

# Sugar-Sweetened Beverage Community Advisory Board

## Special Meeting

November 18<sup>th</sup>, 2019 • 6:30pm-8:30pm

**Oakland City Hall, Hearing Room 2**

1 Frank H. Ogawa Plaza, 1<sup>st</sup> floor • Oakland California

## AGENDA

### 1. Welcome and Call to Order

- Roll Call, Introductions & Announcements
- Agenda Review and Adoption

### 2. Open Forum

### 3. Adoption of Prior Meeting Minutes

- July 8, 2019
- September 16, 2019
- October 14, 2019

Action

### 4. Informational Report from the Finance Department as a Follow-up to the October 14, 2019 Sugar-Sweetened Beverage Tax Revenue Report

Informational

### 5. Agenda Items for the December 7, 2019 Board Retreat

Discussion

### 6. Board Committee Updates

Informational

### 7. Administrative Update

- Marketing, Evaluation and Research Contractors
- Board Retreat Facilitator

Informational

### 8. Adjournment

#### Public Comment:

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**MINUTES TO BE APPROVED**  
**Sugar-Sweetened Beverage**  
**Community Advisory Board**

July 8<sup>th</sup>, 2019 • 6:30pm-8:30pm

**Oakland City Hall, Hearing Room #1**

1 Frank H. Ogawa Plaza, 1<sup>st</sup> floor • Oakland California

Board Members present: Esperanza Pallana, Tonya Love, Justin Watkins, Laurie Lawson, Julia Liou

*Board Members absent: Donna Carey*

City Staff present: Sara Bedford, Sharon Robinson, Christa Griffin

**1. Welcome and Call to Order**

Meeting was called to order at 6:33pm.

- Roll Call, Introductions & Announcements

August meeting is cancelled due to recess. The Board will reconvene in September. Committees are welcome to meet during the recess.

- Agenda Review and Adoption

Agenda was reviewed and adopted.

**2. Open Forum**

There were no public speakers at the time Open Forum was called by Chair Pallana.

**3. Adoption of Prior Meeting Minutes: May 13, 2019**

Chair Pallana made a motion to adopt meeting minutes for the May 13, 2019 meeting. Julia Liou seconded the motion. The Board unanimously approved the motion to adopt the minutes.

**4. An Informational Report from City Administrator's Office on the Results of the Oakland Budget Process and Impact on Measure HH Funding Allocation for Fiscal Year 2018-2019, Funding Allocation for Fiscal Years 2019-2021 and SSB Advisory Board Oversight**

Staff from the City Administrator's Office were unable to attend the meeting; therefore, Sara Bedford, Human Services Department Director, debriefed the Board on results of the City Council adopted budget, as currently known, and as outlined in the Councilmember's Budget handout (Exhibit 2), provided by Chair Pallana. The City Council adopted transfer of the Board administration to the City Administrator's Office. One position will be in Human Services and one position will be in the City Administrator's Office; more clarification required.

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# Sugar-Sweetened Beverage Community Advisory Board

## 5. Board Debrief on the Results of the Budget Process and Impact on Measure HH Funding, and Considerations for Next Steps and Timeline for Possible Actions

The Board discussed the outcome of the budget and brainstormed ways to ensure that Measure HH funding is used to support work that contributes toward Measure HH goals. Chair Pallana asked if the \$500K for administration, oversight and evaluation in the adopted budget includes 2% for tax revenues fund management. Chair Pallana suggested that committees continue to meet and work during the August recess. Tonya Love introduced the idea of asking City agencies and organizations that receive Measure HH funding to adopt internal organizational policies that encourage best practices around healthy eating and exercise. An ad-hoc committee will further investigate sample policies and how to create a vehicle of accountability for those who receive Measure HH funding. Julia Liou suggested the Board have a planning retreat in the fall.

One speaker spoke:

*Katie Ettman, SPUR*

## 6. Report out on the Human Services Department RFQ and Vendors that Responded

City staff reported on the RFQ respondents that primarily relate to the work of the SSB Advisory Board. There were seven respondents for Design, Marketing and Communications and all seven met the minimum qualifications. There was one respondent for the Research Study and it met the minimum qualifications. Next steps are for the Board to select firms to interview and to further detail the Scope of Work for these categories.

## 7. Administrative Update

- **Community Grants Program Contracting**

City staff provided an update on the community grants contracting process. One-on-one meetings have been conducted with all 14 entities that have been recommended for funding. The contracting process for each organization is moving forward once all required materials from each grantee are provided. City staff confirmed that the contract has an evaluation requirement and grantees have been advised to expect more specifics around this process, as available. The contract is tied to the Fiscal year and runs from July 1 – June 30.

## 8. Board Committee Updates

There were no Board Committee updates.

Chair Pallana reminded the Board about the three vacant Board seats and requested support to identify interested people. She will be writing a letter to the City Administrator's Office asking for the three vacant seats on the Board to be filled.

## 9. Agenda Items for September 2019 Board Meeting

The next meeting is tentatively scheduled for September 2019.

Agenda items:

- Invite Bay Area Nutrition and Physical Activity Collaborative (BANPAC) to speak about their healthy policy program
- RFQ status update

# Sugar-Sweetened Beverage Community Advisory Board

- Discuss possible Fall retreat
- Committee report backs

## 10. Adjournment

Meeting was adjourned at 7:37pm.

FY 2019-21 COUNCILMEMBER'S KAPLAN, BAS, TAYLOR, & THAO REVISED SSBT BUDGET  
FUND 1030 - MEASURE HH

## REVENUE ADDITIONS (POSITIVE #) &amp; REDUCTIONS (NEGATIVE #)

Item #	Fund	Dept.	Description	FY 2019-20 Ongoing	FY 2019-20 One-Time	FY 2019-20 Total	FY 2020-21 Ongoing	FY 2020-21 One-Time	FY 2020-21 Total	Notes
1	1030	SSBT	Measure HH Revenues & Use of Fund Balance	10,350,000	8,000,000	18,350,000	10,626,000		10,626,000	
<b>Subtotal Revenue Adjustments</b>				<b>10,350,000</b>	<b>8,000,000</b>	<b>18,350,000</b>	<b>10,626,000</b>	<b>-</b>	<b>10,626,000</b>	

				FY 2019-20 Ongoing	FY 2019-20 One-Time	FY 2019-20 Total	FY 2020-21 Ongoing	FY 2020-21 One-Time	FY 2020-21 Total	
<b>FUNDS AVAILABLE FOR PROGRAMMING</b>				<b>\$ 10,350,000</b>	<b>\$ 8,000,000</b>	<b>\$ 18,350,000</b>	<b>\$ 10,626,000</b>	<b>\$ -</b>	<b>\$ 10,626,000</b>	

