

**Community Assembly  
Meeting Minutes  
February 7, 2019**

**1. Introductions**

**2. Proposed Agenda**

- a. Building Stronger Neighborhoods Committee would like 10 minutes for their budget proposal
  - i. Approved
- b. Land Use Committee 2019 Goals will be considered with other committee goals

**3. Approve/Amend Meeting Minutes**

- a. Approved – 4 abstentions

**4. Reports/Updates/Announcements**

- a. Coffee with a Cop has been rescheduled to Tuesday, February 26, from 10am-noon at Burrito Loco, 3115 E. Mission Avenue. Hosted by Spokane Police Department and the Chief Garry Park Neighborhood Council.
- b. Heather Trautman, Neighborhood and Planning Services
  - i. Discussed parking permits and parking areas for CA representatives. Thank you to Spokane Parks for providing the parking passes for the CA.
- c. Karen Kearney, Balboa/South Indian Trail
  - i. Discussed traffic circles on Woodside Avenue. NC met with Neighborhood and Planning Services to understand options. Planning recommended to put Yield signs in traffic circles, which has helped decrease confusion.
- d. Patricia Hansen Cliff/Cannon, Liaison to Plan Commission
  - i. Discussed Plan Commission/Design Review documents in agenda packet and focus on neighborhoods and Community Assembly. Patricia asked for comments at first Plan Commission/Design Review meeting to be stricken that were not representative of CA.

**5. City Council**

- a. Council Member Karen Stratton, District 3
- b. Warming Centers
  - i. Provided update on Warming Centers. There are enough beds in centers, with extension hours during cold temperatures. Centers at S. Cannon and Ermina will be extended.
  - ii. 2019 Warming Centers: <https://static.spokanecity.org/documents/ending-homelessness/warming-center-four-sites-jan10-2019.pdf>

- iii. Provider Services:
    - <https://static.spokanecity.org/documents/chhs/resources/resource-pocket-guide-oct-2018.pdf>
- c. Landlord/Tenant Discussions
  - i. Four public discussions conducted. Waiting for report from CM Beggs and CM Burke. A lot of discussion going on with City Council, landlords, and tenants, but nothing formal on City Council agenda.
- d. Utility Billing – customers now have 20 days from receipt to pay utility bill
- e. Spent time with City staff to make Kendall Yards and West Central a golf cart area, excluding Centennial Trail.
- f. Parking Ordinance
  - i. Second year of residential parking ordinance. Meeting conducted last week with Parking/BDS to hear concerns from residences about longer term parking on street. Continuing to work through issues and will provide updates.
- g. Tribal Services
  - i. Meeting with Spokane Tribe and Kalispel Tribe discuss services for Native people in community who are experiencing homelessness or needing resources, but do not necessarily belong to a local tribe.
  - ii. Resources at Envision Center opening soon. The goal is to try to get resources at one spot to get best services, with more services available to help more people.
  - iii. Tribes also have money for tribal housing. Council passed an ordinance to promote affordable housing on surplus city lots that may be an opportunity for a partnership with Tribes to build community, retail, cottage housing, art, powwows, public gathering.
- h. Road paving
  - i. The focus will be paved roads in District 1 and 2 .District 3 will not be considered until 2020 due to Falls Avenue paving. CM Stratton keeping a wishlist for District 3 to help with this year.
- i. CA Discussion: Questions about road paving and parking.
  - i. Questions:
    1. Peaceful Valley: Will there be opportunity for public comment on parking regulations? CM Stratton discussed public outreach, need to develop timeline, work with Parking Services on strategy.
    2. Balboa/South Indian Trail: Will other communities to chip in on public services?
    3. Northwest: What kind of surplus lots around town? Charlie Wolff looking at each individual situation to understand what each org needs and identify what lots would work
    4. North Indian Trail: Shared idea for tiny homes for homeless veterans from Kansas City.

## 6. Administrative Committee

- a. Julie Banks – Neighborhood Safety Committee
  - i. Discussed committee goals for 2019, including subtopics for themed neighborhood safety discussions at neighborhood councils. Interested in getting ideas from the Community Assembly on how to best promote safety themes: Friday Updates, Next Door, City website, COPS, PSA on Channel 5.
  - ii. Vote to approve – unanimous approval
  - iii. Neighborhood Concerns and Resource List:  
<https://static.spokanecity.org/documents/neighborhoods/getinvolved/public-safety-committee/neighborhood-concerns-and-resource-list-2019-02-14.pdf>
- b. Greg Francis – Land Use Committee
  - i. Discussed committee focus for 2019. Many goals still the same. Opportunities for engagement include handout to help people understand where they have feedback during long range planning efforts.
- c. Community Assembly – Shauna Harshman
  - i. Discussed meeting location for Community Assembly. Booked the City Council Briefing Center for the entire year. Parking passes continue to be available for representatives as needed through the Office of Neighborhood Services.
  - ii. Request to distribute WiFi password with packet for each meeting.

