

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



Meeting Agenda for Thursday, February 2, 2023
5:30 to 8:00 pm, Webex Online Meeting
Proposed Agenda Subject to Change

Please review previous month’s minutes:
*Community Assembly Minutes: January 5, 2023



Administrative

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

Open Forum

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

Agenda

| | | | |
|---|---------------|-----------------|----|
| 5. City Council (Council Member Bingle)..... | 15 min (5:50) | Oral Report | - |
| 6. Director of ONS Introductions (Patrick Striker) | 15 min (6:05) | Oral Report | - |
| 7. Liaison Committee Nominees Update (Paul Kropp) | 10 min (6:20) | Vote | 9 |
| <i>Design Review Board and Community, Housing and Human Services Board nominees</i> | | | |
| 8. CA Committee Reports (Committee Chairs)..... | 30 min (6:30) | Oral Report | 26 |
| <i>Policies & Procedures Committee, Strategic Planning Committee</i> | | | |
| 9. Admin Committee Update (Randy McGlenn) | 10 min (7:00) | Vote | - |
| <i>CA Facilitator Vote, Admin Committee Position Vacancy</i> | | | |
| 10. Roundtable Discussion | 10 min (7:10) | Open Discussion | - |

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

| | |
|--|----|
| • Administrative Committee..... | 28 |
| • Budget Committee..... | - |
| • Building Stronger Neighborhoods Committee (BSN)..... | 30 |
| • Community Assembly/Community Development Committee (CA/CD) | - |
| • Land Use Committee..... | - |
| • Liaison Committee..... | 33 |
| • Pedestrian, Traffic, and Transportation Committee (PeTT)..... | 35 |

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..... | 37 |
| • Urban Forestry-Citizen Advisory Committee Representative Report | - |
| • 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.”

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

Join from the meeting link:

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

Join by meeting number:

Meeting number (access code): 2480 804 3880

Meeting password: neighborhoods

Tap to join from a mobile device (attendees only)

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

Join by phone

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Join from a video system or application

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

You can also dial 173.243.2.68 and enter your meeting number.

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

Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG (Big Hairy Audacious Goal):

Become an equal partner in local government.

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

CORE VALUES:

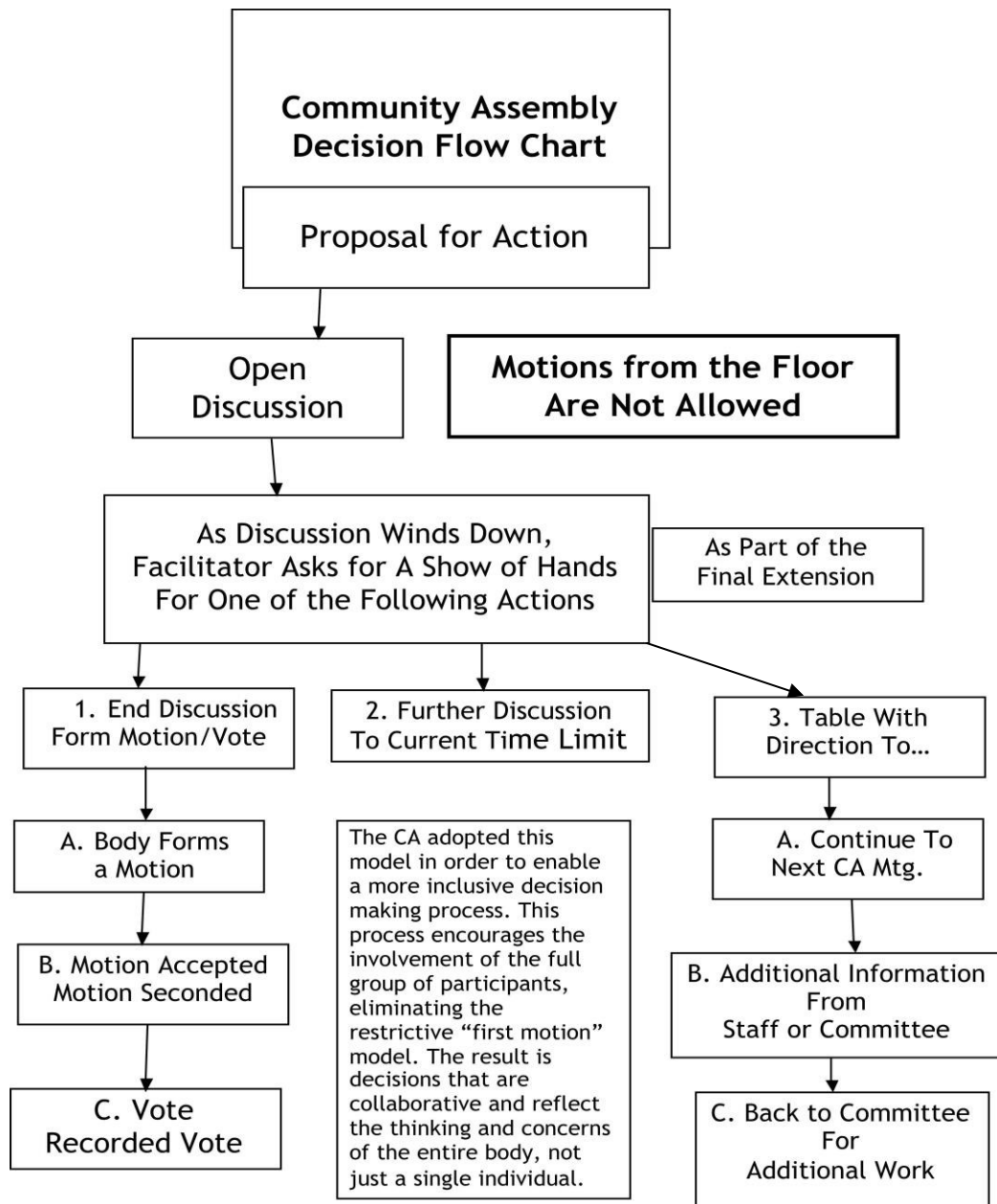
- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent,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

VIVID DESCRIPTION:

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

The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The Community Assembly is a valuable partner to these officials and neighborhoods in creating quality policy & legislation for the common good.

The Community Assembly stimulates participation in civic life among our residents. Citizens that run for political office will believe in the importance of partnering with the Community Assembly and neighborhood councils. Those candidates' active participation and history with neighborhoods contributes to their success, enhancing successful partnerships between the Community Assembly and local government.



Community Assembly Draft Meeting Minutes

January 5, 2023, via WebEx web conference

Meeting called to order at 5:30 p.m. by Randy McGlenn

Attendance:

- **Neighborhood Councils Present:** Audubon-Downriver, Balboa/South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, East Central, Emerson-Garfield, Grandview-Thorpe, Hillyard, Lincoln Heights, Logan, Manito-Cannon Hill, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Shiloh Hills, Southgate, West Central, West Hills, Whitman
- **Neighborhood Councils Absent:** Cliff/Cannon, Comstock, Five Mile Prairie, Latah/Hangman, Nevada Heights, Minnehaha, Rockwood
- **City Staff Present:** Kim McCollim (Neighborhoods, Housing and Human Services Division [NHHS]), Gabby Ryan (Office of Neighborhood Services {ONS}), Amber Groe (ONS), Annie Deasy (ONS), Council Member Zappone (City Council), Danielle Norman (NHHS)
- **Visitors:** Paul Kropp (Liaison Committee), Randy McGlenn (Pedestrian, Traffic and Transportation Committee [PeTT], Admin Committee, Citizens Transportation Advisory Board [CTAB]), Jennie Lindquist (Whitman), Julie Biggerstaff (Community Assembly Liaison to Parks Development and Volunteer [DV] Committee)

Administrative:

Notes: Request from body to check CA Policies and Procedures to see who is supposed to facilitate, Mary Winkes believes it should be ONS staff if not a hired facilitator. Tina posted "An independent facilitator shall preside at CA meetings. In the absence of a facilitator, an ONS representative may preside."

1. **Introductions:** The facilitator asked for attendees to comment their name in the chat and for permission to record the meeting for ONS to provide accurate minutes. This request was approved, 17-Approve, 1-Deny, and 1-Abstain.
2. **Proposed Agenda:** Request was made to add items regarding emails and their cc list and CA representation on ONS interviews. Mark Davies motioned to approve adding items, Christopher Savage seconded, items added to be between 9 and 10. Poll given for vote.
3. **December Minutes:** Mark Davies moved. Andy Hoyer seconded to approve the December minutes. Motion passes with 17- Approve, 1- Deny, 1- Abstain.
4. **Open Forum:**
 - Mary Winkes- CA Strategic Plan- having a google doc being put together. Mary looking at Mission and Vision. Eileen is looking at October's Strength, Weakness and Opportunity (SWAT) analysis and will then look at the goals that Debbie and Randy are looking at. They're meeting again on January 10.

