

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



Meeting Agenda for Thursday, January 5, 2023  
5:30 to 8:00 pm, Webex Online Meeting  
Proposed Agenda Subject to Change

Please review previous month’s minutes:  
\*Community Assembly Minutes: December 1, 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	-
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### Agenda

5. City Council (Council Member TBD).....	15 min (5:50)	Oral Report	-
6. Development and Volunteer Committee Update (Julie Biggerstaff) .....	15 min (6:05)	Oral Report	-
7. CA Awards Committee (Fran Papenleur) .....	15 min (6:20)	Oral Report	-
8. CA Committee Reports (Committee Chairs) .....	10 min (6:35)	Oral Report	-
9. Admin Committee Update (Randy McGlenn) .....	10 min (6:45)	Vote	-
<i>CA Facilitator Vote, Admin Committee Position Vacancy, Landlord/Tenant Ordinance Discussion</i>			
10. NHHS/ONS Update (Kim McCollim) .....	10 min (6:55)	Oral Report	-
11. Roundtable Discussion .....	10 min (7:05)	Open Discussion	-

### Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee.....	11
• Budget Committee.....	-
• Building Stronger Neighborhoods Committee (BSN).....	13
• Community Assembly/Community Development Committee (CA/CD) .....	17
• Land Use Committee.....	19
• Liaison Committee.....	20
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	-

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

• Community Housing and Human Services (CHHS) Liaison Report.....	21
• Design Review Board Liaison Report .....	-
• Plan Commission Liaison Report.....	25
• Urban Forestry-Citizen Advisory Committee Representative Report .....	-
• Housing Action Subcommittee Liaison Report .....	-
• Plan Commission Transportation Subcommittee Liaison Report .....	27
• Park Board Development and Volunteer Committee Representative Reports.....	28

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

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

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

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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:**

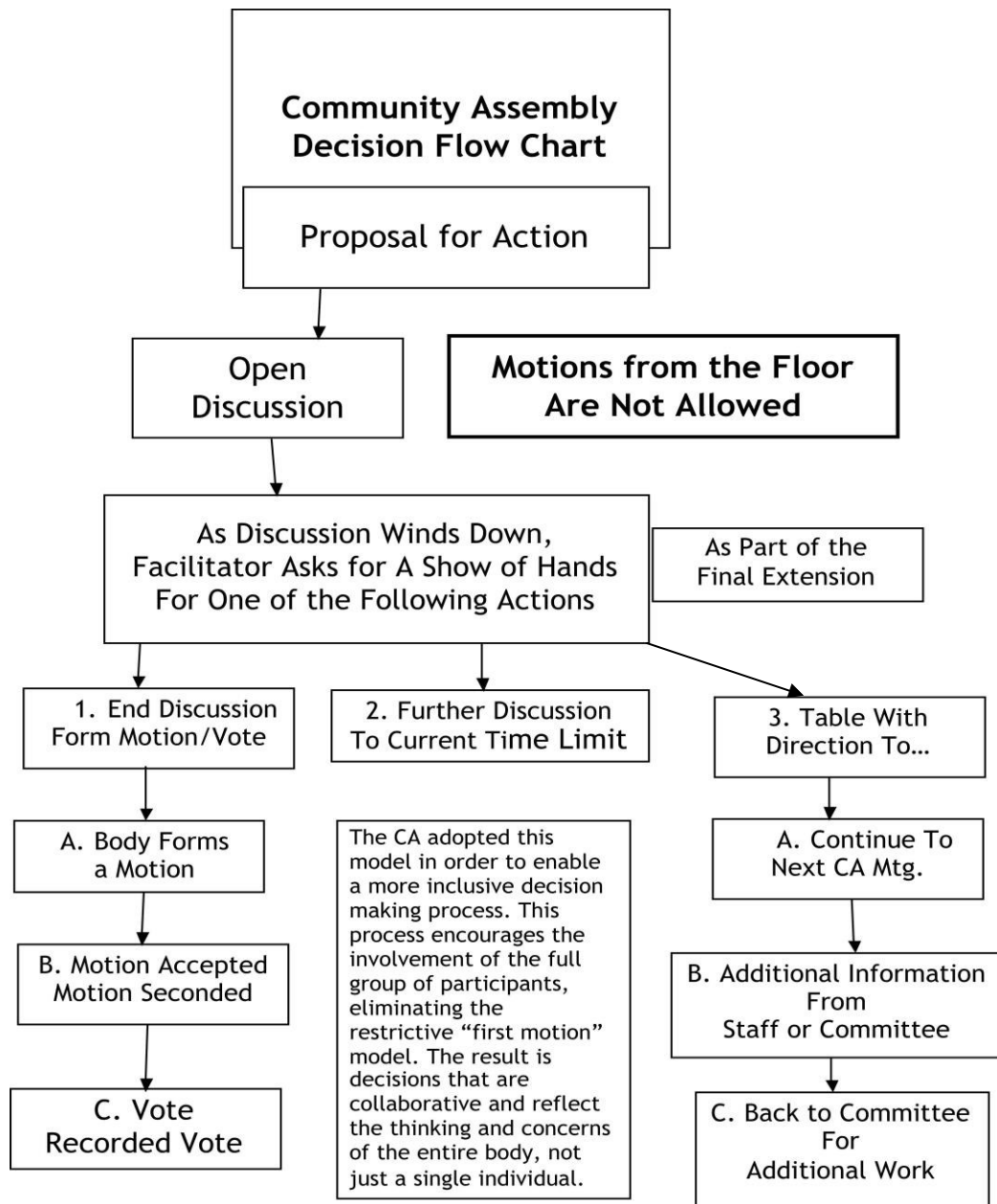
- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent,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

