Trees for Seattle Charter

Trees are fundamental to the character of Seattle –a city which celebrates its reputation as one of the country's "greenest" -- and to quality of life, especially Seattle continues to grow. Under the Trees for Seattle umbrella, City departments work together to maintain, preserve, enhance, restore, and grow urban trees through initiatives, regulations, and projects.

PURPOSE:
The City of Seattle creates and implements urban forestry policies and programs, informed by technical expertise, to sustainably manage Seattle's urban forest. To accomplish Seattle's urban forestry goals the City put in place a Sub-cabinet, a Management Team, a Core Team, and an Inter-Departmental Team to work together to strengthen Seattle's urban forestry work across all levels and relevant departments of City government. The Trees for Seattle coordinating focus will be on planning, communications, customer service, and relevant operational efforts. Issues identified by these groups will be elevated to Department Directors and the Mayor's Office as needed.

GOALS:
1. City departments work cooperatively to meet Seattle's urban forestry goals by taking actions including the following:
   - Ensure proactive coordination and communication among departments regarding urban forestry issues. Showcase and communicate good work by individual departments, specific collaborations, and the team as a whole.
   - Collaborate to develop workplans for citywide priorities, that balance multiple, sometimes competing, Departmental policy objectives.
   - Acknowledge each City department's core mission and objectives and support resource acquisition and allocation among departments, when appropriate, to achieve urban forestry priorities.
   - Provide the structure for Citywide accountability and empowerment for urban forestry.
   - Share resources and expertise as appropriate.
   - Seek opportunities to innovate and overcome challenges and barriers to achieving citywide urban forestry goals.
   - Promote public stewardship and support for the urban forest.
   - Embed racial equity in programs, practices, and planning (and look for opportunities) to meet the goals of Seattle's Race and Social Justice Initiative and Equity and Environment Agenda in relation to urban forestry.

2. Core departments and key management staff are engaged in Citywide urban forestry activities and issues, including:
   - Engagement of mid-level executives (Management Team) to help innovate and overcome challenges.
   - Agreement on Citywide urban forestry workplan to direct multiple departmental efforts.
   - Clarity on how and when issues are elevated.

3. Customer service is coordinated and responsive using the following channels:
   - Trees for Seattle website: www.seattle.gov/trees
   - Phone: (206) 684-TREE
   - Email: TreesForSeattle@seattle.gov

4. Seattle's political leadership understand where to turn for specific tree-related ideas and issues

- Decision-making being informed by departmental technical urban forestry expertise.

STRUCTURE/ROLES & RESPONSIBILITIES:
Nine City departments have tree planting, maintenance, and/or regulatory responsibilities for Seattle's trees. OSE has an overall policy and coordinating role and is in charge of updates to the Urban Forest Stewardship Plan (UFSP); SDOT regulates and maintains street trees, Finance and Administrative Services (FAS), Seattle Center, Parks and Recreation, and Seattle Public Utilities (SPU) manage the trees on their property; SPU also coordinates community engagement through their Trees for Neighborhoods program, the Office of Planning and Community Development (OPCD) and the Seattle Department of Construction and Inspections (SDCI) have a policy/planning and regulatory role for trees on private property; and Seattle City Light (SCL) prunes trees around power lines for safety and reliability. The table in Appendix 1 provides more detail on departmental roles.

Affordable Housing and Livable Communities Sub-cabinet: established by Mayor to further the City's progress towards being an affordable and livable city for all by collaborating on departmental efforts, coordinating, and managing interdepartmental projects and programs; monitor progress; and identify and recommend new and innovating approaches.

Departments participating in the sub-cabinet include OAC, OSE, HSD, OED, OPCD, DON, SDCI, and DPR. Sara Maxana, from the Mayor's Policy Team, staffs this effort and will bring urban forestry departments (SDOT, SCL, SPU, Seattle Center, and FAS) to the table on an as needed basis.

Urban forestry issues will be elevated to the Affordable Housing and Livable Communities Subcabinet as identified by the Urban Forestry Core Team and approved by the Management Team or as requested by the Subcabinet.

Urban Forestry Management Team: consists of department executive staff directly responsible for urban forestry practitioners from seven core departments (OPCD, OSE, SCL, SDCI, SDOT, SPU, and SPR). Provides guidance based on a broad perspective of departmental priorities and elevates and supports Core Team urban forestry work. Provide guidance on citywide urban forestry policy and programmatic recommendations. Meets three times a year (project-specific meetings might be convened on an as-needed basis).
- Meeting facilitation: Michelle Caulfield, OSE Deputy Director.
- Agenda setting: OSE, based on Core Team recommendations and in consultation with the group.
- Meeting minutes: OSE.
- Quorum: Four of seven members present. To be re-scheduled if lacking quorum.
- Work items ID/work product: Provide feedback on Core Team initiatives and priorities. Discuss Citywide urban forestry budgets and resources, with the understanding of the constraints of each department/division's responsibility for developing and implementing their own budget. Focus on optimization collaboration and opportunities Citywide.
- Decision making/priority-setting: Aim for consensus. If lacking consensus elevate as needed.
- Working structure: Team will meet in person as a whole. Subcommittees, with an assigned lead, will be developed as needed.

Urban Forestry Core Team: formed by staff from key core departments (OPCD, OSE, SCL, SDCI, SDOT, SPU, and SPR) and tasked with creating the work plan to deliver on identified priorities, provide technical input on urban forestry issues, and provide rapid response to emerging situations. Meets twice a month.

- Meeting location: SMT
- Meeting facilitation: Sandra Pinto de Bader, OSE Urban Forestry Policy Advisor, with other departments providing content expertise and representing specific tasks and work items. OSE will delegate facilitation responsibility as appropriate and agreed upon by the Core Team.
    - Set meetings
    - Set agenda based on work plan priorities.
    - Lead meetings to meet agenda goals.
- Work items ID/work product:
    - Annual citywide Urban Forestry work plan, timeline, and budget
    - Agenda action items/comments tracking/progress.
    - Annual progress report
- Quorum:
    - Attendance required.
    - Absences communicated.
    - If meeting must be missed, provide input to facilitator ahead of time.
    - Those who have the ability, send a previously briefed representative to represent the department and report back.
    - Meeting cancellation due to lack of quorum will be decided based on agenda content.
- Decision making and priority-setting: Aim for consensus. If lacking consensus, elevate as needed.
- Working structure: Team will meet in person as a whole. Subcommittees, with an assigned lead, will be developed as needed.

Urban Forest Interdepartmental Team: Formed by departmental urban forestry field staff from all nine departments with urban forestry mandates (FAS, OPCD, OSE, SCL, SDCI, SDOT, Seattle Center, SPU, and SPR). The purpose of IDT meetings includes skills building; departmental coordination; providing additional perspective from on-the-ground field knowledge/experience; technical information sharing; and inter-departmental team building. The IDT provides an inclusive forum for innovation and the opportunity for urban forestry practitioners to share ideas that can spark additional collaboration. Will share operational information to provide context around urban forestry challenges and opportunities and elevate issues to Core Team. Meets quarterly.
- Meeting location: SMT
- Meeting facilitation: OSE with other departments providing content expertise.
    - Set meetings
    - Set agenda (with departments providing input for agenda content)
    - Lead meetings to meet agenda goals

MEMBERSHIP:

Department	AH&LC Sub-cabinet	Management Team	Core Team	IDT
OPCD	Sam Assefa, Director	David Driskell, Deputy Director	Brennon Staley, Strategic Advisor	N/A
OSE	Jessica Finn Coven, Director	Michelle Caulfield, Deputy Director	Sandra Pinto de Bader, Strategic Advisor	Sandra Pinto de Bader, Strategic Advisor
SDCI	Nathan Torgelson, Director	Mike Podowski, Code Development Manager	Maggie Glowacki, Sr. Land Use Planner/Fisheries Biologist	Maggie Glowacki, UF Lead Art Pederson, Permit Administration

Department	AH&LC Sub-cabinet	Management Team	Core Team	IDT
		Darlene Edwards, Zoning Manager Faith Lumsden, Code Compliance Director	Art Pederson, Permit Administration Chanda Emery, Sr. Land Use Planner	Chanda Emery, Sr. Land Use Planner
SPR	Christopher Williams, Interim Superintendent Michele Finnegan Deputy Superintendent	Robert Stowers, Parks and Environment Director	Jon Jainga, Natural Resources Manager	Deb Brown McGarry, Tree Crew Supervisor Patti Bakker, GSP Program Manager Nich Johnson,
FAS (on as-needed basis)	Calvin Goings Director	N/A	N/A	Peter Jeu, Gardener
SCL	Jim Baggs, Interim CEO (on as- needed basis)	Michelle Vargo, Director of Transmission and Distribution Operations	Dave Bayard, Power Line Clearance and Landscapes Manager	Heidi Narte, Arboriculturist Dave Mutchler, Veg. Mgmt. Supervisor Glen Allen, Arboriculturist
SDOT	Linea Laird Interim Director (on as- needed basis)	Rodney Maxie, Deputy Director	Darren Morgan, Urban Forestry Manager	Nolan Rundquist, City Arborist Shane Dewald, Landscape Architect
Seattle Center (on as-needed basis)	Robert Nellams, Director	N/A	N/A	Stephen Socie, Gardener
SPU	Mami Hara, Director (on as- needed basis)	Judi Gladstone, Strategic & Governmental Affairs Director	Jana Dilley, Trees for Seattle Supervisor Josh Meidav, Sr. Environmental Analyst – Urban Ecosystems	Deb Heiden, Urban Ecosystems Manager Lou Stubecki, Tree for Neighborhoods Program Manager

