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

MEETING MINUTES APPROVED

**Tuesday, September 4, 2018, 4:00 p.m.
Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

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

Order of Business

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

1. Call to Order and Roll Call.

This meeting was called to order at 4:06 p.m.

Present: Members Lacan, Crawford, Flanagan and Andrew Sullivan. Excused: Member Swae.

There was no public comment.

2. Approval of Minutes of the July 10, 2018 Urban Forestry Council Planning and Funding Committee Meeting. (Explanatory Document: July 10, 2018 Meeting Draft Minutes) (Discussion and Action)

Upon a motion by Member Crawford and a second by Member Flanagan, the meeting minutes were approved without objection. (Ayes: Members Lacan, Crawford, Flanagan and Andrew Sullivan. Excused: Member Swae)

There was no public comment.

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.

There was no public comment.

4. Presentation on the scope of the urban forestry affiliate event during the Global Climate Action Summit. Speaker: Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment (Discussion)

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment, discussed the urban forestry affiliate event including speakers, items to be discussed, target audience, list of attendees, a tree planting,

Member Andrew Sullivan asked if there was a list of attendees for the Global Climate Action Summit.

Member Crawford asked about the event website.

Member Andrew Sullivan asked how many trees will be planted during the tree planting event.

Member Flanagan asked who will be leading the tree planting from San Francisco Public Works.

There was no public comment.

5. Discussion on progress of Phase III of the San Francisco Urban Forest Plan. Speaker: Igor Lacan, Member, Urban Forestry Council (Explanatory Document: Private Tree Protection Policies Research Study) (Discussion)

Igor Lacan, Member, Urban Forestry Council, discussed the progress of Phase III of the San Francisco Urban Forest Plan including identifying a student to help with the work, potential survey questions for other jurisdictions regarding their policies for trees on private property, a draft list of cities that will receive the survey and the timeline.

Andrew Sullivan asked about sending surveys to cities that do not have ordinances because they may have gone through the process of developing a policy but decided against it.

Member Flanagan asked if it was possible to have a survey expert review the draft survey and whether the survey should go to the full Urban Forestry Council.

There was no public comment.

6. Discussion of strategic planning process for the Urban Forestry Council. Speaker: Dan Flanagan, Chair, Urban Forestry Council (Explanatory Document: Urban Forestry Council Strategic Plan Preliminary Scope and Reference Documents) (Discussion)

Dan Flanagan, Chair, Urban Forestry Council, discussed the strategic planning process for the Urban Forestry Council including the purpose of the last strategic planning process, the outcome of the last strategic planning process, the goals of a new strategic planning process, the structure of the new process and the hiring of a consultant.

Member Andrew Sullivan discussed a briefing for current Urban Forestry Council members on the past strategic planning process and a discussion of past challenges and asked if there would be a special meeting to discuss.

Member Flanagan discussed bringing the consultant to the next meeting.

The Committee discussed goals for a strategic planning process.

There was no public comment.

7. New Business/Future Agenda Items. (Discussion)

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment, discussed the agenda for the next Planning and Funding Committee meeting including a discussion with the strategic planning consultant and a discussion about Phase III of the San Francisco Urban Forest Plan.

Member Flanagan discussed building relationships with the new members of the Board of Supervisors.

Member Crawford discussed nominating the Department of the Environment for a Gold Leaf Award.

8. Adjournment.

The meeting was adjourned at 5:04 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, October 2, 2018 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

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/ufc>; (3) upon request to the Commission Affairs Manager, at telephone number 415-355-3709, or via e-mail at 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/ufc> as attachments to the agenda or meeting minutes. Written public comment received by the Council will be posted as an attachment to the minutes.

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