## EXPENDITURE ADDITIONS (POSITIVE #)

Item #	Fund	Dept.	Description (Include Job Class & FTE)	FY 2019-20 Ongoing	FY 2019-20 One-Time	FY 2019-20 Total	FY 2020-21 Ongoing	FY 2020-21 One-Time	FY 2020-21 Total	Notes
2	1030	OPRYD	OPRYD programs (aquatics, recreation, youth centers).	4,048,069	3,875,245	7,923,314	4,151,834	-	4,151,834	Year 2 allocation to OPRYD will be reduced if new funding is identified
3	1030	CIP/OPW	Tot lots, parks, recreation centers	-	1,889,707	1,889,707	-	-	-	To include Arroyo, Rainbow Rec, and OACC
4	1030	Human Services	New and expanded food programs	1,223,983	-	1,223,983	1,245,880	-	1,245,880	New and expanded food program.
5	1030	Human Services/ Finance/CAO	Administration, oversight, and evaluation	700,000	-	700,000	700,000	-	700,000	Includes a third party evaluation. Staffing at the SSB Board shall remain at Human Services (including grant making). Will be re-evaluated during FY 2019-20.
5a	1030	Human Services/ Finance/CAO	Reduction in evaluation/staffing reflecting lower granting amount from what was authorized in Resolution 87020 CMS	(200,000)		(200,000)	(200,000)		(200,000)	Measure HH commission support to be placed under the City Administrator's office 1.0 FTE Transfer for greater operational efficiency. Fund existing 1.0 FTE Staff Support for Commission from New & Expanded Food Programs in Lieu of Program Analyst II, and reduce O&M.
6	1030	Human Services	OUSD Food Program	-	1,800,000	1,800,000	-	1,800,000	1,800,000	
7	1030	Human Services (RFP)	Additional grant funding and/or special projects to be distributed per guidance of SSB Board	-	2,000,000	2,000,000	-	2,000,000	2,000,000	Funds for future grants or special projects to be recommended by soda tax Board
7	1030	Human Services (RFP)	Additional grant funding and/or special projects		(1,000,000)	(1,000,000)		(1,000,000)	(1,000,000)	
8	1030	Non-Departmental	Contingency	-	-	-	-	128,286	128,286	TBD for Spring 2020, shall go back to SSB Board for recommendation prior to coming to council.
8	1030	Non-departmental	Unallocated fund balance					(128,286)	(128,286)	
9	1030	Administration	Youth Summer Jobs program	-	400,000	400,000	-	400,000	400,000	
10	1030	Department of Race and Equity	Equity Analysis	-	100,000	100,000	-	100,000	100,000	
11	1030	Human Services	East Oakland Senior Center Programming Expansion	-	100,000	100,000	-	100,000	100,000	

Item #	Fund	Dept.	Description	FY 2019-20 Ongoing	FY 2019-20 One-Time	FY 2019-20 Total	FY 2020-21 Ongoing	FY 2020-21 One-Time	FY 2020-21 Total	Notes
12	1030	City Council	Community gardens	-	200,000	200,000	-	-	-	\$25,000 per Council district
12a	1030	City Council	Council Discretionary Funds for Community Gardens	-	(200,000)	(200,000)	-	-	-	
13	1030	Human Services	East Oakland Corner Store Healthy Food Conversion	-	200,000	200,000	-	-	-	Define East Oakland as East of High Street
14	1030	Human Services	Eden I&R	-	75,000	75,000	-	-	-	Proposing to approve specified grants previously recommended by Soda Tax board to be allocated from remaining 2018-2019 dollars
15	1030	Human Services	Alameda County Food Bank	-	200,000	200,000	-	-	-	
16	1030	Human Services	YMCA	-	150,000	150,000	-	-	-	
17	1030	Human Services	18 Reasons	-	75,000	75,000	-	-	-	
18	1030	Human Services	Asian Health Services	-	75,000	75,000	-	-	-	
19	1030	Human Services	Mercy Retirement and Care Center	-	150,000	150,000	-	-	-	
20	1030	Human Services	Spectrum Community Services	-	149,791	149,791	-	-	-	
21	1030	Human Services	Urban Strategies Council	-	238,205	238,205	-	-	-	
22	1030	Human Services	West Oakland Health	-	250,000	250,000	-	-	-	
23	1030	Human Services	Meals on Wheels	-	200,000	200,000	-	-	-	
24	1030	Human Services	Alameda Health Consortium	-	250,000	250,000	-	-	-	
25 (New)	1030	OPRYD	OPRYD Service Expansion	1,000,000	-	1,000,000	3,000,000	-	1,000,000	Additional funding required to meet 50% minimum threshold dedicated to OPRYD.
26 (New)	1030	Human Services	Senior Center Enhancements	328,286	71,714	400,000	328,286	-	328,286	Council President's budget allocated an additional \$100,000 in funds each year for East Oakland. These funds should be used to supplement the needs of senior centers in the rest of Oakland.
<b>Subtotal of Expenditure Additions</b>				<b>7,100,338</b>	<b>11,249,662</b>	<b>18,350,000</b>	<b>7,226,000</b>	<b>3,400,000</b>	<b>10,626,000</b>	
				<b>FY 2019-20 Ongoing</b>	<b>FY 2019-20 One-Time</b>	<b>FY 2019-20 Total</b>	<b>FY 2020-21 Ongoing</b>	<b>FY 2020-21 One-Time</b>	<b>FY 2020-21 Total</b>	
<b>SURPLUS / (DEFICIT)</b>				<b>3,249,662</b>	<b>(3,249,662)</b>	<b>-</b>	<b>3,400,000</b>	<b>(3,400,000)</b>	<b>-</b>	

# Sugar-Sweetened Beverage Community Advisory Board

## MINUTES TO BE APPROVED

### Special Meeting

September 16<sup>th</sup>, 2019 • 6:30pm-8:30pm

**Oakland City Hall, Hearing Room #4**

1 Frank H. Ogawa Plaza, 1<sup>st</sup> floor • Oakland California

Board Members present: Esperanza Pallana, Justin Watkins, Laurie Lawson, Julia Liou

*Board Members absent: Donna Carey, Tonya Love*

City Staff present: Sharon Robinson, Maraskeisha Smith, Joe DeVries, Christa Griffin

A quorum was not present.

