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

**REGULAR MEETING
DRAFT MINUTES
TUESDAY, JANUARY 8, 2013, 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), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:20 p.m. Present: Chair D'Agostino, Members Flanagan and Sullivan; Excused: Members Sherwin and Sider.
- 2. Approval of Minutes of the December 11, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: December 11, 2012 Draft and Approved Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the December 11, 2012 Meeting Minutes were approved with amendments.

Public Comment:

Ms. Nancy Wuerfel asked to amend the minutes (1) Item 5 public comment to indicate that she read her statement and made it available to the full Council in addition to the Planning and

Funding Committee; and (2) Item 9 to add that she recommended that the Department of the Environment ask for funding from other departments.

Council Member Rose Hillson also asked to amend the minutes (1) Item 5 Public Comment to indicate that she provided copies of the 'Coalition for San Francisco Neighborhood' resolution for the Planning and Funding Committee as well as to the full Council, and (2) in Public Comment to clarify that the meeting that is referred to is listed as the Board of Supervisors Government Audit and Oversight Committee.

- 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.

Council Member Hillson inquired whether Chair D'Agostino would be leaving the Council. Chair D'Agostino responded that she would be moving to Anchorage, Alaska.

Ms. Wuerfel presented the Committee with the Department of the Environment's Organizational Chart from the Fiscal Years 2011-2012 and 2012-2013 Mayor's proposed budgets. In the 2011-2012 version, the Urban Forestry Council is one of the entities, in the 2012-2013 version, the Urban Forestry Council disappears. Ms. Wuerfel requested that copies of the documents be shared with the full Council as well as the Planning and Funding Committee.

Item 4 was heard after agenda items 5 -8.

- 4. Department of the Environment Report on Administrative Support to the Urban Forestry Council.**

Speaker: David Assmann, Deputy Director (Informational Report and Discussion). The Committee briefly discussed information received about this item. A presentation on this item was not heard at this time.

Public Comment:

Ms. Nancy Wuerfel shared budget information stating that the overall City budget is increasing and questioning why the Urban Forestry Council budget is decreasing. She is specifically concerned about the fact that the Council budget is being calculated with the inclusion of overhead charges for staff time, which has been denied by the City Controller. Ms. Wuerfel reminded the Committee that City departments are required to submit their proposed budgets by February 21, 2013 at 5:00 p.m., and that there is not a lot of time for the Council to make a case. She suggested that the Department of the Environment ask City departments for money to support the Urban Forestry Council.

Council Member Rose Hillson reminded the Committee that the budget process is in progress and was disappointed that a presentation was not heard at this time.

Mr. Frank Mason reported that San Jose is consolidating their commissions to save money. He said that perhaps the Council should look to the Department of Public Works or the Planning

Department to support the Council. He stated that ultimately it comes down to making choices, either to fund street trees or MUNI infrastructure.

5. Appointment of Chair to Planning and Funding Committee. (Discussion and Action)

This agenda item was continued for discussion at the full Council meeting on January 25, 2013. The Committee discussed that the Council will potentially lose other members, and that members might be moved between the Planning and Funding Committee and the Landmark Tree Committee. Recruitment opportunities had also been discussed.

Public Comment: Member Hillson mentioned that Council Members Sutherland and Hillan may soon be leaving the Council.

6. Appointment of Leaders to Annual Report Working Group, Board of Supervisors Working Group, and Urban Forest Plan Working Group. (Explanatory Documents: Revised Annual Report Survey Questions for Fiscal Year 2011/2012 and Board of Supervisors Meeting Tracker) (Discussion and Possible Action)

The Committee spoke generally about the need to fill gaps in Council membership and specifically about three projects. This agenda item is proposed for discussion at the January 25, 2013 full Council meeting.

It was reported that the Annual Report working group consisted of Members Vargas, Costello and D'Agostino. The Board of Supervisors working group consisted of Members D'Agostino, Costello and Sullivan. Member Sullivan volunteered to lead the Board of Supervisors working group. The Urban Forest Plan working group consisted of Members D'Agostino, Flanagan and Sherwin. Member Flanagan volunteered to lead this group.

Public Comment: Ms. Wuerfel asked about the Urban Forest Plan working group and how the public can find out more information. Chair D'Agostino explained that the Planning Department asked the Urban Forestry Council working group to provide input and to participate in the planning process for the Urban Forest Plan. Ms. Wuerfel requested that the working group report back to the Planning and Funding Committee and full Council to provide the public with an opportunity to hear the information.

7. Urban Forestry Council New Member Recruitment. (Discussion and Possible Action)

The Committee discussed the Council's vacant seats and who can fill them. This agenda item was proposed for discussion at the January 25, 2013 Council meeting at which time a discussion may be held about moving members around in order to best meet the needs of the committees.

8. Update on Street Tree Pamphlet (Discussion)

Chair D'Agostino updated the group on the progress made for printing the Street Tree Pamphlet. It was reported that the final draft was sent to PG&E to format and print. Chair D'Agostino stated that she would be meeting with the Working Group Wednesday, January 9. It is hoped that revisions to the Street Tree List will be heard at that time.

Public Comment: Ms. Wuerfel asked to clarify that PG&E will be paying for the printing of the pamphlet. Chair D'Agostino confirmed that PG&E would pay for the first round of funding. Ms. Wuerfel asked if the pamphlet would be made available to the public which Chair D'Agostino confirmed that it would be.

Public Comment: Mr. Frank Mason asked if information would be included about pollen and future maintenance costs. Chair D'Agostino responded that this information would not be included.

9. New Business/Future Agenda Items. (Discussion) Future agenda items will be discussed at the Council meeting on January 25, 2013.

10. 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 was no public comment at this time.

11. Adjournment. The Urban Forestry Council Planning and Funding Committee meeting adjourned at 5:39 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, February 12, 2013, at 4:00 p.m., City Hall, Room 421.

Prepared by Maria D'Agostino, Interim Chair and Monica Fish, Council Secretary

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved: