

This packet has been amended to include amended October 2023 meeting minutes and the Building Stronger Neighborhoods meeting minutes. Both of those documents are located at the end of this packet, starting on page 41.

## Spokane Neighborhoods Community Assembly

“Provide a vehicle to empower Neighborhood Councils’ participation in government.”



Meeting Agenda for Thursday, November 2, 2023

5:30 to 7:30 p.m., The Hive

Proposed Agenda Subject to Change

Please review previous month's minutes:

\*Community Assembly Minutes: October 5, 2023



### Administrative

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator) .....	3 min (5:30)	Intro	-
2. Facilitator Designation Vote .....	2 min (5:33)	Vote	-
3. Proposed Agenda (Facilitator).....	2 min (5:35)	Approve	1
• Including Core Values, Purpose, Rules of Order			
4. Approve/Amend Minutes (Facilitator) .....	5 min (5:37)	Approve	5
5. Admin Committee Action Items (Randy McGlenn).....	5 min (5:42)	Oral Report	-

### Open Forum

6. Reports/Updates/Announcements .....	10 min (5:52)	Oral Reports	-
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### Agenda

7. ONS Update (Patrick Striker).....	10 min (6:02)	Oral Report	-
8. Budget Committee Allocation of CE Grant Funds (Gail Cropper) .....	15 min (6:12)	Roll Call Vote	22
9. Admin Committee Elections (Andy Hoye) .....	5 min (6:27)	Vote	-
10. Policies and Procedures Committee (Randy McGlenn).....	10 min (6:32)	Vote	-
11. PeTT Committee Update on Traffic Calming Funds (Randy McGlenn) .....	10 min (6:42)	Vote	25
12. CA Committee Updates (Committee Chairs) .....	25 min (6:52)	Oral Report	-
<i>Liaison Committee (5 min), Re-org Ad Hoc Committee (5 min), Building Stronger Neighborhoods (10 min), Neighborhood Safety Committee (5 min)</i>			
13. Roundtable Discussion .....	10 min (7:17)	Open Discussion	-
14. Actionable Items Review .....	5 min (7:27)	Report	-

### Other Written Reports

#### **Committee Reports, Agendas, Minutes, etc.**

• Administrative Committee .....	26
• Budget Committee .....	28
• Building Stronger Neighborhoods Committee (BSN) .....	
• Community Assembly/Community Development Committee (CA/CD) .....	
• Land Use Committee .....	30
• Liaison Committee .....	31
• Neighborhood Safety Committee .....	32
• Pedestrian, Traffic, and Transportation Committee (PeTT) .....	34

#### **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 .....	36
• Urban Forestry-Citizen Advisory Committee Representative Report .....	
• Housing Action Subcommittee Liaison Report .....	38
• Plan Commission Transportation Subcommittee Liaison Report .....	39
• 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:**

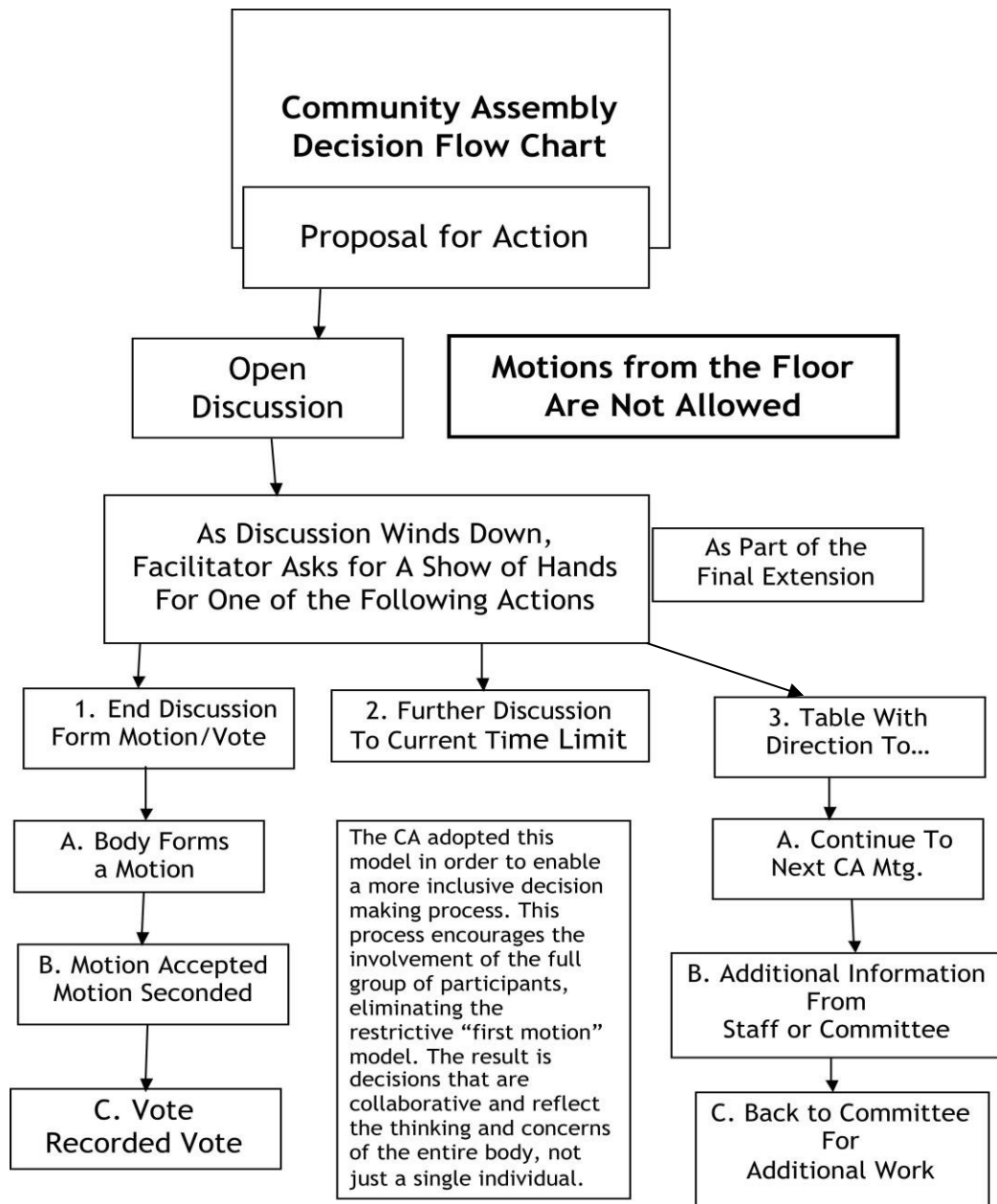
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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



# Community Assembly Draft Minutes

*Prepared by: Office of Neighborhood Services*

**October 5, 2023, in-person at The Hive**

**Meeting called to order at 5:32 p.m. by Kelly Cruz**

**Present:** Bemiss, Cliff/Cannon, East Central, Emerson-Garfield, Hillyard, Minnehaha, Peaceful Valley, Whitman, Browne's Addition, Grandview-Thorpe, North Hill, Northwest, Audubon-Downriver, Chief Garry Park, Balboa/South Indian Trail, North Indian Trail, Manito-Cannon Hill, Riverside, Latah-Hangman, Southgate, Lincoln Heights, Logan, Shiloh Hills

**Not Present:** Comstock, Five Mile Prairie, Nevada Heights, Rockwood, West Central, West Hills

**City Staff Present:** Kim McCollim (Neighborhood Housing and Human Services [NHHS]), Amber Groe, Patrick Striker, [Office of Neighborhood Services (ONS)]

**Guests:** Community Housing and Human Services [CHHS] Liaison, Facilitator, Inlander Staff, Liaison Committee, North Hill Alt Rep.

## ADMINISTRATIVE AGENDA ITEMS:

**1. Amend Draft Minutes:** Add Leslie Hope (CHHS Liaison) to the guest attendance list in the September meeting minutes. Tina Luerksen moved, Lorna Walsh Seconded, motion passes unanimously with four abstentions.

**2. Approve Proposed Agenda:** Andy Hoyer Moved, Debby Ryan seconded, motion passes unanimously.

**3. Approve minutes:** Andy moved, Carol Tomsic seconded, motion passes, 18-yes, 1-abstain, 0-no.

## **4. Admin Committee Action Items**

- Add Leslie Hope (CHHS Liaison) to the attendance list in the September meeting minutes.

## **5. Open Forum**

- Mary: Please read the Plan Commission report located in the CA Packet on page 61. There is a hearing on Wednesday, October 11<sup>th</sup> that may extend into Friday, October 13<sup>th</sup> based on the number of amendments. If you want to make comments or provide testimony, you need to be there in advance of the meeting to sign in. You can also attend via Webex. The hearing on the 11<sup>th</sup> will start at 4pm in the Council Chambers (basement level) at City Hall.

## AGENDA ITEMS:

### **6. ONS Update (Patrick Striker)**

- Over the past few months, there have been many conversations about how to help neighborhood councils (NCs) grow. The concern is that NCs keep getting smaller city-wide year by year. While we have some that are doing well, many are currently hanging on by a thread. This overall steady decline is a concern shared by almost all. Many people have offered ideas, and these suggestions were compiled and incorporated into ordinance.
- Instead of working through the Community Assembly (CA), ONS decided to start with the ordinance itself as a jumping-off place. This is because while CA should be the place to go for something like this,

due to some issues within the CA body, that is not a realistic expectation currently. So ONS decided that they do still want feedback, but not at a CA meeting. Preferred methods of input are the upcoming Q and A meetings, one on one meetings, phone calls, emails. Patrick will be hosting Q&A sessions over the next couple of weeks in each district. More information about the Q&A sessions can be found on page 10-11 of the CA agenda packet.