#### 1. Welcome and Call to Order

Meeting was called to order at 6:38PM

- Roll Call, Introductions & Announcements
- Agenda Review and Adoption

No changes were made to the meeting agenda.

#### 2. Open Forum

There were no speaker cards received for Open Forum.

#### 3. Adoption of Prior Meeting Minutes: July 8, 2019

A quorum was not present; item was postponed.

#### 4. Updated Informational Report from City Administrator’s Office on the Results of the Oakland Budget Process and Impact on Measure HH Funding Allocation for Fiscal Year 2018-2019, Funding Allocation for Fiscal Years 2019-2021 and SSB Advisory Board Oversight

- Grant Awards
- East Oakland Healthy Retail

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# Sugar-Sweetened Beverage Community Advisory Board

Maraskeisha Smith, Assistant City Administrator, City Administrator's Office debriefed the Board on adjustments to the budget as outlined in Exhibit 2. The Adopted Budget includes \$1M of unallocated funding to be allocated by the Board. The Budget also includes grant awards as outlined in the agenda packet. The official printed budget will be made available to the Board as soon as it is available. Speaker, Ciara Segura, Mandela Partners, talked about East Oakland Healthy Retail.

Two speakers spoke on this item:

Ciara Alana Segura, Mandela Partners

Molly Devinney, In-Advance

## 5. Board Fall Retreat Planning

The Board discussed preliminary planning for the annual Board retreat, including possible dates. Chair Pallana suggested it would be helpful to have a guided process and mentioned that the Facilitator last year was helpful. She will check if the Citizens Engagement Lab is available as meeting space for the retreat. Chair Pallana mentioned, it would be optimal if the contractors to provide evaluation and communications services were selected and could be present at the retreat. The Board discussed big topics for the retreat agenda that included: scope and timelines for contracted work, if contracts in place, how to partner with the Race and Equity Department around the equity analysis, the budget process for the coming year and how best to approach the unallocated \$1M under Board recommendation and a calendar/workplan for the Board.

## 6. Board Committee Updates

Julia Liou provided the committee update for Evaluation and Research. Committee members met with City staff and reviewed information Staff provided on the potential vendors in these areas. Staff will work to schedule interviews at end of September. She mentioned that once interviews conducted decision will be made soon and contract can move forward, hopefully, early to mid-October. Julia Liou noted that the committee is confident that they have a good group of vendors to select from.

Laurie Lawson provided the committee update for Communications. Committee members met with City staff and reviewed information Staff provided on the potential vendors in these areas. Three vendors were selected to be interviewed. Staff will schedule interviews with potential vendors. Chair Pallana added that it was a very exciting selection of folks that have quite diverse expertise and specific experience around SSBs.

## 7. Administrative Update

City staff provided an update on the community grants program, which is moving forward and includes the first round of 14 grants for \$2M and the second round of 12 grants for a little over \$2M (refer to list in the agenda packet). Over \$4M in community grants.

# Sugar-Sweetened Beverage Community Advisory Board

The SSB team reduced because of the new City budget. Transitioning from a team of three to two. Christa Griffin is leaving the team and was thanked for the administrative support she provided. Working to make the transition as smooth and efficient as possible while adjusting to the increased work load with the new grants. Staff mentioned that it's critical to build out the infrastructure as quickly as possible and bring on contracted vendors to support work around evaluation, systems, impact study, marketing, etc.

## 8. Calendar for October-December 2019 Board Meetings

The Board discussed the meeting calendar for October through December.

- October 14
- November 18 (third Monday)
- Board retreat (TBD)
- December 9

October 14 agenda items:

- Update around selection of contractors-Communications, Evaluation and Research
- Budget update
- SSB tax revenues update from Finance Department
- Status Board vacancies
- Possible presentation from BANPAC on organizational health policies

## 9. Adjournment

Meeting was adjourned at 7:33PM

# Sugar-Sweetened Beverage Community Advisory Board

## MINUTES TO BE APPROVED

### Regular Meeting

October 14<sup>th</sup>, 2019 • 6:30pm-8:30pm

#### **Oakland City Hall, Hearing Room #4**

1 Frank H. Ogawa Plaza, 1<sup>st</sup> floor • Oakland California

Board Members present: Esperanza Pallana, Laurie Lawson, Julia Liou, Donna Carey and Tonya Love

*Board Members absent: Justin Watkins*

City Staff present: Sharon Robinson

#### 1. Welcome and Call to Order

Meeting was called to order at 6:34PM

- Roll Call, Introductions & Announcements
- Agenda Review and Adoption

No changes were made to the meeting agenda.

#### 2. Open Forum

There were no speaker cards received for Open Forum.

#### 3. Adoption of Prior Meeting Minutes: July 8, 2019 and September 16, 2019

Julia Liou moved to approve meeting minutes, all members present voted to approve the minutes, except Donna Carey who abstained as she was not present at the July or September meetings. The minutes were not approved and were held over until the November meeting.

#### 4. Presentation from Bay Area Nutrition and Physical Activity Collaborative (BANPAC) on Organizational Wellness Policies and Promising Practices Around Creating Healthier Communities Presented by Reba Meigs, BANPAC Co-Chair and Chief Executive Officer, Innovative Healthy Solutions and Nori Grossmann, BANPAC Co-Chair and Public Health Nutritionist, Alameda County Public Health

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# Sugar-Sweetened Beverage Community Advisory Board

Reba Meigs presented information about BANPAC's organizational wellness policies and promising practices to engage the community and other stakeholders in creating healthier communities. BANPAC no longer offers funding but is available to provide technical assistance to grantees and other stakeholders. Sample evaluation reports of wellness policies are available for review. They will provide a copy of the Drinking Water Promotion Project evaluation report.

## 5. Board Debrief on the BANPAC Presentation and Considerations for Next Steps and Timeline for Possible Actions

Tonya will talk with City administration staff to discuss the possibility of adopting a wellness policy for City agencies receiving SSB tax revenue funds and to determine the mechanics necessary to have a City wellness policy.

## 6. Informational Report from the Finance Department on the Sugar-Sweetened Beverage Tax Revenue Report.

Staff from the Finance Department were unable to attend the meeting and provided the Tax Revenue report which Sharon Robinson, Human Services Department Planner, provided on behalf of the Finance Department. The following questions were raised by the Advisory Board and the community:

1. FY2020 1Q revenues are significantly lower than the prior period. Please confirm that this [\$1,474,987] is the actual revenue for Q1.
2. Provide an explanation of any trends you might be seeing in description of decrease in previous year.
3. Is it possible to get a month-by-month breakdown [of revenues] over the last three years?
4. Is it possible to get the final budget document sent out as an email blast?
5. What line item in the final budget includes the administrative fees for Muni Services?

