



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
WEDNESDAY, MAY 11, 2016, 5:00 P.M.**

**CITY HALL, ROOM 421
ONE DR. CARLTON B. GOODLETT JR. PLACE
SAN FRANCISCO, CA 94102**

***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.**

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 5:02 p.m. (Present: Commissioners Stephenson and Commissioner Omotalade joined the Committee for the meeting; Excused: Commissioner Wan)
- 2. Approval of Minutes of the January 20, 2016 Commission on the Environment Operations Committee Meeting.** (Explanatory Document: January 20, 2016 Draft Minutes) (Discussion and Action)

Commissioner Stephenson discussed the use of titles for staff in the minutes.

Upon motion by Commissioner Stephenson and second by Commissioner Omotalade, the minutes of the January 20, 2016 Commission on the Environment Operations Committee meeting were approved without objection (Aye: Commissioners Stephenson and Omotalade; Nos: None; Excused: Commissioner Wan).

- 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 present.

- 4. Operations Committee recommend approval of the proposed Safe Drug Disposal Stewardship Ordinance schedule of fees.** Under the Environment Code, the Department is directed to

establish a schedule of fees charged to Product Stewardship Plan operators who represent the manufacturers of covered drugs sold in the City. The fees will be used by the Department to cover costs of administering and enforcing the Safe Drug Disposal Stewardship Ordinance. The Department has submitted the proposed schedule to the Committee for its review and possible recommendation to the full Commission. (Explanatory Documents: Safe Drug Disposal Stewardship Ordinance Proposed Schedule of Fees) Sponsor: Deborah Raphael; Speakers: Maggie Johnson, Residential Toxic Reduction Coordinator and Joe Salem, Program Manager, Finance and Administration (15 minutes) (Discussion and Action)

Maggie Johnson, Residential Toxic Reduction Coordinator, Department of the Environment, discussed the proposed fee schedule and provided background on the Safe Drug Disposal Stewardship Ordinance. Maggie Johnson discussed the need for the ordinance, a pilot program, the number of pounds of drugs that were collected, existing local drug disposal laws and the new ordinance passed by the Board of Supervisors including requirements, timelines and fees.

Commissioner Stephenson asked about free riders, San Francisco's fees relative to other municipalities with similar programs and what happens if the Department charges more in fees than is necessary to run the program.

Joe Salem, Program Manager, Finance and Administration, Department of the Environment discussed the proposed fee schedule.

Commissioner Stephenson asked about outreach for the program and funding for the position charged with implementing the ordinance.

Commissioner Omotalade asked about how the rate was determined.

Public Comment:

David Pilpel discussed the geography of pilot sites, fee setting, annual reporting about the ordinance and funding for outreach.

Commissioner Omotalade made a motion to recommend approval of the proposed Safe Drug Disposal Stewardship Ordinance schedule of fees by the full Commission. Upon second by Commissioner Stephenson the motion was approved without objection (Aye: Commissioners Stephenson and Omotalade; Nay: None; Excused: Commissioner Wan).

5. **Update on internal realignment of the Department's program areas.** Sponsor and Speaker: Jennifer Kass, Deputy Director (15 minutes) (Discussion)

Jennifer Kass, Deputy Director, Department of the Environment discussed internal realignment of the Department's energy related programs including the process to developing a realignment, previous organization of programs, the new organization of programs, the creation of a new Climate program manager.

Commissioner Omotalade asked about how the reorganization has affected staff, how the reevaluation is being measured regularly and engagement of funders in program evaluation.

Public Comment:

David Pilpel discussed the capabilities of Department staff.

6. Update on Fiscal Year 2016-17 and 2017-18 budget for the Department of the Environment.

Sponsor: Jennifer Kass, Deputy Director; Speaker: Joseph Salem, Program Manager, Finance and Administration (15 minutes) (Discussion)

Joseph Salem, Program Manager, Finance and Administration, Department of the Environment discussed the changes to the Department of the Environment budget since the last budget presentation to the Operations Committee on January 20, 2016. Joseph Salem discussed additional pass-throughs, grants and addbacks that have changed since the last budget presentation.

Commissioner Stephenson asked why the Department is no longer a fixed two-year budget.

Jennifer Kass, Deputy Director, Department of the Environment, discussed funding for the Environmental Justice program and the request for General Fund monies.

Commissioner Stephenson asked about the percentage of dollars coming from grant funding.

Guillermo Rodriguez, Policy Director, Department of the Environment, discussed next steps in the legislative process for the Department budget.

Public Comment:

David Pilpel discussed the budget including sources side, realignment of program names, FTE counts by program area, administrative funding and memo on impound account.

7. Presentation on Zero Waste Survey and Metrics. Speaker: Donnie Oliveira, Program Manager, Outreach (15 minutes) (Discussion)

Donnie Oliveira, Program Manager, Outreach, Department of the Environment discussed the Department's Zero Waste Survey and Metrics, the City's Zero Waste goals and the various opinions of residents towards Zero Waste based on the data from the survey.

Commissioner Omotalade asked about the breakdown of the data by race and gender, languages of the questions, who the survey taker talked to when engaging businesses, the rates for businesses based on diversion rates, the source of peoples knowledge of Zero Waste and how the Department was sensitive to cultural competency in the survey questions.

Commissioner Stephenson asked about how to engage millennials about Zero Waste including the use of creative outreach ideas and technology and discussed companies in San Francisco that have increased consumption.

Guillermo Rodriguez, Policy Director, San Francisco Department of the Environment discussed the Department's engagement in the past with companies around Zero Waste.

Commissioner Omotalade discussed pest control as a challenge to composting.

Public Comment:

David Pilpel discussed outreach efforts regarding Zero Waste.

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

Guillermo Rodriguez, Policy Director, Department of the Environment discussed the Operation's Committee meeting on August 10, 2016 which will include presentations on the Department's new website including language access, the Department's language access policy, electronic meeting materials and San Francisco Unified School District's Green Purchasing Collaborative.

Commissioner Stephenson asked about impending changes to the City's financial system which in the past was a barrier to green and sustainable purchasing.

Commissioner Omotalade discussed water bottles in the vending machines of City Hall.

Public Comment:

David Pilpel discussed City Hall vending machines, the City's financial system changes, the Department's transition to electronic meeting materials and the Mayor's environmental advisor.

9. **Adjournment.** The Commission on the Environment Operations Committee Meeting was adjourned at 6:52 p.m.

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, August 10, 2016 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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