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

MEETING MINUTES FINAL

**Tuesday, January 05, 2021, 4:00 p.m.
Remote meeting via web conference**

Refer to the “Remote Access to Information and Participation” section below for instructions.

Committee Members: Members Igor Lacan (Chair), Nicholas Crawford, Dan Flanagan, Andrew Sullivan and Blake Troxel.

Order of Business

Public comment will be taken before the Council takes action on any item.

1. Call to Order and Roll Call.

The meeting was called to order at 4:12 p.m.

Present: Chair Igor Lacan, Nicholas Crawford, Dan Flanagan, and Andrew Sullivan. Excused: Blake Troxel.

2. Approval of Minutes of the December 1, 2020 Urban Forestry Council Planning and Funding Committee Meeting. (Explanatory Document: December 1, 2020 Draft Meeting Minutes)
(Discussion and Action)

There was no public comment.

Upon a motion by Member Flanagan, and a second by Member Sullivan, the minutes were approved without objection. (Ayes: Chair Igor Lacan, Nicholas Crawford, Dan Flanagan, and Andrew Sullivan; Noes: None; Excused: Blake Troxel.)

3. General Public Comment: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Public Comment received via Webex:

Josh called to mention Dan Flanagan's retirement from Friends of the Urban Forest and expressed his gratitude for his work and advocacy.

Member Flanagan thanked Josh for his comment and his commitment to working on urban forestry.

4. Discussion of the Annual Urban Forest Report. (Discussion and Possible Action)

Peter Brastow introduced the item.

Chair Lacan said that he thinks the report is very useful.

Member Crawford said that the opportunity to discuss the report is helpful to see potential trends or issues. He added that there are trends that stand out as well as a lack of records for tree maintenance.

Member Flanagan asked if permits for removals should be reviewed in addition to the survey.

Member Crawford mentioned the tree activities that happened prior to Prop E. He added that a tree census would solidify the numbers.

Member Flanagan asked to confirm the removal figures in the report.

Member Crawford said that funding should be spent on plantings rather than a survey.

Member Flanagan added that we should be aware of the number of trees lost from StreetTreeSF.

Peter asked if the goal is to get more accurate numbers from the right of way and private plots.

Member Crawford said that permits for street tree removals could be found.

Member Flanagan asked why this would be interesting data.

Member Crawford said that it would tell a complete story of street tree population hits.

Peter asked if there would be overlap with the Public Works data.

Member Crawford said that this year, private permit data was reported.

Peter asked if this data should be retroactively added for the last few years.

Chair Lacan said this would be a good project for an intern.

Member Flanagan said he would like to know how many street trees the City currently has.

Peter asked if the data gap is the number of permits since the census.

Member Crawford said that the census was done in different batches.

Chair Lacan asked if the census should be redone.

Member Flanagan added that the removals data could be combined with the census data depending on the dates.

Peter asked to confirm that the total on page 8 of the report is a high estimate.

Chair Lacan said that it would be additional work to combine the census data with the removals data.

Member Flanagan said that backyard data is an important theme of the report.

Member Sullivan asked how this data could be captured.

Member Flanagan said this could be done through LIDAR.

Member Sullivan asked if the previous LIDAR data counted street trees.

Member Flanagan said that there was data collected recently, but the City did not ask to be included.

Member Crawford mentioned that only part of the City may have been captured.

Peter added that Member Troxel did get the data but that it was not the whole city.

Member Crawford said that one theme that stood out was the impact of COVID on all survey answers.

Chair Lacan suggested plotting figures 3 and 4 over time to see how they change.

Member Flanagan asked when the survey questions were sent out.

Peter said they were sent in July or August. He mentioned the idea of changing the timeline for the report.

Chair Lacan said he would support this.

Peter said that it takes departments at least two months to respond.

Member Flanagan said that this timing works well with the budget process.

Member Crawford said that it's important to share this data sooner rather than later. He added that a realistic and reliable deadline would be more useful.

