

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



Meeting Agenda for Thursday, July 6, 2023  
5:30 to 7:30 p.m., The Hive  
Proposed Agenda Subject to Change  
Please review previous month’s minutes:  
\*Community Assembly Minutes: June 1, 2023



### Administrative

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator) .....	3 min (5:30)	Intro	-
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	40
4. Admin Committee Action Items (Randy McGlenn).....	5 min (5:40)	Oral Report	-

### Open Forum

5. Reports/Updates/Announcements .....	10 min (5:45)	Oral Reports	35-39
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### Agenda

6. City Council (Councilmember Cathcart).....	15 min (5:55)	Oral Report	-
7. ONS Update (Patrick Striker).....	5 min (6:10)	Oral Report	-
8. CHHS Department & CA/CD Committee Updates (Christy Jeffers).....	15 min (6:15)	Oral Report	5
9. GFC Recommendation (Molly Marshall).....	15 min (6:30)	Vote	6
10. Policies & Procedures Update Request (Randy McGlenn).....	5 min (6:45)	Vote	-
11. Budget Requests Policy Clarification (Randy McGlenn) .....	10 min (6:50)	Oral Report	-
12. CA Committee Updates (Committee Chairs) .....	10 min (7:00)	Oral Report	-
<i>Budget Committee</i>			
13. Roundtable Discussion .....	10 min (7:10)	Open Discussion	-
<i>PLEASE SIGN THE THANK YOU LETTER FOR CP BEGGS (on your way out of meeting).</i>			

### Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee .....	13
• Budget Committee .....	15
• Building Stronger Neighborhoods Committee (BSN) .....	19
• Community Assembly/Community Development Committee (CA/CD) .....	5
• Land Use Committee .....	22
• Liaison Committee .....	23
• Pedestrian, Traffic, and Transportation Committee (PeTT) .....	24

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

• Community Housing and Human Services (CHHS) Liaison Report .....	30
• Design Review Board Liaison Report.....	
• Plan Commission Liaison Report .....	31
• Urban Forestry-Citizen Advisory Committee Representative Report.....	
• Housing Action Subcommittee Liaison Report.....	33
• 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! \*\*

# 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:**

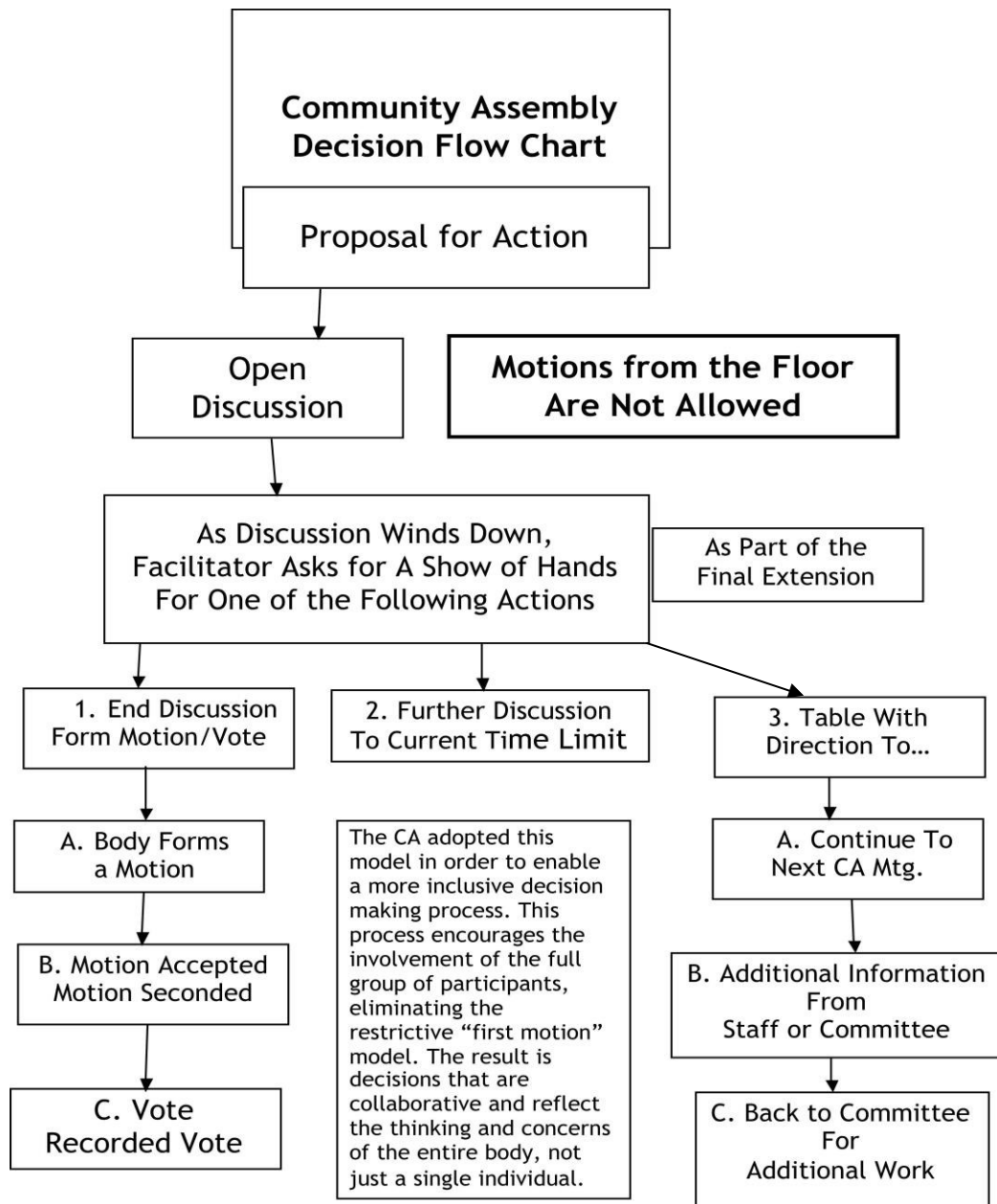
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

## **Presentation and decision-making process:**

1. To speak at a meeting, a person must be recognized by the facilitator. Only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
2. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
3. Presentation timetable protocol
  - a) When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and give a verbal notice.
  - b) Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
  - c) An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
  - d) Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
  - e) When the allotted time has expired, a red card and verbal notice shall be given.
  - f) As part of a final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
    - o End discussion and move into forming the motion and voting,
    - o Further discussion,
    - o Table discussion with direction,
    - o Request time to continue discussion at next CA meeting,
    - o Request additional information from staff or CA committee, or
    - o Send back to the appropriate CA committee for additional work.



**Date:** June 28, 2023

**To:** CA members

**Fr:** Andy Hoyer, CA rep for Southgate, member of the CA/CD Committee

**Re:** Progress regarding CDBG funding and Citizen Participation

Please note the final form of the 2023 Action Plan, for which the formal public comment period has ended, here: <https://static.spokanecity.org/documents/chhs/plans-reports/planning/2023-annual-action-plan.pdf>. You will recall from my earlier comments that the CA was excluded from direct participation, unlike past years.

In that document please note items 14 and 16 which allocate over \$1 million to pay for CHHS staff to administer the programs. I note this without judgement. I do not know if this is common in other jurisdictions or if it has been common in Spokane before.

As of this writing on June 28, no promised summary of public comments (see page 3) was present. By the time you read this, those comments may have been added.

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Please also note the current Draft Form of the Citizen Participation Plan, for which the formal public comment period will begin in July: *Per Christy Jeffers: The formal public comment period will be opened by the CHHS Board on July 5<sup>th</sup> for the period of July 17-July 31.*

The document may be reviewed here:

<https://static.spokanecity.org/documents/chhs/plans-reports/planning/draft-cdbg-citizen-participation-plan-for-public-comment-period.pdf>

This document is very broad. It is the overview guiding template for Consolidated Plan going forward and subsequent Annual Action Plans. It requires citizen participation; the following is a quote from page 3-4

*Citizen Participation Plan - CPP (24 CFR 91.105) The CPP sets forth the policies and procedures for citizen participation throughout the Consolidated Planning process. The CPP must facilitate citizen participation during initial development of the Consolidated Plan, define and explain the substantial amendment process, and provide comment opportunities. CPP regulations require and CHHS desires to have active citizen participation, with a special emphasis on participation from the following populations: 4 | Page • Low- and moderate-income persons • Residents of slums, blighted areas, and predominately low- and moderate-income areas • Non-English-speaking persons • Persons with disabilities • Public housing residents • low- and moderate-income residents of the City*

Christy will be speaking to us at this July 6 meeting. Since this is arguably the “initial development of the Consolidated Plan” (the next one, which starts July 1, 2024 and lasts 5 years), I do assume that CHHS will “facilitate” citizen participation. And, to be fair, I do believe the CHHS Department is making a sincere effort to do that. What form formal CA participation will take remains to be seen, but I note the CA and Neighborhood Council are referenced by names on page 3. Please consider making comments, starting now, at [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org).

The Latah Valley moratorium was implemented to address infrastructure concerns around transportation and utilities (GFCs).

City Council approved an interim GFC through March 2024. It increased GFCs by 66% -- to represent the inflation on the GFCs that were adopted in 2002. Projects with a building permit or a counter complete application for a building permit at the time of new rates were adopted would fall under the historic rate. These rates are in place through March 4, 2024.

### Spokane GFC History

GFCs are charges that new development pays to connect to our Water and Wastewater Systems. GFCs implemented over 20 years ago in Spokane **have never been** updated and had no inflationary index. Many GFC fees were waived (meaning we have been generating reduced funds from growth related projects and relying on Utility rates instead). Without a GFC (or waiving the GFC) all growth-related costs are paid for by existing ratepayers only and rates are higher as a result. By setting the GFC below the actual costs (or waiving charges) the burden falls on existing ratepayers. This probably resulted in higher debts and higher rates to support the debt.

