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Director

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

**REGULAR MEETING MINUTES DRAFT**

**Tuesday, September 5, 2017, 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.**

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

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

**2. Approval of Minutes of the August 1, 2017 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: August 1, 2017 Meeting Draft Minutes) (Discussion and Action)

Gordon Matassa, Urban Forestry and Green Purchasing, San Francisco Department of the Environment, noted that the Department had received public comment on the morning of September 5, 2017 which was printed for members and that staff recommends that the Urban Forestry Council continue with the tradition of keeping written public comment separate from the text of the minutes.

Member Lacan discussed accepting the staff recommendation.

Member Crawford asked if the text of the written public comment was included on the website.

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

There was no public comment.

- 3. 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. Planning and Funding Committee recommendation that the Urban Forestry Council approve the 2017 Annual Urban Forest Report.** Speaker: Gordon Matassa, Urban Forestry and Green Purchasing, San Francisco Department of the Environment (Explanatory Document: Draft 2017 Annual Urban Forest Report) (Discussion and Action)

Gordon Matassa, Urban Forestry and Green Purchasing, San Francisco Department of the Environment, said that some amendments had been made to the report.

Member Crawford asked about the deadline for amendments and whether or not there would be a photo.

Gordon Matassa discussed tree removal, planting and Proposition E of 2017.

Member Lacan asked if Proposition E would lead to more tree removal.

The Committee discussed conversations with the Office of the City Attorney.

Gordon Matassa discussed the contents of the report including the Street Tree Census, Urban Forest Master Plan Phase 1, survey methods, participating organizations, City agencies, findings, comparisons over the years of trees planted and trees removed, the drought, findings from the survey and a copy of the survey that was sent out to agencies.

Member Crawford asked about graphs.

Member Lacan discussed the finding about inability to provide adequate care and the possibility about asking agencies about their biggest concern and a proposed mechanism for address their concerns.

Member Crawford discussed a possible typo in the Treasure Island Development Agency's data and asked about the possibility of adding organizations to the list of survey recipients.

Upon a motion by Member Swae and a second by Member Crawford, the Planning and Funding Committee recommended that the Urban Forestry Council approve the 2017 Annual Urban Forest Report without objection. (Ayes: Members Lacan, Crawford and Swae; Excused: Member Flanagan and Andrew Sullivan)

Public Comment:

Brandon Namm, San Francisco Public Works discussed the graphs regarding tree planning and removal, Proposition E of 2016 and 311 request for tree removals.

Member Lacan discussed the Tree City USA certification.

- 5. Discussion of Urban Forestry Council funding.** Speaker: Gordon Matassa, Urban Forestry and Green Purchasing, San Francisco Department of the Environment (Explanatory Document: Urban Forestry Council Funding Spreadsheet) (Discussion)

Gordon Matassa, Urban Forestry and Green Purchasing, San Francisco Department of the Environment discussed funding from other City departments for the Urban Forestry Council and the data that was provided by the Department of the Environment in the explanatory document.

Member Lacan asked about the correlation between changes in the budget and changes in level of staffing.

Member Swae asked about expenditures for the Urban Forestry Council for staff time.

Member Crawford suggested having Chair Flanagan join the conversation about the Urban Forestry Council budget.

Member Lacan suggested bringing the item back to the Planning and Funding Committee and include a discussion about what can be done with additional monies.

Member Crawford discussed parity amongst City agencies participating in the Urban Forestry Council.

Member Swae asked about funding for strategic planning.

Member Lacan discussed including funding and expenditures in future versions.

Member Swae asked if there was a document that stipulated how the funding from City agencies can be spent.

There was no public comment.

**6. Discussion of creating an Urban Forestry Council workplan.** Speaker: Gordon Matassa, Urban Forestry and Green Purchasing, San Francisco Department of the Environment (Discussion)

Gordon Matassa, Urban Forestry and Green Purchasing, San Francisco Department of the Environment, discussed the history of a Council workplan and discussed the items scheduled to be heard by the Urban Forestry Council through 2018.

Member Swae discussed bigger issues that the Council would like to tackle, larger projects in the City that can be discussed and recommended that the item be revisited with the other Committee members present.

Member Lacan discussed the hiring of a new staff member at the University of California San Francisco.

Member Swae discussed moving the Urban Forestry Master Plan Phase 2 conversation to the December Urban Forestry Council meeting.

Members discussed requesting another presentation by the Geary Bus Rapid Transit project.

Member Swae discussed beginning the conversation about the Urban Forestry Master Plan Phase 3 – trees on private property and identifying staff or individuals with time to invest in developing the workplan.

Member Lacan discussed bringing this item back at a future Planning and Funding Committee meeting.

Public Comment:

Unidentified member of the public discussed street trees on private property

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

Gordon Matassa, Urban Forestry and Green Purchasing, San Francisco Department of the Environment, announced an upcoming Integrated Pest Management Technical Advisory Council meeting and discussed a future presentation about City nurseries as it relates to neonicotinoids.

The Committee discussed a future item on City nursery as it relates to neonicotinoids.

## **8. Adjournment.**

**The next Planning and Funding Committee meeting is scheduled for Tuesday, October 3, 2017 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](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/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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