



**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 APPROVED**

Wednesday, October 17, 2018, 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), Lisa Hoyos 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 5:04 p.m.

Present: Commissioners Stephenson and Wan. Excused: Commissioner Hoyos.

**2. Approval of minutes of the April 18, 2018 Commission on the Environment Operations Committee meeting.** (Explanatory Document: April 18, 2018 Draft Minutes) (Discussion and Action)

Upon a motion by Commissioner Stephenson, and a second by Commissioner Wan, the minutes were approved without objection. (Ayes: Commissioners Stephenson and Wan. Absent: Commissioner Hoyos)

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. Update on Fiscal Year 2018-19 and 2019-20 budget for the Department of the Environment.** Speaker: Joe Salem, Finance and Administration Program Manager (Discussion)

Joe Salem, Finance and Administration Program Manager, discussed the 2018-19 and 2019-20 Department of the Environment budget including the variance between the budget that was submitted by the Mayor's Office and the budget approved by the Board of Supervisors.

Commissioner Stephenson asked if the Department was losing any services with the staff attrition, what types of services fall under the category of special services and what happens when something unanticipated happens such as worker's compensation.

There was no public comment on this item.

**5. Presentation on outreach for the new zero waste programs.** Speakers: Cara Gurney, Senior Engagement Specialist (Discussion)

Cara Gurney, Senior Engagement Specialist, discussed zero waste program implementation and outreach including the problem statement, zero waste program challenges, reducing trash service, preparation for program implementation, Recology's new services, a new website, educational bin stickers, educational posters and flyers, signmaker tool, campaign schedule, neighborhood campaigns, digital advertising, social media, print advertisements, community engagement through tabling and door to door visits, media results, community engagement results, recovery results and looking forward.

Commissioner Wan asked how long the media campaign will run?

Commissioner Stephenson asked if the outreach is from the impound account.

There was no public comment.

**6. Presentation on Bucket or Bin Top battery recycling campaign.** Speaker: Asia Meshack, Outreach Program Manager (Discussion)

Asia Meshack, Outreach Program Manager, discussed the Bucket or Bin Top battery recycling campaign including why batteries, everyone has them, number one destination, awareness gap, increasing safety concerns, simplicity of campaign, convenience, messaging, cultural competency, bus advertisements, social media, Pandora radio, press outreach, making it both fun and informative, media results and data from Recology about bucket delivery and battery collection.

Commissioner Stephenson thanked staff for providing data on results.

Commissioner Wan asked if the program was available to commercial accounts and senior facilities.

Commissioner Stephenson asked what the next big lift is for battery collection and new recycling programs.

There was no public comment.

**7. New business/future agenda Items.** Charles Sheehan, Policy and Communications Director (Discussion)

Jennifer Kass, Deputy Director, discussed the January 16, 2019 Operations Committee meeting including a budget presentation.

Commissioner Wan asked if there were any special instructions from the Mayor yet.

Commissioner Stephenson asked for a presentation on the office space situation.

There was no public comment.

## **8. Adjournment.**

The meeting was adjourned at 5:50 p.m.

**The next meeting of the Commission on the Environment Operations Committee is scheduled for Wednesday, January 16, 2019 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.

Anthony Valdez, Commission Secretary  
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Posted: January 28, 2019