to discuss today the priority #1 on the report we received back: "Unify and strengthen CA as a team"
- Rachelle Strawther (GU) presented "Suggested Next Steps following the 10/10 CA Retreat"
  - Spent 2021 engaging with neighborhood leaders and ONS, and co-designed and co-instructed Spokane Neighborhood Leadership Academy.

- Suggested Priorities for a Strategic Plan:
  - #1: Unify and strengthen CA as a team
    - Opportunity for CA to evaluate itself and 're-set'
    - Create Community Agreement rules of engagement
    - Determine purpose of meetings and align structure to serve that purpose
    - Evaluation governance structure for effectiveness and efficiency
      - Kristen posed questions for the CA to consider about governance structure including, accountability, facilitation, 1:1 representation, etc.
    - Enhance new member on-boarding
  - #2: Ensure CA has a 'seat at each table'
    - Request and re-instate standing meetings with key City departments/leaders.
    - Who is empowered to make those asks?
  - #3: Leverage CA's strength as a passionate and committed voice for neighborhoods
    - Use collaboration and voice as a primary builder in our work
  - #4: Enhance CA's presence in NCs and communities
    - Create an awareness campaign
- Colleen Gardner: This was one of the best presentations and aligns with how I was brought up through CA. I am excited about how this can be adopted by CA. We need to go back and revisit values.
- Carol Tomsic: Rachelle, you are so good and I love the idea of the idea of a virtual open house. The CA gives us so many ideas to take back to our neighborhoods and our residents.
- Fran: The key here is an ad hoc committee to start developing a strategic plan and strengthening our governance of the CA.
- Tina: I would love to have 3 volunteers here tonight to get an ad hoc committee to focus on strategic planning formed to do this work.
  - Debby Ryan, Mark, Susan, Mary, and Eileen Kazura indicated that they are interested via chat.
    - Mary volunteered to serve as the Interim Chair to set a date and time
  - Randy: (via the chat) I don't know if I would need to be on the committee, but would love to share ideas and experiences. Such as I will be sharing with the BSN this month.
- Rachelle:
  - Power is based on influence. Served president of a staff assembly at Gonzaga and we had to be thoughtful about how to speak with one voice. Don't forget to pause, re-set and reinvigorate.
- **Motion: To establish an ad-hoc Strategic Planning committee.** Interim chair of Mary Winkes, with Mark Davies, Debby Ryan, Eileen Kazura, Randy McGlenn, and Susan Mensching on the initial committee. Tina motioned, Colleen seconded. Motion passes: 17- approve, 1- deny, 3- abstain.

## 7. Urban Forestry Citizen Advisory Committee (UF-CAC) (Kris Neely):

- Spokane Urban Forestry Citizen Advisory Committee (CAC) interfaces to Spokane's Forestry Tree Committee (UFTC)
- Supplies tree professionals and interested lay citizens with a keen interest in trees.
- In 2022 CAC has been focusing on publications including the "Spokane Tree Watering Quick Guide."
- This guide was to help Spokane residents learn about how, and why to water their trees year-round.



- The document will be published in the first quarter of 2023.
- The Tree Stewardship Guides were reviewed by CAC and are available in print and electronic form
- The City of Spokane Arboricultural Specifications and Standards Document Review aids tree professionals working in the right of way around the City. It also will help in Planning. Expected publication of this document will be January 2023.
- The Downtown Spokane Partnership Tree Program is envisioned as a multi-entity co-operative including City and others is focused on tree management, conversation and enhancement.
- CAC has openings for 3 members. Topics include industry, education, and more. Please consider joining and can find more information about CAC on the City website.
- Toni Sharkey works closely with Kris to do this work.
- Paul: The positions available are not CA positions, but positions at large. You do not need to be a resident of the City of Spokane to participate.
- Kathy Thamm: Trees planted in Peaceful Valley have been dying and people in the community often share concerns with Parks. Should we share with CAC instead?
  - Kris: We are more than happy to help you. Whatever we can do to help, we want to do.
- Susan: When we have dead trees in a public space we report it to the Parks Dept. Is this something that we take to you?
  - Kris: the City's Urban Forester is a part of this committee so yes, please bring this to our committee.
- **Move to extend discussion by 5 minutes, first extension.** Mark motioned, Kathryn seconded. Motion passes: 16- approve, 4- deny, 0- abstain.
- Carol: The more I learn about trees the more I learn that they have monetary value. Is that something this committee covers?
  - Kris: this is not something that we cover.
- Lindsey: I have a neighbor that recently asked me about planting a tree in a paved parking strip.
  - Kris: Paul could help you find the right person.

## 8. Admin Committee Updates (Tina):

- Seth Knudson (Cliff-Cannon) and Admin Chair, let us know earlier this year that he stepped down from his position his neighborhood.
- We are at the time of year where we are electing for the Admin committee. Requirements for the committee can be found in the P&P.
- We had six candidates who were willing to serve on the committee: Fran Papenleur, Randy McGlenn, Shae Blackwell, Dale Walker, Lindsey Shaw, & Cliff Winger. We have 5 elected positions on admin committee and we need to elect 5 committee members tonight.
- **Motion: Vote for 5 of the following to serve on CA Admin Committee for next 12 months. You may vote for up to five names.** Official representatives please choose up to five of the following: Fran Papenleur, Randy McGlenn, Shae Blackwell, Dale Walker, Lindsey Shaw, & Cliff Winger. Mark motioned; Andy Hoyer seconded.
  - The majority vote (voted onto Admin Committee): Shae, Fran, Randy and Dale
  - Tied for votes (runoff vote required): Lindsey and Cliff
  - *(See results for vote between Lindsey Shaw and Cliff Winger below)*
- We also need to establish Policies & Procedures review committee.
  - Topics for this group include: reviewing the MOU, discussing the use of recordings of CA meetings. How they can be used and establishing policy for the use of recordings.

- If anyone has anything else that you would like us to look into, please forward them to Tina, Luke and/or Mark.
- Request for three members to serve on the P&P review committee.
- Luke Tolley, Tina Luerssen, and Mark Davies volunteered to serve on the P&P review committee.
- Tina will serve as the interim chair, to set up the meeting time/location for the group.
- Mary: I don't see Daniel here, but you may want to reach out to him since he learned a lot last year and could add value.
- **Move to extend discussion by 5 minutes, first extension.** Fran motioned, Kathryn seconded. Motion passes: 15- approve, 2- deny, 2- abstain.
- **Motion: Vote for 1 of the following to serve on CA Admin Committee for next 12 months. Official representatives please choose 1 of the following: Lindsey Shaw and Cliff Winger.** Mark motioned, Debby seconded. Motion passes:
  - Lindsey received the majority runoff vote and will serve on the Admin Committee.
- The final list of members for the 2022-2023 Admin Committee includes: Fran Papenleur, Randy McGlenn, Shae Blackwell, Dale Walker, and Lindsey Shaw. New members should plan to attend the late- November Admin meeting on Tuesday, November 22, at noon on Zoom. Tina will be there to pass the baton to new members.
- **Motion: Form ad-hoc Policies & Procedures review committee with Tina Luerssen (acting Chair), Luke Tolley and Mark Davies.** Mark motioned, Andy seconded. Motion passes: 19- approve, 0- deny, 2- abstain.
- A reminder that SNLA applications close on Wednesday, November 30. This is a great opportunity and provides many great incentives to participants, including grocery cards to participants.

#### 9. Budget Committee (Ken Cruz):

- Two members are terming out on the budget committee. If you are interested in participating contact Ken. The role of this committee is to approve Community Engagement Grant applications and track expenditures. We also coordinate training, make sure reimbursements are ongoing, and support NCs along the way.
- Mark volunteered to serve on the committee via the chat.
- There is \$6,700 remaining CE Grant funds. The budget committee proposed creating informational postcards about the NC system in hopes of increasing participation in NCs that are struggling to stay active.
- Mark: This effort supports what came out of the retreat to benefit neighborhood member engagement. This would be money well spent.
- Kathryn: Could ONS help supply the remaining funds needed to supply postcards to all seven NCs who are indicated as struggling to stay active?
- Mary: If a neighborhood is completely dark, what will be put on the flyer?
  - Tina: We would direct them to ONS and the building stronger neighborhoods (BSN) committee. We would try to do some sort of mentorship with interested members.
- Colleen: I am leery about mailings and are there other options that we looked at? What can we do to help these neighborhoods?
  - Tina: With the time constraints of spending, we thought this would be a good option.
- Kathryn: We need to make a postcard more appealing than the clean up postcard.

- **Move to extend discussion by 5 minutes, first extension.** Lindsey motioned, Mark seconded. Motion passes: 18- approve, 0- deny, 1- abstain.
- Shea: It's been shared with me that a family wanted to join Minnehaha and they are struggling getting connected to their NC and finding leadership positions. What if we work with Cable 5? Can we also move the map of neighborhoods from the first floor of City Hall to the basement for marketing during in-person meetings?
- Lindsey: I work at the NE Community Center and we just started up a group and are helping them to get connected to NCs.
- Ken: What if we prioritize postcards to the NCs in red (on the budget slide "CE Grant Remaining Funds") and print additional post cards to give to neighborhoods that are doing "okay" where leadership can hand them out. We can prioritize the neighborhoods that are in red this budget cycle and consider the other neighborhoods next budget cycle.
- Tina: The thought about printing extra postcards for the non-red neighborhoods could be really helpful for neighborhoods who are looking to hand them out by hand.
  - Fran: Gail Cropper struggled with handing out ~5,000 postcards in her neighborhood. Door to door drop off can be challenging.
- Mark: the printing for the postcards must be done internally at the City via Reprographics.
- **Move to extend discussion by 5 minutes, second and final extension.** Carol motioned; Kathryn seconded. Motion passes: 15- approve, 3- deny, 0- abstain.
- Tina suggested a motion via the chat: Use remaining Community Engagement Grant funds to send a mailer to Hillyard, Minnehaha, Nevada Heights and Riverside (those NCs that did not spend any CE Grant money this year).
- Kathryn: Maybe we can shave off a percentage of each from each neighborhood so we can send some of the postcards to each of the NCs in need?
- Tina: I am open to Kathryn's suggestion. What would people prefer?
- Mary: How would the City decide who would receive the postcards?
  - Annie: We try not to do the trimming for the NCs. We prefer that the NC do that. The cleanest way to do that is to say to mail to the first X number of households.
- CA requested to move forward with the suggested motion in the interest of time.
  - **Motion: Use remaining Community Engagement Grant funds to send a mailer to Hillyard, Minnehaha, Nevada Heights, and Riverside (those NCs that did not spend any CE Grant money this year).** Andy motioned, Ken seconded.
    - Roll call vote final tally-- Motion passes: 16- approve, 1- deny, 2- abstain.
    - Vote count below:

Audubon-Downriver-- approve	Grandview-Thorpe – approve	Northwest -- approve
Balboa – abstain	Hillyard – approve	Peaceful Valley – not present
Bemiss – deny	Latah-Hangman Valley -- not present	Riverside – approve
Browne's Addition – not present	Lincoln Heights – abstain	Rockwood – not present
Chief Garry Park – approve	Logan – approve	Shiloh Hills – approve
Cliff Cannon – not present	Manito-Cannon Hill – approve	Southgate – approve
Comstock – not present	Minnehaha – not present	West Central – approve
East Central – approve	Nevada Heights – not present	West Hills – approve
Emerson Garfield – not present	North Hill – approve	Whitman – approve
Five Mile Prairie – not present	North Indian Trail -- approve	

- Tina: Additionally, we had a request for awards this year, if we have three people who are willing to complete this ad-hoc committee.
  - Gail, Fran, and Ken volunteered via the chat for this committee
  - Fran volunteered to chair this group.
  - Funds for the awards committee should not exceed \$500.
- **Motion: to form ad-hoc Awards Committee of Ken Cruz, Fran Papenleur and Gail Cropper. Funds for awards NTE \$500.** This is a Roll Call vote; please type Name, Neighborhood Council, and Yes or No: Tina motioned, Debby seconded.
  - Note: A vote took place via the poll feature of Webex, however, Webex would not share the results with facilitator (Jennifer Cumbie) or meeting owner (Annie Deasy). Members remaining on the call were asked to re-vote via the chat. Results for chat vote are directly below.
  - Roll call vote final tally-- Motion passes: 11- yes, 0- no, 1-abstain

Debby Ryan, East Central--yes	Ken Cruz, West Central-- yes
Mary Winkes, Manito-Cannon Hill --yes	Tina Luerksen, Grandview-Thorp-- yes
Carol Tomsic, Lincoln Heights—abstain	Fran Papenleur, Audubon-Downriver--yes
Luke Tolley, Hillyard--yes	Charles Hansen, Whitman—yes
Kathryn Alexander, Bemiss --yes	Gail Cropper, Northwest--yes
Colleen Gardner, Chief Garry Park—yes	Shae Blackwell, Riverside --yes

#### 10. Roundtable Discussion:

- Andy -- When does Jennifer's contract expire?
  - Jennifer will send Andy her contract for Admin to review.
- Fran – I have not received any summary from the meeting on October 20. Is CHHS planning to share out a summary of what talked about at the CDBG/housing meeting? Kathryn will remind George of his commitment to send the summary out to attendees of the forum.
  - Andy has a copy of the summary and will include it in the CA packet for December.
- **Meeting Adjourned at 8:33pm.**
- Next Community Assembly scheduled for **Thursday, December 1, 2022**

## Community Assembly (CA) Amended and Approved Meeting Minutes

October 6, 2022, via WebEx

Meeting called to order at 5:30 p.m. by Jennifer Cumbie

### Attendance:

- **Neighborhood Councils (NC) Present:** Audubon-Downriver, Balboa-South Indian Trail, 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, Peaceful Valley, Rockwood, Southgate, West Central, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Comstock, Five Mile Prairie, Minnehaha, Nevada Heights, Northwest, Riverside, and Shiloh Hills.
- **City Staff Present:** Annie Deasy [Office of Neighborhood Services (ONS)], Amber Groe (ONS), Justin Lundgren [Spokane Police Department (SPD)], Council Member (CM) Karen Stratton (City Council)
- **Visitors:** George Dahl [Community, Housing and Human Services (CHHS)], Jenn Cerecedes (CHHS), Paul Kropp (Liaison Committee), Jennifer Cumbie (facilitator), and Randy McGlenn [Pedestrian, Transportation and Traffic (PeTT) Committee, Citizens Transportation Advisory Board (CTAB)]

### 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 to provide accurate minutes. This request was approved, 15-approve, 3-deny, and 0-abstain.
  - a. Dale Walker was unable to use the poll, so he verbally approved the recording of the meeting.
2. **Proposed Agenda:** Mary Winkes moved. Kathryn Alexander seconded to approve the agenda. Motion passes with 18-approve, 0-deny, and 3-abstain.
3. **September Minutes:** Carol Tomsic moved. Tina Luerssen seconded to approve the amended September minutes. Motion passes with 12-approve, 2-deny, and 6-abstain.
4. **Open Forum:**
  - Greg Francis- The Land Use committee has moved from the third Thursday to the first Wednesday of each month. Land Use will not be having an October meeting and will be meet on November 2. The hybrid meeting will start at 5:30 p.m. (online and at the Shadle Library). Greg encouraged more representatives to attend. Land Use will be codifying emergency changes upcoming.
  - Mary- Urged members to read the Plan Commission report. There are important results in the recent report. Soon, the report will be in front of City Council. There is still time to provide feedback.
  - Kathryn- CHHS meeting was held yesterday. CHHS had a retreat and talked about policy changes and funding concerns a clear divide between Continuum of Care and CHHS. This is possibly the last EARP, it will be going to the same vendors as the last round. ARPA meeting took place at Camp Hope today to look at funding issues that may be part of the camp. Nicolette Ocheltree who was working with CM Bingle is now working with City Council as a Housing and Homelessness Coordinator. They will be working on a tenant and landlord ordinance in November which will contain universal credit checks, close the loop on just cause and create a landlord registry. On Thursday, October 20,2022, from 4 to 5:30 p.m. at West Central Community Center there will be a meeting to determine the priorities for Community Development Block Grant (CDBG) funding. All are encouraged to attend. Katherine provided context about the spending. Kathryn is working with Jenn Cerecedes in CHHS.
  - Randy McGlenn- Provided updates for the PeTT committee and CTAB. Working on getting new members up to speed for the CTAB and we lost Shauna Harshman so will be playing catch up with our

new administrator for that program but just wanted to let everyone know that we're finally getting things dialed in and we'll be working on trying to design some regular reporting that will be informative and useful for the community assembly and the neighborhoods.

### **Legislative Agenda:**

#### **5. Councilmember (CM) Stratton's Report:**

- CM Bingle and CM Stratton are working with the American Indian Community Center and the Parks Department to find park land to provide a permanent building for them to provide services to the community. Once they find land, they will move forward with their financial ask for the space and things will move from there.
- The Preliminary Budget from the Mayor's office was sent to City Council (CC) this week.
- The Spokane Homelessness Coalition met today at Camp Hope. The Department of Health and Licensing was on the ground to help folks provide new IDs to those who do not have them to receive services. The perimeter fence was set up. There are also efforts to provide general IDs for people living there.
- 15 peer support members onsite to provide direct treatment. Starting classes on how to be housing ready. There is a store where people can pick up a sack lunch, soaps, etc. There was a meeting that took place between the county, the city and the dept of transportation to talk about the property.
- In Northwest Spokane there was a ground breaking yesterday on the Millennium Development.
- There is also a revitalization project and groundbreaking happening in the Garland District. That has been slowed down, however, meetings planned between the developer, the business district, and CM Stratton (possibly others) are happening to determine what the building is going to look like on the outside since some residents were concerned about that.
- CM Stratton sent an email to Five Mile Prairie and North Indian Trail about Strong Road. Check with your neighborhood council for more information.
- Interviews for a new Neighborhood Housing and Human Services Director are taking place on Friday, October 6. There is a meet and greet taking place for staff and a few interviews are taking place.
- Emerson-Garfield and North Hill: working to get a gateway sign to introduce people to the neighborhood. Two artists are working with the neighborhoods to complete the sign.
- Mark: There is a big project going on in the county that will affect Five Mile Prairie and North Indian Trail. What is the city doing about it? City sewer and water was signed off on in September.
  - Stratton: there is a group of neighborhood citizens who are putting together a proposal of concerns for the builders.
- Tina: Last week, we had a joint CA/CC meeting and we had a low turnout from council. Two members showed up and they left before the end of the meeting. How can we help CC? We are trying to be an equal partner in government.
  - Stratton: there is a lot going on right now- homelessness and budget so that could be why. Urged CA to contact CC reps for your district and letting them know you are looking forward to them attending the meeting. Typically, we have four to five CC members at the joint meetings. The low attendance concerns got back to council and were heard.
- Mary: Are the CA/CC meetings on the CC calendars? I think if CC knew it was the 5<sup>th</sup> Thursday of the month they would be more inclined to attend.
  - Stratton: It is on calendars. Apologized for attendance.
- Carol: After you finish the sign, can you share with the other neighborhoods about how you got the funding for the grants?

