

**Spokane Neighborhoods Community Assembly**

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



Meeting Agenda for Thursday, August 1, 2024  
5:30 to 7:30 p.m., The Hive  
Proposed Agenda Subject to Change



Please review previous month’s minutes:  
\*Community Assembly Minutes: July 11, 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	5
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. City Council Update (Nicolette Ocheltree) .....	10 min (5:55)	Oral Report	-
7. ONS Update (Dawn Kinder).....	10 min (6:05)	Oral Report	-
8. CHHS Update (Arielle Anderson & Kimberly Babb).....	20 min (6:15)	Oral Report	-
9. Transportation Commission Liaison Recruitment (Paul Kropp).....	10 min (6:35)	Vote	13
10. Design Review Board Candidate (Paul Kropp).....	5 min (6:45)	Vote	14
11. Budget Committee Mid-Year Report (Gail Cropper).....	5 min (6:50)	Oral Report	22
12. Building Stronger Neighborhoods Update (Tina Luerssen).....	10 min (6:55)	Roll Call Vote	-
13. CA Committee Updates (Committee Chairs) .....	10 min (7:05)	Oral Report	-
14. Roundtable Discussion.....	10 min (7:15)	Open Discussion	-
15. Actionable Items Review .....	5 min (7:25)	Report	-

**Other Written Reports**

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

- Administrative Committee .....24
- Budget Committee .....26
- Building Stronger Neighborhoods Committee (BSN).....29
- Communications Committee .....
- Community Assembly/Community Development Committee (CA/CD) .....
- Land Use Committee.....
- Liaison Committee .....32
- Neighborhood Safety Committee .....
- Policies and Procedures Committee (P&P).....33
- Pedestrian, Traffic, and Transportation Committee (PeTT).....

***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.....34
- Design Review Board Liaison Report .....
- Plan Commission Liaison Report.....35
- Urban Forestry-Citizen Advisory Committee Representative Report .....
- Housing Action Subcommittee Liaison Report .....
- Plan Commission Transportation Subcommittee Liaison Report.....
- Park Board Development and Volunteer Committee Representative Reports.....38

\*\* 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:***

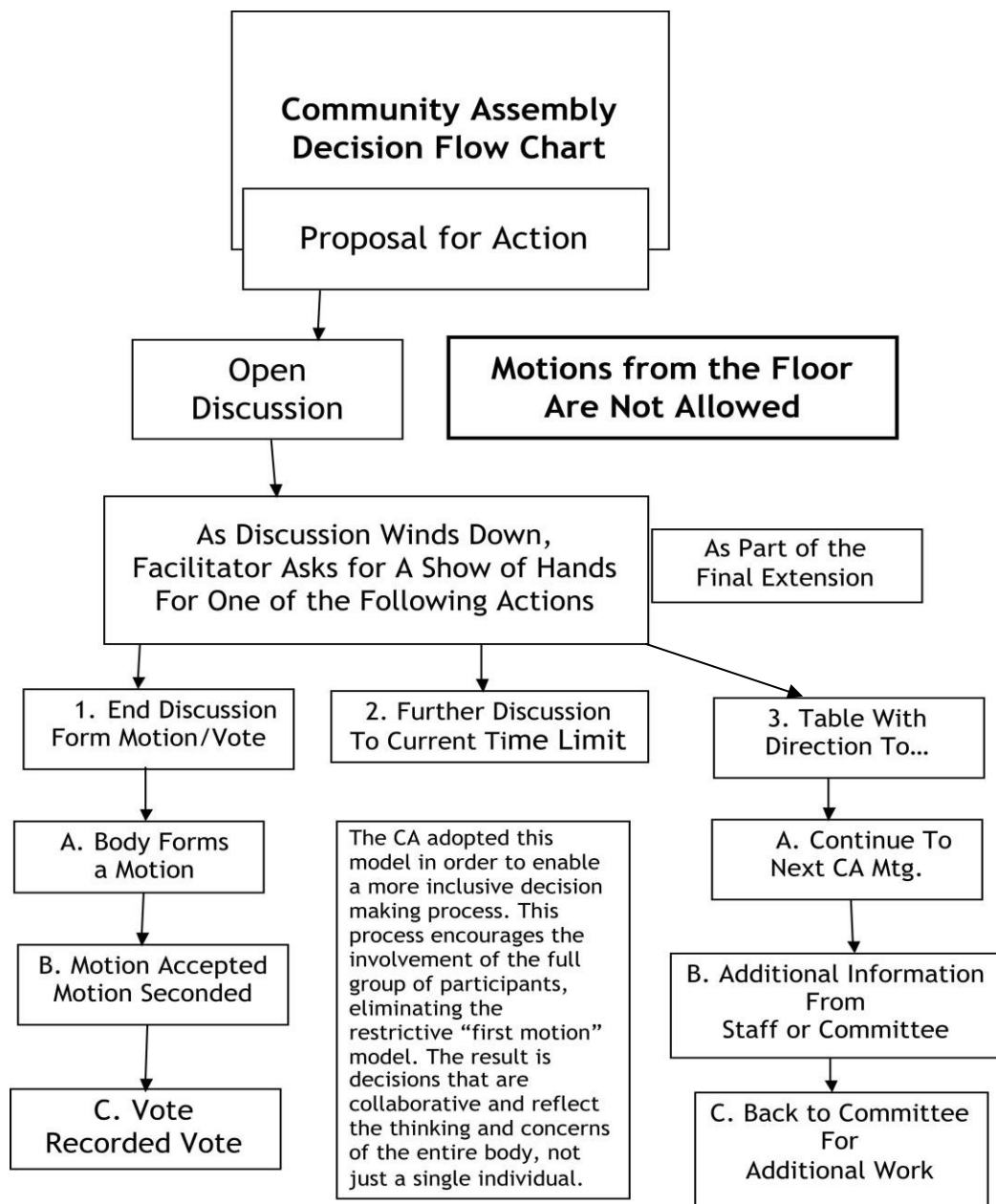
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

July 11, 2024, in-person at the Hive

Meeting called to order at 5:38 p.m. by Kelly Cruz

**Present:** Fran Papenleur-Audubon-Downriver, Luke Tolley-Bemiss, Krista Anderson-Chief Garry Park, Pam Schermerhorn-Cliff/Cannon, Sandy Wicht-Comstock, Debby Ryan-East Central, Patti Marland-Stevens-Emerson-Garfield, Leslie Hope-Grandview-Thorpe, Laura Johnson- Hillyard, Carol Tomsic-Lincoln Heights, Tyler Tamoush-Minnehaha, Dalin Tipton-North Hill, Dan Knechtel-North Indian Trail, Kathy Tham-Peaceful Valley, Lorna Walsh-Riverside, Bill Doley-Rockwood, Jael Stebbins-Shiloh Hills, Andy Hoye-Southgate, Randy McGlenn-West Hills, and Charles Hansen-Whitman.

**Not Present:** Balboa/South Indian Trail, Browne's Addition, Five Mile Prairie, Latah-Hangman Valley, Nevada Heights, Logan, Manito/Cannon Hill, Northwest, West Hills.

**City Staff Present:** Pollyanne Birge [Office of Neighborhood Services (ONS)], Gabby Ryan (ONS), Council President Wilkerson (City Council), Giacobbe Byrd (City Council).

**Guests:** Kelly Cruz (Facilitator), Paul Kropp (Liaison Committee), Olivia Benerao (Cliff Cannon), Shawn Terjeson (Lincoln Heights), Kris Neely Southgate/Parks Urban Forestry Citizen Advisory Committee (UF-CAC).

## ADMINISTRATIVE AGENDA ITEMS:

### 1. Introductions

**2.a Motion to Amend Agenda:** Fran Papenleur motions to change agenda to have the City Council President's report before the ONS report. Dan Knechtel seconded. Motion passes 20-approve, 0-abstain, 0-deny.

**2.b Approve Amended Agenda:** Dalin Tipton moves to approve amended agenda. Tyler Tamoush seconded. Motion passes 20-approve, 0- abstain, 0-deny.

