

Date: September 18, 2024

From: Liaison Committee

To: Community Assembly Representatives and Neighborhood Council Leadership

Re: Urban Forestry Citizen Advisory Committee

* Open Membership Position *

Earlier this month one of the Community Assembly's two membership positions on the Urban Forestry Citizen Advisory Committee (UF-CAC) became vacant.

These positions are direct appointments by the Community Assembly to a Park Department advisory committee and do not require nomination by the mayor and appointment by the city council.

Applications for these positions will be accepted by the Liaison Committee until Friday, October 25 and the Liaison Committee is aiming to recommend a membership selection to the Community Assembly at its meeting on November 7. Applicants must have a neighborhood council affiliation.

Please make sure notice of this opportunity is made available to the members of your neighborhood council as soon as possible and during your meetings this month.

Neighborhood council members interested in these positions can download the application and the reference material at this city web address on the right side under "Items of Interest:"

<https://my.spokanecity.org/neighborhoods/community-assembly/>

Application submission directions are on the application form.

The UF-CAC application "package" includes these items:

- This memo.
- The UF-CAC application form and affirmation of responsibilities statement.
- A summary of city code that pertains to the Park Board's Tree Committee and the Urban Forestry Citizen Advisory Committee (SMC 04.28).
- The Community Assembly presentation by UF-CAC member Kris Neely in July.
- Minutes of the September UF-CAC meeting with reporting on multiple activities.

Please note: The specifications of the municipal code are the most important reference for what this position involves, but acceptance of a CA membership position implies a back and forth "liaison" reporting responsibility to the Community Assembly and the UF-CAC both. Please see the affirmation statement on the application form.

Below is the contact information for the park department's urban forester and UF-CAC member, Kris Neely, as references who are willing to share their perspectives on the role and responsibilities of the park board's Urban Forestry Citizen Advisory Committee.

Katie Kosanke, Urban Forester, Spokane Parks and Recreation Department

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Kris Neely, UF-CAC Chair

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