



**SF Environment**

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A Department of the City and County of San Francisco

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**City and County of San Francisco  
Department of the Environment  
Urban Forestry Council**

**MEETING MINUTES DRAFT**

**Friday, May 27, 2022, 8:30 a.m.  
Remote meeting via web conference**

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

Council Members: Andrew Sullivan (Chair), Nicholas Crawford (Vice Chair, San Francisco Public Works), Igor Lacan, Jillian Keller, Morgan Vaisset-Fauvel, Ildiko Polony, Pamela Nagle, Edgar Xochitl Flores, Mike Sullivan, Damon Spigelman (San Francisco Public Utilities Commission), Ilaria Salvadori (San Francisco Planning Department), Tai Trang (Port of San Francisco), Spencer Potter (Recreation and Parks Department), and Lew Stringer (Presidio Trust)

**Order of Business**

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

**Land Acknowledgement**

The Urban Forestry Council acknowledges that we occupy the unceded ancestral homeland of the Ramaytush Ohlone peoples, who are the original inhabitants of the San Francisco Peninsula. We wish to pay our respects to the Ancestors, Elders and Relatives of the Ramaytush Community and to affirm their sovereign rights as First Peoples. We honor the Ramaytush Ohlone for their enduring commitment to steward Mother Earth. We recognize that the Ramaytush Ohlone have lived in harmony with nature for millennia, and that to achieve a truly ecologically sustainable future for San Francisco, we must embrace Indigenous traditional ecological knowledge in how we care for the city's lands, waters, and all its people.

**1. Call to Order and Roll Call.**

The meeting was called to order at 8:35 a.m.

Present: Chair Sullivan, Vice Chair Crawford, Members Lacan, Keller, Polony, Nagle, Xochitl Flores, Salvadori, Trang, Potter, and Stringer.

Excused: Member Spigelman.

Absent: Members Sullivan (arrived at 8:48 a.m.) and Vaisset-Fauvel (arrived at 9:01 a.m.)

**2. Chair's Welcome and Land Acknowledgement. (Discussion)**

Chair Sullivan read the land acknowledgement and welcomed attendees to the meeting.

There was no public comment.

**3. Review and vote on whether to approve Resolution File 2022-04-UFC, Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e).**

Speaker: Peter Brastow, Urban Forestry Council Coordinator (Explanatory Document: Resolution File 2022-04-UFC) (Discussion and Action)

There was no public comment.

Upon a motion by Chair Sullivan and a second by Member Lacan, the resolution was approved without objection. (Ayes: Chair Sullivan, Vice Chair Crawford, Members Lacan, Keller, Polony, Nagle, Xochitl Flores, Salvadori, Trang, Potter, and Stringer; Noes: None; Excused: Member Spiegelman; Absent: Members Vaisset-Fauvel and Sullivan)

**4. Adoption of Minutes of the March 25, 2022, Urban Forestry Council Regular Meeting.** (Explanatory Document: March 25, 2022, Draft Minutes) (Discussion and Action)

There was no public comment.

Upon a motion by Vice Chair Crawford and a second by Chair Sullivan, the draft minutes were approved without objection. (Ayes: Chair Sullivan, Vice Chair Crawford, Members Lacan, Keller, Polony, Nagle, Xochitl Flores, Salvadori, Trang, Potter, and Stringer; Noes: None; Excused: Member Spiegelman; Absent: Members Vaisset-Fauvel and Sullivan)

**5. General 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. (Discussion)

Member Sullivan joined the meeting.

There was no public comment.

**6. Discussion and vote on approval of Resolution File 2022-05-UFC endorsing the Department of the Environment proposed 2022-2023 fiscal year budget, including the General Fund request.**

Speaker: Ildiko Polony, Council Member. (Explanatory Document: Draft resolution No. 2022-05-UFC endorsing Department of the Environment 2022-2023 budget) (Discussion and Action)

Member Polony summarized the resolution. Members expressed support for the resolution and discussed the Department's prospects for securing funding from the City's General Fund.

Member Vaisset-Fauvel joined the meeting.

There was no public comment.

