

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



Meeting Agenda for Thursday, March 7, 2024
5:30 to 7:30 p.m., The Hive
Proposed Agenda Subject to Change
Please review previous month's minutes:
*Community Assembly Minutes: February 1, 2024



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	6
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	-
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Agenda

6. ONS Update (Patrick Striker).....	5 min (5:55)	Oral Report	-
7. CTAB Updates (Randy McGlenn).....	15 min (6:00)	Oral Report	-
8. Policies and Procedures Update (Paul Kropp).....	10 min (6:15)	Oral Report	13
9. Communications Committee Briefing (Dalin Tipton)	10 min (6:25)	Oral Report	-
10. Neighborhood Safety Committee Updates (Tyler Tamoush)	5 min (6:35)	Oral Report	39
11. Budget Committee Updates (Gail Cropper).....	5 min (6:40)	Oral Report	22
12. Building Stronger Neighborhoods Committee Updates (Tina Luerssen)	5 min (6:45)	Oral Report	24
13. Liaison Committee Update (Paul Kropp)	5 min (6:50)	Vote	28
14. Admin Committee Updates (Randy McGlenn).....	10 min (6:55)	Discussion	14
- CA/CC Recap, Strategic Plan Goals			
15. Roundtable Discussion.....	10 min (7:05)	Open Discussion	-
16. Actionable Items Review	5 min (7:15)	Report	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee	20
• Budget Committee	22
• Building Stronger Neighborhoods Committee (BSN).....	24
• Communications Committee	
• Community Assembly/Community Development Committee (CA/CD)	
• Land Use Committee.....	27
• Liaison Committee	28
• Neighborhood Safety Committee	39
• Policies and Procedures Committee (P&P).....	13
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	46

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

• Citizens Transportation Advisory Board (CTAB) Liaison Report	
• Community Housing and Human Services (CHHS) Liaison Report.....	48
• Design Review Board Liaison Report	
• Plan Commission Liaison Report.....	

Spokane Neighborhoods Community Assembly
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- Urban Forestry-Citizen Advisory Committee Representative Report49
- Housing Action Subcommittee Liaison Report
- Plan Commission Transportation Subcommittee Liaison Report
- Park Board Development and Volunteer Committee Representative Reports51

**** 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:

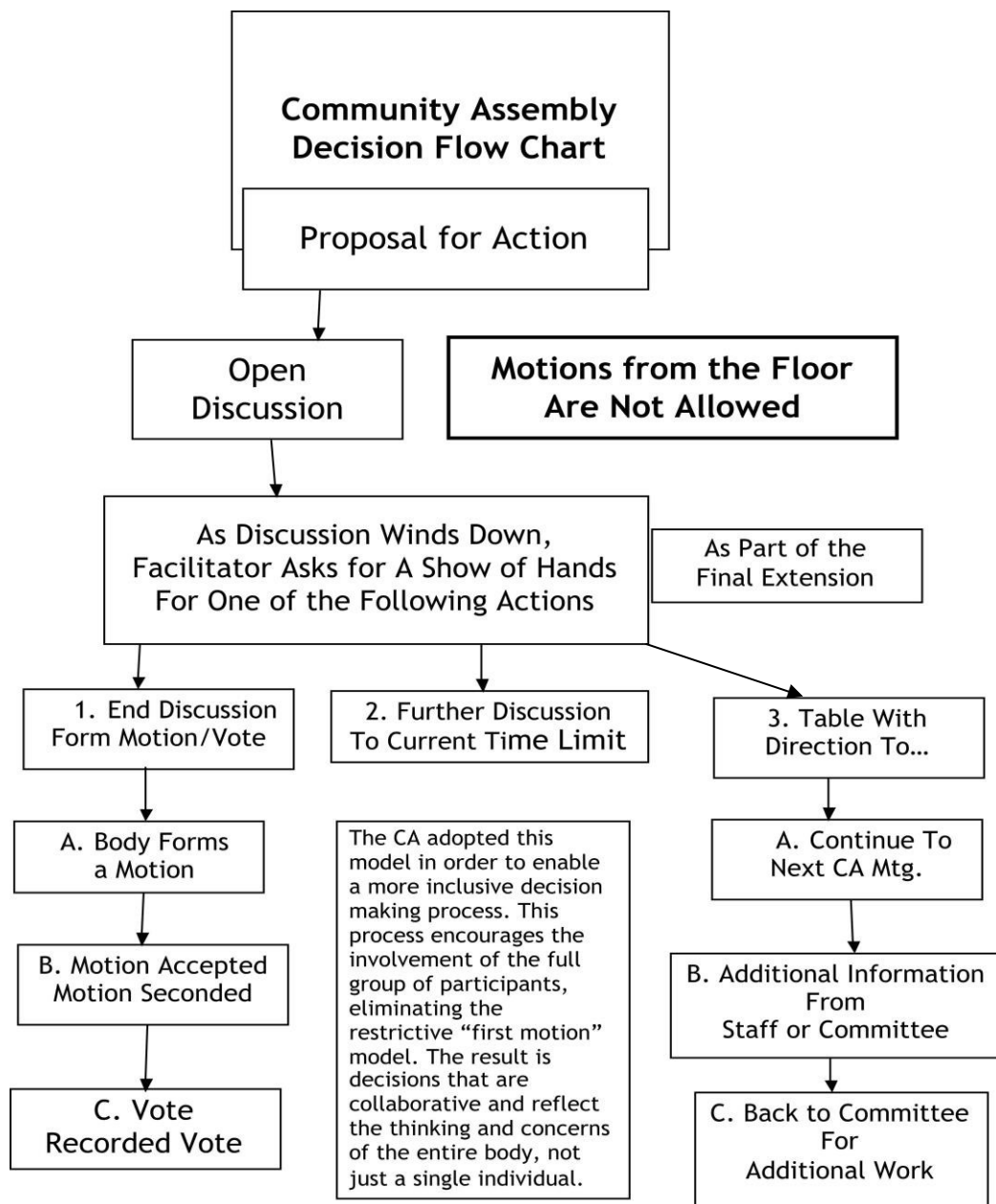
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

February 1, 2024, in-person at The Hive

Meeting called to order at 5:30 p.m. by Kelly Cruz

Present: Audubon-Downriver, Bemiss, Chief Garry Park, Cliff/Cannon, Comstock, East Central, Emerson-Garfield, Grandview-Thorpe, Hillyard, Latah-Hangman, Logan, Manito-Cannon Hill, Minnehaha, North Hill, North Indian Trail, Northwest, Riverside, Rockwood, Shiloh Hill, Southgate, West Central, West Hills, Whitman

Not Present: Balboa/South Indian Trail, Browne's Addition, Five Mile Prairie, Lincoln Heights, Nevada Heights, Peaceful Valley

City Staff Present: Annie Deasy, Patrick Striker [Office of Neighborhood Services (ONS)], Nick Hamad, Spokane Parks and Recreation

Guests: Kelly Cruz (Facilitator), Paul Kropp (Liaison Committee), Kris Neely (Southgate and Urban Forestry liaison), Shawn Terjeson (Lincoln Heights), Mike Gifford (West Hills), Vic Pestrin (Latah-Hangman), Sue Arneson (West Hills), Becky Dickerhoof (Latah-Hangman), Leslie Hope (Community Housing and Human Services Liaison), Jeffrey Dpeyle (could not read)

ADMINISTRATIVE AGENDA ITEMS:

1. Introductions

2. Approve Proposed Agenda: Andy Hoye moved; Ed Bruya seconded. Motion passes: 19-approve, 0-deny, 3-abstain.

3. Approve Minutes: Motion, who seconded, and results of vote were not repeated by Facilitator for staff to hear and were not listed on tally sheet.

4. Admin Committee Action Items

- Randy McGlenn: None to mention.

OPEN FORUM:

5. Reports/Updates/Announcements

- Paul Kropp: Working on 29th Avenue pedestrian safety measures. The proposal goes to committee review on January 10, and will be acted on at the City Council meeting on January 29. Please direct letters and comments towards City Council and Spencer Gardner (Planning).
- Mary Winkes: Plan Commission has its 2023 Year in Review coming up. It will be posted on: <https://my.spokanecity.org/bcc/commissions/plan-commission/> under General Documents.
- Cliff Winger: Urban Forestry met on Tuesday, Jan. 30. We have a full committee for the first time in a long time. Katie presented City Urban Forestry report. A grant was submitted with the focus in the first year being on tree removal. Software was purchased with funding provided by Avista for tree inventory that will inventory where all the City owned trees are, where you can and CAN NOT plant them, as well as priority planting areas, golf course tree management, and Arterials and trees, where trees can be planted varies. The goal is to double trees that are in the right-of-way. A new arborist will be hired by Urban Forestry department.
- **Motion to extend 5 minutes, first extension.** Andy motioned; Debby Ryan seconded. Motion passes.

AGENDA ITEMS:

6. ONS Update (Patrick Striker)

- Council President Betsy Wilkerson and Council Member Michael Cathcart are sponsors for the neighborhood council ordinance and will move it forward.
- Staff schedules were changed to have staff attend a meeting and stay for its entirety. Staff will reach out if it affects you and that begins in March.
- A Land Use Town Hall, hosted by District 3 Council Members is taking place on Thursday, Feb. 22, from 5:30 to 6:30 p.m. at the West Central Community Center, 1603 N. Belt St.
- Spokane Neighborhood Leadership Academy kicks off Saturday, Feb. 10. Laura Johnson, Tyler Tamoush, and Sandy Wicht will be part of the academy.
- Community Engagement (CE) Grant trainings are in-person with one virtual option and will be held on the dates below. Select one to attend.
 - Training 1: Wednesday, Feb. 7, 6:00-7:30 p.m. in-person at Shadle Park Library, Studio Room (2111 W. Wellesley Ave.)
 - Training 2: Monday, Feb. 12, 6:00-7:30 p.m. in-person at West Central Community Center, Newton Lounge (1603 N. Belt St.)
 - Training 3: Friday, Feb. 23, 5:30-7:00 p.m. virtual via Zoom (<https://us02web.zoom.us/j/85930888799?pwd=RTV3Mkdnb1BuYjA4eklWaGdMVE0yQT09> Meeting ID: 859 3088 8799, Passcode: 99201)
 - Training 4: Saturday, Feb. 24, 10:00 - 11:30 a.m. in-person at Liberty Park Library, Events Room (402 S. Pittsburg St.)
- Clean-up training is Friday, Feb. 16., at 6 p.m. at the Shadle Park Library, Events Room (2111 W. Wellesley Ave.) and Zoom.

7. Planning for Neighborhood Parks (Nick Hamad)

- Nick introduced himself and mentioned that he began his career in Parks in 2016 as the landscape architect.
- Nick then gave a presentation on the Future of Spokane Parks that included a Park Bond teaser that will be on the August 2024 ballot. Parks staff want to be responsive to community outreach over the last couple of years.
- Presentation of what is the Future of Spokane Parks. Asked back in 2021. The Park and Land master plan. Four big chunks:
 - Better playgrounds.
 - Better restrooms.
 - Better access to trails and trail heads.
 - Invest in neighborhood parks.
- City bonds every seven to eight years:
 - Historically the special uses.
 - Neighborhood parks have had a small part of the wedge—about 10% have been properly maintained.

Park Plan that was adopted in 2022. Ballot resolution August 2024. Gave out Healthy Parks, Healthy Neighborhoods brochures. Rather than a bond, asking for a levy because levies allow to hire staff and bonds do not. Add a few new parks for the neighborhoods that do not have access to parks like Shiloh Hills, Latah Hangman. Sprinklers. Trailheads and trails. Disc golf. Purchase land.

Currently there are 14 staff that are operational to maintain parks. Would like to double the staff. Expand park ranger outside of Riverfront Park. Sensors in park restrooms.

- District 1 and 3 combined have the same number of parks as District 2. Parks want to present to each neighborhood, so residents know what to expect in their neighborhood.
- If levy approved, funding starts in 2025. 5% more to your tax bill if the Parks levy passes and rate is locked in the year that it passes.
- Debby loves new Liberty Park. Parks promised pickle ball court, asked what the status of that is. Playground went in and Library went in. Court would go into the lower area, contingent on funding.
- Laura asked about Harmon Park and a hole that's in the top of the pavilion. Nick said they are fixing the worst stuff first.
- Mike Gifford requested maintenance for the slides that are cracked in Riverfront Park.
- **Motion to extend 5 minutes, first extension.** Andy motioned; Debby seconded. Motion passes.
- **Motion to extend 5 minutes, second extension and last extension.** Tyler Tamoush motioned; Luke Tolley seconded. Motion passes.

8. Community Engagement Follow-Up (Luke Tolley)

- Handout was distributed and shared on screen about how the Police reform task force was formed and how they do community engagement. This started a discussion that highlighted the problem with community engagement standards and best practices. Part of community engagement includes talking to right people and more people and groups help connect with the right people with what to do. It seems like each City department that has their own public participation plan. CA requests presentation and reform or establish engagement and standards and best practices.
- Does CA want to do something around this topic?
 - Tyler: Bridging gaps. Bringing SPD in. Other minority groups in the City. Equity groups. Sitting down with SPD with marginalized groups and bridge gap. Creating a safe space.
 - Mary Winkes: There is a public participation program in the Plan Commission that was updated in 2016. Helpful to go to Mayor to address uneven public participation in departments and ask for general guidelines—it is something that is expected as a standard.
 - Krista Anderson: Consistency.
 - Eileen Kazura: Good public participation training., not morpheme with 4 months in between.
 - Fran Papenleu: Mayor's transition team may be a good place to start—it's a City Administration thing, not a City Council thing.
 - Kelly Cruz: Good start further discussion that can be made. Ad hoc committee.
 - Dan Knechtel: Someone from City Council.
 - Andy: Who in this room is a member of the Mayor's transition team. No one raise a hand. Glaring example.
 - Lindsey Shaw: Hard to ask Police to do anything because neighborhood resource officers do not show up anymore. Neighborhood people we can go to. Logan lost their COPS shop.
 - It is a systemic problem that is in every City issue. For example, the Planning public participation may be what must be done, not necessarily what is best practice.
 - Fran: Amber Waldref and Ben Stuckart were the only two on the transition team that have any idea about neighborhood structure.
 - Tina: Asked if this is something for Building Stronger Neighborhoods to tackle if the body of the CA agrees they are the appropriate committee. Goals were talked about this month, and it was more about promoting neighborhoods and not policies and procedures.
 - Fran: Admin is the committee to address this.
 - Patrick: ONS meets quarterly with a national group and we can bring that up.

