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

**SPECIAL MEETING MINUTES APPROVED**

Thursday, May 30, 2019, 5:00 p.m.  
City Hall, Room 421  
One Dr. Carlton B. Goodlett J r. 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 5:07 p.m.

Present: Commissioners Stephenson, Chu and Wan.

2. **Approval of minutes of the January 16, 2019 Commission on the Environment Operations Committee meeting.** (Explanatory Document: January 16, 2019 Draft Minutes) (Discussion and Action)

Upon a motion by Commissioner Wan, and a second by Commissioner Chu, 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 on the implementation of the Financial Systems Project (FSP) and possibilities for incorporating green purchasing.** Speakers: Matthew Hada, Deputy Director, Office of the Controller and Dr. Chris Geiger, Senior Environmental Specialist (Discussion)

Matthew Hada, Deputy Director, Office of the Controller, discussed FSP system overview and process updates, FSP implementation, the Peoplesoft Upgrade Process Program and project implementation, enhancement projects, system bug issues, the supplier portal replacement, citywide green purchasing, system issues and challenges, enhancement projects, current FSP system and post Peoplesoft Upgrade Process Program updates.
Commissioner Stephenson asked if the system reports purchasing activity by department and product type and what it will take to ensure the system only allows the purchase of green products.

Commissioner Chu asked when the next phase of updates would be completed and if there is a City software developer that is working on implementing the green purchasing ordinance or is it a Peoplesoft developer working on user experience.

Commissioner Wan asked if the solution would be an additional allocation of resources to the Controller’s Office to implement the green purchasing ordinance, whether or not the San Francisco Department of the Environment does audits of purchases, what happens if City agencies do not comply with the ordinance, if there are enforcement measures and if there is a report card for City agencies.

There was no public comment.

5. Presentation on implementation of Salesforce Customer Relationship Management at the Department of the Environment. Speakers: Sarah Peters, Outreach and Communications; Ammon Reagan, Building Energy Analyst and Doug Streblow, Engagement Coordinator (Discussion)

Asia Meshack, Outreach Program Manager, introduced the item.

Sarah Peters, Outreach and Communications, discussed background, the problem, Salesforce as the solution, the Department teams on-boarded and whether or not the Department achieved its goal.

Doug Streblow, Engagement Coordinator, discussed connecting the Department’s work, data, up-to-date visualizations, collaboration and project management, learning new systems, training and development and retaining institutional knowledge.

Ammon Reagan, Building Energy Analyst, discussed the data management problem, inefficient help desk, new and improved process, data visualization, crossing teams and silo-busting and the road ahead.

Commissioner Stephenson asked if the Department is tracking materials used during outreach and whether or not Salesforce has been offered the opportunity to use the Department of the Environment as a case study.

Commissioner Chu discussed the elimination of status meetings by using dashboards.

There was no public comment.


Charles Sheehan, Chief Policy and Public Affairs Officer, discussed items for the next Operations Committee meeting in July including a update on the Department budget and a presentation on zero waste outreach and outreach on the used oil program.

There was no public comment.
7. Adjournment

The meeting was adjoumed at 6:52 p.m.

The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, July 17, 2019 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 Secretary, 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 or meeting minutes.

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