

Title: Department of Elections Climate Action Plan

Data Year: Fiscal Year 2011-2012

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Date: March 29, 2013

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1. Introduction

Under San Francisco Environment Code Chapter 9, the City planned to reduce its greenhouse gas emissions to 1990 levels by 2012. By 2017, the goal is to reduce greenhouse gas levels by 25% below 1990 levels. As part of this effort, each City department writes an annual Climate Action Plan to identify and reduce emissions associated with its activities

The San Francisco Department of Elections conducts all federal, state, and municipal elections in the City and County of San Francisco. Department operations increase for each election, and the number and scale of elections in a given year will drive the Department’s energy consumption.

The Department’s main office is located in Room 48 of City Hall, and its warehouse is located at Pier 48, Shed B. The Department also uses a portion of Brooks Hall, under the Bill Graham Auditorium. Steam heat use in City Hall is the main source of the Department’s attributed energy consumption, but this is centrally controlled. Facility electricity consumption dropped 6% since last year.

Efforts to reduce vehicle trips have cut the Department’s gasoline consumption nearly in half over the past 4 years. Department staff will continue walk, take public transit, and find other alternatives to driving to maintain this goal.

2. Departmental Profile

-Departmental Mission

The mission of the Department of Elections is to conduct accurate and efficient elections under the rules and regulations established by federal, state, and local laws – notably the Voting Rights Act, the Help America Vote Act, the Americans with Disabilities Act, and the City's Equal Access to Services Ordinance; to have an open process that provides the public confidence in the election system; to provide and improve upon a public outreach and education plan to all eligible voters in San Francisco; and continue to improve upon the services we provide by streamlining processes and looking ahead to the future needs of the voters of San Francisco.

-Departmental Budget

The Department's current budget is \$16,085,216. Our FY2013-14 budget is yet to be determined.

-Number of Employees

The Department currently has 39 full-time employees and 1 secretary for the Elections Commission. All current employees have a computer workstation. At the peak of activity around the November 2012 General Election there were 270 staff members working in the Department's facilities. This does not include the 2,500-plus poll workers the Department recruited to staff polling places on Election Day.

-Facilities

The Department of Elections' main offices are within Room 48 on the ground floor of City Hall. The Department's allotted workspace occupies 16,035 square feet, or approximately 6% of the total space in City Hall. As our operations grow around the time of an election, the Department also uses other rooms within City Hall to conduct some activities, such as poll worker training.

During election periods the Department also utilizes Brooks Hall for some activities, such as the preparation and distribution of supply bags to poll workers prior to each election. Brooks Hall is located at 250 Polk Street, below Bill Graham Auditorium, with a total area of 90,000 square feet, of which the Department rents 14,135 square feet, or approximately 16% of the space.

In addition to rooms within City Hall and partial space at Brooks Hall, the Department has an offsite warehouse facility at Pier 48, Shed B, located on Terry Francois Boulevard near AT&T Park. The warehouse, leased from the Port, has a total of 86,954 square feet. The Department uses this facility for equipment and material storage, voting machine testing and staging, and post-election ballot audits.

-Vehicles

The Department has a fleet of eight vehicles: a Toyota Prius, four Ford Contours, a Chevy Astrovan, a Ford E250 cargo van, and a Ford F150 pickup truck. As well, the Department has a propane-powered Clark forklift at its Pier 48 warehouse facility. All vehicles are maintained by Central Shops.

The fleet cars are used for poll locating – canvassing neighborhoods to identify and recruit properties that can be used as polling places – and for voter outreach activities. The vans and truck are used to transport materials such as voting equipment.