City Staff will forward these questions to the Finance Department to address.

One speaker spoke:

Katie Ettman, SPUR

## 7. Update on Board Vacancies

City staff reported that the Mayor's Office is reviewing applications and is planning on filing these vacancies before the December Board retreat.

## 8. Administrative Update

- **FY 19-21 Printed Budget:** The final budget is expected to post to the City website later this week and can be accessed at: [oaklandca.gov/budget](http://oaklandca.gov/budget).
- **Marketing, Evaluation and Research Contractors:** Staff is working to get availability of potential contractors to be interviewed and the Board's updated availability to participate in interviews.
- **Board Retreat Saturday, December 7, 10am-4pm**
  - Staff is working to secure the retreat facilitator
  - The retreat will be held at Citizens Engagement Lab which is located at 1330 Broadway, 3rd Floor

# Sugar-Sweetened Beverage Community Advisory Board

- Staff suggested the Board reconsider if there will be a December 9 regular meeting since the Board retreat is scheduled for December 7.
- **Community Grants Program:** Efforts for are moving forward to execute all community grants agreements for both round 1 and round 2 awards.

## 9. Adjournment

Meeting was adjourned at 7:24PM



# BANPAC

Bay Area Nutrition & Physical Activity Collaborative

Reba Meigs

BANPAC Co-chair



# BANPAC

Bay Area Nutrition & Physical Activity Collaborative

A regional collaborative of over 400 members in more than 250 public and private organizations dedicated to empowering communities to make systems and environmental change to support better nutrition, physical activity and increased access to healthy foods

[www.banpac.org](http://www.banpac.org)

# Accomplishments

**Rethink Your Drink** Statewide educational initiative grew out of BANPAC's Soda Free Summer campaign and has led to reduced consumption of sugar sweetened beverages.

**Pledge the Practice! Pass the Policy!** Over 100 organizations have passed wellness and healthy beverage policies establishing healthier work environments for over one million Bay Area residents.

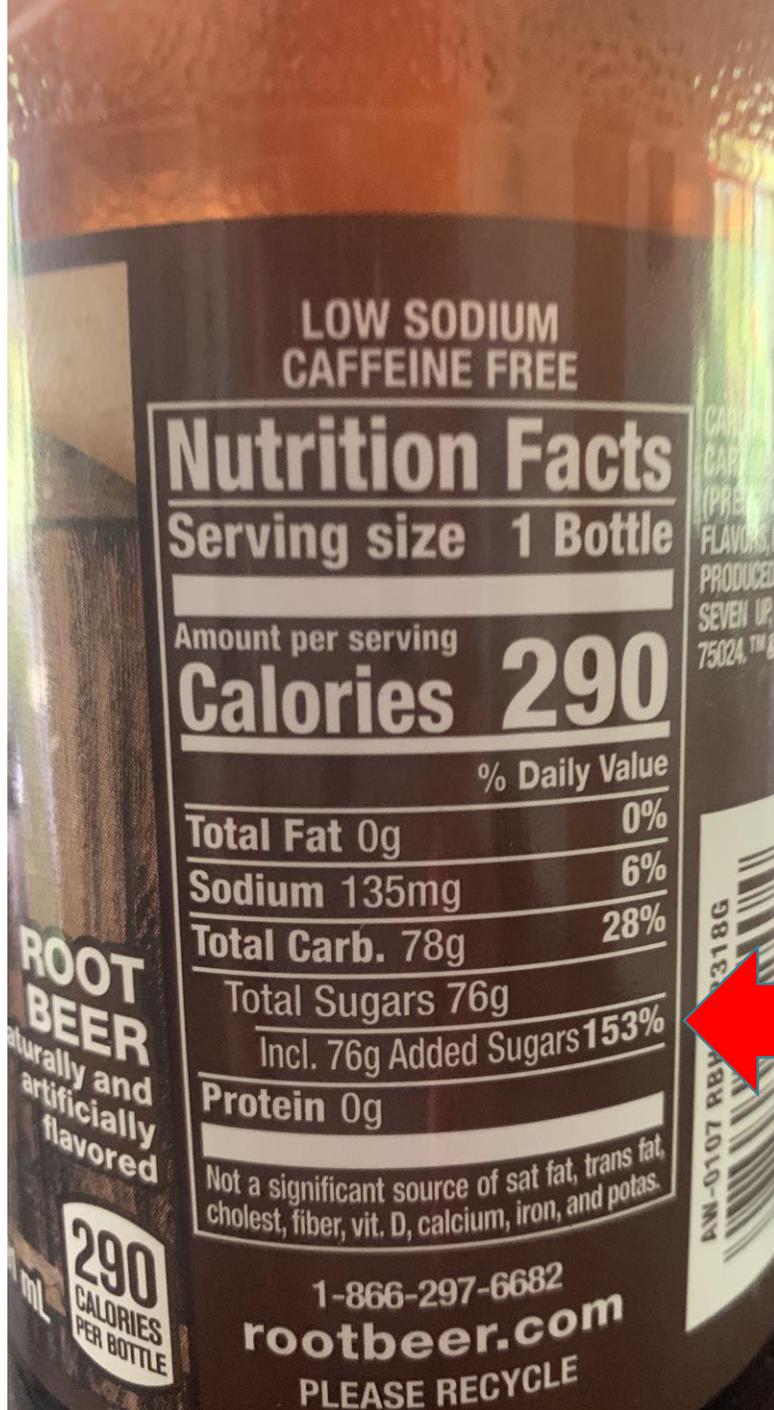
**Bay Area Moves (BAM!)**- This initiative promotes free and low cost physical activity resources with free trainings, toolkits, and promotional materials.

**Drinking Water Promotion Project (DWAPP)** Created valuable resources to promote safe water consumption in schools and motivated 10,000+ students to drink safe tap water at school.

**Local Soda Tax-** Our campaigns and grassroots community coalition efforts have been effective and strategic in reaching millions over the past ten years and has helped lay the groundwork for the passage of four local city soda taxes including Berkeley, Oakland, San Francisco and Albany.

