

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



Meeting Agenda for Thursday, April 6, 2023
5:30 to 7:30 p.m., Zoom Online Meeting
Proposed Agenda Subject to Change

Please review previous month’s minutes:
*Community Assembly Minutes: March 2, 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	-
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Agenda

5. City Council (Council Member Wilkerson)	15 min (5:50)	Oral Report	-
6. ONS Update (Patrick Striker).....	5 min (6:05)	Oral Report	-
7. Facilitator Contract (Patrick Striker)	10 min (6:10)	Vote	-
8. CA Meeting Format Survey Debrief (Luke Tolley).....	10 min (6:20)	Oral Report	-
9. Police Reform Task Force Updates (Luke Tolley).....	10 min (6:30)	Oral Report	-
10. Strategic Plan Committee (Eileen Kazura)	10 min (6:40)	Oral Report	11
11. CA Committee Updates (Committee Chairs)	10 min (6:50)	Oral Report	-
<i>BSN, Budget, Policies and Procedures, Others</i>			
12. Roundtable Discussion	10 min (7:00)	Open Discussion	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee.....	17
• Budget Committee.....	21
• Building Stronger Neighborhoods Committee (BSN).....	28
• Community Assembly/Community Development Committee (CA/CD)	-
• Land Use Committee.....	33
• Liaison Committee.....	34
• 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.....	39
• Urban Forestry-Citizen Advisory Committee Representative Report	-
• Housing Action Subcommittee Liaison Report	-
• Plan Commission Transportation Subcommittee Liaison Report.....	41
• 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.”

Office of Neighborhood Services is inviting you to a scheduled Zoom meeting.

Topic: Community Assembly

Join Zoom Meeting

<https://us06web.zoom.us/j/89382526991?pwd=aFhIUml4UGswSm9jV3gyQjZZUU5hUT09>

Meeting ID: 893 8252 6991

Passcode: 99201

One tap mobile

+12532158782,,89382526991#,,,,*99201# US (Tacoma)

+12532050468,,89382526991#,,,,*99201# US

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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:

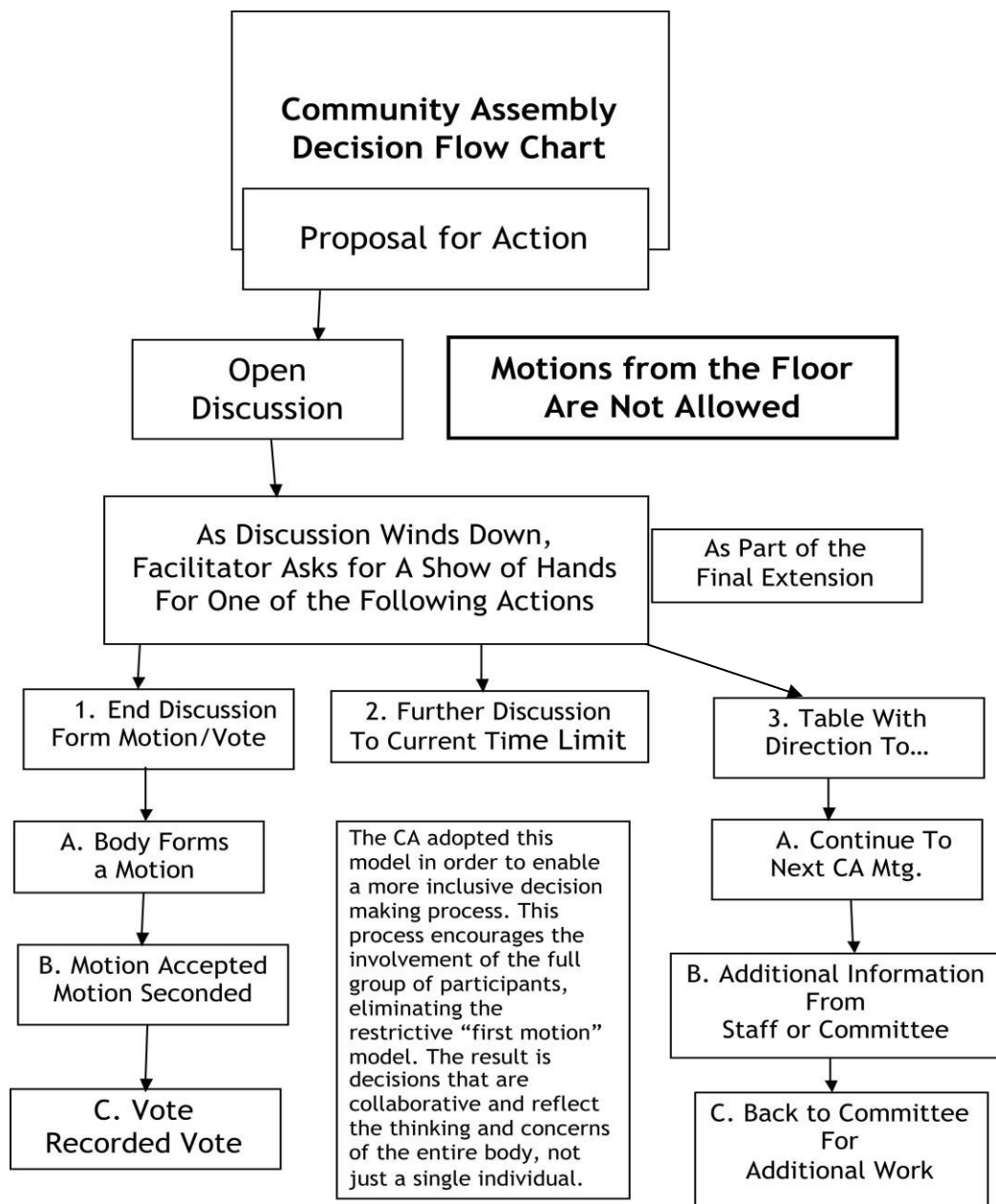
- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent,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

March 2, 2023, via WebEx web conference

Meeting called to order at 5:30 p.m. by Patrick Striker

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/SIT, 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, Shiloh Hills, Southgate, West Central, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Bemiss, Cliff/Cannon, Comstock, Five Mile Prairie, Latah/Hangman, Minnehaha, and Nevada Heights Peaceful Valley, Riverside, and Rockwood.
- **City Staff Present:** Kim McCollim (Neighborhood Housing and Human Services [NHHS]), Patrick Striker (Office of Neighborhood Services [ONS]), Amber Groe (ONS), Council Member (CM) Kinnear (City Council).
- **Visitors:** Paul Kropp (Liaison Committee), Randy McGlenn (Admin Committee, Pedestrian, Traffic and Transportation [PeTT] Committee, Citizens Transportation Advisory Board [CTAB]), Kathryn Alexander (Housing Action Subcommittee), Jonathan Tilley (Nevada Heights), Dan Jordan (Shiloh Hills), Dan Knetchel (North Indian Trail).

Administrative:

1. **Introductions:** The facilitator asked for all Community Assembly (CA) Representatives to identify themselves and their Neighborhood Council (NC) in a poll for attendance and for permission to record the meeting for Amber Groe to provide accurate minutes. This request was approved, 14-approve, 4-deny and 2-abstain.
2. **Proposed Agenda:** Dale Walker moved to accept the proposed changes to the agenda. Proposed changes include moving agenda topics "8. hybrid format for CA meetings" and "11. Admin committee updates" to immediately follow "5. Council member Kinnear's report". Andy Hoye seconded to approve the amended agenda. Motion passes with 18-approve, 0-deny and 2-abstain.
3. **February Minutes:** Tina Luerssen moved. Andy seconded to approve the February minutes. Motion passes with 17-approve, 0-deny and 4-abstain.
4. **Open Forum:**
 - Charles Hanson: Attended the Plan Commission Transportation Subcommittee last month and we reviewed the bicycle parking code. The code proposed changes to bicycle parking in new buildings/construction. A written report was not provided because it was accidentally sent to the wrong email.
 - Paul Kropp: The Liaison committee meeting times will be the same as it was before- 2nd Tuesday of the month at 2:00 p.m. The March ONS report lists the wrong times and will be corrected for future readers.
 - Mary Winkes: Are there any updates about the Spokane Arts Street Mural program- how to apply, deadlines, etc.?
 - CM Kinnear: The City Council traffic calming committee met today (3/2) and I imagine that they will send some information from that committee soon.

Legislative Agenda:

5. Council Member Kinnear's Report:

- First, I want to welcome Patrick. The Council was so excited when the mayor nominated him. He was approved 7-0. We're all very excited that Patrick is onboard now.