- Who wants to be involved, please get hold of Luke. Lindsey and Andy said they wanted to be.
- ***Motion to extend 5 minutes, first extension.*** Laura motioned; Debby seconded. Motion passes.

9. 2024 Community Assembly Goals (Randy McGlenn)

- Discussed with City Council President what the objectives are for this year. It is important that the CA come up with goals of their own. What does CA want to accomplish this year. Discussion to address this—working session or form a committee?
 - Lindsey: Are the goals contingent upon what City Council come up with?
 - Fran: three strategic goals.
 - Andy: various retreats not to have any stature, measurable achievements outgoing and make public. Inventory of what is available to us.
 - Dalin Tipton: sense of need of legitimacy and best way to demonstrate that is to produce recommendations and move things for consideration.
 - Cliff: agrees with Andy about Plan Commission's year in review. Summarize agendas and share what we do, are we missing something.
 - Kris Neely: communications x3, rarely see the Community Assembly, let people know they exist.
 - Fran: tracking historical accomplishments like with an annual report and we need to do better.
 - Pam: we need connection and response with resolution—what is the worth if they are not responded to, make a difference and action because of resolution.
 - Ed: community neighborhoods were very active and same could be said for neighborhood council—worthless. No direction. No teeth that came out of CA. Some sort of usage of this body.
 - Lindsey: having liaisons on committees like Parks is huge to have our voice heard.
 - Tyler: came from a booming town. Neighborhoods are getting apartment buildings coming in. SNLA is great but CA still has this ordinance on the table that may bring term limits and training people is going to be huge.
 - Mike: value of neighborhood council and CA to the residents to bring butts in seats? Mailers? How to communicate the value of what participation is. City Council wants to cut out the Neighborhood Council 2-minute forum on Monday's Legislative meeting.
 - Luke: taking this and building it out. We need a committee or something to determine what the specific things are.
 - Dalin: word of mouth and neighborhood councils is huge, communications and young voices—communications sub committee and Instagram, FB, twitter, and direct communications to the people of our city and they can be called into the conversation.
 - Laura: at clean-up event handed out information out to all residents that participated in the clean-up—old school.
 - Krista: legitimacy and giving examples. How did CA get a seat at the table, 29th Avenue pedestrian and those were not obvious.
 - Ken Cruz: echo on the communications—event at Summit and send out press releases—communications committee and someone puts the stuff out for the neighborhood.
 - Lindsey: invite them here we are already doing the work and help celebrate us.
 - Andy: do we need a new standing committee? Communications committee?
 - Fran: we can make the 2024 goals and action items.
 - Ed: Latah Hangman and Comstock weekly email blasts that go out to parents.
 - Randy: Admin committee take these ideas in charge of Admin to build recommendations. It is essential and we need to engage media.

- Kris: if we don't sell it, they won't buy it. CA should do annual inventory of who belongs to what.
- Paul: action items in 2, as liaison committee chair, and he listed all of the committees. There isn't a distinct list but will show to it to the liaison committee next month.
- Ken: can we establish a committee.
- **Motion: Establish a communications committee.** Ken Cruz motioned; Cliff seconded. Randy, Dan Dalin, Tyler, and Ken offered to serve on the committee, Patrick Striker will be the ONS staff liaison. This will be a standing committee. Motion carries.
- **Motion to extend 5 minutes, first extension.** Ed motioned; Andy seconded. Motion passes.
- **Motion to extend 5 minutes, second extension and final extension.** Kathy motioned; Andy seconded. Motion passes.

10. CA Committee Updates (Committee Chairs)

- **Budget:** Budget met. The complete committee was in attendance. The CE Grant Coordinator is Gabby Ryan. Look on program page for 2024 program guidelines. NCs can apply for up to \$850 grant. Must attend one of the four trainings; there will be three in person and one on zoom. Saturday, Feb. 24, applications will be accepted upon completion of training. Friday, March 1, the Budget committee will begin reviewing application. Deadline for application package is June 14. Receipts are due Sunday, Sept. 22. Inventory is being worked on that will include what items are available and how to check them out.
- **Community Assembly/Community Development (CA/CD) Committee:** \$20 million passes through CDBG department fairly rigidly controlled. Citizen ran—department tells good points. Advocating for the CA to be active. The CDBG process is not compliant, and there needs to be a process to address formal comments and how to get things going on the next round. No special treatment or allocations. We need to start at ground zero and partner with other agencies. Andy: Smith-Barberi may do that and want to find a way to get community projects funded.
 - Andy: United voice is louder than many speaking separately. CDBG is for low income to moderate income projects—trying to get map of which neighborhoods that are considered low income and how to get a request for those neighborhoods.
- **Neighborhood Safety:** Please use your table tent cards to show if you have a graffiti issue in your neighborhood; everyone showed green. We connected with Ryan Overton, communications staff for Washington State Department of Transportation, and they have been hard at work and close to hiring full team for graffiti crew. Spokane Arts has been participating in discussions regarding the murals in the City off of I-90 and ideas to detract tagging. Sgt. Rose, Luis Garcia, and Paul Lauer attended the meeting. Sgt. Rose identified who "Slime" was and it is not gang related. There is a difference between gang related graffiti. Looking at a location to store supplies from Code and City other than a COPS shop. There is discussion about having an expression wall where taggers and graffiti artists have a set location. Spokane Arts will give presentation on things they have in mind for murals. All residents are welcome to attend.
 - Ken: before Kendall yards was developed there was a train trestle wall that allowed messages to be out there and we used to have a wall; no reason why we should not have one.
 - Tyler: blank slate quarterly.
 - Kathy Hagy: Hard to get ahold of the railroad companies; the safety committee has tried to reach them.
 - Lindsey: said on the railroad site they have cleanup. Wednesday, Feb. 28, at 6 p.m. at the Hive.

- Policies and Procedures: Needs one more person to be on the committee, someone new with a new set of eyes. Two things need to be done: what is already submitted on the handout, and the other part is the resolution on the backside. It needs to be done well. Can meet at volunteer's convenience. Fran volunteered.
- Land Use: Meeting will be the 4th Thursday of every month from now on at 5:30 p.m. at the West Central Community Center. The exception of this schedule will be this month's meeting, Wednesday, Jan. 24, at Central Library at 5:30 p.m.
- Building Stronger Neighborhoods: The Committee is working on outreach and training. Love idea of a separate communications committee and in the past CA has not had the capacity. Would like crossover—with one person on both committees. The goals on page 36 were discussed. Input was made as to what the curriculum looks like for the Gonzaga Spokane Neighborhood Leadership Academy program. How to support neighborhood council events and activities. Grant opportunities to be able to offer another Leadership Summit. Online toolkit—spokaneneighborhoods.org that includes Community Assembly tools, press release templates, and how to create a flyer. The next meeting will be offered on zoom only and it was moved because of President's Day to Saturday, Feb. 24, from 9 to 10:30 a.m. at the Hive. Luke is newly appointed secretary.

11. Upcoming CA/CC Meeting (Randy McGlenn)

- One CA/CC meeting scheduled this year, February 29. One of the topics of discussion is can CA get one maybe two more meetings scheduled this year. What do we want to talk about. This is our opportunity to have a meeting with City Council.
 - Ken: participation at neighborhood council meetings. No one attends, and they used to attend but not anymore.
 - Kathy: one person come to our meetings last year from the City. How do you encourage them to attend?
 - Tyler: Bingle and Cathcart have families and want to be home with their kids. I thought Council President would be here tonight, but she is not. What do we want on the agenda?
 - Luke: the ordinance should be on the agenda. If it is alive and, on the table, we should talk about that. How Council President's role liaises with CA, Council Member Amber Waldref used to be at every single CA meeting. Council President wants to be primary conduit between CA.
 - Debby: is Thursday, Feb 29., too soon to address the resolutions and protocol?
 - Fran: succinctly wrapped up the meeting. She did not commit to attending tonight. What does the budget look like and how does that trickle down?
 - Cliff: how does City Council and the neighborhood address something, especially since the public comment may be removed from the City Council legislative agenda.
 - Paul: the comment period is there, but typically no one ever shows up.
 - Ken: it is a 2-minute comment. We have not seen a rep a in 3 months. City Council should attend neighborhood council meetings.
 - Tina: City Council is doing Town Halls in March for District 1, June for District 2, and September for District 3.
 - Laura: asked about Expo Celebration—it is on the VisitSpokane website.
 - Luke: policies and procedures request process that vets through this group if you want to talk at a City Council meeting placeholder.
 - Randy: if you have an idea of something that you would like added, please let us know.

12. Roundtable Discussion

- Randy McGlenn: Changes to public forum at City Council. Is there something that we could do to help support or augment to set standard of decorum. We can all agree that we want a good forum to share ideas. Having some solidarity could go a long way. A way to express those things and not robbing the CA of discussing with government.
 - Luke: around public participation discussion, get our own guidelines in place, reflection of not feeling heard.
 - Tyler: I know two people that go there and do what City Council does not want them to do. When you're in a government forum, do not turn your back to someone, have a professional decorum.
 - Kris: we would like it to be more polite. Let things sort itself out. Battling over first amendment.
 - Ken: when you go to the council meetings they stay on official comment.
 - Fran: I agree with Kris. We need to get our own house in order.
 - Lindsey: you can write a letter to the editor expressing our opinion.
 - Laura: if we don't feel like we're being heard, why would we say anything about someone else not being heard.
 - Krista: standing on boxes might get something pulled off.
 - Tina: making an official request to post the strategic plan that the CA approved on the website.

13. Actionable Items Review

- Admin committee will be following up on standing communications committee and CA/CC agenda.

Meeting adjourned at 7:55 p.m. Next meeting will be held Thursday, March 7, at 5:30 p.m.

Community Assembly
Ad Hoc P&P Committee

February 10, 2024

Meeting Summary ** DRAFT **

Paul Kropp, Chair

The group welcomed Fran Papenleur (Audubon-Downriver) to replace Dalin Tipton (North Hill). Randy McGlenn (East Central), Luke Tolley (Bemiss), and chair, Paul Kropp (Southgate) all in attendance.

Early in the application period the P&P committee received three standing committee proposals for amending their policy documents: two from the Liaison Committee and one from the Neighborhood Safety Committee. Only one further submission was received by the February 5 deadline. Fran Papenleur forwarded the committee a proposal as a neighborhood council member on deadline day.

Decisions:

- Committee members are agreed that the Liaison Committee's amendment proposal for the Community Assembly P&P section XI. "Community Assembly Liaisons" in table form be recommended to the Community Assembly for adoption as drafted and that the current section XI be eliminated and the proposed CA liaisons information table be repositioned to the addendum section of the CA's P&P.
- Committee members are agreed that the Liaison Committee's proposed amendments to its policies and procedures referencing the liaisons table be recommended as drafted to the Community Assembly for adoption.
- Committee members are agreed that a substitute draft for the Neighborhood Safety Committee's P&P prepared by the chair could be recommended to the Community Assembly for adoption as drafted, subject to the concurrence of the NS Committee itself at its meeting on February 28, or at a later date. The chair will confer with Tyler Tamoush, NS chair, in advance of their meeting later this month.

Continuing discussion topics:

- CA meeting standards for "decorum."
Randy will take a look at expanding this topic using the outline Fran Papenleur submitted and aim to have some language ready for review at the next meeting.
- A CA P&P standard format template and section numbering scheme.
With Randy at the controls in Word, the group looked at options on the study room display. A definite recommendation will emerge.
- Hybrid meeting guidance development per January CA resolution.
The Admin Committee will be asked to include further discussion on this topic in the agenda for the March CA meeting. Providing for control of who can vote and for voting to occur quickly and fairly are key component of any hybrid meeting setup the CA may adopt and thus the need to identify and recognize those who are qualified to speak and to vote.
- Guidance for the elements of the standing committee policies and procedures "template."
Is the existing text in the current CA P&P at V. "Committees" sufficient, or even clear? Important because the CA is in the process of forming a new standing committee for communications.

Next meeting:

- Friday, February 16, in the Hillyard library at 2 PM. A meeting day and time thereafter will be decided then. Saturday the 24th is not possible.

Community Assembly Strategic Plan

2023

Working Draft as of 05/02/2023

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

Executive Summary/Introduction

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

This strategic plan covers the year 2023. Successive annual plans will cover the months October through September, with provision for both monthly monitoring and an annual evaluation. Yearly revisions will take place during the CA's annual October retreat.

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

Vision Statement

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

Source Spokane City Charter

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

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

Representatives are expected to represent the interests of their respective neighborhood council. The community assembly meets with the city council neighborhood committee and the City's office of neighborhood services periodically to discuss community-wide issues. The responsibilities of the community assembly include to:

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

Mission Statement

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

Source: CA Handbook

Core values:

Common Good: Working towards mutual solutions based on diverse and unique perspectives.

Alignment: Bringing together the independent neighborhood councils to act collectively.

Initiative: Being proactive in taking timely, practical action.

Balance of Power: Being a transparent, knowledgeable representative body giving power to citizens' voices.

SWOT Analysis

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

Source: Community Assembly Retreat, October 10, 2022

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

Goals, 2023.

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

Operations Plan, Activities for 2023.

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

Marketing Plan, Activities for 2023. (Goal 5)

1. Create and implement effective ways to outreach to inactive neighborhoods, including by mail, social media, and public announcements, in order to build capacity. (Goal 5)

2. Increase advertising of neighborhood council events and activities. (Goal 5)
3. Research national Neighborhood Council best practices and share them with Spokane neighborhood leaders..(Goal 5)
4. Develop effective strategies for use by neighborhood councils that will increase participation of underrepresented groups within neighborhoods (Goal 5)
5. Update the Online Toolkit.(Goal 5)

Financial Plan, Activities for 2023. (Goal 6)

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

- 1.Continue to refine our process, application and timeline procedures.(Goal 6)
2. Provide a year-end report to the CA and City Council on spending.(Goal 6)
3. Provide a mid-year report in July or August (spent, committed, available).(Goal 6)
4. Maintain and increase neighborhood grant participation wherever possible.(Goal 6)
5. Propose 2024 training-related expenses for end-of-year Community Engagement Grant fund usage (Goal 6)

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

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

Responsible Parties

- 1.Community Assembly–Operations Plan Activities 1, 2, 4, 5, 6, 9, 10, and 11.
- 2.Administrative Committee–Operations Plan Activities 1, 7.
3. BSN–Goals listed under the Marketing Plan section and Operations Plan Activities 3 an, 12 and 13. .
4. Budget Committee–Activities listed under the Financial Plan section
5. Liaison Committee–Operations Activity 8

Monthly Monitoring and Yearly Evaluation

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

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



Administrative Committee Meeting

Tuesday February 27, 2024, 4:00pm

Spokane City Hall, Sister Cities Conference Room and via Zoom

Present: Randy McGlenn, Chair (West Central); Fran Papenleur, Secretary (Audubon-Downriver); Scot Webb, CA Admin (North Hill); Tina Luerssen, CA Admin (Grandview/Thorpe).