**3. Approve Minutes:** Tyler Tamoush moves to approve June CA minutes, Dalin Tipton seconded. Motion passes 19-approve, 1- abstain, 0-deny.

### 4. Admin Committee Action Items:

- Previous resolutions sent to Giacobbe Byrd and received a receipt of confirmation.

## OPEN FORUM:

### 5. Reports/Updates/Announcements:

- Tyler Tamoush: At the last Safety Committee meeting there were several resolution ideas, now doing research on what can or can't be done. Walk audits are underway, Bemiss is first up (pushed a week out because of the heat wave). Samantha Hennessy will send update emails as they happen, and Tyler will forward to Gabby to distribute to everyone. Encouraged neighbors to participate. Follow up from when Arielle Anderson, Community Housing and Human Services

Director, presented on the scattered site model. It's a state law—House Bill 1220. Not just emergency shelters, but single-family homes, duplexes, etc. so folks can transition out of homelessness. New Police Chief announcement, Kevin Hall from Tucson, AZ for 30 years and Citizen Chief before leaving. Susan Mensching from West Hills is the chair of Police Advisory Committee and said Chief Hall should be at next one in September—encourage folks to come in smaller setting. Next meeting—ask Arielle Anderson to ask to speak again about Scattered Site Model or possibly going into human trafficking stuff—waiting from call backs from: border control, SPD and potentially a former FBI agent. Next Safety Committee meeting is (amended to) Wednesday, August 28, from 6 to 7 p.m. at the Hive.

- Dan Knechtel: Ask neighborhoods—single family homes being turned into nursing homes, what entity over seeing residents and proper permitting? Are Fire Departments aware because a lot of resources going toward these facilities. Any trends other neighborhoods seeing this? Council President Wilkerson: Adult family homes are legal in every neighborhood. Regulated by the Department of Social and Health Services (DSHS) Residential Care Services. Adult family homes are very regulated, inspected yearly, and the licenses go through the Fire Department and approved through City as well.

#### AGENDA ITEMS:

#### **6. City Council Update [Council President Wilkerson (CPW)]**

- New Chief of Police has been a very robust search effort. There was a public forum at the central library, and members of the police academy got to weigh in as well. Chief Hall is a member of the Colville Nation and has family in the area.
- Council hired new Budget Director; Matt Boston moved to Mayor Brown's Administration office. The Mayor has proposed a "2 book budget" one with the sales tax passing and one where it doesn't.
- Prop 1: 1/10 of 1% of sales tax for community safety. Property tax didn't seem like it was going "to fly" and Prop 1 is a sales tax so property owners are the only ones paying in, but Spokane visitors as well. Council meeting with Mayor next week—coming to council on July 22 to approve to put on ballot.
- Kelly Cruz: Asked about the potential of a two year budget cycle and hopes for more transparency.
- City Council President Wilkerson: Sometimes with the past disagreement of council and administration those budgets have not been cleared and while Council approves something in December, the budget is already "busted" by April. Two years will give more clarity and longer runway. Council and City Admin now have quarterly budget meetings, open to public and televised. Never had that that before. Council is pretty united on 1/10<sup>th</sup> sales tax. Will raise about 6.1 M go to public safety, resiliency (and more conversation on what does that mean).
- Grants Pass decision: Enforcement of illegal camping. "Now residents can be ticketed and criminalized for being on streets." What does that mean? Council has asked that too about what that process looks like? With our limited police force—they are prioritizing calls. Are they going to the tent or go to car accident. Also, implications on the court side—what happens when ticketed?
- Budget—midyear Special Budget Ordinance (SBO) moved \$500K back into Traffic Calming fund. Was going to go to 4 officers in neighborhoods, but no pathway forward for that, so clawed that back.

- Traffic Calming and resolutions from CA. Abby Martin will be coming in September and coming regularly to talk about Traffic Calming funds—projects, where money is spent and how much funding is still available. Spokane Regional transportation committee has funding as well for design and build—adaptive equipment ideas like flower pots, bollards. The funding will be to build it, test it and report—before we do hardscapes.
- Cooling Centers: CPW asked why it was 95 degrees to trigger the opening of cooling centers. Reaching out to the Health District what should the number be. We have when its cold, we need to know about when it's hot.
- Climate Resiliency Sustainability Board (CRSB): Mayor proposed creating a board, we have the [Spokane Sustainability Action Plan](#) but it's never been implemented before. There will be a brief on Monday, Jul. 15 at the Public Infrastructure, Environment, & Sustainability (PIES) Committee—encourage folks to participate.
- City Council is on break for the August CA meeting and Council President will be back in September. ***Tyler Tamoush moved to extend, Luke Tolley seconded. Motion passed 20-approve, 0- abstain, 0-deny***
- Public budget meetings are monthly on the 2<sup>nd</sup> Thursday at 11 a.m. at the Central Library. The July meeting was pushed back a week for the holiday.
- Fran Papeleur: Cooling Centers: Are they being highly utilized? CPW: Downtown is, haven't heard back about other libraries. Fran: Why not community centers? CPW: In talks right now.
- Carol—thanks for sales tax vs property.

## 6. ONS Update (Gabby Ryan)

- Patrick Striker's last day with the City was June 21,2024, in the interim ONS staff will report directly to Neighborhood Housing and Human Services (NHHS) Director Dawn Kinder. Dawn will attend the August CA and is sorry to miss the July meeting.
- CHHS is planning to reach out to NC's to offer to attend upcoming meetings and give updates on shelter plans, also happy to attend a future CA meeting.
- On the City Budget:
  - Mayor Brown recently announced a sales tax measure - the proposed sales tax, set at one-tenth of one percent, is expected to generate an estimated \$7.7 million annually. Fifteen percent of these funds will go to Spokane County. The roughly \$6.5 million collected each year by the City of Spokane will be dedicated to community safety enhancements.
  - The City also continues to look at expense reduction options to address the current budget.
  - More information will continue to be shared over the summer.
- As part of the Janet Mann Safe Street Now! Resolution, the City is adding 6 additional mobile radar units, doubling our volume. Those will be managed through ONS as an expansion of the existing mobile radar program.
- The Homeless Outreach Team (HOT) has been piloting a new model to enhance clean up capacity, now using 1 police officer per team (instead of 2) allowing for one HOT Team to focus on the downtown area and a second HOT team to focus on neighborhoods, we are seeing faster abatement times and increased tonnage in garbage removal. Luis Garcia would be happy to share more with the CA at a future meeting.
- The City has announced the hiring of Kevin Hall as the incoming Chief of Police for the Spokane Police Department, Chief Hall is expected to begin in the coming two months.

- The City is working with a recruiting firm for the hire of the City Administrator (Garrett Jones has been serving as Interim) and for the Director of Human Resources (Mike Ormsby has been serving as Interim), the search is anticipated to conclude late summer/early fall.
- Pollyanne Birge: Explains the details of the Neighbor Day Clean-up event on Saturday, Sept. 28. Encourages NCs to be host sites and notes the flyer with the QR code to go to the intake form: [Spokane Neighbor Day - Host Site Registration \(google.com\)](#) **Laura Johnson moved to extend, Debby Ryan seconded. Motion passes 20-approve, 0- abstain, 0-deney.**
- If neighbors need to report litter or issues—reach out to 311, that automatically routes to dept. Code Enforcement and Solid Waste do know where those hot spots are.
- Fran Papenleur: Asks about Code Enforcement and how to get Audubon-Downriver graffiti submitted.
- Debby Ryan: Return the dump pass tracking sheet to ONS? PB: No need—that is for your own tracking.
- Laura Johson: Parks okay to apply for to clean-up? PB: Yes! We’d want Parks to know, but that is okay.