- On Monday night, Council passed two new ordinances on residential rental regulations. Katherine Alexander reminded me of this that this was initiated by the community assembly back in 2018. The ordinances codify security for housing to reduce homelessness. It includes standards and enforcement regulations- a rental registry so we know what our rental inventory looks like.
- City Council has met with landlords and tenants throughout the process. The ordinance will require landlords to get a business license and finally know how many landlords are out there.
- Council is looking into legislation that Spokane Valley is examining for providing the tools for police the use for human trafficking, specifically, when it occurs at massage parlors. This behavior is a threat to public health, safety, and the welfare of the City. The purpose of the legislation is to prohibit individuals and businesses from practicing unlawful massage and reflexology practices. It is organized crime involving human trafficking, drugs, and firearms. We are working to get this under control and eradicated.
- Finally, Council voted unanimously to approve a pavement to people ordinance which is an incentive structure to develop downtown parking lots. 30% of downtown are parking lots. This program will waive sales and use tax on new construction if a developer maintains at least 50% of units for workforce development housing for 10 years. These incentives can be layered with MFTs (multi-family tax) incentives. If we can't get development, then we will go back to the legislator and ask them to lower the 50% threshold to something like 25%-30%.
 - Kathryn: I know early on there was a discussion about providing a training for tenants to learn about how to be good tenants. Do you know if that is happening?
 - CM Kinnear: I believe there is a link for more information about that in the rental paperwork. I will look into it and get back to you.

6. Hybrid Format for CA Meetings (Randy McGlenn):

- We are officially making the ask of Community Assembly (CA) of how we would like to go forward with the format of our meetings. Based on conversations that have been taking place, it makes the most sense to make the motion for CA to move forward with hybrid meetings.
- We're still in conversations about where we would have the in-person portion. This is a time to ask and answer any questions about the possible change.
- Patrick Striker: ONS is happy to help with IT as long as it isn't too complicated. I've talked with Randy about using the OWL cameras and that would be something that we could help to set up.
- Randy: I have used the OWLs with a group this size and it worked well. The only thing to note is that sometimes you would see a full group, rather than just one person on the screen. In my opinion, their audio capabilities have been very good. The OWLs are really a plug-and-play. It is very flexible and very easy.
- Tina: I'd like to suggest that we put out a poll to all neighborhoods to ensure that we are hearing from everyone, not just those in the room. We may also want to explore a meeting date/time along with format.
- Luke Tolley: I have held hybrid meetings with a group this size at work and we did struggle with just one OWL. I would encourage everyone to consider the logistics of all of it (how to incorporate voting, etc.), and we don't have to make a decision now, but we'll need to think about it and write up policies and procedures from the PnP committee.
- Mary: The briefing center is set up for hybrid meetings and works well for the Plan Commission. That is a place that could be used- I know people are not thrilled with the parking downtown.
- Fran: The Clean Up Program training hosted many people in person. It had a lot of awesome energy and reminded me of the old CA meetings, and it is just such a positive experience.

- Mark: I am 100% in favor of in-person meetings. Before we decide the format, the first thing that needs to be discussed is the in-person location. Downtown is not an option because there is no handicapped parking at City Hall.
- Kris: Hybrid allows you to shake hands and get together if you want. I am a proponent of hybrid.
- Lorna: What about the Central Library?
- **Move to extend discussion by 5 minutes, first extension.** Mark motioned, Andy seconded. Motion passes: 14 - approve, 4 - deny, 2 - abstain.
- Fran: It sounds like someone needs to write up a proposal to send out to the email list for CA, Neighborhood Chairs, etc.
- Randy: It would probably be helpful to come up with a list of location options and formats. We could make a motion to make the determinations and move forward.
- Justin: Hybrid sounds like a tough thing to accomplish logistically. I would recommend we keep doing what we are doing now.
- **The Policies and Procedures (P&P) committee will email all NCs and CA Reps with a least objectionable option poll, regarding hybrid, in-person, and virtual meetings and locations to attempt to narrow down our options and the Admin Committee will review and approve prior to sending with the goal of getting results before next meeting.** Cliff Winger moved. Mark seconded to move forward with the P&P creating a proposal for hybrid format. Motion passes with 16-approve, 2-deny, and 3-abstain.

7. Admin Committee Update (Randy McGlenn):

- The Admin Committee received an update from Mike Piccolo, the City attorney, regarding the Open Public Meeting Act (OPMA). The update included that the CA would be included in OPMA. Mike let us know that we are already following most of the requirements for OPMA. There are just a few updates that need to be gone over. P&P will go over this later. WADOT did request to provide an update about the North Spokane corridor connecting to I-90 and we referred them to the PeTT (Pedestrian, Traffic, and Transportation Committee) and the Traffic Planning Subcommittee.
- Admin had a discussion with the PnP committee about committee goals. We understand that the goals are not a requirement that the subcommittees turn in goals, but we would ask that you give the goals a review and ask that you send those to us by April.
- The next CA/CC meeting is scheduled for March 30th. Please consider what items you would like discussed and get those to the Admin committee as soon as possible.
- Fran: I'd like to encourage the group to read through the Admin committee meeting minutes for more context about how the decisions are being made for the agenda.

8. ONS Update for 2023 (Patrick Striker):

- ONS has a fourth position, for a Project Professional, that is currently under review.
- The March 20 Town Hall was suspended by City Council and ONS sent out a notice to councils affected.
- The is available on the ONS City Website.
- Traffic Calming is currently accepting applications for [Mobile Speed Feedback Trailers](#). They are due to Annie Deasy (adeasy@spokanecity.org) on April 7.
- Neighbors Drive 25 signs are available at C.O.P.S Shops and at City Hall.
- Disposal Passes are now available online, at City Hall, and available for request at C.O.P.S Shops.
- Clean Up Program [event applications](#) are live and due to Amber Groe (agroe@spokanecity.org) by March 13.

- The Community Engagement (CE) Grant Training is taking place on March 13, in a hybrid format (Zoom and West Central Community Center).

9. **Facilitator Contract (Patrick Striker):**

- CA asked Patrick to work with Gonzaga to find a facilitator. The draft request for proposal (RFP) is in the agenda packet for your review.
- Future CA meetings will need to be capped at 2.5 hours because the contract will pay by hour.
- The contract outlines that the facilitator will attend the Admin meetings, which is a change to past responsibilities.
- **The CA will accept the GU facilitation proposal and move forward as quickly as possible to get a facilitator on board for future meetings.** Luke moved. Mary seconded. Motion passes with 17-approve, 0-deny and 3-abstain.

10. **CA Committee Liaisons Access to Email Distribution Lists (Mary Winkes):**

- Mary is looking for a method for single-way communication to send out surveys, hearings, changes to comprehensive plans, and/or other timely information to neighborhoods.
- Mary can continue to send to ONS to have them send it out or Mary can use her City email address (created because of role on Plan Commission) to send it out directly to neighborhoods.
- It does get posted in the ONS report, however, sometimes it gets to neighborhoods too late.
- A general discussion took place about alternative ways to share email addresses, possible liability, using ONS to send the information, and public records request training.
- **Move to extend discussion by 5 minutes, first extension.** Andy motioned, Dale seconded. Motion passes: 13 - approve, 6 - deny, 3 - abstain.
- **Provide CA Liaisons who have a City email access to email distribution lists for one way communication.** Mary moved. Ken Cruz seconded. Motion passes with 15-approve, 3-deny and 2-abstain.

11. **CA Committee Updates (Committee Chairs):**

- Mary (Strategic Planning Committee): By next CA meeting, we would like to be on the agenda to present the draft as far as we have it. The Strategic Planning Committee included pieces on the budget and from Building Stronger Neighborhoods (BSN). Council President Beggs asked the committee to select three people, as soon as possible, to sit on the City Council/Neighborhood committee that he is putting together. The committee discussed who might want to sit on the City Council/Neighborhood committee and the group recommend three people from the strategic planning committee: Mark Davies, Randy McGlenn, Mary Winkes, and Debra Ryan- as back up. We need to approve those here and sent forth from the Admin Committee.
 - Fran: I am not in favor of uploading most everyone from the strategic planning committee directly to the neighborhood committee (with City Council). This neighborhood committee should have broader voices and needs to come back to the CA for other neighborhood leaders to have a voice to sit on the committee. I think Randy will call a meeting with Patrick and Council President Beggs about the membership.
 - Luke: I think that we can easily find a compromise on this. I agree that this needs to come back to CA. I don't feel that what the strategic planning committee has been working on has been presented to the larger body of CA to provide feedback on and if they're moving that

forward before bringing it back there is a lot of opportunity for things to go awry. Whoever ends up on the neighborhood committee needs to be very interactive with the CA.