On Zoom: Luke Tolley, Vice Chair (Bemiss); Paul Kropp, Liaison Committee.

City Staff Present: Patrick Striker, ONS Director; Gabby Ryan, ONS Staff Support.

Welcome

The CA Admin Vice-Chair opened the meeting; all present in person and virtually were introduced. January committee meeting minutes approved.

Continued Items

- 1) CA Strategic Plan Goals – no outside feedback received to add to the three main goals from 2023. It was proposed to re-adopt for 2024, and, after discussion, goals to add include (1) CA meetings going Hybrid, and (2) increasing support for Liaisons. It was emphasized that responsible parties (e.g., committees) and specific work plans must be identified to make progress achievable. It was also decided that the Admin Committee will absorb the work done by the ad hoc SP committee. Randy will update the SP document, and bring back to Admin Committee. Additionally, he will work with Gabby to assure the correct 2023 document is posted.
- 2) CA Policy and Procedures Update – The ad hoc committee has been meeting. A major topic has been how to implement a hybrid format for CA meetings. Two proposals were reviewed and are still under discussion. Gabby noted that *Webinar* is a new add-on to Zoom. It can be programmed for CA members only, (where “outsiders” can only observe), polls and voting options can be pre-loaded, and Chat can be controlled. Randy to explore and bring a final hybrid proposal forward.
 - a. Section regarding Meeting Decorum will be re-introduced. Randy and Fran continue to work on this.
 - b. Paul Kropp has updated the Liaison Committee’s P&P, and recommends it be put into the Addendum section. Tyler Tamoush has submitted a P&P document for the Neighborhood Safety Committee. Dalin Tipton will need to create one for the new Communications Committee.
- 3) Community Engagement Discussion - Luke will follow up with interested colleagues Lindsey Shaw and Andy Hoyer on this initiative.

Admin Follow Up

- 1) City Council - Giacobbe and Randy have been in contact to draft the February 29th agenda. This meeting, to be held at the Liberty Park Library, will be video-taped and recorded, then posted later. Randy will provide a recap at the CA meeting.

- 2) Meeting Sign-In Sheets – Names to be Printed (as indicated). E-mail column eliminated, and column replaced with check boxes to indicate if attendee is a CA rep, an alternate, or an officer of their respective neighborhood council. Guest sign-in sheet remain unchanged.
- 3) Website – it has been noted that the “Redirect” function in *spokaneneighborhoods.org* has been inconsistent, frequently giving error messages. Gabby will follow up with IT.
- 4) The MOU needs to be updated with soon-to-be revised P&P components, and added to the Addendum section. This issue will be discussed next month.
- 5) Agenda Items - Luke’s e-mail reminder to standing committee chairs regarding agenda items and reports received good response. Gabby will continue to remind people of the submission deadline in the meeting announcements. Last-minute requests are difficult to incorporate and discouraged. Admin requests for Gabby to forward all agenda requests that she receives to the whole committee prior to the Admin meeting.

ONS Update

Patrick indicated there will be required OPMA training and certification coming soon. Gabby shared where to find on the website. More information will be coming.

March CA Agenda - DRAFT

- ONS Report (Patrick)
- Special Liaison Report – CTAB, Randy McGlenn
- Admin Report (Randy)
- Standing Committees’ Updates – will be listed separately, with time limits.
- Roundtable

Adjournment

Meeting adjourned 5:45 pm. NOTE: Admin Committee meeting time is now 4:00 – 5:30 pm.

CA Budget Committee Minutes

Date: Monday, February 26, 2024

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

Time: 7:00pm (Hybrid/Zoom)

Meeting called to order at 7:00pm

QUORUM? Yes

ATTENDANCE - IN PERSON: Gail Cropper (Chair), Laura Johnson (Member), Gabby Ryan (ONS Liaison), and **Guest**, Scot Webb (North Hill NC Chair + CE Grant Coordinator) **ZOOM:** Andy Hoyer (Vice Chair). **Excused:** Tyler Tamoush (Secretary) and Amy Tamoush (Member).

WELCOME – Gail welcomed all to the meeting. Gabby was able to connect the ONS laptop to enable Zoom participation (was unable to connect to the WCCC wireless). It was agreed for Gail to take the meeting notes, due to the absence of the secretary.

APPROVAL OF AGENDA – Andy moved, Laura second. Unanimous vote to approve.

APPROVAL OF MINUTES – January 22, 2024, with following corrections was moved by Laura and second by Andy. Unanimous vote to approve. Approval of the Agenda (22 January 2023) – Tyler moved, Laura Second. Unanimous vote to approve and Approval of Previous Minutes (27 November 2023) – Tyler moved, Laura second. Unanimous vote to approve.

OLD BUSINESS

Discussed to extend the review and report at the next Budget Committee meeting in March, any proposed amendments for the Community Assembly Budget Committee Policies and Procedures (April 2023).

NEW BUSINESS

- 1 Update the 2024 Budget Committee Liaison List to add Gabby/ONS as the contact to the Community Assembly (CA) and all CA Committees
ACTION: Gabby to update the Program Resources document on the CE Grant Page.
- 2 Discussed with Gabby what the report (spreadsheet) may look like. It will include line items of the NCs orders, what is fulfilled, amount spent, notes, etc.
- 3 Andy suggested including reimbursements. Gabby informed us that City Accounting updates information once per month.
- 4 Andy stated that the Budget Committee report information as known, to the CA meeting, as a good faith effort.
ACTION: Continue verbal reports to the monthly CA.

ONS/GABBY**2024 CE GRANT TRAININGS:**

- CE Grant Applications opened 2/24/24. No applications received to report to the Budget Committee, as of 2/26/24.
- Gabby and Pollyanna spent 10 to 12 hours creating and conducting, etc., four training sessions. Three sessions were in person and one, using Zoom.
- 7 NCs did not attend: Cliff Cannon, 5 Mile, Latah/Hangman, North Hill, Rockwood, Shiloh Hills, and West Hills.
- Inactive/Dark NC's? Shiloh Hills? Cliff Cannon? Who declares?
- Training is mandatory to qualify for the CE Grant Application. Requirements have changed. This will help with the application process to prevent delays, declines, etc.
- Budget asked if ONS can schedule one "make up" (using Zoom). Gabby to inquire.
- Budget Liaisons to contact NC's: Why not attend? If another training is approved, would they attend? Need responses for ONS before the next CA meeting (3/7/24).
- Gabby is organizing over 100 questions from the trainings to create an F&Q word document for up to 20 questions.
- MOU is not ready yet
- Gabby has a purchase card (P-Card) that can be used for NC purchases. This can be used for approved item purchases, instead of volunteers, etc., paying for items "out of pocket" and needing to wait for refunds to be processed by the city accounting.

CA INVENTORY

- ONS is working on an inventory agreement, to check out items.
- An earlier request, during a CA meeting, was requesting a more organized and adequate space be found for the inventory.
- Jonathan Tilley (Chair Nevada Heights NC) is working with ONS for the inventory to be stored at the Neva-Wood C.O.P.S. location (corner of N. Addison and E. Wellesley). There is a door code for entrance into the C.O.P.S. location.
- ONS created an online booklet with pictures and descriptions of items in storage.
- 2024 leftover funds will be needed for ongoing supplies and maintenance, such as a food safe cleaner (popcorn machine and igloo cooler), lightbulbs for the projector. To be coordinated through the ONS and the BSN committee.

NEXT MEETING: Monday, March 25, 2024 7:00 PM, WCCC Don Kelly Room

ADJOURNED: 7:55pm. Laura moved, and Andy second. Unanimous vote to approve.

I. Welcome

- a. Attendance: Tina Luerssen (BSN Chair: Grandview Thorpe), Dan Brown (North Hill), Dave Lucas (BSN Vice: Rockwood), Jonathan Tilley (Nevada Heights), Sandy Wicht (Comstock). Luke Tolley (Bemiss), Crystal Glanz-Kreutz (Emerson-Garfield), Krista Anderson (Chief Garry Park)
- b. City Staff: Amber Groe (ONS)
- c. January minutes: Dave Lucas moved approval as written. Sandy Wicht seconded. Motion passed unopposed.

II. ONS Report (Amber Groe):

- a. Quarterly National Best Practices Call: Amber reported that previous meetings have covered topics like using AI for community engagement, but the most recent meeting was more housekeeping.
 - i. Newer neighborhood office: <https://www.cityofdubuque.org/258/Shared-Prosperity-Neighborhood-Support>: their initiative is supporting people at the margins, making sure resources are getting to people, more fiscal support and services. Also, education and resource aid.
 - ii. Betsy Borchardt from Cedar Rapids, IA is working on an equity engagement tool kit and will share it when it's available.
 - iii. Another city, their NCs had a member of their leadership team be paid from a business, business association or local non-profits as representatives. That paid person offers capacity that can be reliable resources to take weight off of the volunteers.
 - iv. Orange County, FL does regular trainings open to all neighborhood folks. This could be good resources for the Summit moving forward.
 1. <https://www.orangecountyfl.net/NeighborsHousing/CommunityConnectionsWorkshops.aspx>
 2. <https://www.orangecountyfl.net/Portals/0/Library/Neighbors-Housing/docs/CommunityConnectionsWorkshopCalendar2024.pdf>
 3. Tina asked, how they are paid for and Amber wasn't sure but will ask.
 - v. In another city, the mayor does thank you/congrats cards to NCs when they are doing something cool. Amber would love to see that in Spokane.
 - vi. Another city, they provide matching grants for DEI work that NCs are doing.
 - vii. In another area, NCs had their own stationery for their communications.
- b. Neighborhood Summit Education Tracks:
 - i. Amber applied for an Innovia grant to fund this year's summit. They are also looking at banks and credit unions.
 - ii. Potential venues: SCC, ESD101, SFCC, Gonzaga (would be ideal, but there are restrictions with catering that are cost prohibitive).
 1. Luke would like to help with possible connections at GU. Luke and Amber will connect follow up together.
 - iii. From survey results:
 1. Requested topics from 2023:
 - a. Diversity, equity, and Inclusion/ Belonging
 - b. Website and communications
 - c. Onboarding and leadership development within NCs.
 2. Potential tracks based on survey input for 2024:
 - a. Diverse, Equitable, and Inclusive Communities (Diversity, Equity, and Inclusion)
 - b. Technical Assistance (Website, Social Media, Bylaws, Communication, etc.)
 - c. Safe and Beautiful Neighborhoods (safety efforts, clean-up, COPS/ Avista)
 - i. Add traffic calming and transportation.
 - d. Community and Civic Engagement (advocacy, engaging with City Council, City departments, partnering with local organizations, writing resolutions, etc)
 - i. From Krista: effective leadership development and city process engagement are huge. Something I constantly hear in my neighborhood is people want to engage the city meaningfully instead of shouting into the void but don't know where to do that and get frustrated.
 - e. Empowered Neighbors and Neighborhoods (activation, leadership development)
 - i. Add succession planning.
 3. Notes on Tracts:

- a. Succession planning should be included
Traffic issues/ calming / asphalt art (safe and beautiful), STA updates, bicycle survey / traffic/transportation
Effective leadership development and city process engagement are huge. Something I constantly hear in my neighborhood is people want to engage the city meaningfully instead of shouting into the void but don't know where to do that and get frustrated. There are lots of opportunities but knowing where to put time is difficult.
Generational collaboration
Cultural shifts in NCs - how are we altering the culture to be more inclusive?

4. Style:

- a. We could color code tracks like NUSA 2023 did:
<https://www.elpasotexas.gov/assets/Documents/CoEP/Community-Development/Neighborhood-Associations/NUSA/NUSA-Registration-Book-El-Paso-TX.pdf>

5. We should start recruiting now, thinking of presentations we could do.

- a. Tina reinforced the culture shift idea, recognizing generations and other cultures.

III. SNLA Update

- a. Luke Tolley and Dan Brown are mentors. Sandy Wicht is a participant. They gave some updates. There's a spread of ages, neighborhoods and experience levels of neighborhood involvement. There have been two meetings and the third is coming up next Saturday. Here's the shared drive:
https://drive.google.com/drive/folders/10ieclRgWi1XQJhEToeJCQOk6KLHp8YF8?usp=drive_link

IV. New Business

- a. CA Communication Committee: The CA created a new Communications Committee at our last meeting which will likely take some pressure off of BSN for neighborhood outreach and communications.
 - i. Krista attended the first meeting (and got elected Secretary). It was mostly about defining the scope and how it does overlap with other committees. They spent a little time talking about internal stuff like tracking our actions, city response, etc. It was consensus that it should be a resource for neighborhood and committees to communicate. There was also discussion of how to keep it relevant as CA reps and neighborhood leaders change.
 - ii. They are looking at offering up a suite of tools for communications to be distributed to neighborhoods for their own outreach to their residents.
 - iii. There was also discussion about reaching out to other existing active community groups to try to get them involved like Latinos en Spokane, Black Lens, Fig Tree, Salish School, Tribes, Churches, Spokane Public Radio, Spokane Pacific Islanders, PJALS, Spokane Chinese Association etc.
- b. Neighborhood Council Outreach (aka goal #2: "Continue NC outreach, helping Neighborhoods to build capacity.")
 - i. Previous conversation: Advertising NC events and activities, calendar through ONS shared wider,
 - 1. The city is using social media more and more using the ONS calendar and posting it to Facebook and Nextdoor. Jessica Fischer with the city is the contact.
 - ii. Ideas:
 - 1. Outreach to the public to get them involved in their Neighborhood Councils to build capacity. Could/should partner with the Comms Committee or divide the work.
 - a. How?:
 - i. Use the neighborhood name, make personal contact, talk about the things we do and invite people.
 - ii. Have we tried new neighbor nights? Inviting people to their first meeting with less overwhelming neighborhood business stuff?
 - iii. Cross promoting with business, business districts, etc., signs in windows, etc.
 - iv. Social media – Facebook, Nextdoor, etc. Some newer neighborhood leaders can't even get access to these things without older leaders passing the torch. Need digital succession planning too.
 - v. Tina asked about neighborhood planning. Amber let us know that the previous administration at least minimized altering or making unique branding for other areas of the city.
 - vi. Another suggestion for BSN/Comms Committee may be using Peach Jar to distribute fliers though local schools:
<https://www.spokaneschools.org/domain/160>
 - 2. Outreach to NCs to get them involved in CA and its committees. More discussion in the future on this.