- Patrick mentioned that the most important things to know are: 1) no date is set for this to proceed, so there is no rush and 2) the ordinance can still morph into something new based on feedback received and encouraged everyone to attend the Q&A workshops to discuss potential changes. In fact, it already is morphing and changing based on feedback from people so far.
- You can also send concerns and questions to Patrick Striker at [psstriker@spokanecity.org](mailto:psstriker@spokanecity.org)
  - Luke Tolley: Added that CA can be helpful in the design of the ordinance, concerned about one-on-one conversations and would like broader conversations.
  - Mary Winkes: Advocated for clear communication about changes to the ordinance to ensure feedback and changes are transparent.
  - Dale Walker: Recommended that those with questions and input attend the three district Q&A meetings.
  - Tina: Advocated for reaching out to your City Council representatives if you have concerns.
  - Andy: Mentioned that a topic of interest is a conflict between the City Charter and the ordinance.
- Kelly Cruz: Provided historical perspective of how ordinances were previously brought before CA.
- Dale: Urged members to be polite and respectful when providing feedback about the ordinance.

#### **7. Neighborhood Safety Committee Reactivation (Randy McGlenn)**

- We had deferred action on the Safety Committee until October. We will need three committee members to volunteer to re-establish the committee.
- Tina: In the past, this committee has worked on various important projects including the outdoor storage ordinance and the junk storage ordinance. Two people in Grandview-Thorpe have indicated interest in participating on the committee. Interested members suggested to add disaster planning, including wildfire preparedness and evacuation planning, to the topics that the committee focuses on.
- Gail Cropper: Shared information from the Safety Committee policies and procedures document. The Policies and Procedures document can be found on page 16 of the CA Agenda Packet.
- Motion to re-establish the Neighborhood Safety Committee with three volunteers (Tyler Tamoush, Tina Luerssen, and Lorna Walsh).
  - Scot Webb made a motion and Mary seconded. Motion passes with 19-approve, 0-deny, 3-abstain.
- An election of officers will happen at the first committee meeting. Volunteers to re-establish the committee include Tyler Tamoush (Minnehaha), Lorna Walsh (Riverside), Tina Luerssen (Grandview Thorpe). Tyler will be the interim chair for the committee and help to plan the meeting time/date/location.
- Previous topics and potential future topics for the neighborhood safety committee were discussed.

#### **8. Ad Hoc Awards Committee (Randy McGlenn)**

- Tina: Suggested that Building Stronger Neighborhoods (BSN) Committee could take on the responsibility of planning for CA awards instead of creating an additional ad hoc committee.
  - Motion to have the BSN Committee take over the ad hoc awards committee responsibilities for 2023.
  - Mary made a motion and Lorna seconded. Motion passes with 21-approve, 0-deny, 2-abstain.

## 9. CHHS Board (Leslie Hope)

- Leslie presented to the members using a PowerPoint presentation.
- The CHHS Board is a conduit for the City to accomplish the things that they need to do to meet regulatory requirements to provide services such as grants related to housing.
- Board meetings take place on the first wed of every month from 4 - 6p.m., in the City Council briefing chamber, located on the basement level of City Hall (ask the guard on first floor to be let down to the basement level to attend the meeting)
- The CHHS Board is almost full, functioning well, and making progress in their efforts. There are a few folks who will be leaving the board at the end of the year, leaving vacancies to be filled.
- There are three standing committees as a part of the CHHS Board- an Executive Committee, the CHHS Affordable Housing Committee, and the CHHS Evaluation and Review Committee . When people apply for funding, these committees review and recommend to the City for action.
- Having more staff in the CHHS office has helped projects move forward with the accurate focus, as determined by HUD (United States Department of Housing and Urban Development).
- The CHHS board is where public comment can be taken. Meetings also include time for relevant education, discussions about decision making, action items, director's reports, City Council updates, and committee updates.
- Information about funds that CHHS works with were briefly shared (see slides for more information).
- Current activities for the board include: CHHS Director search, supporting work plans, standardizing documents, compliance efforts, and the Spokane Regional Housing Authority.
- Motion to extend discussion, first extension of 5 minutes. Tina moved, Luke seconded. Motion passes.
- Questions/ Comments:
  - Andy: There are three vacancies on the RFP Committee – If you are interested in influencing federal and state funding, join this committee. Information can be found on the [CHHS website](#).
  - Paul: Contact information for all liaisons can be found on the [Community Assembly website](#), including Leslie's (240.893.1389, lkhope@verizon.com).
  - Luke: What is the amount of commitment for the RFP committee?
    - One to two times a month, depending on the time of year.

## 10. CA Committee Updates (Committee Chairs)

- Budget: Monthly CA budget committee minutes are in the agenda packet on page 50. We are still looking to fill one more position, the committee, for District 1. If you are interested in the position, reach out to Gail (glcropper@yahoo.com). Gail provided an update about Community Engagement (CE) Grant expenditures. Currently, there is anticipated to be a minimum of \$7,000 left over for possible spending.
- Building Stronger Neighborhoods: On page 20, you will see the grant application submitted for a request for CE Grant money. There is a correction to the request- the \$2000 can be removed from the request, so the updated request is only for \$200. On December 16, 2023, BSN will be hosting the Good Neighbor Celebration. This event is intended to bring together all the people who are recognized by their neighborhood council and CA. It's an opportunity to network, connect, and honor the work of our neighbors. BSN is requesting \$100 for food and \$100 paper goods, totaling \$200 for the event.
  - Andy: Does BSN need more money for awards since you are taking on the CA awards ad hoc committee duties?
  - Mary: Recommended offering up to \$700 for the awards and the Good Neighbor Celebration.
  - It was noted that past award winners are recorded and can be provided upon request.



- Motion to approve a budget of up to \$1000 for the Good Neighbor Celebration and CA awards.
- Andy made a motion and unsure who seconded. Motion passes with the following roll call vote results:

	Approve	Oppose	Abstain
1. Audubon/Downriver	X		
2. Balboa/SIT	X		
3. Bemiss	X		
4. Browne's Addition	X		
5. Chief Garry Park	X		
6. Cliff/Cannon	X		
7. Comstock			
8. East Central	X		X
9. Emerson/Garfield	X		
10. Five Mile Prairie			
11. Grandview/Thorpe	X		
12. Hillyard	X		
13. Latah/Hangman Valley	X		
14. Lincoln Heights			X
15. Logan	X		
16. Manito/Cannon Hill	X		
17. Minnehaha			X
18. Nevada Heights			
19. North Hill	X		
20. North Indian Trail			X
21. Northwest	X		
22. Peaceful Valley	X		
23. Riverside	X		
24. Rockwood			
25. Shiloh Hills	X		
26. Southgate	X		
27. West Central	X		
28. West Hills			
29. Whitman	X		

- Amber Groe and Tina will work with Patrick Striker to see if the City will allow spending more than \$100 on food for the Good Neighbor Celebration.
- The Good Neighborhood Celebration will take place on Saturday, December 16<sup>th</sup> from 9 – 11 a.m. at the Hive (2904 E Sprague Ave).
- Admin Nominations Committee: Nominees are Tina Luerksen (Grandview-Thorpe), Christopher Savage (Balboa-South Indian Trail), Luke Tolley (Hillyard), Randy McGlenn (East Central), Fran Papenleu (Audubon-Downriver), and Scot Webb (North Hill). Voting will take place during the November meeting. CA Reps eligible to vote will vote for five members.
- Liaison Committee: The Liaison Committee had a special meeting regarding the proposed NC ordinance. Andy, Paul Kropp, and Patrick met with Chris Wright to discuss the committees' thoughts on the ordinance. Patrick has been invited to attend the next Liaison Committee which will take place on Tuesday, October 10<sup>th</sup> at 2pm which will be held virtually [Note: the meeting location was updated after meeting minutes were taken. These minutes reflect the updated location.]. A discussion about timelines for CA committee and liaison appointments ensued.

- Policies and Procedures: Recommendation to discuss the Policies and Procedures (PnP) committee during the November meeting.
- A discussion about the remaining CE grant funding took place. Recommendations such as replacing current CA Equipment were mentioned, including the popcorn machine, lighter tables, etc. It was mentioned that the closet where CA Equipment is stored at the Northeast Community Center may be too small and not safe. Concerns included that the space may be in violation of the fire code since there are supplies blocking an electrical panel.
  - Motion to extend discussion, first extension of 5 minutes. Luke moved, Andy seconded. Motion passes with 21-approve, 0-deny, and 3-abstain.
  - A recommendation was made to include the CA Equipment inventory list in the CE grant training.
  - Neighborhoods are encouraged to submit all ideas about how to spend the remaining CE Grant funding to the Budget Committee by their [next meeting](#) on Monday, October 23<sup>rd</sup> at 7 p.m. at the West Central Community Center. Budget committee will bring ideas forward at the November CA meeting.

## 11. Roundtable Discussion

- Randy: Ken Cruz from West Central cannot participate in the CA meetings because they start too early for him to make it to the meeting. He would like to ask the CA to consider bringing back the hybrid option.
  - Gail: I would like to the hybrid option offered again. Gail mentioned that she has to take off work in order to be at the in-person meeting.
- Vic: Expressed his understanding of the CA and concerns about the lack of serious, large-scale, City-wide challenges discussed.
  - Other members offered context and their own experience about how CA functions, including committee work, and how meetings are organized.
    - Motion to extend discussion, first extension of 5 minutes. Luke moved, Tina seconded. Motion passes.
    - Motion to extend discussion, second extension and final of 5 minutes. Luke moved, Tina seconded. Motion passes.
  - Concerns were expressed about talking over each other and recommendations for not repeating one another.
  - Members offered a recommendation to read the Charter on the ONS website, to help understand the CA more fully.