### City Staff has recommended

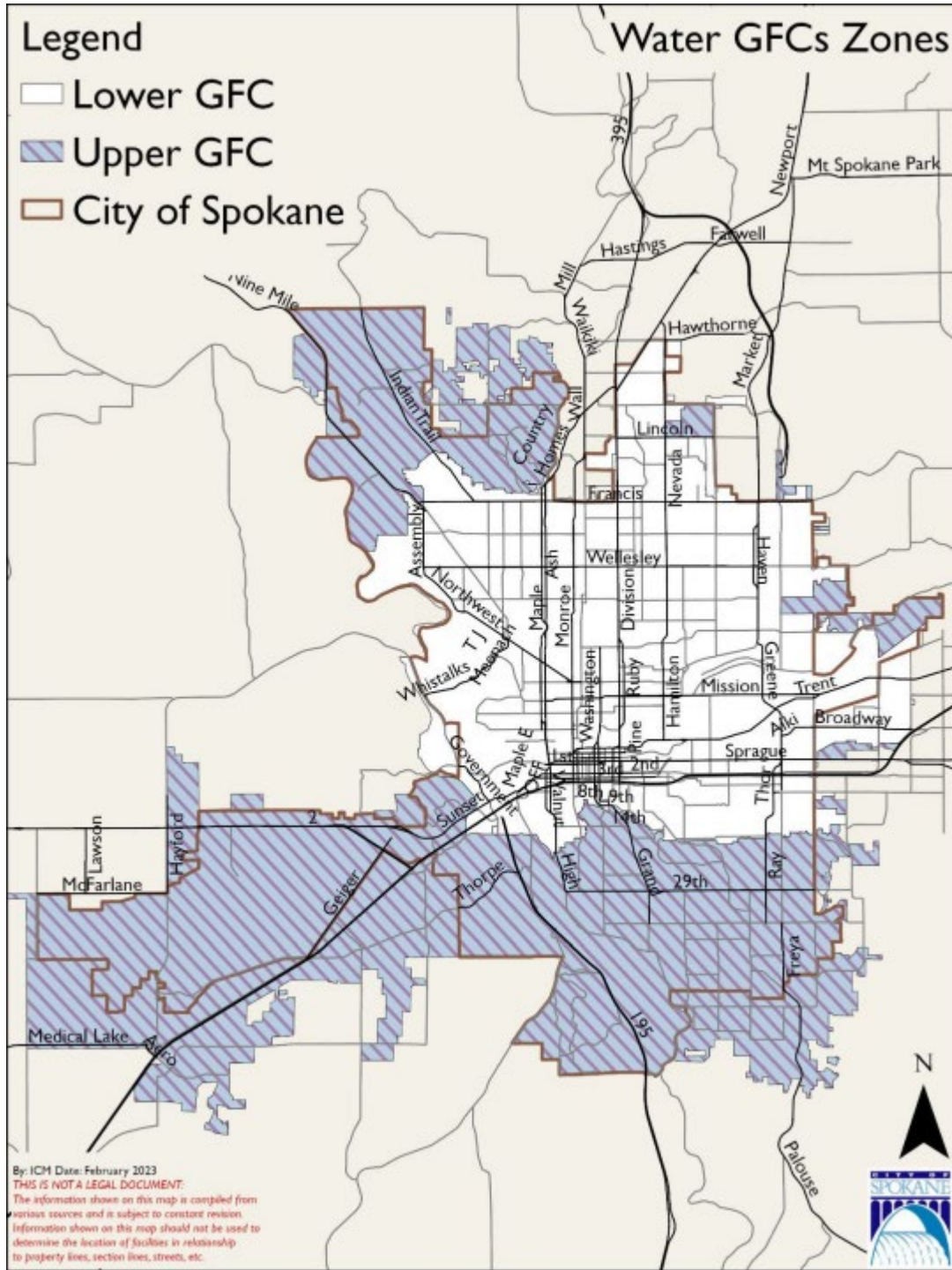
- Citywide update to the GFCs that represents current costs and anticipated projects over time and helps to keep monthly rates more affordable for everyone.
- Uses a reasonable and rational approach to assign costs.
- Ties GFCs to an inflationary index to avoid having the fees quickly get behind and avoid having to make such major changes in the future.
- Supports certain types of development with a dedicated funding source for GFCs.
- Implements new costs over time to allow our community time to adjust.
- Bases fees on meter sizes that support City goals around water conservation.

The General Facility Charge is a one-time charge imposed as a condition for a new utility connection and represents a proportionate share of the capital investment made to provide system capacity. This fee can be used to fund capital projects or related debt service; **it may not be used to fund operation and maintenance costs**. Governing state law: » RCW 35.92.025: In general, each connection shall bear a proportionate share of the cost of the system capacity required to serve it and ensures future customers pay for the capacity that existing customers have already provided for them.

**The cities plan would create an Upper and Lower Zone** for Water GFC fees that aligns where new facilities are needed which would not include a sewer GFC fee because it is one charge City wide. A Citywide update to the GFCs would represent current costs and anticipated projects over time and help keep monthly rates more affordable for everyone. **This plan would remove waiver areas** (the Lower Zone overlays with 90-95% of where waivers have been) **and economic development would need to look for other strategies to promote desired development** ( two funding sources were presented in the meetings). The City can choose to fund a program that helps pay for developer's GFCs to encourage development in specific areas. Finally, a ¾-inch meter would be the basis for the fees supporting our goals around water conservation. This plan would include an Inflationary Index (which is the same for Transportation Impact Fees) and review of GFCs would happen every 3 to 5 years to ensure they are

consistent with system costs. Developer-constructed infrastructure would continue to be deducted from their GFC charge through a developer agreement with the city.

## UPPER AND LOWER ZONES



Two zones were selected based on system operations and engineering: The lower zone is the basis of supply for the entire system and supplied directly from wells without the need of additional boosters. It also provides the base storage and supplies water to all other pressure zones through booster pump stations. The upper zone is the areas that need boosting (more expensive).

## CURRENT METER SIZES FOR THE CITY OF SPOKANE

### Look at Meter Sizes in our System

Meter Size	Existing Meters in Use	Percentage
3/4" or less	54,311	71%
1"	17,814	23%
2" & 1.5"	3,382	4%
3"	231	0.30%
4"	289	0.38%
6"	263	0.34%
8"	165	0.22%
10"	51	0.07%

Total meters ->

76,506

\*71% OF THE METERS ARE ¾" OR LESS



## RATE COMPARISION

Meter Size	Historic Water GFC	66% increase – Adopted thru March 4 <sup>th</sup> 2024	Adopted Low Zone March 2024	Adopted Upper Zone March 2024
¾ inch	\$1,232	\$2,045	\$2,823	\$10,407
1 inch	\$1,232	\$2,045	\$4,705	\$17,345
1.5 inch	\$3,485	\$5,785	\$9,409	\$34,690
2 inches	\$3,485	\$5,786	\$15,055	\$55,503
3 inches	\$6,402	\$10,627	\$32,932	\$121,413
4 inches	\$9,857	\$16,363	\$56,455	\$208,137
6 inches	\$18,108	\$30,059	\$127,025	\$468,309
8 inches	\$27,878	To be calc.	To be calc.	To be calc.
10 inches	\$38,961	To be calc.	To be calc.	To be calc.

## WATER GFCS REMOVING INTEREST

Meter Size	Adopted Low Zone March 2024	Low Zone –No Interest	Adopted Upper Zone March 2024	Upper Zone – No Interest
¾ inch	\$2,823	<b>\$2,281</b>	\$10,407	<b>\$9,635</b>
1 inch	\$4,705	<b>\$3,802</b>	\$17,345	<b>\$16,059</b>
1.5 inch	\$9,409	<b>\$7,604</b>	\$34,690	<b>\$32,117</b>
2 inches	\$15,055	<b>\$12,167</b>	\$55,503	<b>\$51,387</b>
3 inches	\$32,932	<b>\$26,615</b>	\$121,413	<b>\$112,410</b>
4 inches	\$56,455	<b>\$45,625</b>	\$208,137	<b>\$192,703</b>
6 inches	\$127,025	<b>\$102,657</b>	\$468,309	<b>\$433,582</b>
8 inches	To be calc.	To be calc.	To be calc.	To be calc.
10 inches	To be calc.	To be calc.	To be calc.	To be calc.

## PAST WAIVER DATA

Year	Collected	Waived	% Waived
2019	\$2,315,342	\$530,197	19%
2020	\$2,455,644	\$1,090,761	31%
2021	\$2,447,261	\$619,366	20%
2022	\$2,567,149	\$901,688	26%
<b>Total</b>	<b>\$9,785,396</b>	<b>\$3,142,012</b>	<b>24%</b>

Another option would be to charge one rate for the entire city. This option was put forth by developers.

Meter Size	Adopted Low Zone March 2024	Adopted Upper Zone March 2024	City-Wide Calculated Charge	City-Wide Calculated Charge – No Interest
¾ inch	\$2,823	\$10,407	<b>\$4,881</b>	<b>\$4,285</b>
1 inch	\$4,705	\$17,345	<b>\$8,135</b>	<b>\$7,141</b>
1.5 inch	\$9,409	\$34,690	<b>\$16,269</b>	<b>\$14,282</b>
2 inches	\$15,055	\$55,503	<b>\$26,031</b>	<b>\$22,851</b>
3 inches	\$32,932	\$121,413	<b>\$56,943</b>	<b>\$49,987</b>
4 inches	\$56,455	\$208,137	<b>\$97,617</b>	<b>\$85,692</b>
6 inches	\$127,025	\$468,309	<b>\$219,638</b>	<b>\$192,808</b>
8 inches	To be calc.	To be calc.	To be calc.	To be calc.
10 inches	To be calc.	To be calc.	To be calc.	To be calc.

For this option, all new development would pay the same fee. I believe this would not benefit the need for affordable/low-income housing. Developers would continue building market-rate houses in the upper zone at a lower fee. The lower zone, which has been identified as a target investment zone would

then pay this higher fee to build. Remember, development GFCs were waived in the lower zone (prior to the update of GFCs) so fees would go from 0 to \$4881.

### **My Recommendations**

1. I believe the two-tiered city approach is the best option for now. With the amount of development occurring in the upper zone, I feel it is imperative that the cost of expansion should be paid for by these projects. Because the city has waived GFCs in the past, the funding needed to expand the system is deficient.
2. The state of Washington allows the city to charge interest on these public facilities. I think charging these fees **without** interest would be a compromise to such a significant increase in fees.
3. It is imperative that the city identify another funding sources to accommodate waivers of GFCs. Two sources were presented during these meetings. This would be a process change for GFC waivers and still allow “waivers” for development of affordable/low-income housing without depleting the funding generated by GFC impact fees.
4. Basing the pipe size on  $\frac{3}{4}$ ” would support water conservation goals.

This is a very complex issue with multiple factors. I have done my best to interpret this information and be a voice for the community. Please let me know if you have questions.

Molly Marshall

GFC committee representative for CA



## Administrative Committee Meeting

Tuesday June 27, 2023, 4:30pm

Spokane City Hall, Sister City Conference Room and via Zoom

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### Members Present:

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

**Guests Present:** Andy Hoye, (Southgate). Zoom: Dave Williams, (Browne's Addition).

**City Staff Present:** Patrick Striker, ONS Director; Gabby Ryan, ONS Staff Support; Kim McCollim, NHHS Director. Colleen Gardner (Contracted by the City – CA Facilitator)

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### Welcome & Introductions

Chair Randy McGlenn greeted all present in person and virtually.

### Approve Previous Minutes and Current Committee Agenda

CA Admin Committee minutes of May 23, 2023 were approved. Current agenda was approved as presented.

### ONS Report – Patrick Striker

The OWLs will be stored in 6 locations that benefit use by the CA, CA standing committees and NCs. The locations include: City Hall, South Hill Library, Shadle Library, Martin Luther King Jr Community Center (formerly East Central CC), West Central Community Center, and COPS Neva-Wood. The Northeast Community Center has its own OWL, which the Center's Director indicated would be available for use. However, Lindsey noted that her understanding was that it is for internal use only. We may need an agreement with NECC.

**ACTION ITEM:** Patrick will contact the NECC director for clarification.

### Follow Up Items

1. CA Agenda Request Form – After consideration, Randy reported that he will pull the Agenda Request Form. Fran and Colleen said there was such a form several years ago; it consisted of 3-4 questions, and was also in the CA Mission & Goals. Randy has information for requesters to be included on the city's website.  
**ACTION ITEM:** Randy will follow up with the IT Department regarding the above.
2. Luke's resolution to the CA on the Police Reform Task Force – No information has been received to date, so will not be added to July agenda.
3. Reconvene the Neighborhood Safety Committee – UP/DOWN VOTE if restarting the committee. Action Items needed: Committee officers, goals, meeting schedule, etc).
4. P&P Committee Status of 2023 Updates - Luke and Tina. Ongoing task, no information. Vote request for one 5-minute extension to be added to the P&P.
5. General Facilities Charge (GFC) Report (See 7-page document) - Molly Marshall, CA Representative. Vote on recommendation: a two-tiered city approach regarding charges for infrastructure development. CA to submit a resolution of support, after discussion/decision.

### Design Review Board Vacancy

CA did not get feedback on why the recommended CA Liaison applicant to the DRB was deferred indefinitely by City Council; the applicant themselves may have withdrawn. (Although rare, this situation may eventually be a topic for the CC/Neighborhoods 3.0 Committee.) Gabby said the staff person in the Mayor's office in charge of Boards & Commissions left the City two weeks ago, and currently no staff is covering those responsibilities. Application is now open until October. After much

discussion, the group concurred that more information is needed regarding adherence to the Liaison Committee's P&P.

### Strategic Plan Meeting

Colleen is not on contract to facilitate this meeting. It was discussed that the P&P does not restrict the Admin Committee from facilitating the special meeting, scheduled for June 29<sup>th</sup>. Discussion ensued regarding the agenda. Open the floor for suggestions: A) review document as a whole and decide what section to work on, B) what are the deliverables, and C) who owns what tasks. Dave suggested going back to the basics: A) Review the structure of the committee report, B) plan to simplify the structure, C) Goals, D) Begin initial discussion on how and what we go forward on, and E) introduce motion at the CA that may bring up discussion and help speed up the process. Randy: Review the structure, document overview each section. Randy asked about using Roberts Rules of Order (not used at CA meetings, but it is with other city boards and commissions) to help facilitate productivity. Dale suggested that it would be easier if we had Dave's document ahead of time and turned it into an Ad-Hoc Committee.

### New Business

CA/CD – Andy Hoyer, incoming Chair of CA/CA Committee. Request for presentation by CHHS Staffer Christy Jeffers, CDBG Program Manager, for update on prior NCDP projects, 2023 Action Plan, and current Citizen Participation Plan comment period. Requesting time for 15 minutes. Dale asked if the CA will be provided with concrete specific facts in 15 minutes.

### Items for CA Agenda

- Introductions. Change Action from Discussion to Intro.
- Proposed agenda. Add page that has been missing.
- Randy - CA Admin Action Item(s): Reminder of CA vote in April for "In Person Only" meetings. Those who are in Zoom are a viewing audience only, no CHAT feature.
- CM Cathcart – 15 minutes Oral Report
- ONS Update (Patrick Striker) 5 minutes Oral Report
- Community Development Program Update - Christy Jeffers, CHHS Staff, 15 minutes
- GFC Recommendation (CA Liaison Molly Marshall) 15 minutes. VOTE
- P&P Update Request (Randy McGlenn) 5 minutes. VOTE
- Budget Policy Clarification (Randy, CA Zoom Account)
- CA Standing Committee Updates – Chairs
  - BSN Committee, Chair Tina Luerssen, 15 minutes, Oral Report
  - Budget Committee, Chair Gail Cropper 10 minutes Oral Report

After Roundtable Discussion, Add Message to sign the Thank You letter to CP Beggs (put on table for signatures after the meeting adjourns)

The CA Meeting Agenda for July 6, 2023 was approved by consensus.

NOTE: CA reps need to be reminded to read the packet!

The next CA Admin Committee meeting is Tuesday, July 25, 2023.

Adjourned 5:50 pm

**Date:** Monday, June 26, 2023

**Location:** West Central Community Center, 1603 N. Belt, Don Kelly Conference Room

**Time:** 7:00pm (Hybrid/Zoom)

**Meeting** called to order at 7:05pm.

**QUORUM – In Person** Gail Cropper (chair), Ken Cruz (vice chair), Mark Davies (member), Mary Winkes (member)  
ONS: Gabby Ryan. Excused Ginnee McNeel (secretary). No guests in person or virtually (Zoom).

**Welcome** – Thanks to Gabby for enabling Zoom for anyone that may join virtually. Gail took meeting notes. The community center had a full parking lot, and full house of activities. There was our meeting (free space), a group of young badminton players in the gym, and a sweet 16 birthday party in the large conference room and the outside patio, with many excited teenagers, food and loud music.

**Approval of Agenda** - Moved and 2<sup>nd</sup>, unanimous vote to approve, no abstentions.

**Approval of Minutes** - May 22, 2023 – Mark motion/Mary second, unanimous approval.  
June 12, 2023 (Special Meeting) - Mark motion/Mary second, unanimous approval.

#### **OLD BUSINESS**

- Slack Status: Gabby told us that Eric in IT received the inquiry, but no further report.  
**ACTION:** *None, waiting for response*
- Status on the Pended [3] CE Grant Applications from the June 12<sup>th</sup> Special Meeting: liaisons assigned to NCs, reached out for additional information, etc. All NC's responded in a timely manner, with requested information, and were approved.

#### **NEW BUSINESS**

- CE Grant Applications since June 12<sup>th</sup> - Gabby handed out a log of all 29 NC's, including BSN, and copies of all applications received since our special meeting June 12<sup>th</sup>. After reviewing and discussions, we Approved [13] CE Grant Applications: Returned [1] CE Grant Application from Logan. No applications from [5] NCs: Balboa/South Indian Trail, Comstock, Five Mile Prairie, Hillyard or Latah Hangman.  
**ACTION:** *Attached Log*
- Latah Hangman: On June 22<sup>nd</sup>, Gail emailed all CA Budget Committee members that LHNC was "alive" per ONS liaison Amber Groe. Amber speaking for LHNC requested the CA Budget Committee to consider an application from the LHNC, with an extended deadline into July [attached email]. Discussion by committee: 1) no meeting minutes, 2) if we allow the late application, it is not fair for other NCs who worked within the guidelines, 3) CA Budget Committee Goals: "maintain and increase neighborhood grant participation wherever possible", 4) If we vote to accept a late application, we need a HARD DATE, so we can continue our next steps.  
**ACTION:** *TABLED after a vote - YES: 2, NO: 2, Member #5 Absent*



- CA BSN Committee: CE Grant for Zoom (renewal for CA and all Standing Committees use). Gail handed out a copy of the BSN minutes in the agenda packet highlighting the descriptions on how the monthly and annual Zoom payments will be done. After discussion about the monthly payments, it was agreed to approve with changes of monthly payments from 4 payments at \$17.43 x 4 times (June – sept) to 2 payments at \$17.43 for July and August then one-time annual Sept 2023-Aug 2024. Mark Motion/Ken Second Unanimous approval. *Note: Gail is on the BSN Committee and refused to vote.*
- COMPLAINTS Received – CE Grant Application process
  - The Performance Metrics and Application Forms are redundant.
  - “We need to reassess how complicated the application process has become. I have heard people say they would rather write a check for the entire amount as opposed to filling out all the paperwork and permission documents. Why is all of these processes necessary?”

Gail reported that the complaints were discussed at the BSN meeting and Amber/ONS shared that a workshop at the Spokane Neighborhood Summit, called “Diversifying Funding Streams – Applying for Grants” may help. Mary said the workshop wouldn’t help. Gail stated that we don’t know what all would be covered in the workshop. Gabby said that ONS has the lowest barrier for Performance Measures.

- **ACTION:** *ONS to review the application package requirements. Training in March will be more than one time. There will be up to 3 times to attend training. Training in person will be mandatory, or NC will not qualify to apply for the CE Grant.*
- ORAL REPORT TO THE CA (July 6<sup>th</sup> CA meeting) Gail asked the CA Budget Committee what they wanted reported during the 2-minute Oral Report.
  - As of Monday, June 26<sup>th</sup>, the total count of CE Grant Applications received was 25. Out of 29 NCs, 23 NCs were approved, Logan returned for missing minutes, and the BSN Committee submitted the application to renew Zoom subscription for all standing committees and the CA meeting.
  - What can be done to help with future grants?

**ACTION:** *Gail will request from the CA Admin Committee (meeting Tues June 27<sup>th</sup>), to be added for a 2-minute Oral Report and the CA Budget Committees written report will be the CA Budget Meeting Minutes (June 26<sup>th</sup>). ONS will add our written report into the CA Meeting packet (due to ONS Friday June 30<sup>th</sup>, due to city closures during the 4<sup>th</sup> of July).*

## ONS/GABBY

New MOUs (Parks and Rec Special Events). The legal department created new. ONS and legal are fine tuning the grants, contract reviews. What does that mean to the NC? All forms will be docu-sign. In July, Gabby will upload 29 MOUs with current NC officers. This will go live in mid-July. Every 12 months all 29 MOUs will be updated. The process time for the MOUs will be up to 72 hours. The PDF [MOU] gets uploaded to ONS, City Attorney, Parks and Rec Director, ONS Liaison and NC Officer.

Due to the redistricting in 2022. new Maps are needed. They will be printed on corrugated boards. These will fit into collapsible A-frames. The A-frames will help keep boards from damaging along the edges and provide a sturdy display. The board can be damp wiped.

**ACTION:** *ONS to order and purchase 6 maps [2 per district], and 3 A-Frames.*



**OTHER:****PAGE 3 OF 3**

The CA Budget agenda (June 24<sup>th</sup>) included future Budget Committee meeting dates for the remaining months of this year. Mary stated we do not need to meet in July, or other months. It was discussed that we will meet as done in the past. The monthly meeting minutes are submitted into the CA meeting packet and serve as our written committee report.

- JULY: Mid-year Budget Report
- SEPTEMBER 22, 2023 – Deadline for receipts from grant expenditures and all City inter-fund orders. Reimbursement of invoices (vendors).
- OCTOBER: Funds have historically been requested by the CA ad-hoc Awards Committee [formed in CA October meeting?]. An application and metrics will be requested by the Budget Committee. We will also begin a call for CA Budget Committee members for January 2024-December 2024.
- DECEMBER: Will there be a potluck banquet and AWARDS in December again?

**NEXT MEETING:** Monday, July 24<sup>th</sup>, 2023 7:00 PM, WCCC Don Kelly Room

**ADJOURNED:** 8:37 moved and seconded, unanimous approval

*NOTE: after the meeting was adjourned, Gabby received an email from Amber/ONS regarding a late application request for Five Mile NC. The chair did not reopen the meeting to discuss.*

CA Budget Committee (June 26, 2023)

MOTION/SECOND

Gail Cooper

Neighborhood	Application Submitted	Sent to Budget	Budget Approved	Notified	Notes/Status
Audubon/Dowdner	Received 6/16	Reviewing 6/26	Mary KEN		Notified of ext. due date 6/19
Balboa/South Indian Trail					
Bermis	Yes	Reviewing 6/26	Mary MARK		
Browne's Addition	Received 6/4	Yes	Yes, but only if BANC logo is more noticable	Yes	Rush request of application approval
Chief Garry Park	Received 6/16	Reviewing 6/26	MARK KEN		
Cliff Cannon	Received 6/13	Reviewing 6/26	MARK KEN		
Comstock					Notified of ext. due date 6/19
East Central	Received 6/16	Reviewing 6/26	MARK KEN		
Emerson/Garfield	Received 6/20	Reviewing 6/26	MARK KEN		
Five Mile Prairie					Notified of ext. due date 6/19
Grandview Thorpe	Received 6/15	Yes	Yes	Yes	Notified of ext. due date 6/19
Hillyard					Notified of ext. due date 6/19
Latoh Hangman					Notified of ext. due date 6/19
Lincoln Heights	Received 5/23	Yes	Yes	Yes	
Logan	Received 6/12	Reviewing 6/26	Return - gabby to contact		Awaiting minutes
Manito Cannon Hill	Received 6/12	Yes	Yes	Yes	Mailing in Aug/Sept
Minnehaha	Received 6/12	Reviewing 6/26	Revised application rcvd, not reviewed	KEN/ MARK	
Nevada Heights	Received 5/30	Yes	Yes	Yes	
North Hill	Received 6/14	Reviewing 6/26	MARK KEN		
North Indian Trail	Received 4/24	Yes	Yes	Yes	
Northwest	Received 6/5	Yes	Yes	Yes	
Peaceful Valley	Received 6/15	Reviewing 6/26	MARK KEN		
Riverside	Received 6/26	Reviewing 6/26	MARK KEN		Notified of ext. due date 6/19
Rockwood	Received 5/9	Yes	Yes, with disapproved items removed	Yes	
Shiloh Hills	Received 4/24	Yes	Yes	Yes	Postcards mailed out 6/8/23
Southgate	Received 6/16	Reviewing 6/26	Mary MARK		
West Central	Received 6/24	Reviewing 6/26	MARK MARY	3 yes/ KEN recuse	
West Hills	Received 5/23	Yes	Yes	Yes	With caveat that shirts cannot be giveaways
Whitman	Received 6/5	Yes	Yes	Yes	
Building Stronger Neighborhoods	Received 6/12	Reviewing 6/26	MOTION MARK		

2nd KEN 3 yes  
1 recuse (gail on BSN)  
199,86  
3 mo x 17.46  
+ annual

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

Saturday, 6/17//23 9:00AM Zoom at West Central Community Center (1603 N. Belt)

**Present at WCCC:** Tina Luerksen (BSN Chair: Grandview Thorpe), Dave Lucas (Vice Chair: Rockwood). Gail Cropper (BSN Secretary: Northwest), Fran Papenleur (Audubon-Downriver), Jonathan Tilley (Nevada Heights), Dan Brown (N Hill). **Present on Zoom:** Charles Hansen (Whitman)  
**City Staff:** Amber Groe (ONS)

## MEETING AGENDA

Committee Business:

- (a) May 20, 2023 meeting notes approved by consensus. M/P/S Unanimous.
- (b) We discussed future meeting locations that provide 9am meeting time, with free meeting space, Wi-Fi, public visibility, and parking:

July 15th Knox Presbyterian

August 19 at Indian Canyon Golf Course

September 16 at Finch Arboretum

October 21 at Northeast CC

November 18 TBD

Other locations brought up: COPS Shop, and the Corbin Senior Center. Meeting

December 16? The CA used to do a Holiday Potluck in December.

**ACTION:** *Amber will check with the Hive if we can access it at 9am, which is earlier than their open time of 10am.*

Christine was not available for our meeting today to speak on Neighborhood Best Practices.

**ACTION:** *To be rescheduled.*

## NEW BUSINESS

- 1. NCs need to be educated on how to order and renew the Zoom subscription.

**ACTION:** *Tina to contact ONS or the CA Admin to request 15 minutes on the CA Agenda for Thursday, July 6<sup>th</sup>.*

- 2. Add Zoom Renewals to BSN Toolkit.

**ACTION:** *Assigned to Gail for updates to the Toolkit*

Tina asked Charles if Zoom is NOT renewed for annual, would he be able to attend committee meetings in person? Charles indicated he could not attend in person on Saturdays. Noted that PeTT Committee is fully virtual. Rockwood is hybrid. Good use during winter weather conditions.

- 3. Community Engagement Grant Application

Randy [for Admin] submitted a CE Grant Application to the CA Budget Committee for CA Committees Zoom account renewal. CA Budget Committee denied

application because Emergency Email voting not accepted.. Votes are to be by the CA body during a regular CA meeting.

Tina explained details on the BSN CEG Application to renew the Zoom subscription:

- Current Zoom subscription expired June 15, 2023. Auto-renewal was required, otherwise we would lose all stored recordings on the account and have to set up all new recurring meeting links. Patrick gave Tina a guarantee that she would be reimbursed for the renewal, even though it was prior to Budget Committee approval.
- Tina suggested that the Zoom account would be best to renew annually in the fall after NCs have had the opportunity to spend all of the CE Grant funds, rather than in June before any funds have been allocated. Therefore, she changed the account to a Monthly subscription (\$17.43 x 4) from June 2023 through September 2023. In September 2023, Tina will update the Zoom profile to the annual subscription (\$165) Sept 2023-Aug 2024.
- To avoid issues in the future with timing of renewal, Tina added her personal email address to the Zoom account for notifications.
- Additionally on the BSN Budget application:
  - Due to redistricting this year, the three District Maps and the City Neighborhood Map need to be updated. These are used for community engagement and stored at the NECC. Suggested sizes are 2x3 and laminated so they can be cleaned easily. Tina will include this in the CE Grant application as well.

*M/S/P Unanimous Vote.*

Gail (as CA Budget Chair) informed us that she has received 2 complaints on the CE process and the Metrics form. One comment was “the questions are redundant”. The Budget Committee and ONS gauge metrics from all NC’s due to funds coming from the state. We discussed that NC’s are not trained grant writers. Are we able to create a process by someone who knows how to do it?

**ACTION:** *ONS...Conference Topic for workshop at the (SNS) Spokane Neighborhood Summit (Nov 4, 2023) ATTACHED 2 PAGES.*

### **Updates from ONS- Amber Groe**

#### **Spokane Neighborhood Summit-Workshop Proposals**

- Amber handed out A Call for Workshop Proposals, in hopes a workshop topic listed on the sheet will cover our need that was just discussed about training/grant writers. The Spokane Neighborhood Summit will be on November 4<sup>th</sup>. Priority consideration will be given to proposals that address the (9) conference topics, including *Diversifying Funding Streams – Applying for Grants*. 8 more workshop topics and additional info on the [ATTACHED 2 PAGE] “call sheet”. Amber asked us to make copies/scan and distribute NC’s, to help ONS acquire proposals to help fill the workshop classes.
- Fran suggested an RFP for presenters to go out digitally.

- Gail asked about a headcount. Amber informed us that the location chosen for the Summit will dictate the capacity of people. Jepsen: 125, EMS 75. Amber will be going on a tour soon at the EMS. Tabled.
- ONS purchased 6 OWL Cameras for CA and CA Standing Committees. OWLs will be stored at nearest community centers where CA and Standing Committees may meet. Locations may be City Hall, COPS Nevawood, NECC, Shadle Library, South Hill Library.  
***ACTION:** Placement of OWLs*
- Neighborhoods 3.0 Committee representatives are: Luke Tolley (Hillyard), Tina Luerssen (Grandview/Thorpe), Mark Davies (North Indian Trail), Randy McGlenn (West Central), and Dave Williams (Browne's Addition). Had first meeting, discussed future meetings, goals, steps.
- Council President Beggs last meeting will be Town Hall, July 17<sup>th</sup>.

**SNLA** - Tina reported 16 graduates from the Spokane Neighborhood Leadership Academy. The projects by students include amazing Power Point presentations, and a group drafted a plan to connect trails, and a multi-use path. The Tree Canopy group planned tree planting and a fall festival. This event builds community.