December 1, 2022 via WebEx web conference

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

### Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/SIT, Bemiss, Browne's Addition, Chief Garry Park, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Manito/Cannon Hill, Northwest, Riverside, Rockwood, Southgate, West Central, Whitman.
- **Neighborhood Councils Absent:**, Cliff/Cannon, Comstock, Logan, Minnehaha, Nevada Heights, North Hill, North Indian Trail, Peaceful Valley, Shiloh Hills, West Hills.
- **City Staff Present:** Kim McCollim (NHHS), Gabby Ryan (ONS), Amber Groe (ONS), Council Member Cathcart (City Council)
- **Visitors:** Paul Kropp (Liaison Committee), Jennifer Cumbie (facilitator), Colleen Gardner (CGPNC), Randy McGlenn (PeTT, Admin Committee, 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 for Gabby Ryan (CA Admin Committee Liaison) to provide accurate minutes. This request was approved, 13-approve, 3-deny, and 0-abstain.
2. **Propose Agenda:** Daniel Zapotocky moved. Kathryn Alexander seconded to approve the agenda. Motion passes with 14-approve, 0-deny, and 3-abstain.
3. **November Minutes:** Greg Francis moved. Daniel seconded to approve the November minutes. Motion passes with 14-approve, 0-deny, and 2-abstain.
4. **Open Forum:**
  - Colleen Gardner – A request was made of Colleen to talk about the Jeannette Harris award. A brief outline of what it is and how it got started includes – Jeannette – the epitome of NC leadership. If you could look of commitment and leadership in a dictionary, her photo would be there. Jeannette is one of the most intelligent, articulate and caring people I have ever known. Sadly, we lost her in 2014. In 2015, I decided to do something to continue her legacy, because there was no grater example of what it meant to be a neighborhood council leader and what it meant to be a CA rep. The award was one of two ideas. Colleen worked to design and pay for the Jeannette Harras. Later, ONS took on the cost of the award so that it could be continued. I have not been involved in the awards committee because I don't believe I could be unbiased because of my connection to Jeannette. The description in the awards email you received outlines the criteria for that award.
  - Dale Walker – (signed up for Open Forum and gave his two minutes of time to Colleen to provide her more time)
  - Mary Winkes – Strategic Planning committee met on Tuesday, 11/29. All but one were present. I provided a template outline form for us to work with. We are working with documents we have in addition to the SWOT analysis from the CA retreat. Next steps include looking at goals and we should have something to look at in the spring. The committee is working hard to get a plan in place.
  - Fran Papenleur – The SNLA Jeff Stevens is co-facilitating again next year. This was a pilot program initiated by CP Beggs and a partnership with Gonzaga Leadership Studies. Planning has started for the session in 2023 and has been informed based on feedback from last year's participants the program. The program has 3 mentors (E.J. Iannelli, Tina Luerssen, and Kathryn Alexander) and received 30

applicants. We will select 15 finalists who will participate. The Program is hopeful for full funding from the City. Look forward to more updates.

- Daniel Zapotocky – I will not be continuing CA after this year. I have another obligation on Thursday nights now. I have let my neighborhood council know and am considering the position of CA alternate. I have really enjoyed my time here and getting to know everyone and look forward to seeing you all in the future.

### **Legislative Agenda:**

#### **5. Council Member Cathcart Report:**

- We are currently working on the budget and what that is going to look like. We received a letter today from a group advocating for funding. We are in a tight place and working to make things sustainable in the long run. In 2024, we are looking at being underwater by around \$10 million, possibly much more than that. We are looking at how we can link up our spending on homelessness so that can continue on beyond the next year, if that is the plan. We are also looking at overtime numbers. On Monday, we will be voting on spending somewhere around 6.5 million to cover overtime costs this year. We will use one time money to fix our concerns on overtime and will look at how we can work this out in the long run. I have not yet decided how I will vote on this.
- I am proposing two ordinances for future budgets. We need to focus on reserves to make them strong and robust. It's about 25% of our general fund to maintain our current bond rating. The goal would essentially be to create a program that would pay our reserves to get to that 25% over a 5-year period.
- If there is a big downturn like a recession, it is important to make sure that we do not lose our bond rating. We started the year around 20% in our overall reserves, and by the end of this year it will be probably be down to around 13.5%, which is the minimum to what it can go down to.
- The second ordinance, that I am considering, is to suggest that our 1-year budget needs to balance over two years. I will bring this forward, likely, in January.
- City Council will be looking at a supplemental mid-year budget this year to help us be able to fine tune numbers to adjust for 2023.
- Another proposal we are currently looking at is to cap third party delivery services (Uber Eats, Door Dash, etc.). It would prohibit them to charge above 15%. I have some concerns about this, and it's still being modified.
- We are currently reviewing landlord tenant policies. I have put a series of amendments forward to improve it. I would be happy to share these with anyone who might want to look at it.
  - Carol: Thank you so much for the ability to comment on the first reading. Thank you so much! It really helped us with our comprehensive plan amendments.
    - CM Cathcart: Thank you. We also allowed the same thing with consent. Where we are now allowing testimony as well. The more public testimony the better.
  - Paul Kropp: Public testimony on consent agenda items is important. Happy to see the Council has moved consent to the evening session.
  - Kathryn: I would appreciate Councilman Cathcart sharing his amendments.
    - CM Cathcart: What I am proposing is taking a softer approach and create an incentive for landlords to use a universal background check. The problem is that right now, I do not believe landlords, property management companies, etc. would trust what is on the universal background check. My suggestion is to incentive landlords, property management agencies who use the background check by tying it to the mitigation funds- in case something goes awry. I also have some concerns about the

constitutionality of mandatory inspections and I would also suggest that inspections take place when a location is vacant or they would take place at the owner/ tenant's request. Other suggestions include reducing the fees for landlords- reduce the \$10 fee to \$1 and to eliminate the need for a business license with 4 or less units.