## 12. Actionable Items Review

- Randy will follow up with Patrick about the ordinance Q&A sessions and ask that they are resent, along with the ordinance itself to all NCs and CA reps.
- A review of the PnP Ad Hoc Committee will be added to the November CA agenda.
- Randy will follow up with Kim McCollim about CA equipment, and what needs to be replaced.

Motion to adjourn the meeting. Andy motioned, Scot seconded. Motion passes.

***Meeting adjourned at 7:41PM. Next meeting will be held Thursday November 2<sup>nd</sup> at 5:30PM.***

# CHHS BOARD

CA LIAISON ANNUAL UPDATE

OCTOBER 2023

# OUR MISSION:

**Statement/Purpose:** The CHHS Board is meant to provide opportunities that enhance the quality of life for Spokane's extremely low to moderate income populations. The Board is to provide leadership and foster partnerships that support the City's investments in services, affordable housing, and economic opportunities to foster the highest level of self-sufficiency and quality of life for Spokane's extremely low to moderate income households.

Members serve at the discretion of the Mayor and City Council.

# Who is on the board?

Members	Appointed	Term Expiration	Position	Term
Jeri Rathbun, Chair	03/17/2023	03/16/2026	Member, Chair	3rd Term
Gordon Graves	01/01/2021	12/31/2023	Member, Veteran Rep	2nd Term
Adriane Leithauser	04/18/2019	12/31/2023	Member	2nd Term
Eric Robison	08/15/2022	08/14/2025	Member	1st Term
Blake Waltman	01/01/2023	12/31/2025	Member	1st Term
Bob Hutchinson	03/17/2020	03/17/2023	Member	1st Term
Barbara Lee	04/18/2022	04/17/2025	Member	1st Term
Karen Ssebanakitta	04/18/2022	04/17/2025	Member	1st Term
Casey Bowers	05/01/2023	04/30/2026	Member	1st Term
David Edwards	05/01/2023	04/30/2026	Member	1st Term
Leslie Hope	05/01/2023	04/30/2026	Member, CA Rep	1st Term
Vacant			Member	
Betsy Wilkerson	x	x	City Council Rep	x
Karen Stratton	x	x	City Council Rep	x
George Dahl			County Rep	

# Who is on the executive committee?

## CHHS EXECUTIVE COMMITTEE AS OF OCTOBER 2023

- Jeri Rathbun
- Adriane Leithauser
- Bob Hutchinson
- Karen Ssebanakitta
- Leslie Hope
- Vacant Vice co-chair
- **CHHS Affordable Housing Chair** is transitioning to Bob Hutchinson as Adrian Leithauser terms out
  - Adrian Leithauser (Chair) exiting 12/31, Blake Waltman (new Chair 1/1/24), Arlene Patton, Phil Altmeyer, Andy Hoyer, Mark Muszynski, Patricia Kienholz, Gordon Graves, Diane Zemke, Michone Preston, Eric Robison
- **CHHS Evaluation and Review Committee Chair** (aka RFP) is Karen Ssebanakitta
  - Karen Ssebanakitta (Chair), Jeri Rathbun, Kim Taylor, Diane Zemke, Arlene Patton, Rowena Pineda, Barb Lee, David Edwards, Casey Bowers, currently 3 vacancies (application on CHHS website)

# The CHHS Board Shall...

- Advise the City on preparing the Annual Action Plan, the Consolidated Annual Performance & Evaluation Report (CAPER), the Citizen Participation Plan, the Consolidated Plan, and other required plans to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce where applicable
- Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by City Council
- Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington State and City resources. Priorities must conform to the requirements of 24 CFR Part 91 and the U.S. Department of Housing and Urban Development (HUD) guidelines together with the Washington State Department of Commerce where applicable. The Board may assist in the preparation of other related plans as needed
- Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council
- Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council
- Provide policy guidance and recommendations for community development, human services, and special purpose grant programs applications and implementation
- Participate as needed with the Spokane Continuum of Care in developing the goals and priorities for regional homeless plans
- Represent the diverse constituencies that make up Spokane's low- and moderate-income populations, to help guide Spokane's community, housing, and human services into the future

# Typical board meetings

- **Public Comment** (must be relevant to CHHS activities)
- **Board Education** (could be current or hopeful service provider)
- **Discussion** (examples)
  - TRAC Shelter Contract: **ACTION**
  - CAPER Overview – Chrisy Jeffers: **ACTION**
  - Open and Close CAPER comment period from September 15, 2023, to October 4, 2023:
- **ACTION**
  - Proposed Regional Authority, City Council Resolution 2023-0075, and CHHS Board Letter
- **Director's Report**
- **City Council Updates**
- **Committee Updates**
  - Affordable Housing Committee
  - Evaluation and RFP Committee
- **Announcements**



# Funding Avenues and Responsibilities

Taken from CHHS Director's Report July 2023

# HUD Entitlement Funds

- Governing Board
- Governing Plan
- Estimated Annual Revenue
- Funding Details

CHHS Board/Affordable Housing Committee

5 Year Consolidated Plan/ Annual Action Plan

~\$3.3 MM annually

## CDBG

- 70% of funds must be used for activities that benefit low and moderate income persons (<80% AMI)
- Must adhere to the Consolidated Plan
- Public services are capped at 15% of the award

~\$1.2 MM annually

## HOME

- Building, buying, and/or rehabilitating affordable housing for rent or home ownership
- direct rental assistance to low-income people

~\$279 K annually

## ESG \*

- Engage homeless individuals and families living on the street
  - Improve the number and quality of emergency shelters for homeless
  - Help operate these shelters
  - Provide essential services to shelter residents
- \*ESG is currently part of the HHOS award portfolio

~\$4.4 MM one time

## HOME ARP

- **One Time Funds**
- Tenant Based Rental Assistance
- Development and support of affordable housing
- Provision of supportive services
- Acquisition and development of non-congregant shelter

# HHOS Funds

- Combined Funding Notice
- Governing Board
- Governing Plan
- Estimated Annual Revenue
- Funding Details

## Homeless Housing & Operations (HHOS) \*

CHHS Board/ RFP Committee

Spokane City/County 5-year strategy to end homelessness

\* Current HHOS awards include CDBG services funds which will be going back under CDBG to better align with the governing plan

~\$895 K annually

### CHG

#### Consolidated Homeless Grant

- Department of Commerce
- Emergency Shelter (drop-in or continuous stay)
- Transitional Housing
- Homeless Prevention
- Rapid-rehousing
- Permanent Supportive Housing
- Street Outreach

~\$990 K annually

### HHA

#### Homeless Housing Assistance Act

- Recording Fees
- Funds must be used to directly accomplish the goals of the ten-year plan created by each county
- Emergency shelter
- Transitional Housing
- Rental assistance
- Consolidated emergency assistance
- Overnight youth shelters
- Any activity that assists in providing housing and shelter for homeless people

~\$1.795 MM annually

### HSG

#### Homeless Services Grant

- City General Fund \$
- Emergency Shelter
- Transitional Housing
- Permanent Supportive Housing
- Rapid Re-Housing
- Coordinated Assessment
- Diversion

~\$3.74 MM annually

### HEN

#### Housing and Essential Needs

- Department of Commerce
- Transitional Housing
- Homelessness Prevention
- Rapid Re-housing
- Permanent supportive Housing
- Street Outreach
- Homeless or at risk or referral from DSHS