- **Move to extend discussion by 5 minutes, first extension.** Andy Hoye motioned, Christopher Savage seconded. Motion passes: 13- approve, 4- deny, 1- abstain.

#### 6. **Spokane Police Department (SPD) New Patrol Configuration (Assistant Chief, Justin Lundgren):**

- Assistant Chief Lundgren's presentation will be emailed to the CA.
- SPD Assistant Chief shared a presentation about the new patrol staffing that will start in January 2023.
- SPD is experiencing a high level of attrition and are working to hire more officers. SPD will have 40 officers depart sometime over 2022. Next year, there will be three academies where we will be looking to hire 10 qualified applicants from those and hire mid-level applicants as well.
- SPD currently has 356 funded positions. Spokane is 1.62 officers per 1,000 citizens.
- The response time for calls and number of calls that they are receiving has gone up. A large number of them are emergency calls. To respond to this, SPD has increased overtime which is costly and takes a toll on officers and morale.
- Current patrol staffing model includes one captain, eight lieutenants, 16 sergeants, 16 carpools, 120 officers, and six light duty officers.
- Current precinct staffing includes one captain, one lieutenant, zero to one sergeant, one to three detectives, three to four Neighborhood Resource Officers (NROs).
- The upcoming configuration will include a blending of these two models. Including one major, four captains, 11 lieutenant, 22 sergeants, 16 corporals, 154 officers working over a three shift, 10 area model. (A map was shared.)
- Officers will have smaller geographic areas- with a geographic based model the officers may be able to be more efficient and can be more localized (knowing the resources in the area).
- Challenges that will be faced include: public access to NROs, paradigm shift for most levels within SPD, organization changes take consistent time and effort
- Goals for the transition include: decreasing response time, put more officers on patrol, eliminate bar patrol, reduce mandatory/other overtime, increase officer morale, create early and late downtown sector.
- With the new configuration, a hope is to return to a more community oriented policing. All officers are NROs where they develop ownership in neighborhood areas. SPD wants to live up to their mission and believe this new configuration will help them reach it. SPD will evaluate the configuration as they roll it out to make sure it's meeting the needs of the community.
  - Question: Eileen Kazura- is this information publicly available?
  - Question: Mark- Is there a reason the staffing is not equal across sectors?
    - We want to decrease "cross beat" officers. Would like officers to stay in their sector. We also need staffing across the city at all times that meets the needs of the city. There is consideration to the needs of the communities and the current number of calls we get plus the needs of a potential large scale event.
    - Will the precinct teams have someone who attends neighborhood councils?
      - Between the precinct teams, someone will attend the neighborhood councils.
  - Question: Bill Forman- Does the downtown precinct include anyone beyond Riverside, Peaceful Valley and Browne's Addition? Are there any days of the week that there is more coverage?
    - These are the correct neighborhoods. They will receive more coverage through this configuration.
    - On some Wednesdays and Fridays there will be a double up day between officers.

- Comment: Carol- Jake Willard is the best NRO and we want to put a plug in to keep him in our neighborhood. I really like that you said foot beats. I think that would help a lot.
- Question: Susan Mensching- I saw that Geiger might be closing and currently can't hold people for long. Is there a way that to hold building owners of nuisance buildings accountable?
  - Our corrections system in the county is a confined space and is not the most modern and does not have the room for what our needs are. At some times, in order for someone to be booked in, we have to move someone out of the jail to make room.
  - There is a process for nuisance buildings. There are certain crimes that have to happen in order for SPD to follow the process. Report any issues.
- Question: Randy McGlenn withdrew his question and requested a copy of the presentation
- **Move to extend discussion by 5 minutes, first extension.** Mark motioned; Christopher seconded. Motion passes: 13- approve, 4- deny, 1- abstain.

## 7. Design Review Board (DRB) and Future Liaison Recruitment (Paul Kropp)

- Information about the DRB position is in the agenda packet on page 10.
- Kathryn Alexander: Will be leaving all of her city work at the end of December including her role on CHHS. Very nervous about the lack of involvement in some of our neighborhoods, especially in District 1. We need to strive to work as a whole, I see us still only working for ourselves. Looking to continue her work through edible landscapes. We are 29 neighborhoods. If we had one voice we would be so powerful.
- Gratitude was shared for Kathryn from Paul, Fran and Randy.
- Amended -- Paul Kropp: The CA has two open liaison positions. One for Community, Housing, and Human Services (CHHS) and one for Design Review Board (DRB).
- Randy McGlenn: we need to invest into this partnership because this is a partnership between the city and us.

## 8. Reappointment of Plan Commission Liaison (Paul Kropp)

- Liaison committee suggests to reappoint Mary Winkes to a third and final term to the plan commission committee. Mark moved to approve Mary's continued appointment. Fran seconded. Motion passes: 14- approve, 0- deny, 6- abstain. (Dale Walker approved via the chat. Mary verbally abstained. Justin abstained)

## 9. CA Retreat (Tina Luerssen):

- The retreat is on October 10 from 9 a.m. – 2 p.m. at the Hive on Sprague Ave. Currently, there are 14 people who have registered and two from ONS. There will be a brown bag and potluck hosted for lunch- please do not leave the site for lunch.
- We have an identity issue as CA. We have 29 neighborhoods not being one cohesive voice. There is a lot of passion, but not always productive. The purpose of the retreat is to help us get to one voice and have a stronger voice when we talk to city council.
- Notes will be shared out after the retreat- the retreat will not be recorded.
  - Questions: Andy- Brian Walker has been very helpful to neighborhoods and BSN. Could he be helpful in creating a marketing plan for member recruitment?
  - Comment: Luke- We need to do work at our councils to make sure that they are inclusive and inviting before we can run off and do a recruitment marketing campaign. Part of the retreat will be about this.



#### 10. Admin Nominating Committee (Tina Luerssen):

- Kathryn, Mark and Tina were on the nominating committee. Fran Papenleur, Dale Walker, Randy McGlenn, Lindsey Shaw, and Shea Blackwell were interested in serving on Admin Committee next year. In between now and the next meeting, please let the Admin Nominating Committee know.

#### 11. Admin Report: CA/CC Recap., Policies and Procedures (P&P) (Tina Luerssen):

- In November, we will be looking for three people to be on the P&P Review Committee.
- A few topics we discussed for that is the use of recorded meetings, MOU between CA and ONS (review annually with P&P review).
- CA/CC meeting had poor showing from council last month. Started the meeting with Jenn Cerecedes and then went into City Council updates (redistricting, camp hope, moratorium). The CC did not stay to talk about CA work. The CA had a productive discussion about how to have a more effective relationship with CC moving forward.
- Kathryn: The CA/CC should be a dialogue and less announcements/reports. Not even CA and CC, but with ONS and CHHS.
- Mary: It was understood by a LA that the later portion of the CA/CC meeting was not meant for CC. We may need to be more clear about who and what the space is for.

#### 12. Roundtable Discussion:

- Jenn--in the process of examining the recommendations from John Hall. We are in a very tight timeline to secure a Request for Proposals (RFP) for CDBG funds. We would like to host an in person meeting on Thursday, October 20, to discuss priorities for the CDBG funds. We will be working to put together a survey to also retrieve neighborhood feedback for priorities. Proposing to wrap the \$400K into the RFP.
  - Should neighborhood members send their ideas for funding directly to Jenn? We will also extend comment suggestions through the end of October.
    - Carol: Our neighborhood (Lincon Heights) requested a toilet downtown.
    - Randy: There is frustration from the neighborhoods because there has been priorities determined that CA approves, that do not move forward. We would like the CC to develop a strict process that CA is a key player in. CDBG are not community oriented if community is taken out of the loop.
    - Luke: This funding has been stolen from us. We need a good faith that the process needs to come back to neighborhoods. The process of neighborhoods gathering together to put in an RFP is unrealistic.
    - Carol: We need to keep this in the neighborhoods. The residents would get involved with this.
    - Andy: Are the old RFPs and the \$400K from 2019 be rolled into the \$4.5 million?
      - Jenn: No, they will not be rolled in. These funds are already allocated.
    - Mary: On October 20, I suggest we urge the administration use our money together to help house the unhoused.
- **Move to extend discussion by 5 minutes, first extension.** Fran motioned. Lindsey Shaw seconded. Motion passes: 14- approve, 2- deny, 2- abstain.
- **Move to extend discussion by 5 minutes, second and final extension.** Fran motioned. Andy seconded. Motion passes: 14- approve, 4- deny, 2- abstain.

- Susan Mensching: I am from West Hills and residents in our neighborhood are not even being listened to. The non-profits are having a louder voice, have a louder impact and influence on the Administration. Susan encouraged CA to be together on this.
- Luke requested CHHS updates from Jenn for 2019 and she agreed to send them.
  