### 8. Transportation Commission Ordinance (Randy McGlenn)

- Transportation Commission Ordinance Passed. Questions: Q&A time. Request to changes to make a CA member a voting member did not pass. What are end results? CPW: Other City Council kept adding things and entities as liaison, so the result was that the CA member would be a liaison and not a voting member. As with most other committees, that is consistent with other boards.
- Kelly Cruz: We combined a bunch of committee in the city to one group, correct? And CTAB is part of that? CTAB was created by an ordinance under state law to regulate \$ city collects to guide how spent from vehicle license fees. Seems like funding is going to pot—then constituents’ lose control of where everything goes. The City needs to be formal about funds they take in.
- Paul Kropp: Transportation Benefit District—within ordinance that passed there is support for that function. What are transparency standards? Just monthly meetings and agenda published in advance?
- Paul Kropp: Now there is open committee spots, vacancies are on website. Online link to online application. Urge every NC to let their members know that.
- CPW: Will add that to our list for Sept. and have better idea when I return.
- Randy: Now that we have nonresidential (professionals) member making decision on residential street maintenance. Are these competing interests? Instead of interest coming directly from our neighborhoods. What are the qualifications? They are listed on the [City website](#).
- Tyler Tamoush: Looking at the open slots—when they say transportation expert or parking expert—is that what that means?
- Kelly Cruz: What are the qualifications? CPW: They are on the [City website](#).
- Giacobbe Byrd: There are nine open seats. Three spots, one for each district and what Tyler mentioned: transportation expert, bicycle advisory board member, etc.

### 9. Safe Streets Now – PeTT Response (Carol Tomsic)

- Pedestrian Transportation and Traffic (PeTT) Committee didn’t come to official response. Carol read aloud the Safe Streets Now! Information found here: [Mayor Brown Signs Legislation Implementing Safe Streets Infrastructure - City of Spokane, Washington \(spokanecity.org\)](#) and describes some of the elements of adaptive design—like planter boxes, painting, curb stops, etc. Example of how the Howard street promenade was paid for the Traffic Calming funding money. There are 138 proposals in the Traffic Calming plan—we can’t afford to do them all. This resolution



will allow to take the smaller adaptive projects out of those and focus on what we can do now. One example is the Altamont loop—waiting a decade for something to be done and now they will have something. The 2025 Traffic Calming reserves are \$3.1M, so if there are big project, that funding doesn't go very far. Speed radar signs—these help our neighborhoods—know what speeds are and adjust.

- Dan Knechtel: With that long list of projects and if we are going the adaptive route, what projects get put on the bottom of the list?
- Laura Johnson: Are these projects mostly for non-arterial roads? Giacobbe Byrd: Abbey will know more and be in September.
- Carol Tomsic: Neighbors can come up with pilot programs yourself—its temporary.
- Randy McGlenn: Are we considering all of the consequences of traffic calming? When Sprague did their street diet, then First Ave. had more accidents of people trying to pull off and try to avoid that. We need to make sure on how these will affect the adjacent streets.
- Carol Tomsic: These details are located in the PeTT meeting minutes. Eric Lowe from Reimagine Spokane said Neighborhoods need to stop fighting and work toward solutions. There is not enough funds to do everything let's focus on what we can do—street murals are adaptive design as well. We don't need to spend millions of \$ to slow down.

#### 10. Ad Hoc Policies and Procedures (P&P) Committee (Paul Kropp)

- On page 18 of the packet there are recommendations from the Ad Hoc Committee for amendments to both the Liaison and Safety committees policies and procedures. Now it's on your agenda and someone else will have to work with the group to engineer approval or not.
- Lorna Walsh: You can read the amendments on page 18 of the packet:  
The 2024 Ad Hoc P&P Committee has reviewed each of them and has determined their provisions are consistent with established Community Assembly's policy regulations:
  - A. This Liaison Committee proposal ("rev 4 2-23-24") amends its policies and procedures document with a clarifying insertion of text to connect the liaison members list in the CA's P&P document to the committee, and adds new language in case an allegation of liaison misconduct is reported.
  - B. This Neighborhood Safety Committee proposal ("May 29, 2024") amends its 2018 P&Ps to bring them in line with current practice and standards, and to reflect the preferences of the members of the newly revived Neighborhood Safety Committee.
- ***Luke Tolley moved to accept those recommendations, Andy Hoye seconded. Motion passes 20-approve, 0- abstain, 0-deney.***

#### 11. Urban Forestry Liaison Presentation (Kris Neely)

- Kris Neely: Presents on the Urban Forestry Liaison slides.
- Andy Hoye: Two years ago there was a massive inventory of Spokane's trees. It was determined that the most valuable tree in City of Spokane is on the corner and 25<sup>th</sup> and Grand it's a Black Oak tree worth \$60K!
- Kris Neely: There is also a very well done city has map with every street tree listed with their specs. Giacobbe Byrd: the person who was the main person to develop that site was a volunteer named Ted Hensle.
- Laura Johnson: Area in Shiloh Hills on Nevada where they put in some apartments and took a bunch of trees out. Massive tree loss—make up for it in other ways? How does that affect the environment?

- Kris Neely: If trees are on private property—nothing to do with that. Not Urban Forestry, but the [Spokane County Conservation District](#) (SCCD) board—*would* be more interested.
- Bill Doley: Where the tree site map? What is the link?
- Jael Stebbins: Large track of land with no trees, it is an erosion issue—would the Spokane County Conservation District be interested?
- Kris Neely: Perhaps, the SCCD is interested in conserving land, water, all the natural resources within the County of Spokane, so we are always interested in conserving those natural resources. ***Lorna Walsh moved to extend the time, Laura Johnson seconded. Motion passes 20-approve, 0-abstain, 0-deny.***
- Kathy Tham: When CSO tanks were put in Peaceful Valley—every tree planted is now dead. Are there any thing put out to those contractors who have not maintained them after planted?
- Kris Neely: That is a Parks and Rec issue that they could address. The [Urban Forestry](#) staff are really great and really care. Katie Kosanke is great to work with and would welcome your questions. One thing they have been dealing with is the backlog of trees that died due to bark beetles, storms, etc. and it's taken the City a little while to catch up.
- Urban Forestry Meetings: First Tuesdays of the month at 3:30 p.m. and location varies.

#### 12. City Council/Neighborhood Workgroup (Fran Papenleur)

- Brainchild of former Council President (Neighborhoods 2.0, 3.0): Great group: Cathcart, Dillion and Klitzke, Chris Wright. Last meeting was July 2 and meeting every 4-6 weeks. Very positive.
- Bulk of this month's meeting was how to manage the resolutions and letters—process improvement and discussion and Giacobbe has those resolutions.
- Giacobbe Byrd: Yes! They are going to the Finance Committee on July 22<sup>nd</sup>, and Council President will assign those to different staff. Abby Martin has the transportation resolution mentioned earlier and will be presenting in August.
- Fran Papenleur: Other upcoming topics: governance/bylaws and building capacity. Also want to thank Council President for speaking so well Community Assembly at the Urban Experience Committee, things are on such a positive track all the way around.
- Giacobbe Byrd: Added CA admin team to all of the committee distros—so you'll be getting all of those agendas regularly.

#### 13. Budget Committee Update (Andy Hoyer)

- Budget committee works very closely with the ONS rep, maybe more so than other committees and I just want to say that Gabby Ryan has done an absolute excellent job! We had a little crisis last night and Gabby really stepped up. They say crisis builds character and I think it reveals it: thank you Gabby!
- 22 applications and most were approved, but Gabby had to call back on a few things.
- Remaining funds: \$4,135.00. A replacement tent was purchased and brought up a good question—should we pre-authorize those types of replacement? We can decide later.
- Spreadsheet coming with all the info coming shortly.
- Question: Pollyanne—are you the person to ask about insurance? Do you do the risk assessment on those?
- Pollyanne Birge: That would be the City's Risk Manager, Scott Jordan who I forward the material on to for review. If an NC uses their MOUs, that not only waives fees, but also there is an indemnification clause at the bottom, and that can act as a waiver for your insurance. It really does depend on the nature of the event and is on a case-by-case basis and again, would be reviewed by Scott Jordan the Risk Manager.

## 14. CA Committee Updates (Committee Chairs)

### **BSN: (Luke Tolley)**

- Nov. 2, 2024, 8 a.m. to 1:30 p.m. Neighborhood Summit. Currently looking for presenters—any one of us should apply, but also any expert leaders you know. Spokane City Credit Union came in with a \$3000.00 sponsorship. ONS folks are really killing it!
- 2025 is the ONS 25<sup>th</sup> Anniversary – read packet for more info.
- Same with the End of Year Good Neighbor Awards, it's in the packet.

