RENTAL HOUSING RESEARCH STAKEHOLDER GROUP

Public Safety Committee

May 12th, 2015

Project Charter (Goal)

Community Assembly

- Indicated an interest in researching and understanding the current condition of rental housing units.
- Asked the Public Safety Group to work towards identifying
  - issues associated with rental housing units
  - resources and existing polices, ordinances and organizations related to housing units
  - Identify gaps and resources of rental housing.

Stakeholder Group

- Put together to review existing conditions regarding rental housing in Spokane and make recommendations or solutions, if needed.

Work Plan

Task One

✓ Convene Stakeholder Group

- Coordinate with guest speakers to learn of and identify issues
    - Guest speakers to present issues and information related to rental housing in Spokane on a variety of areas.
    - Hear from service providers to develop an understanding of the resources currently provided in Spokane to renters.
- Generate a list of identified issues of rental housing units

Task Two

- Connect issues with potential solutions
    - Collect information on existing policies, ordinances and programs related to rental housing units.

Task Three

- Identify gaps with issues that have no identified solutions
    - Based on services, policies, programs and ordinances identify functional, system, resource and funding gaps in the existing solution based on the issues identified.
- Develop recommendations based on gaps in issues and solutions

Guiding Principles

Stakeholders involved in the process will be asked to review and adhere to several guiding principles.

- Principles are meant to create a conducive work environment:
  - **Collaborate** between City Departments, speakers and other stakeholders
  - **Facilitate** a process to review current issues and solutions proposed/implemented in other municipalities
  - **Create** a distinct environment that provides for in put from a broad spectrum of representatives and produces an option that is viable and benefits the Spokane Community.
  - **Mitigate** issues of common concern.

Stakeholder (Participant Roles)

Stakeholder Members-will represent the area of expertise you have been asked to participate for (neighborhood, tenant or landlord) and vote accordingly:

1. Attend the meetings. If you are not able to attend, please work with the staff on an alternate to participate to ensure consistent participation;

2. reviewing in a timely manner the workgroup notebooks and other materials circulated by Office of Neighborhood Services;

3. engage each other in a productive dialogue during the issue discussions;

4. working toward consensus recommendations where possible;

5. ensure considerate inclusion of diverging views;

6. consider the "real world" aspects of implementing workgroup recommendations.

Rental Housing Issues Stakeholder Group -15	Name
Neighborhoods-5	
Public Safety Chair	Julie Banks
West Central	Arielle Anderson
East Central	Joy Hart & Jerry Numbers
Logan	Daniel Marshall
Chief Garry Park	Cathy Gunderson
Tenants -5	
Disability	
Minority, Market Rate	Cesar Stoddard
Student	Sarah Turner
Low Income, MF/SF	
Tenants Association of Washington	Terri Anderson
Landlords -5	
Landlord Association	Kevin Mckee
National Association of Residential Property Managers	Eric Bassett
Spokane Housing Ventures	Patty Webster
Spokane Housing Authority	Cicely Bradley
Smaller Scale Landlord	Helene Dewey

Office of Neighborhood Services Role

- Provide neutral, goals-focused support
- Facilitate the meetings, be a technical resource to the workgroup, develop and disseminate project information
- Enforce stakeholder agreed ground rules
- Prepare agendas and meeting packets
- Ensure effective use of time
- Prepare the stakeholder's recommendations

Staff Resources	
Name	Role
Jackie Caro	Staff Liaison to Public Safety Committee
Heather Trautman	Director of Neighborhood Services and Code Enforcement
Melissa Wittstruck	Neighborhood Housing Specialist

General Meeting Attendees

- will observe meetings, allowing the stakeholder members and ONS staff to address the various topics on the agenda.
- Meeting attendees may provide comment when recognized by a stakeholder on issues addressed during the meeting.
- General meeting attendees will not be given a vote at the table.

Ground Rules for Meetings

The ground rules for the workgroup meetings are simple, and designed to help the process forward in a considerate, productive manner:

1. Treat each other, the organizations represented on the stakeholder members, and the workgroup itself with respect and consideration at all times – put any personal differences aside.
2. Work as team players and share all relevant information. Express fundamental interests rather than fixed positions. Be honest, and tactful. Avoid surprises. Encourage candid, frank discussions.

3. Ask if you do not understand.

4. Openly express any disagreement or concern you have with all workgroup members.

5. Offer mutually beneficial solutions. Actively strive to see the other's point of view.

6. Share information discussed in the meetings with only the organizations/constituents that you may represent, and relay to the stakeholder group the opinions of these constituents as appropriate.

Ground Rules for Meetings Cont.

7. Speak one at a time in meetings, as recognized by the facilitator.

8. Acknowledge that everyone will participate, and no one will dominate.

9. Agree that it is okay to disagree and disagree without being disagreeable.

10. Support and actively engage in the workgroup decision process.

11. Do your homework! Read and review materials provided; be familiar with discussion topics.

12. Stick to the topics on the meeting agenda; be concise and not repetitive.

13. Make every attempt to attend all meetings. In the event that a primary workgroup member is unable to attend, that member is responsible for notifying Office of Neighborhood Services about alternative arrangements.

Select a Voting Model

Consensus – the stakeholders work toward consensus on issues. A unified recommendation, though there may be more than one recommendation may be proposed.

Voting – one vote for each stakeholder (5 tenants, 5 neighborhoods, 5 landlords) Chair will be a non-voting member. With this model a majority of votes at a meeting moves the action item forward. There may be majority and minority recommendations with this model.

Rental Housing Issues Timeline

1) Research/study the issues (group has agreed to meet bi-weekly)	Timeline (tentative)	Presenter
Stakeholder Process Overview	May 12th, 4:00-5:30pm	Office of Neighborhood Services
Base Housing Data –Institute of Real Estate Management	May 26th, 4:00-5:30pm	Thomas Hix, Kim Sample
Housing Providers	June 9th , 4:00-5:30pm	
Lawyers	June 23rd, 4:00-5:30pm	Jose Trejo-Northwest Justice, Barry Funt, Center for Justice, Eric Stevens, P.S.
Spokane Police Department, Spokane Regional Health Department	July 7th, 4:00-5:30pm	SPD-Sgt. Ervin, SRHD-Peggy Slider
Spokane Building, Fire Department, Code Enforcement	July 21st, 4:00-5:30pm	Building, Fire-Lisa Jones, Code Enforcement-SuzanneTresko/Melissa Wittstruck
Develop/Review List of Issues	August 4th , 4:00-5:30pm	
2) Identify the programs-policies/ordinances that might solve identified issues (group has agreed to meet once a month)	Timeline (tentative)	
ICC, applicable codes	August 11th, 4:00-5:30pm	
Spokane Municipal Codes	August 11th	
Permitting Processes	August 11th	
RCW-Landlord Tenant Laws	August 11th	
Substandard Building RCW 35.80	September 8th, 4:00-5:30pm	
CPTED (Crime Prevention Through Environmental Design)	September 8th	
Crime Free Multifamily Housing-COPS Program	September 8th	
3) Explore gaps between issues and existing solutions	Timeline (tentative)	
Align issues with potential solutions/resources	October 6th, 4:00-5:30pm	
Identify Gaps in solutions/resources and issues	November 10th, 4:00-5:30pm	
Formulate recommendations based on gaps	December 8th, 4:00-5:30pm	