- **Meeting adjourned at 8:02 p.m.**
- Next Community Assembly scheduled for **Thursday, November 3, 2022.**

**To Neighborhood Council Officers, CA Reps and Alt Reps, and CA Liaisons:**

**It's the end of the year, which means it's time to nominate folks for Community Assembly's annual awards!**

At the November CA meeting, an ad-hoc Awards Committee was formed, consisting of Fran Papenleur (Audubon-Downriver), Ken Cruz (West Central), and Gail Cropper (Northwest). This Awards Committee is asking you, as a neighborhood leader, to nominate deserving individuals for the following three categories:

- **"Spirit of the CA" Award:** This is an acknowledgement of exceptional service to the Community Assembly and commitment to uphold the Community Assembly's purpose and values.
  - *Eligibility: Only CA Reps and Alt Reps are eligible for nominations in this category.*
- **"Good Neighbor Award"** – This is an acknowledgement of exceptional service to the Spokane Neighborhoods and commitment to uphold the Community Assembly's purpose and values.
  - *Eligibility: Neighborhood Council members & officers, CA Reps & Alt Reps, and CA Liaisons are eligible for nominations in this category.*
- **What the above award winners receive:** a certificate in a heavy paper certificate holder
- **Special Award: Jeannette Harras Award:** Jeannette exemplified what a lifelong commitment to community organizing and meaningful community work looks like. As an instrumental member of the earliest days of Community Assembly, in addition to being a part of the Logan Neighborhood Council, she advocated for the needs of the entire Spokane community. Jeannette served on CA's committees, worked with the City on CDBG/NCDP funding, and worked with fellow neighborhood leaders to inspire projects, cultivate enthusiasm, and engage in strategic thinking. Nominees of this award should exemplify a commitment to community organizing, community involvement, selflessness, and a desire to see meaningful and positive impacts in the broader Spokane community.
  - **What the above award winner receives:** a crystal award
  - **Previous recipients:** Tina Luerssen, Fran Papenleur, Kathryn Alexander, Colleen Gardner, Charles Hansen

Attached you will find a fillable pdf form to use for nominations. **The deadline for submission is December 15, 2022.** When submitting nominations, please include all three emails in your email to Fran Papenleur ([papenleurf@yahoo.com](mailto:papenleurf@yahoo.com)), Ken Cruz ([stratosphere648@gmail.com](mailto:stratosphere648@gmail.com)), and Gail Cropper ([nwncspokane@gmail.com](mailto:nwncspokane@gmail.com)). You may also mail the form to c/o ADNC, PO Box 10068, Spokane, WA 99209.

Award winners will be announced at the January 2023 CA meeting. We thank you for this opportunity to appreciate hard-working volunteers and good citizens that help make our neighborhoods and communities better places to live.



## Community Assembly Awards Nomination Form

Due December 15, 2022



*Complete form entirely and submit to emails listed at bottom of page no later than Dec. 15.*

**Your Name and Neighborhood Council:**

**Your Phone Number:**

**Your Email:**

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**Award Categories (refer back to email announcement for description of awards):**

- Spirit of the CA Award
  - Good Neighbor Award
  - Jeannette Harras Award
- 

**Indicate award category of your nomination:**

**Name of Nominee:**

**Nominee's Neighborhood:**

**Please describe why this person deserves the award (Please keep description to a paragraph):**

Return form via e-mail to all Awards Committee members: Fran Papenleur ([papenleurf@yahoo.com](mailto:papenleurf@yahoo.com)), Ken Cruz ([stratosphere648@gmail.com](mailto:stratosphere648@gmail.com)), and Gail Cropper ([nwncspokane@gmail.com](mailto:nwncspokane@gmail.com)) by December 15. Please put "CA Award Nomination" in the subject of the email.

*rae dunn.*  
SIGNATURE COLLECTION

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THANKS.



Members of the  
Community Assembly.

Thank you for inviting me  
to your meeting and your  
participation in the  
redistricting process.

Your work is vital to  
Spokane and I appreciate  
all that you do individually  
and as a group.

All my best -  
Heather Belbe-Stevens



# Get Involved in Your Neighborhood!

Your neighborhood council has a voice within our City government! We need your help to keep that voice strong. Neighborhoods hold clean-up events, request traffic calming funds, and decide how to spend Community Engagement Grant funds. Neighborhood council meetings allow for community building, collective action and decision making, in addition to resource sharing. This work can't happen without dedicated volunteers.

To discover your  
neighborhood council, scan  
the QR code, call 311 or visit:  
[my.spokanecity.org/  
neighborhoods/councils](https://my.spokanecity.org/neighborhoods/councils)



## MEETING SUMMARY

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Community Assembly Admin Committee

DATE: November 22, 2022

TIME: 12:00PM

LOCATION: Hybrid - Tribal Room at Spokane City Hall & Virtual

PRESENT: Tina Luerssen(Grandview-Thorpe), Randy McGlenn(East Central), Fran Papenleur(Audubon-Downriver), Dale Walker(Chief Garry Park), Kathryn Alexander(Bemiss), Lindsey Shaw(Logan), Christopher Savage(Balboa/South Indian Trail), Shae Blackwell(Riverside)

City of Spokane Staff: Gabby Ryan, ONS Liaison

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CA Admin Committee meeting was held as a hybrid meeting with attendees participating via in-person and virtually at Noon on Tuesday, November 22. The purpose of the meeting was to set the CA Agenda for the meeting of December 1 and transition the committee to new leadership through elections of new Admin Committee Officers.

Tina Luerssen, outgoing CA Admin Secretary, opened the meeting, welcomed everyone attending and explained the role and responsibilities of CA Admin Committee. Introductions were made amongst the group. Tina also explained that new officers would need to be elected.

Randy McGlenn was nominated for Chair (Fran) – no other nominations, approved unanimously

Fran Papenleur was nominated for Vice Chair (Randy) – no other nominations, approved unanimously

Shae Blackwell was nominated for Secretary (Fran) – no other nominations, approved unanimously

Randy McGlenn, Chair, welcomed the new officers and led the committee through the remaining agenda.

### Continued Business

Pending immediate action was a letter to Mayor Woodward from CA regarding the reappointment of Mary Winkes to serve on the Plan Commission. Noted that the CA shall nominate and City Council will appoint. Motion passed unanimously to send letter of nomination. Gabby will get signature from Randy and forward to the Mayor's office.

### New Business – Draft CA Agenda for December 1

It was suggested that CA should invite new NHHS Director Kim McCallim to the December CA meeting. Randy will extend a formal invitation. (Allow 15 minutes)

There was a request from Paul Kropp, Liaison Committee Chair, to update the CA on two liaison vacancies - Design Review Board and CHHS Board. Kathryn is stepping away from CHHS Board, leaving the second vacancy. (Allow 15 minutes)

### Admin Committee Updates & 2023 Goals

Fran suggested time be allowed for brief updates from standing committees. This month, the Awards Committee, Budget, and BSN could each present at the meeting for five minutes.



Kathryn queried whether committee goals have been created and shared, Fran suggested putting committee goal discussion in reminders.

Tina shared that the CA Policies & Procedures are due for annual review and revision. She suggested that the ad hoc group work to shore up responsibilities with new Admin Committee leadership. Explained issues with timing of terms beginning and ending.

A handout from the CA Retreat was discussed but determined to be more useful for discussion at the next meeting.

It was noted by the group that the Admin Committee meets one week and two days prior to CA meeting.

Dale said that he would like to see deadlines for Community Engagement Grants and Clean Up discussed at the next meeting.

Fran requested an ONS update in reference to the Director vacancy.

Kathryn shared her understanding that the ONS Director would be in position by end of year.

Gabby said that more information would be forthcoming from the Budget Committee regarding mailing postcards to the four inactive neighborhoods previously voted on. She also shared that ONS Director interviews are currently being held, and a new hire is expected by the end of December.

Tina suggested the Admin Committee meeting time and date could be changed if conflicts exist. The committee discussed and decided unanimously that 4:30PM will be the new start time. December 27 is next Admin Committee meeting.

Committee agreed due to time constraints that committee goals will be discussed at next Admin meeting.

Approval of draft agenda (Dale/Shae) Motion passes unanimously. Agenda set for December 1, 2022.

#### Other

Admin Committee to conduct Policies & Procedures review of 1.) Who takes minutes going forward 2.) CA members leaving early from meeting.

Suggested for next Admin Committee – 1.) Discuss return to hybrid meetings 2.) Purchase of OWL video system from Budget.

Gabby shared that the libraries are open to hosting meetings for community groups after hours, and has the necessary technology. Would need to discuss with Andrew Chanse. However, ONS staffing may be an issue.

The meeting concluded at 1:12PM.

# DRAFT

**\*DRAFT\*** Community Assembly Committee Meeting Notes: Budget Committee  
11/28/22 7:00pm, virtual via Zoom and in-person at Fire Station 4.

Members present in-person: Tina Luerksen (Secretary: Grandview-Thorpe), Ken Cruz (Chair: West Central). Guest: Mark Davies (Five Mile Prairie). Present on Zoom: Gail Cropper (Vice Chair: Northwest), Kelly Lotze (Browne's Addition). City staff present on Zoom: Gabby Ryan. Absent committee member: Scot Webb (North Hill).