V. Neighborhood Updates:

- a. Sandy – just started talking about CE in Comstock, working on a flier.
- b. Crystal – Aug 17, concert in the park at Emerson Park planned.
- c. Dan – Focusing on Garland Theater opening next Friday. They are doing a \$5 Sunday movie club that will be a good time to regularly outreach to people.
- d. Luke – No report from Bemiss
- e. Dave – Rockwood is planning for a cleanup, summer party and is very interested in speed trailers.
- f. Tina – reported on how Grandview-Thorpe did a neighborhood wide yard sale last fall and used CE grants to really promote it and unite it.
- g. Krista – CGP is doing their regular summer party and later today they're doing a sidewalk meeting to look at what tools exist to work on getting sidewalks installed or repaired.
- h. Amber suggested things like clean ups can be combined with other events like a yard sale or new neighbor night.

VI. Topics for March Meetings-

- a. Neighborhood Summit
- b. Community Outreach, ideas like new neighbor meetings, etc.

Next BSN Meeting – Sat., March 16th 2024, 9:00AM. Location - The Hive/Zoom

Minutes Submitted by Luke Tolley

Draft Minutes: 01/24/2024 Land Use Committee

LUC Members Present: Molly Marshall (Grandview Thorpe), Doug Tompkins (Logan/Exec), Amber Groe (ONS), Chuck Milani (Lincoln Heights/Exec), Bill Heaton (E-G Neighborhood/Exec), Charles Hansen (Whitman), Mary Winkes (West Hill), Bob Scarfo (Manito-Cannon Hill), Tyler and Amy Tamoush (Minnehaha), Pam Schermerhorn (Cliff Cannon), Tom Sanderson (Mobility Management), Amanda M, Jill Yotz, Amy Marsh, and Jeff Sevela

Hybrid format with in-person attendees at West Central Community Center.

Meeting called to order at 5:01PM

Meeting Chair Bill Heaton

Note Taker: Chuck Milani

Introductions were completed and the minutes from the December meeting were approved.

The March meeting will have updates on the 6 Comprehensive Plan Amendments.

A review of the meeting calendar for 2024 was discussed. Because Thanksgiving is the 4th Thursday, there will be no meeting in November. To keep away from the Christmas holidays, the December meeting will be held on December 19th. The off-summer month will be July this year.

Bob Scarfo gave a very informative presentation on Memory Gardens. Gardens are for patients who are suffering from memory loss and their care givers. Designs are made to insure that there is open space with no areas that are blocked or out of site. Existing city gardens are being considered.

The meeting was adjourned at 5:32. Following the meeting was a Spokane Land Use Townhall meeting hosted by District 3 City Council members.

Draft Notes – Liaison Committee Meeting – February 13, 2024 – S Hill Library

Present: Paul Kropp, Southgate, Chair; Andy Hoyer, Southgate, Recorder; Bonnie McInnis, West Central, Annie Deasy, ONS. Absent excused: Lorna Walsh, Riverside.

We approved the Agenda, we approved the Minutes from the January 9 meeting, we agreed on a thank you card to send to Susan, signed it and Bonnie was going to deliver it or mail it.

Randy McGlenn, CTAB liaison, will report to the CA in March.

We agreed the committee's proposal to amend its policies and procedures should be adjusted to refer to a liaisons table addendum in the CA's policies and procedures.

We reviewed the attendance of the liaisons at their respective meetings, and our committee's "check-in" schedule.

We discussed Andy's call to Toni Sharkey during which she expressed a desire to remain as liaison. Andy agreed to send an email to Toni Sharkey to remind her of the next two meetings of the UFCAC, send her the link to the ONS meeting calendar, and invite her to the April 9 Liaison Committee Meeting for a "check-in."

We discussed the possibility of adding liaison members to additional boards, etc. This was a topic that came up at this month's CA meeting. We wordsmithed a text for our recommendation to the CA regarding liaisons to other groups:

"The Liaison Committee has reviewed various City Boards, Committees and Commissions and requests that the CA delegate to this committee the responsibility for proposing liaison memberships on the Park Board, the Human Rights Commission and the Police Advisory Committee."

We reviewed when their terms of ends for the various liaisons, and the liaison affirmation statement template.

Drafted by Andy Hoyer
Edited by Paul Kropp

Note: The liaison table entries add the appointing authority for each position; no text change otherwise.

XI. Community Assembly Liaisons	
<p>The city council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on five (5) city advisory boards, commissions or committees, and two (2) to the Community Assembly’s Pedestrian, Traffic and Transportation (PeTT) Committee.</p> <p>Also, by resolution the city’s park board parks and recreation board has allocated the Community Assembly two (2) membership positions in its committee structure.</p> <p>These positions are considered collectively as Community Assembly liaisons. The holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly, including <u>as may be appropriate</u> the neighborhood councils affected.</p>	
Liaison List	
Community Housing and Human Services Board (CHHS)	<ul style="list-style-type: none"> • Liaison Member (voting) • Established by: SMC 04.34A.030C • <u>Appointed by: City Council</u> • Term: Up to two (2) terms of three (3) years each
Design Review Board (DRB)	<ul style="list-style-type: none"> • Member (voting) • Established by: SMC 04.13.025 • <u>Appointed by: City Council</u> • Term: Up to two (2) terms of three (3) years each
Plan Commission (PC)	<ul style="list-style-type: none"> • Liaison (non-voting) • Established by: SMC 04.12.040 • <u>Appointed by: City Council</u> • Term: Up to two (2) terms of three (3) years each
Plan Commission Transportation Subcommittee (PCTS)	<ul style="list-style-type: none"> • Member (voting) • Established by: PCTS Rules of Procedure, Rule 2 Membership • <u>Appointed by: Community Assembly</u> • Term: Three (3) year terms, renewable until replaced
Citizen Transportation Advisory Board (CTAB)	<ul style="list-style-type: none"> • Member (voting) • Established by: SMC 04.37 • <u>Appointed by: City Council</u> • Term: Up to two (2) terms of three (3) years each

Housing Action Subcommittee (HAS)	<ul style="list-style-type: none"> • Representative Member (voting) • Established by: City council Resolution 2021-0020 • <u>Appointed by: City Council</u> • Term: One (1) year minimum
Urban Forestry Citizen Advisory Committee (UF-CAC)	<ul style="list-style-type: none"> • Representative Member (voting) • Established by: SMC 04.28.060 • <u>Appointed by: Community Assembly</u> • Term: Two (2) memberships of up to two (2) terms of four (4) years each
Development and Volunteer Committee (DVC)	<ul style="list-style-type: none"> • Community Member At-Large (voting) • Established by: Spokane Park Board Resolution August 2, 2021 • <u>Appointed by: Parks Director</u> • Term: Two (2) years renewable
Development and Volunteer Citizen Advisory Committee (DV-CAC)	<ul style="list-style-type: none"> • Representative Member (voting) • Established by: Spokane Park Board Resolution August 2, 2021 • <u>Appointed by: Parks Director</u> • Term: Two (2) years renewable
Liaison Responsibilities	
<p>Liaisons shall be members of a recognized neighborhood council.</p> <p>Liaisons shall perform the following basic responsibilities to the best of their abilities:</p> <ul style="list-style-type: none"> • Represent the neighborhoods and the Community Assembly. • Provide a conduit for two-way communication between the CA (or PeTT Committee) and the board, commission, or committee they serve on. • Inform the CA (or PeTT Committee) of specific issues on which it may want to consider taking action. • Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet. • Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee. 	

Role of the Liaison Committee

- The Liaison Committee supports and evaluates the ~~five (5)~~ Community Assembly liaisons serving on city advisory boards, commissions, or committees. See the Liaison Committee's policies and procedures.
- ~~Candidates to fill for the three liaison positions subject to nomination by the Community Assembly jointly with the mayor for appointment by the city council are recommended selected by the Liaison Committee for selection consideration by the Community Assembly for nomination by the mayor and appointment by the city council. These positions are CHHS, DRB, and PC.~~
- The candidate for the HAS member position is selected by the Liaison Committee for consideration by the Community Assembly to nominate for appointment by the city council.
- Candidates for membership positions on the DVC and the DV-CAC are selected by the Liaison Committee for consideration by the Community Assembly to nominate for appointment by the director of park and recreation.
- Candidates for membership positions on the UF-CAC are selected by the Liaison Committee for appointment by the Community Assembly.
- Receive and consider misconduct reports from any person, city-affiliated or otherwise, concerned about the behavior or participation of a Community Assembly liaison member serving on a city advisory board, commission, or committee.
- The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the Community Assembly withdraw the nomination of a community assembly liaison.

Role of the PeTT Committee

- The Pedestrian, Traffic and Transportation Committee (PeTT) selects ~~appointees~~ nominees to the two (2) board and committee memberships established in city code and by city council resolution from its own regularly attending members who ~~are also members~~ maintain membership in good standing of their neighborhood council. See the PeTT Committee's policies and procedures.
- PeTT selects one of its members to nominate for appointment by the city council to the Citizen Transportation Advisory Board (CTAB).
- PeTT selects one of its members to nominate for appointment by the Community Assembly to the Plan Commission Transportation Subcommittee (PCTS).

Note: The liaison table entries add the appointing authority for each position; no text change otherwise.

XI. Community Assembly Liaisons	
<p><i>The city council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on five (5) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee.</i></p> <p><i>Also, by resolution the city's parks and recreation board has allocated the Community Assembly two (2) membership positions in its committee structure.</i></p> <p><i>These positions are considered collectively as Community Assembly liaisons. The holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly, including as may be appropriate the neighborhood councils affected.</i></p>	
Liaison List	
<i>Community Housing and Human Services Board (CHHS)</i>	<ul style="list-style-type: none"> • <i>Liaison Member (voting)</i> • <i>Established by: SMC 04.34A.030C</i> • <i>Appointed by: City Council</i> • <i>Term: Up to two (2) terms of three (3) years each</i>
<i>Design Review Board (DRB)</i>	<ul style="list-style-type: none"> • <i>Member (voting)</i> • <i>Established by: SMC 04.13.025</i> • <i>Appointed by: City Council</i> • <i>Term: Up to two (2) terms of three (3) years each</i>
<i>Plan Commission (PC)</i>	<ul style="list-style-type: none"> • <i>Liaison (non-voting)</i> • <i>Established by: SMC 04.12.040</i> • <i>Appointed by: City Council</i> • <i>Term: Up to two (2) terms of three (3) years each</i>
<i>Plan Commission Transportation Subcommittee (PCTS)</i>	<ul style="list-style-type: none"> • <i>Member (voting)</i> • <i>Established by: PCTS Rules of Procedure, Rule 2 Membership</i> • <i>Appointed by: Community Assembly</i> • <i>Term: Three (3) year terms, renewable until replaced</i>
<i>Citizen Transportation Advisory Board (CTAB)</i>	<ul style="list-style-type: none"> • <i>Member (voting)</i> • <i>Established by: SMC 04.37</i> • <i>Appointed by: City Council</i> • <i>Term: Up to two (2) terms of three (3) years each</i>

<i>Housing Action Subcommittee (HAS)</i>	<ul style="list-style-type: none"> • <i>Representative Member (voting)</i> • <i>Established by: City council Resolution 2021-0020</i> • <i>Appointed by: City Council</i> • <i>Term: One (1) year minimum</i>
<i>Urban Forestry Citizen Advisory Committee (UF-CAC)</i>	<ul style="list-style-type: none"> • <i>Representative Member (voting)</i> • <i>Established by: SMC 04.28.060</i> • <i>Appointed by: Community Assembly</i> • <i>Term: Two (2) memberships of up to two (2) terms of four (4) years each</i>
<i>Development and Volunteer Committee (DVC)</i>	<ul style="list-style-type: none"> • <i>Community Member At-Large (voting)</i> • <i>Established by: Spokane Park Board Resolution August 2, 2021</i> • <i>Appointed by: Parks Director</i> • <i>Term: Two (2) years renewable</i>
<i>Development and Volunteer Citizen Advisory Committee (DV-CAC)</i>	<ul style="list-style-type: none"> • <i>Representative Member (voting)</i> • <i>Established by: Spokane Park Board Resolution August 2, 2021</i> • <i>Appointed by: Parks Director</i> • <i>Term: Two (2) years renewable</i>
<i>Liaison Responsibilities</i>	
<p><i>Liaisons shall be members of a recognized neighborhood council.</i></p> <p><i>Liaisons shall perform the following basic responsibilities to the best of their abilities:</i></p> <ul style="list-style-type: none"> • <i>Represent the neighborhoods and the Community Assembly.</i> • <i>Provide a conduit for two-way communication between the CA (or PeTT Committee) and the board, commission, or committee they serve on.</i> • <i>Inform the CA (or PeTT Committee) of specific issues on which it may want to consider taking action.</i> • <i>Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet.</i> • <i>Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee.</i> 	

<i>Role of the Liaison Committee</i>
<ul style="list-style-type: none"> <i>The Liaison Committee supports and evaluates the Community Assembly liaisons serving on city advisory boards, commissions, or committees. See the Liaison Committee's policies and procedures.</i> <i>Candidates for the three liaison positions subject to nomination by the Community Assembly jointly with the mayor for appointment by the city council are selected by the Liaison Committee for consideration by the Community Assembly. These positions are CHHS, DRB, and PC.</i> <i>The candidate for the HAS member position is selected by the Liaison Committee for consideration by the Community Assembly to nominate for appointment by the city council.</i> <i>Candidates for membership positions on the DVC and the DV-CAC are selected by the Liaison Committee for consideration by the Community Assembly to nominate for appointment by the director of park and recreation.</i> <i>Candidates for membership positions on the UF-CAC are selected by the Liaison Committee for appointment by the Community Assembly.</i> <i>Receive and consider misconduct reports from any person, city-affiliated or otherwise, concerned about the behavior or participation of a Community Assembly liaison member serving on a city advisory board, commission, or committee.</i> <i>The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the Community Assembly withdraw the nomination of a community assembly liaison.</i>
<i>Role of the PeTT Committee</i>
<ul style="list-style-type: none"> <i>The Pedestrian, Traffic and Transportation Committee (PeTT) selects nominees to the two (2) board and committee memberships established in city code and by city council resolution from its own regularly attending members who also maintain membership in their neighborhood council. See the PeTT Committee's policies and procedures.</i> <i>PeTT selects one of its members to nominate for appointment by the city council to the Citizen Transportation Advisory Board (CTAB).</i> <i>PeTT selects one of its members to nominate for appointment by the Community Assembly to the Plan Commission Transportation Subcommittee (PCTS).</i>

Community Assembly of Spokane Neighborhood Councils Liaison Committee

Policies and Procedures 1-12-2021 [Liaison Committee proposed update rev 4 2-13-24]

A. Committee Charge

Maintain the city-established positions on advisory boards and commissions related to the Community Assembly as enumerated in the “Community Assembly Liaisons” addendum to the Community Assembly’s Policies and Procedures Title XI.