**ACTION:** *Tina will contact the CA Admin if these can be presented to the CA. She would also like to peak to City Council to allocate funds for projects.*

**ACTION:** *Amber to check if can be presented at the July 17<sup>th</sup> Town Hall.*

### **Neighborhoods:**

1. Gail reported that the CA Budget Committee met for a special meeting June 12<sup>th</sup> and had 21 logged NCs for CE Grants.
2. Amber reported that the Latah-Hangman NC is coming "back to life" and will submit a CEG Application after the deadline. Amber and Kai [past LHNC chair] met with the new LHNC chair.

**ACTION:** *Gail will inform the CA Budget Committee, by email, about Latah-Hangman and suggest they approve the late application.*

### **UPDATE MEETING TIME**

Tina suggested updating the BSN meeting times from 1.0 hour to 1.5 hours. Meet at and adjourn by 10:30am, when needed.

**ACTION:** *Update the BSN P&P.*

### **NEXT MEETING**

Agenda to include NUSA Update, Spokane Neighborhood Summit, End of the Year Budget, NC Best Practices findings from Ginnee McNeel and Christine Quinn. We will meet 9:00am on Saturday, July 15, 2023. Location: In person at the KNOX PRESBYTERIAN CHURCH, 806 W. Knox Ave. Virtual/Zoom will be available.

**ADJOURNED: 10:30AM**

## **Draft Minutes: 06/07/2023 Land Use Committee**

**LUC Members Present:** Steve Ogden (North Hill), Molly Marshall (Grandview Thorpe), Doug Tompkins (Logan/Exec), Carol Tomsic (Lincoln Heights), Bill Heaton (E-G Neighborhood/Exec), Pam Schermerhorn (Cliff Cannon), Amber Groe (ONS), Chuck Milani (Lincoln Heights/Exec), Toni Sharkey (Rockwood/Exec)

Meeting called to order at 5:30PM

Meeting Chair Doug Tomkins

Note Taker: Chuck Milani

Hybrid format with in-person attendees at Shadle Library.

May minutes and the June Agenda were approved.

A presentation was given by Molly Marshall representing the Citizen Action for Latah Valley (CALV). The presentation was very detailed and focused on the required infrastructure that is required to continue to develop the area. As presented, there is a lack of necessary infrastructure in the area to continue with more houses being built. CALV is focused on getting information about the issues, being present when hearings/information meetings are being held by all parties (developers, State, City, and any other organizations holding meetings) and presenting to other groups to ensure the issues get out. A good discussion followed with some clarification and a good exchange of ideas.

Due to time, a brief discussion was held on what happened to the Comprehensive Plan in 2023. Only city changes were approved for the year (Bike lanes, etc.) with the rest of the year spent on the residential zoning changes – Building Opportunity and Choices for all (BOCA)

Meeting adjourned shortly after 6:30PM



## **Draft Notes - June 13, 2023 Liaison Committee Meeting – Liberty Park Library and Zoom**

Present: Randy McGlenn, guest; Leslie Hope, Grandview-Thorpe, guest; Paul Kropp, Southgate, Chair; Andy Hoye, Southgate, recorder; Bonnie McInnis, West Central; Susan Burns, Peaceful Valley; Annie Deasy, ONS. Lorna Walsh was absent/excused.

We approved the minutes of the May 9<sup>th</sup> meeting.

We discussed the new application period for the liaison member position on the Design Review Board and the fact that it is not meeting much. Because of summer's quiet period, we set an application deadline of October 27. We did note that the Adams Elementary School at 37<sup>th</sup> and Regal will be rebuilt, and planning may be starting soon. Paul will speak to Annie to post the revised DRB liaison application files on the CA web page.

We reviewed the City Council decision to defer indefinitely the previous nomination to the DRB. We also discussed the challenge presented by the CA and the Mayor's office both effectively nominating several CA liaison positions, and the process for notifying the nominee if the CC does not accept the nomination. Paul had discussed the application process with Patrick Striker of ONS.

We reviewed with Leslie Hope the relatively complex position of liaison to the CHHS Board, noting that she is both a full voting member and also a liaison to the CA. She will have to be nimble to "wear both hats or just one or the other" at various times. We also reviewed with her the need for monthly written reports to be included in the CA Packet – she had spoken with Gabby and knows how to do this, and the advance timing required. She was reminded also about an annual report to the CA.

CTAB did not meet, per Randy, but is scheduled to meet on the 21<sup>st</sup> – there was a City staffing error regarding notice for the regular meeting date that has been addressed. There are vacancies on the CTAB.

We noted that both the DVC and the DVC-CAC liaisons did not submit CA reports for the last CA agenda packet, but that those committees did meet in May. Paul was going to speak to Lorna about following up with that.

Leslie alerted us that she will be out for the August CHHS meeting and the August CA meeting.

We will discuss tracking liaison attendance records at the July meeting.

We decided to invite the CA's DVC member, Julie Biggerstaff, to join us in July for an annual check-in visit.

Submitted by Andy Hoye  
Edited by Paul Kropp

Community Assembly  
Pedestrian Traffic and Transportation Committee (Pett) Meeting – draft minutes  
June 27, 2023, 6 pm, Zoom.

## **Attendance**

Carlie Hoffman (Emerson/Garfield), Charles Hansen (Whitman), Mary Winkes (Manito/Cannon Hill), Pam Schernmerhorn (Cliff Canyon), Randy McGlenn (West Central), Carol Tomsic (Lincoln Heights), Marilyn Lloyd (Lincoln Heights). Rita Conner (Southgate), Abbey Martin (City Council Manager of Neighborhood Connectivity Issues), Annie Deasy (Office of Neighborhood Services)

## **Introductions**

A call was made to Randy, but it went to voice mail. A vote was taken, and everyone decided to start the meeting.

The meeting was called to order by Carol Tomsic, at 6:04 pm.

Attendees introduced themselves and their neighborhood connections.

Randy text and said the Community Assembly (CA) Admin meeting ran long and he was running late. He was advised the meeting had started.

## **Cycle 10 Traffic Calming Status Update – Annie Deasy, Office of Neighborhood Services.**

Annie shared the Cycle 10 (2020) Neighborhood Council Traffic Calming Approved Projects, to be constructed in 2023. She said the projects would be constructed in Spring to Summer. The projects will be on the city's obstruction notices webpage. The webpage is updated every Friday. <https://my.spokanecity.org/streets/notices/> Annie said the projects were behind because of Covid. The Cycle 10 projects are at <https://my.spokanecity.org/projects/cycle-10-traffic-calming/> Annie answered questions. She said the obstruction notices included special events and street closures. She said the Altamont Loop traffic study has no set date yet.

## **Citizen Transportation Advisory Board (CTAB) Project Update, Randy McGlenn, Chair.**

Randy said there was no quorum at the last meeting. He said the next CTAB meeting will be special meeting on 7/11/23 at 5:30 pm at the Streets Operation Complex at 901 N Nelson St. The special meeting was set due to the 4<sup>th</sup> of July holiday. Anyone interested in the Zoom link should contact Randy. He also said the 2024 and 2025 projects were still in review. As soon as it is sorted, he will share more. He said the board is less than half staffed. He said with the low staff if anyone doesn't show up, they are at risk of doing nothing. He said the board is tasked with reviewing recommendations and evaluating projects. He said there will be homework being on the CTAB board and it includes a few hours of time. He said to contact him if you are interested in being on the CTAB board. He answered questions. He said any proposed street in



the street projects will be matched with other streets on the list. He said Elm St, north of Francis, is the worst street in the city.

### **Policy and Procedures Update, Randy McGlenn, chair**

Randy said he couldn't find Mary's change to the PeTT Policy and Procedures. Carol said she will email Mary's update to Randy and Annie. Randy said he would like to mirror her language in the PeTT Policy and Procedures for his CTAB update. It was decided he would attach the language to the next meeting packet and add the policy vote to the July agenda.

### **Traffic Calming Workshop Update, Abbey Martin, City Council Manager of Neighborhood Connectivity**

Abbey introduced herself. She said the district traffic calming workshops were hosted in mid-May. She said District 3 had the most turnout. She said the engineers fielded questions and shared their rationale with the proposed projects. She was nervous about the allocated time, but it worked out. There are 138 projects. She said we could realistically see the start of the projects in 2024. She said the thoughtexchange worked differently than a survey. Instead of sending a survey out to people it would be a democratic exchange. She said she could start seeing the care and concerns. Abbey said there was a meeting today and dig into the data. A word cloud would be shared. She said the number one word was safety/pedestrians/bicycles. She said it was great to see transportation was not just about vehicles. She said the most popular comments by districts would be launched on the traffic calming website. She said the prompt question on the thoughtexchange could have been better. She said Minnehaha was not on the list. She said transportation is shifting to complete streets. She said 138 projects were approved by the city council at the Public Infrastructure, Environment, Sustainability Committee (PIES) meeting on 6/27/23. There were also 38 additional speed radar cameras approved. It was noted the meeting was recorded and could be found on YouTube. She said traffic calming funds would be used to support the police department to deter speeding around upriver and around school zones. Abbey answered questions. She said the city council working group would meet Thursday and she would ask about an annual or midpoint review of the traffic calming list. She said a revised code of Washington (RCW) allowed new cameras around schools, park properties and hospitals. She said 21 cameras were at schools and 2 cameras were at hospitals. She said the city would get 100 percent of the funds from the school cameras and 50 percent of the funds from the hospitals and park properties cameras. She said equality would be kept in mind with the traffic calming list projects. Time for grants and alternative funding was discussed. She said the city wanted to be strategic and pursue those options. Randy said CTAB has offered to work with traffic calming program to fund projects that fit into the CTAB boxes so the city can tackle bigger projects and fix adjacent streets. Traffic issues not addressed at the workshops and projects selected at the first workshop and presented by the engineers at the second workshop that were not worth the time/effort and did not solve the problem were discussed. Annie said the city wanted all the residents to participate but not enough came to the workshops. Not all the residents came to both workshops. It was suggested that the traffic calming program should go to neighborhood councils and the city could invite all residents to the neighborhood council

meetings. More media coverage was discussed. The long lag between workshops was discussed. The glacial pace of the program and effects of Covid was discussed.