## Agenda:

1. Meeting notes from 10/24/22 approved by consensus.
2. Expenses update from Gabby: \$7200 approximately remaining. Estimated cost of printing postcards + \$500 for CA awards, leaves about \$1439 remaining. Gabby calculated printing costs (without mailing) for the other 3 NCs not approved for the mailer, \$1030 total. We could print about 11,289 postcards with this amount. NCs could hand these out at events. Tina suggested adding a phone number to the postcard, but there isn't a general ONS mailbox anymore, just direct CPC lines. Suggestion to include 311 for the contact number. Ken also suggested bringing these cards to COPS shops for distribution. We will have to add a roll-call vote at CA this Thursday for CA approval. Budget committee consensus to approve all remaining funds to print postcards.
3. Tina and Kelly are termed out after this meeting. Mark is here to be a committee member for 2023. We don't believe that Scot will be returning for 2023, so the committee needs 2 more members. Ken will ask for 2 more members at CA, along with the roll-call vote...request 10-minute agenda modification for Budget committee.
4. Next year plan: Gabby will be working remotely from EST mid-end of February 2023, so that might change when the Budget training could be held. Committee has discussed "packages" to lay out to make applications easier, this could be prepared before Training. Tentative plan for 3/6/23 Training date. Tina suggested holding a "paperwork workshop" a month or so before the application deadline to help NCs complete their applications. Possible application deadline Fri 6/23/23--this allows all NCs to meet at least twice between training and deadline.
5. Next Budget Committee meeting is scheduled for Monday, January 23rd at 7pm. Agenda: committee officer elections, planning dates for training and deadlines, working on package suggestions. Gabby will confirm meeting dates for 2023 at Fire Station 4.
6. Meeting adjourned at 7:55pm.

**\*DRAFT\* Community Assembly Committee: Building Stronger Neighborhoods**

11/28/2022 12:00PM virtually on Zoom and at Liberty Park Library.

Present at Library: Fran Papenleur (Chair: Audubon-Downriver), Randy McGlenn (ECNC), Liz Goodwin (West Hills), Christine Quinn (West Hills). Present on Zoom: Tina Luerssen (Secretary: Grandview/Thorpe), Mary Lou Sproul (Browne's Addition), Kathryn Alexander (Bemiss), Gail Cropper (Northwest), Dave Lucas (Vice Chair: Rockwood), Luke Tolley (Hillyard), Zoe Schinko (Logan). City staff: Amber Groe (ONS).

**Meeting Agenda:**

1. Committee Housekeeping: October meeting notes approved by consensus.
2. Updates
  - CA Retreat Results/Recommendations: Fran recapped the discussion at CA, focusing more internally within CA and Committees, reworking CA agendas to have more dialogue and less outside presentations. Making sure that CA is gathering information and establishing more formalized dialogue between the NCs and City. Kathryn stated that CP Beggs will be re-instating the CC Neighborhoods Committee, giving CA/ONS/CC a collaborative committee to work together within. CP Beggs asked for CA participation on this committee. CA voted to establish a Strategic Planning Committee at the 11/3 meeting, the initial meeting is scheduled via Zoom 11/29 at 6pm. Luke reiterated that the Retreat was a great, energizing session, but left some of us feeling lacking for a plan going forward. Luke is now feeling more invigorated, after learning about Amber's community organizing background, as well as CP Beggs' commitment to the NCs. Newly elected CA Admin committee: Randy is Chair, Fran is Vice Chair, Shae Blackwell is Secretary, plus Lindsey Shaw and Dale Walker as members-at-large.
  - Spokane Neighborhood Leadership Academy (SNLA): planning for 2023, accepting applications currently. Jeff Stevens (Audubon-Downriver NC) will be the co-facilitator along with Kelsey Solberg from Gonzaga School of Leadership Studies. Fran reported that the facilitators will be meeting tomorrow to review applications received thus far. Kathryn and Tina will both be Mentors this year.
  - ONS/CHHS/NHHS: Kathryn reported that a new NHHS Director is in place since 11/14, Kim McCollim. Interviews for ONS Director have taken place, and we're hoping to have a new hire by the end of 2022. Kim has a lot of HUD experience, and Kathryn will be meeting with her later this week. Amber reported that Kim is very interested in connecting with committees and NCs, we can request to schedule her to attend a BSN meeting, possibly January. Kim will be presenting at CA this week, the ONS team had encouraged Kim to attend this.

Amber further detailed that she believes the final ONS Director interviews will be taking place next week. Shauna Harshman has taken a new position, so we presume that she has withdrawn from consideration for this job.

- NCDP funds: Amber reported that CHHS sent a notice last week to internal employees that CHHS has approved 2 positions for the department, which includes a program professional that will help with NCDP program. She also received updated funding information from George Dahl, the NC-sponsored projects are in process for Family Promise, Habitat, NECC, NEYC, SNAP, Transitions, and WCCC. These are the projects submitted in 2019 and put on hold in 2020. Fran asked for details on what NCs will have moving forward for NCDP funds, and what this program will look like. Kathryn will be asking these questions when she meets with Kim.
- Other: Neighborhood Outreach.
  1. Fran reported on behalf of Anne Luttrell (Emerson-Garfield), they had a training program on crime prevention that was well-attended, and will be having a pot-luck in December.
  2. MaryLou reported that BANC will have a holiday party in lieu of their December meeting. Rick Biggerstaff has termed out as NC Chair, elections in January, Vice Chair and Secretary are departing as well.
  3. West Hills reported that they are still working with the City on Empire Health and Catholic Charities issues, catching up after learning about projects already in motion. Ascenda Sober Living is a “good neighbor” in the neighborhood. Kendra Allen Scott resides there and was in the paper last Sunday as “running girl”, she’s an inspiration to many who see her strength and dedication as she runs. WHNC did a gofundme for Kendra to raise funds for her to purchase running equipment. Fran encouraged WHNC to come to CA Admin committee to get on the agenda and garner support for the neighborhood issues.
  4. Gail reported that she’s receiving fairly regular requests for information from new people, these may be coming from City inquiries, and Gail is inviting them to join the NWNC.
  5. Luke reported that Hillyard is ramping back up now that they’re back in-person, but they are missing Leadership candidates. Luke has pledged to help Bemiss stay active, as he now lives in Bemiss NC. He’s hoping to build up capacity and leadership.

6. Dave reported on Rockwood, he is the current Chair and Greg Francis is stepping back from his responsibilities to focus on the Plan Commission. Elections will be in February.
  7. Fran reported on ADNC, focusing on traffic around the Flett Middle School, and re-configuration of the Driscoll/Roberta/Cochran triangle.
  8. Randy is stepping back from ECNC as he moved to WCNC. EC has been dominated by Camp Hope issues, elections will be held in December and there are 2 candidates for Chair.
3. Guest Speaker: Randy McGlenn, “Communication Strategies”. Randy is CA Alternate for East Central NC, Chair of CA PeTT committee, and liaison on CTAB. He has developed a Neighborhood Communication Guide that he intends to share with the CA and NCs. Every NC is different, so various strategies work in different situations. Randy focused on “formalizing” his communication, which can have a big impact on the response you receive, especially from government officials. Understand what you’re asking and put that into an “actionable” term and ask for a response. Working the chain of command: start with ONS liaison, they can help steer you to the right department/person. Do a little research and determine which department you need to work with, you can look up the Director of that department on the City website and cc your ONS liaison. Loop in the people you work with closely/frequently in these communications. When engaging a particular employee’s supervisor, try to be open and clear about any issues that the supervisor may be able to address with the employee. Work on building relationships within City personnel. Dealing with non-city agencies (i.e. WSDOT), start with ONS and CC to advocate on behalf of the NC, keeping those City departments in the loop. Reach out to State Representatives for advocacy. How you word your requests are important, clearly define actionable outcome to avoid confusion. Invite representatives to NC meetings to discuss issues. If the NC is required to take a position, clearly define the majority position of the group. If you’re not sure of the majority position, that lessens your credibility if you present your position on behalf the NC. Randy recommends forming a Resolution, which can be used at all levels (NC, committee, CA, etc). This creates Whereas statements on specific topics that lay out your positions, the facts that support your decision, with a Resolved statement that includes an active statement/request. Randy also suggests including the Media in Resolution statements, which adds gravitas and increases awareness. Randy hopes to include a City organizational chart as well. Fran suggests that this would be valuable to present at CA. Kathryn commented that Carly had prepared an org chart for SNLA, she will share this with Randy. Media, Mayor—be selective about level of communication. Keep representatives and media included on regular meeting notices. Don’t “bog down” higher-level representatives/employees on smaller issues. Balance effective communication without too much information to membership emails,

consolidate into fewer messages for effectiveness. Don't forget about social media and Nextdoor, including meeting notices and special events.

4. Next Steps: January meeting agenda.

- 2023 Officer elections, 2023 Committee goals, continuation of Randy's communication strategies presentation: focused on specific topics requested by committee members.

**No December meeting.** Next meeting at 12:00pm on Monday, January 23<sup>rd</sup>, 2023.  
Location: Virtually on Zoom, in-person at TBD (Liberty Park Library?)

# Neighborhood Communication Guide

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*Created: 23 August 2022*

*Revised:*

## Overview

This document covers communication strategies and techniques for use by neighborhood councils to effectively engage its members, peer organizations and government entities.

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## Types of Communication

Several types of communication take place between neighborhoods and our community. We will categorize and define them for future reference as they will influence how you communicate.

**External Communication:** Emails, phone conversations and letters between the neighborhood council and its members and other entities are external communication. This type of communication usually takes form as meeting notices, announcements and other pertinent information to keep your members and the public informed.

