



City and County of San Francisco  
London N. Breed  
Mayor

## San Francisco Department of Public Health

Barbara A. Garcia, MPA  
Director of Health

# Sugary Drinks Distributor Tax Advisory Committee

## *Subcommittee: Infrastructure*

August 28, 2018

3:00pm - 5:00pm

DCYF Mint Conference Room

1390 Market St., Suite 900,

San Francisco, CA

Please note that public comment will be held after every agenda item. If a member of the public would like to comment on a topic that is *not* on the agenda, they may do so during general public comment at the start of the meeting. Please see the *Notes* section of this document for additional information about public comment.

### Order of Business:

#### 1. Call to Order and Roll Call – 3 min

- a. Members Present: Rita Nguyen, Roberto Vargas, Linda Barnard, Michelle Kim, Jorge Rivas
- b. Non-members Present: David Klauber, Valerie Lua

#### 2. Approval of Agenda [Action] - 2 min

- a. Agenda approved unanimously

#### 3. General Public Comment - 10 min

*This item allows members of the public to comment generally on matters within the SDTACC Subcommittees' purview that are not on the agenda.*

- a. No public comment

#### 4. Subcommittee Guidelines [Discussion, Possible Action] – 35min

*Define the purpose/role, duties, and meeting schedule of the SDDTAC Infrastructure subcommittee*

- a. Member discuss and create preliminary draft of statement of purpose:  
*Ensuring needed infrastructure, such as staffing and resources, are in place to support the functioning and administrative needs of SDDTAC committee and subcommittees.*

- b. Member discuss and create preliminary draft of duties and priorities of subcommittee:
  - i. Provide recommendations regarding the resources needed to support implementation of the SDD Tax
  - ii. Ensure the full committee is updated regularly on the progress of implementation and has opportunities to provide input
  - iii. Provide recommendations to the full committee about oversight/guidance for backbone staff, training needs, administrative needs, and evaluation
  - iv. Provide guidance/recommendations in SDDTAC's media relationships/communications, ensuring alignment and consistency of messaging
  - v. Provide regional representation/coordination to other cities with sugar taxes, regularly reporting back to subcommittee and full committee
  - vi. Track the economic impact of the tax on small businesses and larger corporations
- c. Members agree to continue to refine statement of purpose and duties at the next meeting
- d. Possible standing subcommittee meeting dates/times: Fourth Tuesdays 2:30-4:30pm or 2:45pm-4:45pm; or 3rd Wednesday of the month 3pm-4:30pm.
  - i. RDA to reach out to DPH to inquire about availability of meeting spaces

**5. Work Plan [Discussion, Possible Action]- 70 min**

*Identify subcommittee tasks that align to the milestones within the current draft of SDDTAC work plan*

- a. Members discuss priorities and create preliminary draft of work plan for next several months.
  - i. September:
    - 1. Refine and finalize subcommittee statement of purpose and duties
    - 2. Continue to build out and refine subcommittee plan
    - 3. Review/create recommendations about infrastructure needs to bring to the overall committee
    - 4. Review DPH work plan for possible gaps and/or recommendations
  - ii. October:
    - 1. Discuss and outline 20-21' recommendations to address the gaps in resources/infrastructure needs
    - 2. Discuss/assess current resources necessary to functioning of committee and subcommittee.
    - 3. Discuss any feedback to DPH regarding for graphics, data points, copyright design, copy elements of the report
  - iii. November:
    - 1. Draft work plan recommendations
    - 2. Discuss possible recommendations for communications, media strategies
  - iv. December:

1. Draft preliminary media strategy and put forth recommendations to overall committee
- v. January
  1. Discuss media relations, elevate communications plan
  2. Create preliminary strategy to discuss media strategy and put forth recommendations to overall committee
- b. Members agree to continue working on subcommittee in September meeting.

## **6. Adjourn**

### **PUBLIC COMMENT**

General Public Comment: At this time, members of the public may address the SDDTAC Advisory Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee but do not appear on the agenda.

With respect to agenda items, the public will be given an opportunity to address the Committee when the item is reached in the meeting. Each member of the public may address the Committee for up to three minutes.

The Brown Act forbids a Committee from taking action or discussing any item not appearing on the posted agenda, including those items raised at Public Comment. In response to public comment on an item that is not on the agenda, the Committee is limited to:

- Briefly responding to statements made or questions posed by members of the public, or
- Requesting staff to report back on a matter at a subsequent meeting, or
- Directing staff to place the item on a future agenda. (Government Code Section 54954.2(a).) 10.

Each action item will hold public comment before a vote is made

Explanatory documents are available at the 25 Van Ness Ave, Suite 500 during regular business hours. If any materials related to an item on this agenda have been distributed to the SDDTAC after distribution of the agenda packet, those materials are available for public inspection at the address above during normal business hours.

### **RINGING AND THE USE OF CELLPHONES**

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.

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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 information on your rights under the Sunshine Ordinance (Chapters 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, please contact:

Sunshine Ordinance Task Force 1 Dr. Carlton B Goodlett Place Room 244, San Francisco, CA 94102  
Phone: 415-554-7724, Fax: 415-554-5784; Email: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Administrator of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org)

**DISABILITY ACCESS**

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To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact Christina Goette [christina.goette@sfdph.org](mailto:christina.goette@sfdph.org) at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00pm the previous Friday. In order to assist the City’s efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that others may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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**SDDTAC RECOMMENDATIONS for FY 18-19 SDDT REVENUE**

Item	Amount	Funding	Department
Community-Based Grants	\$4,680,000	45% (7% School-based)	DPH/CHEP
School Food, Nutrition Education & Student Led Action	\$1,000,000	15.0%	SFUSD
	\$500,000		SFUSD
Food Access	\$1,000,000	9.6%	DPH
Healthy Retail	\$150,000	1.4%	OEWD
Oral Health	\$1,000,000	10.0% (5.5% School-based)	DPH
Infrastructure	\$1,000,000	10.0%	DPH/CHEP
Water Access - SFUSD	\$300,000	4.0% (3% School-based)	SFUSD
Water Access – Public Spaces	\$150,000		PUC/DPH
SF Recreation & Parks	\$520,000	5.0%	SF Rec & Parks
Total	\$10,400,000	100%	