



**SF Environment**  
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A Department of the City and County of San Francisco

Edwin M. Lee  
Mayor

Deborah O. Raphael  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
OPERATIONS COMMITTEE\***

**MEETING MINUTES DRAFT**

**TUESDAY, JANUARY 24, 2017, 3:30 P.M.  
CITY HALL, ROOM 416  
ONE DR. CARLTON B. GOODLETT JR. PLACE  
SAN FRANCISCO, CA 94102**

**COMMITTEE MEMBERS:** Commissioners Heather Stephenson (Chair) 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 convened at 3:38 p.m. (Present: Commissioners Stephenson and Commissioner Wan)
2. **Approval of Minutes of the November 9, 2016 Commission on the Environment Operations Committee Meeting.** (Explanatory Document: November 9, 2016 Draft Minutes) (Discussion and Action)

Upon motion by Commissioner Wan and second by Commissioner Stephenson, the minutes of the November 9, 2016 Commission on the Environment Operations Committee meeting were approved without objection (Aye: Commissioners Stephenson and Wan; Nos: None).

There was no public comment.

3. **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. **Approval of 2017 Operations Committee regular meeting schedule.** Speaker: Anthony Valdez, Commission Affairs Manager (Explanatory Document: 2017 Operations Committee Meeting Schedule) (Discussion and Action)

Anthony Valdez, Commission Affairs Manager, discussed the 2017 Operations Committee Meeting Schedule and the availability of Committee members during the meeting times.

Upon motion by Commissioner Stephenson and second by Commissioner Wan, the 2017 Operations Committee Meeting Schedule was approved without objection (Aye: Commissioners Stephenson and Wan; Nos: None).

There was no public comment.

- 5. Operations Committee Recommendation that the Commission on the Environment Approve the Proposed Department of the Environment Fiscal Year 2017-18 and 2018-19 Budget.** Sponsor: Jennifer Kass, Deputy Director; Speaker: Joseph Salem, Program Manager, Finance and Administration (Explanatory Document: Draft Department of the Environment Fiscal Year 2017-18 and 2018-19 Budget) (Discussion and Action)

Joseph Salem, Program Manager, Finance and Administration discussed the Mayor's budget instructions regarding the City's General Fund shortfall, a summary of expenditures of the Department, a summary of revenues for the Department and Fiscal 2017-18 revenue as a chart divided by revenue stream.

Commissioners Wan and Stephenson asked about transfers from other departments.

Joseph Salem provided a high level summary of the Department's various programs and their budgets including Biodiversity, Clean Transportation, Climate, Environmental Justice, Energy, Green Building, Outreach and Communications, Toxics Reduction, Urban Forest and Zero Waste.

Commissioner Stephenson asked about the 9 percent increase in Biodiversity funding year after year.

Commissioner Stephenson asked about non-personnel services in the Clean Transportation budget and whether the terms are dictated by the grant.

Guillermo Rodriguez, Policy and Communications Director, discussed non-personnel services at the Department.

Commissioner Stephenson asked if the transfer of dollars between programs impacts the number of staff.

Jennifer Kass, Deputy Director, discussed shifting of resources among program areas at the Department.

Guillermo Rodriguez, Policy and Communications Director, discussed funding for the Environmental Justice program.

Commissioner Stephenson asked about what happens next year when existing funding for the Environmental Justice program ends.

Commissioner Wan asked if the Environmental Justice grants to community based organizations are reflected in the budget.

Commissioner Stephenson asked about awards and work orders under the Energy program.

Commissioner Stephenson asked about add back funding for the Energy Program and whether or not there is a desire to request additional add back dollars.

Guillermo Rodriguez, Policy and Communications Director, discussed add back funding for the PACE program.

Commissioner Stephenson requested a breakdown of the Outreach budget by program area in future budgets.

Commissioner Stephenson asked about the revenue for the Urban Forestry Program and asked about the various partnerships for the program.

Commissioner Stephenson asked if Zero Waste is an ordinance, what the fines are for non-compliance and whether or not that shows up as revenue.

Guillermo Rodriguez, Policy and Communications Director, discussed the Zero Waste program and fines and penalties.

Commissioner Wan asked about Recology fines.

Guillermo Rodriguez, Policy and Communications Director, discussed the ability for Recology to fine, the RFP for Zero Waste grants and allocation of Zero Waste dollars for outreach efforts.

Joseph Salem discussed the potential impact of a change federal funding.

Commissioner Stephenson and Wan asked about the amount of federal funding received by the Department.

Commissioner Stephenson asked if the money is for personnel funding.

Guillermo Rodriguez, Policy and Communications Director, discussed the coordinated effort by the Mayor's Office and the City Attorney's Office to work with Departments to address any change in federal funding and noted that federal funding in the past has mostly funded innovation.

Commissioner Wan asked about the ongoing discussion around grant funding not covering employee leave and benefits.

Commissioner Wan asked about including in the presentation a slide that includes a breakdown of the entire Department budget by program area.

Commissioner Stephenson thanked staff.

Upon motion by Commissioner Stephenson and second by Commissioner Wan, the Operations Committee Recommended that the Commission on the Environment approve the Proposed Department of the Environment Fiscal Year 2017-18 and 2018-19 Budget without objection (Aye: Commissioners Stephenson and Wan; Nos: None).

There was no public comment.

6. **New Business/Future Agenda Items.** Guillermo Rodriguez, Policy and Communications Director (Discussion)

Guillermo Rodriguez, Policy and Communications Director, discussed the April Committee meeting including a presentation by budget staff on the final budget sent to the Mayor's Office, a presentation on outreach regarding the polystyrene ban and an update on the new resident pilot program regarding composting, an update on the Department's implementation of a customer relationship management tool and an update on the Department's technology plan.

Commissioner Wan asked if the customer relationship management tool is for the Department or the entire City.

There was no public comment.

7. **Adjournment.** The meeting was adjourned at 4:33 p.m.

**The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, April 19, 2017 at 5:00 p.m. in City Hall, Room 421.**

\*\* 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 Commission Affairs Manager, at telephone number 415-355-3709, or via e-mail at Anthony.E.Valdez@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.

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Posted: February 7, 2017