

File No. 21 0568

Committee Item No. 3

Board Item No. 33

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date July 12, 2021

Board of Supervisors Meeting

Date July 20, 2021

### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- Memorandum of Understanding (MOU)
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 - Ethics Commission
- Award Letter
- Application
- Form 700
- Vacancy Notice
- Information Sheet
- Public Correspondence

### OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Victor Young Date July 8, 2021

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

### RULES COMMITTEE

#### SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Aaron Peskin, Chair  
Rules Committee

FROM: Victor Young, Assistant Clerk *Victor Young*

DATE: July 12, 2021

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**  
Tuesday, July 13, 2021

The following file should be presented as a **COMMITTEE REPORT** at the Board Meeting on Tuesday, July 13, 2021. This item was acted upon at the Rules Committee Meeting on Monday, July 12, 2021, at 10:00 a.m., by the votes indicated.

#### **Item No. 41 File No. 210568**

[Administrative Code - Biennial Food Security and Equity Report]

Ordinance amending the Administrative Code to direct the Department of Public Health to report biennially on food security and equity, with input from other departments.

#### RECOMMENDED AS COMMITTEE REPORT

Vote: Supervisor Rafael Mandelman - Aye  
Supervisor Connie Chan - Aye  
Supervisor Aaron Peskin - Aye

c: Board of Supervisors  
Angela Calvillo, Clerk of the Board  
Alisa Somera, Legislative Deputy Director  
Anne Pearson, Deputy City Attorney

1 [Administrative Code - Biennial Food Security and Equity Report]

2

3 **Ordinance amending the Administrative Code to direct the Department of Public Health**  
4 **to report biennially on food security and equity, with input from other departments.**

5 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
6 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
7 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
8 **Board amendment additions** are in double-underlined Arial font.  
9 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
10 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
11 subsections or parts of tables.

9

10 Be it ordained by the People of the City and County of San Francisco:

11

12 Section 1. The Administrative Code is hereby amended by adding Chapter 59A,  
13 consisting of Sections 59A.1, 59A.2, and 59A.3, to read as follows:

14 **CHAPTER 59A: FOOD SECURITY AND EQUITY REPORTS**

15 **SEC. 59A.1. PURPOSE AND INTENT.**

16 *This Chapter 59A is intended to codify a method for the Department of Public Health to collect*  
17 *and aggregate data related to food security and health equity from other City departments and then*  
18 *publish a biennial report based on that data. The report is intended to identify the populations in the*  
19 *City that are food insecure; that are receiving City food-related services, whether those services*  
20 *address health, racial, geographic, age, or other inequities; and what barriers to food security exist. If*  
21 *the City establishes a program of grant-supported food empowerment markets, the report is also*  
22 *intended to inform the Human Services Agency in its implementation and awarding of grants under*  
23 *such a program.*

24 **SEC. 59A.2. FOOD SECURITY AND EQUITY REPORTS.**

25

1            (a) **Biennial Report.** The Department of Public Health (“DPH”) shall publish a Food Security  
2 and Equity Report (“Biennial Report”) by October 1, 2023, and by October 1 every second year  
3 thereafter. The Biennial Report shall contain information and analysis on food security and equity in  
4 the City, as detailed in subsection (d).

5            (b) **Reporting Departments and Other Reporting Entities.**

6            (1) DPH shall work in collaboration with the Department of Children, Youth, and Their  
7 Families, Department of Disability and Aging Services, Department of Benefits and Family Support,  
8 Department of Homelessness and Supportive Housing, Office of Early Care and Education, First 5 San  
9 Francisco, Recreation and Parks Department, Human Rights Commission, Municipal Transportation  
10 Agency, Planning Department, Department of the Environment, Office of Economic and Workforce  
11 Development, Office of the Controller, Office of Contract Administration, and Treasurer & Tax  
12 Collector (the “Reporting Departments”) to collect data and publish the Biennial Report.

13            (2) DPH ~~may~~shall request data from the San Francisco Unified School District and the  
14 San Francisco Housing Authority and include such data in the Biennial Report, as outlined in  
15 subsections (c) and (d). If either entity provides such data, that entity shall be considered a Reporting  
16 Department for purposes of this Section 59A.2.

17            (3) DPH may request data from other relevant entities, including, for example, grantees  
18 of any food empowerment markets established by the City pursuant to Administrative Code Section  
19 10.100-72 and City-funded community-based organizations.

20            (c) **Data Collection.**

21            (1) DPH shall provide a preliminary data set on health conditions and health  
22 disparities of City residents (“Preliminary Data Set”) to the Reporting Departments. The Preliminary  
23 Data Set shall include data on relevant social conditions and defined group conditions and, to the  
24 extent feasible, such data shall be disaggregated by race, ethnicity, and sexual orientation and gender  
25 identity. Relevant social conditions include, by way of example but not limitation, poverty and

1 malnutrition. Defined group conditions include, by way of example but not limitation, hypertension  
2 and other cardiovascular diseases, low birth weight, diabetes, weight, mental health conditions, and  
3 dietary intake.