# Local Sales Tax and Use Funds

- Governing Board
- Estimated Annual Revenue
- Funding Details

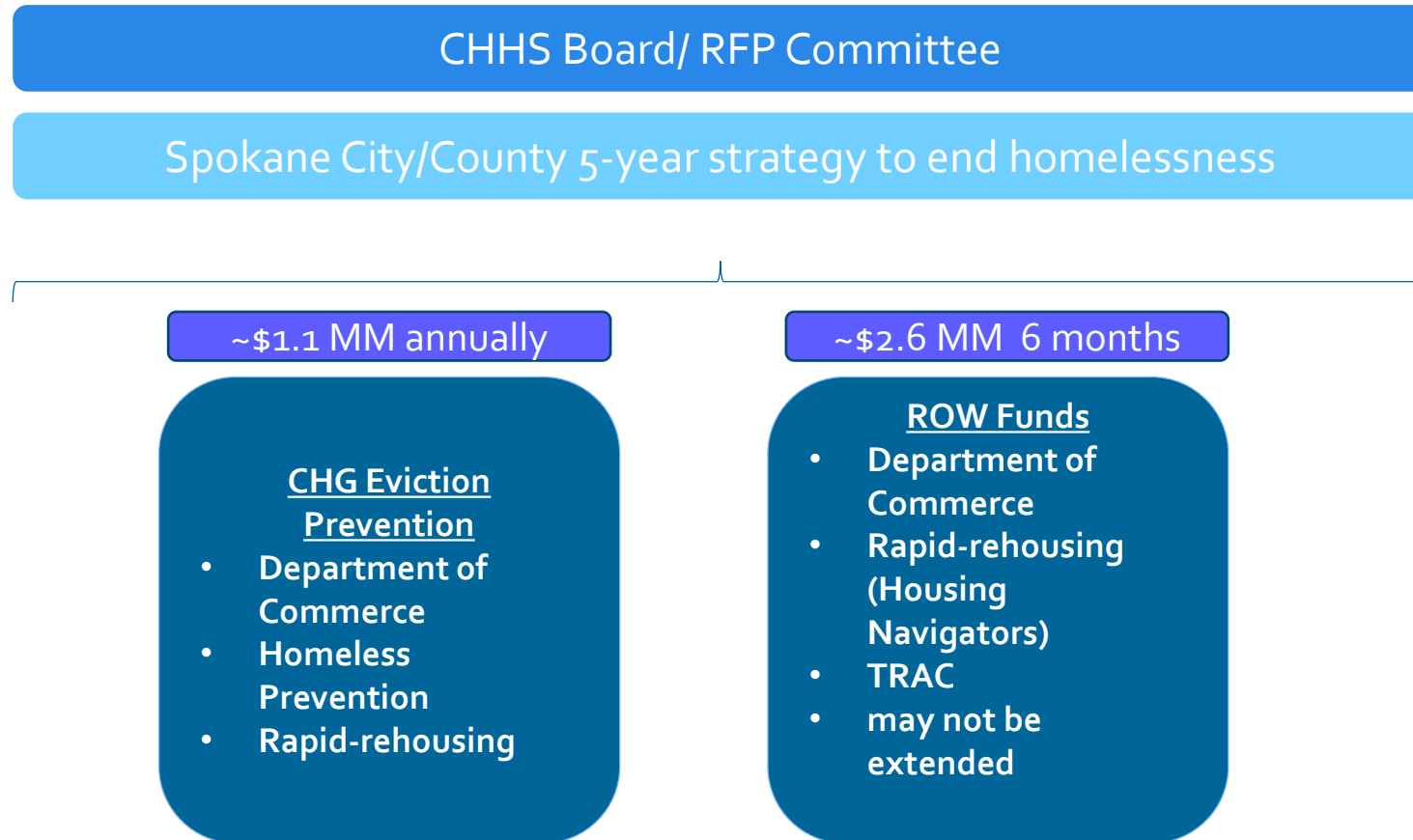
CHHS Board/Affordable Housing Committee

~\$7.7 MM annually

1590/1406

- Sales tax and use dollars
- Incomes at or below 60% AMI
- 60% of funding must be used for constructing affordable housing, funding the operations and maintenance of new units and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers

# Additional Commerce Funds



# Current activities and priorities

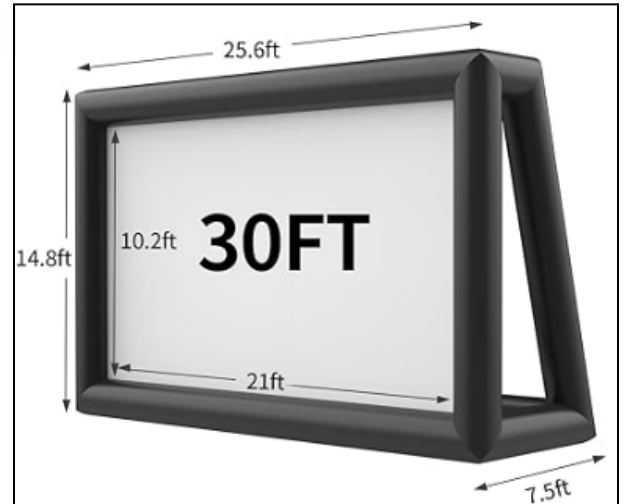
- Supporting CHHS department efforts to bring Spokane in compliance with all federal, state, and local requirements to ensure continued funding availability
- Working closely with City Department Employees to deal with director vacancy and keep work products moving
- Filling board and executive committee positions
- RFP and AH committees working to support their respective workplan timelines
- Spokane Regional Housing Authority current plans would subsume CHHS, lots of activity around that effort, mayor issued an executive order to support this, information exchanging
- Working to standardize our agenda packets, get minutes up to date, provide consistent and timely information to the public such as availability of slides, recorded meeting links

# Purchases recommended for excess CE Grant Funds

## Inflatable Movie Screen: [LINK](#) (\$375.99)

Many of our neighborhoods host outdoor movies using their CE Grant dollars throughout the summer. Investing in an inflatable screen would be helpful to minimize the cost to the neighborhoods. An outdoor movie is also, typically, a low cost, low effort- high reward programming activity and would get neighbors into our public parks (which inherently reduces crime and camping).

**Recommendation: Purchase 1**



## High Quality Projector/ Speaker: [LINK](#) (\$399)

Purchasing a projector would compliment the outdoor movie screen and allow neighborhood councils to be more mobile in their meetings. We know that neighborhood councils host meetings in parks or host booths at farmers markets during the summer. Having a 'travel screen' would be helpful to those groups and allow neighborhoods the opportunity to be creative when thinking about their meeting locations. The linked projector also includes a speaker which eliminates the need to bring a speaker to smaller events. If you need to connect to a larger speaker, for an event such as an outdoor movie, this project has bluetooth and mic port capability to do so.



## Projector Stand Tripod [LINK](#) (\$37.99)

**Recommendation: Purchase 1 projector and stand (~\$478)**



**Rolling Speaker + Microphone:** [LINK](#) (\$169)

One of the most underrated event tools is a portable speaker. This tool can be used for outdoor movies, block parties, formal events (has microphone), and more. This is a great investment to bring energy to any event. It could even be used at clean up events to play music and make announcements.

**Recommendation: Purchase 2 (~\$375 for two)**



**Light Weight Tables:** [LINK](#) (\$115/each) or

**6 ft. Folding Tables with Handles from Costco (\$50/each)**

It's been reported that the tables currently available via the CA Inventory are difficult to carry for one person. Investing in lighter tables will incentivize more neighborhoods to check them out.



**Recommendation:  
Purchase 6 (~\$350-750)**



**Custom Feather Flag Banners:** [LINK](#) (\$269.99/ each)

One of the best ways to advertise neighborhood council activities is through signage. We've heard many success stories using a-frame signs, but having something more mobile and generalized might be helpful. Printing signage would be helpful to put out at events such as: clean ups, graffiti, national night out, block parties, etc.

**Recommendation: Purchase 4 (~\$1,178)**





**Collapsible Foldable Wagon: [LINK](#) (\$69.99/ each)**

A request from neighborhoods who are often hosting events and hauling goods. Investing in a heavy duty cart for ease of travel would be helpful to many folks.

**Recommendation: Purchase 3 (~\$229)**



**Large 5 Gallon Beverage Cooler: [LINK](#) (37.91/each)**

Another recommendation from neighborhood councils is to add a 5 gallon cooler to the inventory. This would be ideal in supporting summer events such as block parties, night out against crime, etc.

**Recommendation: Purchase 3 (~\$124)**



**Updated City Maps (\$80/each)**

Maps are used by neighborhoods at their events to gauge where folks live in the neighborhood and to connect neighbors. Since the Districts were updated, all previous maps are outdated and need to be reprinted.

**Recommendation:** Two each of Districts 1, 2, and 3, Two of the City Limits. Totaling 8 maps. (~\$

**Zoom Licenses for Neighborhoods who don't have one (~\$164 each)**

*So far, one neighborhood has requested Zoom license with extra funds.*

**Estimated total of purchases: \$3,618-\$4,018**

# A Resolution by the Community Assembly of Spokane

*Presented before the Community Assembly on the 2<sup>nd</sup> day of November in the year 2023*

Regarding Traffic Calming Funds.

Whereas Traffic Calming Program is one of the Spokane Neighborhoods’ premier programs;~~and~~

Whereas the goal of Traffic Calming Program is “to make city neighborhoods more livable and safe for all” residents;~~and~~

Whereas the PeTT Committee just received a report that Round 10 (originally approved in 2020), postponed to 2023 and now postponed once again, now to be done in 2024 along with Cycle 11;~~and~~

Whereas, this news is only now, at the end of the construction season, being communicated to the Community Assembly and the neighborhoods; and

Whereas this delayed communication underscores the fact that the Community Assembly and Neighborhood Councils do not receive timely accounting regarding of the amount and use ~~the use~~ of traffic calming dollars, nor the ~~and the~~ status of traffic calming projects; now, therefore, be it

~~Whereas <informational statement 2>;~~

~~Whereas <3<sup>rd</sup> and any additional statements before the last>; and~~

~~Whereas <the last statement>; now, therefore, be it~~

Resolved, that the Community Assembly requests the Spokane City Council to:

1. Provide a semi-annual accounting of traffic calming funds, including revenues and expenditures,  
~~1. ——— and provide a timely report of those funds to the Community Assembly.~~
2. Provide a semi-annual report from Engineering Services ~~engineering~~ on the status of City Council approved projects to the Community Assembly ~~and.~~
3. Reject ~~s~~ the usage of traffic calming funds for any uses other than City Council approved traffic calming projects.  
~~3.~~

By the authority of the voting members of the Community Assembly;

Signed, Randy McGlenn, Administrative Committee Chair

on \_\_\_\_\_

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## Administrative Committee Meeting

Tuesday October 24, 2023, 4:30pm

Spokane City Hall, 1<sup>st</sup> Floor Conference Room and via Zoom

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**Members Present:** Randy McGlenn, Chair (West Central); Fran Papenleur, Vice-Chair (Audubon-Downriver). **Members Absent:** Gail Cropper, Secretary (Northwest); Dale Walker (Chief Garry Park); Lindsey Shaw (Logan). **Guests on Zoom:** Kelly Cruz (Facilitator); Doug Trudeau (East Central); Paul Kropp, Liaison Committee Chair. **City Staff Present:** Patrick Striker, ONS Director; Gabby Ryan, ONS Staff Support.