- Tina (Building Stronger Neighborhoods [BSN]): BSN is changing their time and location. We will be meeting, starting on March 18, on the third Saturday of the month at 9 a.m. hybrid at the Donut Parade, 2152 N. Hamilton St./ Zoom.
- Gail Cropper (Budget Committee): The Budget Committee meets on the fourth Monday of the month at Fire Station #4. Gail is chair, Ken is Vice-Chair and we are looking for a secretary. Please contact Gail for more information about joining the committee. The CE Grant training is taking place on Monday, March 13. The CE grant allocation is \$850 per neighborhood in 2023.
- Kris Hanson (Design Review Board -from chat): The draft Design Review Board Handbook was reviewed; no projects were submitted for the upcoming meeting.
- Luke (Policies and Procedures): Review of P&P committee notes (provided in the agenda packet)
 - We took care of eliminating the Admin Committee gap. So that members from the old committee will stay until the new committee joins.
 - Updates to the grievance policy. A possible code of conduct and community agreements to come (on page 17 of the P&P notes include the community agreement that the Spokane Neighborhood Leadership Academy (SNLA) put together.
 - Due to OPMA findings we will include a new information on public comment and a recording procedure.
 - Looking for input from CA about the use of recordings from meetings. A discussion took place about OPMA training/ video retention policy from the City. The PnP committee is looking for feedback from the CA about recording or not recording meetings and will use a straw poll to gauge CA member thought.
 - **Unofficial Straw Poll: Should the Community Assembly allow recording of their regular monthly meetings by City staff or CA members** 5 – no recording, 17 -allow recording, 7-no answer.
- **Move to extend discussion by 5 minutes, first extension.** Mark motioned, Andy seconded. Motion passes: 13 - approve, 2 - deny, 2 - abstain.

12. Liaison to Housing & Action Sub-Committee (Kathryn Alexander):

- We have met once to discuss the landlord- tenant ordinance.
- There are several approaches to creating the rental registry that we have been working on since 2018.
- The universal background checks will be done through an agency that is used by ~70% of landlords.
- Nicolette Ochletree is the new Chair– third Thursday at 9 a.m.. The HAS committee is currently sitting at 12 members and has been more robust in the past.

13. Roundtable Discussion:

- Tina: Fran brought up at BSN that the roundtable has previously been used as a place to share best practices. I would love to use this space for that.
- Luke: The Northeast is working to collaborate across neighborhoods. Bemiss, Hillyard and Whitman are meeting together on Thursday, March 9, at 6:00 p.m. at Market Street Pizza to get to know each other.
- Fran: Karl Boldt from Emerson Garfield has a great deal of experience with the Clean Up Program Coordinators.
- Dan Jordan: Shiloh Hills is an active council and does meet once a month on

- Lindsey Shaw: Save the date on July 15, from between 11 a.m. – 2 p.m. for an event with City Line.
 - Jonathan Tilley: I'm new to this and would love to lean on you guys for mentorship on how to help my executive team, council, etc. Jonathan's email is: nevadaheightsnc@gmail.com if you would like to reach out to him with support.
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- **Meeting Adjourned at 7:18 p.m.**
 - Next Community Assembly scheduled for **Thursday, April 6, 2022.**

Community Assembly Strategic Plan

2023-2024

Working Draft as of 03/26/2023

The best way to predict the future is to create it.--Peter Drucker

Executive Summary

This document reflects the inaugural Community Assembly (CA) strategic plan. It has been formulated in the spirit of Peter Drucker's quote above. The CA wants to be a recognized and effective city entity, yet that is only possible if the CA develops and implements agreed upon goals and activities that flow from the desired future set forth in both a well-articulated vision and mission.

This strategic plan covers the fiscal year 2023-2024, with provision for both monthly monitoring and an annual evaluation.

The strategic plan is meant to be followed, not just placed on a metaphorical shelf to gather dust. Following this plan will mark the beginning steps that need to be taken to ensure a better future for the CA which, in turn, will contribute to a better future for the City and all its residents.

Vision Statement

The CA is a recognized and valuable partner in the city's governance. The CA is, in fact, the vehicle that ensures that the residents of Spokane, through their neighborhood councils, have a collective and unified voice in the city's decision-making processes as reflected in the City Charter.

Source Spokane City Charter

[Article VIII, Section 75](#) of the City of Spokane Charter defines the purpose of the CA as:

The community assembly is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. Each neighborhood council selects one representative and a designated alternate to serve on the community assembly. Representatives are expected to represent the interests of their respective neighborhood

council. The community assembly meets with the city council neighborhood committee and the City's office of neighborhood services periodically to discuss community-wide issues. The responsibilities of the community assembly include to:

- 1. review and recommend an action, policy, or plan to the city council neighborhood committee, the city council, the mayor, the City, and any city agency, commission, or board on any matter affecting the City;*
- 2. support and promote citizen participation and neighborhood enhancement;*
- 3. promote and facilitate open communication between the City and neighborhood councils and provide the primary means of communication between individual neighborhood councils;*
- 4. support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and*
- 5. serve as an information resource to neighborhood councils.*

Mission Statement

The mission of the Community Assembly is to actualize its core values, as reflected in the CA Handbook.

Source: CA Handbook

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, knowledgeable representative body giving power to citizens' voices.

SWOT Analysis

This analysis of the strengths, weaknesses, opportunities and threats. These are the elements that were used to develop the CA's goals and activities for 2023-2024.

Source: Community Assembly Retreat, October 10, 2022

Strengths <ul style="list-style-type: none">• Continuity• Passion & commitment to neighborhoods• Meeting consistency• Strong attendance• Community Engagement Grant funding• Recently Updated CA Handbook• CA Liaisons	Weaknesses <ul style="list-style-type: none">• Lack of unified voice• Perceived lack of support from City• Lack of active participation• Seemingly different goals between CA and City• Lack of onboarding process for new reps• Lack of shared vision, action and goals• Lack of awareness of CA in the larger community
Opportunities <ul style="list-style-type: none">• CC/CA subcommittee focused on refreshing relationship• Having a voice in City process• Liaison positions• Provide input on ONS Director hiring• Rebuild/strengthen relationships• Recognition from CC• Opportunity to grow neighborhood councils• Engaging underrepresented groups• Active recruitment• Awareness of NCs & CA	Threats <ul style="list-style-type: none">• Lack of active, consistent participation• Apathy, loss of hope• Turnover and loss of knowledge for both CA reps and City staff• Meeting structure seen as ineffective• Inability to unify• Decision making timing• Loss of NCs and other orgs like district groups

Goals, 2023-2024

1. Improve relationships between and among the Community Assembly, the Office of Neighborhood Services (ONS) and City Council,
2. Develop a strategy or strategies for reactivating the inactive neighborhood councils.
3. Work on behalf of all neighborhoods by improving neighborhood council participation in the CA.
4. Work with the City Council to explore ways to make the CA a true partner in local government.
5. Develop a CA Marketing Plan (See Marketing Plan, 2023-2024 below.)
6. Assist neighborhood councils financially so they might better serve their neighborhoods. (See the Financial Plan, 2023-2024 below.)

Operations Plan, 2023-2024

1. Review, and amend, if necessary, and actualize the CA-ONS Memorandum of Understanding (MOU). (Goal 1)
2. Participate in the City Council Neighborhood Committee (Goal 1)
3. With ONS support, develop and implement a plan to reactivate the inactive neighborhood councils. (Goal 2)
4. Return to in-person meetings, with members attending remotely only when extenuating circumstances require (Goal 3)
5. Select a permanent venue for CA meetings (Goal 3)
6. Review and update the CA code of conduct (Goal 3)
7. Develop CA agenda items that are action-oriented with fewer presentations per meeting allowing more time for discussion and formulation of recommendations as appropriate (Goal 4)
8. Recruit to fill all CA Liaison positions (Goal 4)
9. Explore additional CA representation on city boards and committees, as appropriate. (Goal 4)
10. Weigh in on proposed City Council policies and ordinances, as appropriate. (Goal 4)
11. Work with the City Council to improve CA/CC meetings, so they are more productive and action-oriented. (Goal 4)
12. With ONS support, offer financial training, specifically training to become a 501 (c) (3) ((Goal 6)

Marketing Plan, 2023-2024

Incorporate the BSN goals for the year—awaiting BSN's input

The three activities listed below stem from the Goals listed above and need to be folded into the BSN goals when received.

1. Develop and implement a marketing plan for engaging the media, to include placing articles and features in the local media (Goal 1)
2. Create and implement effective ways to outreach to inactive neighborhoods by mail, social media, public announcements (Goal 1 and 4)
3. Develop effective strategies for use by neighborhood councils that will increase participation of underrepresented groups within neighborhoods (Goal 1)

Financial Plan, 2023-2024

This year the City Council has granted the CA \$25,000 to be distributed to the neighborhood councils with the goal of increasing neighborhood participation in the councils and their activities. These are the CA's only funds.

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

The City Council supports the CA in other ways as well, although the CA Budget Committee is not directly in charge of the approval and distribution of the funds. These programs are available to individual, active neighborhoods through application, including:

- a. Mobile speed signs
- b. Traffic calming
- c. Crosswalk/street art
- d. Clean-up
- e. Leadership academy
- f. School, park, and hospital zone speed cameras

Responsible Parties

1. Community Assembly—Operations Plan Goals 1, 2, 4, 5, 6, 9, 10, 11, 12
2. Administrative Committee—Operations Plan Goals 1, 7
3. BSN—Goals listed under the Marketing Plan section and Operations Plan Goal 3
4. Budget Committee—Goals listed under the Financial Plan section
5. Liaison Committee—Operations Goal 8

Monthly Monitoring and Yearly Evaluation

In order to monitor this plan on an ongoing basis, the CA will include a written strategic plan update on each monthly agenda. Each month's report should include progress made on particular goals and challenges that inhibit progress on others. Possible solutions for the challenges should be explored and decisions made..