**Round Table and Wrap Up, Randy McGlenn, chair.**

Randy asked for agenda items. Rita said the committee should look at ways to increase meeting attendance. She thought the thoughtexchange wasn't helpful because it only addressed specific problems. She said adjourning neighborhoods should work together on common problems and should have been placed together at the traffic calming workshops. It was mentioned Southgate and Lincoln Heights could work together on a pedestrian/bicycle shared use path in the Adams Elementary replacement. Randy said PeTT should be the hub to talk about traffic calming issues. Randy said to increase attendance at the meetings he could talk to neighborhood chairs. He can also send out a press release. It was mentioned all Community Assembly committees are having problems with low attendance. The Community Assembly was discussed. Randy said the Admin is working to get the assembly back to its essential function. The topics for the next meeting were traffic calming project review of Ray/Freya Crossover, an update on a mid-point review of the traffic calming list, a policy and procedures update, and roundtable.

Meeting adjourned at 7:22 pm

Next meeting is 7/25/23 at 6 pm on Zoom

## Citizen's Transportation Advisory Board

May 3, 2023 Minutes

### Board Members:

Cliff Winger- present

Grant Shipley- absent

Hayley Harrison- absent

Lindsey Shaw- present

Barbara Coe- present

Brian Thomas- absent

Randy McGlenn- present

### City of Spokane:

Clint Harris, Chris Cafaro, Kevin Picanco, Abigail Martin

1. Welcome and Introductions
2. Approve Agenda and Minutes
3. Reports:
  - a. Council Liaison- Abigail Martin shared about an upcoming meeting to start a sidewalk program that improves on the sidewalk system- Streets Director, Clint Harris, and CTAB chair Randy McGlenn will be in attendance; Additionally Council Member Zappone asked for the group to be made aware of the recent Inlander article on streets and pedestrian safety concerns
  - b. BAB- not here
  - c. PeTT- Randy McGlenn shared that Carole Tomsic unofficially assist with chair duties till EOY and help out with updating the P&P
  - d. PCTS- Cliff Winger shared that they met on 05/02/2023 and reviewed a Safe Streets 4 All grant proposal- looking at data and getting help from eyes and ears out on the streets to update the 6 year streets plan
  - e. HRC- not here
4. Continued business
  - a. No continued business
5. New Business
  - a. Vice-Chair nominations- no nominations and will continue looking next month
  - b. Annual Report Workgroup- Lindsey Shaw and Cliff Winger volunteered to work on the annual report and set a schedule for its completion

- c. Documentation Policy- Chris Cafaro worked to get Abigail Martin on CTAB email list, and they will work on getting the group pertinent information and getting the website updated; Streets department also has physical binder and relevant documents
  - d. Review Six Year Plan-Chris Cafaro sharing the list of 2024 projects and Abigail Martin will share out with this group to review the 2025 project list- Board Members are asked to physical examine the list in their respective district areas
- 6. Open Forum- no business
  - 7. Adjourn

DRAFT

## Agenda for 21 June 2023

Board Members:

- Cliff Winger – Planning Commission Transportation Subcommittee (PCTS) Present
- Grant Shipley – Bicycle Advisory Board (BAB) Absent
- Hayley Harrison – Human Rights Commission (HRC) Absent
- Lindsey Shaw – District 1 Representative Absent
- Barbara Coe – District 2 Representative Resigned
- Brian Thomas – District 3 Representative Absent
- Randy McGlenn (Chair) – Pedestrian Traffic and Transportation Committee (PeTT) Present

Web Link: <https://us06web.zoom.us/j/87696824421?pwd=aTZlZHkzUG9lbHVYaldOUXRyOVUzUTQ9>

Passcode: 99201

Also present from the City of Spokane are: Clint Harris, Chris Cafaro, Kevin Picanco, Abbey Martin

No quorum, so unable to have official meeting, but will proceed to have discussion and set July agenda

- A. Council Liaison
- B. BAB
- C. PeTT
- D. PCTS
- E. HRC

<b>A. Review 2025 Project</b>	Decided to hopefully review 2024 project list and move forward at July meeting; decided for July meeting to be rescheduled to Tuesday, July 11 due to the July 4 holiday interfering with the regularly scheduled time; Abbey will provide Special Meeting notice
<b>New Business</b>	

A.	Approve 2024 Projects	Abbey will provide Special Meeting notice
B.	Discuss TBD Signage	2024 projects moved to July 11 special meeting; Randy working on signage; discussion, review and edits to 2021 and 2022 annual reports
C.	CTAB Vacancies	
	1. Barbara Coe to resign in August	
D.	Discuss 2021-22 Reports to City Council	

Discussion around using CTAB funds to propose thin overlay on North Cedar in the Five Mile Prairie neighborhood- temporary fix to last about five years- \$50k; Discussion about \$100k for Lamonte at Sacajawea Middle School- note without a quorum CTAB cannot vote, but consensus from those present and no objections

## VII. Adjourn

## CHHS Liaison Board Notes from 6/7/2023

This is a busy year for the Spokane CHHS department and the supporting board. First, the city is playing catch up from a complete turnover of staff. Jen Cerecedes, the director, has been on board for just about 18 months. In that time, she basically started from scratch to now being almost fully staffed to 25 employees. Coming out of Covid, without having much information from previous employees, is a daunting task. In fact, with so much turnover in the city, it has been a herculean effort to determine where undertakings stand and to move forward. Jen is doing an incredible job and is making headway.

I will briefly update you on the board meeting activities from June 7<sup>th</sup> but I encourage you to review the video of the meeting should you wish for in-depth information. You can view the meeting at <https://www.youtube.com/@cityofspokane/videos>

We received a briefing from the SNAP Financial Access group who need funding to help low-income entrepreneurs and have been successful in helping local small businesses in the past. They were unfunded last cycle and must have CDBG funds to free up matching funds from The Women's Business Center Grant and Small Business Administration Grant. The presentation does not mean they will be funded but provides education of the services they can provide. Their website is [snapfinancialaccess.org](http://snapfinancialaccess.org)

Next month Christy Jeffers, one of the new hires to the city and a name many of you know, will be briefing the CA on the updated Citizen Participation Plan. The Citizen Participation Plan outlines the administrative processes to enable and encourage the community to participate in Community Development Block Grant Program (CDBG), the Home Investment Partnerships Program, and the Emergency Solutions Grants Program. Christy will also be updating us on the administration of current and upcoming CDBG funds. If you are interested in CDBG I encourage you to look on the HUD website. [CDBG Program](#). There are very specific guidelines required to obtain this funding and report on progress. CHHS is ensuring we are following those very complex HUD requirements.

The RFP Committee will be working on the upcoming Homeless Housing Operations & Services funding and the notice of funding availability (NOFA) soon. Dates and meetings will be announced. That funding is provided in accordance with the Homeless 5-year plan.

The Affordable Housing Committee will be reviewing the CDBG, HOME, and HOME ARP funding documents as well as reviewing applications recommended for funding. CDBG, HOME and ESG are included in the Consolidated 5-Year Plan required by HUD. (The Current Consolidated Plan is for 2020-2024). Dates and comment periods will be announced.

Summer is the busiest time for this group and the work is complicated with many different funding sources, their regulations, and requirements. I will work towards providing you with enough information to keep you informed of what's going on but try not to overwhelm you with too much information. Please be patient as I come up to speed on this important work. Also, please feel free to contact me should you have any suggestions or ideas.

Sincerely and in service,

Leslie Hope

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

### **Community Assembly Report, June 2023**

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

**Plan Commission Transportation Sub-Committee, June 6, 2023, 9:00 a.m., in person and via WebEx**

**Safe Streets and Roads for All—the application was discussed and the Sub-Committee passed a motion in support of the grant proposal. This expression of support will be included in the grant proposal.**

### **Plan Commission Housing Work Group, June 2023**

**Both work group sessions for June were cancelled.**

### **Plan Commission, June 14, 2023, 2:00 P.M., in person and via WebEx**

#### **1. South Logan TOD – Preferred Alternative**

<https://static.spokanecity.org/documents/projects/south-logan-tod/south-logan-tod-preferred-alternative-workshop-2023-06-22.pdf>

#### **2. 2024-2029 Citywide CIP intro/overview**

#### **3. Street Renaming – Section of W. Dean Ave. to Joe Albi Way adjacent to new stadium**

Spokane School District has applied for a Street Name Change; renaming of a section of W. Dean Avenue, between Howard Street and Washington Street, to “Joe Albi Way.”

#### **4. Building Opportunity in Housing**

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

### **Plan Commission, June 28, 2:00 p.m., in person and via WebEx**

#### **1. Tentative upcoming agenda items—request to review SMC17C**

#### **2. Building Opportunity for Housing, Phase 2 Code Updates**

##### ***Phase 2 – Municipal Code Amendments***

The second phase will analyze and develop possible amendments to the [Municipal Code](#), focusing on updating the residential development standards, such as permitted housing types, building coverage, and minimum lot sizes in [Spokane Municipal Code \(SMC\) Title 17C](#), specifically targeting the requirements in [SMC 17C.110](#). At the

conclusion of Phase 2, a series of Municipal Code amendments will be considered during hearings with both the Spokane Plan Commission and the Spokane City Council.

3. Hillyard Subarea Plan Introduction

Planning has begun and the relevant neighborhood councils are engaged in the planning process.

**Hearing, June 28, 4:00 p.m.**

1. Renaming section of W. Dean Ave. to Joe Albi Way--Z23-215STNC

Recommendation to approve was passed with one abstention.

2. Building Opportunity for Housing

The proposed [Comprehensive Plan amendments](#).

At the conclusion of the hearing the Plan Commission voted unanimously to recommend City Council adopt the changes. Please note that Plan Commission also recommended three changes to the proposal, as follows:

1. Replace the word "churches" in the new text with the term "places of worship."
2. Change the name for the second level of residential intensity from "Residential Increased" to "Residential Plus."
3. Amend the language of Policy LU 5.5 to read as attached. This change was workshopped at prior Plan Commission workshops but this recommendation would make the modification of policy LU 5.5 part of the overall proposal.

The Plan Commission recommended the amendments, with the three changes.

The City Council is scheduled to hold a hearing on **July 31 at 6:00 PM** to consider the recommended amendments. Public testimony will be taken at the City Council hearing.

