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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE**

**REGULAR MEETING
APPROVED MINUTES
Monday, March 5, 2012, 4:00 p.m.**

**City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place,
San Francisco, CA 94102**

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Chris Buck, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

- 1. Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:17 p.m. Chair D'Agostino appointed Member Costello as a temporary member for today's meeting. Coordinator Hui announced that Member Buck is no longer a member of the Committee. Present: Chair D'Agostino, Members Costello, Sider and Sullivan; Excused: Member Flanagan.
- 2. Approval of Minutes of the January 23, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: January 23, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the January 23, 2012 Meeting Minutes were approved without objection (AYES: Chair D'Agostino, Members Costello, Sider and Sullivan; Absent: Member Flanagan).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

- 4. Press Release for the Urban Forestry Council's 2011 Annual Report.** The Committee will discuss the information to include in the press release. (Discussion and Possible Action)

Committee members suggested adding information to the Department of the Environment's press release issuing the Urban Forestry Council's 2011 Annual Report on three main points related to 2011 urban forestry activities (1) reduction in tree planting; (2) reduction in tree maintenance; and (3) that budget and staffing cuts were the reason for program reductions. Council Coordinator Hui reported that she would provide an update once the press release is drafted by the Department's Outreach team. Member Sider left the meeting at this time. Quorum was lost at 5:03 p.m. and regained at 5:14 p.m. when Member Sullivan rejoined the meeting.

- 5. Urban Forestry Council Strategic Plan Implementation.** The Urban Forestry Council will discuss further implementation of the goals outlined in their 2012 strategic plan, including calendaring presentations from department and industry representatives, discussing participation in upcoming environmental and forestry events and campaigns, and establishing a protocol for meetings with Board of Supervisors and other policy body representatives, to make recommendations to the full Council. (Discussion and Possible Action)

Chair D'Agostino and Coordinator Hui noted that the strategic plan as specified in the agenda language is referring to the Council's Work Plan. A discussion was held on calendaring presentations by (1) Mr. Peter Ehrlich on Presidio Trust urban forest management at the May Council meeting; and (2) presentations by Ms. Isabel Wade of Urban Resources System on the "Just One Tree" project; Coordinator Hui on San Francisco Environment's fruit tree planting project; and Department of Public Works on the gleaning project at the June meeting.

Chair D'Agostino suggested cancelling the March full Council meeting because of a lack of response to new business at the Council's February full Council meeting and due to a lack of pressing business coming out of the Planning and Funding Committee. The Landmark Tree Committee will meet in April, and the three working groups will meet in April. A discussion was held on potential topics if a meeting were to be held that include (1) the bylaws requirement that members express their interest in running for office at the March Council meeting and members nominated shall be candidates for office; (2) presentation on the proposed new Recreation and Park Department bond as well as a status update on the existing park bond; (3) update on Planning and Funding Committee and working group discussions on the protocol for meetings with members of the Board of Supervisors and presenting a sign-up sheet for participation, and (4) Council participation in special events such as Earth Day, World Environment Day, and Sunday Streets. Member Sullivan suggested that messages that are sent to Council members requesting participation in upcoming events should contain a specific message on how members can participate.

- 6. Review of amendments to the Urban Forestry Council Ordinance (Environment Code Chapter 12, Section 1202) as it relates to membership and monthly meeting requirements.** (Explanatory Document: Amended Environment Code Section 1202)(Discussion) Chair D'Agostino reported that input has not yet been received from Presidio Trust on the potential membership amendment. This agenda topic was "Continued to the Call of the Chair."

- 7. New Business/Future Agenda Items.** (Discussion) Coordinator Hui reported that the Urban Forest Master Plan appears to be moving forward, and that a new staff member is in charge. She reported on the Commission on the Environment Policy Committee's interest in hearing a status update on the Plan at the Committee's March meeting. Chair D'Agostino discussed the potential of Committee or Council involvement with Children in Nature, a group engaged in public health and nature issues. She suggested calendaring the park bond discussion in May along with presentations on Presidio Trust urban forest work and/or the Urban Forest Master Plan if it was not heard at the Environment Commission's Policy Committee meeting in March.
- 8. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
- 9. Adjournment.** The Planning and Funding Committee meeting adjourned at 6:03 p.m.

The next Planning and Funding Committee meeting is scheduled for Monday, April 2, 2012 at 5:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online

<https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee>, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Approved: April 2, 2012