

Sugar-Sweetened  
Beverage Product  
Panel of Experts  
Commission

**Sugar-Sweetened Beverage Product  
Panel of Experts Commission**  
**Thursday, April 17<sup>th</sup>, 2025, 6:00pm – 8:00pm**  
**Meeting Location:**  
South Berkeley Senior Center  
2939 Ellis Street, Berkeley, CA 94703  
P: 510-981-5350

## **MEETING AGENDA**

### **Preliminary Matters**

1. Roll Call
2. Introduction of new Commission members
3. Approval of Draft Minutes from 03/20/2025 regular meeting – **Attachment 1**

The public may comment virtually about any item **not** on the agenda. **Public comments are limited to two minutes per speaker.** Public comments regarding agenda items will be heard while the Commission is discussing the item.

### **Discussion and Action Items**

Public comments regarding agenda items will be heard while the Commission is discussing the item. Public comments are limited to two minutes per speaker.

1. **Subcommittee Reports – Ad Hoc Application Review Subcommittee**
2. **Discussion 1:** Healthy Checkout Ordinance Protocol (Crawford)
3. **Action 1:** Approve Agency Funding Recommendations for FY26/FY27 Grant Cycle (Crawford)
4. **Action 2:** Approve Work Plan 2025-2026 (Kao).
5. **Action 3:** Add/Remove Subcommittees/ Members (Crawford)

### **Information Items**

1. Commission Work Plan – **Attachment 2**
2. Approved Meeting Minutes 02/20/2025 – **Attachment 3**
3. Commission Meeting Dates 2025 – **Attachment 4**
4. Subcommittee Roster– **Attachment 5**
5. City Council Timeline 2025 – **Attachment 6**
6. Soda Tax Revenues – **Attachment 7**

***A Vibrant and Healthy Berkeley for All***

1947 Center Street, 2<sup>nd</sup> Floor, Berkeley, CA 94704 Tel: 510.981.5300 TDD: 510.981.6903 Fax: 510.981.5395  
E-mail: [publichealth@ci.berkeley.ca.us](mailto:publichealth@ci.berkeley.ca.us) - <http://www.cityofberkeley.info/health/>

**CONFLICT OF INTEREST INFORMATION:** City commissioners, pursuant to Government Code section 1090, are responsible for recusing themselves from all commission discussions and actions in which they may have a conflict of interest. If your affiliation, paid or unpaid, with other agencies has changed since the last meeting of this commission, your ability to participate in commission activities may have changed. Individual guidance is available from the City Attorney's Office (CAO). Commissioners are encouraged to consult with the CAO if they have questions, concerns, or would like clarification about matters related to potential conflicts of interest.

**The CAO may be reached at:**

Email: [attorney@cityofberkeley.info](mailto:attorney@cityofberkeley.info)  
TEL: (510) 981-6950 TDD: (510) 981-6903, FAX: (510) 981-6960  
2180 Milvia Street 4th Floor, Berkeley, CA 94704 - Office Hours: Mon-Fri, 8am-5pm

**THERE IS NO MEETING IN AUGUST/DECEMBER.** Please visit the City of Berkeley's Commission webpage <http://www.cityofberkeley.info/commissions> for meeting details and updates.

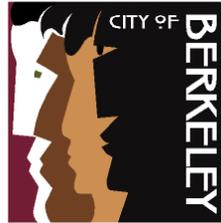
**AMERICAN DISABILITIES ACT DISCLAIMER:** This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

**SB 343 DISCLAIMER:**

Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Public Health Division located on 1947 Center Street, Berkeley, CA 94704.

**COMMUNICATION DISCLAIMER:**

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the commission secretary for further information.



## **Sugar-Sweetened Beverage Product Panel of Experts Commission**

Thursday, March 20<sup>th</sup>, 2025. 6:00 – 8:00 PM

### **Meeting Location:**

South Berkeley Senior Center  
2939 Ellis Street, Berkeley, CA 94703  
P: 510-981-5350

## **DRAFT MEETING MINUTES**

The meeting convened at 6:10pm.

### **ROLL CALL**

**Present:** Commissioners Morales, Rodriguez, Mashama, Crawford, Esonwune, Hecht, Chan (6:19).  
**Absent:** Commissioners Kao, Lopez.  
**Excused:** None.  
**Staff present:** Roberto Terrones.

**COMMENTS FROM THE PUBLIC** None.

### **ACTION ON MINUTES**

**Approval of Minutes - Moved to approve the draft minutes of the meeting on 02/20/2025.**

**M/S/C:** Hecht/Morales.

**Ayes:** Commissioners, Morales, Rodriguez, Mashama, Crawford, Esonwune, Hecht.  
**Noes:** None.  
**Abstain:** None.  
**Absent from vote:** Commissioners Chan, Kao, Lopez.  
**Recused:** None.  
**Excused:** None.