# Problem

- Obesity and chronic disease
- Rising healthcare costs
- Increased access to unhealthy food and beverages
- The need to make the healthy choice the easy choice



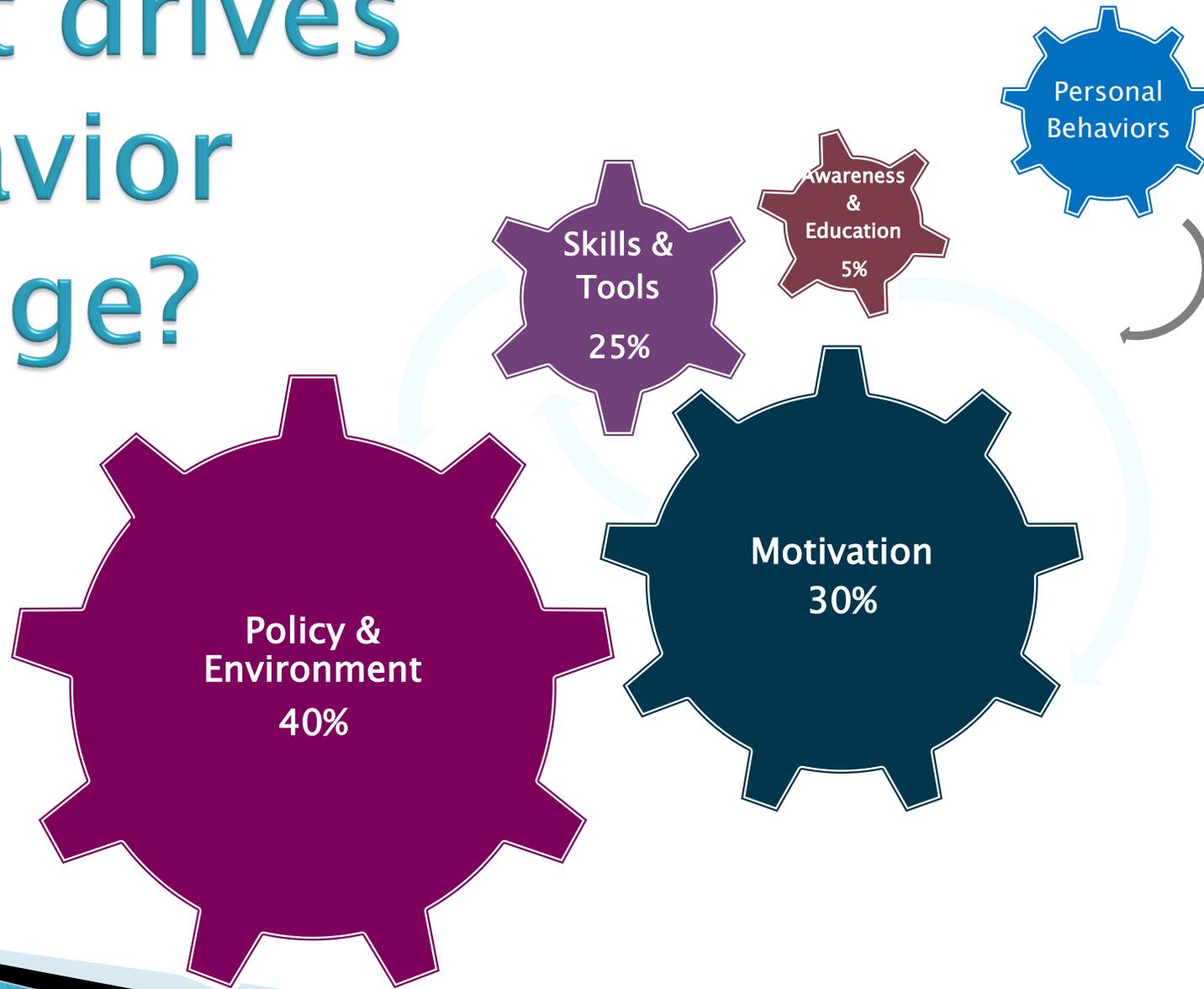
## What **Makes** Us Healthy



## What We **Spend** On Being Healthy



# What drives behavior change?



# Opportunity

- To make a large scale difference
- Beverage Industry is watching! Important that we are SUCCESSFUL!!
- 26 entities have received funding for health and wellness projects
- Oakland Park and Recreation are large partner to make a difference and access to many underserved communities impacted by SSB
- Hydration Stations installed in OUSD, OPR, Libraries

# Spectrum of Prevention is more than education and goes beyond the individual

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## level of spectrum

1. strengthening individual knowledge and skills

2. promoting community education

3. educating providers

4. fostering coalitions and networks

5. changing organizational practices

6. influencing policy legislation

## definition of level

enhancing an individual's capability of preventing injury or illness and promoting safety

reaching groups of people with information and resources to promote health and safety

informing providers who will transmit skills and knowledge to others

bringing together groups and individuals for broader goals and greater impact

adopting regulations and shaping norms to improve health and safety

developing strategies to change laws and policies to influence outcomes

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# Join the Movement



## **Municipalities & Health Departments**

- South San Francisco
- City of Burlingame
- Alameda County Public Health

## **Youth Organizations**

- Boys and Girls Club SF
- Collective Roots
- HOPE Collaborative

## **Healthcare & Hospitals**

- Contra Costa Health Services
- Lucille Packard Children's Hospital
- Community Health Partnership

## **Schools**

- Sunnyvale School District
- Novato Unified School District
- Oakland Unified School District

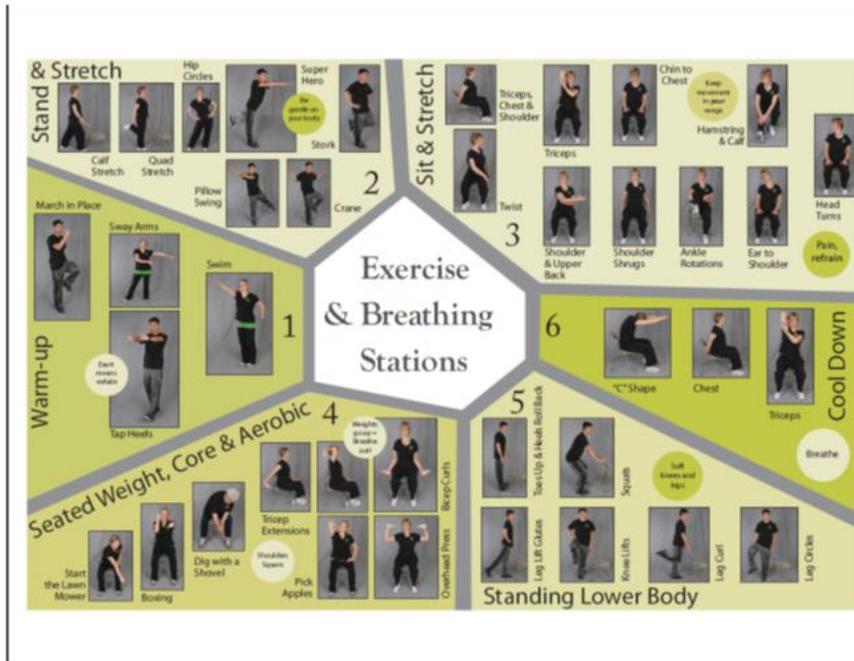
# 100 Agencies impacting over 1,000,000 lives in 9 bay area counties

## SIMILAR WELLNESS POLICIES:

- Reduce Sugar Sweetened Beverages
- Increase Physical Activity Opportunities
- Improve Access to Fruits and Vegetables

# BANPAC Toolkit

- Technical assistance
- Assessment tools
- Promotional materials
- Policy template





# Challenges of Wellness Policies

- Standards for beverages and snacks
- Staff engagement
  - Education
  - Continuous feedback
- Marketing restrictions
- Vending
  - *Product, placement, pricing*
- Vendor solicitation
- Person responsible for implementation, Wellness Champion!
- Timeline for implementation- a phased approach
- Sustainability

# Lessons Learned

- Assess the environment
- Get buy-in
- Identify phases for change
- Create policy
- Establish an implementation plan
- Evaluate and make adjustments along the way



# FOCUS AREA 1

## EMPLOYEE PERFORMANCE, HEALTH, AND WELL-BEING



STRATEGIES	ACTIONS	OUTCOMES	METRICS
2 Create healthy workplace policies and opportunities that <b>support</b> a thriving workforce	Develop and implement innovative policies and practices that support employee health and well-being  Develop and implement workplace standards that foster optimal health and wellness	Increased employee health and well-being  Increased employee workplace satisfaction	% of employees who would recommend HHS as a good place to work <sup>1</sup>



# Timeline

- March 2016
  - Employee Survey
  - Vending analysis
  - Wellness planning
- March 2017
  - Strategic Plan Adoption
- June 2017
  - Healthy Vending



TIMELINE



# PHASES

1

- Employee Survey
- Wellness guidelines
- Healthy Vending

2

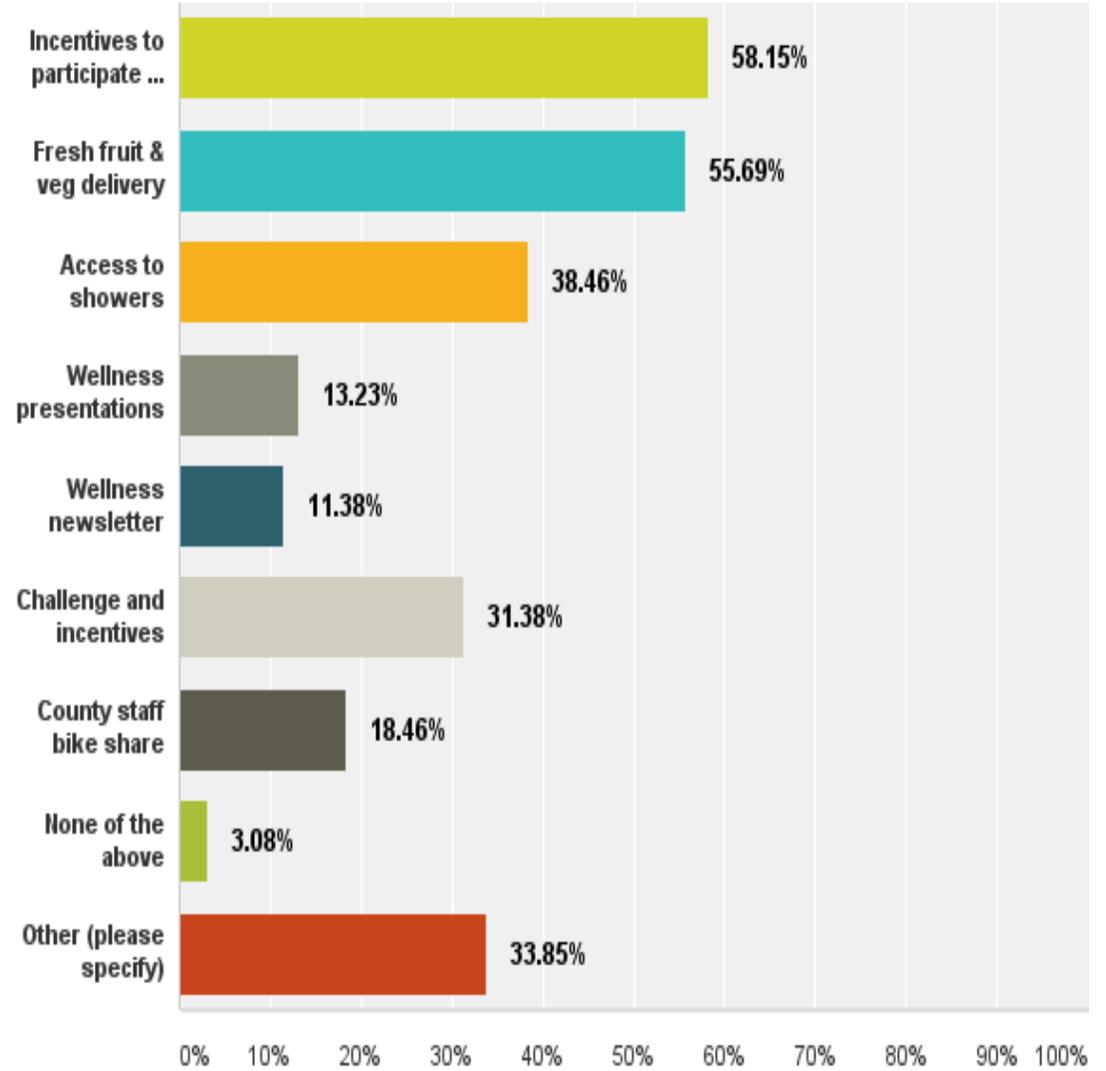
- Ambassadors
- Implementation Plans
  - Healthy meetings
  - Quarterly activities
  - Communications

3

- Parks Rx
- CSA- produce box
- Other-?