**Internal Communication:** Takes place among neighborhood council leadership and individuals. This communication may differ from external communication in both style and format and used for specific purposes.

**Informal Communication:** Informal communication is a style of writing that relaxes a number of social protocols, such as using titles and context. It is typically used during internal communication where individuals may already have a relaxed rapport.

**Formal Communication:** This style of communication is very structured and adheres to a strict format. Formal communication is most effective when communicating to government entities. When using this style, titles are always used and proper grammar is stressed to ensure clarity and succinctness.

## Communication Formats

This section will go into more detail about the formatting of the types of communication we described earlier. Included will be examples of each of these type of documents and each element will be describe for its purpose.

### Notices

A notice is a form of external communication. Notices inform groups of people about an event or it disseminates information and can be formal or informal. Notices are often accompanied by a supporting document that provides additional information.

### Memorandums

Memorandums, or “Memo” for short, is very similar to a notice but are intended for internal communication. Typically these are used to formalize an announcement of a particular action taken by leadership and disseminating it to the membership. Memos can be sent outside the neighborhood council, but if the communication is being directed to an outside organization, a formal letter may be more appropriate.

### Press Release

A press release is a very special kind of communication and is always intended for the news media. Membership and other outside organizations may also receive press releases but are typically as a courtesy when sent to the media.



## Letters

Letters are an official communication that are sent to outside organizations, but can also be directed to a member or group of members within the neighborhood council. Letters are always formal and follow a particular writing format.

## Resolutions

Resolutions are specially formatted documents, are very formal and used solely for communicating a particular action or decision made by the neighborhood council externally to the public and government entities.

The following page shows an example of a Resolution. Note that the document does not use traditional grammar in its construct. Your word processor may want to try to correct some of the formatting but the document is written intentionally this way for legal interpretation and ensures that the intent is properly understood.

# A Resolution by the Keystone Neighborhood Council

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*Presented before the Neighborhood Council on the 15<sup>th</sup> day of February in the year 2022*

Regarding the disposition of the Keystone Library located on 123 S Central St.

Whereas the Midway Public Library has constructed a new library located at 402 S Acorn St. and opened on 12 November 2021;

Whereas the City of Midway is seeking input from the neighborhood on the final disposition of the Keystone Library;

Whereas the Keystone Neighborhood has an expressed interest in the continued use of the Keystone Library building to serve the community; and

Whereas the Keystone Neighborhood has a need for additional services in the neighborhood; now, therefore, be it

Resolved, that the Keystone Neighborhood Council:

1. petitions City Council Members, City Administration and the Mayor of Midway:
  - a. include in the RFP the following options considered by the Keystone Neighborhood Council:
    - i. to annex the Keystone Library property to the Keystone Community Center to provide additional services to the community;
    - ii. to transfer control of the Keystone Library property to the Midway Police Department for use as a police precinct and the Keystone branch of the Midway Community Oriented Policing Services (Midway C.O.P.S.);
    - iii. to transfer control of the Keystone Library property to the Hispanic Business Professional Association to provide additional space for their organization; and
  - b. actively involve the Keystone Neighborhood Council in the contract award process; and
  - c. to pay for all deferred maintenance up to the date of transfer of the Keystone Library property to the awarded party of the RFP.

By the authority of the voting members of the Keystone Neighborhood Council;

Signed, Janet Domoore, Chair

Certified by the Secretary, Mike Scribbler  
on \_\_\_\_\_

## **Newsletters**

Newsletters are another special kind of document that assists in the neighborhood council informing the public about events and other information. Newsletters are periodical, which means they are released regularly at a desired interval, often weekly or monthly. These can be single page or multiple pages and are usually informal in nature. Newsletters can be a lot of work and often a person, or team of people, dedicate their role to producing a newsletter.

## **Fliers**

Fliers are specific documents that describe an event, whether a meeting, a performance, or some other type of gathering. These documents will always include the topic, location, date and time. There may be other criteria as well, such as an expected donation or attire. Fliers are most effective when they are designed with graphic elements to grab people's attention.

## **Who to Engage**

Good messaging is important. Knowing whom to target your communication is equally, if not more, important. In this section we will discuss who to engage depending on what the topic is.

### **Municipal (City)**

Most neighborhood interaction with the government will reside with the city municipal government. So we will discuss the existing roles which the city has available to us to engage with. An organization chart to help you identify how the city organization is structured will be included in a later revision.

### **Neighborhood Liaison**

This person is the city representative that directly interacts with you and attends neighborhood council meetings. This is your first line of communication with the city and should always be included on any communication with any city official. Because it is common that liaisons cover multiple neighborhoods, it is possible that they will miss meetings from time to time. E-mailing them your minutes is important to keep them up to date when they miss any meetings and can proactively respond to any questions or issues which the neighborhood is concerned. When engaging another city official, copying your liaison in communications will give your liaison a "heads up" that you have reached out to that official. This way when the city official chooses to communicate with them for additional information or to respond, your liaison is prepared if they were previously unaware of the situation.

### **Director of Neighborhood Services**

Your liaison reports to the Director of the Office of Neighborhood Services (ONS). If the neighborhood feels the need to escalate an issue beyond your liaison, this would be the next person to contact. It is important to copy your liaison when communicating with the director, unless the issue is sensitive that including your liaison would be inappropriate, such as an issue with the liaison themselves. Contacting the director is best for topics such as neighborhood related services such as 311 or other citywide neighborhood topics that may be beyond the scope of your liaison and preferably only if the issue is time sensitive.

## **Director, Neighborhoods, Housing, and Human Services (NHHS)**

The director of NHHS oversees a broader scope of services that interface with the public. This person is yet another escalation point. You may be seeing a pattern by this time. When issues are urgent in response or severity that “going up the chain of command”, as the military calls it, is how you tackle these issues. Again, it is important to include the Director of ONS, and your liaison if reaching out to the Director of NHHS. This professional courtesy helps to maintain a good working relationship with those who are involved in that chain of command.

## **Departments**

There are times when involving a city department may be helpful to getting answers to questions or directly engaging on a specific issue, such as a park issue or a problem with a street signal. It can be helpful to engage with these departments directly for a timely response and to reduce the load on your liaison but still keeping them informed. You can find contact information for the departments on the city website, located here:

<https://my.spokanecity.org/directory/officials/by-division/>. This site will have up to date information in case director positions change.

## **Community Assembly**

The Community Assembly (CA) is your next level of advocacy for important issues that may affect multiple or all neighborhoods in the city. It is important to make sure your neighborhood appoints a dependable and engaged representative to the position of CA Representative. Additionally you should appoint an alternate as well. Each neighborhood is allotted a primary and alternate representative and both should be in attendance at any CA meeting. This ensures your neighborhood is adequately represented and can stay informed on issues that affect the neighborhoods as well as raising issues. The CA works with City Council and advises the City Council on policy issues. If there is an issue that will appear to require a policy change the CA will be the first step in addressing that. The CA has several committees and boards that work on specific areas of policy and activity for the city and the neighborhood issue can be steered to those committees to address. Your CA Representatives, when meeting the attendance requirements, can be appointed to one of those various boards and committees. Since a City Council member typically attends the CA meetings, this is also an additional way of informing your issue or question with City Council.

## **City Council**

Your neighborhood will have two city council members to represent your neighborhood and may attend your neighborhood council meetings from time to time. City Council members will often take down issues discussed at your meetings and may follow up through your liaison, their Legislative Aide, or directly. Addressing an issue with your City Council members is one way to get attention to an issue but often is deferred down to one of the city departments. It is advisable to attempt to work out those issues with the department first before engaging with a City Council member or City Administrator. The most typical topics that are for City Council members are any issue that may require a policy change such as altering a municipal code or zoning.

## **City Administrator**

The City Administrator is the primary executive that handles the day to day operations of the city. This person is a representative of the Mayor to the various departments and the public on various administrative issues. The City Administrator is best approached on issues that

pertain to operational or personnel issues that had previously been unsuccessfully addressed by department directors.

### **Mayor**

The Mayor would be your last resort effort to engage any city operational or staff issues. Engaging with the Mayor should be reserved for only the most urgent issues. This way when you are engaging the Mayor, the rarity of your communication at this level warrants the attention that the matter is of utmost importance. Typically communication to the Mayor will be a request for action. Questions, unless they pertain directly to the Mayor themselves should be directed to lower positions. Quite often the Mayor will defer your request to the appropriate department or the City Administrator, but will then result in some level of response. Be sure to copy all levels of the city involved in the topic of your request, including your liaison.

### **Municipal (County)**

Your County government predominantly covers areas outside of the city limits and it would be very rare that you would need to engage them, however, there are at times exceptions.

### **State**

The state government is responsible for higher-level policies and functions that are outside of the scope of the city. Municipal governments interact with the state but often do not have overlapping functions. Such as issues around state right of ways, like the interstate or other state highways, or statewide policies, such as those that affect law enforcement.

## **How to Engage**

This section will discuss a communication strategy that will provide best practices on how to engage with the various levels of government and the public. We will go through the various steps in communication and when to implement those steps.