**Update on Shaping Spokane Housing:**

**<https://myemail.constantcontact.com/Shaping-Spokane-Housing-Update.html?soid=1133908113720&aid=joW66xJjGOI>**

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



## **Housing Action Subcommittee Liaison Report June 15, 2023**

Submitted by Kathryn Alexander

We started the meeting with a spirited discussion about the need to reform the committee by expanding the stakeholders involved. Nicholette agreed to send out a survey to gather recommendations for additional people who represent areas that are impacted by housing issues or who can contribute to the solution. Anyone with suggestions is asked to contact Nicolette Ocheltree at (509) 828-0522 | [nocheltree@spokanecity.org](mailto:nocheltree@spokanecity.org)

The main part of the meeting was the **General Facilities Report by Marlene Feist**

The changes in the Utility Tax fees will impact new development only. The tax has not changed for about 20 years. She shared several possible ways to determine these changes. Affordable housing would be exempt from the tax. Currently there is a sort of credit given for the interest this money would otherwise earn and that is one mechanism that makes it bearable for low income. There was a general consensus to keep the interest. We were tasked to send a letter outlining our priorities to the City Council by September.

**Counsel Person Zack Zappone** gave a short presentation on the need to remove any minimum for parking spaces within a half mile along the Centers and Corridors. There was considerable discussion on the need for STA to do their part in making transportation easier, if parking was going to be actively curtailed.

**Spokane Transit's July 2023 Service Change is coming up on July 16.** Please refer to the interactive map and service changes webpage for more information.

Link to interactive map:

<https://platform.remix.com/project/3b5d40f1?latlng=47.67407,-117.43976,11.034>

Link to STA Service Changes Webpage: [STA Service Changes - Spokane Transit Authority](#)

2023 26TH ANNUAL BROWNE'S ADDITION

# SUMMER CONCERT SERIES

THURSDAYS ● 6~8 PM ● HISTORIC COEUR D'ALENE PARK  
FREE ADMISSION



CDA PARK • THEN & NOW



JULY 6

133RD WASHINGTON ARMY  
NATIONAL GUARD BAND

JULY 13

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VILLA BLUES 'N JAZZ

JULY 27

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AUG. 3

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AUG. 10

STAGECOACH WEST

AUG. 17

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*Let's Get Outside!*

\*\*\*\*\*

May 1 – October 31, 2023

### **The 2023 Greater Spokane Parks Challenge**

is a fun and free way to explore all our region has to offer – on your own time and at your own pace. The challenge is packed with 180+ activities all over the region, including parks, trails, conservation lands, pools, and outdoor events.

Complete just 10 activities and you'll receive a waterproof Greater Spokane Parks Challenge sticker to slap on your favorite adventure gear. Complete 20, and you'll be entered to win raffle prizes.

### **Sign Me Up**

The Greater Spokane Parks Challenge is easily accessed on the OuterSpatial mobile app. Track your adventures, access park information, trail maps, and learn about upcoming outdoor events - all in one convenient place.

Start exploring parks today!

<https://outerspatial.link/gspc>



SPOKANE CITY CREDIT UNION



# **SPOKANE NEIGHBORHOOD SUMMIT**

**YOU'RE INVITED**

**SAVE THE DATE**

The Summit is FREE and open to any current or aspiring member of a Spokane neighborhood council.

It is an opportunity for Spokane neighbors to gather around community identified priorities, learn together, and grow practices in their neighborhood councils.

Local leaders will present topics relative to the needs of Spokane neighborhoods.

**NOVEMBER 4, 2023**

**8AM - 1PM**

Spokane Fire Department Training Center  
1618 N Rebecca St, Spokane, WA 99217

## Call for Workshop Proposals - 2023 Spokane Neighborhood Summit

The City of Spokane's Office of Neighborhood Services is proud to host the first ever Spokane Neighborhood Summit on November 4, 2023.

By providing participants with the tools and training to improve their neighborhoods, the Summit will focus on community identified priorities and enhance strategic planning efforts for all 29 Spokane neighborhoods. Core drivers for the Summit include:

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.

How do we get this accomplished? By reaching out to our subject matter experts like yourselves—we need your help! The Office of Neighborhood Services and the Community Assembly's Building Stronger Neighborhoods Committee is seeking proposals from neighborhood leaders to present workshops on a wide range of topics related to neighborhoods. Please email your workshop proposal(s) any questions you may have to the following email address: [spokaneneighborhoods@gmail.com](mailto:spokaneneighborhoods@gmail.com)

**\*\*Proposals are due no later than Sunday, August 27, 2023 by 11:59 p.m.\*\***

If you are interested in presenting a workshop, please review the below information. Priority consideration will be given to proposals that address the conference topics:

Collaborating Across Neighborhoods	Diversifying Funding Streams - Applying for Grants	Leveraging a Hot Topic – retaining membership after increased attendance
Facilitating an Effective Meeting	Transitioning Leadership – What to do when stepping out	Helpful Practices for Creating a More Inclusive Neighborhood Council Meeting
Managing Conflict in a Neighborhood Council	Marketing, Social Media, and Your Neighborhood Website	Working with City Government and City Council

## Workshop Expectations/ Information

All workshops will take place on Saturday, November 4th between 9 a.m. and 12 p.m. at the Spokane Fire Department Training Center (1618 N Rebecca St). Workshops can be 45 minutes or 90 minutes in length. The Summit venue will be equipped with wifi, drop down screens, and a projector. Presenters will receive more information about the venue upon approval of their workshop.

All presenters are required to provide attendees with a relevant handout that is meant to be a practical guide for participants to apply what they learned in your workshop directly to their neighborhood council.

Ideally, we would like to record workshops on video for participants to access after the event. Priority consideration will be given to presenters willing to record their workshop.

## Proposal Outline

All workshop proposals should include the following information and must be received no later than Sunday, August 27, 2023 by 11:59 p.m. to [spokaneneighborhoods@gmail.com](mailto:spokaneneighborhoods@gmail.com)

1. Session presenter(s) name, email and phone
2. Workshop title
3. Description - should be 200 words maximum.
4. Maximum amount of participants (if you don't have a capacity for participation, please include "no maximum of participants")
5. Length of time of session - 45 minutes or 90 minutes
6. Which topic will you be presenting on (select from one of the following):
  - Collaborating Across Neighborhoods
  - Working with City Government and City Council
  - Managing Conflict in a Neighborhood Council
  - Diversifying Funding Streams - Applying for Grants
  - Transitioning Leadership – What to do when stepping out
  - Marketing, Social Media, and Your Neighborhood Website
  - Leveraging a Hot Topic – retaining membership after increased attendance
  - Helpful Practices for Creating a More Inclusive Neighborhood Council Meeting
  - Facilitating an Effective Meeting

## Questions?

Please direct all inquiries, questions and/or any concerns you may have to Community Programs Coordinator, Amber Groe at [agroe@spokanecity.org](mailto:agroe@spokanecity.org) or 509-625-6156.

## **Community Assembly Draft Meeting Minutes**

**June 1, 2023 via Hybrid, in-person The Hive and Zoom virtual platform**

**Meeting called to order at 5:30 p.m. by Colleen Gardner**

### **Attendance:**

**Neighborhood Councils Present:** Audubon-Downriver, Balboa/South Indian Trail, Browne's Addition, Chief Garry Park, East Central, Emerson Garfield, Grandview/Thorpe, Hillyard, Lincoln Heights, Manito/Cannon Hill, North Indian Trail, Northwest, Peaceful Valley, Shiloh Hills, Southgate, Whitman, West Central, and West Hills.

**Neighborhood Councils Absent:** Bemiss, Cliff/Cannon, Comstock, Five Mile Prairie, Latah/Hangman, Logan, Minnehaha, Nevada Heights, North Hill, Riverside, and Rockwood.

**Community Assembly (CA) Committee Representatives Present:** Paul Kropp (Liaison Committee), Leslie Hope (Liaison to Community Housing and Human Services [CHHS]) Randy McGlenn (Admin and Pedestrian, Traffic and Transportation [PeTT] Committees, and Citizen Transportation Advisory Board [CTAB]).

**City Staff Present:** Patrick Striker (Office of Neighborhood Services [ONS]), Amber Groe (ONS) and Colleen Gardner (Contracted Facilitator).

**Visitors:** Kris Neely (Urban Forestry Citizens Advisory Committee ([UFCAC]) and Council President Beggs (City Council).

### **Administrative:**

- 1. Introductions:** The facilitator asked for all CA Representatives to identify themselves and their Neighborhood Council (NC) in a poll for attendance and for permission to record the meeting for ONS staff to provide accurate minutes. Andy Hoyer moved. Mark Davies seconded. Motion passes with 14-approve, 0-deny, and 0-abstain.
- 2. Propose Agenda:** Cliff Winger moved. Mark seconded. Motion passes with 14-approve, 0-deny, and 0-abstain.
- 3. May Minutes:** Mark moved. Dave Williams seconded. Motion passes with 14-approve, 2-deny, and 1-abstain.
- 4. Open Forum:**
  - **Fran Papenleuer-** The West Central Community Center is hosting their annual Neighbor Days event at A.M. Cannon Park this Friday, June 2, from 4-7 p.m.
  - **Luke Tolley-** Mary Winkes asked me to remind the group about the comment period that is ending soon for the City's Comprehensive Plan for chapter 3, which is about Land Use. Mary asked me to draw particular attention to the vision statement section of the chapter. It is proposed that the word "neighborhood" be removed from the vision statement. Instead of "Enhancing Spokane's neighborhood" it would say "Enhancing Spokane's livability".
    - (Posted in the chat) Written comments should be sent by email to [compplan@spokanecity.org](mailto:compplan@spokanecity.org) or by mail to the following address: Attn: Kevin Freibott, Senior Planner Department of Planning & Economic Development, City of Spokane, 808 W Spokane Falls Boulevard, Spokane, WA 99201. Any comments received from the public will be provided to the Plan Commission and City Council prior to their hearings on this proposal. The Plan Commission hearing is expected June 14, with final consideration by the Council by July 31 (these dates are tentative). Those wishing to give verbal testimony on the proposed amendments will be provided an opportunity to do so at the hearings.