### **CA Community Development Committee: (Andy Hoye)**

- Community Development Block Grant (CBDG): About 10 years ago if a qualified neighborhood had a bad sidewalk, they presented an argument to CA and it went to ONS and ONS contacted the building department and a sidewalk got put in. Did you hear me mention a 501c3 at any point? No! We would like that to be restored, but that request is being rejected currently. We are in negotiations, and that is a hurdle we didn't have to before. Topic being considered. In August Arielle or Heather Page will be able to ask questions here at the CA meeting. If any neighborhood has ideas about the CBDG money contact Andy.

### **CA Liaison Committee: (Paul Kropp)**

- The ONS website has the list of who the [Community Assembly Liaisons](#) are.
- The Liaison Committee interviewed a candidate for the Design Review committee, and will be bringing forth that name to CA in August.

## 15. Roundtable Discussion

Luke Tolley: For that tree map Kris mentioned, go to: [my.spokanecity.org/opendata/gis/data](http://my.spokanecity.org/opendata/gis/data) so if you click on "Open GIS Data" scroll down to the bottom on click "Environment" then "Tree Inventory" and you will get to the map! [Tree Inventory | Tree Inventory | City of Spokane \(arcgis.com\)](#)

Tyler Tamoush: Safety Committee elections will be in October so look out for that! If you want to run for Chair, Vice Chair or Secretary will be up for election.

Council President Wilkerson: Would it be beneficial for Giacobbe to present on basic navigation for the City's website? It can be kind of confusing – maybe some of the most important place you would like to find?

Kelly Cruz: I hear a presentation for the upcoming Summit, maybe? 😊

Laura Johnson: Best way to get a hold Spocanopy? Katie at Urban Forestry would be your best contact. Spocanopy is a partnership with the Lands Council and the City, but Katie will know more info.

Kelly Cruz: August 6 is National Night Out and encourage folks to attend. Contact a C.O.P.S. shop to sign up. Great way to meet your neighbors!

Laura Johnson: Bemiss Music Under the Oaks staring tomorrow at Hays Park.

#### **16. Action Items Review**

- No action items.

***Meeting adjourned at 7:44 p.m. Next meeting will be held Thursday, August 1, at 5:30 p.m. at the Hive.***

**04.40.050 Liaison Members**

- A. Representatives of the following agencies with transportation interests within the city of Spokane may join the Transportation Commission as members in liaison roles: Spokane Transit Authority, Spokane Regional Transportation Council, Washington State Department of Transportation, Spokane Regional Health District, Parking and Business Improvement Area, Downtown Spokane, Partnership, University District Public Development Authority, the Northeast Public Development Authority, the West Plains / Airport Area Public Development Authority (S3R3 Solutions), and Spokane Public Schools. Additional liaisons representing agencies not listed in this section may be admitted upon majority vote of the Commission.
- B. The City Council shall appoint up to three city council members to serve as liaisons to the Transportation Commission.
- C. The Community Assembly may nominate<sup>1</sup> a member of the assembly<sup>2</sup> to serve as a liaison to the Transportation Commission.
- D. Liaison members shall be non-voting members in Transportation Commission business.
- E. Liaison members shall be selected by the agency or body represented on the Transportation Commission and shall not be subject to mayoral appointment or council approval of their appointment.
- F. The Community Assembly and any agency with a representative serving as a liaison to the Transportation Commission may identify an alternate member of the assembly or agency to serve in the absence of the designated liaison.

=====

<sup>1</sup> Is the intended meaning “select,” as this term is used in E.? In E. agencies select their representatives. The term “nominate” in this sentence has no referent or object.

<sup>2</sup> The members of the Community Assembly are the city council recognized neighborhood councils. Perhaps “member” should be replaced by “representative” as the term is used in A.

The resulting sentence would read thus:

“The Community Assembly may select a representative of the assembly to serve as a liaison to the Transportation Commission.”

Incidentally, 050 F. would seem to require an adjustment as well. Neither agencies nor the Community Assembly are represented by “members.” The appropriate term here would be “representative.”



### Application For Committees/Boards/Commissions

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

[ Date Stamp ]

**POSITION APPLYING FOR:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How long have you been a continuous resident of the City of Spokane? \_\_\_\_\_

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

Have you ever served on a City Board or Commission? If so, which one? \_\_\_\_\_

**EDUCATIONAL HISTORY**

High School: \_\_\_\_\_ Diploma Earned: \_\_\_\_\_

Address: \_\_\_\_\_

College/University: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Address: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Present or Last Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**REFERENCES**

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_



## **Application For Committees/Boards/Commissions**

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

### **BACKGROUND INFORMATION**

Describe your civic involvement in the Spokane community.

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

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

### **UNDERSTANDING OF APPLICATION**

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

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

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

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

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

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

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

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



## EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

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

**POSITION APPLYING FOR:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Gender:  Female  Male  Non-Binary  Prefer not to answer      Date of Birth: \_\_\_\_\_

**Ethnic Origin** (please select one of the following):

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

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

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

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

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

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

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

**Veteran Status:**

Not a veteran                       Vietnam-era veteran

Disabled veteran                       Any other veteran

**Disability Status:**

Disabled                                   Non-Disabled



NAME: Fernando Diaz

APPLICATION DEADLINE = Until Position Filled

**NOTE: See the separate INSTRUCTIONS sheet for this position and the city’s volunteer application form, “Application for Committees /Boards / Commissions.” Certain information requested on this form may be combined with information requested on the city’s form in a separate document. Complete the information on the bottom of this page and sign the statement on the second page.**

**A. Educational History**

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

**B. Employment History**

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

**C. Involvement in the Community**

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

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

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

**D. Skills and Special Interests**

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

**Neighborhood Council Connection**

Which neighborhood council do you relate to? Manito-Cannon Hill Neighborhood

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

Please supply a neighborhood council reference.

Name: Mary Winkes

Phone: 509.747.3264 Email: mmcspo@yahoo.com

**Affirmation of Duties and Responsibilities**

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

**Application Submission**

Email scanned PDFs to both:

Paul Kropp, Liaison Committee Chair

[pkropp@fastmail.fm](mailto:pkropp@fastmail.fm)

Annie Deasy, Neighborhood Services

[adeasy@spokanecity.org](mailto:adeasy@spokanecity.org)

Or mail paper documents to:

CA Liaison Committee c/o Annie Deasy

Neighborhood Services

808 W. Spokane Falls Blvd, Spokane WA 99201

NAME: Fernando Diaz

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

**Affirmation**

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

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

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

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

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

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

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

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

Signature:  \_\_\_\_\_

Date: 7/7/2024

## DESIGN REVIEW BOARD LIAISON MEMBER – FERNANDO DIAZ APPLICATION

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### *A- Educational History*

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#### **Universidad 'José Cecilio del Valle' (Honduras)**

- **Degree:** Bachelor of Architecture (BArch) 2005-2011
- **Major:** Architecture

#### **Instituto Politécnico Nacional (Mexico)**

- **Degree:** Master's in architecture 2011-2014
- **Degree:** Doctorate in Architecture and City/Urban Planning (Ph.D) 2015-2018
- **Major:** City/Urban, Community and Regional Planning

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### *B- Employment History*

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Experienced professional with a diverse background in urban planning, architectural design, and project management. Skilled in GIS technology, content management, SEO, and multimedia handling. Proven ability to manage complex projects, collaborate with stakeholders, and enhance user experience through strategic content and design solutions.

#### **Executive Direction of the Promotion of Mining**

##### **Department of Mining Registry, Honduras** *March 2006 – July 2010*

- **Team Coordinator:** Created a digital database of governmental mining projects using GIS technology. Researched, compiled, and evaluated land use and permit data related to mining activities. Collaborated with stakeholders to gather information on existing projects and potential development areas. Used GIS software to organize and analyze spatial data, including land ownership records, zoning regulations, and environmental permits.
- **North Coast Highway Project:** Identified and oversaw the sourcing of raw materials from local landowners for highway construction. Supervised extraction operations to ensure sustainability and minimal environmental impact.