# What would you like to see?

Answered: 325 Skipped: 6



# Creating Healthy Systems



- Procurement of fruits and vegetables
  - CSA Box
- Encourage employees to be active and eat healthy
  - Host challenge and healthy celebrations
  - Encourage stretch breaks and walking meetings
- Host employee wellness workshops
  - Integrating nutrition education into the day
  - Invite guest speakers (chefs, health educator, yoga instructor)
  - Offer taste test and experiential experiences
- Start a garden or use a nearby community garden

# 100 % Healthy Beverages

- Bottled water and sodas will not be offered
- Tap water will be offered at all events
- Beverages may only include drinks without added sweeteners (including artificial sweeteners); drinking water; milk and non-dairy milk products (e.g., soy, rice, and other non-dairy milks)

# Healthy Meetings & Events

- Food & Beverage Guidelines
- Physical Activity
- Access to water



# Benefits of Employee Wellness

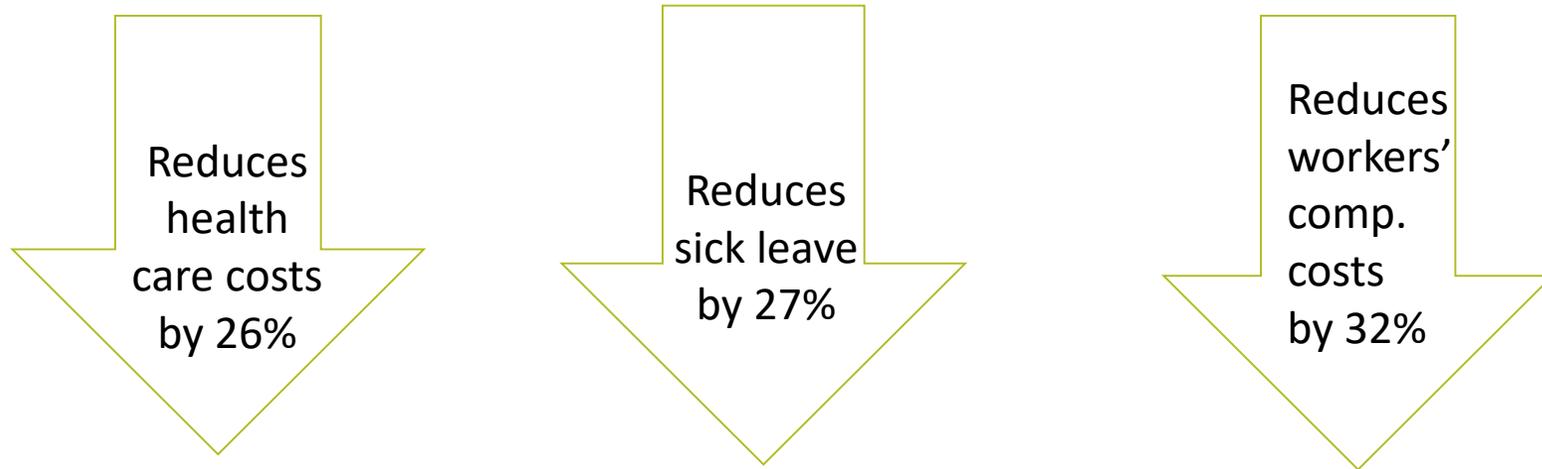
## Organizational

- Decrease employee absenteeism
- Increase productivity
- Decrease health care costs

## Employees

- Improved health and fitness
- Increased concentration and focus
- Increased employee morale and job satisfaction

# Financial Benefits of Worksite Wellness



## Return on Investment

For every \$1 spent on wellness programs, an average of \$5 (range of \$2–19) is saved

# How BANPAC Can Support

- Technical assistance to design and create policies and implementation plans from public health professionals with 10+ years of experience working on organizational wellness
- Free educational materials and resources to support the implementation of these policies
- Recognition on the Bay Area Nutrition & Physical Activity Collaborative (BANPAC) website and in BANPAC E-blasts, which are sent to over 500 members
- Framed certificate and recognition

Contact us to join the movement!

Thank you!!

Sweetened-Sugar Beverage Tax Revenues - Budget v. Actual  
 October 10, 2019

<b>SSBT (Fund 1030) Revenue: Budgeted vs Actual</b>			
<b>Fiscal Year</b>	<b>Budget*</b>	<b>Actuals</b>	<b>Over/(Under)</b>
FY 2018	\$5,970,000	\$11,110,384	\$5,140,384
FY 2019	\$10,626,000	\$9,554,698	(\$1,071,302)
FY 2020**	\$10,626,000	\$1,474,987	(\$9,151,013)
<b>Total</b>	<b>\$27,222,000</b>	<b>\$22,140,069</b>	<b>(\$5,081,931)</b>

**Note:**

\* Excludes transfers from fund balance

\*\* FY 20 Revenue Actuals from Q1

FY18 Audited

FY19 Unaudited



## MEMORANDUM

**TO:** SSB Advisory Board

**FROM:** Adam Benson  
Director of Finance

**SUBJECT:** SSB Revenue Questions

**DATE:** November 13, 2019

On Friday, November 8, 2019, SSB Advisory Board staff submitted the following questions to the Finance Department. This is a follow-up to the SSB Distribution Tax Revenue Report presented on behalf of the Finance Department at the October 14, 2019 SSB Advisory Board meeting. This memorandum provides answers to those questions.

- 1. FY2020 1Q revenues are significantly lower than the prior period. Please confirm that this [\$1,474,987] is the actual revenue for Q1.**

*Answer:* Actual collection of SSBT for the first quarter Fiscal Year (FY) 2019-20 is \$2,470,798, which is 2.92% less than the same period a year ago. The variance from the original report is due to timing of the receipt of revenues. Funds for any reporting period are not usually received until the close of the month following the close of the reporting period. For example, SSB tax revenues for October are not due and payable until November 15, 2019.

MuniServices the City's contracted SSBT management company, disburses all funds received by the end of the month (e.g., October 2019 revenues are disbursed to the City on November 30, 2019). The receipt of such payment could very well be recorded in December since the funds may not show up in the City's bank account until December 1.

- 2. Provide an explanation of any trends you might be seeing in description of decrease in previous year.**

*Answer:* SSBT appears to stabilize through the first quarter of the current fiscal year when compared to the same quarter a year ago. For additional information on trends, please see the month-by-month summary table in Question 3.

- 3. Is it possible to get a month-by-month breakdown [of revenues] over the last three years?**

*Answer:* Please see the table on the following page.