- **Ken Cruz-** West Central Neighbor Days on June 2<sup>nd</sup>. There will be food and a live band.
- **Paul Kropp-** City staff are proposing changes to the vision statement for the Land Use Chapter of the Comprehensive Plan. The proposed changes are currently in front of the Plan Commission to make a recommendation about the changes. The next steps would be to provide testimony to the Plan Commission or in front of City Council.
- **Dave Williams-** At the last meeting there were three items that talked about that are not on the agenda for this month. The three items were: looking at a draft resolution on police reform; progress on setting a meeting to re-examine the CA strategic plan; and the Community Assembly (CA)/ City Council strategic planning subcommittee (neighborhoods 3.0) and the next steps for that group. One additional question included a request for a briefing from Colleen, which was discussed at the May CA meeting.
  - **Randy McGlenn-** Did not get time in the June CA agenda to ask for a meeting date/time to gather feedback from members about the CA strategic plan. Would like to select a best date/time for the meeting so that the most amount of members could attend. CA Admin will follow up with Luke about the police reform action from last month.
  - **Colleen Gardner-** The Admin Committee requested that I take 5 minutes to share with you why we will be moving forward with a 2-hour time limit for CA meetings. The meeting location closes at 8 p.m. The post meeting clean-up needs to be performed by meeting attendees, so we need to ensure that we are allowing them enough time to do that. Colleen is only contracted for 2 hours, so we must stay within the bounds of the contract agreements.
    - Conversation ensued regarding the Neighborhoods 3.0 Committee. The meeting was cancelled and immediately rescheduled due to a room re-reservation. Tina offered to resend the meeting invitation since a few members mentioned that they did not receive the updated invite.

### Legislative Agenda:

#### **5. ONS Update (Patrick Striker):**

- Traffic calming workshops were hosted last week. Thank you to all those who showed up on behalf of your neighborhoods. Some were well attended; others were more lightly attended. Abbey Martin (City Council Connectivity Officer), who manages that program, will be sending out a survey to neighborhoods who did not get as many people to attend. That will be coming up in a few weeks, after that, a final list of projects will be drafted and go before the City Council for vote on July 10. Once approved, ONS will send it the project list to neighborhoods.
- The Mobile Speed Feedback Program is underway. The trailers are now on their third rotation. Unfortunately, trailers continue to be vandalized, affecting the availability of the trailers.
- There were 21 clean-up events that took place in April and May. Thank you to the neighborhood leaders coordinating them. Tonnage totals will be sent out as soon as we have them from Solid Waste. ONS will also be bringing together Clean-up Coordinators at the end of the 2023 program year to reflect on program and plan for 2024.
- The Community Engagement Grant deadline is coming up on June 16. Please check in with your neighborhoods to make sure that they know about the upcoming deadline and are planning accordingly.
- The OWL cameras should arrive next week. More information is coming soon.

- It's Farmer's Market season and a schedule of those has been added to the most recent ONS Newsletter. The ONS Newsletter is sent to neighborhood council chairs monthly and can also be found on the City of Spokane- [Office of Neighborhood Services website](#) under the Items of Interest side-bar.
  - **Carol Tomsic:** Can you share the traffic calming projects that were discussed at the workshops? Patrick – will look into this.
  - **Mark Davies:** The traffic calming workshops were very well done. Enjoyed receiving the packets and maps.
  - **Dale Walker:** One of the Chief Garry Park traffic calming projects was listed with a duplicate name on the map. Patrick – will send that on.

## 6. Promoting Summer Events (BSN, Tina Luerssen):

- Tina presented information about event planning provided by the Building Stronger Neighborhoods (BSN) Committee. "Promoting Summer Events," the Presentation, can be found in the CA Packet on page 28 and online in the [BSN Toolkit](#). Tina provided information about the process of promoting events city-wide that can be found in the PowerPoint. Highlights include:
  - Updating the [Neighborhood Meeting Calendar](#)
  - Checking equipment out from the [CA Inventory List](#)
  - Press Release [tips](#)
  - Event hosting how to
- See the [BSN Toolkit](#) for lots of great resources. BSN meets on the third Saturday of each month at a rotating location/ virtually. See the [Neighborhood Meeting Calendar](#) for more information. Anyone is welcome.
  - **Gail Cropper-** We need to update the district maps listed as available on the CA inventory list. Maybe we can use leftover funds from CE grants to update the maps?
  - **Kathy Thamm** – Pointed out that Peaceful Valley hosted a successful event, but they forgot to collect emails of attendees to reinvite them for ongoing meetings.
  - **Tina-** A recommendation from Pia Hallenberg (Riverside) was that after an event, when you collect and email, you should send them an email right away after the event to welcome that person and thank them for attending. Another recommendation would be to use QR codes or a collection box to collect email addresses to keep the information hidden from the public.

## 7. Admin Committee Updates (Randy McGlenn):

- Admin received feedback about the traffic calming workshops. The PeTT Committee will be meeting with Abbey Martin from City Council to discuss the traffic calming program further. Keep a look out for that agenda item for the PeTT Committee in the future.
- Tried to send an email requesting feedback about the CA strategic plan from CA members. CA members mentioned that they did not receive it. Randy let the group know that he is having issues with his personal email. And will work with ONS to send the message out to the CA members.
  - The email will be re-sent, including prospective dates. Ideally, the meeting would take place before the next CA meeting on July 6<sup>th</sup>.
  - It was recommended that a potential date for the meeting could be the last Wednesday or Thursday of June because no neighborhood councils meet on those days.

- Patrick clarified that ONS would be happy to send the email out on behalf of Randy (Admin. Committee). Patrick asked that Randy send him the content.
- Randy is working on a form for those who are interested in presenting at the CA to fill out, to help streamline the request process. One of the specific questions, the form will include is “what is the action you would like the CA to take in response to your report”.
- **Move to extend discussion by 5 minutes, first extension.** Tina motioned; Mark seconded. Motion passes: 17-approve, 0- deny, 1- abstain.
- A request from the Mayor’s Office came to the CA Admin Committee to appoint a member to the City’s General Facilities Charges (GFCs) Citizen Advisory Committee. This was a timely request that needed to move forward before the next CA meeting. The Policies and Procedures were reviewed, and it was recommended that the CA Admin move forward with an electronic vote to the CA members. Molly Marshall was nominated and confirmed to that committee position based on the vote results. The result of the vote was: 14 approve, 4 abstain, 11 non-votes. The Liaison Committee will follow up with Molly.
- It was asked that speakers who submit a request to be on the CA agenda, but who are not approved be documented somewhere. The Admin Committee meeting minutes will list any speakers who would like to be on the CA agenda but were not allotted time.
- 

#### 8. Liaison Report from Urban Forestry-CAC (Kris Neely):

- Kris shared highlights from the written report for the Urban Forestry Committee. Highlights include new members joining; a recent meeting taking place at Friendship Park; and updates to the SpoCanopy 2023 program.
  - SpoCanopy is focused on increasing tree coverage in the City of Spokane. Kris mentioned that the program has typically planted a few hundred trees a year across the City. Right now, Spokane hosts ~20% tree coverage and the City is working to host 30% by 2026.
- The Urban Forestry Citizens Advisory Committee (UFCAC) is all about trees. The committee makes recommendations to the Urban Forestry Tree Committee.
- UFCAC meets at 3pm on the Tuesday after the parks board meeting, each month. They meet in a hybrid format. Meeting notifications can be found on the [City of Spokane website](#). Kris encouraged new members to join the committee.
- Work includes providing recommendations on the City’s Annual Work Plan and reviewing the Arboricultural Specifications and Standards. The Committee also helped to develop the Spokane Tree Watering Tree Guide which was published in early 2023 and available to residents.
- If you have specific questions about trees in the City, you can contact the City’s Parks Department and Urban Forestry’s main line at 363-5495. You can also send an e-mail to [kkosanke@spokanecity.org](mailto:kkosanke@spokanecity.org) or [urbanforestry@spokanecity.org](mailto:urbanforestry@spokanecity.org). Urban Forester, Katie Kosanke, is the recommended contact.
  - **Tina:** Current Spokane Neighborhood Leadership Academy (SNLA) students are working on tree planting event guide. More information about this will be shared soon.

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

- **Gail (Budget Committee)-** The Budget Committee has been meeting regularly. Policies and Procedures were completed earlier this year. Meetings were moved to the West Central Committee Center so the group would have access to wi-fi. Fourteen NCs participated in the CE

Grant training in March. June 16, is the Community Engagement (CE) Grant application deadline. CE Grants can be submitted via email to from Gabby Ryan (gryan@spokanecity.org). A Special meeting will be held on June 12, to review the submitted CE Grants and all other applications, submitted by the deadline will be reviewed during a regular meeting time.

- **Paul (Liaison Committee)**- There is still an available seat on the Design Review Board (DRB) even though they are not meeting. A notice and information will be posted on the [website](#) next week. Please inform members of your neighborhood councils who may be interested in serving on the DRB. If you have any questions, email Paul Kropp, [pkropp@fastmail.fm](mailto:pkropp@fastmail.fm).
- **Tina (BSN)**- The BSN meeting location is rotating (in addition to virtual option) June will be at the West Central Community Center and July will be at Knox Presbyterian. Hopefully, this encourages new members to join the group. I would encourage you to review the BSN meeting minutes for national best practices from neighborhood councils. BSN has been sharing these best practices at most of our recent meetings. Check the [Neighborhood Meeting Calendar](#) for updated locations.
- **Andy (Community Assembly/Community Development [CA/CD])**- The Committee went dormant due to COVID and other reasons, but we are hoping to revive it. The CA/CD committee makes recommendations about CDBG funding allocated to the neighborhoods. Meetings are going to occur soon. Andy will, most likely, be the incoming chair for CA/CD. Andy was thanked for stepping into the role.

#### 10. Roundtable Discussion:

- **Gail**- Since the CE Grant application opened on March 20, the Budget Committee has received three applications. Gail urged neighborhoods to submit their applications.
- **Randy**- A discussion took place about a meeting time and date for the CA Strategic Planning meeting to garner feedback from the CA. It was decided that the meeting will take place on Thursday, June 29, from 5:30-8:30 p.m. Meeting location is to be determined and The Hive was recommended. If there is not space available to meet in person, the meeting will take place online. Randy will send out more information inviting CA to attend.

#### 11. Council President Begg's Report:

- Council President (CP) Beggs will be leaving his City Council seat in July for a Spokane County Superior Court appointment.
- The Neighborhood Town Hall scheduled for July 17, will be CP Begg's last City Council legislative meeting.
- CP Beggs shared great appreciation for working with the neighborhoods. Although CP Beggs won't be there for the neighborhood 3.0 work, he is confident in the efforts and is asking fellow Council members to provide funding and to support for collaborative government.
- CP Beggs mentioned that he is working to change the City motto to "In Spokane, we all belong." He Encouraged CA members to email their Council members in support of the motto change.
  - CA thanked CP Beggs for his work. The CA asked the Admin. Committee to write a letter of thanks to CP Beggs and bring it to the July CA meeting for in-person attendees to sign.

#### Meeting Adjourned at 7:02 p.m.

- Next Community Assembly scheduled for **Thursday, June 6, 2023**