### **Neighborhood Membership**

Your neighborhood membership is the most important group to keep informed and will be the group you interact with the most frequent. While it is important to keep your membership informed at all times, there can be a limit to how much you should contact your membership base. It is very much a balancing act! Too much communication could cause your members to ignore your messages while not enough can leave your membership out of touch on what is going on. Be sure to have multiple ways to engage your membership. Email is the first and most important method, but don't forget to use social media. Posting on Facebook and Nextdoor are important tools to communicate with your neighbors. These platforms allow you to attach documents as well so you can upload relevant documents to your meetings and events. It is also helpful to copy the text of your agenda and post it directly in the news feed for ease of access to those who may be less savvy at using social media.

### **Meeting Notices**

Your meeting notices should be timely and consistent. Depending on your neighborhood bylaws, you may have varying intervals in which you are required to send out these notices. When sending out your initial meeting notice, be sure to include the agenda, previous minutes (if any), and any other pertinent documents to the agenda attached. Try to send out your initial notice one week before the meeting; this way your membership has plenty of

time to review what is on the agenda and plan accordingly. Next is to send a reminder. Your reminder should be at least 24 hours before the meeting but no more than 48 hours. Putting the notice out more than 48 hours will often result in people forgetting about the meeting, or if less than 24 hours, your membership may complain that they didn't get enough advanced warning, if they missed your initial notice. Including the attached documents in your reminder is recommended. This helps to ensure anyone who missed the first notice to have the documents for the meeting.

### **City Notices**

You will from time to time receive notices from the city and city contractors about topics that are pertinent to your neighborhood, such as a zone change, a demolition or building permit, or road construction. These notices should be forwarded within 24 hours. Try to pick a time, such as after 5 pm or first thing in the morning, so that you can collect and forward all notices of the day in one email so that you can minimize the number of emails to your membership.

### **Special Events**

Special events, such as a neighborhood block party or other neighborhood event should be sent out in a series of notices. Typically event notices should be sent out one month in advance, and thereafter once a week, with the last notice being 24 hours before and optionally the day of the event. Be sure to include graphics and formatting to build excitement for the event and help bring attention to it.

### **Calls to Action**

At times, you may need your neighborhood members to engage directly with the government or to show up to a government meeting or town hall. These are often time sensitive and critical to communicate as early as possible to ensure the greatest number in attendance. If you have advance enough notice, try to send out communication a month ahead, and remind every week thereafter with a reminder 24 hours ahead and the day of. If you have control of when to schedule the call to action, try to schedule it during hours that allow for the most people to attend, such as in the evening hours, or on a weekend. Try to avoid Sundays or Friday evenings. Midday events will exclude neighbors who work during the day, which will commonly comprise of most of your neighbors. Calls to action should afford the most attention. This would be a time to send your email notices with the high importance flag “!”.

### **Government Officials and Agencies**

Your elected officials will often like to be kept aware of what is happening in your neighborhood. Either because they may live in your neighborhood or to be informed in case there are things they are working on that might pertain to your neighborhood. It is good to keep a email group list of your elected officials so that you can copy them easily. Copying your elected officials of your meeting notices and special events are often the best level of regular communication to keep with your elected representatives. Elected officials to include in this communication would be your City Council Members and State Representatives and their associated Legislative Aides. Notice that the Mayor and other Executive officials are excluded here. This is because their role is not representing you but rather running the government and communication with them should be kept to issues as described earlier in this document.

## The Media

The media is another important group to keep informed. These organizations, such as the local paper, television, and radio stations are another way to reach out to your neighborhood membership. The media want to know what is going on in your neighborhood. Including them in your regular meeting notices as well as event notices is a great way to extend your outreach, and it is free! Don't be discouraged if they don't respond or share your information, maintaining regular contact with them will show that your organization is consistent and will be a regular source for information. When a topic comes up that peaks the interest of a news organization, they may reach out to you to ask some questions or even attend your meeting. Contacting the Media frequently can have the same effect as your membership, so be sure to keep your contact limited to pertinent communication.

When stressing the importance of a critical issue that needs immediate and urgent response can also be heightened by copying the media in your communication to the government. Just like reaching out to the Mayor, this should be used very sparingly and only when it is of critical urgency and there is a request for action by your government.

## **Draft Minutes: 11/1/22 CA Land Use Committee**

LUC Members Present: Toni Sharkey (Rockwood), Mary Winkes (Manito/Cannon), Tiffany Picotte (Browne's Addition), Greg Francis (Rockwood), Doug Tompkins (Logan), Steve Ogden (North Hill), Bill Eaton (Emerson/Garfield), Susan Mensching (West Hills), Paul Kropp (Southgate)

City Staff Present: Amber Groe (ONS), Gabby Ryan (ONS), Annie Deasy (ONS)

Commenced at 5:30pm

Meeting Chair: Doug Tompkins

Note Taker: Greg Francis

First meeting in hybrid format with in-person attendees at Shadle Library

Introductions

Approved September 2022 meeting minutes

### **Reviewing LUC P&P Bylaws**

Mary asked if the emergency voting provision for exec committee was needed (maybe all)?

Discussion about the purpose of LUC over time with context from Paul

Mary noted that sometimes CA committees report to CA at the CA's request

Discussed tracking of voting status and sign-in sheets

Note: It was determined exec committee is responsible for this activity

Gabby brought up possibility of going to bimonthly or quarterly meetings to help membership

Decision was to stick with monthly meetings with option to cancel due to activity at city

Paul noted that the CA P&P requires committees to have at least a chair and secretary

It was determined that meeting frequency should be added to the LUC P&P

### **Responsibilities of LUC Executive Committee vs ONS Staff**

Items from Agenda (Greg had identified previously these based on his experience with LUC):

LUC Executive Responsibilities:

- 1) Determine the final agenda (see below for ONS role in determine potential agenda items)
- 2) Determine the LUC goals and track those goals to completion
- 3) Run the meeting and take minutes
- 4) Submit the minutes for inclusion in the CA packet
- 5) Maintain a relationship with Community Assembly
- 6) Recruit new members

ONS Responsibilities:

- 1) Coordinate the reservation of the venue for in-person meetings
- 2) Format and send out notices to the LUC distribution list as well as CA/NC distribution lists for announcing LUC meetings
- 3) Act as a bridge of communications with various departments that may present at LUC, including fielding requests to present to LUC



**Responsibilities of LUC Executive Committee vs ONS Staff (cont)**

Discussed role of ONS communicating to internal city departments

These communications are not meant to be exclusively ONS's, LUC can communicate directly to city staff as well to ask questions, arrange presentations, etc

Gabby expressed concerns of ONS being the middleman on communications

Annie suggested that Amber (ONS staff person to LUC) be cc'd to keep them in loop and allow for follow-up if it's needed

Gabby mentioned transition from planning to ONS and how it was communicated

LUC Exec Committee responsibility addition of maintaining attendance and voting status

Amber said that she is willing to come to Shadle to handle hybrid meeting login

**Discussion about Future Agenda Items**

Toni would like historic preservation for a future meeting considering loss of Manito house

**Executive Board Nominations**

Greg moved to suspend to suspend LUC P&P rule regarding "two meeting of past four" requirement for executive board membership due to low attendance; Bill Eaton 2nd; adopted by consensus

Nominees for December's vote: Toni, Doug, Chuck (Chuck wasn't present)

Greg said that he would bring up LUC membership during open forum at 11/2 CA meeting

**Other**

The LUC P&P on web page needs to be updated to what was adopted by CA (newer format)

Greg said that he would be stepping away from LUC and CA at the end of December

Adjourned: 6:55pm

Next Meeting tentatively Wednesday, December 7th at 5:30pm (Hybrid)

## **Draft Notes, CA Liaison Committee Meeting – Hybrid via Owl 360 – 11/08/2022**

Location: Liberty Park Library – 2:00 PM

Present: Paul Kropp, Southgate, Chair; Andy Hoye, Southgate, Recorder; Bonnie McInnis, West Central; Susan Burns, Peaceful Valley; Annie Deasy, ONS; Julie Biggerstaff, Browne's Addition, CA at-large member of the Park Board Development and Volunteer Committee, DVC; Lindsey Shaw, Logan, CA member of the DVC's Citizen Advisory Committee; Randy McGlenn, (Owl tech support)

Julie Biggerstaff: She was generally disappointed that the DVC was not really focused on input from the Community and also that the Committee did not really understand the Neighborhood Council System and the role of the CA. The membership of this committee includes some "Friends {of various parks}," several Park Board members, and spent most of their time talking about the 50<sup>th</sup> anniversary of Expo 74. She felt that the committee charter was not clear and noted that there were no Policies and Procedures.

Lindsey Shaw: Also frustrated, but notes support for Friends groups, in that much of the membership was from Friends groups. There was a discussion of organizing by District. They are wanting to highlight parks that are on the Spokane River for the 50<sup>th</sup> anniversary.

The Committee agreed to look into getting the Admin Committee to write a letter to the DVC Committee expressing our desire for more neighborhood input – Andy will work with Julie on this. Paul suggested the liaisons could each ask and get a hard copy of the recently adopted 10-year Master Plan for City Parks.

We approved the edited notes from the October meeting.

An individual named Kris Hansen has expressed an interest in the DRB liaison position. She is relatively new to Spokane and a member of the Cannon Hill Neighborhood Council – Paul is working with her. There was one other inquiry who has not responded back. The CHHS position will be posted in December. Jennifer Cerecedes reported that she can now hire 3 people. Kim McCollum has been hired as the new Division Director of Customer Experience, managing 311-Code Enforcement, ONS and CHHS. The city council's Housing Action Subcommittee (HAS) is dormant. The PC plans one meeting in December. The Plan Commission Transportation Subcommittee (PCTS) is on hiatus too until the new year. We noted that there were relatively few Liaison Reports in the packet for the November 3<sup>rd</sup> CA Meeting with a variety of excuses/reasons – we commented that minutes of the meetings are OK as a submission to the monthly CA agenda packet, especially for the Urban Forestry Citizen Advisory Committee.