B. Functions

The committee will (1) prepare, revise and retain a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities; (2) manage and recommend as necessary liaison and representative member appointments and reappointments according to term limit provisions; (3) engage in periodic evaluations of liaison and representative activities; and (4) monitor their timely reporting to the Community Assembly.

C. Membership

The committee operates with a minimum of three individuals who are members of different neighborhood councils. The roster of members is included in committee reports to the Community Assembly.

D. Meetings

The committee meets monthly or as needed to accomplish its functions at the call of the chair, of two of its members, or at the direction of the Community Assembly Administrative Committee by its chair. Upon the convening of a meeting, a quorum for the conduct of business is the attendance of members from at least three neighborhood councils and a majority of members.

E. Officers and Terms

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar-year commitments. Election of officers occurs toward the end of the calendar year for the succeeding twelve-month period.

F. Decisions

For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection.

Unanimity on the matter not being apparent, a motion shall be brought before the committee, seconded and a vote shall be conducted with each member having one vote.

Members absent from the meeting shall be polled by the chair with an immediate phone call or by email posted on the day of the meeting by the chair or her/his designee. All votes are tallied by the chair five days after the date of the meeting at which a motion is submitted for a vote. If there are more “ayes” than “nays” the motion is passed.

G. Selection Standards

Selections for nomination by the Community Assembly to liaison and membership positions allocated to the Community Assembly by city code will be neighborhood council members who are qualified for the positions and acknowledge the responsibilities the positions entail.

H. Records and Reporting

The committee keeps continuous, twelve-month liaison attendance records.

The committee keeps separate records of liaison interviews and report in the minutes the matters discussed only in general and without personal details.

The committee’s liaison attendance and interview records may be used to support a recommendation to the Community Assembly for the withdrawal of the nomination of a liaison to their position.

I. Withdrawal of Nomination

The committee may from time to time recommend the Community Assembly withdraw the nomination of a liaison for cause.

Examples of grounds for removal are demonstrated non-fulfillment of the terms of the liaison’s Affirmation of Responsibilities, absence from Community Assembly or board/commission meetings for three (3) consecutive meetings or six (6) regularly scheduled meetings in any twelve-month period without being excused, unresolved conflicts of interest, or other inappropriate actions as determined by the Community Assembly.

Should any person, city-affiliated or otherwise, become concerned about the behavior or participation of a Community Assembly liaison member serving on a city advisory board, commission, or committee, they should make pertinent information known at the same time both (a) to the chair of said board, commission, or committee pursuant to that body’s rules, and (b) to the chair of the Liaison Committee.

The Liaison Committee chair shall, upon receipt of any report of alleged Community Assembly liaison misconduct, schedule a special committee meeting within ten (10) days to consider the matter and its documentation.

Community Assembly of Spokane Neighborhood Councils Liaison Committee

Policies and Procedures [Liaison Committee update rev 4 2-13-24]

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The Liaison Committee chair shall, upon receipt of any report of alleged Community Assembly liaison misconduct, schedule a special committee meeting within ten (10) days to consider the matter and its documentation.

CA Neighborhood Safety Committee Minutes

When: Wednesday, 28 February 2024 – 6:00pm – 7:00pm

Where: The Hive on Sprague Events Room B & C

Those in Attendance:

- Chair – Tyler Tamoush (Minnehaha)
- Vice Chair – Laura Johnson (Hillyard)
- Secretary - Jessra Johnson – (Grandview/Thorpe)
- Patrick Striker – (ONS)
- Pollyanne Birge – (ONS)
- Lili Navarrete – (District 2 City Council Member/East Central)
- Andres A. Grageda – (Aide to Council Member Navarrete/Spokane Valley Resident)
- Charles Hansen – (Whitman)
- Kristi Anderson – (Chief Garry Park)
- Emily Paradis – (Riverside)
- Marvel Travis – (Valley Edge Cliff)
- Hal Generao – (Cliff/Cannon)
- Debra Howard – (Manito/Cannon Hill)
- Shelby Allison – (Spokane Arts – Valley Resident)
- Sandi McIntyre – (Spokane C.O.P.S.)
- Fran Papenleur – (Audubon Downriver)
- Erik Lowe – (Spokane Valley)
- Amy Marsh – (Minnehaha)
- Rick Scott – (Spokane Valley, CSSAC)

Meeting Minutes/Notes

6:00pm – Roundtable Introductions

6:05pm – Tyler gave brief overview of website Sgt. Matt Rose sent in about gang graffiti vs. common tagging. Website can be found below.

<https://stopspokanegangs.org/default.aspx?act=frontpage.aspx&name=Graffiti>

6:10pm – Shelby Allison from Spokane Arts gave presentation about their mural program to help curb the graffiti problem. Q&A followed.

6:30pm – Open Brainstorm Session – We discussed community volunteering to help clean up graffiti. Also discussed coming up with a possible resolution to City Council through the Community Assembly.

6:50pm – Discussed what we would like to see as far as our next topic next month which is Sidewalk and Street Safety.

6:55pm – Tyler mentioned he spoke to Lisa Edwards who is the Constituent Services Coordinator for the Office of the Mayor. She is currently working with Maggie Yates on the selection of the new Police and Fire Chief. Tyler mentioned he is in talks with Lisa and is waiting on word back on possibly using the Safety Committee as a resource for community feedback for the choosing of the next chiefs. More to come...

7:00pm – Adjourned Meeting

Important Notes

- **Maple Street Bridge has recently had graffiti painted over, but it was NOT code enforcement. At this time, we do not know who actually did the work.**
- **Continue to call 311 for graffiti you would like to see cleaned up. Call Crime Check if you see vandalism in progress.**

- We will continue to advocate for the Spokane Arts Murals Program to beautify our Downtown. We would like to push for them to be able to expand beyond the downtown area into neighborhoods that would like to see artwork in their area.
- It costs roughly \$5,000 - \$10,000 per mural depending on the size of the mural.
- Anyone can sign up to volunteer with Spokane Arts on their website to help with mural efforts among other things. <https://spokanearts.org>
- We will continue to advocate for Neighborhood Councils to band together to “Adopt A Corner” and have litter and graffiti clean-up days as part of Community Engagement.
- We would like to see about supporting more Youth Programs through Art, Spokane Arts programs.
- Kristi Anderson (Chief Garry) mentioned advocating Chalk Murals during major city events.
- We will be engaging with the new CA Communications Committee to find ways to get the word out for Safety Committee ideas and programs. Possibly coming up with a survey for Community Engagement.
- We will look into Community Development Block Grants for projects.
- Erik Lowe brought up his Spokane Reimagined Program for the upcoming Sidewalk and Street Safety topic.



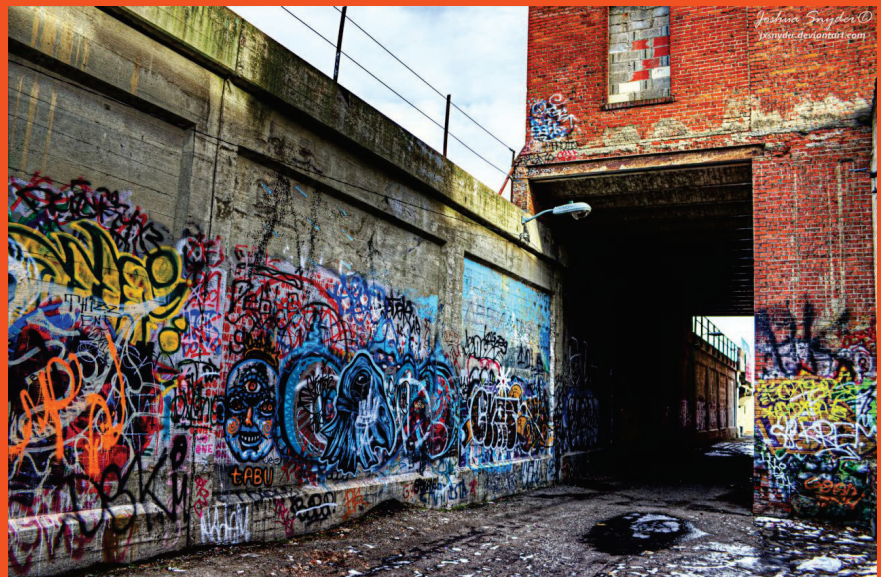
OUR PROGRAMS AND HOW THEY MINIMIZE GRAFFITI IN THE DOWNTOWN AREA

MURALS PROGRAM



MURALS PROGRAM

- Prevents some graffiti by not leaving walls blank
- Encourages exploration into mural art vs graffiti.
- Deters graffiti on nearby blank walls




MURAL MAINTENANCE



- Anti-Graffiti coating (for large areas)
- Goof – Off (for small spots)
- Weekly Surveying



WHAT WE USE :



**Protective
&
Marine
Coatings**

ANTI-GRAFFITI COATING 1K SILOXANE

CLEAR B97C00150

Revised: September 9, 2019 9 54

PRODUCT DESCRIPTION	RECOMMENDED USES
<p>ANTI-GRAFFITI COATING is a one-component, non-sacrificial, ready-to-use siloxane coating that cures with atmospheric moisture. Intended for use over properly prepared concrete surface.</p> <ul style="list-style-type: none"> Excellent graffiti resistance Excellent cleanability with either water power-washing, or solvent wipe Excellent UV resistance Excellent adhesion Fast drying Outstanding airless spray properties Single component 	<p>Use over interior or exterior concrete surface that needs protection from graffiti defacing.</p> <ul style="list-style-type: none"> Bridge Abutments Commercial Buildings Schools Transit Stations Overpasses New Construction

- About \$300 / gal bucket
- Covers 400 – 500 sq/ft
- Each wall needs 2 coats
- Apply with Rollers
- Wear gloves and masks
- Thin with mineral spirits

Drying Schedule @ 10.0 mils wet (250 microns):

	@ 35°F/1.6°C	@ 77°F/25°C 50% RH	@ 120°F/49°C
To touch:	9 hours	1 hour	30 minutes
Tack Free:	12 hours	4 hours	1 hour
To cure:	21 days	7 days	4 days

Drying time is temperature, humidity, and film thickness dependent.

BEFORE



AFTER



CONTACT

Shelby Allison
shelby@spokanearts.org

Attendance

Marilyn Lloyd (Lincoln Heights), Rita Conner (Southgate), Cathy Gunderson (Chief Garry Park), William Meeks (Grandview Thorpe), Charles Hansen (Whitman), Rod Moore (Riverside) Bill Doley (Rockwood), Carlie Hoffman (Emerson Garfield), Carol Tomsic (Lincoln Heights), Randy McGlenn (West Central)

Introductions

The meeting was called to order by chair, Randy McGlenn

Attendees introduced themselves and their neighborhood connections.*

Sidewalk Maintenance

Randy said the objective of the conversation was should the city have more ownership with sidewalks. He said the outcome could be that we recommend a position the city should take. He said we could ask the city to develop a policy and a better definition of sidewalk maintenance.

Randy noted the Citizen Transportation Advisory Board (CTAB) funds sidewalk repairs. He also noted his term on CTAB expires in March. He asked anyone interested to apply for a position on the board. He said the CTAB board oversees street repair and maintenance and funds up to ten percent for sidewalk infill. He noted CTAB has a 6-year project plan but there are 15 years or more of projects. Randy answered questions. He said the board reviews projects on the 6-year project plan. Each district gets their fair share and best for the dollar. He said the chair organizes meetings, sets agendas, keeps tabs on the city, and runs the meeting. He said an election is held for chair and vice-chair. He said the meetings are held the first Wednesday of each month at 5:30 pm at the street department, 901 N Nelson St. The next CTAB meeting is 3/6/24. He said there is a time commitment. Board members visit the proposed project sites, write an annual report, and commit to work with neighborhood councils by attending their meetings or emailing councils on projects in the neighborhoods. He said there were lots of vacancies. The application was online or those interested could reach out to him or Abbey Martin.

A discussion on sidewalk maintenance ensued. It was noted that sidewalk maintenance was driven by neighborhoods. It is not economically practical to repair just one block. The city being solely responsible for sidewalk maintenance and repair was discussed. It was asked if having the city be responsible would require a code update or a public vote. Traffic calming funding was discussed. A city council vote in 2010 or 2011 that clarified a homeowner was responsible was discussed. The necessity of knowing the history of sidewalk maintenance prior to taking a position was discussed. Funding was discussed. Ideas included a levy, developer responsibility, cost-sharing, an ordinance requiring sidewalks be in good-repair prior to a house being sold, sugar tax, not using a Local Improvement District (LID) program where homeowners must pay, sales tax and the city finding a funding source. The removal of trees and offending roots were discussed. Trees placed in the vicinity of sidewalks without approval and the challenge of enforcement was discussed. Enforcement being complaint driven like the pothole process was discussed. It was noted that sidewalks are a priority to some council members. It was decided that the committee needed more information to proceed. Randy said he would reach out to Council member Zack Zappone, the Director

of City Council Office, Giacobbe Byrd, and City Attorney Michael Piccolo for information and/or present at the next meeting.

Rita asked about the status of the Traffic Calming Resolution. Randy said the city is looking at it and has not formulated a response yet. He noted the resolution was on the 2/29/24 Community Assembly/City Council meeting agenda.

Nominations for PeTT Leadership

Randy said he was able to attend the March meeting.