## 6. NHHS Director Introduction (Kim McCollim):

- Thank you everyone for being here tonight. I am really looking forward to being here tonight and in the future. I am currently on day 13 and don't have a lot of updates to share. I would like to introduce myself a little more.
- I am the Neighborhood Housing and Human Services Division Director (NHHS) and oversee the Community, Housing, and Human Services (CHHS), Office of Neighborhood Services (ONS), and 311-MySpokane.
- My career, in this line, started after I went back to school getting my degree in Sociology from Gonzaga and then got my Master's in Urban and Regional Planning from Eastern. Then I got an internship with the City of Spokane in Human Services. I then moved into a program manager role and helped to develop the homeless information system. Continuing Care Plan was next.
- In 2003 I left the City to work with HUD. After that in 2012, I moved to Seattle for 6 years and after that I was able to work from Spokane and commute to Seattle weekly.
- I love community work. I have been doing homelessness work for about 32 years am not done yet.
- My email is [kmccollim@spokanecity.org](mailto:kmccollim@spokanecity.org) and my phone is 509-625-6443. If you have any questions, please feel free to reach out to me.
  - Colleen: Is Luis Garcia still the Director of Code Enforcement?
    - Kim: I will look into it and get back to you.
    - (It was later confirmed in the chat that Luis Garcia is the Director)
  - Paul: What did the mayor tell you about her priorities for your division?
    - Kim: the mayor and I talked about the priorities of homelessness, affordable housing, bringing together all the parties. I want to make sure that the neighborhoods are involved. The only way to get to the end of homelessness is to supply affordable housing. Often, the priorities are the toughest things to solve.
  - Kathryn: Welcome. I am glad you're here. Do you have any more information about the incoming Director for ONS?
    - Kim: The second set of ONS Director interviews are taking place mid-December. It's likely that we will hire someone by early February. I am hoping to have more updates about the hiring process at the January 5<sup>th</sup> CA meeting.
  - Paul: What is your understanding of the role of Office of Neighborhood Services within the City administration?
    - Kim: My understanding currently is how I can provide support to the staff in ONS and with that, the neighborhoods. Coming from the administration, I want to make sure that staff are supported with training and information. Whatever we can bring to the neighborhoods, we will do so.
  - Mary: Who is the CA representative on the interview committee?
    - Kim: Kathryn Alexander and Fran Papenleur were on the external hiring committee.
  - Carol: I wanted to say thank you for saying that as a planner, you understand the neighborhoods.

- Kim: My husband and I bought a house in Emerson Garfield neighborhood when we were about 20 years old, and we loved living there. Neighborhoods have always been an important piece for me.

## **7. Liaison Committee (UF-CAC) (Paul Kropp):**

- We have two vacancies currently. One on the CHHS Board and the other is on the Design Review Board (DRB).
- If you looked at the Liaison Committee minutes from last month you will see that we have a real prospect for the DRB. This person has some complications in their availability, so I don't know the status of her thinking, and I'll let you know when we know more.
- The Liaison Committee will meet on the 13<sup>th</sup> of this month and might conduct an interview then and will hopefully be able to move something forward and bring that to the January CA meeting.
- I would like to have Kathryn to talk with us about her experience on the CHHS Board.
- Who among us are wanting to talk with Paul, Kathryn, and Fran to meet with us to learn more and go out and recruit for these positions?
- Kathryn: This is a very important time to serve on the CHHS board. We have a lot of new people. It is the best place for CA to have a say. It is a voting position. Had I chosen to stay, I would have had the opportunity to be chair. It allows for quite a bit of impact on what CHHS does. The committee is almost all new people. I am happy to meet with anyone to talk more about the position. The board has been 2 years of COVID and has had lots of directors so now is a very fertile time. A time to make a lot of changes.
- Fran: I was the first CHHS liaison and served there for 6 years. It was a wonderful learning opportunity for growth. As a neighborhood leader, we need to have a voice on that board.
- Randy: It might help to put together to put together an ad-hoc committee to focus on recruitment and work on some of the cheerleading for these positions?
- Colleen: I am not in favor of forming another ad-hoc committee. This has been the role of the neighborhood councils since day one. We need to put this out there to our neighborhood membership and try our best to recruit using the information about the positions that we have been given.
  - Paul: The liaison reps can help by reviewing materials and report back with input or questions.
- Luke Tolley: This shouldn't surprise everyone. We have been losing our influence on the CDBG process and if we lose that, people won't want to join. Neighborhood council leadership is exhausted and it's the liaison committee's job to review materials and recruit.

## **8. Admin Committee Updates (Randy McGlenn):**

- The new Admin Committee met this past Tuesday.
- At the first meeting. We held elections, moved our meeting time. Our next meeting will take place on December 27<sup>th</sup> at 4:30 pm hybrid – City Hall in a 1<sup>st</sup> floor conference room and Zoom. Hopefully folks will be interested in joining us at upcoming meetings.
- The CA/CC meetings in 2023 will take place in March, June, August, and December.
- The outcome of positions that were voted on at the meeting include: Vice Chair- Fran Papenleur, Chair- Randy McGlenn, Secretary- Shae Blackwell, At large members: Dale Walker, Lindsey Shaw
- Fran: As we move forward, the CA agenda will focus more on ourselves internally instead of focusing on external presentations. We have some work to do as we move forward as a partner with the City.
- We will work on doing everything we can do to help the CA be successful. I am also on the CA Ad Hoc Strategic Planning Committee, and I am hoping to bridge these two groups.



- Luke: Do you have any thoughts on CA meeting formats for the future?
  - Randy: We threw around a few meeting options. At the City Hall – Council Briefing Center or the Hive. We want to bring options to the CA and leverage the help of this group.