A final written report needs to be presented yearly and should be used as the basis for creating the next year's strategic plan.



Administrative Committee Meeting

Tuesday, 21 February 2023 4:30-5:45 p.m.

Sister Cities Conference Room, City Hall and via Zoom

Members Present: Randy McGlenn, Chair (West Central), Fran Papenleur, Vice Chair (Audubon-Downriver), Gail Cropper (Northwest). Dale Walker (Chief Garry Park) on Zoom. **Member Not Present:** Lindsey Shaw (Logan). **Guest Present:** Mary Winkes (Manito-Cannon Hill).

City Staff Present: Annie Deasy–ONS Staff Liaison, Patrick Striker–ONS Director, Kim McCollim–NHHS Director. **On-Line:** Mike Piccolo, City Attorney

On-Line Guests: Luke Tolley (Hillyard), Paul Kropp, Liaison Committee Chair, Anthony Hardwick (Nevada Heights), Doug Salter (Chief Garry Park).

1. Welcome/Introductions

Chair McGlenn opened the meeting, and welcomed everyone attending. He provided the use of his OWL 360. The group approved CA Admin Committee minutes of January 24, 2023. Meeting agenda approved with minor [date] corrections. Last month, Gail Cropper stepped forward to replace vacant position of Admin Committee secretary vacancy. She was approved unanimously by the committee to serve permanently.

2. **Presentation:** Mike Picollo, City Attorney, spoke about the Open Public Meeting Act (OPMA), and confirmed that the CA follows this state requirement (RCW42.30.) The group discussed, and noted OPMA requirements for the CA has been reviewed for several years, with varying opinions and implications for city staff and volunteers. Need to refer City Charter and MOU with ONS. Mr. Picollo confirmed that CA falls under the OPMA. Topic to go P&P Committee. Additional questions to go to Patrick.

3. CA March Agenda Topics

New:

- a. Mary Winkes brought up issue of access to email distribution lists for committee chairs, liaisons, etc. Group discussed. Issues of confidentiality. Noted some boards have city email addresses. Affects work for ONS staff - managing and updating lists.
- b. Request from WSDOT update on NSC connection to I-90 will be declined; will refer to appropriate standing committee PeTT.

Continuing Topics:

a. Patrick –

- 1) **Hybrid Meeting Format.** Still being pursued; the HIVE a strong possibility, as it provides relatively central location, good parking, and technology (however, assistance needed from at least two OWL-type equipment pieces). Issue to go

to P&P, then to the body for a vote. Possible change as early as April. Patrick will follow up on purchase of OWL360 (or similar equipment) for CA.

- 2) CA Meeting Facilitator. History is that facilitation has been done by City staff as well as outside consultants. Patrick has been in negotiations with GU Leadership Studies staff. Their RFP included a cost slightly higher than ABCD, however Kim noted that we are starting well into the calendar year, so budget funds should be OK. Patrick will follow up and keep us informed; CA to vote on final approval.
- 3) Update on ONS Spring Programs: Clean-Up (training held Feb 17), Community Engagement Grant (training scheduled for March 13), Traffic Calming (pending).

b. Randy – Admin Update:

- 1) Call for agenda items for March 30 CA/CC Meeting.
- 2) Remind CA standing committees to develop 2023 goals. Not required by P&P, but encouraged.

c. Committee Updates:

- 1) Strategic Planning Chair Mary said they are getting close to releasing the Google document for review, possibly for April CA meeting.
- 2) P&P – Tina, Luke, Mark Davies.
- 3) Liaison report from CTAB deferred. Randy said meetings have been irregular.

4. Other Business

Last month, City Council President Beggs proposed convening a City Council/CA Neighborhood Committee (and include City staff) to refresh and rebuild our relationships. Randy to follow up with CP Beggs.

5. Draft March CA Meeting Agenda

- City Council Member Lori Kinnear (15 min)
- Program updates from ONS Director, Patrick Striker (20 min).
- Email Distribution Lists – Mary Winkes (10 min)
- Randy – Admin Update (10 min)
- Other Committee Updates, to highlight Strategic Planning, and P&P (10 min)
- Liaison Report from Housing Action Subcommittee (Kathryn Alexander)
- Final report on Police Reform Task Force – Luke Tolley (20 minutes)

Motion to approve the draft agenda was approved unanimously. *Please note that agenda items and times are subject to change.*

Next CA Admin Committee meeting is Tuesday, March 28, 4:30 pm, City Hall and Zoom. The meeting adjourned at 5:45 PM.



Administrative Committee Meeting

Tuesday 28 March 2023, 4:30pm

Spokane City Hall, Tribal Conference Room and via Zoom

Members Present:

Randy McGlenn, Chair (West Central); Fran Papeleur, Vice Chair (Audubon-Downriver); Gail Cropper, Secretary (Northwest); Lindsey Shaw (Logan). Dale Walker (Chief Garry Park) on Zoom. Guest Present: Tina Luerksen (Grandview/Thorpe).

City Staff Present:

Patrick Striker, ONS Director. On-Line: Gabby Ryan, ONS Staff Support.

On-Line Guests:

Dave Williams (Browne's Addition); Paul Kropp, Liaison Committee Chair.

Approve Previous Minutes and Agenda

CA Admin Committee minutes of February 21, 2023 were approved. Motion Fran, 2nd Gail. Meeting agenda approved.

Debrief and Discussion

The CA meeting was full of information and robust discussion [rebuild and healing]. There are barriers [technology] with hybrid meetings, such as today's committee meeting; other committee meetings are having technical issues.

ONS Report – Patrick Striker

Patrick reported the Facilitator Contract was accepted through Gonzaga, however no one from GU has come forward to be facilitator. Fran said that the facilitator duties default to city staff if there is not an outside person. She suggested a formal RFP be initiated. Patrick told us that if the city staff is the facilitator, the meeting time limit needs to be strictly limited to 90 minutes/1.5 hours. Dale noted that, “when Patrick facilitated the March meeting, it got done on time.” Randy said using city staff is in the Memorandum of Understanding (MOU), and Zoom is on the CA account. Randy suggests a vote to dispose Gonzaga, ask city to do 90 minutes, and pursue a formal RFP.

Patrick told us that Webex has changed their platform to Webinar. Webinar can only see the presenter. Other just listen. Zoom is more compatible. We can see others. Randy recommendation is to use Zoom. Randy motioned, due to timing that we send out an email vote today (3/28). Lindsey 2nd. The motion was rescinded. The Admin Committee to send out notice to all CA members, including Zoom link.

Items for CA Agenda

- Tina reports that after the Neighborhood Survey regarding CA meeting format, she and Luke [as the P&P Committee] had in-depth discussion. There are technological barriers with hybrid meetings, and other standing committee meetings are having technical issues. Survey questions/comments included: #1 Do you have someone who can attend in person or virtual? #2 Negative, lack of structure, toxic, political. #3 informal “Test Meeting.”
- Gail reported the CA Budget Committee needed Zoom due to two ill participants. Primary barrier that there were no guest Wi-Fi password for the in-person

participants who brought their laptops. Gabby setup Zoom from her off-site location. A member who was in person used their personal smart phone so 5 people [in person] could participate. Another member shared her “hot spot” password for those who needed to use their laptop.

- Fran recommended, for the greater good of the body, that we go back to in-person until technology is figured out. Call-ins can still be used. In-person meetings have more energy and are positive relationship-building. Fran asked where are the tools [tech] when we are scheduled to use a city meeting room, instead of depending on volunteers’ equipment.
- Randy reminds us that Hybrid meetings need a good location with supportive technology. We also need 3 OWLS. He would like to help with the “test meeting” and document the process to be successful to build confidence, then vote on at a later time. Lindsey says the online platform is more inviting. You can listen in and observe on Zoom. If in-person, perhaps use the downtown library, it is accessible by bus. Dale said he is not able to use the city line bus service due to the distance from his home to the bus stop. Randy prefers the Zoom because the technology allows electronic recording of the meeting. Dave’s thoughts on meeting platforms: In-Person, it is important for people to build relationships. Maybe alleviate most, but not all issues. Hybrid takes away voting privileges.

To help streamline the agenda to 90 minutes, presentation time limits must be decreased, removed/dropped, and rescheduled to May or later.