MEETINGS:
- Meetings will have a clear purpose, agenda, and outcomes.
- Meetings will start and end on time but will start up to 5 minutes late if everyone isn't there.
- Defer to the facilitator or agenda unless there is consensus to change the agenda.
- Attend all assigned meetings if possible. Provide input to the agenda if you are going to miss the meeting.
- Do the pre-work/post-work assigned so the meeting time is productive.
- Add "Action Required" to emails, where pre- or post-meeting work is required.
- During meetings, participants will:
  i. Listen with an open mind
  ii. Have a respectful debate
  iii. Assume best intent

iv. Create meetings that are a safe space for discussion, debate, disagreement, and understanding other's points of view

v. Call out items that are confidential

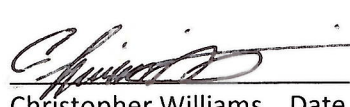**CORE TEAM PRIORITIES.** Will be captured in annual work plans.

Sam Assefa Date 11.27.18	Jessica Finn Coven Date 7/25/18	Nathan Torgelson Date 9-13-18
OPCD Director	OSE Director	SDCI Director
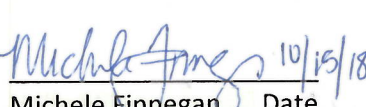
Christopher Williams Date	Michele Finnegan Date 10/15/18	Calvin Goings Date 12/3/18
SPR Interim Superintendent	SPR Deputy Superintendent	FAS Director
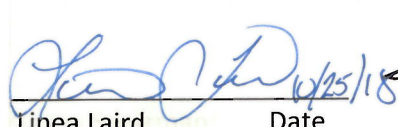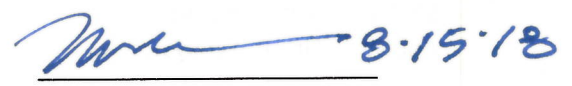
Jim Baggs Date 9/29/18	Linea Laird Date 10/25/18	Robert Nellams Date 12/11/18
SCL Interim CEO	SDOT Interim Director	Seattle Center Director

Mami Hara Date 8.15.18	
SPU Director	
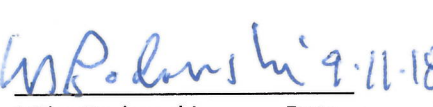
David Driskell Date 11.27.18	Michelle Caulfield Date 8/29/18	Rodney Maxie Date 10/25/18
OPCD Deputy Director	OSE Deputy Director	SDOT Deputy Director

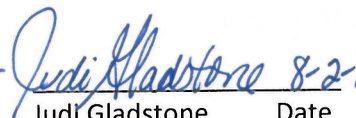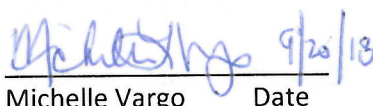|		
Mike Podowski Date 9.11.18	Darlene Edwards Date 9.12.18	Faith Lumsden Date 9/12/18
SDCI Code Development Manager	Zoning Manager	SDCI Code Compliance Director

Robert Stowers   Date
SPR Parks and Environment
Director

Judi Gladstone   Date
SPU Strategic &
Governmental Affairs
Director

Michelle Vargo   Date
SCL Director of Transmission
& Distribution Operations

Brennon Staley   Date
OPCD Strategic Advisor
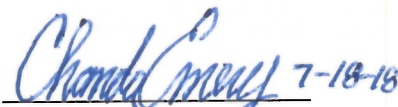
Sandra Pinto de Bader   Date
OSE Strategic Advisor

Art Pederson   Date
SDCI Permit Administration
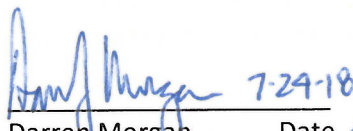
Maggie Glowacki   Date
SDCI Sr. Land Use
Planner/Fisheries Biologist
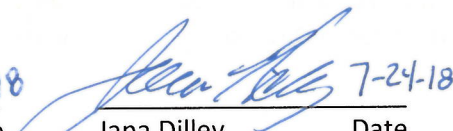
Chanda Emery   Date
SDCI Sr. Land Use Planner
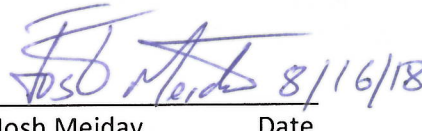
Dave Bayard   Date
SCL Power Line Clearance
and Landscapes Manager