## 9. CA Committee Reports (Committee Chairs):

- Ken Cruz (Budget): We had our meeting on Monday and discussed that there is \$1,439.00 left from the CE Grant. We want to use \$1,030.00 of that to print 11,289 postcards for recruitment to neighborhoods who did not use their funds this year and did not get postcards last month.
  - Tina: I wanted to clarify that the conversation at budget committee was focused on the postcards being available for all neighborhood councils to use. Also, Budget committee needs 2 more committee members for 2023, as Kelly Lotze and I both termed out. The Budget Committee meets 4th Monday at 7pm, at Fire Station 4 (Browne's Addition) and hybrid on Zoom
  - Randy: Was there anymore discussion about using the additional funds for an owl camera?
    - Tina: Unfortunately, the CE grant denies use of funds for technology.
  - Colleen: The budget committee has very specific regulations for funds based on the budget office. Questions should be asked, but the grants are specific to the City's requirements.
  - Mary: Every year the budget committee regulations are reviewed by the City and the CA, they are very specific.
  - Kathryn: If there is more money, could another neighborhood be added to be sent postcards?
    - Tina: What we decided at budget committee is that it was simpler and more affordable to print these general postcards.
- **Motion: Approve the remaining CE Grant Funds be used to print postcards to be used for neighborhood council outreach.** Mary motioned; Tina seconded. Motion passes: 15- approve, 1- deny, 2- abstain.

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

- Ken: I want to reiterate that we have two open positions on the Budget Committee. If any one is interested contact Tina or me.
- Paul Kropp (Liaison): I want to reiterate for the folks that did the retreat, questions including “what info is used to recruit people, who job is it to engage neighborhood councils to fill open spots?” Those questions were asked to ensure that CA is given a seat at the table. The essential thing is that we have a seat at the table. We have to figure out how to fill them.

## 10. Roundtable Discussion:

- Luke Tolley – We received some communication about the Spokane Police Reform Task Force from Brian Coddington. The statement that we received was, “It's been a while since we all gathered and we are looking forward to coming together for final time. Please join us at the culminating community conversation of the first phase of this important and ongoing work of the evolution of community safety in Spokane. In this meeting we will be reviewing the results of our work including the dot exercise in which we collectively voted on the relative support for proposed policy organizing proposals. Copies are attached (they actually weren't or Luke would have shared them) of the dot exercise as well as the other work product of the group. We will focus on deciding on next steps on these and how we will broaden the community engagement in that process. Because it is the last meeting of the leadership group in its current form we are inviting back all of the original participants as well as the substitutes. (Luke didn't see Colleen's name on here as an invitee, she may be our substitute). Also, as we develop the next phase of the process we will continue to keep the group updated and provide invitations for ongoing participation in the next phase of the work.” The meeting was called for November, but was requested to reschedule to January. Luke will share the invitation when he receives it.
    - Mary: How many times have you met and what were the outcomes?
      - Luke: We met 4 or 5 times. I would say that one of those meetings was really productive. Beyond buildings some relationships and giving everyone a chance to work through feelings the early meetings were somewhat counterproductive. It was really the last meeting where we did this dot exercise and started to talk about potential results or proposals for change. The fact that the meetings took so long created some complications with what the legislature passed. That a lot of our proposals crossed over with some of what the legislature passed. So there was likely a need to be a reset around that anyway. We have not met in over a year. What I read into this email is that the goal is to broaden the conversation with more people invited. I will continue to bring information back.
  - Andy Hoyer – Andy is really interested in following up on the Owl 360 and will do some research and will get back to the group soon.
  - Randy – Just a reminder that we need the CA committee goals. Does anyone have any questions around that?
    - Colleen: I am concerned that we have two members leaving the budget committee and we do not have two new members confirmed.
    - Tina: Ken Cruz (West Central), Gail Cropper (Northwest) and Mark Davies (North Indian Trail) will be serving on the budget committee.
    - Kathryn: Would anyone like to volunteer to be on the budget committee?
      - Luke: Volunteered to serve on the budget committee.
      - Mary: If we move the budget meeting, I might be able to do it.
      - Tina: District 2 is not represented on the budget committee.
      - Ken: I will reach out to Luke and Mary.
  - Kathryn – I wanted to say goodbye. This is my last official meeting. I will be attending in January as a volunteer to report on the CA/CD Committee.
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- **Meeting Adjourned at 7:14pm.**
  - Next Community Assembly scheduled for **Thursday, January 5, 2022.**

## MEETING SUMMARY

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Community Assembly Admin Committee

DATE: December 27, 2022

TIME: 4:30PM

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

PRESENT: Randy McGlenn - Chair, Fran Papenleur - Vice Chair, Lindsey Shaw, Shae Blackwell – Secretary

GUESTS: Paul Kropp

ABSENT: Dale Walker

City of Spokane Attendees: Gabby Ryan - Staff Liaison from ONS, Breean Beggs – City Council President, Kim McCollum – NHHS Director

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The December CA Admin Committee meeting was held as a hybrid meeting with attendees participating via in-person and virtually at 4:30PM on Tuesday, December 27. The purpose of the meeting was to set the CA Agenda for the meeting of January 5.

Chair McGlenn opened the meeting, welcomed everyone attending and roll was called.

Council President Beggs attended the meeting to share information from the City Council retreat. It was agreed upon by the committee to begin the meeting with a discussion related to Council President's topics: Joint City Council/CA meetings, town hall meetings and treatment of City staff at meetings.

Council President shared that City Council has committed to two Joint City Council/CA meetings in 2023. In-person town hall meetings with neighborhood councils will resume, however, they will not take place at the community centers due to the need for a virtual option which meets OPMA compliance. Town hall events in 2023 will take place in Council Chambers at City Hall with a hybrid option as needed. Lindsey shared a concern that the Council would not visit the community centers as they had in years past and Council President committed to working on a strategy to ensure Council visits the centers. Lastly, Council President shared that City staff have expressed concern about treatment in public meetings including Community Assembly meetings. Policies are currently under consideration. Randy shared that continued interest in the leadership program with Gonzaga could help improve conflict resolution and shared a perspective from his time as Chair of the East Central Neighborhood Council.

### Welcome/Introductions

Replace Secretary Position – Shae has resigned from both CA and CA Admin Committee effective December 31 due to conflict of interest. Riverside Neighborhood is aware and will be working to appoint a new person as CA Liaison for Riverside Neighborhood.

### Approve CA Admin Committee Minutes of November 22

Minutes were approved unanimously.

### Debrief December CA Meeting

Feedback was positive. It was shared as a reminder that it was the final meeting for the CA facilitator.

#### Admin Update

Chair McGlenn share his intent to bring proposed Council policies to CA for discussion and support/opposition. Specifically, he shared that the proposed landlord tenant ordinance would be an ideal policy for CA to discuss.

The proposed City Council committee on Neighborhoods was discussed with Council President. The main topics for discussion this year are determining what can work better and creating realistic expectations.

#### Draft January Agenda

##### Committee Updates

- a. Request from Paul Kropp for 15 minutes on agenda related to Liaison Committee
- b. Fran - Awards Committee for 15 minutes
- c. Fran – Vacancy on Admin Committee
- d. It was also discussed that most committees likely didn't meet in December so there may not be many reports for January meeting

#### Other Requests

Director McCollum requested timeslot before Roundtable to discuss ONS Director search, 10 minutes. Chair McGlenn requested timeslot after updates relating to continuity as facilitator. Email from Mary Winkes with concerns about email list and ONS Director search, 5 minutes. Discussed inviting Liz Van Den Berg from Mayor's Office to next meeting.

The meeting concluded at 6:25PM.

**\*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 Chair William Hagy is 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 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 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?)





**Community Development (CA/CD) Committee**  
**Executive Team Meeting Summary**  
**December 16, 2022**

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Present: District 1 - Kathryn Alexander (Chair), Joe Carter  
District 2: Carol Tomsic, Andy Hoye  
District 3: Fran Papenleur

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**I. Introduction**

Kathryn opened the meeting with a goal statement: “To think together on where we have been and to select new leadership. With the many changes in the city and in the CA, this is a fertile time to rethink, and re do, to build anew.”

**II. Admin Review**

- A. Current Community, Housing & Human Services Director is Jenn Cerecedes. Kathryn has met with Jenn several times over the past months, and concluded that Jenn is not only unfamiliar with neighborhood councils and the Neighborhood Community Development Program, but due to CHHS staffing shortages and the ongoing housing/homeless crisis, Jenn indicated no work has been done on the NCDP.
- B. Long-time Community Development program manager George Dahl is leaving the city December 31 for a CD Administrator position at the County. Last action was just prior to COVID (March 2020), when the three districts submitted their recommendations for the [2019] \$400K funds. Due to the issues stated above, there has been no communication from George on NCDP.
- C. New Neighborhood, Housing & Human Services Director is Kim McCollim. (Directors Cupid Alexander and John Hall left the city after only a few months.) Kim comes from HUD, and worked for the City several years ago. She is somewhat familiar with neighborhoods. Kathryn has met with Kim once to provide an overview/history of NCDP, and has a follow-up meeting scheduled. She will keep us informed about the results.

- D. A new ONS Director is pending results of two interview panels (Kathryn and Fran were on the internal panel). Kim said earlier that the estimate for filling this director position is mid-end of January.

### III. Community Assembly

#### A. Committees

Recommendations from the October CA Retreat has the CA focusing on internal issues. Of note, status of standing committees, liaisons to city boards/commissions, and the difficulty in recruiting volunteers. That said, movement in a positive direction is demonstrated by the creation of a Strategic Planning Committee, and soon-to-be created Neighborhood Committee, in conjunction with City Council and City Administration (ONS). Lisa Gardner, CC Office Communications Manager, is coordinating. It was suggested that CA activities would benefit from working more closely with Brian Walker, Communications Manager for NHHS. *Kathryn emphatically stressed the need for neighborhood leadership voices to be present on city boards and commissions.*

#### B. Projects

Andy suggested it would be beneficial to see a chart of the NCDP projects over the past five years. In the future, should projects be vetted by districts, or individual neighborhoods? Some ideas were put forth, but all must be HUD-eligible. Joe noted that leadership from the smaller NCs in District 1 (Bemiss, Whitman, Hillyard and Minehaha) are looking at combining forces to have stronger representation.

### IV. Next Steps

- A. *Kathryn is meeting with Kim in the next few weeks, to discuss the future of the NCDP program. She hopes to confirm if there is still funds set aside, what will the program look like, and how can we access the funds.* She also plans to speak with Jeri Rathbun, chair of the CHHS Board, about adding more NC representation to the CHHS RFP Committee.

#### B. New CA/CD Leadership

As Kathryn steps down, Fran offered to be CA/CD Committee chair. Carol will serve as Vice Chair, and Andy will continue as Recorder. Kathryn said that Lindsey Shaw (Logan), will replace her as District 1 rep. Joe is unsure about his commitment at this time.

#### C. Committee Status

This committee will be considered Inactive until we get definitive answers from NHHS/CHHS. Fran will request a meeting with Kim in the near future. Once we have an idea of what the program will look like, the executive team will reconvene and work on expanding membership.

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## **Draft Minutes: 12/07/2022 Land Use Committee**

**LUC Members Present:** Toni Sharkey (Rockwood), Tiffany Picotte (Browne's Addition), Greg Francis (Rockwood Alternate), Pam Schermerhorn (Cliff Cannon), Bill Heaton-Emerson (Garfield), Steve Ogden (North Hill), Doug Tompkins (logan), Peter Cooper (Browne's Addition), Chuck Milani (Lincoln Heights), Carol Tomsic (Lincoln Heights)

**City Staff Present:** Amber Groe (ONS)

Commenced at 5:30PM

Meeting Chair: Doug Tompkins

Note Taker: Chuck Milani

Hybrid format with in-person attendees at Shadle Library.

The agenda and the minutes from the October meeting were approved.

There was no presentation during the meeting. The main purpose of the meeting was to elect member to the Executive Board for the next year. Before the nominations there was a discussion about continuing the same as present where the Executive Board "shared" the positions of the board. After a review of the by-laws and discussion of those present, it was agreed that we should follow the by-laws and have each position filled by an individual.

The below were separately nominated and voted on. All votes were unanimous.

Chair – Toni Sharkey

Vice Chair – Doug Tompkins

Recorder – Chuck Milani

Member – Bill Heaton-Emerson

Following the vote, there was a discussion on the over all purpose of the LUC. The discussion brought up a few topics that will be discussed in the future.

Everyone was asked to give input on future topic/presentations that should be part of future meetings.

The meeting was adjourned at 6:44PM. There is no meeting in January. The next meeting will be on Wednesday February 1<sup>st</sup>, 2023.

### **Draft Notes - CA Liaison Committee Meeting – December 13, 2022 – via Zoom**

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

We approved the notes/minutes for the committee meeting on November 8, 2022 for the record.

We noted that Liaison attendance at all agencies and committees meeting in November was satisfactory.

Paul could not attend the December Administration Committee meeting but will present them with a proposed rotation sequence for Liaisons to present to the CA for the next Admin meeting at the end of December.

Paul noted that the two individuals who originally expressed some interest in the Design Review Board Liaison position stepped down, and that we need to continue to appeal to the neighborhood councils.

Luke Jasmine, Bemiss neighborhood, was mentioned as a possible candidate for the CHHS Liaison...and/or possibly as a member of the Liaison Committee.

Paul prepared documents that represented changes to the 1) Liaison Committee P&P, 2) an update to the CA P&P adding the two Park Board positions, and 3) a proposed update to the P&P of the PeTT Committee. We reviewed them and had no changes except to add the “withdrawal of nomination” paragraphs to the PeTT P&P, as they appear in the Liaison Committee P&P. We also noted that the CTAB has a re-organization that is reflected now in city code.

Andy, having been ill for most of November, continues to agree to speak with Julie Biggerstaff regarding her dissatisfaction with the Park Board Committee, and to assist in preparing a draft of a letter to the appropriate individual(s) to support her concerns...such letter to come, hopefully from the entire CA.

We noted that an Memorandum of Understanding is being prepared to clarify the relationship between the City and park “Friends” groups regarding insurance, donations, etc.

Andy agreed to audit the contents of the “packets” that accompany the CA Agendas and therein represent compliance by the liaisons to their responsibility to report to the CA. He will report same to the Liaison Committee.

We agreed to review the time and date for our committee meetings to perhaps be more attractive to new members, noting that we would like a new member representing District One.

Subsequent to the close of the meeting, the members agreed via email to meet only virtually via Zoom until at least March.

Respectfully submitted,

Andy Hoye, Recorder

## **Community Assembly Liaison Member Position Community Housing and Human Services Board (CHHS)**

### **Applicant Information**

The Community Assembly holds a “liaison member” position on the City of Spokane’s Community Housing and Human Services Board (CHHS).

The purpose of this document is to provide some basic information about the CHHS Board and to outline the application process for this position.

### **CHHS Board Essentials**

The CHHS Board is an administrative agency of the city provided at Chapter 04.34A of the Spokane Municipal Code (text appended on following pages).

The SMC 04.34A code provisions are quite short and tell all that’s needed in order to understand the multiple advisory functions of this key city volunteer board: its purpose, membership, and committees.

From 04.34A.020, the key functions of the CHHS Board are to:

- Provide policy guidance and recommendations for community development, human services, and special purpose grant programs applications and implementation
- Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington State and City resources
- Make recommendations for funding to the mayor and city council for local grant dollars using human services priorities as established by the city council

In addition, the board functions to ensure public participation occurs across the community in the preparation, hearings and adoption of plans and programming documents required by the US Department of Housing and Urban Development for the use of federal funds.

### **Application and Appointment Steps**

1. There are two forms involved: the city’s official volunteer application form for appointees to advisory groups, and a supplemental Community Assembly form.

The city’s volunteer application form is found at this web page – note both the CHHS board information in the list on the left and the important open public meeting requirements on the right: <https://my.spokanecity.org/bcc/vacancies/>

The supplemental form is on the CA’s city web page on the right below “Items of Interest.” <https://my.spokanecity.org/neighborhoods/community-assembly/>

2. Application documents are submitted to the Community Assembly’s Liaison Committee, applicant interviews with the committee are scheduled, and the committee selects an applicant for nomination by the Community Assembly.
3. At the next monthly meeting of the Community Assembly, the Liaison Committee reports its selection of the individual to be nominated, and the Community Assembly accepts the nomination and forwards the nominees application information to the mayor.
4. The mayor receives the nominee’s application material and has the option of an interview with the nominated individual before forwarding their name to the city council for appointment.
5. The nominee is appointed by the city council at a subsequent Monday evening’s council session at which the nominated individual need not attend.

## Title 04 Administrative Agencies and Procedures

### Chapter 04.34A Community Housing and Human Services Board

#### Section 04.34A.010 Purpose

The Community, Housing and Human Services Board advises the City administration, the Mayor, and the City Council regarding community development, housing, and human services programs.

#### Section 04.34A.020 Functions

The Community Housing and Human Services Board shall:

- A. Advise the City on preparing the Annual Action Plan, the CAPER, the Citizen Participation Plan, the Consolidated Plan, and other required plans to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce where applicable;
- B. Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by City Council;
- C. Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington State and City resources;
- D. Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council;
- E. Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council;
- F. Provide policy guidance and recommendations for community development, human services, and special purpose grant programs applications and implementation;
- G. Participate with the Spokane Continuum of Care in developing the goals and priorities for regional homeless plans; and
- H. Represent the diverse constituencies that make up Spokane's low- and moderate-income populations, to help guide Spokane's community, housing, and human services into the future.

