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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF THE ENVIRONMENT  
URBAN FORESTRY COUNCIL**

**Meeting Minutes Draft  
Friday, May 27, 2016, 8:30 a.m.**

**City Hall, Room 400  
One Dr. Carlton B. Goodlett Jr. Place  
San Francisco, CA 94102**

**Council Members: Dan Flanagan (Chair), Carla Short (Vice Chair) (Department of Public Works), Malcolm Hillan, Rose Hillson, Dan Kida, Igor Lacan, Andrew Sullivan, Michael Sullivan, Zachary Taylor (San Francisco Recreation and Park Department), Tom Carter (San Francisco Port), Yolanda Manzone, (San Francisco Public Utilities Commission), Jon Swae (San Francisco Planning Department), and Golden Gate National Recreation Area (Vacant)**

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

**Order of Business**

- 1. Call to Order and Roll Call.** The Council meeting was called to order at 8:33 a.m.

Members present: Flanagan, Short, Hillan, Hillson, Kida, Lacan, Andrew Sullivan, Taylor, Carter, Manzone and Swae. Members excused: Michael Sullivan.

- 2. Adoption of Minutes of the March 25, 2016 Urban Forestry Council Regular Meeting.** (Explanatory Document: March 25, 2016 Draft Minutes) (Discussion and Action)

Member Andrew Sullivan said that there were a few typos in the text of the minutes.

Mei Ling Hui, Urban Forest and Agriculture Coordinator, noted that Member Hillson submitted written amendments to the minutes for the Council's consideration which were read aloud.

Member Flanagan moved to adopt the minutes with amendments and Member Lacan seconded. Public comment: none. Meeting minutes were adopted without objection.

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

Christine Gardener discussed mid-block open space.

**4. Review and approval of Resolution File 2016-04-UFC supporting a street tree financing plan for the City and County of San Francisco.** Speaker: Ann Fryman, Legislative Aide to Supervisor Scott Wiener (Explanatory Documents: Draft Resolution File 2016-04-UFC) (Discussion and Action)

Ann Fryman, Legislative Aide, Supervisor Scott Wiener, discussed a parcel tax for the maintenance and liability of street trees, the current liability responsibility by property owners, the need to maintain street trees, the state of San Francisco urban forest, a municipal city-wide street tree program that would have San Francisco Public Works be responsible for maintaining and expanding street trees, how the parcel tax rate would be determined based on building's frontage, the proposed Sustainable Urban Forest fund which include both funds from the General Fund and the parcel tax dollars collected and the timeline for the proposal.

Member Andrew Sullivan asked if the fund covers sidewalk repairs.

Member Flanagan discussed how much of the fund will go towards sidewalk repairs.

Member Carter asked about sewer repair.

Member Flanagan said that sewer is not covered by the proposal.

Member Short discussed repairs to sewer laterals.

Member Carter asked protections for the funds moving forward.

Member Short said that if the City does not provide its General Fund obligations then the parcel tax money goes away.

Member Hillson asked about the growth of different types of residential, how mixed-use buildings are treated and whether or not it matters if you have a tree on your property to be charged the parcel tax.

Member Flanagan discussed the parcel tax cost per square footage.

Member Swae discussed charges to condos.

Member Hillan asked about staffing for the proposed program, the option to opt-out of pruning and the anticipated opt-out rate.

Member Flanagan said it is hard to determine the opt-out rate at this time.

Member Manzone asked about staff increases.

Member Short said that the program would add one new full tree crew based on a financial analysis and discussed the City's apprenticeship program.

Member Andrew Sullivan asked how long it would take the program to be implemented once it was approved by the voters.

Member Short said that there will be about a year before Public Works takes responsibility for the trees.

Member Flanagan thanked the Urban Forestry Council, Public Works, John Swae, discussed the use of best practices and the timeline for the proposal.

Member Short discussed the importance of supporting the resolution.

Member Flanagan discussed his meeting with the Mayor and the Board of Supervisors about quality of life issues.