Roundtable

Next month's agenda item would be a continuation of the sidewalk maintenance discussion.

The meeting was adjourned at 7:04 pm

Next meeting is 3/26/24 at 6 pm

*Two attendees did not introduce themselves.

CHHS Report for February 2024
Submitted by
Leslie Hope CHHS Liaison to CA
LHope@SpokaneCity.Org

The Home ARP substantial Plan amendment and approval was accepted for submission to HUD. Heather Page reviewed the public comments received during the public comment period and provided the response from the city.

Tessa Jilot presented the Citizen Participation Plan and reviewed the public comments. Tessa did incorporate some of the changes from the comments and the CHHS Executive Committee and Kimi Clifton did send out the updated draft to the CHHS Board to review last week.

Kimberly Babb provided an overview of the 2024 AAP and showed how to view the AAP on the CHHS website.

The board chair asked for volunteers to assist in reviewing and updating the CHHS Board Bylaws for 2024 as it is supposed to happen every two years and is due. An ad hoc committee for this would be ideal with information on updates presented at the upcoming retreat. Volunteers were noted.

Jeri Rathbun gave an update on retreat planning and asked for any input or assistance others can provide. Jeri would like to invite both the RFP and Affordable Housing (AH) Committees to the retreat to review process review and facilitate more understanding between the committees. Adrienne expressed a desire to include Equity Training in the retreat and as education in the board meetings more regularly. (As well as possibly creating a more diverse board.)

The CHHS Executive Board will be interviewing thirteen candidates for board vacancies in February. There are many outstanding candidates, and it will be a large undertaking to interview, score and provide recommendations to the CHHS board for March. Once those recommendations are approved by the total board the recommendations will be sent to the mayor and ultimately to the city council for approval.

Paul Dillion and Betsy Wilkerson will be the city council representatives to the CHHS Board. We are happy to have their support.

There are no updates to the 2020 projects as new staff have not had the opportunity to address these projects. I hope to have more information next month.

Spokane Urban Forestry Citizens Advisory Committee Meeting Minutes
from 30JAN2024 at 1500 HRS to the CA.

Minutes by Kris Neely

Call To Order -- occurred at 3:06 PM

Public Comment -- There was no public comment.

Approval Of Minutes – For December 2023 was deferred to February 2024 meeting.

Ceremonies, Appointments, Announcements

Beth LaBar, applied for consideration of reappointment to the Committee. The vote was unanimous in favor. She has been reappointed. Thank you, Beth!

Committee And Reports

Staff Report -- Katie Kosanke presented her staff report. Discussion followed.

The dead tree removal project is going well.

The Fuel Reduction activities are progressing well.

New UF grant with Fed G'vmnt in re-review. Expect back in 2-3 weeks.

Tree removal is a key goal in year one of this.

Pruning in years 2-5

Planting in all five years

UF Dept getting new software: "Tree Plotter" – highly recommended.

Avista sponsored this software for UF for the next three years.

UF Dept is hiring a new Arborist.

Old Business -- There was no old business to discuss.

New Business

1. Planting Plan Update, from Ted Hensold included a detailed report regarding his work in support of the Spokane Tree Planting Plan. Discussion followed.

Tree inventory in Public Right-of-Way.

Twenty-six (26) maps newly created: one per neighborhood in Spokane.

There are priority planting areas in every neighborhood.

2. Golf Course Tree Management Presentation from the City's Steve Nittolo detailed his work in support of tree management/planting/removal at the City's four Golf Courses. . Discussion followed.

There is no end-to-end inspection process yet to be completed at all four courses.

All courses are on Spokane Park's land.

Lots of Golf course work for UF's Certified Arborist.

Adjournment @ 4:08PM



Park Friends Toolkit Text

DRAFT

Updated: October 2023

Items in red are open questions for our CAC. Items in gray highlight are staff notes/reminders

Message from the Director

Thank you for your interest in joining or creating an Adopt a Park or Park Friends group. Adopt a Park and Park Friends groups make Spokane Park even better! The City of Spokane has nearly 100 park properties that provide healthy recreation opportunities, quiet green space, community-building, equitable access, and improve our quality of life. Adopt a Park and Park Friends group volunteers add resources where budgets are limited, and enhance the vitality and quality of a park they steward. We are grateful for our community that embraces their parks, and hope we can work together in the future!

This toolkit is meant to serve as a guide for starting and fostering an Adopt a Park or Park Friends group. We hope the information here is helpful, and if you have questions not addressed here, please reach out to us by calling 311 (outside of the city, dial (509) 755-2489) or email Parks@SpokaneCity.org. Thank you! – Garrett Jones, Director, City of Spokane Parks & Recreation

Update with page numbers - Table of Contents

Overview – what are Adopt a Park and Park Friends Groups?	
Forming an Adopt a Park or Park Friends Group.....	
Growing an Adopt a Park or Park Friends Group.....	
Appendix A: Applications	
Appendix B: MOU templates	
Appendix C: Volunteer forms	
Appendix D: Sample bylaws.....	

Overview

What is an Adopt a Park or Park Friends group?

Adopt a Park and Park Friends groups are coordinated groups of volunteers who support and advocate for a specific park or group of parks. They serve as ambassadors, community advocates, and stewards of their chosen park. The group's affiliation with City of Spokane Park & Recreation is formalized through a Memorandum of Understanding, and members work in close coordination with a Parks & Recreation staff liaison.

How do I get involved?

We've created a phased approach to stair-step into the level of involvement that most interests you. It starts by volunteering – even just once – in our parks or with our recreation programs.

Volunteer with us!

- Pick up at the Park (litter removal, graffiti clean up)
- Pull weeds, tend to flower beds, plant flowers
- Plant or water new trees
- Assist with a Recreation program or Riverfront Park special event
- Engage once, infrequently, or routinely!
- See a variety of opportunities at [SpokaneParks.org/volunteer](https://spokaneParks.org/volunteer). Don't see something of interest? Email us and we'd love to create something together!

Adopt a Park

- Love volunteering at your neighborhood park? Consider forming a group to Adopt the Park!
- Adopting a Park means your group is committed to routine volunteer efforts to help care for your neighborhood park for at least one year
- It could be hosting monthly/ quarterly clean ups, tending to flowers and trees, trail maintenance, locking/unlocking gates, or similar
- Your group can be large or small; we ask that most members have some volunteer parks experience, and sign a basic group agreement annually

Form a Park Friends group

- Has your Adopt a Park group grown in interest, and you'd like to do more? Maybe you'd like to form a Park Friends group!
- Park Friends groups fundraise for park improvements, host events to activate the park, help set the vision for the park's future, and continue with their routine caretaking help
- We ask that Park Friends groups have at least one year of Adopt a Park experience, and work with us to form an agreement outlining the ways we'll work together to enhance your neighborhood park

Forming an Adopt a Park group

1. **Meet and Greet:** Fill out the application ([link when ready](#)) and let's talk! The application helps us learn preliminary information about your interest and goals. Then, we'd love to connect with you to talk through ways we can work together to support the park's health and activity. We'd love to hear what your goals might be, and ways you'd like to engage the neighborhood or community. We are focused on solutions-based partnerships.
2. **Talk with your fellow park-goers and Neighborhood Council:** Do you have some people who might be interested in joining your effort? It will be important to connect and find a few additional core members who can help launch your Adopt a Park group and support initial planning. Approaching your [Neighborhood Council](#) with your idea will also be a valuable place to gather their feedback and possible

members.

3. **Entering into a Memorandum of Understanding (MOU) with Spokane Parks & Recreation:** A template MOU is attached in the appendixes (in process with Legal). We will work with you to make any edits and finalize the MOU.
4. **Staff Liaison:** Once an MOU is complete, your Park Friends group will be assigned an official staff liaison who will serve as your primary point of contact for all coordination.
5. **DVC/CAC involvement and networking with other Adopt a Park and Park Friends groups:** Adopt a Park and Park Friends groups are supported by the Development and Volunteer Committee (DVC) of the all-volunteer Park Board, and the affiliated Citizen Advisory Committee (CAC) of the DVC. Adopt a Park and Park Friends groups network with one another to share resources and ideas. There are six seats on the CAC for Adopt a Park or Park Friends representatives, and terms are 2 years; positions are recommended by the DVC, and appointments are confirmed by the Director of Parks & Recreation. Even if your Adopt a Park or Park Friends group doesn't have an official seat on the CAC at the moment, it's a wonderful group to connect with to share ideas and find support. You can read more about the DVC and CAC at www.SpokaneParks.org/board.

Moving from an Adopt a Park group to a Park Friends group

Some groups will be very happy to remain at the Adopt a Park level, and we are grateful for the ongoing commitment and support provided to our parks.

Other groups may want to take on additional scope. The primary distinguishing factors in the transition are a desire to fundraise for park improvements, and help set the vision for the park's future. Park Friends groups are required to have two things Adopt a Park groups are not: general liability insurance, and either a 501c3 status or 501c3 fiscal sponsor.

1. **Application:** After at least one year of operating as an Adopt a Park group, you may wish to add additional scope to your group's work by moving toward the Park Friends category. If your group is interested, please fill out the application (link when ready).
2. **Enter into a new MOU:** The Park Friends MOU is more involved than the Adopt a Park MOU, and using the template in the appendixes we'll work together to craft the right fit. You'll still have a staff liaison as your point of contact.
3. **Create a mission statement:** This will be an important and concise way to express the meaning of your Park Friends group. Consider your group's purpose, business, values, goals, and actions. If you're looking for examples, here are a couple from existing Park Friends groups:

The Friends of Manito: The Friends of Manito is a 501(c)(3) non-profit organization that supports Spokane's Manito Park. We were founded in 1990 to conduct fundraising, volunteer, and educational activities – to support the responsible preservation and improvement of the park in cooperation with the City of Spokane and its surrounding community.

Friends of Palisades: In 2002, Friends of Palisades was formed as a non-profit organization dedicated

to the promotion, preservation, and maintenance of the park. We work to (1) educate the public about the park through various programs and events, (2) present park issues to the City, and (3) increase the size of the park whenever possible. We bring together park volunteers and supporters for work party events, social activities, and to address any safety concerns.

Friends of the Bluff: As Friends of the Bluff, we are stewards of Spokane's High Drive Bluff Park. Through volunteer efforts, community partnerships, and education, we conserve the area in a natural, sustainable state for multiple users who respect the resource, each other, and wildlife.

And here's our **Spokane Parks & Recreation** mission statement: The City of Spokane Parks and Recreation Division acquires, operates, enhances, and protects a diverse system of parks, boulevards, parkways, Urban Forest, golf courses, recreational, cultural, historical and open space areas for the enjoyment and enrichment of all.

4. **Determine fiscal sponsorship:** One of the first decisions you'll have to make in moving towards the Park Friends model is if you'd like to form your own 501(c)(3) (information at the [WA Secretary of State website on Non-Profits](#) website), or work with one of our local 501(c)(3) as your fiscal agent/sponsor. If it's the latter, you'll need a separate MOU between your Park Friends group and the 501(c)(3) serving as your fiscal agent/sponsor.
5. **Group structure:** There are a few things to consider about your group structure. Whatever you decide, it is important to memorialize it in writing.
 - a. **Leadership roles:** Your group will be asked to formalize leadership roles and to write bylaws; we provide a sample in the appendixes (in process with Legal) to get you started. We recommend having a President, Vice President, Treasurer, and Secretary; your group can determine how elections take place, and outline term limits.
 - b. **Committees:** You may also want to form committees that align with your goals, like park clean up, programming, or fundraising.

The First Year: Growing an Adopt a Park group

Holding a Park Cleanup

A park clean-up day can be a great kick-off for your new group. They are fairly easy to organize, and easy for the community to participate in, but they can yield big rewards and help gain new supporters.

Before the event:

- First, do a walk-thru of the park to determine needs and high-priority areas
- Reach out to your Parks staff liaison to let them know what you'd like to do. They can help coordinate some supplies and a trash pick-up.
- Determine the date and timeframe in coordination with your Park liaison, to ensure there aren't conflicts with other events in the park that day and to ensure needed resources are available. You'll need a no-cost park reservation, and your Park liaison can connect you to the right place for it.
- Notify potential volunteers; your neighborhood council and attend a neighborhood council meeting to discuss your project, recruit potential volunteers and build your park friends membership; send social media messages out; utilize free community calendar event listings; and ask to hang posters in local community centers/businesses and the park (your liaison can guide you on how/what to avoid when posting signs in the park, i.e. no stakes in the ground or nails in trees). Also ask your Parks liaison to

help spread the word via Parks & Recreation channels.

- Send a reminder email the day before the event to potential volunteers

The day of the event

- Have a welcome station where people can be greeted and sign in. Please use the Volunteer Sign In Sheet and the Volunteer Waiver forms in the appendixes (add).
- Once everyone has arrived, overview the project and assign work groups. Let them know the safety protocols, and what to do when they're done with their tasks. Provide information about how to handle drug paraphernalia or other potentially hazardous material.
- Distribute vests, pick up tools, and garbage bags.
- Take some great pictures to post on your social media channels or website. This is a great way to recruit new members!
- Discuss how to engage others in the park by giving information on your task and inviting them to join next time.
- Once the work is completed or the time has ended, ensure equipment borrowed is returned.
- Thank volunteers for their hard work, and invite them to join you for future projects.

After the event

- Send a thank you email to your volunteers, and let them know how much was accomplished – the number of trash bags filled, for example. Link to your social media channels and invite them to follow you or learn more on your website. The more people feel appreciated and that their time had value, the more likely they are to participate again.
- Work with your liaison on any follow-up needed by Parks staff after your event, such as pile pickup.
- Send your Volunteer Sign-In Sheet and Volunteer Waivers to your Parks staff liaison or volunteer coordinator.

Additional events to consider:

- Block party
- Movie night
- Concert
- Educational series about nature, gardening tips, the history of the area, etc.
- Future Adopt a Park or Park Friends meetings in the park to keep members connected
- Arts and craft fair (start small and work up to larger fairs once the event is established)
- Sponsor a Trunk-or-Treat around the park
- **What else?**

Permitting your event:

A permit will be required for your event (they are often no-cost, but some activities do trigger a fee). Please work with your Park staff liaison and the Park Reservations team. The permit will also review rules around event insurance, alcohol, large-scale food service, etc.

If your event requires event insurance, and you do not have any, you might consider reaching out to the Spokane Parks Foundation to see if they can provide options to support your event in this way.