#### Section 04.34A.030 Membership

- A. Appointees to the Board shall serve three (3) year terms and may be eligible for one (1) reappointment for a three (3) year term reappointment.
- B. City residence is not a requirement for board membership due to the regional nature of some of the duties and responsibilities of the Board.
- C. The Board will consist of twelve (12) members, nominated by the Mayor and appointed by the City Council. At least one (1) member of the Board shall be a member of a veteran service organization, employed by the Department of Veteran Affairs, or an active-duty military member based at Fairchild Air Force Base. In addition, (1) member shall be a liaison from the Community Assembly nominated by the Community Assembly to the Mayor according to the process determined by the Community Assembly and appointed by the City Council.
- D. In addition to the twelve (12) positions, the board will include:
  1. two (2) voting representatives from the City Council selected by the City Council, appointed or reappointed for one (1) year terms;
  2. one (1) voting elected official or policy-level decision maker to represent Spokane County who shall be selected by the Spokane County commissioners then nominated by the Mayor and appointed by City Council, appointed or reappointed for one (1) year terms.
- E. Members of the Board and Board committees shall include relevant representation in compliance with HUD and Washington State Department of Commerce requirements.
- F. Board members shall serve without compensation.
- G. Board members will meet conflict of interest requirements. Committee members may be required to meet conflict of interest requirements.

- H. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the object of providing sound advice, representative of the citizenry. To achieve that purpose, it shall include residents from diverse neighborhoods within the City and County, with diverse professional backgrounds and citizens active in neighborhood or community affairs. Youth may also serve as members.

[Section 04.34A.040](#) Board Structure

- A. The Board will utilize a committee structure to assist with its functions. Committees will be comprised of Board members and other citizens with experience and expertise in the subject matter of the committee. The Board Chair shall appoint committee members.
- B. The Board will include an Executive Committee consisting of the Chair, Vice-chairs, and committee chairs.



# The 2023 Point-in-Time Count

A census estimate of the homeless population in Spokane County for planning purposes and funding for homeless services.

SUN	MON	TUE	WED	THU	FRI	SAT
January 22	21	24	25	26	27	28
29	30	31	February 1	2	3	4



**January 24**  
Sheltered Count

**January 25 – 29**  
Unsheltered Count



Volunteers are needed to survey individuals, youths, and families experiencing homelessness in our community. Follow the QR Code or access [SignUpGenius](#) to volunteer.

Questions? PIT Count Coordinator Kimberly Babb  
[kbabb@spokanecity.org](mailto:kbabb@spokanecity.org)

**Associated Event:** The community-led **Homeless Connect** provides services for the homeless and is a surveying site for the PIT Count.  
**Wednesday, Jan. 25, from 10 a.m. to 3 p.m.**  
**Spokane Convention Center, 202 W. Spokane Falls Blvd.**





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

**To the Community Assembly, January 3, 2023**

**Filed by Mary M. Winkes, CA Liaison to the PC, Vice-Chair, PC Transportation Sub-Committee and member of the Traffic Fee Impact Fee Advisory Committee**

### **Transportation Subcommittee (PCTS) Meeting—December 6, 2022 in person and via WebEx**

In the Chair's absence, as Vice-Chair, I facilitated the meeting.

#### **1. Division BRT (Bus Rapid Transit) Update**

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

#### **2. Bike Parking Code Update Project**

<https://my.spokanecity.org/projects/bicycle-parking-code-update/>

#### **3. Vision Zero (Deaths) Draft Resolution and Next Steps—Safe Streets and Roads for All**

A Vision Zero resolution is a valuable tool for formalizing, prioritizing, and pursuing policies that can help a locality eliminate fatal and severe traffic crashes and improve mobility for all community members.

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

### **Housing Work Group—December 14 and 28, 2022 —both canceled**

### **Plan Commission Meeting—December 14, 2022 in person and via WebEx**

#### **1. South Logan TOD**

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

<https://my.spokanecity.org/news/stories/2022/10/18/city-launches-south-logan-tod-storymap/>

#### **2. Cannon Streetcar Suburb Historic District**

<https://www.historicspokane.org/cannon/faq>

### **Plan Commission Meeting—December 28, 2022--canceled**

### **Transportation Impact Fee Advisory Committee—3 meetings in person and via Teams**

“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).”

The first meeting was held on November 15, 2022.

Primarily a discussion of area maps, focusing on the southern areas of the city, specifically the Latah/I-195 area..

he second meeting of the advisory committee was held on December 13, 2022

Further discussion of three potential impact fees maps, and fees associated with each area being considered.

The third and likely final meeting of the Committee will be held on January 10, 3:00 p.

Recommended maps and fees will be decided upon and forwarded. Final approval rests with City Council.

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

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

### **January 3 PCTS Meeting**

Meeting was on Safe Streets For All, and a funding source to make streets safer for cars, bikes and pedestrians, which I agree is a big order.

Strong Towns also had a great Blog post today about building new streets, transit and sidewalks without planning where they are going.

<https://www.strongtowns.org/journal/2023/1/3/dont-add-trains-sidewalks-and-bike-lanes-to-your-city>

Be sure to read the last paragraph of that blog post.

January 2023

## **Park Board Development and Volunteer Committee Comments And A Request**

Julie Biggerstaff, Browne's Addition Neighborhood, is an at-large member of the Spokane Park Board's Development and Volunteer Committee representing the Community Assembly and the neighborhood councils.

The Development and Volunteer Committee (DVC) advises the Park Board on matters pertaining to Parks' friends and volunteer groups, and the division's fundraising initiatives. The committee has been recently instituted to serve as a conduit between "friends" organizations and the Parks Division and Park Board. The committee meets monthly. Its city web page address is here: <https://my.spokanecity.org/bcc/boards/spokane-park-board/development-volunteer-committee/>

The Liaison Committee has been in close contact with Julie over her first year of tenure on the DVC and asked her to draft a letter to the Park Board during its meeting with her in November, anticipating that a final form for a letter would come from the CA Admin Committee to reflect the views of the entire Community Assembly.

A topic outline for that letter, as written by Julie, appears below for discussion at the January Community Assembly meeting. The text has both the offer to take this course of action by a member of the Liaison Committee and Julie's thoughts. The topic statements are underlined.

The Liaison Committee expects a letter in some form can and will be approved for delivery.

It is this kind of action that supports our continuing effort to "Empower Neighborhood Councils' participation in government."

On 12/15/2022 11:05 AM ANDREW HOYE <ahoye@comcast.net> wrote:

Julie -

I am a member of the Community Assembly Liaison Committee and listened to your comments at our Zoom meeting on November 8. I understand that you were disappointed with the Development Committee's understanding of your role, of the function of Community Assembly and other things. The Liaison Committee members were sympathetic with your concerns and would like to assist you by asking the Administrative Committee (which can speak for the entire CA) to send a letter.

As a start, please draft the text that you would like to appear. The ultimate author would be the CA, and the audience would be, pending approval, your decision. We will review your draft, comment, perhaps suggest edits, etc.

Thank you.

**Andrew Hoye**

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From:

JULIE BIGGERSTAFF

To:

ANDREW HOYE, Kropp, Paul

12/26/2022 1:37 PM

Hi Andrew and Paul,

Here are my comments; I wrote them as points with some underlying sub-text. Please use as you see fit within any letter that CA chooses to send to the Parks Department and/or Parks Board. I would support both as recipients as it is clear that there is a lot of communication occurring between the two related entities, which is a good thing I believe. I just don't see the communication between them and citizens and while I think they THINK they are engaging citizens, it is with a select few. You can see this in the response rate to the 2022 Master plan...less than 6% of Spokane Citizenry responded to outreach and I'd safely bet the majority of respondents came from the South Hill area of town. The number one thing that citizens asked for was work in neighborhood parks, with dog parks being #2...and yet, what did the Parks Dept. just spend a lot of time and resources towards and end up with no plan? A proposed dog park for..... the South Hill.

Draft points for CA letter regarding Spokane Parks Department DVC committee  
Submitted by Julie Sanford Biggerstaff  
December 26, 2022

1. The substance of the committee so far does not align with the original stated purpose. I thought my purpose was to act as a conduit of information to neighborhoods via CA and pass info from neighborhoods to the Parks Board regarding what neighborhoods want for their parks. I continue to feel that the committee doesn't really know how to work with a group of people to set and meet goals and to make progress on issues that are relevant to Spokane's neighborhoods. However, I feel it is important that CA continue to have a place on this and the DVCAC committees, if only to continue to try to raise questions and try to hold parks accountable for what appears to be a lack of direction and seeming inability to use this committee to any great purpose for neighborhood
  - a. The committee has spent no time actually talking about Spokane's neighborhood Parks, nor did we ever discuss the 2022 Master Plan that was approved by City Council in 2022. The majority of the meeting time has been spent getting reports on the upcoming plans for the 50th anniversary of Expo '74. We were never given any information about why this project is being led by the Parks Dept. and not another civic entity. While there has been some preliminary discussion about how to involve at least neighborhoods along the Spokane River during the proposed celebration, the primary focus appears to be within the downtown/GU corridor.
  - b. We were originally led to understand that projects were to be presented at the DVCAC committee and then once presented there, presented to the DVC. One project has so far been presented to CAC (given by Friends of the Bluff in early fall) and that presentation has yet to be given to DVC, so the process is not working as proposed. The process for bringing a project forward to the DVCAC committee was never publicly clarified or written into a procedure; as an example, Friends of Coeur d'Alene Park met with Friends of the Bluff leadership to find out how they got on the DVCAC agenda to present.
  - c. There was also supposed to be a project list generated by the CAC; the DVC was supposed to receive this and then push projects forward that appear to correspond to the 2022 Park Master Plan. This has also not yet occurred.
  - d. The meeting agendas are driven by the Parks Dept./Parks Board members, not by DVCAC or DVC committee members, thereby limiting community engagement.
2. I continue to give feedback on the inequity evident in park processes; the latest example of this is a new "Friends' Toolkit that has been developed but not yet approved. It was presented at the November DVC meeting that I could not attend. I and others were told the meetings for the remainder of 2022 were canceled past October (October meeting was truly canceled), so I scheduled something else for that November meeting time, subsequently finding out the meeting was NOT canceled less than 36 hours prior to the meeting date/time. I therefore provided written feedback regarding the Toolkit and do not yet know if any of that feedback was subsequently incorporated into the toolkit. I do know that other comments I've given at meetings, particularly around the topic of Friends groups and possible associations with neighborhood councils, were not

included in the toolkit as an option for neighborhoods. This leads me to the logical conclusion that giving feedback at these meetings is futile.

3. I feel there has been an unstated agenda throughout the lifespan of these committees to move park fundraising onto neighborhoods and 501c3 Friends Groups. This new park toolkit now also 'offers' the responsibility of park maintenance, care and trash pick-up to neighborhood and Friends groups. This has the potential, in yet another way, to create and promote inequity, as, of course, larger, wealthier neighborhoods will have more money and more ways to raise money (ie Downtown businesses and Riverfront Park) for their respective parks than in the smaller, lower socio-economic demographic neighborhoods with fewer businesses. Wealthier neighborhoods have more retirees and folks with money, time and civic engagement and will have a larger volunteer pool upon which to draw and access to more educated volunteer people to help with legal issues such as setting up a 501c3, accounting, connection to media and businesses, etc., for fundraising and park maintenance. It has so far been unclear as to who actually worked on or wrote the toolkit itself. I will be asking that question at the January DVC meeting as we were told at the December DVC meeting that the Toolkit is now under legal review.
4. Park Dept processes are opaque and there is no indication of written policies. Outside of the DVC meetings, I can use the example of Browne's Addition; we have had meetings with the parks dept., and it has been made clear to us that parks wants to get rid of Park Attendees in neighborhoods, replacing them with automated sprinkler systems. We are strongly in opposition because of the positive and timely role we have seen our park attendant play in our neighborhood with the current homelessness situation. We really want safety to be the primary focus of park work going forward; we only want a safe, 4-season usable park in proximity to all neighborhood residents in Spokane.

Have a safe and Happy New Year. Please let me know if you need anything additionally.

With Regards,

Julie Biggerstaff  
Treasurer, Browne's Addition Neighborhood Council  
Co-Chair, Friends of Coeur d'Alene Park

"Never doubt that a small group of thoughtful committed citizens can change the world. Indeed, it is the only thing that ever has." -- Margaret Mead