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### Welcome

The CA Admin Chair greeted all present in person and virtually.

### Approve Previous Minutes and Agenda

Noted there was not a quorum of committee members.

**ACTION:** Gabby to send out last month's committee meeting minutes and November CA draft agenda for an electronic approval vote from absent committee members.

### ONS – Patrick Striker

a) **OWLS** – Patrick reported that paperwork almost completed to place OWLS at remaining facilities, Shadle and Liberty Park libraries.

b) **CA Equipment** – the equipment and supplies located in a storage room at the Northeast Community Center needs to be inventoried. It was noted that the popcorn machine needs repair, and the [old] folding tables are extremely heavy. NCs have expressed desire for lighter tables, and new equipment such as inflatable movie screens for outdoor events. Gabby noted that Budget Committee determined \$7K leftover funds this year; a topic to be discussed at CA.

**ACTION:** Patrick will coordinate an inventory of the equipment/supplies with his staff.

c) **Facilitator** – Kelly Cruz facilitated the October CA meeting. The CA will vote next month to retain him. Kelly will review the CA Policies & Procedures, and noted the need for a complete list of NCs and their representatives he can refer to during the meetings, and a designated timekeeper.

**ACTION:** Patrick will coordinate this duty with his staff.

d) **Neighborhood Ordinance District Meetings** – Patrick reported the three meetings held last week varied in attendance and feedback. Overall, neighborhood leaders were concerned about their councils' vitality and building capacity. He will give a brief summary of the district meetings in his November CA report.

### Committee Updates:

a) **Ad-Hoc Re-Org Committee** – Randy reported this committee has been meeting almost weekly to analyze pros and cons of a leadership restructure, as well as rules of order and debate. Committee member Kathy Thamm will report at November CA meeting.

- b) Liaison Committee Chair Paul Kropp requested a 5-minute update on the Park Board's DVC liaison member status.

#### Other Items

Fran opened a discussion around the organization and content of the CA packet. This topic will be continued at the next CA Admin Committee meeting.

#### November CA Agenda - DRAFT

- No City Council Representative
- ONS Report (Patrick) 10 min.
- Budget Committee report (Gail Cropper) 15 min.
- Admin Committee Elections (Andy Hoyer) 5 min - Vote
- P&P Committee Formation (Tina) 10 min - Vote
- PeTT Committee – Traffic Calming Funds (Randy) 10 min.
- Standing Committee Updates:
  - BSN – 10 minutes
  - Liaison – 5 minutes
  - Re-Org – 5 minutes
- Roundtable – 10 minutes

The CA Agenda for November 2, 2023 will be approved by the Admin Committee via an electronic vote.

#### Adjournment

The next CA Admin Committee meeting is Tuesday, November 28, 2023.  
Meeting adjourned 5:30 pm.

**CA BUDGET COMMITTEE Minutes**

**Date:** Monday, October 23, 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?** Yes

**IN PERSON:** Gail Cropper (Chair), Ken Cruz (Vice Chair), Mary Winkes (Member), Gabby Ryan (ONS Liaison), **ZOOM:** Doug Trudeau (Guest, East Central) **EXCUSED:** Ginnee McNeel (secretary).

**WELCOME** – Gail welcomed all to the meeting. Gabby setup the ONS laptop to enable Zoom participants. Gail took meeting notes.

**APPROVAL OF AGENDA** – Gail amends to add CE Grant Fund Request. Mary motioned to move Emerson Garfield NC as first discussion. Also, to change the open CA Committee member position from one to three. Ken motion/Mary second, unanimous vote to approve.

**APPROVAL OF MINUTES** – September 25, 2023 – Ken motion/Mary second, unanimous approval.

**OLD BUSINESS**

Call for 2024 CA Budget Committee Members to fill THREE open positions:

1. Gail Cropper – District #3, Northwest NC, to continue as Chair
2. Andy Hoyer – District #2, Southgate NC, NEW for 2024
3. OPEN – District #1
4. OPEN – Vice Chair Ken Cruz (District #3 - West Central) terming out
5. OPEN – Secretary Ginnee McNeel (District #3 - Emerson-Garfield) resigned

Committee member Mary Winkes (District #1 – Manito/Cannon Hill) is resigning, and Mark Davies (District #3 - North Indian Trail) is no longer eligible for the committee member position for the remaining of 2023.

**NEW BUSINESS**

- 1 CE Grant Expenditures and Left Over Funds (information provided by Gabby/ONS)  
Attached Report: remaining funds \$8076.41

- 2 Email request October 23rd from Eileen Kazura, Emerson-Garfield NC for \$1,500.00 (Corbin Park Holiday Tree Lighting), was not approved, due to EGNC receiving and spending \$850.00. CE Grant program does not have a 2<sup>nd</sup> funding streak. Ken motion/Mary second/unanimous votes to decline. Gabby/ONS to email decision to the EGNC email contacts.
  - 3 CA Budget Committee P&P handed out to work on any updates and/or changes
  - 4 CA Budget Committee working on goals for the following year (complete by 11/27/23).
  - 5 Summary of the CA Budget Committee Activities
- ACTION:** Gail will draft and email to Mary.

### ONS/GABBY

**2023 CE GRANT EXPENDITURES:** Gabby passed out a spreadsheet report (attached). Remaining funds \$8,076.41.

- Gabby to contact NC's that did not order a Zoom account.
- The BSN application for CE Grant fund for the Spokane Neighborhoods Summit (11/4/23) and BSN Good Neighbor Awards event (12/16/23) was approved for \$1,000.00 during the October 5<sup>th</sup> Community Assembly meeting.
- Amber Groe/ONS was approved by the CA members, during the October 5 meeting to compile suggested items for the NECC storage. Items and prices received 10/23/23 via email include 30' inflatable projection screen, a projector/speaker, projector tripod stand, portable speaker, popcorn machine, lightweight folding 6ft tables, custom feather flag banners, collapsible wagon, 5-gallon beverage cooler, and a hot/cold beverage carafe.

**ACTION:** Ken motion to recommend to the CA for approval, second by Mary. Unanimous Vote to approve all items, except the hot/cold beverage carafe.

**EVALUATION FORM:** Updated/simplified. How the CE Grant Program impacted the awareness and participation of your neighborhood council. Website needs to be updated.

### OTHER:

- NOVEMBER 27, 2023
  - Election of officers: P&P 4. Terms 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 from the previous year are present at the beginning of each year.
- DECEMBER:
  - Budget Meeting – TBD
  - Announce CA Budget Committee members at the December CA meeting

**NEXT MEETING:** Monday, November 27, 2023 7:00 PM, WCCC Don Kelly Room

**ADJOURNED:** 8:09pm. Ken moved, and Mary seconded, unanimous vote to approve.

## **Draft Minutes: 10/04/2023 Land Use Committee**

**LUC Members Present:** Molly Marshall (Grandview Thorpe), Doug Tompkins (Logan/Exec), Pam Schermerhorn (Cliff Cannon), Amber Groe (ONS), Chuck Milani (Lincoln Heights/Exec), Christopher Savage (Balboa/SIT), Dan Knechtel (North Indian Trail) Jason Ruffing/Luis Garcia/Francisca Rapier (City of Spokane)

Meeting called to order at 5:34PM

Meeting Chair Doug Tomkins

Note Taker: Chuck Milani

Hybrid format with in-person attendees at Shadle Library.

September minutes and the October Agenda were approved.

Learning more about City departments, the Code Enforcement department gave a presentation on "Regulation of Residential Rental Housing ordinance". The new program which starts in 2024 will require all long-term rental units to be registered in the city. The registration would allow the city to know where all the rentals are and be able to more proactively inspect and correct issues before they become more serious. It was emphasized that the age of a house is not a reason that the house would not meet the standards. The department would be funded by a required business license (\$120) and unit fee (\$15 per unit) from the owner/landlord of the property.

In December, we will be voting on all 4 positions on the board of the LUC. A representative from each NC may vote if the neighborhood has been represented at two of the last four meetings. All eligible to vote and to run for executive positions will be reviewed at the November meeting.

Planning for the next year needs to be done.

Meeting adjourned shortly after 6:33PM

## **Draft Meeting Notes – CA Liaison Committee Meeting – October 10, 2023 – ZOOM**

Present: Paul Kropp, Southgate, Chair; Andy Hoye, Southgate, recorder; Bonnie McInnis, West Central, Lorna Walsh, Riverside; Annie Deasy, ONS, Patrick Striker, ONS for the initial half of meeting. Susan Burns, Peaceful Vally, absent excused.

We briefly introduced all participants, then reviewed each Liaison position, the appointment methods, etc, using the list in the CA P&P, XI Community Assembly Liaisons.

Patrick Striker spoke briefly and has decided to remove the Liaison portion of the proposed ordinance now in circulation. We reviewed with Patrick the section in the LC Policies and Procedures that permits a “withdrawal of nomination” for cause. He is aware of an un-named CA liaison about whom he has received some negative comments and will contact the committee chair later on that subject should he deem it appropriate. He then left the meeting.

We reviewed and approved the minutes from the September meeting and updated the liaison members’ attendance sheet for August. We will do a “check-in” visit with Lindsay Shaw at our meeting after the November 9 election, which seems advisable because her membership in the park board’s Development and Volunteer Citizen Advisory Committee (DC-CAC) ends in December.

We noted that Julie Biggerstaff will resign effective December 31 from her at-large membership on the park board’s Development and Volunteer Committee (DVC).

