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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**City and County of San Francisco  
Urban Forestry Council  
Planning and Funding Committee  
Approved Minutes**

**Tuesday, September 10, 2013, 4:00 p.m.  
City Hall, Room 421  
San Francisco, CA 94102**

Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Most, and Sherwin

**Order of Business**

- 1. Call to Order and Roll Call.** The Planning and Funding Committee convened at 4:14 p.m. Present: Members Sullivan, Flanagan, and Most. Excused: Members Leffingwell and Sherwin.
- 2. Approval of Minutes of the July 24, 2013 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: July 24, 2013 Rescheduled Meeting Draft and Approved Minutes) (Discussion and Action) Upon Motion by Member Most, second by Member Flanagan, the July 24, 2013 Planning and Funding Committee Meeting Minutes were approved without objection.
- 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. Annual Urban Forest Report.** The Committee will review the Draft Report and provide input to staff. (Explanatory Document: Draft 2013 Urban Forest Annual Report) (Discussion) Committee members discussed edits and provided comments on the Draft Annual Urban Forest Report that would be incorporated by Council Coordinator Hui and then presented to the full Council for review and approval at the September 27, 2013 Urban Forestry Council meeting.
- 5. Strategic Planning Retreat.** Summary and Review of Strategic Planning Retreat Prioritized Action Items. (Discussion) Committee members discussed the need for the full Council to review and revise bylaws to create a new Committee structure (as discussed at the Strategic Planning Retreat). The proposal is to have three Committees (1) Funding; (2) Policy and Planning; and (3) Landmark Tree Ad Hoc Committee.

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The full Council is scheduled to hold a discussion on the specific action items for each of the five goals that were identified at the Strategic Planning retreat. Once a list of action items is developed, the Council (with the help of the Council Coordinator) will identify projected Full Time Employees (FTE's) of Department of the Environment staff needed, associated funding for staff and expenses, and schedule. The full Council will also review the items listed in the Planning Department's Urban Forest Master Plan and determine which of the items would be assigned to the Urban Forestry Council as appropriate.

- 6. New Business/Future Agenda Items.** (Discussion) New agenda items are pending the creation of a new Committee structure.
- 7. 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.

Mr. Frank Mason stated that "At the recent Department of Public Works (DPW) sponsored public meeting on Cesar Chavez Street improvements, 14 people in attendance voiced their opposition to having street trees planted in their right of way. DPW had informed the residents that within three years the tree maintenance would be relinquished to residents, and they did not want the burden of care." Mr. Mason urged Council members to attend more public meetings and hearings to hear community frustration with this issue.

- 8. Adjournment.** The Planning and Funding Committee meeting adjourned at 5:28 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, October 8, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Committee Chair and formatted by Monica Fish, Commission Secretary

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](mailto: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: October 1, 2013