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

**REGULAR MEETING
APPROVED MINUTES
TUESDAY, OCTOBER 9, 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, 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 4:00 p.m. Present: Members D'Agostino, Sider, Sherwin and Sullivan; Excused: Member Flanagan.
- 2. Approval of Minutes of the September 11, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: September 11, 2012 Draft and Approved Minutes) (Discussion and Action)

Upon Motion by Chair D'Agostino, second by Member Sherwin, the September 11, 2012 Draft Minutes were approved without objection (AYES: Members D'Agostino, Sider, Sherwin 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. Urban Forestry Council Organizational Assessment. The Committee will review responses received from Council Members on the Organizational Assessment Survey questions. (Continued from the September 11, 2012)** (Explanatory Document: Organizational Assessment Survey Responses) (Discussion)

Committee Members reviewed survey responses from Council Members and discussed how responses related to goal setting for the Council. A discussion was held on the communication received from the Department of the Environment Deputy Director about decreasing staffing to the Council and the ability of Council and Committee chairs to carry out work requirements under the new plan. This agenda item was continued for discussion at the October 23, 2011 Council meeting.

- 5. Urban Forestry Council Annual Goal Setting Meeting Organization.** The Committee will review last year's goals and the responses received from Council Members on the Organizational Assessment Survey. (Explanatory Documents: 2011 Urban Forestry Council Goals and Organizational Assessment Survey Responses) (Discussion)

Committee Members reviewed 2011 goals and discussed how the Assessment Survey responses could be incorporated into goal setting for the Council. Survey questions 6 and 7 would be added as an additional goal to the existing four goals. The Council would be presented with an updated list of goals in order to identify action items to achieve goals and add additional goals as required at the October 23, 2012 Council meeting.

- 6. Update on Urban Forestry Council New Member Recruitment.** (Discussion)

Committee Members discussed outreach to San Francisco Unified School District, Port, and other potential new members.

- 7. Update on the Urban Forest Plan Working Group Session.** (Discussion)

Member Sherwin updated the Committee on the working group meeting held with Planning Department staff on Urban Forest Plan discussion topics that include urban forestry maintenance, funding, AECOM work, urban forest performance and design. Plans are to include the Council throughout the process. Chair D'Agostino will inquire about next steps.

- 8. Urban Forestry Council Meeting Schedule.** (Discussion)

Chair D'Agostino discussed the possibility of reducing the number of meetings and holding longer more efficient meetings in the future. A discussion was held on things to consider such as

availability of meeting rooms and staffing. This agenda item was Continued to the Call of the Chair after a discussion is held regarding staffing to the Council.

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

Future agenda topics for the Committee and Council that were discussed include (1) detailed discussion on staffing; (2) Council goal setting and Assessment Survey responses; and (3) update on the Urban Forest Plan Working Group discussions.

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 were no members of the public present at this time.

11. Adjournment. The Urban Forestry Council Planning and Funding Committee adjourned at 5:45 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, December 11, 2012, at 4:00 p.m., City Hall, Room 421.

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: December 11, 2012