Andy will draft a new committee policy that addresses how people can document and report challenges or difficulties with a CA liaison member, to whom, and what happens next etc. Andy will send the draft to Paul for review, and we will discuss the policy at the next meeting.

Paul will do some minor edits to the committee’s proposed amendments to the CA P&P’s XI Community Assembly Liaisons section, especially regarding the wording for the park board committees; appointments are made by the parks director.

Submitted by Andy Hoye

Supplemented by Paul Kropp



## CA Neighborhood Safety Draft Notes/Minutes

**When:** 26 October 2023 @ 3:30pm-5:30pm

**Where:** The Hive on Sprague

**Those In Attendance:**

- Tyler Tamoush (Minnehaha)
- Tina Luerksen (Grandview/Thorpe)
- Charles Hansen (Whitman)
- Debra Howard (Manito/Cannon Hill)
- Jessra Johnson (Grandview/Thorpe)
- Sandi McIntyre (Spokane C.O.P.S.)
- Jeff Johnson (Spokane C.O.P.S.)
- Vic Pestrin (Latah/Hangman)
- Laura Johnson (Hillyard)
- Jeff Braunschweig (Hillyard)
- Patrick Striker (ONS Staff Liaison)

## **Meeting Notes/Minutes**

3:30pm - Arrival and set up.

3:45pm - Introductions of those present around the table.

3:50pm - Went over Policies and Procedures. We made some updates that will be typed out and made official. Created a new officer position of Vice Chair.

3:55pm - Held election for officers of Committee and are as follows:

1. Chair – Tyler Tamoush (Minnehaha)
2. Vice Chair – Laura Johnson (Hillyard)
3. Secretary – Jessra Johnson (Grandview/Thorpe)

4:00pm – Briefly discussed future date and time to hold meetings which was tabled.

4:05pm – Went over topics that the CA Safety Committee has touched on in the past.

4:15pm until 5:00pm close – Open forum Discussion. Brainstorm on topics, ideas, and concerns related to CA Safety Committee. We discussed who we would like to see involved as far as city organizations and departments.

Community Assembly  
Pedestrian Traffic and Transportation (PeTT) Committee meeting Draft Minutes  
October 24, 2023

## **Attendance**

Randy McGlenn (West Central), Charles Hansen (Whitman), Steve Cox (Audubon/Downriver), Cathy Gunderson (Chief Garry Park) Mary Winkes (Manito/Cannon Hill), Doug Trudeau (East Central), Rita Conner (Southgate), Carol Tomsic (Lincoln Heights), Carlie Hoffman (Emerson-Garfield), Annie Deasy (Office of Neighborhood Services)

## **Introduction**

The meeting was called to order by Randy McGlenn, chair.

Attendees introduced themselves and their neighborhood connections.

## **Traffic Calming Update Email from Abbey Martin (Attached to Agenda)**

The traffic calming update from Abbey Martin was read to attendees.

- 1. The Cycle 10 2023 projects are postponed officially to 2024, staff has told us they are able to do that package AND the Cycle 11 2024 approved projects that year.*
- 2. Council President and I met with staff who puts the projects out to bid about what the hold up was and how we could be more strategic about smaller bundles, themed projects to expedite the build timelines and better serve the neighborhoods. They agreed that looking at different ways to package the projects is a good idea and that holding up the whole package because a few projects are taking longer to design is disappointing to neighborhoods.*
- 3. City Council and Administration are in Budget negotiations as to whether some of the Traffic Calming dollars should be used for SPD to have Traffic Enforcement officers.*

A discussion on the update ensued. Steve said Mayor Woodward was at their recent council meeting and she discussed the budget. The city is short of 90 officers. Annie said the city's engineers were overwhelmed by the projects and getting the bids out. Annie said she does not sit at the traffic calming table, but a seat has been requested by Patrick and Kim. There were objections to taking money out of the traffic fund for anything other than neighborhood traffic calming projects. Annie said the four-year traffic calming project list was finalized and any new projects would be saved in a file and not acted on. Randy read a letter provided to him from a resident who supported traffic calming dollars being used for traffic enforcement officers. It was stated that many residents wanted traffic officers in their neighborhoods. A resolution was suggested to be drafted and sent to the Community Assembly for a vote asking the city council not to divert the traffic calming funds and to ask for an accounting of the funds and how they have been used. Steve looked up in the mayor's preliminary budget and noted that there was \$5.3 million dollars in the traffic calming fund. The funds were listed on page 14. It was stated traffic calming projects deferred to next year would cost more and taking money from the funds would affect neighborhoods that have been waiting years to get their projects done. It

was also stated that it was hard to say no to support for the police. Accountability of the use by the police of the funds was discussed. A resolution was drafted. Mary motioned to approve the draft resolution in principle to be future refined by Mary and Randy or anyone else, in time for the Community Assembly meeting on 11/2/23. Steve seconded. The resolution passed. No one opposed or abstained. Randy said he would draft a document with no substantial changes and email it out to the attendees.

The final draft of the resolution will be in the 11/2/23 Community Assembly meeting agenda.

### **School Pedestrian Safety Discussion**

Annie reminded attendees that Safe Routes to School was no longer in existence. The program was combined into the neighborhood traffic calming program. A Safe Routes to School still exists nationally but not locally. Steve shared his PowerPoint on Middle Schools Grade 6-8. He mapped and highlighted the 1.5-mile radius (not bus-eligible) of every middle school in the city and the arterials. He also researched the lack of safe sidewalks to school and funding resources. Steve said the moving of sixth graders into the middle schools was a safety issue. The Walking School Bus program was discussed. It was noted that Stevens Elementary has a walking school bus with seven students. It was mentioned that the school bus radius may have been changed due to the lack of school bus drivers. Charles said the school bus radius was 1-mile when he attended Shaw Middle School. A PeTT subcommittee was proposed. The proposed subcommittee would work on long-term projects, collect information, do research, walk areas, identify issues, engage entities such as the Spokane School District, the City, the County (school district's boundaries extend to the county), and the Plan Commission. The formation of a subcommittee passed. No one opposed or abstained. Steve volunteered to lead. Carol, Charles, and Rita also volunteered. Brittney was added to the list because of her prior interest.

Steve's presentation will be emailed to attendees again as many did not receive it.

### **Discuss Next Month Agenda Items and Projects to Review**

Randy said he would invite Colin Quinn-Hurst to give a presentation on sidewalks. Randy said he would give an update on the Community Assembly's recommendation of the said resolution. Cathy mentioned a letter to the editor and its discussion was added to the agenda.

**The meeting adjourned at 7:37 pm**

Next Meeting 11/28/23 at 6 pm

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

**Community Assembly Report, November 2023, 9:00 a.m.**

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

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

### **1. Shared Mobility Vendor—Request for Proposal—single vendor being sought**

The City of Spokane, through its Integrated Capital Management Department is initiating this Request for Proposals (RFP) to solicit Proposals from companies interested in operating bicycle and scooter shared mobility within the City of Spokane.

**Plan Commission Housing Work Group, October 11, 2023—canceled**

**Plan Commission, October 11, 2023—in person and via WebEx, 2:00 p.m.**

Workshop on GFCs. More to follow in a coming agenda.

[General Facilities Charges - City of Spokane, Washington \(spokanecity.org\)](https://spokanecity.org/General-Facilities-Charges)

**Hearing, October 11, 2023, 4:00 p.m.-- in person and via WebEx**

### **1. 2024-2029 Citywide CIP**

The draft CIP was recommended to the City Council with two findings of fact. These included the fact that there was no reference to either a homeless shelter(s) or a fire station in the Latah Valley. Both were cited as potential omissions, whether or not funding had been identified, since other projects without secured funding appeared on the CIP.

### **2. Building Opportunity for Housing, Phase 2 Code Amendments (Code chapters 17A.020, 17A.040, 17C.110, 17C.120, 17C.122, 17C.200, 17C.230, 17C.300, 17D.060, 17G.020, 17G.025, 17G.060, 17G.061, and 17G.080)**

After reading and hearing public feedback before and during its October 11 Public Hearing, Plan Commission unanimously voted to recommend approval of the Spokane Municipal Code text amendments proposed as part of Phase 2 of [Building Opportunity for Housing](#).\*

Please note that Plan Commission also recommended a few changes to the proposal, as follows:

1. Substitute the parking regulations to reflect the interim parking ordinance passed by City Council earlier this summer, removing parking minimums for residential development on sites located within one-half mile of a transit stop.
2. Update the lot dimensions to reduce the minimum lot area from 1,800 square feet to 1,200 to reflect the minimum lot widths and depths.
3. Remove the Middle Housing mix of housing type requirement for subdivisions greater than 2 acres.
4. Update names and references for clarity and consistency.

\*Summary taken from #Housing Choice, October 16, 2023

**Plan Commission Housing Work Group, October 25, 2023—canceled**

**Plan Commission, October 25, 2023, 2:00 p.m.—in person and via WebEx**

## 1. South Logan TOD Subarea Plan & FEIS

At the October 25 workshop, project staff will provide an update on the process and an overview of the Final Plan and Final EIS. A public hearing for the final plan and FEIS is scheduled for November 8. The final plan and FEIS will be posted to the project page soon, and previous materials and information are currently available: <https://my.spokanecity.org/southlogantod>.