## 7. Community Assembly Spring Retreat

- a. Ad-hoc Committee was formed to identify topics for discussion at spring retreat. Discussed purpose of retreat related to learning, education, networking. Format is half-day retreat for neighborhood councils.
- b. 1-3 are a bit narrow for retreat
- c. Tina Luerssen, Grandview/Thorpe
  - i. Building Stronger Neighborhoods (BSN) Committee is working on online toolkit. Focus of the retreat could be on the toolkit and discussing resources. BSN is willing to do planning work on the retreat, develop best practices, and help lead conversation between neighborhoods.
- d. CA discussed scope of retreat, who the audience is, length of time.
- e. CA Motion: Motion to request that Building Stronger Neighborhoods form a retreat committee and come back to the Community Assembly with proposed date, location and agenda.
  - i. CA Discussion: Suggest to hold on weekend due to people's work schedules. Suggestion of location at Finch Arboretum.
  - ii. Vote – 3 abstentions. Motion approved.

## 8. Building Stronger Neighborhoods Committee

- a. Tina Luerssen, Grandview/Thorpe
  - i. City Council granted \$25,000 in 2019, up from the \$20,000 in previous years.

- ii. Request budget funds to send 3 district members to Neighborhoods USA (NUSA) Conference at a maximum expense of \$5000. Propose an application process for interested neighborhood council members.
- b. Question: Is there anything in allocation from City Council that explicitly states \$5,000 is set aside from NUSA?
  - i. Not specifically stated, but that CA could use money as needed. Continued question as to what was intended for additional \$5,000.
- c. CA Discussion: Neighborhoods discussed use of community engagement funds for NUSA conference versus allocating to neighborhoods. Some neighborhoods found enormous benefit to having people attend conference for learning, networking, best practices. Some neighborhoods found part of responsibility of CA and neighborhoods is education, and CA needs to broaden it in order to promote and help neighborhoods better. Some neighborhoods feel funds belong to neighborhoods, not sending people to conferences.
- d. CA Motion: Approve proposal as presented, with addition that those who have not attended NUSA will be given priority preference.
  - i. Roll call vote – 3 abstentions, 1 opposition, 20 in favor. Motion approved.
- e. Additional discussion moved to Open Forum

## **9. Budget Committee Community Engagement Grant**

- a. Andy Hoye/Southgate
  - i. Discussed overview of grant process, guidelines.
  - ii. Training scheduled for February 11, 2019, 6:00 pm at West Central Community Center
  - iii. Neighborhoods are encouraged to contact Budget Committee liaisons first for questions, assistance.
  - iv. Proposed Budget: \$650 for neighborhoods
- b. CA Discussion: Use of grant in previous years.
  - i. Have all 29 neighborhoods used funding?
    - 1. 26 out of 29 in 2018
  - ii. At training, could NCs get more guidance on how to document performance measures?
    - 1. NCs should use their discretion on how to communicate the performance
- c. Heather Trautman, Neighborhood and Planning Services
  - i. Examples and handout of how a NC can create performance measures for application; ONS can put together form for this year's program
- d. Motion – Approve Budget Committee proposal of \$650 per neighborhood with up to \$300 in allocation funds if money is available
- e. Roll call vote – 1 abstention, remainder approved

## 10. Role of CA/CD Moving Forward

- a. Kathryn Alexander/Bemiss
  - i. Discussed overview of committee and proposal for moving forward.
  - ii. Proposal is to have CA/CD consider applications before going to CHHS. If votes are needed, this would provide structure for it.
  - iii. Committee is learning process, need to explore what the value of the Committee is moving forward.
- b. CA Discussion: Discussed role of CA/CD in relation to district model, and what committee would vote on.
  - i. Vote is a bit confusing – what would this body’s vote mean?
  - ii. Intent of CA/CD is not to vote on money, but to make decisions relevant to the committee as necessary.
  - iii. Recommendation: Send proposal direction back to Committee to clarify voting, goals, communication, information on making policy recommendations, form of alternates. Need to ensure collaboration across districts. Suggestion to develop infographic for procedure. Need to ensure member is elected by district as a formal connection.

## 11. Office of Neighborhood & Planning Services

- a. Introduce Gabby Ryan, new Community Programs Coordinator. Gabby Ryan will be taking over the Friday Update, Clean-up Program, and Building Stronger Neighborhoods Committee.
- b. ONS updated liaison list.
- c. Send packet information to [eranscap@spokanecity.org](mailto:eranscap@spokanecity.org). Work with neighborhood liaison for all other information requests.

## 12. Roundtable

- a. NUSA ad-hoc committee
  - i. District 1 – Colleen Gardner
  - ii. District 2 – Tina Luerssen (Chair)
  - iii. District 3 – Melodie Kaltenbaugh
- b. CA Discussion: CA Admin Committee will work to reduce size of packet. Discussed process for agendas and packet creation.
  - i. Request to move up submission date to Thursday the week before CA.
  - ii. Other suggestions: Packet should provide consolidation of information. Hyperlink information from Plan Commission. Break up CDBG information into smaller page sizes. Send links if available for packet items

**Community Assembly Representatives Roll Call:**

**In Attendance:**

Audubon/Downriver	Grandview/Thorpe	Peaceful Valley
Balboa/South Indian Trails	Hillyard	Riverside
Bemiss	Lincoln Heights	Rockwood
Chief Garry Park	Manito/Cannon Hill	Shiloh Hills
Cliff/Cannon	Nevada Heights	Southgate
Comstock	Northwest	West Central
East Central	North Hill	West Hills
Five Mile Prairie	North Indian Trail	Whitman

**Not in Attendance:**

Browne's Addition  
Emerson-Garfield  
Latah/Hangman  
Logan  
Minnehaha