

Community Assembly Draft Meeting Minutes

March 4, 2021 via WebEx web conference

Meeting called to order at 5:30pm by Carly Cortright

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon Hill, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Manito/Cannon Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Comstock, Logan, Minnehaha, Nevada-Heights, North Hill, and West Central.
- **City Staff present:** Cupid Alexander (Neighborhood Housing and Human Services, NHHS), Carly Cortright (Office of Neighborhood Services, ONS), Annie Deasy (ONS), Council Member Wilkerson, Nathan Gwinn (Planning), Amanda Beck (Planning), Dean Gunderson (Planning), Giacobbe Byrd (City Council), Kara Odegard (City Council), Annica Eagle (ONS), and Gabby Ryan (ONS).
- **Visitors:** Gretchen Chomas (Gonzaga), Christina Kamkosi (Gonzaga), Rachel Strawther (Gonzaga), and Paul Kropp (Pedestrian, Traffic and Transportation (PeTT) and Liaison Committees).

Administrative Agenda:

1. **Introductions:** The facilitator asked for permission to record the meeting for Annie Deasy (CA Admin Committee Liaison) to provide accurate minutes. This request was approved (17-approve, 2-deny, and 1-abstain). The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.
2. **Proposed Agenda:** Greg Francis moved, Daniel Zapotocky seconded to approve the agenda. Motion passes with 18-approve, 0-deny, and 2-abstain.
3. **February Minutes:** Mark Davies moved, Greg seconded to approve February minutes. Motion passes with 16-approve, 0-deny, and 3-abstain.
4. **Open Forum:**
 - Tina Luerssen, Building Stronger Neighborhoods. The Roberts Rules of Order in Brief Training will be on Tuesday, March 30, from 6:30 to 8p.m. One book was ordered for each neighborhood. Please email Tina at macluerssen@gmail.com if you would like one delivered.

- Kathryn Alexander, Community Housing and Human Services (CHHS). CHHS did not meet this month.
- Annie Deasy. ONS. Council Member Burke is doing something with bike rescue program and wanted to work with non-profits. If your NC is a 501c3, please reply with the name of your NC in the chat.

Legislative Agenda:

5. City Council Report: Council Member Wilkerson, bwilkerson@spokanecity.org.

Council has 29 initiatives that they are working hard on completing that are part of the goals in the **100 Day Plan**.

Police contract is signed by both parties.

Homelessness grant for \$9 million to help with evictions and homelessness. We'll be having conversations and community engagement, and watching real-time shelter numbers.

Civil Rights position is looking to be filled with the City Council office.

Black history month was celebrated in Spokane; you may have noticed the red, black and green flags flying. And, 537 free gondola rides were made possible with the support of Numerica Credit Union.

There were questions and answers.

6. NHHS Update: Cupid Alexander. NHHS division went through our strategic planning process to determine how we were going to provide support and assistance to all parts of our division. The exercise was an inward facing process to help our division determine how to move forward and hold ourselves accountable. The departments also are going through strategic planning exercises; ONS completed their strategic planning; CHHS is still going through their strategic planning exercise; and unfortunately MySpokane 311 doesn't function in the same way and has different requirements, but they align with NHHS.

There were questions and answers.

ONS Update: Carly Cortright. The **Clean-Up** program focus groups are complete. The notes from the focus groups (included in the packet) were shared with Solid Waste and they are considering potential options for this year's program; the program may be similar to last year. If restrictions are lifted and employees are vaccinated they may be able to revisit curbside pickup later in the year because they understand that is a high priority. The **Traffic Calming** meeting for District 1 was canceled pending a decision from the City Council traffic calming sub-committee. District 2 and 3 are still on the

books. Carly reached out the organization that Andy Hoyer had suggested for a **facilitator**, but unfortunately they didn't have staff person who was interested. So, we are putting together a Request for Proposals. It is still the intent to try to invite potential candidates and have them observe a meeting and the CA can ask questions and make a selection. We want the facilitator to be a good fit.

There were no questions.

7. **Water Conservation Master Plan:** Giacobbe Byrd and Kara Odegard. Giacobbe shared a presentation on the Water Conservation Master Plan. Giacobbe started with a Water Resource Conservation Group (WRCG) and the work the group is doing. He explained the water cycle and connection between the Spokane River and Aquifer. Kara discussed the City's average water use average from 1995 to current and went into inflow streams. Giacobbe finished the presentation with the water use trends of Spokane County; how much water is needed versus what we actually use. There are steps we do take and more that we can to conserve water and put it back into our river. In closing, Giacobbe went into the next steps of the WRCG to draft water conservation recommendations that will be presented to City Council, followed by community study sessions and proposals that will ultimately be shared.