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

## 2. Bike Network Prioritization Planning

The proposed bike network map in the City's Comprehensive Plan Chapter 4: Transportation includes several bike network designations that determine the level of future treatment of a particular roadway segment. Currently, there are ten designations that a road segment can receive on the future bike network map. This project's goal is to streamline the identification of key routes within the city's roadway network to better signify where future investment in bikeway design is located. The streamlined or "backbone" network is intended to provide an all-ages and abilities bicycle network that supports alternative modes of travel in a comfortable environment with reduced vehicle conflicts. Some of the goals of the project include increasing safety and comfort, avoiding or mitigating physical barriers, increasing connectivity, improving access to destinations, and improving transportation equity. Deliverables The priority bicycle network project is primarily a data and GIS analysis exercise. The consultant will produce a map based on criteria (see goals above) set by staff and stakeholders that identifies key bicycle routes across the city. These routes will then be checked and calibrated by incorporating feedback from the project team and stakeholders with on-the-ground cycling experience.

### **Hearing, October 25, 2023, 4:00 p.m.—in person and via WebEx**

#### General Facilities Charges

The Plan Commission moved to recommend the staff recommendation as follows: (1) Continue to apply interest charges from the date of construction in the calculation of system costs as provided for in Ordinance C-36372 (2) Preserve the Upper and Lower fee zones for water GFCs as established by Ordinance C-36372 (3) Continue to use MCE as the basis for calculating GFCs as adopted by Ordinance C-36372 (4) Add a 5/8 inch meter option to the GFC rate schedule (5) Allow a phase in of escalating GFC fees over a period of two years - 2024 and 2025, with the following amendments:

- 1) Eliminate interest,
- 2) Have only one zone,
- 3) Change from MCE to ERU as a basis for calculating use, and
- 4) Add findings of fact that recommend that GFCs be eliminated for low-income housing and for middle and high-density housing and other funding be secured to cover costs for these projects.

The motion with the amendments included passed 5 to 1.

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 Report October 18, 2023

Submitted by Kathryn Alexander, CA Liaison

This meeting was cancelled

### **Plan Commission Transportation Subcommittee Report**

The PCTS Committee met October 3 and talked about the Lime contract which is up for renewal. We also had a big discussion about pedestrian safety for the kids walking to the new and newly remodeled middle schools.

*Charles Hansen PCTS member*

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*\*Updated to Include Guest Names*

## **Community Assembly Draft Minutes**

*Prepared by: Office of Neighborhood Services*

**October 5, 2023, in-person at The Hive**

**Meeting called to order at 5:32 p.m. by Kelly Cruz**

**Present:** Bemiss, Cliff/Cannon, East Central, Emerson-Garfield, Hillyard, Minnehaha, Peaceful Valley, Whitman, Browne's Addition, Grandview-Thorpe, North Hill, Northwest, Audubon-Downriver, Chief Garry Park, Balboa/South Indian Trail, North Indian Trail, Manito-Cannon Hill, Riverside, Latah-Hangman, Southgate, Lincoln Heights, Logan, Shiloh Hills

**Not Present:** Comstock, Five Mile Prairie, Nevada Heights, Rockwood, West Central, West Hills

**City Staff Present:** Kim McCollim (Neighborhood Housing and Human Services [NHHS]), Amber Groe, Patrick Striker, [Office of Neighborhood Services (ONS)]

**Guests:** Leslie Hope (Community Housing and Human Services [CHHS]) Liaison, Kelly Cruz (Facilitator), Summer Sandstrom (Inlander), Paul Kropp (Liaison Committee), Dalin Tipton (North Hill).

### ADMINISTRATIVE AGENDA ITEMS:

- 1. Amend Draft Minutes:** Add Leslie Hope (CHHS Liaison) to the guest attendance list in the September meeting minutes. Tina Luerksen moved, Lorna Walsh Seconded, motion passes unanimously with four abstentions.
- 2. Approve Proposed Agenda:** Andy Hoyer Moved, Debby Ryan seconded, motion passes unanimously.
- 3. Approve minutes:** Andy moved, Carol Tomsic seconded, motion passes, 18-yes, 1-abstain, 0-no.

### **4. Admin Committee Action Items**

- Add Leslie Hope (CHHS Liaison) to the attendance list in the September meeting minutes.

### **5. Open Forum**

- Mary: Please read the Plan Commission report located in the CA Packet on page 61. There is a hearing on Wednesday, October 11<sup>th</sup> that may extend into Friday, October 13<sup>th</sup> based on the number of amendments. If you want to make comments or provide testimony, you need to be there in advance of the meeting to sign in. You can also attend via Webex. The hearing on the 11<sup>th</sup> will start at 4pm in the Council Chambers (basement level) at City Hall.

### AGENDA ITEMS:

#### **6. ONS Update (Patrick Striker)**

- Over the past few months, there have been many conversations about how to help neighborhood councils (NCs) grow. The concern is that NCs keep getting smaller city-wide year by year. While we have some that are doing well, many are currently hanging on by a thread. This overall steady decline is a concern shared by almost all. Many people have offered ideas, and these suggestions were compiled and incorporated into ordinance.

- Instead of working through the Community Assembly (CA), ONS decided to start with the ordinance itself as a jumping-off place. This is because while CA should be the place to go for something like this, due to some issues within the CA body, that is not a realistic expectation currently. So ONS decided that they do still want feedback, but not at a CA meeting. Preferred methods of input are the upcoming Q and A meetings, one on one meetings, phone calls, emails. Patrick will be hosting Q&A sessions over the next couple of weeks in each district. More information about the Q&A sessions can be found on page 10-11 of the CA agenda packet.
- Patrick mentioned that the most important things to know are: 1) no date is set for this to proceed, so there is no rush and 2) the ordinance can still morph into something new based on feedback received and encouraged everyone to attend the Q&A workshops to discuss potential changes. In fact, it already is morphing and changing based on feedback from people so far.
- You can also send concerns and questions to Patrick Striker at [psstriker@spokanecity.org](mailto:psstriker@spokanecity.org)
  - Luke Tolley: Added that CA can be helpful in the design of the ordinance, concerned about one-on-one conversations and would like broader conversations.
  - Mary Winkes: Advocated for clear communication about changes to the ordinance to ensure feedback and changes are transparent.
  - Dale Walker: Recommended that those with questions and input attend the three district Q&A meetings.
  - Tina: Advocated for reaching out to your City Council representatives if you have concerns.
  - Andy: Mentioned that a topic of interest is a conflict between the City Charter and the ordinance.
- Kelly Cruz: Provided historical perspective of how ordinances were previously brought before CA.
- Dale: Urged members to be polite and respectful when providing feedback about the ordinance.

## **7. Neighborhood Safety Committee Reactivation (Randy McGlenn)**

- We had deferred action on the Safety Committee until October. We will need three committee members to volunteer to re-establish the committee.
- Tina: In the past, this committee has worked on various important projects including the outdoor storage ordinance and the junk storage ordinance. Two people in Grandview-Thorpe have indicated interest in participating on the committee. Interested members suggested to add disaster planning, including wildfire preparedness and evacuation planning, to the topics that the committee focuses on.
- Gail Cropper: Shared information from the Safety Committee policies and procedures document. The Policies and Procedures document can be found on page 16 of the CA Agenda Packet.
- Motion to re-establish the Neighborhood Safety Committee with three volunteers (Tyler Tamoush, Tina Luerssen, and Lorna Walsh).
  - Scot Webb made a motion and Mary seconded. Motion passes with 19-approve, 0-deny, 3-abstain.
- An election of officers will happen at the first committee meeting. Volunteers to re-establish the committee include Tyler Tamoush (Minnehaha), Lorna Walsh (Riverside), Tina Luerssen (Grandview Thorpe). Tyler will be the interim chair for the committee and help to plan the meeting time/date/location.
- Previous topics and potential future topics for the neighborhood safety committee were discussed.

## **8. Ad Hoc Awards Committee (Randy McGlenn)**

- Tina: Suggested that Building Stronger Neighborhoods (BSN) Committee could take on the responsibility of planning for CA awards instead of creating an additional ad hoc committee.

- Motion to have the BSN Committee take over the ad hoc awards committee responsibilities for 2023.
- Mary made a motion and Lorna seconded. Motion passes with 21-approve, 0-deny, 2-abstain.

### 9. CHHS Board (Leslie Hope)

- Leslie presented to the members using a PowerPoint presentation.
- The CHHS Board is a conduit for the City to accomplish the things that they need to do to meet regulatory requirements to provide services such as grants related to housing.
- Board meetings take place on the first wed of every month from 4 - 6p.m., in the City Council briefing chamber, located on the basement level of City Hall (ask the guard on first floor to be let down to the basement level to attend the meeting)
- The CHHS Board is almost full, functioning well, and making progress in their efforts. There are a few folks who will be leaving the board at the end of the year, leaving vacancies to be filled.
- There are three standing committees as a part of the CHHS Board- an Executive Committee, the CHHS Affordable Housing Committee, and the CHHS Evaluation and Review Committee . When people apply for funding, these committees review and recommend to the City for action.
- Having more staff in the CHHS office has helped projects move forward with the accurate focus, as determined by HUD (United States Department of Housing and Urban Development).
- The CHHS board is where public comment can be taken. Meetings also include time for relevant education, discussions about decision making, action items, director's reports, City Council updates, and committee updates.
- Information about funds that CHHS works with were briefly shared (see slides for more information).
- Current activities for the board include: CHHS Director search, supporting work plans, standardizing documents, compliance efforts, and the Spokane Regional Housing Authority.
- Motion to extend discussion, first extension of 5 minutes. Tina moved, Luke seconded. Motion passes.
- Questions/ Comments:
  - Andy: There are three vacancies on the RFP Committee – If you are interested in influencing federal and state funding, join this committee. Information can be found on the [CHHS website](#).
  - Paul: Contact information for all liaisons can be found on the [Community Assembly website](#), including Leslie's (240.893.1389, lkhope@verizon.com).
  - Luke: What is the amount of commitment for the RFP committee?
    - One to two times a month, depending on the time of year.