-Departmental Contact Information

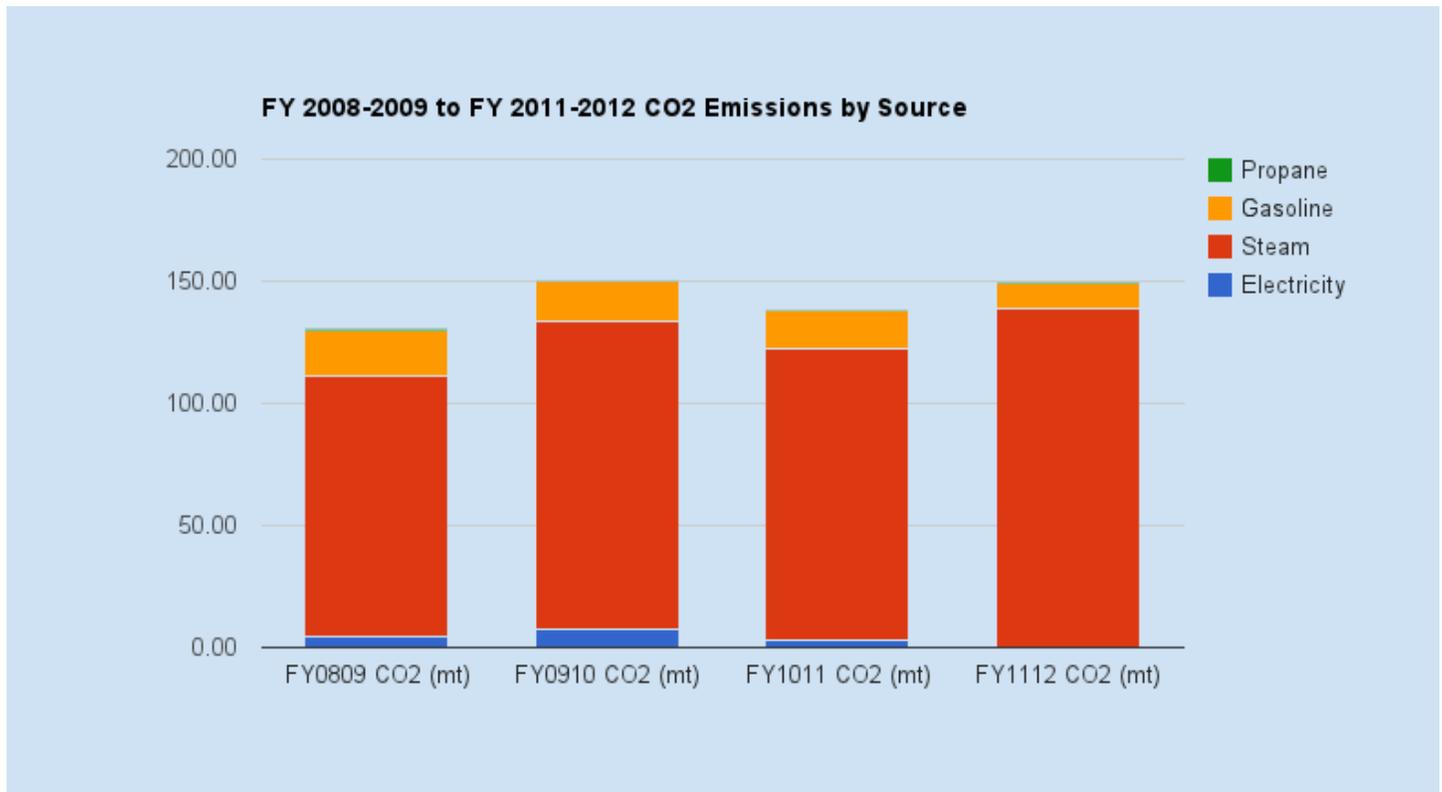
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3. Carbon Footprint

The Department of Elections' carbon footprint includes energy use in our offices in City Hall, storage space in Brooks Hall, and our warehouse at Pier 48. It also includes liquid fuel use for our vehicle fleet.

In Fiscal Year 2011-12, 138.9 metric tons of emissions were from facilities, and 10.7 metric tons were from the fleet. Facility emissions were the highest of any year where data is available, from 2008 to present. The entirety of facility emissions were attributed to steam heat, which is used in City Hall. The Department does not exercise control over these emissions. Conversely, fleet emissions are at the lowest level of any year since 2008. The Department has steadily reduced gasoline usage over the last four years, and we will continue to reduce car trips and replace aging vehicles in our fleet to maintain this goal.



3a. Building Energy

The list of facilities used by SF Environment to calculate the FY 2011-12 carbon footprint for the Department of Elections is complete.

Note: In our previous DepCap, the Department's space within City Hall is listed as 13,475 square feet, but the current Real Estate tab shows a consistent 16,035 square feet from 2008 to present. This change is a 19% increase in space attributed to the Department's offices. I cannot access the previous source data to check it against current data. I am also unable to determine if this space increase is related to an increase in steam heat use attributed to the Department.