<https://spokaneparksfoundation.org/contact/>

Here are some City of Spokane Parks & Recreation helpful contacts and links for events:

Website for reservation information

<https://my.spokanecity.org/parksrec/reservations/>

Direct link to the online reservation request form

<https://spokanecity.wufoo.com/forms/se49jyg0g41g5o/>

Email address

parkopsreservations@spokanecity.org

Phone number

Dial 311 or [509.363.5455](tel:509.363.5455)

The First Year: Growing a Park Friends group

Some of this information may also be helpful for Adopt a Park groups

In the first year, as you transition to fundraising and vision-setting projects, it will be important to keep your newly-forming group focused on creating and building a shared vision, setting attainable goals, and working together to accomplish small projects! This will build momentum and community support.

Here are a few strategies and ideas we've found helpful for growing your Adopt a Park group.

Building your membership & engaging your neighborhood

- Create an email address. Creating a Friends of ___ Park@gmail.com or similar will create consistency and allow multiple people to monitor/respond to the inquiries.
- Create a website; explore other Friends Group websites and inquire about how the site was created and how it is updated
- Create social media pages; start with only two admins for the page to better control content. This is a good role for volunteers with experience in admin roles on other pages.
- Add a google phone number to your social media and other materials. Keep updating messages to reflect new happenings.
- Like, share, and comment on related neighborhood social media pages
- Connect with your [neighborhood council](#) by getting on the agenda and presenting your ideas at a meeting.
- Place banners or signs around the park inviting people to learn more about and join your group (just make sure to check in with your staff liaison about how to post signs – we have rules around stakes in the ground and no nails in trees).
- Ask to hang posters in your local business shop windows.
- Work with your staff liaison to ask how Parks can promote your new group or event. We can often post on our social media channels, issue a press release, etc.
- Keep a list of volunteers and their contact information, so you can reach out to them with new opportunities.
- Keep in communication with your liaison for updates on other groups who have expressed interest in the park (e.g. pickleball, basketball, etc.)

How to build partnerships:

- Start with local businesses, schools, religious institutions, community centers, etc.
- Maybe the grocery store donates candy for your Halloween event in the park, or kids from the high school do a park clean-up to as part of a class project.
- Learn about your partners' interests and priorities, and find ways that your Park Friends group might align for mutual benefit.
- Build relationships with your Neighborhood Council, and participate in the Park Board's Citizen Advisory Committee. Attend your neighborhood(s) council meetings regularly and ask to give updates on your groups.

How to track volunteers:

- Free or low-cost software options – **what do people recommend?**

How to explore a physical improvement project:

If you have a physical improvement project you'd like to see done in your park, let's talk! Connect with your Park liaison. We'll explore how the project might align with our overall Parks & Recreation Master Plan. If the project meets mutual goals, we might be able to leverage some matching funds or grant dollars to accomplish more together. We have some great examples of projects done in partnership with Park Friends groups.

How to fundraise:

Fundraising can be important to helping you achieve your mission, whether it's supporting maintenance, hosting community events, or physical improvement projects.

When you approach a potential funder, you'll want to have a specific project in mind, an idea of what you'd like them to consider donating, and what you can offer in return. It's wise to have the plan in writing, so you can leave it with them to consider. You might have a single page that outlines the event, and different sponsorship levels and what benefits each level comes with (signage at the event, a free booth space, etc.).

(Example to share?)

Consider asking individuals you know who might be willing to donate any amount, and don't be afraid to start small. Community institutions and local businesses benefit from a park that is clean, healthy, and vibrant, and they may be interested in providing in-kind supplies or some funding to support your work. You can also host a fundraising event. Consider establishing a membership fee and alternate volunteer time for membership. You may also explore having a Square device for payment, or developing a QR code and attaching it to a short membership form and payment.

We all know how important it is to say "thank you" to our donors, supporters, and volunteers, and showing your appreciation will go a long way in building a strong relationship.

Grants are another avenue to explore. **What's a good resource to find them (www.grants.gov, others?)?** If you've found one of interest, work with your Park liaison to ensure the project is do-able and to see if there might be a way to leverage the grant with other matching funds or letters of support.

Consider opening a checking and savings account, and when you reach \$10,000 consider establishing an endowment fund. One source for establishing this fund that some Park Friends groups have used is Innovia (www.innovia.org, 509.624.2606).

Good things can take time

We so appreciate your interest and time dedicated to working with us; together, we can do so much more. Thank you. There are often many steps we have to go through as a Government agency, and we appreciate your patience as we navigate things. It might seem like extra steps or time, but we do our best to be efficient while also ensuring we follow required processes, serve as trustworthy stewards of Parks & Recreation resources, and balance competing priorities for deserving projects. It might take time, but when these great partnerships happen, the outcomes are incredible.

Thank you

Thank you for your interest in starting, joining, or growing an Adopt a Park or Park Friends group. We hope that you have found this information helpful, and we are always available for questions. As our programs grow and evolve, we will update and revise this toolkit, and we welcome your feedback.

City of Spokane Parks & Recreation

<Logo>

808 W. Spokane Falls Blvd.

Spokane, WA 99201

311 or (509) 755-2489

SpokaneParks@SpokaneCity.org

In progress:

Appendix A

Applications

Appendix B

MOU templates

Appendix C

Volunteer Sign In Sheet and the Volunteer Waiver forms

Appendix D

Sample bylaws

Healthy Parks, Healthy Neighborhoods Park Investment Levy – Education-only Outreach Plan

Park Board, February 2024



WHAT SHOULD PARKS DO NEXT?

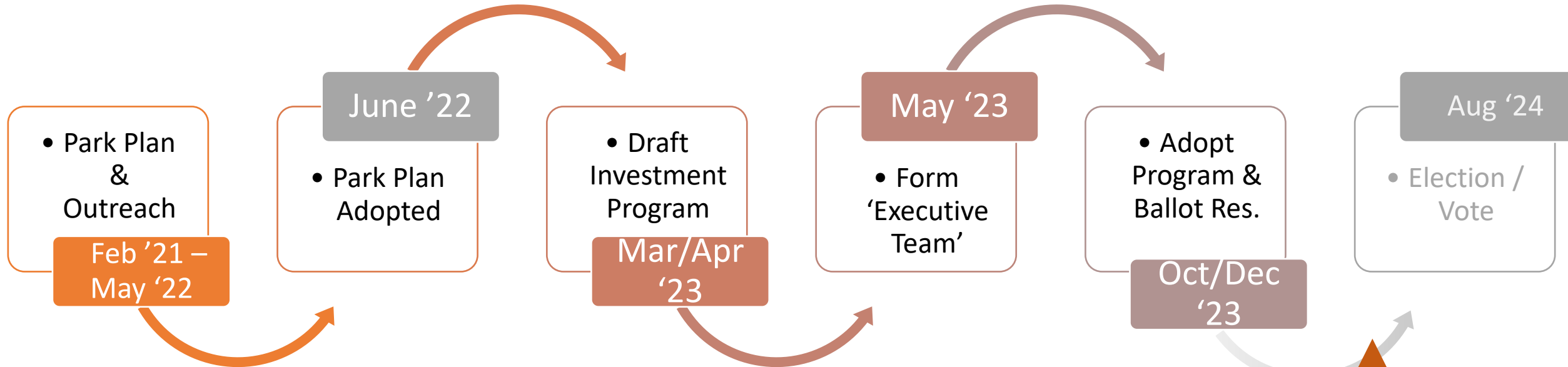
Be part of the conversation as we look to the next ten years for Spokane's parks and natural lands.

Take the survey today!
Point your phone's camera at the QR code to be prompted to visit the website.



For more information, go to SpokaneParksMasterPlan.org

Process



POLITICS

Spokane Parks and Recreation looks for public input on next decade of park planning

The survey will help Parks and Recreation shape its Master Plan for the next 10 years.



Informational Outreach
Phase I: Through April
Phase II: May – August

PRESERVE & PLAY

A community driven plan that is derived from the goals, desires and feedback obtained from over 5,000 Spokane residents.



One of fourteen pop-up events in the community to obtain input from a diverse range of people.



Residents of all ages were engaged to ensure the plan represents the needs of the entire community.

THEMES



LAND

All physical park properties, programming, and facilities that take place on City park lands

GOAL A. SERVING THE UNDER-RESOURCED

GOAL B. INLAND NORTHWEST LIVING

GOAL C. PRESERVE OUR WILD

WATER

All activities, facilities, and programming in and around natural and manufactured water features including rivers, streams, swimming holes, pools, and splash pads

GOAL D. SWIM AND SPLASH

GOAL E. CARE FOR AND ACTIVATE THE SPOKANE RIVER

GOAL F. IMPROVE WATER USE EFFICIENCY

PEOPLE

Goals and strategies related to how residents engage with and utilize parklands and programming

GOAL G. PARKS FOR ALL

GOAL H. BUILD AWARENESS

GOAL I. DIVERSITY OF OFFERINGS

GOAL J. CO-EXISTENCE

LEGACY

Ensure that all goals and actions contribute to continuing Spokane's heritage of renowned parks, recreation, and services

GOAL K. MAINTAIN AND CARE

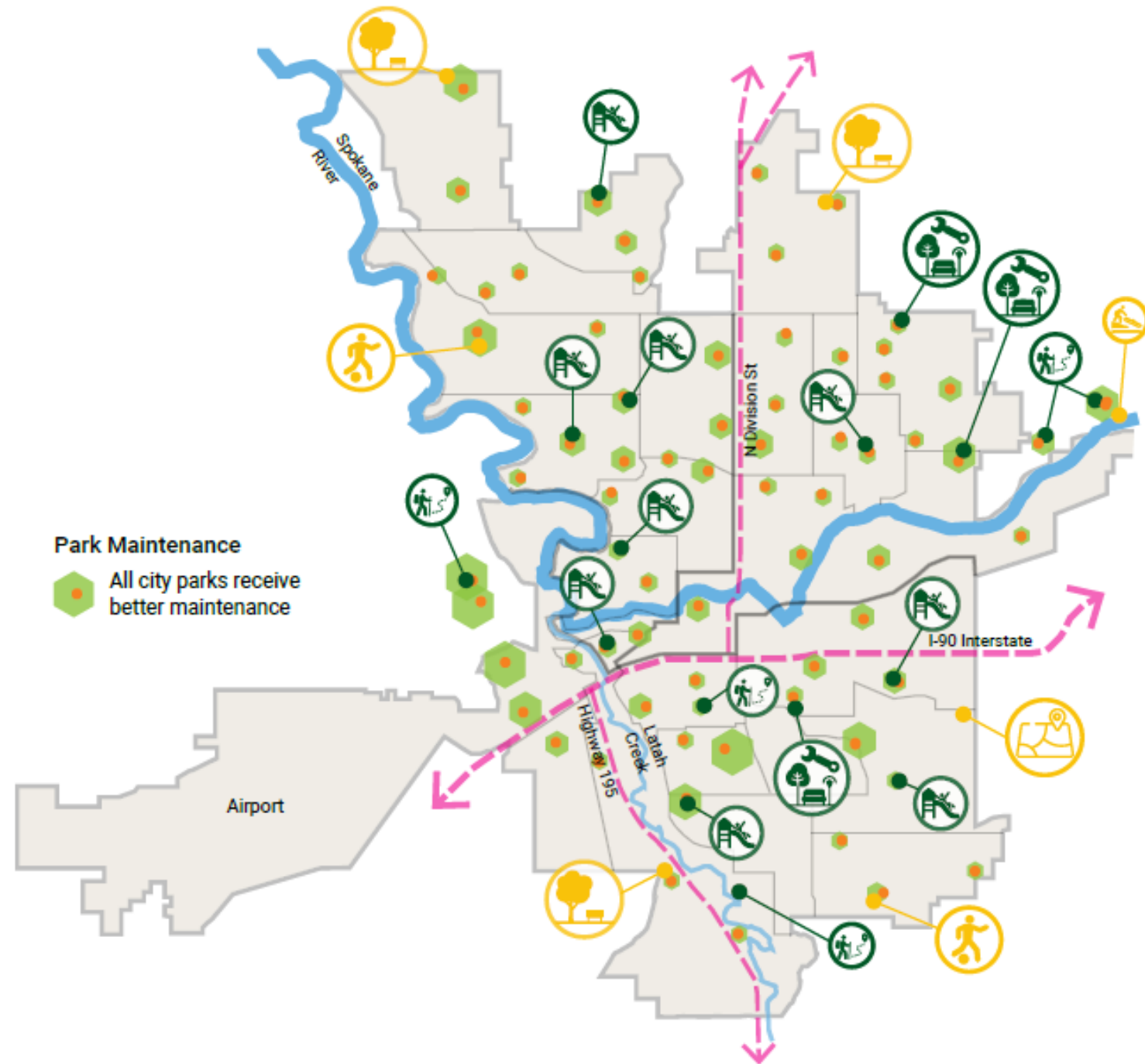
GOAL L. FUNDING FUTURES

GOAL M. STRATEGIC ACQUISITIONS AND REAL ESTATE MANAGEMENT



Key Themes

- ▶ What's in it for me?
 - ▶ Cut sheets for each neighborhood & district
 - ▶ City-wide scope map
- ▶ Caring for what we have, safety & maintenance
- ▶ Why it's needed, financial picture (2.3% vs. 8%)



What to Expect in Your Neighborhood

Audubon / Downriver Downriver

▶ **Improved Daily Park Maintenance**

- ▶ Graffiti Removal, Vandalism Repair,
Mowing, Trash Cleanup, Playground Repair

▶ **Park Safety Initiative** - Park ranger presence

▶ **Park Improvements**

- ▶ Audubon Park – Large Play, restroom replacement, pathways, irrigation replacement
- ▶ Shadle Park – Large Play, restroom enhancement
- ▶ Webster Park – New playground / restroom improvements
- ▶ Drumheller Springs – Natural land preservation & acquisition funding
- ▶ Downriver Conservation – Natural land preservation & acquisition funding
- ▶ Shadle Aquatic Center – improved facility repairs

