

**Subject:** RE: UF-CAC Community Assembly positions  
**From:** "Kosanke, Katie" <[kkosanke@spokanecity.org](mailto:kkosanke@spokanecity.org)>  
**Sent:** 12/8/2025 1:35:28 PM  
**To:** "Paul Kropp" <[pkropp@fastmail.fm](mailto:pkropp@fastmail.fm)>

Good afternoon Paul,

Thanks for reviewing those terms. I think that presentation is great information to share with any prospective volunteers. Below is also some general info about the committee. You may want to edit the last paragraph – to reflect how you'd like to collect interest. As you are aware, CA simply appoints those two positions.

The City of Spokane has an opening on our Urban Forestry Citizen Advisory Committee - representing the Community Assembly category.

Members serve terms of four years. There is typically just one meeting a month on a Tuesday from 3:00-4:00pm and are held at Finch Arboretum in the Woodland Center. Committee members may also commit to extra hours by volunteering at events and working on special projects on sub-committees. Meetings are offered in a hybrid-format, but in-person is preferred.

Here is the code section which provides a little bit of information about the committee. [Spokane Municipal Code - Section 04.28.060: Citizen Advisory Committee \(spokanecity.org\)](#). Agendas and minutes of past meetings are located online at: [Urban Forestry Citizen Advisory Committee - City of Spokane, Washington \(spokanecity.org\)](#). In addition, here are the responsibilities of the UFTC (which the CAC advises) [Spokane Municipal Code - Section 04.28.050: Duties and Functions \(spokanecity.org\)](#)

Please let me know if you have any questions. To apply for the UFCAC, a volunteer, letters of interest can be submitted to the Neighborhood Council Liaison.

Thank you for your consideration!

**Katie Kosanke** | Urban Forester | City of Spokane Parks and Recreation  
office 509.363.5496 | cell 509.209.4943 | [kkosanke@spokanecity.org](mailto:kkosanke@spokanecity.org) | [SpokaneUrbanForestry.org](http://SpokaneUrbanForestry.org)  
Emails and attachments sent to or from the City, including personal information, are presumptively public records that are subject to disclosure.- Chapter 42.56 RCW

---

**From:** Paul Kropp <[pkropp@fastmail.fm](mailto:pkropp@fastmail.fm)>  
**Sent:** Monday, December 8, 2025 1:10 PM  
**To:** Kosanke, Katie <[kkosanke@spokanecity.org](mailto:kkosanke@spokanecity.org)>  
**Subject:** UF-CAC Community Assembly positions

**[CAUTION - EXTERNAL EMAIL - Verify Sender]**

Good afternoon, Katie.

Thanks for the chat last week about the CA's position on the UF-CAC.

The CA and the neighborhood councils will start recruitment in January.