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

MEETING MINUTES APPROVED

Tuesday, October 2, 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 4:00 p.m.


There was no public comment.

2. Approval of Minutes of the September 4, 2018 Urban Forestry Council Planning and Funding Committee Meeting. (Explanatory Document: September 4, 2018 Meeting Draft Minutes) (Discussion and Action)

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

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. Discussion on progress of Phase III of the San Francisco Urban Forest Plan. 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 a new student intern to assist the process.

Member Swae discussed a draft background research document.

Member Andrew Sullivan asked about the content of the survey for Phase III.

There was no public comment.

5. **Development of the upcoming strategic planning process for the Urban Forestry Council.** Speaker: Mike Allison, Mike Allison Consulting (Discussion)

Mike Allison, Mike Allison Consulting, discussed the past strategic planning process, the need for a new strategic planning process, a timeline for the process and developing questions that can be answered by a new strategic plan.

Member Flanagan discussed the role the Council can play with assisting Recreation and Parks with a planning process for tree management.

Member Swae discussed bringing new members up to speed about the history of the Council, updating the landmark tree process, developing a canopy goal, seeing trees as part of a climate action strategy.

Member Crawford discussed reassessing the Council’s purpose.

Member Flanagan discussed presentations coming to the Planning and Funding Committee first.

Member Short discussed watering of trees, studying climate impacts on trees to plan for the future, ensuing projects come to the Council in time for feedback, relevance to the Board of Supervisors and considering changing the Council to a commission.

The Committee discussed its jurisdiction.

Member Short discussed replacement requirements.

Member Andrew Sullivan discussed increased funding sources.

Member Swae asked why the Department of the Environment does not have a representative on the Council.

Mike Allison, Mike Allison Consulting, discussed how the Council has evolved since the last strategic planning process.

Public Comment:

Unidentified member of the public discussed identifying where the Council lacks influence now and potential new responsibilities, the third phase of the Urban Forest Plan

6. **Discussion of nominating the City and County of San Francisco for a Gold Leaf Award from the International Society of Arboriculture.** Speaker: Nicholas Crawford, Member, Urban Forestry Council (Discussion)
Nicholas Crawford, Member, Urban Forestry Council, discussed the process for developing text for the nomination of the City and County of San Francisco for a Gold Leaf Award.

Member Andrew Sullivan asked about deadlines and bringing a draft to the full Council.

Member Swae asked if there are various categories for the award.

There was no public comment.

7. **Discussion of proposed content for the Annual Urban Forest Report.** 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 a draft annual report, possible content including a dedication to Mayor Lee and milestones from the past 15 years.

Member Swae asked for time to do brainstorming.

Member Short discussed previous versions of San Francisco’s tree plans.

The Committee discussed honoring Mayor Lee in the report.

Member Short discussed the definition of tree funding in the survey.

There was no public comment.

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

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment, announced that there will be no meeting in December.

Member Swae discussed a future presentation about the redesign of the Civic Center Plaza.

9. **Adjournment**

The meeting was adjourned at 5:37 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, December 4, 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](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](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.