Member Flanagan agreed.

Peter agreed and said he would follow up on this. He asked if there are any additional thoughts on the content and format.

Chair Lacan said that he likes the report and that it would be interesting to see the trends over time. He was also interested in how experimental species change over time.

Member Crawford said this would be helpful for the street tree discussion.

Peter said that this process will need to be done this year. He suggested an additional question for the survey that would ask about experimental species.

Member Sullivan said that this would not be too difficult.

Member Flanagan said the question could ask if a review had been done of any experimental species.

Peter said it could be asked in a separate email.

Chair Lacan said this discussion could be continued.

Peter said that he could have an intern start to compile this information.

Member Crawford said that the liabilities and claims information could be found through the City Attorney's office. He said that claims paid and total cost to the City would be helpful.

Peter asked to clarify what the claims information would be.

Chair Lacan confirmed that they are interested in the number and aggregate sum of tree related claims.

Peter asked to clarify if this would be in place of asking the individual departments.

Chair Lacan confirmed and said that UCSF would still need to be contacted individually. He said this could be another item for an intern.

Member Crawford said that spending a large amount on claims could encourage spending on prevention.

Peter said that he didn't remember there being very much for this year.

Chair Lacan agreed and mentioned the UCSF report. He said that there used to be a meeting around this.

Member Crawford mentioned his concern that table 2 contains inaccurate, rounded numbers.

Peter said that all the agencies think about trees differently and that they could use more direction.

Member Crawford said that discussions between Councilmembers and the departments could be helpful.

Chair Lacan said this could be helpful.

Peter said that having a list to bring to the full Council would be helpful.

Chair Lacan agreed and mentioned asking department representatives on the Council to speak with those responsible for completing the survey.

Peter said that he remembered to send the link to the report to the survey respondents.

Member Crawford said that they could ask departments what they need to get better data.

Chair Lacan said that this should be brought back to the full Council.

Member Crawford said this timing of the year makes sense.

Chair Lacan said that it could be a simple fix.

Public Comment Received via Webex:

The caller said that Chapter 12 section 1209 would be useful for expanding the scope of the report and helping respondents recognize this is statutory. He expects that the timing of this report is connected to budget planning. He also suggested looking at why trees are being removed, not just how many which could be used to drive policy recommendations and funding. He mentioned a tool developed by Google and the City of Los Angeles that gives real time images of the canopy and has the ability to overlay housing data.

5. New Business/Future Agenda Items. (Discussion and Possible Action)

Peter asked if construction of the bay fig landmark tree should still be a future agenda item. He mentioned that the tree nursery is on the list of upcoming agenda items. He also mentioned the SOMA West project, 100,000 trees, the strategic plan, and the communications working group.

Member Sullivan asked about the 100,000 trees and if Peter had spoken to anyone from that project.

Peter said that he has met with a representative from the project.

Chair Lacan asked if the plan was for him to come present. He said that he wasn't sure about the connection with the UFC. He suggested running this by Member Flanagan.

Peter said he would reach out to Member Flanagan

There was no public comment.

6. Adjournment.

The meeting was adjourned at 5:16 p.m.

The next Planning and Funding Committee meeting is on February 2nd, 2021 at 4:00 p.m. In compliance with the San Francisco Health Officer's Order No. C19-07c, directing all individuals to "shelter in place", public meetings, panels and other advisory bodies will continue on a remote conferencing basis only. Find out about upcoming deadlines, public hearings and meetings. Search the SFEnvironment.org website archived minutes and agenda.

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This meeting will be held remotely using video conferencing, through the WebEx Meetings platform, and by telephone for members of the public who are unable to attend using computers or smart devices.