- Decline Planning Department’s request of 35-40 minutes presentation to CA on proposed short term rental code changes.
- The Liaison Committee [Paul] will report in May (change time from 5 to 10 minutes) the status of CA nominations, and discuss proposing an item for the CA/ONS MOU to establish a protocol for how CA nominations are handled by Neighborhood Services, the CHHS department.
- The Police Reform Task Force report from Luke has been postponed twice, so will be added to April for 10 minutes. Randy will facilitate the upcoming CA/CC meeting. Agenda items include: Neighborhoods Committee and CA representation on it, Councilmember Succession Planning, and Traffic Calming process updates.
- Strategic Planning – Mary Winkes (10 minutes). Tina suggested holding an additional “special” meeting regarding the strategic plan.

Patrick will be the facilitator, for 90 minutes. Gabby to change the agenda: #5 – 5:50PM - CM Wilkerson #6 – to 5 minutes, #7 facilitator contract – 10 minutes, #8 Neighborhood Survey discussion.

Other Requests

If any questions about the time limit changes, please contact Randy McGlenn rjmcglenn@hotmail.com, to help with them.

Adjourned 5:55pm

CA Budget Committee Minutes
February 27, 2023
7 p.m.

Present: Ken Cruz, Gail Cropper, Mark Davies, Mary Winkes Annie Deasy (ONS) and guest

We could not access the wifi in the building as the firemen did not know the password. Annie said that she would talk to a supervisor to get info for our next meeting.

Approved agenda and agreed that notes from previous meeting be excluded as there was no secretary.

Ken agreed to step down as chair after only one year into his two year term to allow Gail Cropper to be chair.

Discussed final steps in the CA Engagement Grant training being conducted on March 13, 2023.

Assigned budget committee liaisons to each neighborhood.

Discussed whether or not slack can be used for working with documents and Annie said she would seek clarification.

Agreed to keep our goals the same for 2023.

Worked on policies & procedures but were not able to complete because of confusion about which version should be reviewed. Seeking clarification from ONS and previous budget committee secretary.

Set next meeting date for March 27, 2023, 7 p.m. at Fire Station 4.

CA BUDGET COMMITTEE *DRAFT* Minutes - Monday, March 27, 2023

Location: Firestation #4, 1515 W. 1st Ave

Time: 7:00pm (Hybrid/Zoom)

WELCOME – Meeting start time 7:11pm

QUORUM We have a Quorum – All members present in person or by electronic means plus guest Johnathan from Nevada Heights. Gabby Ryan, ONS present by electronic means.

APPROVAL OF AGENDA Mark moved and Ken 2nd unanimous vote to approve, no abstentions.

Agenda items for this meeting include:

- Preparing for the submission of CE Grant Applications,
- Welcoming a 5th Budget committee member
- Reassigning Budget Committee liaisons,
- Reviewing CE Grant approval procedures.

APPROVAL OF FEB 2023 MEETING MINUTES – Ken moved to Accept, Mark 2nd, Last month's draft minutes accepted and unanimously passed as amended.

OLD BUSINESS

- Wifi Password – Still unable to access. Ken proposed to ask Gabby to get wifi password from Fire Dept. Per Gabby, only city employees (with a city email account) may access the Wifi in the fire station. The password may be their login password for city business. Ginnee used her hotspot. Gabby and Mary both have city accounts and may be able to access it. Plan is to have April meeting with wifi as long as Mary or Gabby are present.
- Question: Do we want to look for another meeting location for backup? Can Gabby check into availability of West Central Executive Room availability?
- The required 5th member position has been filled. Ginnee McNeel, from Emerson-Garfield NC will begin taking notes immediately at the 3/27/23 budget committee meeting. Ginnee unanimously confirmed to position.

2023 Budget Committee:

- Chair Gail Cropper, Northwest NC
- Vice Chair Ken Cruz, West Central NC
- Secretary Ginnee McNeel, Emerson-Garfield NC
- Member Mark Davies, North Indian Trail NC
- Member Mary Winkes, Manito/Cannon Hill ND
- fONS Staff Gabby Ryan, Communities Program Coordinator

CA Budget Policy & Procedures: PROPOSE AMENDMENTS due to 2 different P&P (handouts).

- Side-by-side review of both handouts to amalgamate portions of each into one concise version. Part of the Policy and Procedure document was in outline form, part was not. Ginnee continued with that format throughout the document Submitting to all members for corrections and approval. See attached second draft.
- One version of Policies and Procedures is from the meeting information page online.

- Email from Annie was a different version

NEW BUSINESS

Tools (software/hardware) that we (volunteers) use may not be compatible with others. i.e. Word, Adobe Acrobat Reader, etc.

- Some of the forms are not SMART forms allowing Auto filling as an option on the city website, but would be helpful if more forms had a fill in option.
- Mary says there ought to be a standard set of tools that we can use that everybody has access to and it never gets cleaned up. Gail to Gabby. Can she follow up on this and get back.

5th member Ginnee McNeel (Emerson-Garfield) contact info:

ginnee.mcneel@proton.me

contact ph# (509)703-2769

Review GOALS listed on the Standing Committee page (handouts)

- History on standing Committee policies and procedures is listed in the standing committee policy online. Clicking the hyperlink will bring up the policy.

Time Expectations/documents: minutes, agenda, ONS, CA mtg packet, etc

- Per Gabby: "As long as draft minutes are to Gabby by Monday after the meeting, then it will be in the next CA meeting packet".
- Grant submissions to ONS begin 3/20/23 – No neighborhoods have submitted Grant Proposals as of yet. The committee will distribute grant proposals by neighborhoods to the committee as they receive them.
- Will distribute neighborhoods to 5th member at next meeting.
- Gail will provide a report to CACC in September showing last year's outcome measures.
- Annual reports – ONS annual report for 2022 – we have all the receipts in, but we don't have all the expenditures back from the comptrollers.

<https://my.spokanecity.org/neighborhoods/programs/community-engagement-grant/>

Slack Application/Overview (how to use) for All Budget Committee Members.

- The City uses the program, Slack, for communications.
- Regarding the sharing of the applications, are we going to be using "SLACK" like last time? Gail logged back into it, and it worked well last time. Mary says we cannot use it for city business. We used it last year. (Too internal and not transparent enough).
- Gabby is going to double check with Annie about being able to use it.

ONS House Keeping: <https://my.spokanecity.org/neighborhoods/communityassembly/standing-committees/>

- Ken says the online website meeting info bullet point states: "If you would like to get involved in this committee, the paper says the elections occur at the CA in January. Delete that bullet point.
- Gail says need to change "Chair contact" on meeting info page from Ken to Gail

OTHER:

- For unresolved issues, it can be brought up at the CA in two different ways.
- Roundtable and ?

NEXT MEETING: Monday, April 24, 2023 7:00pm Fire Station #4 + Zoom

ADJOURN: 8:41 pm

Community Assembly Budget Committee Policies and Procedures (March 2023) DRAFT COPY.

Our Mission/Charge: To assist Neighborhood Councils financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.

1. Duties

- A. The fundamental responsibility of the Committee is to encourage and assist the Neighborhood Councils in applying to the Office of Neighborhood Services (ONS) for Engagement Grant funds allocated by the City Council for Neighborhood Council use in building capacity and participation in Neighborhood Council activities. Final approval for specific uses of individual neighborhood funds is decided by the ONS. Members of the Committee shall keep in contact with their assigned Neighborhood Council to encourage completing applications and spending their approved allocations.
- B. The Committee encourages independent neighborhood funding, in addition to the ONS grants of all Neighborhood Council activities. However, the Committee shall not be responsible for independently funded programs wholly generated withing a Neighborhood Council.
- C. Each Neighborhood Council shall be assigned to a Committee member as a liaison. Each Committee member shall be assigned no fewer than five neighborhoods unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each Neighborhood Council. Each Neighborhood Council shall be instructed to assign a single individual as a contact point for all grant communications.
- D. The Committee shall design and revise the Application and Budget Calendar as needed.
- E. The Committee shall review and advise on the preparation of the “Neighborhood Council and Community Assembly Grant Program Guidelines,” and provide training as needed.
- F. All applications for funding shall be sent to the ONS. ONS will forward the applications to the Chair for distribution to the Committee before the next monthly meeting. Final and formal approval or rejection or modification of a planned expenditure and all applications shall reside with the ONS.
- G. In November, The Committee shall prepare a set of goals for the following year and share those goals with the CA.

2. Membership and Decision-Making Process

- A. The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils. Membership of committees shall be open to all interested **residents** and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates. Each member shall have one vote.
- B. If possible, the Committee will have at least five members, each representing a different Neighborhood **Council**. Proxies are not allowed – Members must be present to vote. Presence at a meeting is defined as either in person or by electronic means. A majority of members will constitute a quorum. Consensus is not required for action in the Committee – a simple majority is sufficient for action.
- C. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action.
- D. Actions taken between meetings shall be kept to a minimum; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

3. Officers – **I switched Chair and Secretary order and italicized the word “draft” Is the word “Minutes” supposed to be capitalized?**

- A. Two officers shall be determined by vote, consensus or by **official** appointment by the Chair. These shall be the Chair and Secretary.
- B. Duties of the Chair:
 - 1. The Chair shall review and certify all distributions, working closely with the ONS and the assigned **Committee** liaisons.
 - 2. Additional duties of the Chair consist of sending out the agenda and submitted ***draft*** minutes for each meeting in a timely manner and managing the meetings and other administrative duties.
- C. Duties of the Secretary:
 - 1. The Secretary shall take notes at meetings and send the minutes to the Chair, so that committee members have them before the next meeting, in time to review.
 - 2. The Secretary shall send a ***draft copy*** of the Minutes to the ONS for inclusion in the next CA meeting packet by the Monday before the next CA meeting.
 - 3. The Secretary shall keep a copy of all meeting minutes.