Darren Morgan   Date
SDOT Urban Forestry
Manager

Jana Dilley   Date
SPU Trees for Seattle
Supervisor

Josh Meidav   Date
SPU Sr. Environmental
Analyst – Urban Ecosystems

Jon Jainga   Date
SPR Natural Resources
Manager

Appendix 1

Table 1
Urban Forestry Departments' Roles

Department	Responsibilities
Finance and Administrative Services (FAS)	FAS manages properties and facilities owned or leased by the City, including buildings serving the Seattle Fire Department, Seattle Police Department, downtown City government office buildings, campuses housing City construction and heavy maintenance vehicles, various buildings throughout the community, as well as City-owned vacated property. FAS' goal is to preserve as many trees as possible on all sites, and to create sustainably landscaped areas around buildings and properties while ensuring the safety of tenants and property via proper tree planting, maintenance, and pruning. Contact: (206) 233-5104 www.seattle.gov/fas/
Office of Planning and Community Development (OPCD)	OPCD supports urban forestry efforts by ensuring that urban forestry goals and strategies are integrated into and consistent with our Citywide vision and other cross-department efforts on affordability, livability, equity, and safety. OPCD also leads policy development and coordination on numerous interdepartmental efforts that affect the urban forest such as growth management, land use policy, area planning, and urban design. Contact: (206) 684-4625 http://www.seattle.gov/opcd/
Office of Sustainability and Environment (OSE)	OSE leads policy development and coordination for city-wide urban forest issues including leading/coordinating the following Urban Forestry groups: Sub-cabinet, Mid-level Executive, Core Team, and Interdepartmental Team. OSE also staffs the Urban Forestry Commission, coordinates inter-departmental issues, reports progress, and update of the Urban Forest Stewardship Plan. OSE also participates in the Green Seattle Partnership. Contact: (206) 684-3194 www.seattle.gov/environment/urban_trees.htm
Seattle Center	Seattle Center manages trees on its 74-acre campus. It hosts hundreds of community events and three major festivals each year. There is constant pressure on the trees and landscape from resident organizations, promoters, and city residents. Contact: Landscape Supervisor, (206) 615-0880 www.seattlecenter.com
Seattle City Light (SCL)	SCL is responsible for ensuring safe and reliable power delivery through the comprehensive and environmentally responsible management of the trees and vegetation that their lines and infrastructure impact. City Light maintains an Urban Tree Replacement Program that works closely with the City's Trees for Neighborhoods program. City Light is challenged by a prevalence of inappropriately sized trees that grow into utility lines. Contact: Power Line Clearance and Landscapes Manager, (206) 386-1902 www.seattle.gov/light/vegetation
Seattle Department of Construction and Inspections (SDCI)	SDCI is responsible for the development, permitting, and enforcement of regulations for trees on private property both during and outside of the development process, including tree protection, landscaping, environmentally critical area, and nuisance requirements. SDCI is also responsible for stewarding the City's Comprehensive Plan, which includes broad policy direction for managing the urban forest. Contact:

Department	Responsibilities
	Public Resource Center, (206) 684-8467 (questions about regulations) Code Enforcement, (206) 615-0808 www.seattle.gov/dpd/trees
Seattle Department of Transportation (SDOT)	SDOT is responsible for the management of trees in the right-of-way (street trees), including design, installation, and stewardship of trees and landscapes associated with public right-of-way and permitting of actions that could impact these trees. SDOT maintains over 40,000 street trees and regulates planting and maintenance of another 200,000 street trees. SDOT must balance canopy cover goals with the need to minimize tree conflicts with surrounding infrastructure and transportation safety requirements. Contact: Urban Forest Manager, (206) 233-7829 City Arborist, (206) 615-0957 www.seattle.gov/transportation/forestry.htm
Seattle Parks and Recreation (SPR)	SPR manages trees over 6,000 acres of developed parks, boulevards, natural areas, and other publicly-owned open spaces, including about 100,000 trees in developed parks and over 585,000 trees in the forested areas of parks. SPR must balance a wide range of recreational goals including the desire for picnics, sports, and play areas. Contact: Natural Resources Manager, (206) 684-4113 www.seattle.gov/parks/horticulture/
Seattle Public Utilities (SPU)	SPU works to maintain and restore the urban forest because it provides significant storm water mitigation benefits by intercepting and absorbing rainwater. Slowing the flow and improving water quality reduces the need for built infrastructure and mitigates flooding. SPU supports several programs that promote healthy urban forests including Restore Our Waters, the City's Trees for Seattle program, Green Seattle Partnership, and the Green Stormwater Infrastructure program. SPU also maintains canopy cover on SPU-owned assets and through SPU capital projects. Contact: (206) 615-1668 www.seattle.gov/trees