

## **Standing Rules for Commission on the Environment Correspondence Process**

Process:

Commission Secretary receives public correspondence or communication either by mail, fax, email, telephone, or at a public meeting.

The Commission Secretary will maintain a spreadsheet of all correspondence. The spreadsheet will include the following columns: Name, organization, email, phone, date received, topic of correspondence, and status. The spreadsheet along with any related correspondence will be sent on a weekly basis to the Director and the Commission President.

Commission President and Director are empowered to respond on the Commission's behalf or assign the communication to the appropriate program area to provide input into a response to be drafted by the Department's technical writer.

The communication is transmitted to Commissioners and the Director by email. An acknowledgement of receipt of communication form letter is transmitted to the communicator by the Commission Secretary. The response letter would include (1) a timeframe that the communicator can expect to hear back from the Commission and/or Department as soon as possible and not more than 30 days and (2) would include information on upcoming Commission and Committee meetings whereby public comment can be provided.

If the correspondence is an inquiry, Commissioners would receive a message in the correspondence transmittal that the Commission President and Director would be formulating and coordinating a response to the communicator in consultation with program staff and technical writing staff. Commissioners are provided with the opportunity to suggest that the topic be scheduled for a public meeting or an opportunity to weigh in on the response. If the communication is thanking the Commission or does not require a response, the Commission Secretary will prepare an acknowledgement letter thanking the communicator for the correspondence with a copy to the Director and Commissioners.

The Commission Secretary is copied on all staff responses and transmits responses to Commissioners and the Director via email. The response letter will include a cc to Commissioners, Commission on the Environment, the Commission Secretary, and the Director. The Commission Secretary includes a record of the communication in the Secretary's Report for each meeting and provides status updates of communication received and responded to through email and in subsequent Secretary's reports. The correspondence and responses are kept in an electronic chronological public correspondence file by meeting date.



**SF Environment**

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A Department of the City and County of San Francisco



CITY AND COUNTY OF SAN FRANCISCO

## COMMISSION ON THE ENVIRONMENT

EDWIN M. LEE  
MAYOR

MELANIE NUTTER  
DIRECTOR

JOSHUA ARCE  
PRESIDENT

ANGELO KING  
VICE-PRESIDENT

RUTH GRAVANIS  
COMMISSIONER

NICHOLAS JOSEFOWITZ  
COMMISSIONER

ALAN MOK  
COMMISSIONER

HEATHER STEPHENSON  
COMMISSIONER

JOHANNA WALD  
COMMISSIONER

MONICA FISH  
COMMISSION SECRETARY

Date

Address Block

Dear :

Thank you for contacting the Commission on the Environment regarding (subject matter). Your communication has been transmitted to Commissioners, and a response will be issued as soon as possible but not more than thirty days from receipt of your communication received on (date received).

The Commission invites you to attend its public meetings to discuss environmental issues of interest during public comment. For a schedule of meetings, upcoming agendas, or to learn more about the Commission on the Environment please visit the Commission's website at <http://www.sfenvironment.org/commission>.

For additional information or to be placed on the agenda mailing list, contact Monica Fish, Commission Secretary at 415-355-3709 or by email at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).

Best regards,

Monica Fish, Commission Secretary  
Telephone: (415) 355-3709; Fax (415) 554-4393



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JOHANNA WALD  
COMMISSIONER

MONICA FISH  
COMMISSION SECRETARY

Date

Address Block

Dear :

Thank you for contacting the Commission on the Environment regarding (subject matter). Your communication letter acknowledging the Commission for its good work has been transmitted to Commissioners on (date). The Commission appreciates your acknowledgement and invites you to attend its public meetings to discuss environmental issues of interest during public comment. For a schedule of meetings, upcoming agendas, or to learn more about the Commission on the Environment please visit the Commission's website at <http://www.sfenvironment.org/commission>.

For additional information or to be placed on the agenda mailing list, contact Monica Fish, Commission Secretary at 415-355-3709 or by email at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).

Best regards,

Monica Fish, Commission Secretary  
Telephone: (415) 355-3709; Fax (415) 554-4393

Cc: Commissioners, Commission on the Environment  
Melanie Nutter, Director

1455 Market Street, Suite 1200, San Francisco, California 94103

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