Mei Ling Hui, Urban Forest and Agriculture Coordinator, read the proposed resolution aloud.

Member Short pointed out a typo in page 2 line 5 which should read "forest" instead of "forestry."

Member Lacan pointed out a typo on page 1 line 24 to correct the name of the Board of Supervisors.

Member Hillson pointed out a typo on page 2 line 5 requesting a capital for the word "Cities."

Member Flanagan asked about page 2 line 13.

Member Andrew Sullivan moved to adopt the resolution and Member Tom Carter seconded. The resolution was adopted without objection. (Ayes: Flanagan, Short, Hillan, Hillson, Kida, Lacan, Andrew Sullivan, Taylor, Carter, Manzone and Swae, Noes: None, Absent: Member Sullivan.)

Public Comment:

Zara Kelly discussed support for the resolution.

**5. Election of Urban Forestry Council Officers (Chair and Vice-Chair).** (Discussion and Action)

Upon nomination by Member Andrew Sullivan, and second by Member Kida, Member Flanagan was elected Chair without objection. (Ayes: Flanagan, Short, Hillan, Hillson, Kida, Lacan, Andrew Sullivan, Taylor, Carter, Manzone and Swae, Noes: None, Absent: Member Sullivan.)

Upon nomination by member Igor Lacan, and second by Member Carter, Member Short was elected Vice-Chair without objection. (Ayes: Flanagan, Short, Hillan, Hillson, Kida, Lacan, Andrew Sullivan, Taylor, Carter, Manzone and Swae, Noes: None, Absent: Member Sullivan.)

There was no public comment.

**6. Committee Reports:** (Discussion)  
**Planning & Funding Committee.** Chair's Report.

Member Andrew Sullivan said that the Committee discussed the annual survey and TIDAs work on trees on Treasure Island and Yerba Buena islands.

Member Flanagan thanked TIDA for their cooperation in the process.

**Landmark Tree Ad Hoc Committee.** Chair's Report.

Member Hillson said that the Committee reviewed a process flow chart and discussed landmark tree markers.

Member Kida said that PG&E will provide money for the markers.

There was no public comment.

**7. Staff Report.** (Discussion)

Mei Ling Hui, Urban Forest and Agriculture Coordinator, presented before the Oakland Public Forest Forum about the Urban Forestry Council.

Member Short asked for additional information about the organization.

Mei Ling Hui, Urban Forest and Agriculture Coordinator, announced that the 40a Cook Street tree had passed the Board of Supervisors unanimously and is on its way to official landmark.

Coordinator Hui announced the appointment of Meg Lohman to the Urban Forestry Council.

There was no public comment.

**8. Chair's Announcements:** Chair, Urban Forestry Council (Discussion)

There were no announcements.

There was no public comment.

**9. Urban Forestry Council Member Announcements.** (Discussion)

Member Hillson asked that her amendments to the minutes of the March meeting be included in the minutes of the May meeting.

There was no public comment.

**10. New Business/Future Agenda Items.** (Discussion)

There was no new business discussed.

There was no public comment.

**11. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

There was no public comment.

**12. Adjournment.** The meeting was adjourned at 9:37 a.m.

**The next meeting of the Urban Forestry Council is scheduled for Tuesday, June 28, 2016 at 6:00 p.m., City Hall, Room 416, San Francisco, CA 94102.**

Copies of explanatory documents are available at (1) the Department of the Environment office, 1455 Market Street, Suite 1200, San Francisco, California, 94103 between the hours of 9 a.m. and 5 p.m., Photo identification is required for entry to the building. (2) on the Urban Forestry Council's website <http://sfenvironment.org/about/taskforce/urban-forestry-council>; (3) upon request to the Commission Affairs Manager, at telephone number 415-355-3709, or via e-mail at [anthony.e.valdez@sfgov.org](mailto:anthony.e.valdez@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will be made

available on the Commission's website <http://sfenvironment.org/about/taskforce/urban-forestry-council> as attachments to the agenda or meeting minutes.

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Posted: June 9, 2016