There were questions and answers.

8. **Gonzaga University Leadership Training (switched with Downtown Plan):** Rachelle Strawther (Gonzaga University), strawther@gonzaga.edu. Rachelle started the presentation by sharing the guiding vision and phases for developing the leadership program for the CA. She paused and introduced two of her colleagues, Gretchen and Christina, who are assisting with this project and Carly as the liaison between the City and GU. The leadership training timeline was shared. Currently, we are in the engagement and findings to create a program phase; then from May through September a customized program will be developed; and the pilot will be launched in late 2021. Gretchen expanded a little on this phase and encouraged the CA and NCs who wanted to be part of the planning to reach out and volunteer. Christina emphasized that GU relies on the neighborhood as trusted messengers. Rachelle closed with the team's commitment to put together the right program and deliverables that fit in with the neighborhoods leadership needs

There were questions and answers.

9. **Downtown Plan:** Nathan Gwinn and Amanda Beck. Nathan gave a presentation on the Downtown Plan Update beginning with showing the downtown planning area and the three blocks of process that include existing conditions, draft plan, legislative process, and final plan. He announced the public open house on March 16. He then went into the goals of the downtown plan: connecting and walkable downtown, thriving arts, culture and history; a great place to live work and play; welcoming and engaging public spaces;

and a well-organized downtown for all. For each goal, he expanded on some of the highlights and recommended improvements. He announced that an open house will be held on March 16, from 6 to 8 p.m., as well as sharing the link to the video and places to comment (www.spokanedowntownplan.org and my.spokanecity.org/projects).

There were questions and answers.

- 10. Liaison Committee Urban Forestry Applications:** Paul Kropp. The Liaison Committee interviewed and recommends two applicants, Toni Starkey and Kris Neely, for appointment to the Urban Forestry Citizen Advisory Commission for a term of three years. Toni's appointment would be immediate and Kris's appointment would begin in May. A motion was made to approve the Liaison's Committees recommendations and required actions to appoint Toni and Kris to the Urban Forestry Liaison Committee. Tina moved, Andy Hoyer seconded the motion to approve. Motion passes with 17-approve, 1-deny, and 0-abstain.

There were no questions.

- 11. Community Assembly Policies and Procedures (P&P).** Greg Francis. Greg said the adhoc committee had made some recommended changes to the current P&P. The first change was around what constitutes a quorum and a discussion ensued followed by a straw poll. A straw poll on the quorum change was taken: 13-keep the old language and 7-refer back to CA. Greg continued going through the other additions to the P&P which included standing committees and adhoc committees; emergency actions that would allow the Admin Committee to take emergency action on behalf of Community Assembly when there are time constraints; and historical record retention.

Discussion ensued.

- 12. Memorandum of Understanding (MoU) between CA and ONS.** Greg and Carly. Greg suggested an adhoc committee be formed to develop a MoU between the two parties. The MoU would help clarify responsibilities regarding what the CA expects what ONS expects of the CA in return. Motion to form adhoc committee to review the proposed MoU between ONS and CA as stated in SMC 04.27. Tina moved, Greg seconded the motion. Motion passes with 17-approve, 0-deny, and 1-abstain. Greg then asked for volunteers to serve on the MoU adhoc committee. Luke, Kathryn, Tina, Fran, Gail, and Greg volunteered to serve on the committee with Tina acting as the interim chair to organize the first meeting.

There were questions and answers.

- 13. Round Table:** Annie asked Kathryn if she meant that all of the NCs in District 1 are 501c3s? Kathryn said that all of District 1 can use ONES 501c3.

Tina wondered if there would be opportunity for more dialogue before Solid Waste makes a decision regarding options for this year's Clean-Up program. Carly mentioned that she advised Solid Waste they may be asked by CA Admin Committee to attend the April meeting to allow CA input.

Paul mentioned that Kathryn was appointed by the City Council on Monday to the CHHS board.

Greg asked that anyone who had comments to the draft P&P email him. He also said that it may not be voted on in April.

Meeting Adjourned.

Next Community Assembly scheduled for **Thursday, April 1, 2021.**