The Department's FY 2011-12 facility energy use and resulting emissions are as follows:

- GHG Emissions from Electricity: 392,755 kWh consumed, 0 metric tons of CO2.
- GHG Emissions from Steam: 1,458,014 lbs. consumed, 138.9 metric tons of CO2.
- None of the Department's facilities uses natural gas.

Facility electricity use is the lowest level of any year where data is available. Consolidating the Department's year-round workforce in shared office areas and keeping the lights off in unoccupied areas may have contributed to this reduction. The SFPUC is attributing zero greenhouse gas emissions to municipal electricity use.

Facility steam use and emissions are at the highest level of any year where data is available. Steam heat is used at the Department's main office in City Hall, where consumption is controlled by Building Management.

3a1. Energy Efficiency

The Department does not own any buildings. Within this section, only the following applies:

Information Technology

All computers are labeled with "energy conservation reminder- turn off when not in use, Y/N If no, please provide plan for implementation or barriers to implementation.

No, the Department's IT staff was not aware of this policy. No plan to implement currently, but no barriers. We recommend that SF Environment develop and distribute a template for this label, as it has done for the Zero Waste program.

All PCs are automatically set to go into hibernation/standby mode after 20 minutes of inactivity, Y/N If no please provide plan for implementation or barriers to implementation.

No, only monitors are set to turn off after 15 minutes of inactivity. No plan to implement currently. Historically Hibernation mode has two cons:

1. Errors can occur in some software when the computer goes into the hibernate state. 2. Not all hardware fully supports this state.

Standby, also called sleep mode does not have these cons and can be implemented, but currently no plan.

Obsolete servers have been replaced Climate Savers Gold or Energy Star servers. Y/N If no please provide plan for implementation or barriers to implementation.

Yes

You have virtualized servers. Y/N If no please provide plan for implementation or barriers to implementation.

No. Currently conducting Virtualization Assessment with DT.

Describe any challenges encountered and successful aspects of IT energy conservation projects.

N/A

3a2. Renewable Energy

Not applicable.

3a3. Green Building

Not applicable.

3b. Water

Department of Elections' FY 2011-12 Water Consumption: 418,770 gallons

The Department's attributed water consumption was greater than the FY 2010-11 amount of 376,001, but less than the FY 2009-10 amount of 504,208.

As noted in last year's DepCap, the water usage attributed to the Department comes almost entirely from City Hall. Other than one faucet in a small kitchenette area, the Department's interior City Hall offices do not have running water. Most of the water consumption reported is likely from adjacent public bathrooms and outside irrigation for City Hall.

The Department does not currently have any water efficiency retrofit plans.

3c. Transportation & Fuel

The list of vehicles and fuel totals used by SF Environment to calculate the FY 2011-12 carbon footprint for the Department of Elections is accurate and complete.

The Department's FY 2011-2 facility energy use and resulting emissions are as follows:

- GHG Emissions from Unleaded Gasoline in FY 2011-12: 1,173 gallons consumed, 10.33 metric tons of CO₂
- GHG Emissions from Propane in FY 2011-12: 64 gallons consumed, 0.37 metric tons of CO₂

The Department has reduced vehicle fuel use and the resulting emissions each year since 2008, the first year where data is available. Current levels are half of those reported in 2008. A major reduction between FY 2010-11 and FY 2011-12 was due to the Department's voter outreach staff reducing vehicle trips in favor of using public transit or walking to outreach events, and mailing rather than delivering educational materials.

The Department aims to continue reducing our carbon footprint by replacing older vehicles in our fleet with fuel-efficient vehicles with lower emissions.

3c1. HACTO

The Healthy Air and Clean Transportation Ordinance (HACTO) addresses:

- o Transit First – At Work
- o Transit First – Commuting
- o Vehicle reduction

In this year's HACTO documents, the Department reported on the success of its Transit First Plan for work-related travel. The most significant change in Department activity in this respect was a significant effort by our voter outreach staff to reduce vehicle usage. Staff saved hundreds of vehicle miles by opting to walk or use public transit to attend events and community meetings.

One unfortunate obstacle to our efforts is the inability to purchase Department Clipper Cards that can be used for trips out of San Francisco. Department staff travel to Oakland twice a month to attend naturalization ceremonies and register new citizens to vote. The Clipper Cards SFMTA is currently offering to City departments can only be pre-loaded with MUNI passes, and cannot be loaded with cash value from department funds.