Legislative Agenda:

5. City Council Report- Council Member (CM) Zappone:

- CM Zappone- key things coming up- legislation on tenants and landlords, coming up the week of the 23rd. There will be a town hall for the ordinance in the next couple weeks. Looking for funding for a mobile police camera, possibly around downtown bar areas. Pilot program for Howard Street, near the Arena adding lane painting for a designated bike path and expanded pedestrian area (seating & food truck space). Implementation of SB 5755 to incentivize turning surface parking lots downtown into affordable housing; would be a tax deferral program similar to the Multi-Family Tax Exemption (if 55%+ of the housing is considered affordable housing, developers would qualify for the tax exemption). Possibly additional projects in anniversary of Expo. Lorna Walsh asked about what the blue lights on trailers around town are and CM Zappone gave a response (they're the mobile police cameras). Lesley asked about the bike pilot location, CM Zappone responded with Howard/Riverfront Park, north of the river. Mark commented on police staffing being needed. Carol asked about the Expo anniversary, CM Zappone let her know Garrett Jones in the Parks Department has more details. Paul let the team know there is a Parks liaison who can answer some of those details. Dale commented that with the new organizational police restructure there isn't a contact or details of who to contact. Mary commented that the captains should reach out to the neighborhoods. Fran asked if the council has established the City Councilmembers' list of boards and commissions assignments has been created, CM Zappone said the first draft was made this week, minimal changes.

6. Development and Volunteer Committee Update- Julie Biggerstaff:

- Julie sent a letter to the Liaison Committee and CA- Paul spoke on her behalf and turned over to Andy Hoyer, discussion about Julie's letter on pages 38-40. The want is for the Park Board to know details, a suggestion is to have a committee draft a letter for CA approval/admin signature, and signed-off on by the Admin Committee. Mark commented that North Indian Trail has had similar issues with the park up there.
- **Motion:** Mark moved to extend. Debby seconded. Motion passes: 13- Approve, 3- Deny, 0- Abstain.
- Andy motioned to form an ad-hoc to draft a letter re: Parks Board DV committee. Committee will consist of Andy Hoyer, Julie Biggerstaff, and Randy McGlenn sub-committee, Randy volunteered to be the 3rd person representing Admin committee, Mark seconded.
- **Motion:** Form an ad-hoc to draft a letter re: Parks Board DV committee. Committee will consist of Andy Hoyer, Julie Biggerstaff, and Randy McGlenn. The draft will come back to the CA for final approval. Motion passes: 16- Approve, 0- Deny, 3- Abstain.

7. CA Awards Committee- Fran Papenleu:

- Fran- Gave overview of community volunteers and read the nominations and award recipients for the Community Assembly Awards for year 2022. The recipients are listed here:
 - Jeanette Harras Award – Carol Tomsic
 - Lifetime Achievement Award – Kathryn Alexander
 - Spirit of CA – Greg Francis
 - Good Neighbor Award Winners:

Bob Turner
Marilyn Lloyd
Krista Anderson
Ken Cruz

Tyler Henthorne
Sally Phillips
Luc Jasmin III

Ken Van Voorhis
Cora King
Zach Lewis

Greg Francis
Santiago Rodriguez
Steve Kounkel

- Kathryn talked about how she got involved and commented on the different committees. Fran thanked everyone for their time and contributions. Fran moved to extend, Andy seconded.

8. CA Committee Reports- Committee Chairs:

- Paul Kropp (Liaison Committee)- 2 vacancies- Design Review Board and Community, Housing and Human Services (CHHS) Board
- Fran (Building Stronger Neighborhoods)- Had a good year, refreshing CA handbook, meeting January 23, at Liberty Park at noon. Meeting will be hybrid.
- Tina commented Policies and Procedures (P&P) ad-hoc committee is planning on meeting soon.

9. Admin Committee Update- Randy McGlenn:

- Regarding Community Assembly/City Council (CA/CC) meetings for 2023: Randy brought up that Council President Beggs decided to do two meetings this year instead of four with Council per CP Beggs wanting to do 2 strong meetings over 4 with less effort, looking at March 30, and August 31.
- Tina read the P&P re: Admin Committee vacancy. If there is a vacancy, look at the previous list and at a new pool of those who are eligible, and then create a new list.
- **Motion:** Extend by Debby. Fran seconded. Motion passes: 11- Approve, 2- Deny, 0- Abstain.
- Randy commented about working on a flow for Liaisons, Mary had some comments, and CM Zappone commented on having strategic planning throughout the year. Luke commented it's a great idea. Paul commented that he likes the idea.
- Mary- CA having representation on the ONS director interview panel. Kim McCollim said she wasn't involved with the ONS director panel and will make sure moving forward there are discussions in creating the panels.
- Mary- Comment on the creation of the CA agenda and that Gabby sent an email and didn't cc the Admin Committee. Randy spoke to Gabby and the message was sent to all bcc'd. Randy commented moving forward that the Admin Committee can be cc'd if everyone was okay with the emails being visible to all recipients. Gabby's response: The Admin Committee was BCC'd on the CA Agenda email. I copied and pasted the December agenda request email and didn't catch that the email line didn't include Randy's email in it, because the December email that went out didn't include Seth's email since he had stepped down prior to the December Admin meeting, it was an oversight on my part to not include Randy's email in addition to my own as the two avenues for submitting agenda item requests. However, the process is as it always has been, agenda requests that come in to ONS staff are shared with the Admin Committee when they are received and tracked in a document that gets shared at the CA Admin Committee. In the future, I will make sure that Randy's email is included in the line for submitting agenda requests to. Sorry for the oversight!

- Mark requested getting the CA agenda more than 24 hours in advance to have time to review. Randy said it will be looked into. Luke commented that the draft agenda was sent on December 29.

10. NHHS/ONS Director Report- Kim McCollim:

- Kim McCollim- introduction to the CA, Paul suggested introducing the area she oversees, Kim commented again on the NHHS area with oversight of CHHS and ONS. Background on previous City experience and at HUD. Let the group know to reach out if they need anything. Let group know if they need assistance for example with the Park Board to let her know. Gave brief update on the Spokane Neighborhood Leadership Academy.

11. Roundtable Discussion:

- Andy commented that he saw a third voting item in regard to Randy being the facilitator and asked for Kim to shed some light. Kim gave background on the facilitator not wanting to extend the contract.
- Tina asked if ONS had a new employee, Danielle Norman introduced herself and role in the City (Admin for NHHS Division).
- Tina asked about the CA meetings being in-person/hybrid option. Randy mentioned putting it to the CA, & Kim mentioned talking to the ONS team. Consensus from ONS: Wanting to wait until the ONS director is onboard, seeing what the CA would prefer. Comments in the chat seem to favor in person and the HIVE for location. Luke commented that hybrid is difficult, especially for a large group. Mark agreed that the hybrid is hard, in-person are listened to, those attending online are typically cut-off from interactions. Justin commented that the in-person and timing of meetings creates limitations on those who work until 5 p.m.
- Randy mentioned the item of being a facilitator. Tina commented how great he is doing and that P&P mentions he could be the facilitator if he is not representing a committee/neighborhood council, voting, etc. Randy commented he is an alternate and if no involvement is preferred in admin committee he can work with Fran.
 - a. Motion: Andy moved to appoint Randy if assumed independent, Debby seconded. Tina commented having Randy facilitate February and March and then have Admin/ONS work on a facilitator. Mary seconded. Lindsey commented wanting to know when P&P gets looked at, Tina commented that comments can be sent to her/Luke/Mark.
- **Motion:** Approve that Randy McGlenn act as Facilitator of CA meetings in February and March 2023, while the Administrative committee and ONS staff work together to identify potential long-term CA Facilitators. Tina motioned. Mark seconded. Motion passes: 16- Approve, 1- Deny, 2- Abstain.
- **Meeting Adjourned at 7:38 p.m.**
- Next Community Assembly scheduled for **Thursday, February 2, 2023.**

January 30, 2023

To: Community Assembly Representatives
Office of Neighborhood Services

From: Paul Kropp, Chair
Liaison Committee

Re: Nominations for DRB and CHHS Liaison Member Vacant Positions

In mid-December the Liaison Committee received an application for the vacant Design Review Board (DRB) Community Assembly liaison member position, and then—after the middle of this month—the committee received two applications for the vacant Community Housing and Human Services Board (CHHS) liaison member position.

The purpose of this memo is to present the Liaison Committee's selections for nomination to these two vacant positions.

Note: At this time the Liaison Committee meets only virtually via Zoom.

During its regular monthly meeting on January 10, the Liaison Committee interviewed the Design Review Board applicant, Kris Hansen (Cliff-Cannon), and voted to recommend her for nomination to the mayor and city council for appointment to the Community Assembly Design Review Board CA liaison member position.

