



**SF Environment**

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A Department of the City and County of San Francisco

London N. Breed  
Mayor

Deborah O. Raphael  
Director

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

**MEETING MINUTES DRAFT**

**Monday, January 11, 2021 at 5:00 PM  
Remote meeting via web conference**

**Due to the COVID-19 health emergency and to protect Commissioners, SFE staff, and members of the public, the Commission on the Environment's Meeting Room (Room 416) is closed.**

**Please see the information on the next page for remote meeting access.**

COMMITTEE MEMBERS: Commissioners Heather Stephenson (Chair), Tiffany Chu, and Sarah Wan.

**ORDER OF BUSINESS**

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

**1. Call to Order and Roll Call.**

The Commission on the Environment Operations Committee meeting was called to order at 5:01 p.m.

Present: Commissioners Stephenson, Chu, and Wan.

**2. Approval of minutes of the October 21, 2020 Commission on the Environment Operations Committee meeting.** (Explanatory Document: October 21, 2020 Draft Minutes) (Discussion and Action)

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

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 to consider the Department's budget and its priorities and vote to recommend that the Commission on the Environment approve the proposed Department of the Environment Fiscal Year 2021-22 and 2022-23 Budget.** Sponsor: Jennifer Kass, Deputy Director; Speaker: Joseph

Salem, Program Manager, Finance and Administration (Explanatory Document: Draft Department of the Environment Fiscal Year 2021-22 and 2022-23 Budget) (Discussion and Possible Action)

Joseph Salem presented the draft budget, department priorities, and next steps for submission.

Chair Stephenson asked why most grants are in the AAO budget and not the operations budget.

Joseph said that it is mostly dependent on timing.

Chair Stephenson asked about planning for a worse economic outcome.

Joseph said that the Department is in the process of confirming work orders for the next year.

Chair Stephenson asked when decisions would be made about cuts to department budgets.

Joseph said that this could happen at any time.

Chair Stephenson added that she hopes the Department's environmental justice work will continue to be well funded.

Commissioner Chu asked how expenditures from 2019-2020 compare to the budget that was shown.

Joseph said that he does not have that information on hand but could share it after the meeting.

Commissioner Chu asked if budget concerns could lead to potentially reducing headcount.

Joseph said that he is not sure.

Jennifer Kass, Deputy Director, said that the current budget draft assumes that the Department will receive all of its work orders which fund staff time.

Commissioner Chu added that because of the uncertainty, she would suggest additional scenario planning.

Commissioner Wan asked where the relocation funding came from and where racial equity resources will be coming from.

Joseph said that funding for the move was from previous years' funding balances. The racial equity work will be prioritized, and funding for it needs to be determined.

Jennifer Kass added that the Department is looking at how to find resources for this work given the lack of discretionary funds.

Chair Stephenson expressed her appreciation for the work that went into the office move.

Upon a motion by Commissioner Wan, and a second by Commissioner Chu, the motion to recommend that the Commission on the Environment approve the proposed Department of the Environment Fiscal Year 2021-22 and 2022-23 Budget was approved without objection. (Ayes: Commissioners Stephenson, Chu, and Wan. Noes: None)

Public Comment via phone:

David Pilpel called to ask for the presentation pages to be numbered. He added that the Controller's Office has requirements for expending grant funds based on the nature of the grant and that work order funding may be reduced from Planning and DBI. He is interested in seeing more on classifications and FTE charts, and is also concerned about the activities that are tied to impound accounts. He also mentioned that Admin Code section 3.3 requires the Commission to hold two budget meetings, not the Committee, and that it also prescribes what must be covered at the meetings.

**5. Update on the Reusable Bag Distribution Project.** Speaker: Cara Gurney, Sr. Marketing and Community Engagement Strategist. (Discussion)

Cara Gurney presented on the updates to the checkout bag ordinance, materials that were developed for the project, and how the project changed due to COVID.

Chair Stephenson said that this project highlights how the Department has been able to pivot during the pandemic. She asked if there is a plan to reintroduce the original ads that were developed.

Cara said that they hope to use them in the future but will wait for the right time.

Chair Stephenson asked if an ad agency was used.

Cara said that an ad agency was used.

Commissioner Chu said that she appreciated the silver lining that was highlighted in this project.

Commissioner Wan said that she really appreciated the turkeys that were included in some bags and the outreach that was done to hard-to-reach communities.

Public Comment via phone:

David Pilpel asked that pages in presentations be numbered and mentioned that Cara has done a great job. He asked what requirements are still suspended and how COVID restrictions intersect with the bag ordinance. He added that not all grocery stores have the same reusable bag policies. He would like to confirm if stores and restaurants are not allowed to distribute plastic bags, and who should be called to report non-compliant businesses.

Chair Stephenson asked what the current City requirements are for reusable bags at grocery stores.

Cara said that stores have made independent decisions on implementation, but that they are required to let customers bring their reusable bags into the store.

Chair Stephenson asked if the bag fee was still suspended.

Cara said that the fee is now being enforced again. She added that there is an anonymous report form on the SF Environment website.

Charles Sheehan said that he worked on this at the COVID Command Center, and he added that Cal/OSHA guidance is being used to determine how stores implement reusable bags.

**6. Update on the Department Move to 1155 Market Street.** Speaker: Jennifer Kass, Deputy Director. (Discussion)

Jennifer Kass gave an update on the office move and showed images of the new space. She then thanked individual staff members for their contributions to this effort.

Chair Stephenson expressed her appreciation for the team that worked on the move.

Commissioner Wan asked how the workspaces will be arranged due to COVID.

Jennifer said that the team wanted to plan for everyone to be able to work together in the same space and mentioned that safety protocols that have been put in place.

Public Comment received via phone:

David Pilpel asked how the footprint at 1155 compares to 1455 Market St and how the annual cost impacts the budget moving forward. He mentioned that he has been to the new building in the past and looks forward to seeing the new space.

**7. Review and possible vote on whether to recommend to the Commission on the Environment that it should adopt the 2020 Draft Annual Report.** Speaker: Charles Sheehan, Chief Policy and Public Affairs Officer. (Explanatory Document: 2020 Commission Annual Report Draft) (DISCUSSION AND POSSIBLE ACTION)

Charles Sheehan presented the annual report draft.

Chair Stephenson reflected on the activities covered in the report and the art supplied by Commissioner Eddie Ahn.

Upon a motion by Commissioner Wan, and a second by Commissioner Chu, the motion to recommend to the Commission on the Environment that it should adopt the 2020 Draft Annual Report was approved without objection. (Ayes: Commissioners Stephenson, Chu, and Wan. Noes: None)

Public Comment via phone:

David Pilpel recommended adding a chart to the annual report that shows appointment dates and terms of Commissioners.

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

Charles Sheehan said that the next Operations Committee meeting is April 21<sup>st</sup>, the Commission meeting is February 1<sup>st</sup>, and the Policy Committee meeting is February 8<sup>th</sup>. He reviewed upcoming agenda items at those meetings and mentioned the public engagement plan for the draft of the Climate Action Plan.

There was no public comment.

**9. Adjournment.**

The meeting was adjourned at 6:30 p.m.

**The next meeting of the Commission on the Environment Policy Committee is scheduled for Wednesday, April 21, 2021, at 5:00 p.m. In compliance with the San Francisco Health Officer's Order No. C19-07c, directing all individuals to "shelter in place", Public meetings, panels and other advisory bodies will continue on a remote conferencing basis only.**

**Find out about upcoming deadlines, public hearings and meetings. Search the [SFEnvironment.org](https://www.sfenvironment.org) website archived minutes and agenda**

\*If a quorum of the Commission on the Environment is present, it will constitute a Special Meeting of the Commission on the Environment. The Commission Affairs Manager shall make a note of it in the minutes, and discussion shall be limited to items noticed on this agenda.

## Remote Access to Information and Participation

This meeting will be held remotely using video conferencing, through the WebEx Meetings platform, and by telephone for members of the public who are unable to attend using computers or smart devices.

## Attending the Meeting: Watch or Listen

Members of the public have the following options for attending the meeting:

Option 1: Watch the meeting using a computer or smart device by clicking on the following link:

**<https://ccsf.webex.com/ccsf/onstage/g.php?MTID=e3374913a789ddd7df323319b913b5300>**

- If you are able to and would like to watch via your computer, please follow these instructions: i) Click on the link above; ii) Enter your first name, last name, and email address if desired; iii) Click "Join by Browser" (directly beneath the "Join Now" button);
- If you are able to watch via your smart mobile device: i) Download the Webex Meetings application; ii) Click on the link above; iii) Click "Join"; iv) Enter your name and email; v) Click "Ready to Join".

Option 2: Join the meeting by phone if you do not have access to a computer or smart device.

Dial: **415-655-0001** and then enter the Access Code: **146 713 5957**

## Participating During Public Comment

Members of the public will have opportunities to participate during public comment. The public is asked to wait for the particular agenda item before making a comment on that item. Comments will be addressed in the order they are received. When the moderator announces that the Committee is taking public comment, members of the public can:

Dial: **415-655-0001** and then enter the Access Code: **146 713 5957**

- 1) Participate over the phone by pressing \*3 (this step is very important, as it will activate the "Raise Hand" icon in the Participant window).

Depending on the number of people also in line ahead of you, you may have to wait before it is your opportunity to speak. When it is your turn, you will be notified that your line has been unmuted, and it will be your opportunity to speak. Your line will be muted again when your allotted time expires.

In accordance with Governor Gavin Newsom's statewide order for all residents to "Stay at Home" - and the numerous local and state proclamations, orders and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 virus. Copies of explanatory documents are available at 1) on the Commission's website <http://www.sfenvironment.org/commission>; (2) upon request to the Commission Affairs Officer, at telephone number 415-355-3709, or via e-mail at [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org).

## Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Committee, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of Committee Members. Any written comments should be sent to: Commission Affairs Officer, Department of the Environment, 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Affairs Officer by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Affairs Officer and the public.

### **Public Comment**

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

Commission on the Environment Committee meetings will be held at City Hall, Room 421 in the Civic Center Area. City Hall is accessible to persons using wheelchairs and other assistive mobility devices. Ramps are available at the Grove, Van Ness and McAllister entrances. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

The following services are available on request 72 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week:

For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Katie Chansler at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

### **Language Access**

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Commission Affairs Officer at 415-355-3709 or [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org) at least 48 hours in advance of the hearing. Late requests will be honored if possible.

### **語言服務**

根據語言服務條例(三藩市行政法典第91章)·中文·西班牙語和/或菲律賓語(泰加洛語)傳譯人員在收到要求後將會提供傳譯服務。翻譯版本的會議記錄可在委員會通過後透過要求而提供。其他語言協助在可能的情況下也將可提供。上述的要求·請於會議前最少48小時致電 415-355-3709或電郵至[katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org)向委員會秘書提出。逾期提出的請求·若可能的話·亦會被考慮接納。

### **Acceso A Idioma**

De acuerdo con la Ordenanza de Acceso a Idiomas "Language Access Ordinance" (Capítulo 91 del Código Administrativo de San Francisco "Chapter 91 of the San Francisco Administrative Code") intérpretes de chino, español y/o filipino (tagalo) estarán disponibles de ser requeridos. Las minutas podrán ser traducidas, de ser requeridas, luego de ser aprobadas por la Comisión. La asistencia en idiomas adicionales se tomará en cuenta siempre que sea posible. Para solicitar asistencia con estos servicios favor comunicarse con el Secretario de la Comisión al 415-355-3709, o [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org) por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

### **Access Sa Wika**

Ayon sa Language Access Ordinance (Chapter 91 ng San Francisco Administrative Code), maaaring mag-request ng mga tagapagsalin sa wikang Tsino, Espanyol, at/o Filipino (Tagalog). Kapag hiniling, ang mga kaganapan ng miting ay maaaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Maari din magkaroon ng tulong sa ibang wika. Sa mga ganitong uri ng kahilingan, mangyaring tumawag sa Clerk ng Commission sa 415-355-3709, o [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org) sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 244, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-5163; E-mail: [soff@sfgov.org](mailto:soff@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112, web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

Katie Chansler, Commission Affairs Officer

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