Information-only Education Outreach Plan

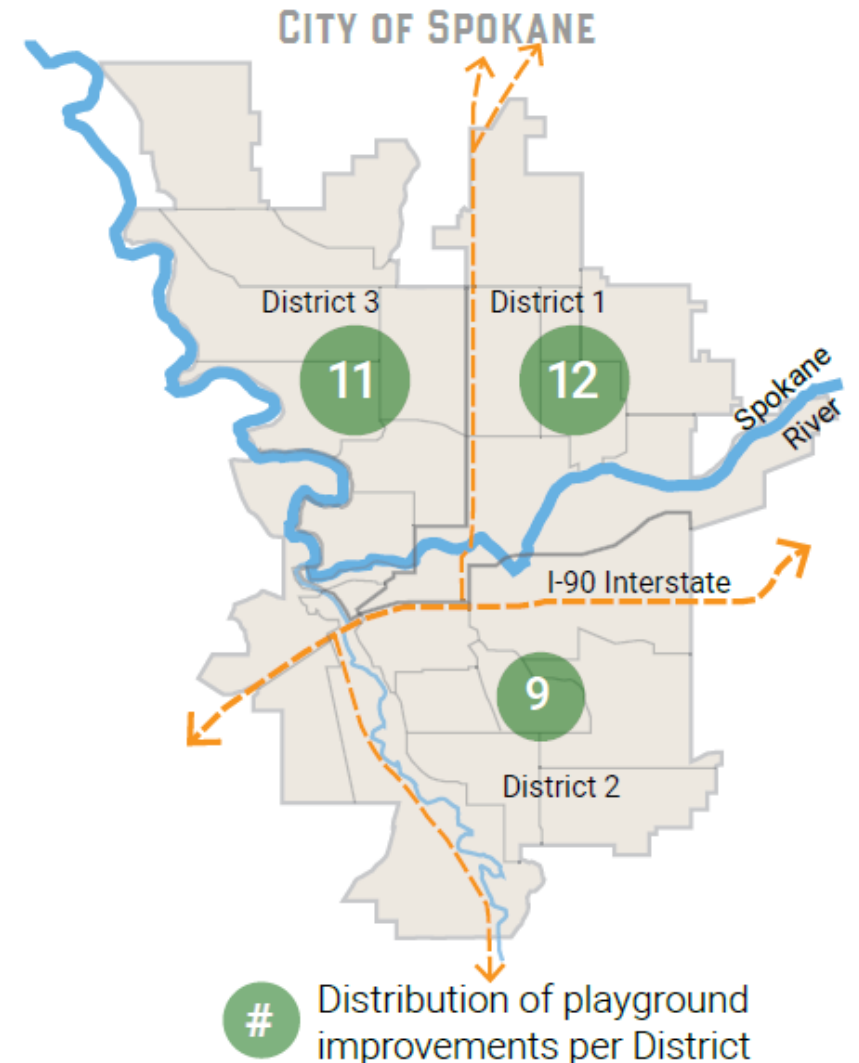
Events & Activations

- ▶ ***Presentations with neighborhood councils, community groups, business organizations, service clubs, etc. (phases I & II)***
- ▶ ***Booths at community festivals, events (phases I & II)***
- ▶ ***Online webinar (phase II)***
- ▶ ***Coffee & Chats (phase II)***



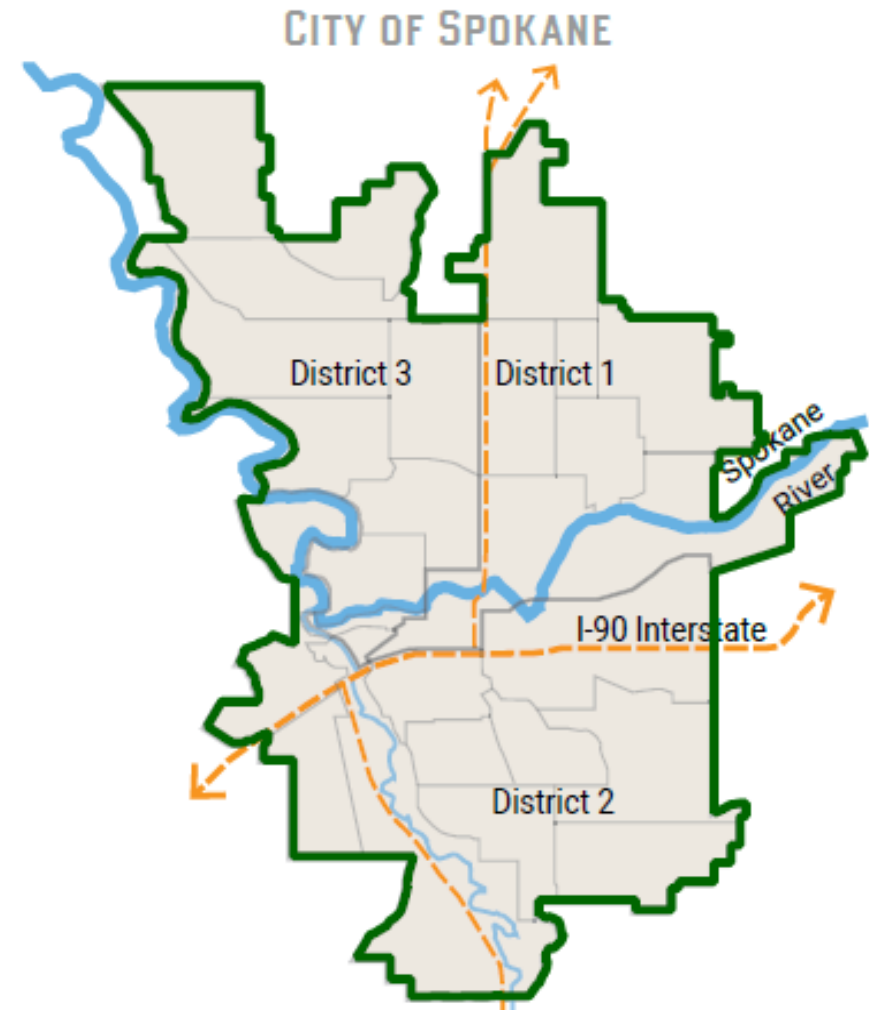
Digital

- ▶ *Website (phases I & II)*
- ▶ *Social media (phases I & II)*
- ▶ *Blogs (phase II)*
- ▶ *Videos (phase II)*
- ▶ *E-newsletters (phase II)*
- ▶ *TV screens at Parks facilities (phase II)*
- ▶ *Riverfront Park electronic billboard (phase II)*



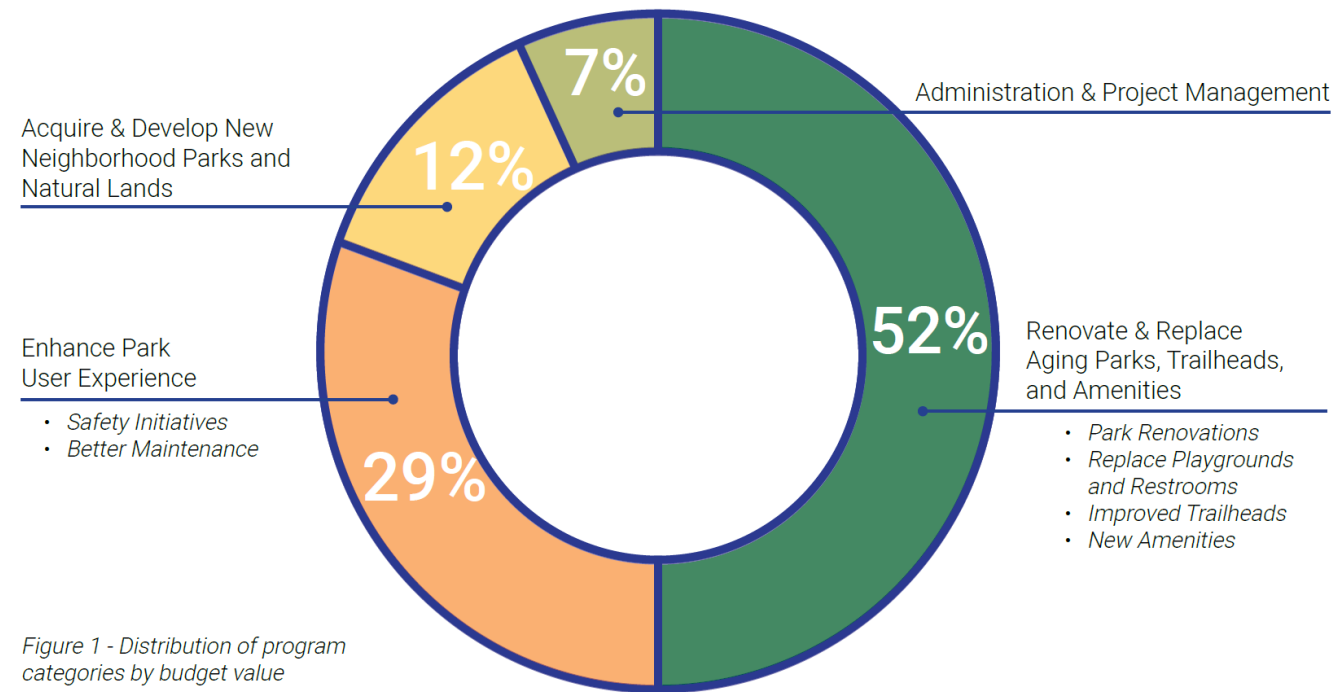
Collateral & Mail

- ▶ *One-sheet (phases I & II)*
- ▶ *Cut sheets (phases I & II)*
- ▶ *FAQ (phases I & II)*
- ▶ *Activity Guide ads (phases I & II)*
- ▶ *Utility bill inserts (phase II)*
- ▶ *Postcards (phase II)*
- ▶ *Banners in parks (phase II)*
- ▶ *Posters (phase II)*



Earned Media & Advertising

- ▶ ***Pitched news stories (phase II)***
- ▶ ***Partner channels (i.e. SPS) (phase II)***
- ▶ ***Small print, TV, radio buy (phase II)***
- ▶ ***Cable 5 (phases I & II)***



Volunteer Support

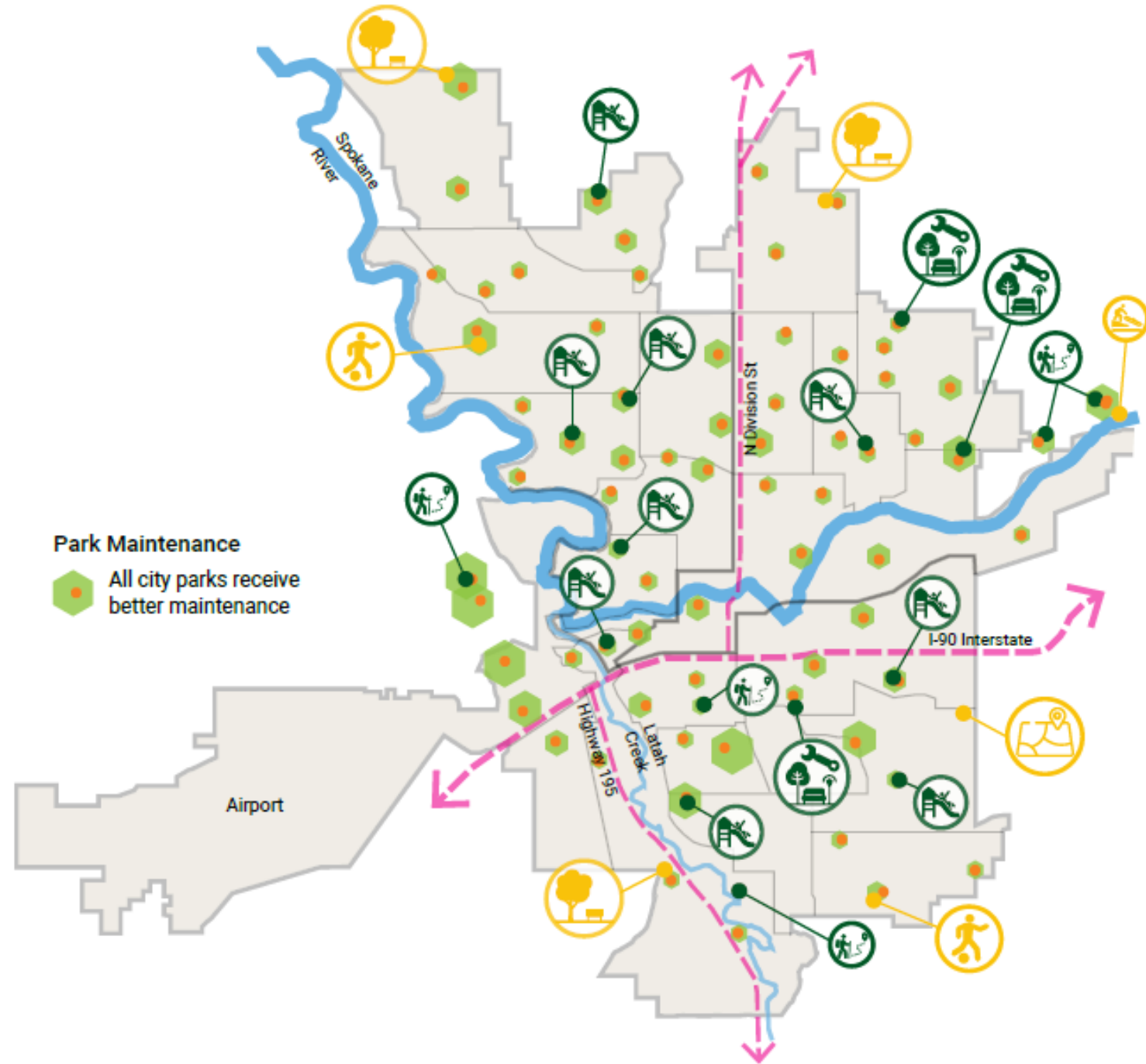
Volunteer Support

- City-lead outreach where we could use your support:
 - Help us staff booths at community events
 - Connect us with groups you think we should present information to
 - Share our info messages on social media
 - Share collateral information
 - Invite friends to the webinar/coffee & chats
 - Help with ideas for video/written testimonials about what parks mean for Spokane
- PAC activities may, without the use of any City resources, include things like:
 - Steering committee
 - Recruiting volunteers
 - Fundraising for advertising, mailers, signs
 - Writing letters to the editor
 - Social media sharing with “vote yes” messaging
 - Posting “vote yes” signs
 - Rallies
 - Waving on street corners
 - Flyer distribution

Volunteer Toolkit

April - August

- ▶ One sheets & cut sheets
- ▶ FAQ
- ▶ Sample social media messages
- ▶ Posters
- ▶ Legal info



SpokaneParks.org/levy



HEALTHY PARKS, HEALTHY NEIGHBORHOODS

An investment in neighborhood parks, safety, and maintenance|