The Liaison Committee convened two special meetings to interview the two “almost-late” CHHS Board applicants. The committee met with Andrea Kilgore (Audubon-Downriver) on January 23. On January 27 the committee met with Leslie Hope (Grandview-Thorpe) and then considered their recommendation between the two applicants. Upon discussion, the committee voted to recommend Leslie Hope for nomination to the mayor and city council for appointment to the Community Assembly Community Housing and Human Services liaison member position.

The Liaison Committee hereby requests the Community Assembly at its February 2nd meeting to receive and acknowledge these nominees – Kris Hansen (DRB) and Leslie Hope (CHHS) – and to authorize the forwarding of their names and application documents by the Administration Committee to the office of the mayor.

The application material for each nominee will be found accompanying this memo in the agenda packet for the February 2 Community Assembly meeting.



Spokane City Hall
808 W. Spokane Falls Blvd, Spokane, WA 99201
509-625-6250

Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor
and City Council in considering your appointment.
Please complete each section, if applicable.

Date Stamp

POSITION APPLYING FOR: Community Assembly Design Review

Applicant's Name: Kris Hansen

Residence Address: 1923 W 9th Ave, Spokane, WA 99204

Mailing Address: above

Email: hansenmba@hotmail.com Home Phone: _____ Cell Phone: 5099007355

How long have you been a continuous resident of the City of Spokane? 5 Mon

Which Council District do you reside in? Cliff-C (Need to verify, click [HERE](#))

Have you ever served on a City Board or Commission? If so, which one? No

EDUCATIONAL HISTORY

High School: West Linn High School Diploma Earned: High School

Address: West Linn, OR

College/University: Seattle University Degree Earned: MBA

Address: Seattle WA

EMPLOYMENT HISTORY

Present or Last Employer: Washoe County Position: Buyer Dates: 2/17-6/22

Address: 1001 E 9th St, Reno, NV 89512 Phone: 7752842000

Previous Employer: Server Technology Position: Procurement Dates: 12/14-2/17

Address: 1040 Sandhill Rd, Reno, NV 89521 Phone: 7752842000

REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: Scott Mills Relationship: Friend, 20+ years Phone: 7753385238

Name: Haley Pauley Relationship: Prof acquaintance Phone: 5098189962



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.

Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community.

I moved to Spokane this summer and have been attending many events, and finding my way around, I've been to several neighborhood meetings, block watch mtg, a transportation mtg, historic mtg etc. I also participated in a river cleanup.

Describe why you are interested in serving on this Committee/Board/Commission.

As I attend the many opportunities Spokane has to offer, I find myself drawn back to my long-standing interest in urban design, walkable neighborhoods and right-sized density.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission.

I have always had an interest in planning, as it relates to the neighborhoods. My home in Seattle was rezoned from RS1 to C5 commercial and I was "taxed" out, not being able to afford the 4x property tax bill. My neighborhood group was active in planning/gentrification and I've been active in this regard since.

UNDERSTANDING OF APPLICATION

I, Kris Hansen, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT: Kris Hansen

DATE: 12/14/2022

PLEASE MAIL TO SPOKANE CITY HALL OR SEND VIA EMAIL TO MAYOR@SPOKANECITY.ORG



Spokane City Hall
808 W. Spokane Falls Blvd, Spokane, WA 99201
509-625-6250

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION
(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: Community Assembly Design Review

Applicant's Name: Kris Hansen

Gender: ☒ Female ☐ Male ☐ Non-Binary ☐ Prefer not to answer **Date of Birth:** not given

Ethnic Origin (please select one of the following):

☐ **Hispanic / Latino** (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

☒ **White** (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

☐ **Black / African American** (having origins in any of the black racial groups of Africa)

☐ **Native Hawaiian / Other Pacific Islander** (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

☐ **Asian** (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

☐ **American Indian / Alaska Native** (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

☐ **Two or More Races** (all persons who identify with more than one of the above)

Veteran Status:

☒ **Not a veteran** ☐ **Vietnam-era veteran**

☐ **Disabled veteran** ☐ **Any other veteran**

Disability Status:

☐ **Disabled** ☒ **Non-Disabled**

Name: Kris Hansen

- A. Educational Experience – I have an MBA from Seattle University and hold a Certified Purchasing Manager Certificate from ISM.
- B. Prior to moving to Spokane, I worked for Washoe County, Reno, NV for more than five years in a procurement capacity. I worked with all departments, throughout the County in establishing RFP's, contracting and program requirements. Prior to Washoe County, I spent a few years working in the technology sector for ServerTech, Reno, NV. Through my experiences with the County, I had the opportunity to witness capital projects run full circle through budgeting, RFP's, project management and milestone phases, eventually to public opening of facilities.
- C. I've only just moved to Spokane and unfortunately fractured my foot while moving in. I've been on the mend, but it has definitely put a damper on my involvement. I have attended several of my local neighborhood meetings, block watch, transportation, historic district presentations and participated in a City-sponsored river cleanup.

I learned about the Design Review Committee and this opening during one of the neighborhood meetings. A resident stated that the position was not filled and felt the neighborhood was not well informed on projects due to the vacancy. Through my work in procurement, I often find myself bring parties together, whether it be for products and service, contracting or negotiation. I see this role having many similar needs with the CA Design Review position. Providing education as to how to engage and understand the process is key to my professional role and this position appears to be very similar.

I have not been here long enough to dive into any particular community projects but I am keeping my eye on a few things. The Historic Streetcar District has been on my radar, as well as the unfinished Nom-Nom on Maple and 11th. Unfortunately, most of my interaction with the City has involved a 1918 water main repair that failed, locating pipes and attempt to obtain historic information about my 1907 home in order to make sense of what is was, as compared to what is today.

- D. I became interested in planning and urban development while living in Seattle's Central District in the early 2000's. The area was experiencing gentrification and significant changes in zoning and density. My 1889 Victorian duplex was rezoned 85' commercial and property taxes quadrupled. Being close to Madison Ave, my home was one of many that became part of zoning's scale-down setback properties. Meaning that the homes closer to main streets were rezoned at extraordinary heights to attract businesses development and the height allowance tapered down over a block or two back to residential neighborhoods. A developer bought the lot next door and I found myself in the thick of zoning allowances, exceptions and complex building plans. It was quite the experience, and this is shaped the way I look at neighborhood development, right-sized property density and urban planning. I strongly believe livable cities thrive and this role appears to be a good match to my interests.

Neighborhood Council: Cliff Cannon

I have meet Patricia Hansen several times at various meetings, . I don't know what a voting member is. I do not have a position on the Cliff Cannon Neighborhood Council, I am an attending member of the community.

NAME:

Kris Hansen

Please refer to the city's provisions for the Design Review Board and its membership in the Spokane municipal code at SMC 04.13 and 17G.040, and the Design Review Board's Rules of Procedure. (Documents provided separately).

Affirmation

I have investigated the role and responsibilities of membership on the City of Spokane's Design Review Board, I understand the time and study commitments required and the three-year term of office.

I understand that nomination for the volunteer board position of liaison member on the Design Review Board is by the Community Assembly to the mayor and appointment is by the city council, and that the Community Assembly may withdraw its nomination for cause.

I understand the Community Assembly's liaison member position on the Design Review Board carries all the rights and responsibilities of a board member pursuant to SMC 04.13.025.

I understand the purposes of the Design Review Board as provided in SMC 04.13.015.

I understand the limited authority of the Design Review Board as provided in SMC 17G.040.010.

I understand Design Review Board members are subject to the Design Review Board's Rules of Procedure, including attendance and conflict of interest provisions.

I understand the obligations of the Design Review Board liaison member to the Community Assembly are:

- *to attend Community Assembly monthly meetings at least once every calendar quarter;*
- *to submit a written report for inclusion in the Community Assembly's monthly agenda packet each month the Design Review Board meets; and*
- *to meet with the Community Assembly's Liaison Committee at least once a year during the term of service.*

Signature:

Kris Hansen

Date:

12/17/22



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509-625-6250

Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor
and City Council in considering your appointment.
Please complete each section, if applicable.

Date Stamp

POSITION APPLYING FOR: CA Liaison Member Community Housing & Human Services Board (CHHS)

Applicant's Name: Leslie K Hope

Residence Address: 3108 W Grandview Ave, Spokane, WA 99224

Mailing Address: same

Email: LKHope@Verizon.net

Home Phone: _____

Cell Phone: 240-893-1389

How long have you been a continuous resident of the City of Spokane? 5 years

Which Council District do you reside in? 2 (Need to verify, click [HERE](#))

Have you ever served on a City Board or Commission? If so, which one? No

EDUCATIONAL HISTORY

High School: Hilltop High School

Diploma Earned: Graduate

Address: 555 Claire Ave, Chula Vista, CA 91910

College/University: Coleman College, San Diego

Degree Earned: Computer Science

Address: See Attached Resume for additional education

EMPLOYMENT HISTORY

Present or Last Employer: DHS/USCIS

Position: Chief IT services

Dates: retired 2020

Address: See Attached Resume for details

Phone: _____

Previous Employer: _____

Position: _____

Dates: _____

Address: _____

Phone: _____

REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: Phyllis Holmes

Relationship: Neighbor/Friend

Phone: 509-994-3814

Name: Sheila Rawls

Relationship: Life partner

Phone: 202-255-0481



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community.

I moved to Spokane in 2018 and worked out of the Federal Courthouse (6th floor USCIS) until I retired in 2020. I have participated in my Neighborhood Council and neighborhood activities. As a new resident I identified and contacted my local, state, and federal representatives, and became familiar with local issues and events by reading the paper, reviewing websites and newsletters, and attending community meetings. I participated in town halls, attended a few city council meetings, and participated in the Drug Possession Community meeting in 2022. Now that I'm retired and have some time. I am ready to give back to my chosen community. +

Describe why you are interested in serving on this Committee/Board/Commission.

Working with my Neighborhood Council, I reviewed vacancies to see where I might be able to contribute. I've kept informed of the homeless situation and the many activities surrounding this issue. In my neighborhood, I'm participating in community meetings for large building projects. I'm informed about the overall Spokane and Washington housing shortage. As a person with 30+ years recovery from alcohol and drug addiction, I have a lot to contribute. Mostly, I am passionate about +

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission.

I have extensive experience working for the federal government as a senior executive, including 20 years in Washington, DC. I understand how government works, the bureaucracies involved, budgets, process, technology, and have been very successful at managing large programs and projects. I am exceptionally good managing and working with people. Please see attached resume for specific details, educations, awards, and work experience.

UNDERSTANDING OF APPLICATION

I, Leslie K Hope, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT: Leslie K Hope

DATE: 1/23/2023

PLEASE MAIL TO SPOKANE CITY HALL OR SEND VIA EMAIL TO MAYOR@SPOKANECITY.ORG



Spokane City Hall
808 W. Spokane Falls Blvd, Spokane, WA 99201
509-625-6250

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: CA Liaison Member, Community Housing & Human

Applicant's Name: Leslie K Hope

Gender: ☐ Female ☒ Male ☐ Non-Binary ☐ Prefer not to answer **Date of Birth:** 04/19/1958

Ethnic Origin (please select one of the following):

☐ **Hispanic / Latino** (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

☒ **White** (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

☐ **Black / African American** (having origins in any of the black racial groups of Africa)

☐ **Native Hawaiian / Other Pacific Islander** (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

☐ **Asian** (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

☐ **American Indian / Alaska Native** (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

☐ **Two or More Races** (all persons who identify with more than one of the above)

Veteran Status:

☒ **Not a veteran** ☐ **Vietnam-era veteran**

☐ **Disabled veteran** ☐ **Any other veteran**

Disability Status:

☐ **Disabled** ☒ **Non-Disabled**

LESLIE K. HOPE

3108 W Grandview Ave
Spokane, WA 99224

240-893-1389
Lkhope@verizon.net

Senior government official with over 35 years of highly successful leadership planning, directing, managing, and coordinating activities in large organizations and programs. A consensus builder, who effectively interacts with all levels of employees and management, technical and non-technical, building stakeholder confidence and delivering results. Proven track record includes a broad range of experience, personal initiative, and proven abilities in the following critical areas:

Executive Servant Leadership
Large Acquisitions & Contract Management
Resource Management, HR, Finance, Facilities, IT
Problem Identification, Troubleshooting & Resolution

DHS Level III Program Manager (certified)
Organizational Development
IT Engineering, Operations & Technical Support
Public Speaking

U.S. Citizenship and Immigration Services (USCIS), TS-SCI Clearance April 27, 2008 to 2020

An organizational component of the U.S. Department of Homeland Security (DHS) responsible for Citizenship & Immigration Services, promoting an understanding of citizenship, and ensuring the integrity of the immigration system.

Chief IT Operations GS-2210-15, Office of Information Technology, October 2017- April 2020

Managed a division of technology professionals responsible for IT operations of USCIS' worldwide functions. I was responsible for supporting over 45,000 users, 400 physical locations, several operations centers and help desks. I was responsible for purchasing, distributing, and maintaining computer equipment, mobile devices, and video equipment. I oversaw the development, implementation and operations of both contract and federal staff to support operations and maintenance of all equipment and end users. I was granted permission to work from Spokane remotely for the final 2 years of federal service before retirement.

Associate Director GS-1801-15, Service Center Operations, USCIS, October 2015 to October 2017

Upon request I joined a team of executives to secure and setup an 11-story building to implement a new Service Processing Center in Alexandria, VA. This is a 2500 person center that processes requests for immigration benefits both by paper and digitally. I was part of a small executive team that procured everything needed to startup a new facility, oversaw installation of everything in the building, hired the federal and contract labor, implemented all operational processes and procedures, and successfully began operations in less than 12 months. I stayed on as an associate director for several additional months to ensure smooth operations.

Chief Biometrics Division GS-1801-15, Enterprise Services Division, USCIS, January 2012 to October 2015

Serve as executive leader and manager for the USCIS Biometrics Program with an annual budget of \$160 million. Duties include the following:

- Plan, direct, and manage all areas related to ongoing and future state direction of USCIS identity management and biometrics operation for USCIS worldwide.
- Plan, direct and oversee biometric and biographical collection, biometric data storage, biometric data sharing, and biometric results to support adjudication decisions, fraud detection, and national security both internally and externally to USCIS including foreign government partners
- Manage a nationwide network of 138 Application Support Centers (ASC) staffed with over 600 contract workers responsible for processing over 3.5 million applicants each year
- Ensure the 150 Immigration Service Officers stationed at the 138 ASCs provide customer service and biometric collection in accordance with Biometrics Division (BD) policy and procedures
- Manage development and drafting of policies, procedures and guidelines required to support biometric requirements for emerging or specialized segments of new USCIS workloads such as TPS and DACA
- Assure Federal Bureau of Investigation (FBI) biographic name checks are completed timely, track, audit and provide continuous review and improvement of the FBI name check process

- Oversee the Office of Fingerprint Liaison (OFL), ensuring communication, coordination, and problem resolution between USCIS and FBI Criminal Justice Information Services (CJIS)
- Coordinate, manage and implement memorandums of understanding, service level and data sharing agreements with other government agencies such as DoD, DoS
- Provide business systems ownership, funding, requirements management, strategy and direction to Office of Information Technology (OIT) for all biometric technology including new systems development, modernization and decommissioning of legacy systems
- Provide leadership, direction and guidance to subordinate supervisors
- Coordinate, direct and implement DHS biometric strategy by co-chairing the DHS Biometric Sub-Group under the Joint Requirement Council and represent USCIS on the DHS Information Based Screening & Vetting IPT and the DHS International Information Sharing Enterprise Architecture IPT
- Develop, implement and manage the new National Appointment Scheduling System (NASS) for over 6000 USCIS internal customers
- Lead biometric division stewardship of human, fiscal resources, and direction to support a continuous improvement approach to biometric business processes
- Represent Enterprise Services Directorate (ESD) on the USCIS Disciplinary Review Board (DRB)

Deputy CIO GS-2210-15, Office of the Chief Information Officer, USCIS, June 2009 to January 2012

Serve as the executive leader managing all aspects of enterprise-wide information technology for USCIS including 500 federal employees, 2000 contractors and an annual budget of \$500 million.

- Served as a change agent to effectively move the Office of Information technology towards a business driven, customer focused service model
- Provided leadership and management of all USCIS OIT programs to include finance, personnel, architecture, security, infrastructure, system development (IT life cycle management),
- Respond to oversight and audit requirements from DHS, OMB, OIG and Congress
- Provided day-to-day leadership of customer/user support services and the operational aspects of the OIT
- Ensured development of internal controls, and that the administrative and reporting procedures necessary were implemented to minimize cost and ensure operating efficiency
- Lead business procurement activities for all major OIT contracts (\$300 million dollars annually) including serving as source selection official
- Provided organizational development, assessed personnel and implemented changes necessary to support Office of Transformation Coordination goals and objectives
- Represented Office of Information Technology at USCIS Senior Review Board and DHS Acquisition Review Board meetings
- Directed IT program in accordance with DHS and CIS policies and management directives
- Serve as deciding official for several serious disciplinary cases
- Provided effective liaison to external stakeholders, agencies, congressional staff and vendors, including participation on panels and providing key note speeches for conferences such as AILA
- Served as Chief Information Officer (Acting) from January 1, 2010 to June 14, 2010 as well as multiple other occasions

Chief Local Services Office, Office of Customer Service, USCIS April 2008 to June 2009

Senior manager responsible for business systems ownership, contract oversight and operations of technology supporting customer services to the public including the following duties:

- Provided technical evaluation of existing call systems and determined strategic direction for modernization
- Planed implementation of new strategy in accordance with USCIS transformation program
- Lead, mentored, and trained staff in all aspects of project and program management
- Implemented and administered contracts supporting local services office initiatives
- Supported daily operation of systems and processes used by Immigration Information Officers nationwide and six major call centers
- Served as business owner for Information and Customer Service division to agency technology boards and planning groups
- Acted as Chief, USCIS Customer Services when called upon

U.S. Patent & Trademark Office (USPTO), *TS Clearance***April 30, 2007 to April 26, 2008**

Organizational component of the U. S. Department of Commerce accountable for U.S. Intellectual Property protection and policy along with granting patents and registering trademarks.