#### **Architectural Designer**

##### **Various Projects in Honduras and Nicaragua** *March 2005 – June 2009*

- **Landscape Park Projects:** Led the design of renovation plans for La Esperanza park and contributed to the Central Park renovation in Copán Ruins.
- **Graduation Center:** Managed the complete design of the Graduation Center at Central America Business School (INCAE) in Nicaragua, experimenting with a prefabricated concrete system. Oversaw all construction processes in Managua, Nicaragua.
- **Home Designs:** Designed homes in San Pedro Sula, Honduras, integrating landscape and architectural elements to create cohesive and client-specific solutions.

### Urban Planner

**GoldCorp Mining Company, Mexico City, MX** *March 2014 – November 2015*

- **Collaboration with rePlan and Overflod:** Developed a social plan for the closure of the "El Sauzal" mine and created a framework for programs to boost economic restoration and community development in 11 communities. Aimed to make a positive impact and leave a legacy.

### Tri State Distributors (Actual Job)

- Managed content creation, updating, and proofreading to ensure alignment with organizational goals.
- Utilized CMS for content management and regular website maintenance, fixing issues and ensuring current content.
- Implemented SEO best practices, monitored website traffic with analytics tools, and ensured usability and accessibility.
- Handled multimedia content, conducted A/B testing, and coordinated social media integration across platforms.
- Provided training and support for CMS usage, facilitated B2B social media communities, and oversaw purchasing and inventory management.
- Created visual concepts for brand identity and marketing materials, maintaining quality assurance and user feedback analysis.

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### *C- Involvement in the Community*

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### Local Associations (Spokane):

Volunteer with Terrain Spokane 2021-2024 (Terrain, Bazaar, BrrrZAAR)

### Professional Associations: Revista Gremium (Magazine Gremium®) (Mexico)

- Role: Editorial team member, Committee of desktop publishing.
- Focus: Scientific research on the restoration and conservation of urban heritage architecture.

### Community Projects:

- El Sauzal Mine Closure: (Mexico) Developed and implemented strategies for economic restoration, resettlement, and local planning.
- Opal Workshops: (Honduras) Designed and built workshops, providing economic opportunities for local communities.
- North Coast Highway Project: (Honduras) Sourced raw materials and supervised construction, contributing to regional infrastructure development.

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### *D- Skills and Special Interests*

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### Technical Skills:

- Proficient in Autocad (10+ years), ArcGIS (5+ years), and Adobe Creative Suite (4+ years).
- Experienced in 3D Studio Max, Imovie, and Final Cut.

### Interests:

- Passionate about urban planning, community development, and historic preservation.
- Fluent in English and Spanish, facilitating communication across diverse populations.
- Enjoys working on high-quality projects that meet international standards and cater to unique project requirements.

### Special Experiences:

- Collaborative ventures with international organizations (rePlan Canada, OverFlod Mexico) on social and community development initiatives.
- Experience in public engagement, technical writing, and project management.
- Commitment to sustainability and innovative solutions in urban development and planning.

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### *E- Personal Information*

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**Name:** Fernando Diaz

**Title:** Architect and Urban Planner

**Birthplace:** Tegucigalpa, Honduras

**Marital Status:** Married, Two Children

**Places Lived:** Tegucigalpa Honduras, San Jose, Costa Rica, Mexico City, Mexico, Spokane Wa.

**Emigration Status:** USA Green Card, MEXICO, permanent residency card, Honduran Citizen.

**2024 CE Grant Expenditures**

<b><i>Neighborhood/Committee</i></b>	<b><i>Submitted Application</i></b>	<b><i>Amount Requested</i></b>	<b><i>Amount Spent/Reimb.</i></b>	<b><i>Items Requested</i></b>
<i>Audubon/Downriver</i>	Yes, approved	\$850		Zoom, Garden Supplies
<i>Balboa/South Indian Trail</i>	No	0	0	N/A
<i>Bemiss</i>	Yes, approved	\$850		Concert Supplies
<i>Browne's Addition</i>	Yes, approved	\$850	104.98	Marketing Materials, Concert Fees
<i>Chief Garry Park</i>	Yes, approved	\$850		Zoom, Marketing Materials, Food
<i>Cliff Cannon</i>	Yes, approved	\$850		Postcards
<i>Comstock</i>	Yes, approved	\$850		Marketing Materials, Food
<i>East Central</i>	Yes, approved	\$700		Zoom, Marketing Materials, Food
<i>Emerson/Garfield</i>	Yes, approved	\$850		Concert Fees
<i>Five Mile Prairie</i>	No	0	0	N/A
<i>Grandview Thorpe</i>	Yes, approved	\$850		Marketing Materials, Food, Movie Night
<i>Hillyard</i>	Yes, approved	\$850		Concert Fees
<i>Latah Hangman</i>	No	0	0	N/A
<i>Lincoln Heights</i>	Yes, approved	\$795		Zoom, Pole Banners, Tabling Fees, Food
<i>Logan</i>	No	0	0	N/A
<i>Manito Cannon Hill</i>	Yes, approved	\$850		Marketing, Concert Fees, Event Supplies
<i>Minnehaha</i>	Yes, approved	\$850		Marketing, Event Insurance, Food, Games
<i>Nevada Heights</i>	Yes, approved	\$850		Movie Night, Marketing
<i>North Hill</i>	Yes, approved	\$850		Zoom, Food, Marketing, Concert Fees
<i>North Indian Trail</i>	Yes, approved	\$850		Concert Fees
<i>Northwest</i>	Yes, approved	\$180		Zoom License
<i>Peaceful Valley</i>	Yes, approved	\$850		Event Entertainment, Food, Marketing
<i>Riverside</i>	Yes, approved	\$850		Tabling fees, Food, Marketing
<i>Rockwood</i>	Yes, approved	\$850		Zoom, Marketing , Food, Event Supplies
<i>Shiloh Hills</i>	No	0	0	N/A
<i>Southgate</i>	Yes, approved	\$850		Zoom, Food, Movie Night
<i>West Central</i>	Yes, approved	\$850		Zoom, Mailer
<i>West Hills</i>	Yes, approved	\$850		Marketing, Food, Mailer
<i>Whitman</i>	No	0	0	N/A
<i>Building Stronger Neighborhoods</i>	Yes, approved	\$850		Good Neighbor and Summit Supplies
<i>Admin Committee</i>	Needs to apply for Zoom license	\$180		

<i>Budget Committee Expenditures</i>	Ongoing	\$1,189.64	\$1,189.64	Inventory Supplies
Total Amt Requested		20894.64	1294.62	
Total Amt Remaining		4105.36		



**Administrative Committee Meeting**  
*Tuesday, 24 July 2024, 4:00-5:30pm*  
*Central Library and via Zoom*

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

**On Zoom:** Randy McGlenn, Chair (West Central); Luke Tolley, Vice-Chair (Bemiss); Gail Cropper (Northwest); Paul Kropp (Liaison Committee Chair).

**City Staff Present:** Dawn Kinder, NHHS Director; Chris Wright, CC Policy Advisor; Gabby Ryan, ONS Staff Support.

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### Welcome

The CA Admin Chair Randy McGlenn opened the meeting; all present were introduced. June committee meeting minutes approved.

### City Council

- 1) Transportation – Chris Wright reported that the new Commission will be effective August 2, with full panel in place by mid-September. The CA liaison has a non-voting position. In order to clarify the ordinance language regarding this provision, the CA may petition City Legal with a very specific question to obtain a formal opinion. Paul Kropp indicated that he will pursue this direction.
- 2) City Council/Neighborhoods Workgroup – Fran reported that the three CA Resolutions were presented to the CC Finance & Administration Committee meeting on July 22. The draft process for responding to board and commission requests is well underway. To further improve communication pipelines, the CC legislative assistants will be adding CA Admin Committee and CA Committee Chairs to the distribution list for upcoming CC committee meetings' agendas. The next *Workgroup* meeting will be August 20, and Dawn Kinder will be attending.