Currently the only option for out-of-town BART trips is for employees to pay out of pocket and submit a request for reimbursement. This process requires multiple paper forms, the Department head's signature, the involvement of other City departments, and can take up to a week before reimbursement is delivered.

For information on the Department's Transit First Plan and commuting, see the Transportation Survey section below.

The Department manages 8 passenger vehicles: 5 cars, 2 vans, and 1 truck. We also have a forklift for use in our warehouse. No reduction is planned, but the Department plans to replace aging vehicles in the fleet.

Attached as Appendices A and B to this DepCAP are the following documents:

- HACTO Report for FY 2011-12
- HACTO Plan for FY 2012-13

3c2. Transportation Survey

The Department ran our 2012 Transportation Survey from December 5 to 21, 2012. At the time the Department had 42 employees, 34 of which responded to the survey, for a participation rate of 80.95%. Each employee received the survey and subsequent reminders in their work e-mail.

The results of the Department's survey showed the following:

- Department employees made about 43% of their trips to and from work on public transit. This was by far the most common method of travel. However, the second-most common method of travel was driving alone, which constituted about 23% of all trips.
- When asked about incentives to discourage driving alone, employees favored these options: financial assistance for purchasing transit tickets; more comfortable, convenient, or reliable transit options; and, having an alternate work schedule, or being able to work from home. Among these, the first option is the one the Department can most readily address through the Commuter Benefits Program.
- According to the survey, 56% of employees are not enrolled in the Commuter Benefits Program. When asked why, 33% said they were not familiar, and 11% said they had a bad experience with the vendor. Both of these issues can be addressed with further outreach about the program.

To better inform Department employees about the Commuter Benefits Program, the Department would like assistance in the form of current educational materials about the plan, and possible presentations in the Department by SF Environment staff.

4. Other Sustainable Practices

4a. Zero Waste

SF Environment’s zero waste recommendations for the Department are presented in the table below.

Facility	Address	#1 Recyclable or Compostable Item Found in Landfill Bin	Action to Eliminate #1 Item
City Hall, Room 48	1 Dr. Carlton B. Goodlett Place Room 48	Items vary per division, no particular item	We will promote the difference between food containers and its recycling number as we discussed during the Workshop.
Warehouse	Pier 48 Shed B, Terry A Francois St	Paper towels	Moving the bins closer to washing and eating stations.

The Department will work to implement these recommendations. Due to the cyclical nature of elections, the Department has a large number of seasonal employees and a significant amount of employee turnover. Some new employees are not San Francisco residents, and as such are not familiar with the City’s municipal zero waste system. To address this, the Department will distribute zero waste information to employees as staffing increases for the November 2013 Municipal Election.

As well, the warehouse manager has requested a site visit when we begin election preparation, likely in late September. Our warehouse is large, and an assessment of the location of bins and the waste disposal services provided by Real Estate may help us improve our practices.

4b. Green Purchasing

San Francisco’s Environmental Code requires all City departments to buy green products at SF Approved, at www.sfapproved.org.

Purchasing data for the Department was not available. The Department will review its list of recent purchases and compare these to the items available at www.sfapproved.org.

4c. Carbon Sequestration / Urban Forest

No applicable.

5. Community Wide Impact

The greatest opportunity for community-wide impact available to the Department of Elections is increasing the number of voters who receive the Voter Information Pamphlet (VIP) electronically. San Francisco voters may

opt out of receiving a paper VIP, and instead receive an e-mailed link to the electronic version. Each VIP is a substantial amount of printed material, and reducing the demand for the paper version will save resources.

Promoting the Go Green VIP Opt Out program will be a focus of Department outreach for the November 2013 Municipal Election.

6. Summary & Goals

The main area where the Department of Elections exercises control over energy consumption and emissions is vehicle fuel use, and we have cut this in half over the past 4 years. For Department employees commuting to work, public transit is the most popular option, and further outreach about the Commuter Benefits Program may increase ridership.

The Department will continue to inform seasonal employees about proper zero waste practices. A site assessment of our warehouse by SF Environment staff may help us improve compliance. The Department will review the products it purchases and work to integrate www.sfapproved.org into its purchasing procedures.