Attending the Meeting: Watch or Listen

Members of the public have the following options for attending the meeting:

Option 1: Watch the meeting using a computer or smart device by clicking on the following link:

<https://ccsf.webex.com/ccsf/onstage/g.php?MTID=e4eeb03143e9d177f0a81e357d407b1cd>

- If you are able to and would like to watch via your computer, please follow these instructions: i) Click on the link above; ii) Enter your first name, last name, and email address if desired; iii) Click "Join by Browser" (directly beneath the "Join Now" button);
- If you are able to watch via your smart mobile device: i) Download the Webex Meetings application; ii) Click on the link above; iii) Click "Join"; iv) Enter your name and email; v) Click "Ready to Join".

Option 2: Join the meeting by phone if you do not have access to a computer or smart device. Dial: **415-655-0001** and then enter the Access Code: **146 136 2272**

Participating During Public Comment

Members of the public will have opportunities to participate during public comment. The public is asked to wait for the particular agenda item before making a comment on that item. Comments will be addressed in the order they are received. When the moderator announces that the Committee is taking public comment, members of the public can:

Participate over the phone (see above) by pressing *3 (this step is very important, as it will activate the "Raise Hand" icon in the Participant window).

Depending on the number of people also in line ahead of you, you may have to wait before it is your opportunity to speak. When it is your turn, you will be notified that your line has been unmuted, and it will be your opportunity to speak. Your line will be muted again when your allotted time expires.

In accordance with Governor Gavin Newsom's statewide order for all residents to "Stay at Home" - and the numerous local and state proclamations, orders and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 virus. Copies of explanatory documents are available, 1) on the Urban Forestry Council webpage <https://sfenvironment.org/about/taskforce/urban-forestry-council>; or (2) upon request to the Commission Affairs Manager, at telephone number 415-355-3700, or via e-mail at katie.chansler@sfgov.org.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

NOTE: Persons unable to attend the meeting may submit to the Committee, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of Committee Members. Any written comments should be sent to: Commission Affairs Manager, Department of the Environment, katie.chansler@sfgov.org, by 5:00 p.m. on the day prior to the hearing. Written public comment received by the Council will be posted as an attachment to the minutes.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held virtually. The Committee meeting rooms are closed.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Department of Environment at (415) 355-3700 or katie.chansler@sfgov.org to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Language Access

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Commission Affairs Manager at 415-355-3700 or katie.chansler@sfgov.org, at least 48 hours in advance of the hearing. Late requests will be honored if possible.

語言服務

根據語言服務條例(三藩市行政法典第91章)·中文、西班牙語和/或菲律賓語(泰加洛語)傳譯人員在收到要求後將會提供傳譯服務。翻譯版本的會議記錄可在委員會通過後透過要求而提供。其他語言協助在可能的情況下也將可提供。上述的要求·請於會議前最少48小時致電 415-355-3700或電郵至 katie.chansler@sfgov.org向委員會秘書提出。逾期提出的請求·若可能的話·亦會被考慮接納。

Acceso A Idioma

De acuerdo con la Ordenanza de Acceso a Idiomas "Language Access Ordinance" (Capítulo 91 del Código Administrativo de San Francisco "Chapter 91 of the San Francisco Administrative Code") intérpretes de chino, español y/o filipino (tagalo) estarán disponibles de ser requeridos. Las minutas podrán ser traducidas, de ser requeridas, luego de ser aprobadas por la Comisión. La asistencia en idiomas adicionales se tomará en cuenta siempre que sea posible. Para solicitar asistencia con estos servicios favor comunicarse con el Secretario de la Comisión al 415-355-3700, o katie.chansler@sfgov.org por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

Access Sa Wika

Ayon sa Language Access Ordinance (Chapter 91 ng San Francisco Administrative Code), maaaring mag-request ng mga tagapagsalin sa wikang Tsino, Espanyol, at/o Filipino (Tagalog). Kapag hiniling, ang mga

kaganapan ng miting ay maaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Maari din magkaroon ng tulong sa ibang wika. Sa mga ganitong uri ng kahilingan, mangyaring tumawag sa Clerk ng Commission sa 415-355-3700, o katie.chansler@sfgov.org sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

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(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 244, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-5163; E-mail: soff@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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