Director Networking & Telecommunications GS-2210-15, *Office of the CIO, April 2007-April 2008*

Senior executive leader responsible for the all aspects of USPTO networking, telecommunications & IT security operations to include a \$150 million dollar budget and 60 federal employees.

- Brought in as change agent to assess and redefine telecommunications and network services
- Performed needs assessment, developed staffing and resource plans, then implemented the changes necessary to transition to a highly functional, fiscally responsible organization
- Provided day-to-day operational direction and management of all aspects of the networking department to include IT security, forensics, program budget, procurement, human resources and capital planning
- Responsible for planning, acquisition, and implementation of a totally new data network while ensuring USPTO production was uninterrupted
- Engineered and supported network connectivity for the largest tele-worker program in the federal government
- Acquired and implemented a new digital telephone switch campus wide with VoIP for 5000 off site tele-workers
- Reduced operating costs by thirty percent while implementing new environments and contracts
- Served as an executive counsel to the Chief Information Officer on networking, telecommunications, and operational aspects of the IT program

U.S. Citizenship and Immigration Services (USCIS), *TS/SCI Clearance* July 1, 1993 to April 29, 2007

Organizational component of the U.S. Department of Homeland Security (DHS) responsible for immigration and naturalization, promoting an understanding of citizenship, and ensuring the integrity of the immigration system.

Deputy Chief Information Officer GS-2210-15, *Office of the Chief Information Office, May 2006 – April 2007*

Executive leader and alter ego to the CIO, responsible for enterprise-wide information technology activities for the USCIS Office of Information Technology (OIT).

- Provided day-to-day leadership and management of all operational aspects of the organization, including end user support services, application development and maintenance, security, architecture, business process development and reengineering, enterprise infrastructure engineering, and administration to include finance, acquisition, facilities, asset and human resources.
- Ensured the development and application of internal controls, administrative and reporting procedures, people and systems were in place to enable both financial stability and operating efficiency
- Responsible for overall business technology planning, bringing a deep knowledge of systems, policies, legislation, and customer needs to the planning and implementation of IT initiatives
- Responsible for managing customer service, budget management, acquisition, and business goals; created the first USCIS OIT line item budget and successfully implemented execution processes
- Supported internal and external relationship management activities, including operational and personnel communications, customer service management, stakeholder and executive leadership relationship development, in order to support USCIS business goals
- Provided counsel, leadership, and customer service to USCIS Transformation initiative and Transformation Program Management Office
- Motivated and lead activities of a high-performance management team supporting 500 employees

Special Assistant to the Director, *Office of Domestic Operations, USCIS, March, 2005 - May, 2006*

Senior Special Assistant for Domestic Operations responsible for front office coordination, management and oversight of headquarters special projects.

- Senior project lead of USCIS C4 Naturalization system backlog reduction team. Charged with the remediation of naturalization cases stuck in extremely complex workflow system; achieved completion of over 14 thousand applications

- Managed the development of organizational process and procedures; worked with counsel on implementation of such key policies as the religious worker rule and virtual office capabilities
- Provided day-to-day management of HQ Domestic Operations personnel and budget activities
- Business liaison for information technology program, product, and service delivery
- Served a one year detail to the Office of Information Technology as acting Chief Information Officer

Director of IT Operations, Office of the Chief Information Officer, USCIS, March, 2004 - March, 2005

Responsible for directing the design, building, implementation and operational support of USCIS communications and computing assets.

- Managed the dissolution of the INS technology bureau and the reformation of three separate but collaborative information technology bureaus now known as USCIS, CBP and ICE Offices of Information Technology
- Developed first USCIS Office of IT Operations and served as first Director
- Developed, designed, and implemented the first USCIS Office of Information Technology, including procurement, application development, infrastructure operations, and the associated policies and procedures necessary for the office to function

Director of IT Customer Service, Immigration & Naturalization Service, DHS, September 1999 - March 2004

Managed IT infrastructure serving over 1000 INS offices world wide, 40,000 end users, managers, and technology developers; responsible for the development and deployment of customized PC-based end user applications, and operating and planning enhancements to test facilities and programs.

- Defined, designed architecture, planned, and implemented technical solutions that allowed four distinctly different operations regions to standardize platforms and upgrade to state-of-the-art technology while maintaining current operations on legacy systems.
- Established secure inter-bureau e-mail system for the 22 Bureaus of the new Department of Homeland Security. Established working group of technical personnel representing each of the Bureaus; led status assessments; lead consensus technical strategy formation; developed formal planning, purchasing and implementation process; developed RFP, evaluated submissions, selected qualified vendor, and managed the installation and enhancement project; resulting in secure internal e-mail and DHS.gov addresses for 140,000 employees in the 22 Bureaus. The project was completed in 6 months within budget.
- Developed recommendations for a new Agency-wide email system that took into account system interrelationships, equipment configurations and possible funding options.

Supervisor of ADP Operations, Immigration and Naturalization Service, Miami District, October 1997-September, 1999

Managed data, data processing, operational data systems voice, and radio communications systems for the Florida theatre of operations, including international sites.

- Evaluated significant problem areas, diagnosing issues, developing corrective action, and implementing both strategic and tactical solutions.
- Significantly improved operational efficiencies and customer satisfaction levels receiving several awards and recognitions.
- Developed performance standards and evaluated work performance of subordinates against standards.
- Assisted District Management in the formulation of operational plans (mass migration).

Computer Specialist, Immigration and Naturalization Service, Administrative Service Center, Burlington Vermont, June, 1995 - October, 1997

Provided information technology support of networking systems, national INS systems, COTS and local applications to end users within the Administrative Center and Eastern Regional Office of the Immigration Service

- Conducted assessments of both local and national systems to ensure compliance with national policies
- Served as senior project leader for network upgrade processes
- Served as acting supervisory computer specialist in the supervisor's absence
- Went on one year detail to Miami District as the first federal computer specialist

Senior Systems Analyst, Maxima Corporation, Stationed in Burlington Admin Center April 1994 - June, 1995

Provided technical and analytical oversight and support for the custom application to search INS databases.

- Installed and supported the local area network for the Law Enforcement Support center.
- Liaison to headquarters computer specialists and contractors; analyzed and developed work flow and diagnosed problematic communication and application issues.
- Trained end users and staff.

Communications Specialist, INS Field Operation Support Contract, July, 1993 - April, 1994

Provided technical support to Border Patrol agents and management for a variety of law enforcement applications and communication systems.

- Installed the first local area network in the US Border Patrol, San Diego Sector.
- Developed process and procedures for national technology infrastructure project (TIP)

EDUCATION AND CERTIFICATIONS

DHS Level III Program Manager – recertification 2014

DHS Level III Program Manager – recertification 2012

Harvard Business School – Women’s Leadership Forum: Innovation Strategies for a Changing World, May 2011

DHS Level III Program Manager - June 2009

Federal Executive Institute, Charlottesville, VA
Leadership for a Democratic Society, 2008

University of Maryland University College, Adelphia, MD
Continuing coursework towards Bachelor of Science Degree

Regis University, Management Concepts
Masters Certificate Project Management, 2004

Grossmont College, LaMesa, CA
LAN Specialist Certification, 1991

Coleman College, San Diego, CA
Computer Science Certification, 1979

Certified Agile SCRUM master

Certified Network Engineer (CNE)

Microsoft Certified Professional (MCP)

Information technology Infrastructure Library (ITIL) certification, Foundation Level

PROFESSIONAL AFFILIATIONS

WHS – Women in Homeland Security – Current board member
IEEE – Institute of Electrical and Electronics Engineers
IAC/ACT – Industry Advisory Council/American Council of Technology
WIT – Women in Technology
AFFIRM - Association for Federal Information Resource Managers

PERFORMANCE AWARDS

My performance awards are too numerous to be listed separately but consist of the following beginning in 1996. Copies are available on request.

