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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, MARCH 12, 2013, 4:00 p.m.**

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

COMMITTEE MEMBERS: Andrew Sullivan (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin

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 4:05 p.m. Present: Members Sullivan, Flanagan, and Sider. Excused: Member Sherwin. Council Coordinator Mei Ling Hui present.
- 2. Approval of Minutes of the February 12, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: February 12, 2013 Draft Minutes) (Discussion and Action) Upon Motion by Member Sider, second by Member Flanagan, the February 12, 2013 Meeting Minutes were approved without objection (AYES: Members Flanagan, Sider, and Sullivan; Absent: Member Sherwin).
- 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 was no public comment at this time.

- 4. Strategic Planning Session.** The Committee will hold a conversation on strategic planning for the Urban Forestry Council. (Discussion and Possible Action)

Member Flanagan reported that a strategic planning session was held between himself and Department of the Environment staff. It was stated that the Department is looking into funding a full-day session for the Council in early May. The Mayor's Office will be contacted to develop a list of participants. Coordinator Hui will develop the list, circulate for comment, and contact the Port of San Francisco about the availability of conference room space.

- 5. Review of Urban Forestry Council's Annual Report Format, Content, and Schedule for 2013.** (Discussion and Possible Action)

This agenda item was continued to the April 9, 2013 meeting. Member Sherwin would be asked to forward comments prior to the next meeting.

- 6. Urban Forestry Council 2012 Annual Report Talking Points for Board of Supervisors Meetings.** (Discussion)

Committee members suggested that points of discussion for Board of Supervisors meetings should include (1) the significance of staffing reductions; (2) the decline of the urban forest by more than four percent per year; and (3) to stress the role of the Urban Forestry Council in supporting the Board of Supervisors and in particular the Supervisor's district.

- 7. Board of Supervisors Working Group.** Chair to give update as to anticipated Supervisor meetings and potential schedule. (Explanatory Document: Board of Supervisors Meeting Tracker) (Discussion)

Efforts are in progress to set up a meeting with Supervisors Wiener, Tang, and Mar.

- 8. Urban Forestry Council New Member Recruitment.** The Committee will discuss the Council's vacant seats and potential candidates for new members. (Discussion and Possible Action)

Member Flanagan suggested adding new members Dan Kidda of PG&E and John Leffingwell as a Mayoral appointment.

- 9. Urban Forestry Council Annual Goal Setting.** The Committee will review last year's goals and identify new goals for 2013. (Explanatory Document: 2012 Urban Forestry Council Prioritized Work Plan Goals) (Discussion and Possible Action)

Item 9 was tabled and continued to the Call of the Chair.

- 10. Review of Planning Department's Schedule for the Proposed Urban Forest Master Plan and Formation of Work Group.** (Discussion and Action)

A meeting is scheduled with the Planning Department on March 19. The working group is scheduled to attend. Member Flanagan will circulate a schedule for future meetings.

11. New Business/Future Agenda Items. (Discussion)

Member Flanagan to update the Planning and Funding Committee on a parcel tax for urban forestry. Friends of the Urban Forest is conducting a telephone survey to inquire about support for the tax. The street tree pamphlet is complete and will be sent to the Department of the Environment for storage and distribution.

12. 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.

13. Adjournment. The Planning and Funding Committee adjourned at 5:11 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, April 9, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Interim Committee Chair

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m., (2) or may be available 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, or 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. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.

Approved: