



SF Environment

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Director

City and County of San Francisco
Commission on the Environment
[Operations Committee*](#)

MEETING MINUTES DRAFT

Wednesday, January 15, 2020, 5:00 p.m.
City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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 5:06 p.m.

Present: Commissioners Stephenson, Chu and Wan.

2. Approval of Minutes of the October 16, 2019 Commission on the Environment Operations Committee Meeting. (Explanatory Document: October 16, 2019 Draft Minutes) (Discussion and Action)

Commissioner Stephenson pointed out a date typo in the agenda for this item.

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. Vote to recommend that the Commission on the Environment approve the proposed Department of the Environment Fiscal Year 2020-21 and 2021-22 Budget. Sponsor: Jennifer Kass, Deputy Director; Speaker: Joseph Salem, Program Manager, Finance and Administration (Explanatory Document: Draft Department of the Environment Fiscal Year 2020-21)

and 2021-22 Budget) (Discussion and possible vote on whether to recommend that the Commission on the Environment approve the proposed Department of the Environment Fiscal Year 2020-21 and 2021-22 Budget.)

Joseph Salem, Program Manager, Finance and Administration, discussed the draft budget, office lease, city deficit, department deficit, grant loss and gave a detailed overview of each program budget pointing out the largest deficit in the energy program. Next, there was a comparison of revenue and expenditures between 2019-2020 and 2020-2021 budget. To balance the budget the Department will be looking for ways to decrease expenditures and increase revenue.

Jennifer Kass, Deputy Director, discussed criteria for office relocation and lease information.

Commissioner Stephenson asked if the one-time cost associated with the move is included in the budget.

Jennifer Kass explained that the cost of moving is not part of operational costs.

Commissioner Wan asked if the length of the lease is factored into the operational costs.

Jennifer Kass explained that it is.

Commissioner Stephenson discussed historical budget trends and asked about potential grants.

Jennifer Kass discussed the state of grants.

Joseph Salem discussed which grants were included in the budget.

Commissioner Stephenson asked for more information about nonpersonal service cuts.

Joseph Salem explained these cuts.

Commissioner Wan asked about the funds for the one-time relocation cost.

Joseph Salem explained that reserve funds can be allocated to these costs.

Jennifer Kass discussed the reserve fund functionality.

Commissioner Wan asked about how much is available in the reserve fund.

Jennifer Kass discussed a need to determine moving costs first.

Joseph Salem discussed the money available in reserve.

Commissioner Stephenson discussed allocation of these funds.

Commissioner Wan asked if the end of the Energy Watch Grant was anticipated.

Jennifer Kass discussed the state of funding and grants for energy efficiency services.

Commissioner Stephenson asked about the length of lease.

Jennifer Kass said the terms of the lease are in negotiation.

Commissioner Stephenson expressed interest in long-term leases to avoid multiple instances of moving costs.

Commissioner Chu asked if there is any way to prioritize activities based on grants opportunity forecasting.

Jennifer Kass discussed that the Department is always looking ahead at opportunities.

Commissioner Wan discussed approval of the budget and hesitations with the deficit.

Jennifer Kass explained that this is the beginning of the budget draft process and that this is not an uncommon part of the process.

Commissioner Wan asked about a hiring freeze.

Jennifer Kass discussed hypothetical potentials for budget cuts.

Commissioner Stephenson discussed program budget allocation.

Joseph Salem discussed upcoming schedule related to the budget.

There was no public comment.

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

5. Presentation on new initiatives for the Green Business Program. Speaker: Kevin Kumataka, Green Business Representative (Discussion)

Kevin Kumataka, Green Business Representative, provided an overview of Green Business Program including standards, outreach, business assistance, partnership with the California Green Business Network, checklist guidelines, business rewards, partnership with Department of Public Health, green business awards, three-tiered recognition program, cost saving opportunities, pollution prevention measures, partnership with Public Utilities Commission, employee engagement, cost-saving benefits for participants, pre-bate programs, logo certification, social media promotion, signed certificates, award plaques, advertising, and face-to-face targeted outreach.

Commissioner Wan asked about property manager roles.

Kevin Kumataka discussed information they provide to property managers and flexibility to work with businesses on what they can control.

Commissioner Stephenson suggested combining efforts of the outreach team with green business outreach.

Kevin Kumataka discussed referrals from the energy watch team and Department of Public Health.

Commissioner Chu asked about goals for the number of enrolled businesses.

Kevin Kumataka discussed reaching 100 enrolled businesses and an interest in increasing quality over quantity.

Commissioner Stephenson asked about recertification and updated standards.

Kevin Kumataka discussed that the team conducts recertification.

Commissioner Wan asked about business target goals.

Kevin Kumataka discussed targeting businesses that consumers are interested in and helping struggling businesses.

Commissioner Wan asked about business chamber outreach.

Kevin Kumataka discussed presentations at merchant associations.

There was no public comment.

6. Presentation on Outreach for the Used Oil Program. Speaker: Huy Le, Household Hazardous Waste & Used Oil Program Coordinator (Discussion)

Huy Le, Household Hazardous Waste & Used Oil Program Coordinator, discussed program history, funding, oil collection locations, study on oil disposal, community focus groups, outreach campaigns targeting Chinese and Latino communities, projects related to equity, and noted the launch of the 2020 outreach campaign.

Commissioner Wan complimented the campaigns.

Commissioner Stephenson asked for details of the 2020 campaign including budget and target outreach numbers.

Huy Le discussed post-surveys on recycling rates.

Commissioner Stephenson discussed self-reporting post-survey.

Commissioner Chu asked about the magnitude of the improperly disposed oil problem.

Huy Le discussed the magnitude of the problem.

There was no public comment.

7. New Business/Future Agenda Items. Charles Sheehan, Policy and Communications Director

(Discussion)

Charles Sheehan, Policy and Communications Director, discussed the upcoming meeting schedule and potential upcoming presentations.

There was no public comment.

8. Adjournment.

The meeting was adjourned at 6:35 p.m.

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, April 15, 2020 at 5:00 p.m. in City Hall, Room 421.

*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.

** Copies of explanatory documents are available at (1) the Commission's 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 Commission's website <http://www.sfenvironment.org/commission>; (3) upon request to the Public Affairs Assistant Coordinator, at telephone number 415-255-5870, or via e-mail at Diedre.Tanenberg@sfgov.org. If any materials related to an item on this agenda have been distributed to the Committee 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://www.sfenvironment.org/commission> as attachments to the agenda or meeting minutes.

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: Public Affairs Assistant, Department of the Environment, 1455 Market Street, Suite 1200, 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 Manager 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 Public Affairs Assistant 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).)

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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 Diedre Tanenberg at (415) 255-5870 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 Public Affairs Assistant at 415-255-5870 or diedre.tanenberg@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diedre.tanenberg@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 415-255-5870, o Diedre.Tanenberg@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 maaring 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 415-255-5870, o Diedre.Tanenberg@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: sof@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.

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.

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Posted: January 23, 2020