From: Assmann, David
Sent: Tuesday, October 02, 2012 5:13 PM
To: [redacted]
Cc: [redacted]
Subject: Changes in SF Environment support for the Urban Forest Council

Dear Maria,

Unfortunately dwindling fiscal support for the Urban Forest Program means we have to re-assign staff to ensure that funding matches the work that each staff member performs. SF Environment receives no general fund support and must make the difficult decision to redirect the forestry program staff person to alternate projects. However, SF Environment will continue to provide administrative support to the Urban Forestry Council, with the tasks listed below, to be performed by the Commission Secretary:

a) Administrative support for Council membership appointments, including issuing letters to Dept. Heads, maintaining appointment database, and reporting on membership attendance as required;
b) Administrative support for creation of Council documents, including bylaws amendments, resolutions, and reports;
c) Finalizing agendas based on UFC Chair input and, if time allows, review of previous agendas;
d) Digitally posting Council meeting notices, explanatory documents, meeting minutes, and meeting audio on City web sites;
e) Sending meeting agendas and required notifications, including emailing all meeting agendas to the email notification list and the Council members, and landmark tree nomination notification requirements;
f) Assembling meeting packets;
g) Supporting full Council meetings as needed and as time allows, including posting paper copies of the full Council agendas and staffing the full Council meetings, and;
h) Recording minutes in the form of actions taken or agreements reached at the Council meetings.

These changes will shift the following responsibilities onto the Council chair and committee chairs:

a) The UFC email will be unmonitored. The email will be automatically routed to the UFC chair for assistance. The UFC chair should identify an email address to use for this purpose.
b) The Council chair and committee chairs will be responsible for all meeting preparation, including quorum checks, identifying agenda items, creation of draft language for agenda items, developing all content for any necessary documents, reports, or resolutions, scheduling presenters, securing meeting space, posting all committee meeting notifications, etc.
c) The Council chair and committee chairs will be responsible for conducting all committee and informal working group meetings. This can include but is not limited to picking up agenda packets at SFE's offices during normal business hours, opening and setting up meeting rooms, creating an audio recording of the meeting, calling agenda items, ensuring adopted meeting protocol is adhered to, and supplying the audio recording and any additional materials to the Commission Secretary for posting.

Additionally:

a) While SF Environment will continue to query and consolidate data on city-wide urban forest programs for continuity of the Annual Urban Forest report, the report will be condensed to data tables. The UFC may assume responsibility for the report if desired.
b) If a new landmark tree nomination is submitted within the current fiscal year, SF Environment will document protocols for the landmark tree committee chair to follow, including intake of nomination forms, obtaining release forms for member evaluation, scheduling meetings for UFC member evaluations, ensuring hearings have meet notification requirements, gathering documentation for nominations, and