



City and County of San Francisco
Commission on the Environment
Operations Committee*

MEETING MINUTES DRAFT

Monday, January 9, 2023, at 5:00 p.m.
Remote meeting via web conference

COMMITTEE MEMBERS: Commissioners Sarah Wan (Chair), Austin Hunter, and Heather Stephenson.

ORDER OF BUSINESS

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

1. Call to Order and Roll Call.

The meeting was called to order at 5:06 p.m.

Present: Commissioners Sarah Wan and Heather Stephenson.

Excused: Commissioner Austin Hunter.

Absent: None.

2. Review and vote on whether to approve Resolution File 2023-01-COE-OC, Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e). Speaker: Kyle Wehner, Commission Affairs Officer. (Explanatory Document: Resolution File 2023-01-COE-OC) (Discussion and Action)

There was no public comment.

Upon a motion by Commissioner Stephenson and a second by Commissioner Wan, the resolution was approved without objection. (Ayes: Commissioners Wan and Stephenson; Noes: None; Absent: Commissioner Hunter)

3. Approval of minutes of the October 19, 2022, Commission on the Environment Operations Committee meeting. (Explanatory Document: October 19, 2022, Meeting Draft Minutes) (Discussion and Action)

There was no public comment.

Upon a motion by Commissioner Stephenson and a second by Commissioner Wan, the minutes were approved without objection. (Ayes: Commissioners Wan and Stephenson; Noes: None; Absent: Commissioner Hunter)

4. 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.

Commissioner Wan ordered Item 7 to be moved next in the agenda.

7. **Update on the Environment Department website.** Sponsor: Jennifer Tsang, Outreach Program Acting Manager; Speaker: Stephen Wilson, Web Experience and Strategy Coordinator. (Discussion)

Jennifer Tsang, Outreach Program Acting Manager, introduced the presentation.

Stephen Wilson, Web Experience and Strategy Coordinator, presented on the planned overhaul of the Environment Department website.

Commissioner Wan and Stephen Wilson discussed the timeline for the website overhaul.

Commissioner Stephenson discussed the importance of considering user preferences when updating the website. Jennifer Tsang discussed the role of user research in the website overhaul and the project's timeline.

There was no public comment.

5. **Presentation to consider the Department's budget and priorities and vote to recommend that the Commission on the Environment approve the proposed Environment Department Fiscal Year 2023-24 Budget.** Sponsor: Tyrone Jue; Speakers: Joe Salem, Finance Program Manager, Cyndy Comerford, Climate Program Manager, Lowell Chu, Energy Program Acting Manager, Shoba Iyer, Toxics Reduction and Healthy Ecosystems Program Acting Manager, Jack Macy, Zero Waste Program Manager, and Jennifer Tsang, Outreach Program Acting Manager. (Explanatory Document: Draft Environment Department Fiscal Year 2023-24 Budget PowerPoint) (Discussion and Possible Action)

Acting Director Tyrone Jue provided context on the presentation on the proposed Environmental Department FY 2023-24 budget and priorities.

Joe Salem, Finance Program Manager, presented on San Francisco's budget process, the Mayor's Budget Instructions, and the Environment Department's proposed operating budget for FY 2023-24.

Tyrone Jue presented on his budget priorities for FY 2023-24.

Cyndy Comerford, Climate Program Manager, presented on the Climate Program's funding sources and priorities for FY 2023-24. Joe Salem discussed the Climate Program's budget details.

Commissioner Stephenson and Joe Salem discussed the Mayor's budget priorities, cost of living adjustments, and the effect of vacant positions on Environment Department funding.

Commissioner Stephenson and Tyrone Jue discussed aspects of the Department's General Fund request.

Lowell Chu, Energy Program Manager, introduced Henna Trewn, new Clean Transportation Program Manager, and presented on the Clean Transportation Program's funding sources and priorities for FY 2023-24. Joe Salem discussed the Clean Transportation Program's budget details.

Commissioner Stephenson and Lowell Chu discussed the role of alternative modes of transportation within the Clean Transportation Program.

Lowell Chu presented on the Energy Program's funding sources and priorities for FY 2023-24. Joe Salem discussed the Energy Program's budget details.

Commissioner Wan and Lowell Chu discussed the termination of the EnergyAccess SF program with PG&E.

Commissioner Stephenson and Lowell Chu discussed energy incentives available through the Inflation Reduction Act.

Shoba Iyer, Toxics Reduction and Healthy Ecosystems Program Acting Manager, presented on the Toxics Reduction and Healthy Ecosystems Program's funding sources and priorities for FY 2023-24. Joe Salem discussed the Toxics Reduction and Healthy Ecosystems Program's budget details.

Jack Macy, Zero Waste Program Manager, presented on the Zero Waste Program's funding sources and priorities for FY 2023-24. Joe Salem discussed the Zero Waste Program's budget details.

Commissioner Stephenson and Tyrone Jue discussed the effect of the refuse rate application process on the Zero Waste Program budget.

Jennifer Tsang presented on the Outreach Program's funding sources and priorities for FY 2023-24. Joe Salem discussed the Outreach Program's budget details.

Joe Salem presented on the Administration Program's funding sources, priorities for FY 2023-24, and budget details.

Commissioner Wan and Joe Salem discussed the percentage of the Environment Department's total full-time equivalent (FTE) staff who are members of the Administration Team.

Charles Sheehan, Chief Policy and Public Affairs Officer, presented on the Policy and Public Affairs Program's funding sources and priorities for FY 2023-24.

Tyrone Jue presented on the Department's additional budget requests for FY 2023-24.

Commissioner Wan and Tyrone Jue discussed aspects of the Department's deficit.

Commissioner Wald and Tyrone Jue discussed the Department's plans for making its additional budget request in light of the Mayor's budget instructions.

Commissioner Stephenson and Tyrone Jue discussed whether the proposed budget will build the Department's capacity for managing larger and more complex funding streams in the future.

Joe Salem provided a summary of the Environment Department's operating budget for FY 2023-24.

There was no public comment.

6. **Presentation and update on the Draft 2022 Commission Annual Report.** Speaker: Kyle Wehner, Commission Affairs Officer. (Explanatory Document: 2022 Commission Annual Report Draft) (Discussion)

Kyle Wehner, Commission Affairs Officer, presented on the Draft 2022 Commission on the Environment Annual Report.

Commissioners Wan and Stephenson thanked staff for preparing the report.

There was no public comment.

8. **New Business/Future Agenda Items.** Speaker: Charles Sheehan, Chief Policy and Public Affairs Officer. (Discussion)

Charles Sheehan discussed the schedule of future meetings and potential agenda items.

There was no public comment.

9. **Adjournment.**

The meeting was adjourned at 7:02 p.m.