4. Terms I put terms in its own section. Is this okay?

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

5. Meeting Schedule

The Committee shall meet monthly on the 4th Monday, at 7:00pm at an agreed upon location, or as needed, but no fewer than three times per year.

6. Reports

A. Written reports:

- 1. The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the draft minutes from the most recent meeting within one week.
- 2. The ONS representative shall provide to the Committee the current status of every neighborhood regarding applications and spending at each meeting of the Committee as appropriate or more frequently as needed.
- 3. A yearly summary of the Budget Committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.

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

7. ONS Staff Support: As Assigned

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

Saturday, 3/18/2023 9:00AM Zoom and Donut Parade Meeting Rm, 2152 N. Hamilton St)

Present at Donut Parade: Tina Luerksen (Chair: Grandview Thorpe), Dave Lucas (Vice Chair: Rockwood), Gail Cropper (Secretary: Northwest), Fran Papenleu (Audubon-Downriver), Dan Brown (North Hill), Ginnee McNeel and Craig McNeel (Emerson-Garfield), Christopher Savage (Balboa-South Indian Trail), Jonathan Tilley (Nevada Heights), City Staff: Amber Groe (ONS). **Present on Zoom:** Charles Hansen (Whitman).

Meeting Agenda:

Committee Business: (a) February meeting notes approved by consensus. Dave Motion/Gail Second. (b) Tina informed us the P&P document online was last updated for the meeting date and time 2021. Tina proposed to adjust P&P to the 3rd Saturday, 9am to 10am, Hybrid/Zoom (c) Dave suggested to Not set an "in person location" (in P&P) for the monthly meeting, but state In Person, TBD. Ginnee made a motion, second by Gail. New meeting time on Saturday vote: 9 yes, 1 no, 0 abstain. (d) Donut Parade location discussion - Pros: Central location, free, good attendance, public visibility. Cons: limited wifi capacity, professional location, no screen, no technology.

Committee Goals - CA Handbook Updates done (completed 2022 by Fran, Mary Lou and Kathy)

2023 Proposed Committee Goals

1. Coordinate with Gonzaga for continued Neighborhood Leadership Academy work (ongoing)
2. Continue NC outreach, helping Neighborhoods to build capacity (ongoing)
3. Increase advertising of NC events and activities (ongoing)
4. Coordinate with ONS for Neighborhood Training opportunities (ideas: Clifton Strengths Finder; Best Practices - Software programs; and the big list from Amber) (new goal)
5. Propose training-related expenses for end-of-year Community Engagement Grant fund usage (updated ONS brochures, training materials) (new goal)
6. Research national Neighborhood Council "best practices" to share with Spokane neighborhood leaders (new goal)

Programs Update:

- A. Patrick to announce at the CA; ONS Learning Series. Amber/ONS passed around information and shared the link in Zoom CHAT.
- B. Fran reported that she and Patrick met with Yvonne Trudeau (Parks Foundation). Yvonne to attend the CA September meeting. Open season for grants from \$1k to \$2k. 2 page application, Parks Foundation work with NC's and their smaller parks. 501(c)3 pass through and track funds. Help with fundraising, thank you notes..

SNLA update: Tina reported the SNLA mentor group is active. March Training is on meeting facilitation.

Neighborhood Outreach:

- A. Fran reminds us there are neighborhoods that need help with outreach. ONS liaisons connect with others to inform us (BSN) of struggling and “dark” neighborhoods. Recent turnout for Bemiss and Hillyard (coordinated by Luke Tolley) had a great turnout. What did he do (Facebook? emails?) What is the status for Minnehaha and Latah Hangman.
- B. Jonathan, Chair: Nevada Heights NC has been active.
- C. Ginnee found a wall in the downtown mall can be used to post information. Gail has used. The Mall information desk says anything can be posted, except materials with bad language.
- D. Gail reported the CA Budget Committee has the required 5th member, Ginnee McNeel, who will also be the secretary.
- E. Fran is now Chair for Audubon-Down River NC.

Next Steps:

Plan meeting locations in advance. Suggestions for other neighborhood spots: community centers, Ladder Coffee on Monroe, a pop up studio on Garland. Tina and Gail to meet and draft agenda for April.

Next Meeting: 9:00am on Saturday, April 15th, 2023. Location: In Person TBD. Virtual/Zoom will be available.

DRAFT – Spokane Neighborhood Learning Series (SNLS) Proposal

Summary:

The Office of Neighborhood Services (ONS) and Building Stronger Neighborhoods (BSN) will partner to host a learning series that focuses on community identified priorities and enhances strategic planning efforts. Some learning series focuses include:

- Hosting a hybrid meeting
- Diversifying Funding Streams
- Transitioning Leadership – What to do when stepping out
- Becoming a 501c3
- Hosting an Effective Meeting
- Managing Conflict in a Neighborhood Council
- Collaborating Across Neighborhoods
- Creating Mentorship Opportunities in Your NC

The Challenge:

The needs of Spokane's 29 neighborhoods are complex and many of the tools and knowledge needed to meet them are unavailable to neighborhood council leaders directly. The Office of Neighborhood Services and Building Stronger Neighborhoods will use the Learning Series to connect neighborhood council leaders to topic area experts and other neighborhood leaders, who are experiencing similar challenges, with the purpose of growing their capacity and positively impacting neighborhoods across the City of Spokane.

Core Drivers:

1. To provide neighborhood council leaders with capacity building based on the needs of their neighborhood.
2. To bring together neighborhood council leaders from across the City of Spokane where they form a connected regional identity.
3. To disrupt status-quo approaches and practices that are hindering neighborhood council growth and development.

Indicators of Success:

- We have a minimum of 15 participants from neighborhoods participate in each series session.
- Based on survey results, 85% participants strongly agree that the series session was worth their time.
- Based on survey results, 85% participants agree that they will put what they learned at the series session into practice.
- Based on survey results, 85% participants agree that they left the session feeling more connected to other neighborhood council leaders from across the City of

Spokane.

Essential Questions:

- How does the SNLS program interact with the capacity building that BSN is doing?
- How does the SNLS program interact with the capacity building that SNLA is doing?
- What is the best way to engage participants (in-person, hybrid, virtual)?
- What day/ time would be best to engage participants (lunch & learn/ evening meeting)?
- How will participants in SNLS be encouraged and supported to put what they are learning into practice?
- How will we engage participants pre and post series session?
- How many SNLS sessions should we host in PY 2023?
- How can ONS enhance our partnerships (neighborhood services office, City departments, United Way, Gonzaga, etc.) using this program?

Proposed Structure:

The proposed structure of the Spokane Neighborhood Learning Series is below will be updated based on feedback from various partners:

Topic	Presenter(s)	Date	Format (workshop/ presentation/ podcast)	Strategic Plan Theme
Hosting a hybrid meeting		Q1	Presentation	
Diversifying Funding Streams (Applying for grants)		Q2	Workshop	
Transitioning Leadership – What to do when stepping aside		Q3	Workshop	
Becoming a 501c3		Q4	Presentation	

Hosting an Effective Meeting			Podcast	
Managing Conflict in a Neighborhood Council			Podcast	
Collaborating Across Neighborhoods			Podcast	
Creating Mentorship Opportunities in Your NC			Podcast	

Notes:

- Quarter 1 (Q1): January/February/March
- Quarter 2 (Q2): April, May, June
- Quarter 3 (Q3): July, August, September
- Quarter 4 (Q4): October, November, December

Draft Minutes: 03/01/2023 Land Use Committee

LUC Members Present: Toni Sharkey (Rockwood), Pam Schermerhorn (Cliff Cannon), Bill Heaton-Emerson (Garfield), Steve Ogden (North Hill), Doug Tompkins (logan), 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 February meeting were approved.

A presentation from the City Planning department on building opportunity and choices was presented by Amanda Beck and Kaycee Downey. The presentation discussed the Building Opportunity and Choices for all (BOCA). This program addresses “middle housing” needs in existing residential areas.

Work continues to make changes for more building opportunities for housing. Review of the Comprehensive plan to remove conflicting section is being worked on. Also, development codes are being reviewed. All changes need to be approved by the Planning Commission, with the final approval by the City Council. Changes are expected to be completed in the current year.

A housing survey is available on the city website until the end of March.