4 \_\_\_\_\_ (2) DPH shall develop and provide a food program data framework (“Food Program  
5 Data Framework”) to the Reporting Departments. The Food Program Data Framework shall provide  
6 Reporting Departments with guidelines for applying the Preliminary Data Set to programs or  
7 initiatives within each Reporting Department and a format for the Reporting Departments to send  
8 relevant data, reports, and recommendations to DPH. The Food Program Data Framework should  
9 include at least the following: available descriptors of the population served (such as household size  
10 and household income), funding for food-related programs (including from federal, state, and City  
11 grants or funds), racially disaggregated enrollment in food programs, service volumes, and geographic  
12 distribution of program services. DPH may include other information in the Food Program Data  
13 Framework as it deems appropriate, and may request the Reporting Departments to provide  
14 information as a narrative report, a data set, or other appropriate response.

15 \_\_\_\_\_ (3) After receiving the Preliminary Data Set and Food Program Data Framework, the  
16 Reporting Departments shall apply the Preliminary Data Set to applicable programs or initiatives  
17 within their departments as prescribed in the Food Program Data Framework. Applicable programs  
18 or initiatives include those that provide a food- or nutrition-related service or food- or nutrition-related  
19 income support. Each Reporting Department shall develop a food security data set (“Food Security  
20 Data Set”) in alignment with the Food Program Data Framework using existing data from each  
21 Reporting Department. Nothing in this Section 59A.2 shall be construed as mandating additional or  
22 new data collection by a Reporting Department beyond data a department already collects. Within 120  
23 days after receiving the Preliminary Data Set and Food Program Data Framework, each Reporting  
24 Department shall submit its Food Security Data Set to DPH. DPH may answer inquiries from and

1 assist any Reporting Department during development of each department's Food Security Data Set to  
2 help that department meet the requirements and intent of this Section 59A.2.

3 (d) **Biennial Report Contents.** DPH shall incorporate into the Biennial Report each Reporting  
4 Department's Food Security Data Set and the Biennial Report shall address, to the extent feasible, at  
5 least the following:

6 (1) Information describing the current state of food insecurity in the City with  
7 demographics and analysis of household need, including, at a minimum, (A) household income and  
8 self-sufficiency, (B) population-level food insecurity estimates, (C) results of standardized food security  
9 screenings in public agencies and community programs, (D) analysis of health disparities for which  
10 nutrition is critical, and (E) data from residents experiencing food insecurity on their needs and their  
11 experience with city-funded programs.

12 (2) Information describing food-related programs or services delivered to City residents  
13 by federal, state, and local governments and private entities. Examples of such information include  
14 financial resources (such as CalFresh, WIC, food vouchers, and income support); food access services  
15 (such as free dining rooms, food pantries, school meals, and congregate and home-delivered meals);  
16 and related services (such as nutrition education).

17 (3) Analysis of system infrastructure to support food security, including information and  
18 referral systems, community food infrastructure (including, for example, kitchens in housing units, food  
19 storage, transportation, and workforce), and urban agriculture.

20 (4) Analysis of health and other inequities as applied to food security programs.

21 (5) Recommendations for policies, programs, and budget from DPH, the Reporting  
22 Departments, and the Food Security Task Force (established in Article X, Chapter 5 of the  
23 Administrative Code) to address food insecurity, gaps in resources, and system infrastructure, to  
24 address health, racial, geographic, age, and other inequities.

1 DPH may include additional information, such as Supervisorial district-level data, as  
2 appropriate, in the Biennial Report. The Office of Economic Workforce Development shall contribute  
3 to the Biennial Report an analysis of economic development potential of community food system and  
4 food security initiatives.

5 (e) **De-Identified Information.** The Biennial Report shall present information in de-identified  
6 form to protect the privacy of individuals whose data are included. Data collected and shared between  
7 the Reporting Departments and DPH necessary for preparation of the Biennial Report shall be  
8 confidential as between the Reporting Departments and DPH to the extent required by law.

9 (f) **Food Security Task Force.** The Food Security Task Force shall consult with DPH to  
10 review the Food Security Data Sets received from the Reporting Departments and develop  
11 recommendations for inclusion in the Biennial Report, and shall assist DPH in preparation and  
12 presentation of the Biennial Report to the Board of Supervisors and the Mayor, as specified in  
13 subsection (h). The Food Security Task Force may assist DPH in collecting data from non-City entities  
14 for inclusion in the Biennial Report.

15 (g) **Office of Racial Equity.** The Office of Racial Equity shall assist DPH in preparation of the  
16 Biennial Report by coordinating with the Office of Contract Administration to identify contracts and  
17 grants with community-based organizations that provide City-funded food security programs and  
18 services and request data from those community-based organizations. To the extent feasible, the Office  
19 of Racial Equity may provide the Food Program Data Framework to the community-based  
20 organizations or otherwise solicit data from the community-based organizations that address the  
21 contents of the Biennial Report listed in subsection (d) and as determined by DPH. The Office of  
22 Racial Equity shall assist DPH in preparation of the Biennial Report based on any data received from  
23 the community-based organizations.

24 (h) **Presentation to Board of Supervisors and Mayor.** DPH shall present the Biennial Report  
25 to the Board of Supervisors and the Mayor, along with any recommendations for legislation or other





**REVISED LEGISLATIVE DIGEST**

(Amended in Board, 7/13/2021)

[Administrative Code - Biennial Food Security and Equity Report]

**Ordinance amending the Administrative Code to direct the Department of Public Health to report biennially on food security and equity, with input from other departments.**

Existing Law

There is currently no legal requirement for the Department of Public Health (“DPH”) to publish a food security and equity report. Under Article X, Chapter 5 of the Administrative Code, there exists the Food Security Task Force that receives clerical and logistical support from DPH. The Task Force is charged with recommending to the Board of Supervisors legislative action and City-wide strategies to address hunger and enhance the food security of City residents. The Task Force is also required to prepare an annual assessment on the state of hunger and food insecurity in the City.

Amendments to Current Law

The Proposed Legislation would amend the Administrative Code to require DPH to publish a biennial report on food security and equity in the City. The Proposed Legislation would also codify a method for DPH to solicit data for the report from other City departments. DPH would first send health equity-related data to other City departments along with a framework informing the departments how to apply that data. Within 120 days of receiving the health equity data from DPH, the departments would apply the data to food- or nutrition-related programs or services those departments provide and then send that resulting information back to DPH along with any policy or budget recommendations. The Proposed Legislation clarifies that departments are not required to gather new data and would only send existing information to DPH. DPH would then use each department’s information to draft the report.

The report would address at least the following topics: (1) information on the current state of food insecurity in the City; (2) information describing food-related programs or services delivered to City residents; (3) analysis of the system infrastructure used to support food security; (4) analysis of health and other inequities as applied to food security programs; and (5) policy and budget recommendations. The Proposed Legislation would also require the Food Security Task Force to consult with DPH in drafting the report and would require the Office of Racial Equity to assist in soliciting data from City-funded community-based organizations that provide food security-related services. Finally, DPH would present the report to the Board of Supervisors and the Mayor.

Background Information

Currently, the Food Security Task Force is required to produce an annual assessment of the state of hunger and food insecurity in the City. The Proposed Legislation is intended to create a more robust report that solicits input from City departments and other entities that have programs or services relating to food security. The Proposed Legislation would identify City populations that are food insecure and those that are receiving City-sponsored food-related services. It would also answer whether those City services adequately address health and other inequities and what barriers to food security exist. The answers to those questions could then be used to target future food service programs to appropriate City populations and reduce barriers to service for those populations. The Proposed Legislation would complement a separate proposed legislation that in turn would establish a grant-supported food empowerment market fund, which would be administered by the Human Services Agency. The report produced by this Proposed Legislation would inform where to target grants issued by the food empowerment market fund and also receive information from grantees of the fund for inclusion in future food security and equity reports.

n:\legana\as2021\2100367\01531066.docx

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

TO: Dr. Grant Colfax, Director, Department of Public Health

FROM: Victor Young, Assistant Clerk *Victor Young*

DATE: May 24, 2021

SUBJECT: LEGISLATION INTRODUCED

---

The Board of Supervisors' Rules Committee received the following proposed legislation:

**File No. 210568**

**Ordinance amending the Administrative Code to direct the Department of Public Health to report biennially on food security and equity, with input from other departments.**

If you have comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: [victor.young@sfgov.org](mailto:victor.young@sfgov.org).

- c. Greg Wagner, Department of Public Health  
Dr. Naveena Bobba, Department of Public Health  
Sneha Patil, Department of Public Health  
Arielle Fleisher, Department of Public Health

Member, Board of Supervisors  
District 3



City and County of San Francisco

**AARON PESKIN**

---

DATE: July 7, 2021  
TO: Angela Calvillo  
Clerk of the Board of Supervisors  
FROM: Supervisor Aaron Peskin, Chair, Rules Committee  
RE: Rules Committee  
COMMITTEE REPORT

---

Pursuant to Board Rule 4.20, as Chair of the Rules Committee, I have deemed the following matter is of an urgent nature and request it be considered by the full Board on Tuesday, July 13, as a Committee Report:

**210567 Administrative Code - Food Empowerment Market Fund**

Ordinance amending the Administrative Code to establish a special fund for grants to nonprofit agencies to establish and operate food empowerment markets, and designating the Human Services Agency to administer and establish rules for the program.

**210568 Administrative Code - Biennial Food Security and Equity Report**

Ordinance amending the Administrative Code to direct the Department of Public Health to report biennially on food security and equity, with input from other departments.

**210719 Administrative Code - Food Security Task Force Sunset Date Extension**

Ordinance amending the Administrative Code to extend the sunset date of the Food Security Task Force from July 1, 2021, to July 1, 2024, and to reference among the Task Force's duties assisting with the Department of Public Health's Food Security and Equity Report.

These matters will be heard in the Rules Committee at a Regular Meeting on Monday, July 12, 2021, at 10:00 a.m.

*/s/ Aaron Peskin*