### 10. CA Committee Updates (Committee Chairs)

- Budget: Monthly CA budget committee minutes are in the agenda packet on page 50. We are still looking to fill one more position, the committee, for District 1. If you are interested in the position, reach out to Gail (glcropper@yahoo.com). Gail provided an update about Community Engagement (CE) Grant expenditures. Currently, there is anticipated to be a minimum of \$7,000 left over for possible spending.
- Building Stronger Neighborhoods: On page 20, you will see the grant application submitted for a request for CE Grant money. There is a correction to the request- the \$2000 can be removed from the request, so the updated request is only for \$200. On December 16, 2023, BSN will be hosting the Good Neighbor Celebration. This event is intended to bring together all the people who are recognized by their neighborhood council and CA. It's an opportunity to network, connect, and honor the work of our neighbors. BSN is requesting \$100 for food and \$100 paper goods, totaling \$200 for the event.

- Andy: Does BSN need more money for awards since you are taking on the CA awards ad hoc committee duties?
- Mary: Recommended offering up to \$700 for the awards and the Good Neighbor Celebration.
- It was noted that past award winners are recorded and can be provided upon request.
  - Motion to approve a budget of up to \$1000 for the Good Neighbor Celebration and CA awards.
  - Andy made a motion and unsure who seconded. Motion passes with the following roll call vote results:

	Approve	Oppose	Abstain
1. Audubon/Downriver	X		
2. Balboa/SIT	X		
3. Bemiss	X		
4. Browne's Addition	X		
5. Chief Garry Park	X		
6. Cliff/Cannon	X		
7. Comstock			
8. East Central	X		
9. Emerson/Garfield	X		
10. Five Mile Prairie			
11. Grandview/Thorpe	X		
12. Hillyard	X		
13. Latah/Hangman Valley	X		
14. Lincoln Heights			X
15. Logan	X		
16. Manito/Cannon Hill	X		
17. Minnehaha			X
18. Nevada Heights			
19. North Hill	X		
20. North Indian Trail			X
21. Northwest	X		
22. Peaceful Valley	X		
23. Riverside	X		
24. Rockwood			
25. Shiloh Hills	X		
26. Southgate	X		
27. West Central	X		
28. West Hills			
29. Whitman	X		

- Amber Groe and Tina will work with Patrick Striker to see if the City will allow spending more than \$100 on food for the Good Neighbor Celebration.
- The Good Neighborhood Celebration will take place on Saturday, December 16<sup>th</sup> from 9 – 11 a.m. at the Hive (2904 E Sprague Ave).
- Admin Nominations Committee: Nominees are Tina Luerksen (Grandview-Thorpe), Christopher Savage (Balboa-South Indian Trail), Luke Tolley (Hillyard), Randy McGlenn (East Central), Fran Papenleur (Audubon-Downriver), and Scot Webb (North Hill). Voting will take place during the November meeting. CA Reps eligible to vote will vote for five members.
- Liaison Committee: The Liaison Committee had a special meeting regarding the proposed NC ordinance. Andy, Paul Kropp, and Patrick met with Chris Wright to discuss the committees' thoughts on the ordinance. Patrick has been invited to attend the next Liaison Committee which will take place

on Tuesday, October 10<sup>th</sup> at 2pm which will be held virtually [Note: the meeting location was updated after meeting minutes were taken. These minutes reflect the updated location.]. A discussion about timelines for CA committee and liaison appointments ensued.

- Policies and Procedures: Recommendation to discuss the Policies and Procedures (PnP) committee during the November meeting.
- A discussion about the remaining CE grant funding took place. Recommendations such as replacing current CA Equipment were mentioned, including the popcorn machine, lighter tables, etc. It was mentioned that the closet where CA Equipment is stored at the Northeast Community Center may be too small and not safe. Concerns included that the space may be in violation of the fire code since there are supplies blocking an electrical panel.
  - Motion to extend discussion, first extension of 5 minutes. Luke moved, Andy seconded. Motion passes with 21-approve, 0-deny, and 3-abstain.
  - A recommendation was made to include the CA Equipment inventory list in the CE grant training.
  - Neighborhoods are encouraged to submit all ideas about how to spend the remaining CE Grant funding to the Budget Committee by their [next meeting](#) on Monday, October 23<sup>rd</sup> at 7 p.m. at the West Central Community Center. Budget committee will bring ideas forward at the November CA meeting.

#### **11. Roundtable Discussion**

- Randy: Ken Cruz from West Central cannot participate in the CA meetings because they start too early for him to make it to the meeting. He would like to ask the CA to consider bringing back the hybrid option.
  - Gail: I would like to the hybrid option offered again. Gail mentioned that she has to take off work in order to be at the in-person meeting.
- Vic: Expressed his understanding of the CA and concerns about the lack of serious, large-scale, City-wide challenges discussed.
  - Other members offered context and their own experience about how CA functions, including committee work, and how meetings are organized.
    - Motion to extend discussion, first extension of 5 minutes. Luke moved, Tina seconded. Motion passes.
    - Motion to extend discussion, second extension and final of 5 minutes. Luke moved, Tina seconded. Motion passes.
  - Concerns were expressed about talking over each other and recommendations for not repeating one another.
  - Members offered a recommendation to read the Charter on the ONS website, to help understand the CA more fully.

#### **12. Actionable Items Review**

- Randy will follow up with Patrick about the ordinance Q&A sessions and ask that they are resent, along with the ordinance itself to all NCs and CA reps.
- A review of the PnP Ad Hoc Committee will be added to the November CA agenda.
- Randy will follow up with Kim McCollim about CA equipment, and what needs to be replaced.

Motion to adjourn the meeting. Andy motioned, Scot seconded. Motion passes.

***Meeting adjourned at 7:41PM. Next meeting will be held Thursday November 2<sup>nd</sup> at 5:30PM.***

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

Saturday, 10/21/23 9:00 AM – Northeast Community Center 4001 Cook, Spokane

**Present In Person:** Tina Luerssen (BSN Chair: Grandview Thorpe), Dan Brown (North Hill), Luke Tolley (Hillyard), Kathryn Alexander (Bemiss), Dave Lucas (BSN Vice: Rockwood), Tyler Tamoush (Minnehaha) **City Staff:** Amber Groe (ONS). **Present On Zoom:** Charles Hansen (Whitman), Alexandra Golikov (Emerson-Garfield), Jonathan Tilley (Nevada Heights). **Absent:** Gail Cropper (BSN Secretary: Northwest), Fran Papenleur (Audubon-Downriver).

**MEETING MINUTES 9/16/23** - Unanimous Vote to approve.

**WELCOME AND COMMITTEE BUSINESS:** All BSN meetings will be at the Hive for next year, starting next month, on 3<sup>rd</sup> Saturday from 9-10:30 am. December Good Neighbor Party at The Hive from 9-11am.

#### **ONS Report (Amber Groe)**

Registration for Spokane Neighborhood Summit is full, 75 have registered. Cravens Coffee is a partner. Rosauers: breakfast and snacks. Lunch catering by Feast World Kitchen. STA: 100 reusable bags, registration packet and goodies. Raffles throughout the day. Jobs were allocated and the Sheets for participants and jobs were shared. Evaluation forms were shared and input requested by ONS. Lots of advertising, local TV may be there etc. ONS intent is to get lots of attention on the neighborhoods.

Assignments of BSN Committee Members for sessions. A site map was passed around.

**ACTION:** *Respond to ONS with suggestion on the evals.*

#### **SNLA (Amber):**

Cindy Donahue will be the new coordinator of the program. Their intent is to start in February, so things are a bit tight. Amber requested BSN representative(s) to participate in the curriculum planning: Kathryn, Tyler and Dan all volunteered to be part of this.

#### **CA Budget (Amber)**

- About \$7,000 is left with \$1,000 approved for BSN for the Good Neighbor Party.
- Ideas for end-of-year expenses: Purchasing more StrengthsFinder books/codes for Neighborhoods as well as 2024 SNLA cohort to utilize. Hiring a consultant for CA training, Getting new equipment for Neighborhood use and repairing equipment (cart to move things etc), and money for last minute CA needs, were ideas discussed The equipment had the most interest, and was easiest to implement within the short timeframe.
- Training for the equipment, including cheat sheet/check lists were also discussed.
- There was also a lively discussion on educating CA members, look into NUSA and other Neighborhood Summits that would offer new ideas for CA/NC reps to attend in 2024.

#### **December 16th Good Neighbor Celebration, 9-11am at The Hive**

- The Spirit of the CA, Good Neighbor, and Janette Harris Award will be given out. In past years, there has also been a Life-Time Achievement award for those CA Reps “retiring” after years of service.
- Submitting slides for a slide show to showcase neighborhood success was discussed.
- The need to keep track of our history, both at the neighborhood and CA levels was discussed.

**ACTION:** *Neighborhoods to send slides to Amber, Luke to help Tina to put it together.*

#### **November 18<sup>th</sup> meeting agenda topics (at the Hive):**

- Finalize awards and Good Neighbor Party details.
- SNLA update with Cindy?
- SNS Event recap and next steps.
- Refresh BSN committee goals for 2024.

Meeting adjourned at 10:32am.

Minutes Submitted by Kathryn Alexander, edits by Tina Luerssen

Draft BSN