Upon a motion by Chair Sullivan and a second by Member Sullivan, the resolution was approved without objection (Ayes: Chair Sullivan, Vice Chair Crawford, Members Lacan, Keller, Polony, Nagle, Xochitl Flores, Sullivan, Salvadori, Trang, Potter, and Stringer; Noes: None; Excused: Member Spiegelman; Abstention: Member Vaisset-Fauvel)

**7. Discussion of the Urban Forestry Council Strategic Plan's fundraising and communications priorities.**

Speaker: Ildiko Polony, Council Member. (Discussion and Possible Action) (Explanatory Documents: 2019 UFC Strategic Plan; Strategic Plan priorities matrix updated 2022)

Member Polony and Chair Sullivan described the Planning and Funding Committee's plan to present the Council's fundraising and communications priorities to the Board of Supervisors.

Member Stringer asked for clarification about tree planting goals and organizations that may help implement the plan. Chair Sullivan and Vice Chair Crawford discussed strategies to secure funding and meet planting goals.

Members Xochitl Flores, Vaisset-Fauvel, and Salvadori discussed the role of Friends of the Urban Forest and similar organizations in supporting tree planting efforts. Vice Chair Crawford described the respective roles of City staff, Workforce Development partners, and community groups, and offered to distribute a Department of Public Works planting strategy pamphlet to Council members for review.

Members Stringer and Vaisset-Fauvel expressed support for a tree planting pilot program to demonstrate efficiency. Member Trang noted that a long-term plan is needed to ensure trees are maintained after they are planted.

Member Polony asked Vice Chair Crawford to distribute his pamphlet so Council members can be provide feedback by the next Planning and Funding Committee meeting. Vice Chair Crawford confirmed he would forward the pamphlet to Peter Brastow and Commission Affairs Officer Kyle Wehner for distribution.

There was no public comment.

**8. Update and discussion of the 2021 Climate Action Plan urban forestry actions.** (Discussion and Possible Action) (Explanatory Document: 2021 Climate Action Plan)

**a. Presentation and Discussion of the draft implementation plan including urban forestry actions of the 2021 Climate Action Plan Healthy Ecosystems Chapter.** Speaker: Peter Brastow, Urban Forestry Council Coordinator and Senior Environmental Specialist, Department of the Environment.

Peter Brastow introduced Jesus Lozano, the new Urban Forestry Council Coordinator. Jesus introduced himself.

Peter presented on the Climate Action Plan's implementation timeline, strategies and actions of the Healthy Ecosystems Chapter concerning urban forestry, and the role of the Council in supporting the implementation of these strategies.

Vice Chair Crawford and Member Polony discussed how the Council can best support strategies related to urban forestry.

Chair Sullivan and Members Lacan and Salvadori recommended agendizing this item for the next Council meeting to permit a more in-depth discussion. Peter confirmed this will be agendized at the next meeting.

Member Potter exited the meeting.

**b. Presentation and Discussion of the Climate Action Plan urban forestry action: to create a City-managed and -dedicated street tree nursery.** Speaker Nicholas Crawford, San Francisco Public Works and Vice Chair of the Council.

Vice Chair Crawford presented on the Department of Public Works' plan for the South of Market Street Tree Nursery.

Member Salvadori asked about the location of a fence at the nursery's perimeter. Vice Chair Crawford confirmed that Caltrans will permit a straight fence spanning the plaza's edge, but added that a decision on the fence's location may not be final.

Member Sullivan noted that a robust fence will be needed to protect the nursery and asked about tree purchasing. Vice Chair Crawford said he hopes desired species will be purchased from local growers.

Member Salvadori asked about funding for an adjacent dog park. Vice Chair Crawford said there is separate funding available to support the dog park but it must be packaged with funding for the nursery.

Member Xochitl Flores expressed support for the use of art to enliven the surrounding area.

Member Stringer and Vice Chair Crawford discussed the use of pallets, the use of different plants, program staffing, and the problem of litter from the highway.

There was no public comment.

Member Sullivan exited the meeting.

**9. Discussion of the new Department of Sanitation and Streets and its responsibilities alongside the Department of Public Works, and the question of Urban Forestry Council representation from each Department.** Speaker: Nicholas Crawford, Department of Public Works and Vice Chair of the Urban Forestry Council. (Discussion and Possible Action)

Vice Chair Crawford discussed the prospect of expanding the Urban Forestry Council to include a representative of the Department of Public Works and an additional representative of the new Department of Sanitation and Streets.