Appreciate the time and effort put into the presentation. It covered the subject very well.

A brief discussion was held on the goals for our committee. We presently have 4.

Next meeting will be April 5th – suggested topic was Landlord/Tennent information with the new rules that just went into effect.



23-03-01_CA Land
Use Presentation.pdf

CA Liaison Committee Meeting Draft Notes – March 14, 2023 – Zoom

Present: Paul Kropp, Southgate, Chair; Andy Hoyer, Southgate, Recorder; Bonnie McInnis, West Central; Lorna Walsh, Riverside; Annie Deasy, ONS; Susan Burns, Peaceful Valley – absent – excused

We noted that Susan will be resigning in April and wish to see her at the April meeting if possible to offer thanks and best wishes.

DRB (Karen Hansen) and CHHS (Leslie Hope) nominees have yet to be confirmed by the City.

Reports noted in the CA packet for March: CC-HAS, UFCAC, DRB (verbal note), PCTAC, Plan Commission

Paul spoke with the Urban Forestry liaisons to guide them as to how to provide monthly updates.

Patrick Striker, ONS, is working on speeding up the City administration appointment process, per Paul. DRB nomination is in final step – CHHS nominee will be ratified by the CHHS Committee at the next meeting.

Striker is to meet with us in April to discuss an MOU regarding nominations, etc.

Liaison attendance at all respective boards and committees that met was noted.

We will meet in a hybrid format at the Liberty Park Library in April.

- Submitted by Andy Hoyer

Community Assembly
Pedestrian Traffic and Transportation Committee (PeTT) Meeting draft minutes.
February 28, 2022
Zoom

Attendance

Mary Winkes (Manito/Cannon Hill), Marilyn Lloyd (Lincoln Heights), Paul Kropp (Southgate), Annie Deasy (Office of Neighborhood Services), Carlie Hoffman (Emerson/Garfield), Charles Hansen (Whitman), Colin Quinn-Hurst (Cliff/Canyon), Doug Slater (Chief Garry Park), Rita Conner (Southgate), Pam Schermerhorn (Cliff/Canyon), Tyler Kimbrell (Audubon/Downriver), Carol Tomsic (Lincoln Heights), and Randy McGlenn (West Central)

Introductions

Secretary, Carol Tomsic, let the attendees into the meeting and called Chair, Randy McGlenn, to inquire on his whereabouts.

Meeting was called to order at 6:07 pm by Chair, Randy McGlenn.

Attendees introduced themselves and their neighborhood connections.

Safe Street for All Grant, Bike Parking Code Update, Colin Quinn-Hurst and Tyler Kimbrell

Colin introduced himself and Tyler. He said the Safe Street for All (SS4A) program was established in the Bipartisan Infrastructure Law last fall and there is \$5 billion over 5 years. He said it was capped at \$50 million per state. The program supports the Department of Transportation's goal of zero deaths and serious injuries. Colin said we are a partner in the SRTC region action plan grant. Our city could get a minimum of \$5 million with a \$1-2 million match. Colin said there were action plan elements. The city went to the Plan Commission Traffic Subcommittee (PCTSC) to meet one of the required elements of the program. The city also needed to address safety and risk-based crash locations in underserved locations. Colin said the action plan could include low-cost solutions such as reflective panels and reflective tape or pedestrian hybrid beacons. Inga Note of Capital Management is working on a list of sites in downtown, Moran Prairie area, Airway Heights, and the Valley (SS4A underserved communities). The City Council passed a resolution in December of 2023 to commit to zero fatalities, a requirement with the grant. Seattle was awarded \$26 million. Colin said pedestrian fatalities are rising as noted in statistics from 2010-2020. He said if there a five percent reduction in fatalities per year the target in vision zero deaths will be met. Colin said the city's current commitments are the Comprehensive Plan Goal TR Goal F – Enhanced Public Health and Safety and SMC 16A.84.020 Transportation Priority. He said several countries have already implemented vision zeros, including Sweden and the Netherlands. Colin said Hoboken has committed and has had no traffic deaths in four years. He said it does work so we are pursuing the grant. Colin said traffic deaths and injuries are preventable and fragile humans are in the line of fire. He said projects in the Downtown Plan meet the requirements of the grant. Colin said the target submission of the grant was Summer of 2023. He answered questions. He discussed protected bike lanes on First/Sprague and Lincoln Street. He said other ideas included street crossings, the Ben Burr Trail crossing, and upgrade Sherman Street in downtown. He said he would reach out with census track information. He said some improvements can be better funded through the grant than the traffic calming program. Bump-outs were discussed. Cyclist accountability was discussed. He said bicyclist can

not ride on downtown sidewalks but can ride on all sidewalks elsewhere. Tyler addressed the proposed Bike Parking Code update. He said it was due to the city's investment in new bike infrastructure and transit-oriented development. It was also to provide a safe place to store bicycles. He said the Bicycle Master Plan, Comprehensive Plan and Municipal Code SM 17C.230.200 were addressed in the update. He said short term storage (exterior of buildings, customer and/or visitors) and long term storage (in buildings employee/residents) were also addressed. He said bicycle parking incentive could replace an auto parking requirement. He said there were 106 respondents to their survey. He said they wanted to target those who would ride their bikes if accessible. Tyler answered questions. He said the next step was the Plan Commission. He said he would accept PeTT support of the proposed update.

Round Table and Wrap Up

Randy asked for topics the attendees were interested in for upcoming meetings.

Mary asked Randy for an update on the Citizen Transportation Advisory Board (CTAB) special meeting scheduled for 3/1/23 at 5:30. She said it conflicted with the regularly scheduled Community Assembly (CA) Land Use Committee meeting at the same time.

Randy said the meeting is on the 6-year transportation road management and Shauna's replacement would be discussed. He said Jeff Gunn was temporarily working on the Traffic Calming Program.

Paul said he planned to attend the CTAB meeting and wanted to see their annual report.

Rita brought up speeding and speed bumps. She said speed bumps work in Arizona.

An update on the traffic calming pilot with speed humps was requested.

Carol brought up a north/south freeway update. Randy said an update was requested at the last CA Administration committee meeting but was deferred to PeTT.

It was noted that Shauna now worked for Washington State Department of Transportation (WADOT).

Randy asked if the minutes worked for a required CA report. It was discussed and then decided minutes would do. Mary noted it was country to CA committee report requirements.

Meeting adjourned at 7:23 pm
Next meeting is 3/28 at 6 pm.

Community Assembly
Pedestrian Traffic and Transportation Committee (PeTT) Meeting draft minutes.
March 28, 2023
Zoom

Attendance

Mary Winkes (Manito/Cannon Hill), Marilyn Lloyd (Lincoln Heights), Steve Blaska (Cliff Cannon), Annie Deasy (Office of Neighborhood Services), Doug Slater (Chief Garry Park), Randy McGlenn (West Central), Charles Hansen (Whitman), Carol Tomsic (Lincoln Heights), Rita Conner (Southgate)

Introductions

Meeting was called to order at 5:59 by Chair, Randy McGlenn

Randy said he wanted to step down as chair. He wanted the committee to be successful and felt he did not have time to commit to being chair. Randy also said he was at City Hall and had to leave because it was closing. He made Carol the host and left until he could reconnect again.

The procedures for electing a new chair were discussed. The policies and procedures were shared.

Annie gave an update on the traffic calming program. She said there was an upcoming meeting with the traffic calming program consulting engineers, Abbey Martin, the newly appointed City Council Manager of Connectivity, Council President Breean Beggs, Jeff Gunn, the interim manager of the traffic calming program, Patrick Striker, the Office of Neighborhood Services director, and herself. She said there will be more information available on the traffic calming program after the upcoming meeting. Annie said the location for the rainbow crosswalk was selected. It is going to be at 12th/Perry, near the Odyssey Youth Movement. She said Spokane Arts has hired Shelby Allison as manager of the Street Art Program.

It was noted that a discussion on the clarification of whether or not PeTT's nominations to the Citizens Transportation Advisory Community (CTAB) and Plan Commission Transportation Subcommittee (PCTS) should go through the Community Assembly's Liaison Committee was omitted from the agenda. It was mutually decided by the attendees that Mary and Charles' proposed rules of procedure for nominating a PeTT representative to PCTS would be sent out to members and included in the March minutes.

Randy re-entered the meeting. He made a full disclosure that he had talked to Carol about taking over as the chair. Randy said Paul Kropp, the past chair, had approached him prior to stepping down and asked him to be chair. Randy said he wanted to step down as chair because he had too much on his plate and wanted to make sure the committee had continuity. It was noted many of the regular attendees were absent so it was decided nominations for chair would be taken at the next meeting.

Rita shared a concern about the street murals. She cited a newspaper article on the cost of the murals. She said the murals cost \$973,000 (\$673,000 for murals and \$300,000 for sidewalks). Annie stated it was a fully executed contract. Carol mentioned the murals were a proven traffic calming tool and there was a study she could share with everyone. Marilyn mentioned more neighborhoods should be aware of the study. It was also noted that with the budget shortfall and paint costs the murals were a concern.