- Director’s award Manager of the Year 2012
- Several quality step increases
- Letters of commendation and appreciation from the White House EOP, DHS CIO, CIO
- Y2K transition award
- Nominated Federal Executive Board Employee of the Year 1998
- Outstanding performance \ sustained superior performance – yearly since 1996

**Community Assembly
Supplementary Application and Questionnaire**NAME: Leslie K Hope

Position applied for: **Community Assembly Liaison Member
Community, Housing, and Human Services Board (CHHS)**

In a separate document to accompany this form, please supplement or add to the information you have provided on the city's *Application for Committees/Boards/Commissions* and submit everything together.

A. Educational History

Describe your higher education background, higher education major(s) and degree(s), and any other formal education or certifications earned.

B. Employment History

Outline your employment history, and discuss any employment positions held and skills employment has provided that relate to this position.

C. Involvement in the Community

List the community projects, and/or community, civic, trade or professional organization in which you have been active.

Highlight the organizations that have provided the opportunity to experience and to learn in matters that relate to this position.

Discuss the community projects that have provided the opportunity to experience and learn in matters related to this position.

D. Skills and Special Interests

Discuss any further skills, interests and/or other experiences gained that relate to this position.

Neighborhood Council Connection

Which neighborhood council do you relate to? Grandview Thorpe

Do you maintain voting member status in this neighborhood council? Yes X No

Please supply a neighborhood council reference.

Name: Tina Luerksen

Phone: 509-844-3299 Email: macluerksen@gmail.com

Affirmation of Duties and Responsibilities

Sign and date the affirmation statement on the second page of this form.

Application Submission

Email scanned PDFs to both:

DEADLINE = January 23, 2023 or until filled

Paul Kropp, Liaison Committee Chair (and)

pkropp@fastmail.fm

Annie Deasy, Neighborhood Services

adeasy@spokanecity.org

Or mail paper documents to:

CA Liaison Committee c/o Annie Deasy

Neighborhood Services

808 W. Spokane Falls Blvd, Spokane WA 99201

CHHS BOARD LIAISON MEMBER SUPPLEMENTARY APPLICATION

January 2023

Page 2

NAME: Leslie K Hope

Please refer to the city's provisions for the Community, Housing, and Human Services Board's functions and membership in the municipal code at SMC 04.34A.

Affirmation

I am aware of the purpose and functions of the Community, Health, and Human Services Board ("CHHS Board") as set forth in the City of Spokane's municipal code at SMC 04.34A.

I understand the Community Assembly's liaison member position on the CHHS Board has the full rights and responsibilities of a board member pursuant to SMC 04.34A.

I understand CHHS Board members are subject to the CHHS Board bylaws, including attendance and conflict of interest provisions.

I understand the responsibilities of service on the CHHS Board, of the term of office, and of the time commitment required.

I understand the CHHS Board's mission is to advise the mayor and city council principally as to matters related to:

- *Policy guidance and recommendations for community development, human services, and special purpose grant program implementation and funding.*
- *Funding priorities for housing programs and projects and social services utilizing federal, Washington State and city resources.*
- *Compliance with the planning, programing, and hearing requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington Department of Commerce.*
- *The funding of human services priorities as established by the city council.*

I understand the CHHS Board functions to advise the Community, Housing, and Human Services Department on the preparation and adoption, with broad public participation, of the city's Consolidated Plan and Annual Action Plans and other plan and programming documents required by the US Department of Housing and Urban Development.

I understand the responsibility of all CHHS Board members is to affirmatively represent the diverse constituencies that make up Spokane's extremely low to moderate income populations and the neighborhoods in which they reside.

I understand the CHHS Board liaison member is expected to submit pertinent written reports on the activities of the CHHS Board and CHHS Department for each Community Assembly monthly agenda packet, to attend Community Assembly meetings at least quarterly, and to provide a verbal report at CHHS Board meetings on Community Assembly activities relevant to the work and duties of the CHHS Board.

Leslie K Hope (signed)

Signature: _____

Date: 01/23/2023

CA Policies & Procedures Committee

February 2023 Update to Community Assembly

Committee Members:

- Tina Luerssen (macluerssen@gmail.com), Grandview-Thorpe Neighborhood
- Mark Davies (msdavies@msn.com), North Indian Trail Neighborhood
- Luke Tolley (luke.tolley@gmail.com), Hillyard Neighborhood

Input received from: Paul Kropp, Liaison Committee et al.

The committee met virtually on: 1/11, 1/18, 1/24, and 1/31 (*tentatively as of time of submission*)

Current P&P can be found here:

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/community-assembly-policies-and-procedures-revised-2022-05-26.pdf>

We established the following scope of work:

- P & P Review & Updates
 - Electronic (audio and/or video) **recording** of CA meetings
 - Need clarification from City Legal about what we can do given FOIA and similar
 - Who would have access to the recordings?
 - What would they be used for?
 - How handled/announced at meeting?
 - Clarification of **facilitation** requirements and procedures
 - See suggested language below)
 - **Meeting method and venue**, procedures and repercussions
 - Location
 - In-person, hybrid, virtual
 - Voting, quorum, etc.
 - Supported needed from ONS
 - Who decides? How much notice?
 - **Eliminating the Admin Committee gap** between election and being able to take action.
 - Suggestion is for outgoing and incoming Admin Committee to meet together at the Admin Committee following elections so actions can be taken in between if needed.
 - Grievance/censure/arbitration/accountability/**conflict resolution procedure**
 - Grievance procedure previously removed as redundant to any committee formation process
 - There is a need for a vehicle to address antisocial behavior between CA members and between CA members and City Staff.
 - **Liaison** language
 - Paul Kropp submitted language

CA Policies & Procedures Committee

February 2023 Update to Community Assembly

- Clean up **formatting**
 - Narrow margins
 - Shorten where possible
 - Address addenda inclusion vs. separate file(s)
- Review Memorandum of Understanding between ONS and CA
 - MOU can be found here:
<https://static.spokanecity.org/documents/neighborhoods/community-assembly/memo-between-ons-and-ca-2021.pdf>

Please email all three members if you have other suggested changes/questions/etc.

If committees have edits to their P&P they should be submitted ASAP.

Facilitation Language (Sec IV. D):

Current Language:

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

Proposed Language for discussion:

D. An independent facilitator shall preside at CA regular meetings. The facilitator shall act in accordance with the procedures outlined herein. Any proposed facilitator must be approved by the Community Assembly.

1. An independent facilitator shall be defined as a neutral attendee who does not otherwise represent or vote on behalf of a neighborhood, present information, or participate in discussion of the business of the meeting.

2. Selection of facilitator:

a) The Administrative Committee, working in conjunction with the Office of Neighborhood Services, is charged with recruiting and proposing candidates for the facilitator position as quickly as possible so as to not extend temporary facilitation any longer than necessary.

b) In the event of a short-term absence of an independent facilitator, The director of ONS or their designee opens the meeting and, prior to any other business the CA acts to approve any temporary facilitator

CA Administrative Committee Meeting

January 24, 2023

4:30-5:45 p.m.

Hybrid/City Hall, Tribal Conference Room



Members Present: Randy McGlenn, Chair (West Central), Fran Papenleur, Vice Chair (Audubon-Downriver), Gail Cropper (Northwest). Lindsey Shaw (Logan), Dale Walker (Chief Garry Park) on Zoom.

City Staff: Gabby Ryan–ONS Staff Liaison, Patrick Striker–ONS Director, Kim McCollim–NHHS Director

On-Line Guests: Paul Kropp, Liaison Committee Chair; Anthony Hardwick (Nevada Heights).

Welcome/Introductions

Chair McGlenn opened the meeting, welcomed everyone attending. Welcome to the new ONS director, Patrick Striker, whose appointment was confirmed by the City Council on January 23. Thanks to Kim McCollim, NHHS Director, for serving as interim ONS Director. The group approved CA Admin Committee minutes of December 27, 2022. Minutes were approved, with minor corrections, unanimously.

TOPICS OF DISCUSSION

CA Meeting Facilitation

Kim reported that the contract with ABCD Consulting was mutually cancelled, and indicated that NHHS staffer Danielle Norman is interested to facilitate until another is chosen. Admin Chair Randy McGlenn skillfully stepped in to facilitate the January CA meeting, and received good reviews. Discussion about CA P&P language to clarify issues of bias and neutrality. History is that facilitation has been done by City staff as well as outside consultants. Fran received communication from Tina Luerssen that Gonzaga Leadership Studies staff [who facilitated the October 2022 CA Retreat] is interested in a contract to facilitate, at a cost less than ABCD. Patrick will follow up on these options and keep us informed.

CA Meeting Format

Discussion continues about going hybrid; most representatives are in favor. Issues remain about facilities that have adequate technology (Wi-Fi, screens, sound, software, cameras, etc.), after-hours of operation, as well as location – relatively central, parking. Suggestions include The HIVE, Shadle Park Public Library, West Central Community Center's Newton room, and even the Council Briefing Center. Due to time constraints, Patrick suggested a "one time" location for the February 2 CA meeting, and continue to search for a permanent solution. As indicated above, he will follow up and keep us informed of the options.

CA Meeting Decorum

Feedback has been received about concerns with the negative and disrespectful tenor of discussions among representatives, and interactions with city staff. It is timely that the P&P committee is undergoing a careful review. Randy will contact its members to discuss possibly reinstating a grievance procedure section, or create a mechanism to censure/mute someone who is behaving inappropriately. This issue will be on the February agenda.

City Council

- Fran requested that the list which includes the 2023 City Council holidays, Town Hall schedules, and dates of the two CA/CC meetings be included in the February CA packet. Also if we can get the updated list of City Council members' boards & commission seats.
- Last month, City Council President Beggs offered [only] two CA/CC meetings in 2023, even though we are supposed to have three. CP Beggs also proposed convening a City Council/CA Neighborhood Committee (and include City staff) to refresh and rebuild our relationships. Lisa Gardner should be reaching out to the above stakeholders to coordinate.

Other Business

- Due to Shae Blackwell's resignation, the CA voted in December for a call of nominees to replace vacant position on Admin Committee secretary vacancy. Randy sent a request to several eligible CA representatives (based on attendance), however only one person stepped forward – Gail Cropper, in attendance today. She was approved unanimously by the committee to serve temporarily until the CA can vote to confirm next week. Thank you, Gail!
- Gabby reported that IT says the WebEx recordings of CA meetings "cloud" is full. Recording policy per CA: Share Drive, Folder, or just Delete?

Draft February CA

- Introduce new ONS Director, Patrick Striker (15 minutes)
- Paul Kropp, Liaison Committee, advance nominees for board positions, action on materials and vote to ratify nominations: 1) Design Review Board, and 2) CHHS for 10 minutes
- Randy – Admin Update
- Other CA Committee Updates, to include Strategic Planning, and P&P, for 30 minutes

Dale moved to approve the list; seconded by Lindsey.

Next CA Admin Committee meeting is Tuesday, February 21. The meeting adjourned at 5:45 PM. Recorded by Gail Cropper.

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

1/23/2023 12:00PM virtually on Zoom and at Liberty Park Library.

Present at Library: Fran Papenleur (Outgoing Chair: Audubon-Downriver), Gail Cropper (Northwest), Anne Luttrell (Emerson-Garfield), Christine Quinn (West Hills), City staff: Amber Groe (ONS). Present on Zoom: Tina Luerssen (Outgoing Secretary: Grandview/Thorpe), Colleen Gardner (Chief Garry Park), Charles Hansen (Whitman), Anthony Hardwick (Nevada Heights), Dave Lucas (Vice Chair: Rockwood), Randy McGlenn (West Central).

Meeting Agenda:

1. Committee Housekeeping: November meeting notes approved by consensus.
2. New Business - Officer Elections: Fran is stepping down as Chair due to her commitment on Admin Committee and with ADNC. Dave is willing to continue as Vice Chair. Tina is willing to step in as Chair, and Gail is willing to step in as Secretary. Slate of officers approved as presented.
3. Updates
 - Amber updated on ONS: City Council is expected to approve Patrick Striker for the new ONS Director, and he will likely start in this role tomorrow, 1/24/23. NHHS Director Kim McCollim is working on a schedule to get Patrick up-to-date and connected with Neighborhoods and CA.
 - Programs update:
 1. Applications are open through 4/7/23 for Mobile Speed Feedback Signs (MSFS), and through 3/1/23 for Speed Radar Cameras (permanent installed radar cameras, not mobile: within 300ft of hospital or Park, City Council is prioritizing high pedestrian and bicycle use areas). Gail asked how many MSFS trailers each NC can request. There was some vandalism/damage last year to these trailers, NCs can submit up to 3 locations by priority and Annie is working to make these locations happen. Anthony asked for more information, he's had minimal response from Nevada Heights NC leadership. Is there data recovered from these trailers? Yes, the MSFS collect data that is used for potential traffic calming projects. Colleen suggested that Anthony call the listed Nevada Heights Chair and work with ONS to help develop the leadership within the neighborhood.
 2. Clean-up Coordinator training Fri. 2/17/23, email going out to NCs today. Program will look similar to past years. Disposal passes will be available starting 3/1/23 online and through COPS Shops (primarily digital). Amber is the ONS liaison for the clean-up program this year.

3. Spokane Neighborhood Leadership Academy (SNLA) is kicking off, first session this Saturday 1/28/23. Tina is serving as a Mentor this year for the group.
 4. CA Budget Committee is meeting tonight and will have more information at next week's CA meeting. Gabby is the ONS liaison to this committee.
 5. Fran spoke with Kim McCollim and confirmed that \$400k is earmarked for Neighborhood Community Development, so that should be coming down the pipeline as well.
- CA Strategic Planning: Hoping for an update from Mary Winkes & committee at CA next week.
 - City Council Neighborhoods Committee: CP Beggs stepped into the Admin committee last month to discuss this CC/CA partnership; hoping for additional update after Admin meets tomorrow.
 - SNLA update: Jeff Stevens (resident of Audubon-Downriver NC) is co-facilitating with Kelsey Solberg (GU School of Leadership Studies). Tina updated on the role of Mentors and 16 participants. Tina will ask Kelsey to update the participant/mentor listing with correct spelling of her last name, and also correctly identify the Cannon Hill participant by correct NC name.
 - Other: Neighborhood Outreach.
 1. Colleen reported on Chief Garry Park, she has resigned from CA and leadership within her NC. When she took over the NC Chair role years ago, she had nothing to start with. In an attempt to make the transition easier and less overwhelming to new leadership, Colleen put together a Leadership Binder with information including sample agendas, forms, contact list, how to run a meeting, fundraising, calendars, information about the CA and NCs program, etc. She went over this binder with the new leadership so they had a clear picture of how the program works and what they can do. This would be a helpful item to include in our Toolkit and help other NCs to prepare. Colleen will share the document with Tina to share out.
4. Guest Speaker: Randy McGlenn, continuing his Communication Strategies presentation. Randy added more content to his Neighborhood Communication Plan, with examples of document formats and templates for Memorandum, Resolution, Press Release; as well as details about format, structure and content of these documents. Randy welcomes feedback and suggestions on his Neighborhood Communication Plan, this document will be included with the BSN meeting notes.
 - Dave asked about how to get NC information out to the media; Randy mentioned several social media platforms including NextDoor for

focused location. Always include copies of agenda regularly to the media, the Spokesman-Review will make sure your meeting notice is published in the paper but also may pick up relevant topics and reach out when they are interested in promoting further. Need to grab their attention in a few seconds with the Press Release, so formatting is important. Make sure we're attaching action items for purposeful discussion. This gives purpose to the communication, and not just conversation.

- Fran asked for Amber to add this document to the Toolkit on the website. Should this be added onto a future CA agenda for presentation? This committee will continue to discuss.

5. Next Steps: February meeting agenda.

- 2023 meeting time and dates, 2023 Committee goals and work plan.

Next meeting at 12:00pm on Monday, February 27th, 2023. Location: Virtually on Zoom, in-person at Shadle Library (Dave will host in-person, Tina will host online).

CA Liaison Committee Meeting Draft Notes – January 10, 2023 – via Zoom

Call to order: 2:03 PM.

Present: Paul Kropp, Southgate, Chair; Andy Hoyer, Southgate, recorder; Bonnie McInnis, West Central, Susan Burns, Peaceful Valley, Lorna Walsh, Riverside, guest; Kris Hansen, guest, Cliff Cannon; Fran Papenleur, Audubon-Down River, guest, Annie Deasy, ONS

After introductions, we interviewed Kris Hansen for the position of Liaison to the Design Review Board. Although she is new to Spokane, from Reno and Seattle, she is quite familiar with urban design principles from her experiences as an owner in a gentrifying neighborhood, and academic study. She was well-received by the Committee, and we will be recommending her to the CA for nomination to this position and approval by the Mayor and City Council.

We approved the minutes for the last meeting and the agenda for this one.

We discussed the on-going efforts to produce a letter from the CA to the Park Board and others regarding concerns expressed by our Park Board DVC liaison Julie Biggerstaff.

Fran Papenleur asked that we consider Andrea Kilgore as a liaison to the CHHS – Paul will speak with her. She has credentials as a master's level social worker.

We reviewed attendance by our liaisons and noted that all but the Urban Forestry people had submitted appropriate documents for the packet. We reviewed the final liaison CA meeting appearance rotation recommendation to the Admin Committee. The P/P proposals for the CA, the LC and the PeTT committee are still pending approval. We reviewed our planned “check-in” sequence, and the fact that the Housing Action Subcommittee of the CC has not been meeting.

We decided to use Zoom for meetings through March, and then discuss resuming in-person or hybrid meetings at the Liberty Park Library.

We decided that the new time for the meeting of this Committee will be 11AM, still on the second Tuesday.

Meeting adjourned at 2:57 PM

Notes provided by Andy Hoyer

Draft Meeting Notes – CA Liaison Committee – January 23, 2023 – 7:00 PM - via Zoom

Present: Paul Kropp, Southgate, Chair; Andy Hoyer, Southgate, recorder; Susan Burns, Peaceful Valley; Bonnie McInnis, West Central; Annie Deasy, ONS; Andrea Kilgore, candidate and guest

The purpose of this special meeting was to interview Ms. Andrea Kilgore for the position of CHHS Liaison

The Committee asked Ms. Kilgore many questions. One item of interest was her summary of a Masters Thesis she wrote that covered the history of state-operated mental health hospitals and the many changes in public policy over time, including the present situation for the State of Washington.

We noted to Ms. Kilgore that we had one more candidate to interview, and that we would report back to her the results of our interviews and recommendation as soon as possible.

The meeting adjourned at 3:00 PM

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Draft Meeting Notes – CA Liaison Committee – January 27, 2023 - 2:00PM – via Zoom

Present: Paul Kropp, Southgate, Chair; Andy Hoyer, Southgate, recorder; Susan Burns, Peaceful Valley; Bonnie McInnis, West Central; Kathryn Alexander, Bemiss, guest; Leslie Hope, candidate and guest

The purpose of this meeting was to interview Ms. Leslie Hope for the position of CHHS Liaison.

The Committee heard some comments from Kathryn, who served as Liaison till the end of 2022, and we had several questions for Ms. Hope.

After the interview we discussed both candidates, noting that each one was very strong, but concluding by consensus that Ms. Hope was to be our recommendation for nomination.

Paul said he would contact both candidates.

Both reports submitted by Andy Hoyer, recorder.

Community Assembly
Pedestrian Traffic and Transportation Committee (PeTT) Meeting draft minutes
January 24, 2023
Zoom

Attendance

Marilyn Lloyd (Lincoln Heights), Mary Winkes (Manito/Cannon Hill), Rita Conner (Southgate), Paul Kropp (Liaison Committee), Pam Schermehorn (Cliff/Cannon), Veronica Elze (Riverside), Annie Deasy (Office of Neighborhood Services), Charles Hansen (Whitman), Randy McGlenn (West Central), Anthony Hardwick (Nevada Heights), Carol Tomsic (Lincoln Heights), Carlie Hoffman (Emerson/Garfield)

Introductions

Meeting was called to order by Chair, Randy McGlenn at 6:06 pm

Attendees introduced themselves and their neighborhood connections.

Updating PeTT Policies & Procedures, Paul Kropp, Liaison Committee

Paul Kropp introduced himself. He was the former chair of the Pett committee. He introduced 'suggested' updates to the PeTT Policies and Procedures. He said the City Council allocated the PeTT committee positions on the Citizens Transportation Advisory Community (CTAB) and the Plan Commission Transportation Subcommittee (PCTS). Paul said after he worked on two new Park Board Community Assembly (CA) positions he looked at the current PeTT Policies and Procedures. He said it was not his job, but he had a long history with the committee. He said CTAB has been entirely refreshed and a new ordinance says the CA appoints the nominations of the PeTT on the CTAB. Paul said the Plan Commission handbook says the PeTT nominations go through the 'governing board' which is the CA. He said the proposed PeTT policy and procedure changes align everything together and conforms to the city code. There was a discussion. It was decided Mary would work with Charles on a review of said documents and language. The topic would be revisited in March.

Safe Streets for All, Colin Quinn-Hurst, Planning

There was an unforeseen scheduling conflict. Colin was rescheduled for the February meeting. He will discuss Safe Streets for All and give us updates on bicycle initiatives.

2013 Topics Discussion, Randy McGlenn

Randy said there are no current updates from CTAB because they lost their facilitator and the meetings are not scheduled. He asked for subjects the attendees were interested in.

Carol suggested bike/pedestrian, high transit buses/housing, traffic study details, and a traffic calming program update.

Mary suggested an update on the transportation impact fees. She said the timeline was not known but it will be going to the plan commission and the city council.

Annie gave an update on traffic calming. She said the consulting engineers are working on solutions. The mobile speed feedback sign program is taking applications through 4/7/23. She said to go directly to her for questions. She said the park speed radar program does not track speed. She said the four-year cycle traffic calming program is ahead of schedule. She said the Pomegrante Associates contract was extended.

Anthony said an Addison/Standard bike lane was still icy. He mentioned speeding. Annie said the mobile speed feedback signs were a neighborhood council program.

Mary asked about the traffic calming workshops. Annie said it might be late spring, mid/late April. She said a survey monkey is being considered so residents can vote on project in their neighborhoods. She said the upcoming workshops may be held at council meetings because having more than one meeting is a deterrent due to time restraints for residents.

Veronica suggested safe places for ride share drivers to drop off their passengers. She said the program could be seasonal since she does more walking in the summer. She said safe stops by high rises was needed. Anthony suggested Veronica ask to be dropped off at safe stop. He said the training to ride share drivers says to drop their riders by the closest, empty metered space.

Anthony said he'd like to see better coordination by the city/county on bicycle infrastructure. He also said the city plows but the county doesn't. He'd like to see continuous bike accessibility.

Pam said she would like a flow chart on the policy and procedures acronyms and the committee acronyms. She also asked about the painted sidewalk program. Annie said Melissa Huggins of Spokane Arts was working on the pilot program and we should know more by mid-February. Annie also said there was a call for artists.

Carlie also expressed an interest in traffic studies. She said there was a traffic study done and no problem was found. She would like to see more transparency. Randy said finding a speaker was a challenge due to staffing.

Marilyn agreed traffic calming and safe pedestrian and bicycling were important subjects.

Round Table & Wrap Up

Randy reminded everyone that Colin would present at the February meeting.

Meeting Adjourned
Next Meeting 2/28/23

Plan Commission (PC) Liaison Report

To the Community Assembly, February 2, 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—January 3, 2023 in person and via WebEx

I was absent due to illness. Here are the major topic as presented in the agenda:

Safe Streets for All – Action Plan Preparation

Safe streets mean that all streets are designed, planned and built with the safety of all users in mind.

Transportation Impact Fee Advisory Committee—January 10, 2023—in person and via Teams

This was the third and final advisory meeting. The committee forwarded three potential maps with the pros and cons of each. The maps now go to the Plan Commission and eventually to the City Council.

Housing Work Group—January 11, 2023 in person and via WebEx

Discussion of the 2023 Proposed Growth Management Act/House Legislative Bills

Plan Commission Meeting—January 11, 2023 in person and via WebEx

Workshops

1. Building Opportunity in Housing

The Building Opportunity for Housing project is exactly that effort. Building Opportunity for Housing will **explore both the Comprehensive Plan and the Municipal Code**, analyzing gaps in our existing policies and codes and crafting remedies that will make it easier and more economical to develop missing-middle housing in the City of Spokane.

[Building Opportunity - City of Spokane, Washington \(spokanecity.org\)](https://spokanecity.org/building-opportunity)

2. Canon Streetcar Suburb Historic District Adoption Procedures

[Spokane Historic Preservation Office » Cannon Streetcar Suburb Historic District \(historicspokane.org\)](https://historicspokane.org/cannon-streetcar-suburb-historic-district)

Housing Work Group—January 25, 2023—canceled

Plan Commission—January 25, 2023—in person and via WebEx

Workshops:

1. Building Opportunity for Housing

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

2. Bike Parking Code Update

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

Hearing:

The hearing was held to consider the ordinance relating to the adoption of the Cannon Streetcar Suburb Local Historic District Overlay Zone and Design Standards and Guidelines.

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

The Plan Commission recommended the ordinance and design standards, with no amendments, to City Council with one dissenting vote.

Also, please take the time to complete this survey:

The city is asking everyone who lives or works in and around Spokane to fill out a survey regarding housing and each person's 'housing journey.' This is related to the Building Opportunity for Housing project and will help us understand each person's housing needs. This information is not only essential to help us craft the changes to the Comprehensive Plan and Municipal Code that we plan to bring before Plan Commission and City Council later this year, but those that respond to the survey may have an opportunity to take a deeper look at housing with us in the soon-to-be-scheduled focus groups for the project.

We are offering this survey in seven languages, so the easiest way for people to find the proper links (in their preferred language) is to go to the following website:

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

There you will see links to each of the languages in which we're able to offer the survey. In addition to that page, here are the individual links to the survey in the various languages. This is the link to the survey in English:

<https://www.surveymonkey.com/r/L9QCSGT>

Please feel free to take the survey when you have time. We're hoping to get a large response to this survey, please help us by forwarding the links to anyone you know or work with that might be willing to help us understand the topic of housing in Spokane.

As always, *anyone* interested in this project is encouraged to contact city staff at developmentcode@spokanecity.org or online at www.shapingspokanehousing.com.

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