Peter Brastow clarified that the Council does not have a resolution prepared to support this action but noted that a motion expressing support for an additional seat can still be made.

Vice Chair Crawford made a motion for the Urban Forestry Council to support having a representative of both the Department of Sanitation and Streets and the Department of Public Works, increasing the number of seats by one.

Member Lacan said the process seems rushed. Peter said an even number of seats may be problematic but noted that the City Attorney's Office will need to approve any changes.

Member Xochitl Flores asked whether the language of the motion can be revised. Peter recommended removing "increasing the number of seats by one" from the motion. Vice Chair Crawford agreed with this change.

There was no public comment.

Upon a motion by Vice Chair Crawford and a second by Member Nagle, the motion for the Urban Forestry Council to support having a representative of both the Department of Sanitation and Streets and the Department of Public Works was approved without objection. (Ayes: Chair Sullivan,

Vice Chair Crawford, Members Lacan, Keller, Vaisset-Fauvel, Polony, Nagle, Xochitl Flores, Salvadori, Trang, and Stringer; Noes: None; Excused: Members Sullivan, Spigelman, and Potter)

Member Salvadori exited the meeting.

**10. Committee Reports:** (Discussion)

**Planning & Funding Committee.** Speaker: Igor Lacan, Committee Chair.

Member Polony and Peter Brastow provided an update on the Planning & Funding Committee on behalf of Member Lacan.

**Landmark Tree Ad Hoc Committee.** Speaker: Mike Sullivan, Committee Chair.

Peter provided an update on the Landmark Tree Ad Hoc Committee on behalf of Member Sullivan.

There was no public comment.

**11. Staff Report on recent work performed by the Urban Forestry Program on behalf of the Urban Forestry Council.** Speaker: Peter Brastow, Urban Forestry Coordinator, San Francisco Department of the Environment (Discussion)

Peter Brastow noted that Jesus Lozano will begin his role as Urban Forestry Council Coordinator on June 13. Peter asked Council members appointed by the Board of Supervisors who wish to remain on the Council to submit applications to Peter and soon as possible. Peter also discussed preparations for the 2022 Urban Forestry Council Annual Report.

There was no public comment.

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

Vice Chair Crawford reported that Supervisor Peskin recently introduced a measure to merge the Department of Public Works and the Department of Sanitation and Streets and discussed implications for the Council. Vice Chair Crawford also provided an update on behested payments legislation.

There was no public comment.

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

Member Polony expressed support for a future agenda item to discuss the effect of behested payments legislation on street tree planting. Members Lacan and Vaisset-Fauvel expressed support for having an attorney weigh in on this issue. Vice Chair Crawford suggested consulting the City Attorney.

Peter Brastow reviewed future agenda items.

There was no public comment.

**14. Adjournment.**

The meeting was adjourned at 11:32 a.m.

The next meeting of the Urban Forestry Council is scheduled for Tuesday, June 28, 2022, at 6:00 p.m. Find out about upcoming deadlines, public hearings, and meetings. Search the [SFEnvironment.org](https://sfenvironment.org) website archived minutes and agenda.

## Remote Access to Information and Participation

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=e02239f51cb2fb58de9e3a63b3d98615e>

- 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: **2490 756 4160**

## 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 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.

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 Officer, at telephone number 415-355-3700, or via e-mail at [kyle.wehner@sfgov.org](mailto:kyle.wehner@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, including to request items they may wish to be on a future 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, [kyle.wehner@sfgov.org](mailto:kyle.wehner@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 any 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 [kyle.wehner@sfgov.org](mailto:kyle.wehner@sfgov.org) to arrange 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 [kyle.wehner@sfgov.org](mailto:kyle.wehner@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 [kyle.wehner@sfgov.org](mailto:kyle.wehner@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 [kyle.wehner@sfgov.org](mailto:kyle.wehner@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 [kyle.wehner@sfgov.org](mailto:kyle.wehner@sfgov.org) sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

### **Know Your Rights Under the Sunshine Ordinance (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: [sotf@sfgov.org](mailto:sotf@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](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

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