CTAB 2023-2024 Project Update

Randy presented on Pavement 101. He said he would send out and share the slides with neighborhoods. He said CTAB only focuses on local access and side roads, not arterials. He said pavement management is decided by scores used as baselines, age, and present condition. He said a Pavement Condition Index (PCI) score is attained by a truck that drives around with radar equipment that electronically sees the pavement. The truck's radar looks at erosion the top surface, gravel, and one inch into the pavement, every two years. The data collection looks at asphalt defects including alligatoring (localized cracking), lateral cracking, patching, Putting (excessive wear), and raveling (uneven wear). It could be caused by a poor mix in the asphalt, excessive erosion, or an old road. The scores are calculated from 0-100. Zero means the road doesn't exist anymore. CTAB reviews the identified prioritized projects that are in the city's six-year plan. CTAB makes recommendations for funding projects based on community needs, which include bus routes and bicycle greenways. CTAB's goal is to achieve an 80 percent average of road conditions. The program is funded by \$30 car tabs and Randy said if the funding had been lost crack sealing would have done with the remaining funds. Pavement repair processes were discussed. Crack sealing, heated asphalt applied to early state longitudinal and transverse cracks or around utility patching, is the most cost-effective method to keep roads in good condition. Fog seal, a slow-setting asphalt emulsion, is applied to the surface of aged pavement. Rejuvenators, or proprietary compounds, are applied to the surface of aged pavements. Chip Seal, a glue of gravel, is applied to surface of an aged pavement to seal and provide new skin. Slurry Seal/Micro-Surfacing, a slurry seal of aggregate, is used to fill small cracks, light rutting or treat raveling asphalt surface. It was noted it did not hold up on arterials, but the city will give it more tries. Cape Seal, a very slim layer of asphalt, is not used. Skin Patch/Micro Overlay is used on patchy roads and is noticeable because one side of the road looks different than the other side of the road. Grind and Overlay, is a machine eats top layer of the asphalt and a new layer is put on. It is much more expensive. Reconstruction is beyond the scope of CTAB. A House Maintenance Analogy was presented. Caulking Seams/Joints equal Crack Sealing. Painting equal Chip/Slurry Seal. Replace Roof equals Overlay Road. Replace Trusses equal Rebuild Roads. Randy also presented on the 2023 and 2024 Local Access Project Lists. He said they were revised to consider new costs. He will send out copies of the lists.

Neighborhood Outreach

Randy said if there were concerns to email him. Topics discussed were mural outreach/cost, traffic calming program, greenway plan, crosswalks/pedestrian, The function of PeTT. Is it informative or recommendation oriented. Should it be more active in CTAB.

Steve asked if there was a program for sidewalks with tree root issues. Randy said sidewalk infill was ten percent of the CTAB's budget. Mary said Council President Breean Beggs had a long history on sidewalk repair and should be asked to present on the subject.

Roundtable and Wrap Up

Randy said the next meeting will include a discussion on PeTT's policy and procedures concerning the CTAB and PCTS nominations, sidewalks, the traffic calming program, and a chair nomination.

Meeting was adjourned.

Next meeting is 4/25/23 at 6 pm.

Plan Commission (PC) Liaison Report

Community Assembly Report, April 6, 2023

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

Transportation Subcommittee Meeting, March 7, 2023—in person and via WebEx

Workshop:

1. 2024 - 2029 Six-year Comprehensive Street Program – Program Update Kick-off and Programming Consistency

Housing Work Group, March 9, 2023—cancelled

Plan Commission Meeting, March 9, 2023—in person only

City Line STA Bus Tour

Start at SCC Transit Center

Stop 1: Cincinnati @ Desmet Stop

2: Riverside @ Bernard Stop

3: Brick Sprague @ Adams Drive through Browne's Addition. Return to SCC Transit Center

Drive through Browne's Addition.

Return to SCC Transit Center

Housing Work Group, March 22, 2023—cancelled

Plan Commission Meeting, March 22, 2023—in person and via WebEx

Special Meeting held jointly with City Council members

Topics:

1. South Logan TOD Project Draft Subarea Plan/Draft EIS – Maren Murphy

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

2. Discussion on collaboration between Plan Commission and Council – Plan Commissioners and Council Members

Discussion centered around the Transportation Impact Fees and the General Facilities Charges (GFC), which were not considered by the Plan Commission before the proposal was forwarded to City Council. There was consensus regarding the need for better communication between and among various sectors in city government. There seemed to be consensus regarding the need to bring GFCs before the Plan Commission in advance of presentation to the City Council. These would need to be included in the Commission's annual work plan.

3. 2022 Plan Commission Year in Review – Jackie Churchill

Scheduled but time ran out before this topic was covered.

Hearing—March 22, 2023—in person and via WebEx

1. Building Permit Expiration Timelines

The Commission recommended that building permit expiration was changed from one to 2 years

2. Bike Parking Code Update

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

The presentation re: the bike parking code was made and public comment was considered. This part of the hearing was closed, and Commission deliberation was postponed until April 12.

To review all complete minutes documents, etc. for the Spokane Plan Commission, please see <https://my.spokanecity.org/bcc/commissions/plan-commission/>

PCTS was shown the six year street plan for 2024-2029. We discussed it and sent it on to the Plan Commission, and eventually to the city council for their approval.

STREET PROGRAM RECONCILIATION SHEET				
(Comparing 2024-29 against 2023-28 6yr. Program)				
New Projects Added to Six-Year Program (2024-2029)				
Section/ Funds/ CN Year	Project Name	Project Description	Purpose Statement	Cost Estimate
Bridge 2025	Latah Bridge	Bridge rehabilitation.	Rehabilitate bridge deck, barriers, railing, sidewalk and select structural elements.	TBD
Bridge 2025	Chestnut St. Bridge Scour Damage Repair	Repair scour damage at bridge pier footings and abutments.	Repair scour damage, reduce risk for continued undermining of bridge piers and abutments.	\$2.0M
Pedestrian & Bikeways 2025	Arterial PHB's	Install Pedestrian Hybrid Beacons and crossing improvements at four locations Citywide: 1) Whistlers/Randolph; 2) Nevada Cozza; 3) Market/Columbia; 4) Regal/Thurston.	Improve safety for pedestrian bike crossings.	\$1.93M
Pedestrian & Bikeways 2025	Maxwell Ave. Ped-Bike Safety	Grant Award Pending. Petter at Mission to Walnut. Add buffered or protected bike lanes, ped crossing improvements.	Improve pedestrian and bike safety. Provide enhanced bike facilities to improve safety and mobility and access and connections to adjacent bike/ped facilities; improve transit access.	\$1.7M
Pedestrian & Bikeways 2025	Lincoln St. Ped-Bike Safety	Grant Award Pending. Summit to South of Maxwell. Add buffered bike lanes, protected bike lanes, restripe/reconfigure travel lanes. Intersection and traffic signal modifications.	Improve bike and pedestrian safety. Provide enhanced bike facilities to improve safety and mobility and access and connections to adjacent bike/ped facilities.	\$4.0M
Pedestrian & Bikeways 2025	Stevens Elem SRTS	Grant Award Pending. Sidewalk and ped/crossing improvements. PHB crossing of Mission at Magnolia. RFRB crossing of Napa at Sinto.	Improve safety for student and pedestrian crossings. Provide sidewalks along school walk routes.	\$1.36M
Pedestrian & Bikeways 2025	Scott Elem SRTS	Grant Award Pending. Sidewalk infill, bumpouts and ped/crossing improvements.	Improve safety for student and pedestrian crossings. Provide sidewalks along school walk routes.	\$1.1M
Capital Improvements 2024	Maple/Walnut Grind & Overlay - 5th Ave to Bridge	Pavement rehabilitation and preservation. Asphalt grind and overlay; pavement repair and ADA ramps.	Rehabilitate the asphalt pavement surface and extend the life of the pavement structural section.	\$1.53M
Impact Fee 2024	Thorpe Tunnel Prelim Engineering	Preliminary engineering of tunneling options under BNSF track, and Fish Lake Trail to improve vehicular capacity while accommodating bikes and pedestrians.	Preliminary engineering to further define project details and cost.	TBD
Impact Fee 2029	Assembly / Francis (291) Roundabout	Construct roundabout.	Improve intersection capacity and safety.	TBD
Honorable Mention				
Section	Project Name	Comment	Status	
Capital Improvements 2025	Fryer St. - Garland to Wellesley	Split existing Garland to Francis project in to two segments. Limited street improvements, paving, ADA Ramps, sidewalk infill in conjunction with water transmission line replacement.	Water transmission project anticipated in 2025.	
Capital Improvements 2028	Fryer St. - Wellesley to Francis	Split existing Garland to Francis project in to two segments. Initial phase of full rebuild.	Project construction year TBD pending securing funding.	