### Administration

NHHS Director Dawn Kinder was welcomed. She touched on major City announcements including: (1) public safety – new Police Chief Kevin Hall, 6 additional radar units, Behavioral Health teams; and (2) Budget issues (possible 10% departmental cuts) and Sales Tax request on ballot. ONS staff is reporting directly to her. Future initiatives will focus on Community Centers, the Arts. Dawn also noted that the Finance/Accounting support for ONS will move from Central to NHHS, which focuses largely on grants management.

### Admin Items

- a. The CA Zoom account renewal has moved from BSN to CA Admin. Randy and Tina will follow up with Gabby.
- b. The September CA meeting will be held at Liberty Park Library, as the HIVE was unavailable. Gabby will begin working on location reservations for 2025.
- c. CA Admin Committee meetings at the Central Library has been very problematic for technology and Zoom. Dawn will look into moving our meetings back to City Hall.



## August CA Agenda – DRAFT

- City Council Update – CC Nicolette Ocheltree, Housing & Homelessness Initiatives Manager
- CHHS Presentation – Director Arielle Anderson (Shelters) and Specialist Kimberly Babb (Consolidated Plan)
- ONS Report – Dawn Kinder
- Standing Committees Special Updates – Votes:
  - Liaison for Transportation Commission (Paul)
  - Liaison for Design Review Board (Paul)
  - BSN (Tina)
  - Budget (Gail)

(Note: committee chairs wishing to give brief updates can sign up prior to meeting, and will be allotted 5-10 minutes on the agenda, unless otherwise requested.)

- Roundtable

### September CA Agenda Items

- Liaison Report – Plan Commission (Mary Winkes)
- Yvonne Trudeau, Spokane Parks Foundation

### Adjournment

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Meeting adjourned 5:30 pm. *NOTE: Admin Committee meeting time is 4:00 – 5:30 pm, location TBD.*

## CA Budget Committee Minutes

**Date:** Monday, July 22<sup>nd</sup>, 2024

**Location:** Virtual via Zoom

**Time:** 7:00pm

**Those in Attendance:** Gail Cropper (Chair), Andy Hoye (Vice Chair), Tyler Tamoush (Secretary), Amy Marsh (Member), Laura Johnson (Member), Gabby Ryan (ONS), Amber Groe (ONS)

**Meeting called to order at 7:00pm**

**Quorum?** Yes

**Welcome:** Gail called meeting to order. Asked for approval of the agenda.

**Approval of the Agenda:** Laura motioned. Andy seconded. Approved.

**Approval of previous month's minutes:** Laura motioned. Andy seconded. Approved.

**Amber Groe – On behalf of BSN Committee 7:05pm**

- Requested up to \$500 for refreshments for Neighborhood Summit on November 2<sup>nd</sup>.
- Refreshments include – Orange Juice, Coffee, Tea, Donuts, Bagels, Soda, Sparkling Water.
- Last year a \$200 Rosauers gift card was used for refreshments. This year they are looking at a slightly larger turnout and are requesting CE Grant funds to help pay for this expense.
- Tyler asked for current CE Grant Fund balance. There is roughly \$4,120 left in the fund.
- Laura motioned to approve this request and have it brought to CA for roll call vote. Amy seconded. Unanimously approved.

### **Old Business – 7:15pm**

- Discussed Rockwood reimbursement request as per CE Grant guidelines. We have not received anything yet from Rockwood NC.
- Discussed Admin Committee application for Zoom license renewal. Randy McGlenn will be reminded during Admin Committee meeting on July 23<sup>rd</sup> to submit application. Andy moved to approve application of Zoom license renewal upon receiving CE Grant application. Laura seconded. Approved.
- Replacement pop-up tent was purchased by Gabby. This was brought up to CA at the last meeting. Mission Accomplished!

### **New Business – 7:30pm**

- No reimbursement receipts sent in yet.
- Due to the rise in cost of Zoom license fees, there was motion to have Gabby contact NCs that filled out CE Grant application for funding for Zoom license renewal to make sure to not exceed \$850 despite this rise in cost.
- Discussed Oral Report for next CA Meeting on 8/1/2024.

### **Gabby ONS Update**

- For future reference, Comstock asked Gabby if they are allowed to purchase a microphone and speaker with CE Grant funding. Budget Committee agreed that this would not be allowed as we have that equipment in CA Equipment Closet that is available for check out.
- City Reprographics Department is shutting down by the end of the year. Discussed new 3<sup>rd</sup> party resources for printing. Gabby reached out to Garland Print Company. Pia Hallenberg mentioned a company called “Mojo.”

- There may be possible changes next year in how CE Grant funding is distributed to the Neighborhood Councils. Gabby will continue to follow up and keep us posted.
- September 22<sup>nd</sup> is deadline for all repro orders to go through the city department.
- Discussed MOU Business Registration Exemption. Browne's Addition is exempt despite making more than \$12,000 annually. There were questions surrounding the liability and legality of that and how that applies to the MOU's standards.

**Motion to adjourn by Laura. Amy Seconded. Approved.**

**Adjourned at 8:06pm.**

**Next meeting will be August 26<sup>th</sup> @ 7:00pm via Zoom**

## Community Assembly Committee: Building Stronger Neighborhoods

Saturday, 7/20/24, 9am, The Hive.

### I. Welcome

a. Attendance: Tina Luerssen (BSN Chair: Grandview Thorpe), Dan Brown (North Hill), Dave Lucas (BSN Vice: Rockwood), Jonathan Tilley (Nevada Heights), Charles Hansen (Whitman), Crystl Glanz-Kreutz (Emerson – Garfield), and Jael Stebbins (Shiloh-hills). City Staff: Amber Groe

b. May Minutes: Moved, seconded, and passed unopposed.

### II. ONS Report

a. Spokane Neighborhood Day on 9/28/24. (applications due NLT Fri – Aug 23<sup>rd</sup>) They have 250 identified volunteers already. They hope neighborhoods can facilitate the projects but won't have to do the heavy lifting.

1. Host a volunteer Clean-up Day. (see attached flyer)
2. Require on site coordinator
3. Can get 15 or more volunteers
4. The volunteers will bring their own gloves
5. Small tools to pick up or sweep are available
6. There will be a host site packet for NC use
7. Contact Amber with any questions or assistance

a. MSFS trailers

1. Received funding grant to double the fleet in 2025

b. ONS Director Update

1. Still in flux, but won't be reviewed until the Fall

c. Spokane Neighborhood Summit: ½ day leadership conference on November 2nd

1. Funding and sponsorship

- a. Received \$3K from SCCU
- b. Asking ICCU for \$2K
- c. Open to additional sponsors
- d. Moved and seconded to ask CA budget for up to \$500 to support beverages, snacks and CA advertising materials

2. Swag Items:

- a. Discussed practical and not one time use items.
  - i. Bag
  - ii. USB

- iii. Notebook
- iv. “all in” chip
- v. Carry blanket for presenters or thermos mug
- vi. Potential Summit Swag:  
<https://docs.google.com/document/d/13biefzYS6vCMWIUzvgKYnCNkLQEKofHhvueJGelsyM/edit?usp=sharing>

3. Workshops:

- a. Received numerous workshop submissions
- b. Due by Aug 8<sup>th</sup>
- c. BSN will review and vote
- d. Review plan next meeting (Aug 17<sup>th</sup>)
- e. Summit workshop presenters that have been reached out to:  
[https://docs.google.com/spreadsheets/d/1dLur2pcFg\\_pJaRjObOheosiouwyxRawRA1pryUEhhRU/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1dLur2pcFg_pJaRjObOheosiouwyxRawRA1pryUEhhRU/edit?usp=sharing)
- f. Summit Call for Proposals:  
[https://drive.google.com/file/d/1RHIP4mSj\\_vBq-yM-Zjivs4lcVSv2JGDm/view?usp=sharing](https://drive.google.com/file/d/1RHIP4mSj_vBq-yM-Zjivs4lcVSv2JGDm/view?usp=sharing)

4. Volunteers: will review at the next meeting.

5. Discussed having a Neighborhood Summit mixer or open house day.

- a. Molly Myers, who as Asst. City Manager helped craft the Office of Neighborhood Services 25 years ago has agreed to be our Summit keynote speaker. She’ll tell the history and inspire.

III. CA Communications Committee Update: No Update.

IV. Good Neighbor and CA Awards Planning: Budget Committee approved the request for funding for event.

V. Neighborhood Updates & Topics for July 20th Meeting.

- a. Grandview-Thorpe: Outdoor Movie: “Beetlejuice” on August 15<sup>th</sup> at Grand view park.
- b. North Hills: Concert in the park on Aug 22<sup>nd</sup> in Ruth Park
- c. Hillyard: days and Parade on August 3<sup>rd</sup> – 113<sup>th</sup> anniversary.
- d. Emerson-Garfield: Every Friday 3- 7 pm is farmers market and Concert Sunday August 18<sup>th</sup> (4-6PM) in Emerson Park “Rockabilly Space force and Wed August 14<sup>th</sup> (5-7 PM) Neighborhood Potluck in Corbin Park.

e. Nevada Heights: Movie Night “Nacho Libre” on Aug 23<sup>rd</sup>. Neighborhood Concerns and Resource List that Jonathan mentioned:

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/public-safety-committee/neighborhood-concerns-and-resource-list-2019-02-14.pdf>

Time TBD.

Adjourn 10:30am

Next Meeting – Sat. Aug 17th 2024, 9am at The Hive & on Zoom

2024 BSN Committee Goals:

1. Coordinate with Gonzaga for continued Neighborhood Leadership Academy work.
2. Continue NC outreach, helping Neighborhoods to build capacity.
3. Increase advertising of NC events and activities.
4. Coordinate with ONS for Neighborhood Training activities.
5. Propose end-of-year Community Engagement Grant fund usage.
6. Share NC “best practices” with Spokane NC leaders.
7. Update Online Toolkit.

Committee Chair: Tina Luerssen, Grandview-Thorpe. MacLuerssen@gmail.com .

ONS Committee Support: Amber Groe, AGroe@spokanecity.org. (509) 625-6156.

Committee Vice-Chair: Dave Lucas, Rockwood

Committee Secretary: Luke Tolley, Bemiss

Minutes Submitted by Dave Lucas

## **Draft CA-Liaison Committee Meeting Notes 07/09/2024**

Location: South Hill Library    Time: 2:00 PM

Present: Paul Kropp, Southgate, Chair; Andy Hoye, Southgate, Recorder; Lorna Walsh, Riverside; Bonnie McInnis, West Central

Zoom was not activated.

We approved the June meeting minutes.

We decided to no longer offer the virtual-Zoom option because we had no one use it in the last year.

We noted that Annie Deasy, the committee's ONS liaison, would not be present and has a meeting conflict with a city council committee that Neighborhood Services has assigned her to. We will review her assignment to our committee in September.

We noted that the chair updated the entire 12-month liaison attendance table through June. He expressed an interest in handing off that task, but no decisions were made. We noted that the CTAB has been abolished and PCTS meetings have been suspended upon the adoption of the city council's Transportation Commission ordinance this month.

Andy will check with Kris Neely regarding a UF-CAC report or packet item for the July CA meeting.

We had a lengthy interview with Fernando Diaz for the DRB liaison position and unanimously voted to recommend him to the CA for nomination.

We postponed some items from this meeting's Agenda to a later date due to lack of time.

Submitted by Andy Hoye  
Supplemented by Paul Kropp



CA Ad Hoc P&P Committee  
July 27, 2024 / 8 AM  
Indaba / Broadway Avenue

**Topics:**

- 1 OK one hour time
- 2 Set next meeting date//time
- 3 Discuss remitting CA hybrid meeting specs task to CA Comms
- 4 Decorum alternates: misconduct hearing vs CA vote

**Meeting Summary:**

- 1 Meeting time approached 2 hours
- 2 Next meeting - Saturday 8 AM in the Meeting House on 11th Ave (August 3)
- 3 The committee agreed to request an additional item on the August 1 CA agenda for a discussion to consider that the task of creating a specification for the setup and conduct hybrid CA meetings be reassigned to the Communications Committee because Comms as a group may be better suited to this task, which is probably more in the “wheelhouse” of its members than of the 23/24 Ad Hoc P&P Committee group.
- 4 “Decorum” draft rev3 was subjected to an extended and detailed examination which resulted in a much-reworked revision 4 and also in ...

... an additional request for an August 1 CA agenda item to ask the CA to give its permission for the chair of the Admin Committee to make an official request to city legal for an opinion about whether the Community Assembly has the authority to discipline a participating neighborhood council representative in any form other than a vote of censure or opprobrium – a vote to not seat or recognize a specific neighborhood council representative at Assembly meetings, for example.

Such a ruling is necessary in order for the CA to adequately formulate its own recourse options in the case of disruptive or abusive behavior on the part of an individual neighborhood council representative.

Note 1: It is agreed that the “decorum” approach must include a “code of ethics” of some sort to document the expected standards of meeting behavior to provide a basis for the submission of misconduct complaints. Members will find examples.

Note 2: At its next meeting the group will discuss an alternate suggested by the chair to the “decorum” concept of a disciplinary hearing – which is an immediate direct vote of censure during an Assembly meeting or a vote at the next Assembly meeting for behavior at the prior meeting.

## CHHS Report for July 2024

Submitted by  
Leslie Hope CHHS Liaison to CA  
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AH Committee Member  
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July minutes will be provided on the Spokane City website as soon as they accepted by the board and posted to the following website. [Community Housing and Human Services Board - City of Spokane, Washington \(spokanecity.org\)](https://www.spokanecity.org/Community-Housing-and-Human-Services-Board)

**2020 CDBG Project Update** – PM was out on maternity leave this month, late update

Family Promise – Parking lot safety and beautification project – Last update was in June - due to budget constraints this project had a reduction in scope of work. This will consist of an asphalt overlay and landscaping as opposed to reconstructing entire parking lot. New engineer drawings have been created and working on putting out the RFP for the work.

NECC – Security and Safety Improvements – Project has been completed, waiting on the End of Activity report to close out in IDIS.

Transitions – EduCare Roof – There was delay due to asbestos found in the flashing of the roof. Contractor has found a subcontractor to remove the asbestos and work is scheduled to begin mid-August. Project should be completed before end of August.

Transitions - Women’s Hearth Improvements – Framing and drywall has been completed. Waiting on the metal framing and windows for the vestibule. Project should be completed by end of August.

ECCC – Window and Sign replacement - Due to City regulations, the electronic sign has been put on hold. “I have run into a little problem with the sign. Melissa Owen in the planning department claims that we can’t have an electronic message sign. Last update was their lawyers were working on an appeal.

SNAP – Scheduled to meet with Nate this Wednesday at 3pm for updates.

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

**Community Assembly Report, August 1, 2024**

**Filed by Mary M. Winkes, CA Liaison to the PC**

The PC Transportation Subcommittee will be dissolved following its rap-up meeting on August 6.

The PC Housing Work Group was dissolved in July.

## **Plan Commission Transportation Subcommittee, July 2, 2024--canceled**

### **Plan Commission, July 10 , 2024, 2:00 p.m. in person and via Microsoft Teams**

1. CPA Z23-477COMP (Rustle & Bemis) Workshop

<https://my.spokanecity.org/projects/2023-2024-proposed-comprehensive-plan-amendments/rustle-and-bemis/>

2. CPA Z23-478COMP (Assembly & Bemis) Workshop

<https://my.spokanecity.org/projects/2023-2024-proposed-comprehensive-plan-amendments/assembly-and-bemis/>

### **Plan Commission, July 24, 2024, 2:00 p.m. in person and via Microsoft Teams**

1. CPA Z23-479COMP (N. Indian Trail) Workshop

<https://my.spokanecity.org/projects/2023-2024-proposed-comprehensive-plan-amendments/indian-trail/>

2. Comp Plan Amendment Workshop Wrap-Up

<https://my.spokanecity.org/projects/2023-2024-proposed-comprehensive-plan-amendments/>

3. Centers and Corridors Study

<https://my.spokanecity.org/projects/centers-and-corridors-study/>

### **View the [Plan Commission 2023 – A Year in Review](https://static.spokanecity.org/documents/bcc/commissions/plan-commission/general-documents/pc-2023-year-in-review.pdf) (PDF 13.0 MB):**

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/general-documents/pc-2023-year-in-review.pdf>

**For Plan Commission complete information, including agendas, minutes and other documents see:** <https://my.spokanecity.org/bcc/commissions/plan-commission/>

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# Housing Action Subcommittee Report

## July 18, 2024

Submitted by Kathryn Alexander, CA Liaison

The session was attended by about 15 people.

### **1590 Update**

Given our comments it was disappointing that the RFPs were not pulled. They are being reviewed. Several meetings have been canceled and we are still wanting to recap the steps and appeal process for clarity.

The August 29 am Feedback meeting, in the Briefing Room, is open for comments.

We still do not know when the service RFPs will be out.

### **Kim from CHHS Presentation**

They are working on a Consolidated Plan for 2025-2029, including HUD Entitlement funds, CDBG, Home, and ESG. WE get about 4 million, with a bit less for CDBG. We will be having public meetings, and we will be at the Community Assembly in August. There will be surveys in multiple languages, with the expectation to wrap up in September. There will be a City Council study session in August, as well.

CHHS is working to collaborate with the county. CHHS is wanting to use a public scoring process similar to what the county is currently using. There will be a new RFP in January, with adoption in March.

Kim expects some sort of CDBG funding with a 15% charge for overhead that will include capital expenses with October being the end of the community engagement period. She expects to have something to share with the Community Assembly in September.

Fair Housing Aug 12?, it needs to be adopted for redistribution.

### **City Council**

New city Council is working on a Homeless bill of rights. The first reading will be 7/22 with a public vote 8/12. Public comments are welcome.

### **Urban Experience**

Meeting Aug 12 to cover: safe parking, tiny homes, FIFE jobs program, timeline “ resource.”

**Out Next Meeting is: Aug 15 at 9:30 am in the Tribal Meeting room.**



**Special Spokane Park Board  
Development & Volunteer / Citizen Advisory  
Committee meeting minutes  
4:15 p.m. Wednesday, June 26, 2024  
In-person and WebEx virtual meeting  
Fianna Dickson – Marketing & Communications**

**Committee members:**

**DVCAC:**

- X Kelly Brown – Chair/The Friends of Manito Park – Arrived 4:17 p.m.
- X Jeff Lambert / ~~Trevor Finchamp~~ – Friends of the Bluff  
Cole Taylor – Friends of Riverfront Park - Absent
- X Lee Williams – Friends of Coeur d 'Alene Park  
Paul Lindholdt – Friends of Palisades - Absent  
Stephen Williams – Spokane Disc Golf Club - Absent

**DVC:**

- X Jennifer Ogden – Chair/Park Board
- X Bob Anderson – Park Board  
Gerry Sperling – Park Board – Absent - Excused
- X Doug Kelley – Park Board
- X Kelly Brown – Development & Volunteer Citizen Advisory Committee representative – Arrived 4:17 p.m.
- X Lindsey Shaw – Community Assembly representative – Arrived 4:20 p.m.

**Park staff**

Fianna Dickson

**Guests**

**Minutes**

1. **Call to order** – The meeting was called to order at 4:15 p.m. by DVC Committee chair Jennifer Ogden. See list above for attendance.
2. **Public comment:** None
3. **DVCAC discussion items:**
  - A. None

#### 4. **DVCAC standing reports:**

##### A. DVCAC member news – Jennifer Ogden for Kelly Brown

###### 1) Friends of Coeur d'Alene Park

- a. Lee Williams reported the Friends started their summer concert series last Thursday. There was a good turn out and they received almost \$700 in donations. She advised there are many great acts with lots of different genres of music.
- b. Irrigation work has started on the northwest side of the park.
- c. Lee met with Al Vorderbrueggen. Having the restrooms ready for guests to the park was discussed as well as the timeline for the railings up to the gazebo to be ready and installed.
- d. The electrical has been connected and was used for the concert last Thursday.
- e. Lee reported that Innovia has advised them they can no longer be the Friends fiscal sponsor. She said they may ask the Parks Foundation if they would be their fiscal sponsor. Jennifer Ogden advised the Associated Garden Club might be willing to be their fiscal sponsor and she will talk with the board to see if they would be interested.

###### 2) Friends of the Bluff

- a. Jeff Lambert reported on a fire wise stewardship project done at a property near Polly Judd Park. He advised the fire department has a grant to do fuels reduction work on parks and public property and has asked them to help with private property. He advised 18 people signed up for the project. They had 30 people show up and were able to complete a significant amount of work at the property.
- b. The Friends are working on a loaner tool program to loan tools to neighbor groups who want to do work in their own areas. The Friends group would also provide an expert leader to assist the neighbor groups if they are available.
- c. The spring series of nature walks and related topics was very popular and has been completed for the season. The summer series will consist of early morning walks approximately every two weeks.
- d. Jeff has been talking with the Friends accounting regarding non-profit accounting standards for reporting to the IRS.
- e. Jeff advised the Friends board would like to talk with Parks about completing the Rocket Gulch Stairs and said the Friends may be able to assist with funding for the project.
- f. The Bluffstock membership party will be scheduled soon.

###### 3) Friends of Manito

- a. The Friends plant sale and art festival were in June. The plant sale had record sales for the second year in a row. The fall plant sale will be on August 24<sup>th</sup>.
- b. A free children's educational programming series will be starting soon. Kelly Brown will do a social media post to help get the word out about the program.
- c. Work is being done to create an organizational strategic plan, which will define what all the Friends do and where their priorities are etc.

##### B. Expo+50 update – Kelly Brown

Kelly Brown reported the Expo 50 celebration is going very well. A legislative summit was hosted with the Lands Council last Friday. The governor was in town for another event and was able to attend the legislative summit as well. There were also canoe races. The closing ceremony for Expo 50 will be on July 4<sup>th</sup> at 6 p.m.

##### C. Community Assembly – Lindsey Shaw

- a. Lindsey Shaw shared District 1 had a cleanup at Minnehaha Park. The tennis court was

painted, and she said it was defaced immediately and had to be repainted again. Jennifer Ogden advised they may want to consider painting a mural. She said something similar happened in another area and a mural was painted through a grant. She said there is an agreement in place between the graffiti artists and other artists not to paint graffiti on the murals.

- b. Music under the Oaks will be July 12<sup>th</sup> and July 26<sup>th</sup> at Hays Park.
- c. Hillyard Fest will not take place this year, but there will be a parade on August 1<sup>st</sup>.

5. **DVC action items**

A. None

6. **DVC discussion items**

A. None

7. **DVC standing reports:**

A. None

Basecamp is an internet-based project management tool setup about a year ago to primarily use for Expo+50 management. Fianna Dickson reported the cost for the software is \$300.00 a month and advised now that Expo+50 is wrapping up and there is not as much need they would like to cancel the Basecamp software. Committee members agreed it would be prudent to cancel the software subscription. Jennifer Ogden proposed setting up a group email, with the committee members individual email addresses for an internal newsletter. Committee members agreed to this.

Jennifer Odgen proposed changing the DVC/DVCAC committee meetings to the second Wednesday of the month and to meet every other month. The committee members present agreed to the change. Jennifer advised the next meeting would be September 11, 2024. Bob Anderson asked that the email group be active so people can communicate activities to the group over the summer. Having a closed Facebook group or a Google drive was also discussed, and Fianna will look into those possibilities and report back to the group.

Jennifer Ogden advised they will have a new member joining from Corbin Park and maybe from Pickleball.

Lee Williams said there is a huge problem with restrooms in the park and that they take a beating from vandalism. She said she was uplifted to hear about Portland Loo, which are smaller and more contained and wondered if those might be an option.

8. **Adjournment** – The meeting was adjourned at 4:50 p.m.

The next regularly scheduled meeting is 4:15 p.m. Wednesday, September 11, 2024, in-person in the Riverfront Park Pavilion conference room, 574 N. Howard St., and virtually via WebEx.