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

**REGULAR MEETING
DRAFT MINUTES
Monday, June 4, 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), Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

- 1. Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:07 p.m. Present: Members D'Agostino, Flanagan, Sider (4:09) and Sullivan.
- 2. Approval of Minutes of the May 7, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: May 7, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the May 7, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sullivan; Absent: Member Sider).
- 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. Planning for a Future Urban Forestry Council Press Release.** (Discussion) Committee members discussed forming a press release working group to generate press releases and suggested that the Planning and Funding Committee identify topics and facilitate the process. The consensus amongst the group was for the Council to publish three or four press releases

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annually, one on the publication of the Annual Report, others that may include controversial topics, increase the public's awareness of the Council and its activities, and complement the work of other agencies. Committee members agreed to draft a press release introducing the Council to the public that the Planning Department public information officer would work on for approval by the Council at its June 26 meeting. Chair D'Agostino suggested that a future press release be created on the Landmark Tree Committee's work on landmark groves so as to initiate more interest amongst the public about the landmark tree nomination process.

5. Urban Forestry Council Organizational Assessment. The Committee will prepare organizational assessment survey questions for the Council's input. (Continued from the May 7, 2012 Meeting)

(Explanatory Document: Organizational Assessment and Friends of the Urban Forest Self Assessment Survey)(Discussion and Possible Action)

Committee members reviewed and selected survey questions from the Organizational Assessment and Friends of the Urban Forest Self Assessment Survey for Council Members to respond to. The survey would be sent to all Council Members by Friday, June 8th.

6. Urban Forestry Council Involvement in the Van Ness Bus Rapid Transit Plan and Other Development Projects. (Discussion)

Committee members discussed opportunities to facilitate Council involvement on development projects. It was agreed that it would be beneficial for the Council to hear presentations and provide feedback through a Resolution or letter of recommendations at the early stage of projects. A discussion was held on ways to identify high-level projects as applications are received either through a working group interacting with City agency staff or through individual Council member involvement. Committee members agreed that additional Council involvement on the Van Ness Bus Rapid Transit Plan may not be worthwhile at this stage since a preferred alternative has been selected.

Member Flanagan left the meeting during this agenda item.

7. Update on Planning and Funding Committee Membership and Schedule. (Continued from the May 7, 2012 Meeting) (Discussion)

Committee members discussed adding a fifth member to the Council and identified three potential members that may be interested in joining the Committee based on a schedule change to the second week of each month. Chair D'Agostino would consult with potential members for their availability.

8. New Business/Future Agenda Items. (Discussion) The next Planning and Funding Committee meeting is scheduled for July 2, 2012. Coordinator Hui reported that she has issued a request to the District 2 Supervisor's office to schedule a meeting for selected Council members. Chair D'Agostino suggested that the Committee hear a presentation from the Department's Climate team on the carbon offset program, review Council short and long-term goals, and discuss member term-limits and succession planning.

9. 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.

10. Adjournment. The Planning and Funding Committee adjourned at 6:00 p.m.

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: