

SFE Urban Forest Program Work Plan

Task	Work Description	SFE Staff Time Commitment	Responsible Party
Maintain UFC email and other contacts - sfurbanforestcouncil@sfgov.org	The UFC email general receives emails that are incorrectly sent to our Department or are questions about the Landmark tree program. Generally, inquiries are simply routed to the UFC's DPW rep. We also receive phone calls.	Minimal current input for SFE staff – approximately one email received per month for the UFC. <u>Please provide email address for this purpose</u>	UFC Chair
Meeting Notification	Posting notifications online, emailing notification to the email list, posting notification at the meeting room and at SFE.	Estimate 2 hours per scheduled full Council mtg and 1 hour per scheduled committee mtg for all staff posting requirements (does not include on-site committee mtg postings) =40 hours per year	Commission Secretary for full Council; UFC Meeting Chair for committees
Meeting Preparation	Identifying agenda items, creating agenda language, assembling meeting packets, quorum checks, scheduling speakers, formatting and creating resolutions and other documents, etc.	Estimate 4 hours average per scheduled meeting, depending on meeting needs and if cmt or full UFC =124 hours per year	Commission Secretary and UFC Meeting Chair
Running Full Council Meetings	Reserving and opening meeting room, setting up documents for meeting, recording meeting, calling items.	Estimate 5 hours per Full Council meeting only = 45 hours per year	Commission Secretary
Running Committee Meetings	Reserving and opening meeting room, setting up documents for meeting, recording meeting, calling items.	Estimate 5 hours per year to identify meeting locations for rescheduled, ad hoc, and special meeting	Commission Secretary
Meeting Follow-up	Creating meeting minutes, posting meeting minutes/documents/ audio online	Estimate 12 hours per month = 144 hours per year	Commission Secretary and UFC Meeting Chair
Urban Forestry Council Admin Duties	Quarterly and annual administrative reporting, identifying Council appointments, maintaining appointment database, maintain Council contact list, updating bylaws, maintaining council admin documents, etc.	Estimate 3 hours per month =36 hours per year	Commission Secretary
Annual Urban Forest Report	Distribute and follow up on surveys to UF stakeholders, draft report. Typically, requesting data is time consumptive as is drafting the report with UFC input.	Estimate 60+ hours per year	Urban Forest Coordinator
Recommended List of Street Trees	Collaborative meetings with forestry stakeholders, updating a word doc.	Minimal current input for SFE staff – Estimate 1 hour per year.	Commission Secretary and UFC Chair
Landmark Tree Nominations	Intake forms, support nominating property owner, schedule site reviews, coordinate UFC member responses, send hearing notifications, hold hearings, create documents for BOS, host program information on SFE website,	15 hours per nomination received for Coordinator and 2-3 hours for Commission Sec., estimate 1-3 nominations per year. =35 hours per year	Commission Secretary, Urban Forest Coordinator, UFC Chairs
Total Ongoing Staff Time .25 FTE 400 hours per year*		400**	Commission Secretary
		90**	Urban Forest Coordinator
		490**	TOTAL for Current Programming Plan

*400 hours per year for .25 FTE factors in employee leave time.

**Please note: though UFC Meeting Chairs are identified in the "Responsible Party" column, the times listed in this column are for SFE staff only and do not include time commitments for UFC members. This total also does not include approx. 176 hours of staff time applied to UFC work in the first quarter of fiscal year 2012-2013, at about 4 hours per week in July 2012 and 16 hours per week for 10 weeks total from Aug-Oct 2012.