At our December meeting, we will review our commitment to Julie for some CA support, Paul will reconfirm with the new, incoming Admin Committee that the LC wants to continue a monthly 15-minute placeholder for liaison/representative reports. Randy suggested that Luke Jasmine might be interested in the CHHS liaison position. Dean Gunderson has a list of likely upcoming projects for review by the DRB. There was a discussion of the DRB review of some Kendall Yards projects in the past.

Next meeting is December 13.

Submitted by Andy Hoye, Recorder \*\*

\*\* Adjustments by Paul Kropp, Chair

Community Assembly  
Pedestrian Traffic and Transportation Committee (PeTT) Meeting minutes  
November 22, 2022, at 6 pm  
Zoom

### **Attendance**

Mary Winkes (Manito/Cannon Hill), Carlie Hoffman (Emerson/Garfield), Cathy Gunderson (Chief Garry Park), Charles Hansen (Whitman), Doug Slater (Chief Garry Park), Rita Conner (Southgate), Steve Cox (Audubon/Downriver), Zoe Schinko (Logan), Carol Tomsic (Lincoln Heights)

### **Introductions**

Carol Tomsic, secretary, let attendees enter the meeting, in absence of Randy McGlenn, chair.

Carol tried to call Randy. There was no answer.

The attendees decided not to go forward with the meeting. An informal discussion followed.

### **Traffic Studies**

n/a

### **Roundtable**

n/a

**The next meeting is 12/27/22 at 6 pm.**

## **Plan Commission (PC) Liaison Report**

**To the Community Assembly, December 1, 2022**

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

### **PC Transportation Subcommittee (PCTS) Meeting—November 1, 2022 in person and via WebEx**

1. Equity Considerations in Regional Call for Projects—still being developed. Nothing published yet.

2. Division Street Projects

<https://my.spokanecity.org/projects/division-corridor-plan/>

<https://www.spokanetransit.com/projects/division-connects/>

The next meeting will be held on December 6, 2022, 9:00 a.m.

For more information regarding the sub-committee (including minutes and agendas see:  
<https://my.spokanecity.org/bcc/commissions/plan-commission/transportation-subcommittee/>

### **Housing Work Group—November 9, 2022 in person and via WebEx**

1. Example development pro formas--Todd Beyreuther

### **Plan Commission Meeting—November 9, 2022 in person and via WebEx**

1. Building Opportunities for Housing update –policy and technical analysis discussion

<https://my.spokanecity.org/housing/building-opportunity/>

<https://my.spokanecity.org/projects/shaping-spokane-housing/building-opportunity-for-housing/>

2. South Logan Transit Oriented Development—Market Update, Housing and Anti-Displacement, etc.

[South Logan Transit Oriented Development TOD Project - City of Spokane, Washington \(spokanecity.org\)](#)

### **Transportation Impact Fee Advisory Committee—November 15 in person and via Teams**

I have been appointed to the newly “reconvened” Transportation Impact Fee Advisory Committee which will meet for the first time on November 15, 2022. Here is the definition:

“A Transportation Impact Fee Advisory Committee consisting of individuals representing the building, real estate, and property development industries, the broader business community, community leaders,

community assembly, and citizens shall be appointed by the Mayor to review proposed changes to the fee schedules set forth in this chapter prior to their review and adoption by the City Council. This review shall occur in accordance with 17D.075.140(A). Provided, this section shall not be interpreted as requiring review by an Advisory Board or City Council prior to the automatic fee adjustments contemplated in SMC 17D.075.040(A).”

See its website: <https://my.spokanecity.org/bcc/committees/transportation-impact-fee-advisory-committee/>

The first committee meeting was held November 15, 8:30 a.m. It focused on three things including: 1) the purpose of the committee, 2) the background of the transportation impact fees, and 3) a discussion of the district boundaries, looking at three initially proposed options.

The next meeting will be held in early December.

For a complete record of all Plan Commission agendas, minutes and related documents, see <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

# Urban Forestry CAC Minutes: Tuesday, November 1<sup>st</sup>

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## Members:

Kris Neely

Tim Kohlhauff

Beth LaBar

Guy Gifford

Toni Sharkey

Catherine Olsen

Cindy Deffe (absent) Joe Zubaly (absent)

## Parks Staff:

Katie Kosanke Angel Spell Karin Cook

## City Staff Guest:

Kaitlin Thurman, Environmental Programs

## MINUTES

The meeting was called to order at 3:08 p.m. by committee chair Kris Neely who opened the meeting with introductions.

## Approval of Minutes:

The October 2022 minutes were not available for this meeting. The August 2022 and October 2022 minutes will be voted on at the next committee meeting.

## Discussion Items:

### 1. Ceremonies, Appointments, Announcements

- Katie Kosanke advised Matt Ugaleda and Caleb McIlraith have resigned from the committee. A replacement at Avista has already been found to fill Matt's committee position for a utility representative.
- There are three committee positions open. An at large member, a downtown representative, and a historic preservation representative. Katie will send out an

email for volunteer recruitment that can be sent out to help get new people for the committee.

Public Comments: None were reported.

Standing Report Items:

1. Community Assembly–No report.

2. Staff Report: Katie Kosanke gave a staff report.

- Fabulous fall tree plantings

- o Six pine trees planted at Audubon Park

- o A giant Sequoia tree planted at Audubon Park in honor of the Engineering Department

and the good work they do to preserve trees during city construction projects.

- o A hundred trees were planted this fall through our partnership with the Lands Council and

the SpoCanopy program. Forty were planted by volunteers over a 3-day period and another sixty trees are being planted by a tree service contractor.

- o Twenty trees donated through the Susie Forest were planted along Park Blvd which is a

large grass boulevard area, east of Downriver Golf Course. The Lands Council helped to

coordinate volunteers, tools, and crew leaders for the planting.

- o Other miscellaneous tree plantings including some new, replacement, and donation trees

throughout the parks.

- There has been quite a bit of beetle kill throughout the park system due to drought and increase in beetle activity over the last few years. Some removals continue to be done and will extend into winter months.

- Tree work is nearing completion for the engineering stormwater project at Downriver disc golf course.

- Steve Nittolo has been doing great tree work at the golf courses and helping with various tree and sign issues. He has also been pruning trees for clearance in various parks.

- Spokane Ponderosa, a local non-profit wants to plant lots of trees on city properties. They have asked UF for a list of locations which may be appropriate for these tree plantings. They will hire a contractor for the plantings. These will primarily be seedling plugs for natural areas.

- Fall Leaf Festival – The Fall Leaf Festival was a huge success. There was great attendance, many table vendors providing information about their organizations, lively music, a coffee truck, and a kettle corn vendor. Katie said table vendors told her they believe this has been the best year yet for the Fall Leaf Festival.

- Urban Forestry participated in forestry field day at the quarry at the Spokane County Conservation Districts new site. The Spokane County Conservation District

had many industry representatives there and UF staff brought the bucket truck and had an information booth.

- Katie is working on compiling data for the application for the annual Tree City USA Award.

Old Business:

1. Watering trees educational messaging – Spokane Tree Watering Quick Guide – Tim Kohlhauff

- Tim, Cindy Deffe and Kris Neely worked this summer on a tree watering guide which they hoped to get produce to send out to homeowners. They envision the guide could be on a website and/or could be a trifold brochure that could be sent out.
- The tree watering guide will help remind residents of Spokane of the need to water trees to keep them alive and that here in our area we do need to water most of the trees that are planted with exception of native or forest trees. It will also remind people that trees are a valuable resource, and we want to keep them healthy.
- Katie will send the Spokane Tree Watering Quick Guide out to the group for more feedback.
- Katie is working on gathering some graphics for the guide and working on the design work. The committee would like the brochure to be in a tri-fold format if possible. Katie will check with the Lands Council to see if they would be able to help with design work. The Lands Council did express interest in helping with watering educational messaging because it could also be used for SpoCanopy plantings.
- Kaitlyn Thurman offered to help with designing the brochure. She is familiar with graphic design work and has the software programs that can be used to make the brochure.

2. Arboricultural Specifications and Standards update - Spokane Arboricultural Specifications Revised Draft) and – Katie Kosanke

Katie shared an update and overview for the Arboricultural Specifications and Standards Revision.

- The Arboricultural Specification and Standards document was last updated in 2002 and contains all regulations and standards for work done on trees within the right-of-way or on public city owned property. It is a detailed guide on best management practices for tree work in city right-of-way and city owned properties.
- The revised document will be a helpful city document that will be more user friendly, shorter, and more concise. The document is primarily intended for arborists and also includes the City's design standards for tree planting away from utilities and various code information.
- The committee will review the revised document and provide feedback to Katie by December 1st. The committee can then move the document forward to the Urban Forestry Tree Committee for consideration and then to the Park Board.

Guy Gifford left the meeting at 3:38 p.m.

New Business: None.



Other Program Ideas: None.

Adjournment: A motion was made by Tim Kohlhauff and seconded by Catherine Olsen to adjourn.