#4

Month	Revenue	Month	Revenue	Month	Revenue
Jul-17	\$849,704	Jul-18	\$802,216	Jul-19	\$1,024,352
Aug-17	\$1,013,809	Aug-18	\$819,370	Aug-19	\$820,005
Sep-17	\$1,055,069	Sep-18	\$874,770	Sep-19	\$626,441
Oct-17	\$949,658	Oct-18	\$793,050	Oct-19	n/a
Nov-17	\$927,096	Nov-18	\$932,077	Nov-19	n/a
Dec-17	\$1,006,253	Dec-18	\$766,041	Dec-19	n/a
Jan-18	\$887,291	Jan-19	\$680,942	Jan-20	n/a
Feb-18	\$798,541	Feb-19	\$648,257	Feb-20	n/a
Mar-18	\$1,094,726	Mar-19	\$764,874	Mar-20	n/a
Apr-18	\$694,111	Apr-19	\$765,372	Apr-20	n/a
May-18	\$876,443	May-19	\$787,288	May-20	n/a
Jun-18	\$923,088	Jun-19	\$599,921	Jun-20	n/a
<b>Total</b>	<b>\$11,075,790</b>	<b>Total</b>	<b>\$9,234,179</b>	<b>Total</b>	<b>\$2,470,798</b>

4. Is it possible to get the final budget document sent out as an email blast?

*Answer:* The FY 2019-21 Adopted Budget can be accessed at the following link:  
[www.oaklandca.gov/budget](http://www.oaklandca.gov/budget).

5. What line item in the final budget includes the administrative fees for Muni Services?

*Answer:* The costs of MuniServices, LLC, is included in the Adopted Expenditures in the Finance Department in the FY 2019-21 Budget Book. (see pages E-50 and E-51 for FY 2019-20 and FY 2020-21, respectively).

Respectfully submitted,

/s/

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Adam Benson  
 Director of Finance, Finance Department

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# FINANCIAL SUMMARIES

## FY 2019-21 ADOPTED BUDGET SUMMARY BY FUND

Please note that the estimated beginning and end fund balances, noted in the table below, may contain amounts that are committed, legal restricted, or otherwise obligated an unavailable for appropriation.

Fund Description	FY 2018-19 Projected Ending Fund Balance **	FY 2019-20 Adopted Revenues	FY 2019-20 Adopted Expenditures	FY 2019-20 Adopted Positions (FTE)
<b>1010 - General Purpose Fund (GPF) *</b>	<b>52,273,623</b>	<b>655,127,232</b>	<b>655,127,232</b>	<b>2,485.09</b>
Mayor			3,733,891	10.75
City Council			5,987,149	30.92
City Administrator		2,623,344	14,390,138	75.20
City Attorney			13,499,931	55.12
City Auditor			2,309,876	10.00
City Clerk		5,000	3,292,242	9.36
Police Commission			4,101,998	17.00
Public Ethics Commission			1,160,831	6.00
Finance		610,704,855	25,250,116	120.86
Information Technology		2,541,944	10,682,344	46.42
Race & Equity			637,915	3.00
Human Resources Management		340,000	6,542,490	33.90
Violence Prevention			634,639	2.00
Police		7,094,267	290,928,503	1,164.41
Fire		19,106,875	164,364,388	621.85
Oakland Public Library		202,206	13,000,000	54.40
Oakland Parks, Recreation & Youth Development		168,064	13,580,316	72.76
Human Services		195,000	15,788,198	35.48
Economic & Workforce Development		1,105,000	5,438,681	16.07
Planning & Building		120,000	16,000	
Oakland Public Works			3,588,634	23.55
Transportation			11,485,511	76.04
Non-Departmental		10,920,677	44,181,711	
Capital Improvement Projects			531,730	
<b>1020 - Vital Services Stabilization Fund *</b>	<b>14,322,728</b>	<b>20,841</b>	<b>20,841</b>	<b>-</b>
Non-Departmental		20,841	20,841	
<b>1030 - Measure HH (SSBDT) *</b>	<b>10,350,562</b>	<b>18,336,450</b>	<b>18,336,450</b>	<b>49.02</b>
City Administrator			154,655	1.00
Finance		18,336,450	351,752	0.40
Race & Equity			100,000	
Oakland Parks, Recreation & Youth Development			8,923,314	39.62
Human Services			5,517,022	8.00
Economic & Workforce Development			400,000	
Non-Departmental			1,000,000	
Capital Improvement Projects			1,889,707	

\* Includes transfer to or from fund balance and mandated reserves.

\*\*Fund balances shown are reduced for estimated project and encumbrance carryforward obligations; Year-end fund balances are pre-audited.

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# FINANCIAL SUMMARIES

## FY 2019-21 ADOPTED BUDGET SUMMARY BY FUND

Fund Description	FY 2020-21 Adopted Positions (FTE)	FY 2020-21 Adopted Revenues	FY 2020-21 Adopted Expenditures	FY 2020-21 Estimated Ending Fund Balance
<b>1010 - General Purpose Fund (GPF) *</b>	<b>2,494.05</b>	<b>684,546,119</b>	<b>684,546,119</b>	<b>39,705,680</b>
Mayor	10.75		3,852,277	
City Council	30.92		6,121,027	
City Administrator	76.20	2,976,608	15,166,163	
City Attorney	55.52	539,616	14,049,152	
City Auditor	10.00		2,426,363	
City Clerk	9.36	5,000	3,051,643	
Police Commission	17.00		4,320,062	
Public Ethics Commission	6.00		1,300,237	
Finance	121.06	636,244,101	25,702,795	
Information Technology	49.42	2,618,202	11,515,794	
Race & Equity	3.00		659,313	
Human Resources Management	33.90	345,000	6,749,986	
Violence Prevention	2.00		656,665	
Police	1,168.81	7,108,267	301,809,379	
Fire	622.85	19,620,708	169,585,818	
Oakland Public Library	52.00	204,672	13,000,000	
Oakland Parks, Recreation & Youth Development	72.76	4,113,876	18,558,125	
Human Services	35.84	195,000	15,301,922	
Economic & Workforce Development	16.07	1,105,000	5,133,807	
Planning & Building	1.00	120,000	421,355	
Oakland Public Works	23.55		3,664,900	
Transportation	76.04		11,707,269	
Non-Departmental		9,350,069	49,252,787	
Capital Improvement Projects			539,280	
<b>1020 - Vital Services Stabilization Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,343,569</b>
Non-Departmental				
<b>1030 - Measure HH (SSBDT) *</b>	<b>49.02</b>	<b>10,620,950</b>	<b>10,620,950</b>	<b>2,640,112</b>
City Administrator	1.00		160,240	
Finance	0.40	10,620,950	355,400	
Race & Equity			100,000	
Oakland Parks, Recreation & Youth Development	39.62		5,151,834	
Human Services	8.00		3,453,476	
Economic & Workforce Development			400,000	
Non-Departmental			1,000,000	
Capital Improvement Projects				

\* Includes transfer to or from fund balance and mandated reserves.

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