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**1. Motion to create the Ad-Hoc Application Review Subcommittee, and add Commissioners Morales, Hecht, and Esonwune as members; and, Commissioners Kao, Lopez, Crawford as alternates.**

**M/S/C:** Rodriguez/Hecht.

**Ayes:** Commissioners, Morales, Rodriguez, Mashama, Crawford, Esonwune, Hecht, Chan.  
**Noes:** None.  
**Abstain:** None.  
**Absent from vote:** Commissioners Kao, Lopez.  
**Recused:** None.  
**Excused:** None.

**2. Motion to appoint Commissioner Hecht to represent the SSBPPE Commission on the 3/25 Council Meeting.**

**M/S/C:** Esonwune/Morales.

**Ayes:** Commissioners, Morales, Mashama, Crawford, Esonwune, Hecht, Chan.  
**Noes:** None.  
**Abstain:** None.  
**Absent from vote:** Commissioners Kao, Lopez, Rodriguez.  
**Recused:** None.  
**Excused:** None.

**The meeting adjourned at 7:43pm.**

**NEXT MEETING:**

The next meeting is scheduled for **Thursday, April 17<sup>th</sup>, 2025**. Please check the SSBPPE Commission page on the City of Berkeley Commission webpage for updated information.

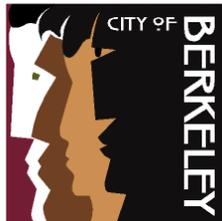
Respectfully Submitted, Roberto Terrones, Commission Secretary  
**Minutes will be approved at the April 17<sup>th</sup>, 2025 regular meeting.**

**Sugar-Sweetened Beverage Product Panel of Experts Commission**  
**Proposed Work Plan –4/2024 – 3/2025**

Task	Activity	Actions Needed in Advance	2024										2025		
			April	May	June	July	Aug	Sept	October	November	December	January	February	Mar	
1)	Conduct periodic commission	Distribution of agenda	X	X	X	X		X	X	X		X	X	X	
2)	Discuss with fiscal about current revenues vs. projected revenues and discuss disbursement plan (quarterly)	Fiscal data requested and distributed		X				X		X			X		
3)	Annual grantee presentations to the commission	Grantees contacted and scheduled; Ask grantees to share how they disseminate re: SSB tax funds	X	X	X	X								X	
4)	Discuss with city staff internal activities funded by soda tax (e.g.	Schedule staff for discussion		X	X	X									
5)	Discuss Epi research related to health as well as evaluation data from grantees including BUSD & YRBS.	Schedule staff for discussion Email request for health status report that incl. chronic disease data, dental caries, and any health behaviors related to sugar/diet)		X											
6)	Discuss city beverage procurement implementation.	Send communication to Council to obtain beverage procurement data; Roberto will help get request into right template		X	X										
7)	Discuss creation of a system to evaluate city beverage procurement	Obtain information of current beverage procurement data			X	X									
8)	Discuss status of healthy checkout policy implementation	Arrange meeting with public health nutrition staff/get update from nutritionist (Angelica)		X											
9)	Discuss numbers of stores assessed and outcomes by public health environmental department.	Arrange meeting with public health environmental health department			X	X									
10)	Create a plan for educating the public re soda tax success	Gather information on options for educating the public; add'l steps TBD, depending on \$			X	X									
11)	Write report for council, press, etc.	Gather data and information for report						X							
12)	Discuss fiscal data from the prior 12 months of tax revenue (to determine grant funds for 2025-26)	Fiscal data requested and distributed											Policy committee →council		
13)	Prepare new proposal guidelines for 2025-2026 (18 mo)	Distribute past proposal guidelines as a template						X		Nov 15: Issue new RFP	Dec 20: proposals due				
14)	Plan workshop for assisting with grant writing for community groups	Promote and coordinate meeting for potential grantees						X	X						
15)	Review and recommend proposals for funding	Distribute past review criteria and letters for funding										Resolution	Funding recs due to council		







## Sugar-Sweetened Beverage Product Panel of Experts Commission

Thursday, February 20<sup>th</sup>, 2025. 6:00 – 8:00 PM

### Meeting Location:

South Berkeley Senior Center  
2939 Ellis Street, Berkeley, CA 94703  
P: 510-981-5350

## MEETING MINUTES

The meeting convened at 6:10pm.

### ROLL CALL

**Present:** Commissioners Morales, Rodriguez, Mashama (6:21),  
Kao, Lopez, Crawford, Esonwune, Hecht, Chan (6:26).  
**Absent:** None.  
**Excused:** None.  
**Staff present:** Roberto Terrones, Scott Gilman.

**COMMENTS FROM THE PUBLIC** One community member.

### ACTION ON MINUTES

**Approval of Minutes - Moved to approve the draft minutes of the meeting on 01/16/2025.**

**M/S/C:** Rodriguez/Lopez.

**Ayes:** Commissioners Rodriguez, Kao, Lopez, Crawford,  
Esonwune, Hecht.  
**Noes:** None.  
**Abstain:** Commissioner Morales.  
**Absent from vote:** Commissioners Mashama, Chan.  
**Recused:** None.  
**Excused:** None.

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**1. Motion to elect Commissioner Crawford as Commission Chair, and Commissioner Esonwune as Vice-Chair.**

**M/S/C:** Rodriguez/Kao.

**Ayes:** Commissioners Morales, Rodriguez, Mashama, Kao, Lopez, Crawford, Esonwune, Hecht, Chan.  
**Noes:** None.  
**Abstain:** None.  
**Absent from vote:** None.  
**Recused:** None.  
**Excused:** None.

**2. Motion to approve communication memo to Council on Governor's Executive Order N-1-25 with edits.**

**M/S/C:** Kao/Rodriguez.

**Ayes:** Commissioners Morales, Rodriguez, Mashama, Kao, Lopez, Crawford, Esonwune, Hecht, Chan.  
**Noes:** None.  
**Abstain:** None.  
**Absent from vote:** None.  
**Recused:** None.  
**Excused:** None.

**3. Motion to add Commissioner Hecht to the Sugary Drinks Policy Subcommittee.**

**M/S/C:** Rodriguez/Kao.

**Ayes:** Commissioners Morales, Rodriguez, Mashama, Kao, Lopez, Crawford, Esonwune, Hecht, Chan.  
**Noes:** None.  
**Abstain:** None.  
**Absent from vote:** None.  
**Recused:** None.  
**Excused:** None.

**The meeting adjourned at 7:30pm.**

**NEXT MEETING:**

The next meeting is scheduled for **Thursday, March 20<sup>th</sup>, 2025**. Please check the SSBPPE Commission page on the City of Berkeley Commission webpage for updated information.

Respectfully Submitted, Roberto Terrones, Commission Secretary  
**Minutes were approved at the March 20<sup>th</sup>, 2025 regular meeting.**

## 2025 Commission Meeting Dates

Please complete this form and email it to the  
[Commission Inbox](#)

Name of Commission: Sugar-Sweetened Beverage Product Panel of Experts Commission

Commission Secretary: Roberto Terrones

### Please Note the Commission Meeting Dates for 2024 Below

Please fill in meeting date below. If no meeting for the month is scheduled please note as "No Meeting."

### 2025 Meeting Dates

Month	Meeting Day and Date	Time
<b>January 2025</b>	Thursday 1/16/2025	6:00 pm
<b>February 2025</b>	Thursday 2/20/2025	6:00 pm
<b>March 2025</b>	Thursday 3/20/2025	6:00 pm
<b>April 2025</b>	Thursday 4/17/2025	6:00 pm
<b>May 2025</b>	Thursday 5/15/2025	6:00 pm
<b>June 2025</b>	Thursday 6/19/2025	6:00 pm

Month	Meeting Day and Date	Time
<b>July 2025</b>	Thursday 7/17/2025	6:00 pm
<b>August 2025</b>	No Meeting	
<b>September 2025</b>	Thursday 9/18/2025	6:00 pm
<b>October 2025</b>	Thursday 10/16/2025	6:00 pm
<b>November 2025</b>	Thursday 11/20/2025	6:00 pm
<b>December 2025</b>	No Meeting	

[commission@cityofberkeley.info](mailto:commission@cityofberkeley.info)

**City Clerk Department**

Please contact our office at (510) 981-6908 with any questions.

## SSBPPE Subcommittee Roster

<b>Subcommittee</b>	<b>Subcommittee Description</b>	<b>Members</b>
Ad-hoc Work Plan	<i>Revision of 2024 Commission work plan.</i>	Xavier Morales Michael Rodriguez Pat Crawford Peace Esonwune
Media	<i>Give feedback on media materials that the Public Health Division disseminates to the public, prepare talking points for the media.</i>	Xavier Morales Janice Kao Michael Chan Themba Mashama
Prevention Strategies and Outcomes	<i>Review and revise requests for proposals, increase knowledge of the community, and evaluation.</i>	Pat Crawford Kenneth Hecht Vivian Lopez Janice Kao
Sugary Drinks Policy	<i>Recommend policies for the City Council.</i>	Pat Crawford Michael Rodriguez

### **Ad- Hoc Application Review Subcommittee**

Members: Commissioners Morales, Hecht, Esonwune

Alternate: Commissioners Kao, Lopez, Crawford

## CITY CLERK DEPARTMENT 2025 COUNCIL MEETING TIMELINE

COUNCIL MEETING	THURSDAY 12:00 PM - Day 33 -  DEPT. REPORTS DUE TO CLERK	MONDAY 5:00 PM - Day 22 -  COUNCIL MEMBER REPORTS DUE TO CLERK	THURSDAY 12:00 PM - Day 19 -  AGENDA COMMITTEE PACKET TO PRINT	MONDAY 2:30 PM - Day 15 -  AGENDA COMMITTEE MEETING	WEDNESDAY 11:00 AM - Day 13 -  FINAL AGENDA MEETING (PRINT AGENDA ON WED.)	THURSDAY By 5:00 PM - Day 12 -  COUNCIL AGENDA DELIVERY
<b>Winter Recess [December 11, 2024 through January 20, 2025]</b>						
Jan 21	12/19	12/30	1/2	1/6	1/8	1/9
Feb 11	1/9	1/21 (Tue)	1/23	1/27	1/29	1/30
Feb 25	1/23	2/3	2/6	2/10	2/12	2/13
Mar 11	2/6	2/18 (Tue)	2/20	2/24	2/26	2/27
Mar 18	2/13	2/24	2/27	3/3	3/5	3/6
Mar 25	2/20	3/3	3/6	3/10	3/12	3/13
<b>Spring Recess [March 26 through April 14, 2025]</b>						
Apr 15	3/13	3/24	3/27	4/1 (Tue)	4/2	4/3
Apr 29	3/27	4/7	4/10	4/14	4/16	4/17
May 6	4/3	4/14	4/17	4/21	4/23	4/24
May 20	4/17	4/28	5/1	5/5	5/7	5/8
Jun 3	5/1	5/12	5/15	5/20 (Tue)	5/21	5/22
Jun 17	5/15	5/27 (Tue)	5/29	6/2	6/4	6/5
Jun 24	5/22	6/2	6/5	6/9	6/11	6/12
Jul 8	6/5	6/16	6/19	6/23	6/25	6/26
Jul 22	6/19	6/30	7/3	7/7	7/9	7/10
Jul 29	6/26	7/7	7/10	7/14	7/16	7/17
<b>Summer Recess [July 30 through September 8, 2025]</b>						
Sep 9	8/7	8/18	8/21	8/25	8/27	8/28
Sep 16	8/14	8/25	8/28	9/2 (Tue)	9/3	9/4
Sep 30	8/28	9/8	9/11	9/15	9/17	9/18
Oct 14	9/11	9/22	9/25	9/29	10/1	10/2
Oct 28	9/25	10/6	10/9	10/14 (Tue)	10/15	10/16
Nov 4	10/2	10/14 (Tue)	10/16	10/21 (Tue)	10/22	10/23
Nov 18	10/16	10/27	10/30	11/3	11/5	11/6
Dec 2	10/30	11/10	11/13	11/17	11/19	11/20
<b>Winter Recess [December 3, 2025 through January 26, 2026]</b>						

VTO Affected Dates	Holiday Affected Dates	Religious Holiday Affected Date
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Reports not submitted by the deadlines listed will not be included on the agenda.



**City of Berkeley**  
**Soda Tax Revenue-FY 2025**  
**For the Months of July 2024 - June 2025**

Month	Amount
Jul-24	88,874.27
Aug-24	87,682.02
Sep-24	98,960.91
Oct-24	67,105.85
Nov-24	98,608.25
Dec-24	84,944.49
Jan-25	104,623.13
Feb-25	70,139.88
Mar-25	106,890.45
Apr-25	
May-25	
Jun-25	
<b>Gross Revenue</b>	<b>\$ 807,829.25</b>

FY 2015	\$ 242,986.39
FY 2016	\$ 1,757,271.70
FY 2017	\$ 1,578,389.00
FY 2018	\$ 1,517,949.28
FY 2019	\$ 1,606,177.73
FY 2020	\$ 1,378,196.46
FY 2021	\$ 995,387.49
FY 2022	\$ 1,047,801.97
FY 2023	\$ 1,185,893.91
FY 2024	\$ 1,110,228.70
FY 2025	\$ 807,829.25
<b>Total</b>	<b>\$ 10,124,160.02</b>