The Department's greatest opportunity for resource reduction is the Go Green Voter Information Pamphlet Opt-Out program, which allows voters to request an online version instead of a paper version of the voter guide. This will be a focus of Department outreach for the November 2013 Municipal Election.

Appendices

Appendix A - HACTO Report FY2011-12

Appendix B - HACTO Plan FY2012-13

HACTO Annual Implementation Report FY:'11-'12

Department *	Elections
Name of Person Preparing Report *	Evan Kirk
Title of Person Preparing Report *	Management Assistant
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*	
Name of Department Head *	John Arntz
Email of Department Head *	john.arntz@sfgov.org
Referring back to the HACTO or DepCAP plan submitted for FY 2011-12, please include your Transit-First Plan and policies below: *	
The Department of Elections' vehicle use is generally reserved for outreach, locating polling places, and transporting materials like voting equipment. Whenever practical, Department staff will use public transit to attend outreach events, and conduct neighborhood outreach on foot.	
One of the most significant ways the Department works to reduce vehicle usage is by assigning poll workers to precincts close to their homes. Each election the Department recruits thousands of poll workers to staff the City's polling places. By assigning the majority of poll workers to sites they can readily reach on public transit, biking, or walking, the Department tries to reduce the burden of a long day of work and reduce the vehicle traffic on City streets on Election Day. The Department also conducts its poll worker training classes at sites easily reached by public transportation.	
Below, please report on the success of the abovementioned policies in reducing single-occupancy motor vehicle use for work-related trips: *	
The Department of Elections continued its approach of assigning poll workers close to their residence whenever possible, to reduce or eliminate car trips. The most significant change in Department activity in respect to staff vehicle usage was the Outreach Division's considerable effort to reduce vehicle usage:	
1. Staff took BART rather than city vehicle to United States Citizenship Ceremonies in Oakland	
From June - November, 2012, Outreach reduced 207 vehicle miles plus bridge fare (9 round trips of 23 miles between City Hall and the Paramount Theater in Oakland where the regional ceremonies are held). Staff will continue to take BART in the future (approximately 2 ceremonies each month ongoing).	
2. Staff took BART or MUNI or walked rather than driving a city vehicle to outreach events whenever one-way transit travel time was approximately 30 minutes or less	

<p>From June - November 2012, Outreach walked or took public transit to approximately 82 additional events (out of 360 total events). These included meetings, slide show presentations, and resource table staffing in civic center, downtown, Tenderloin, Chinatown, North Beach, Yerba Buena, South Beach, Geary Avenue corridor, Western Addition, the Mission, Glen Park, and City College (for staff safety, exceptions were evening events when staff would have to travel back via public transit with equipment in the dark or when one staff was taking more equipment than could be carried alone).</p>	
<p>3. Voter information materials (printed posters and flyers for the November 2012 election) distributed via USPS or inter-office mail systems rather than delivered by staff using city vehicles</p>	
<ul style="list-style-type: none"> • Election posters distributed to more than 400 community based organizations throughout San Francisco via USPS • Elections posters distributed to 187 SFUSD sites utilizing their existing delivery system (outreach staff walked packages to SFUSD headquarters) • Election posters and flyers distributed to 28 San Francisco Public Library branches utilizing their existing distribution system (outreach staff walked packages to SFPL headquarters) 	
Does your department manage any of its own vehicles? *	Yes
As reported in your 2011 HACTO report, how many vehicles were subject to HACTO? *	8
As reported in your 2011 HACTO report, how many vehicles were planned to be removed from service? *	0
As of June 30, 2012, how many vehicles have actually been removed from service? *	0
Based on the above information, which is true? *	The number of vehicles actually removed from the fleet equaled the planned number
Each department is required to reduce 5% of their light-duty truck and passenger vehicle fleet. Based on the above data, was your department in compliance? *	Yes
Did your department purchase new vehicles that were justified by an increase in workload? *	No

HACTO Annual Plan

Department *	Elections
Name of Person Preparing Report *	Evan Kirk
Title of Person Preparing Report *	Management Assistant
Email of Person Preparing Report *	evan.kirk@sfgov.org
Name of Department Head *	John Arntz
Does your department promote or plan to promote employees to use public transit for work-related travel? *	Yes
What resources will your department offer? *	Clipper Card
What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *	Other
Other: *	Division policy (see below)
If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:	Much of the Department's work-related travel is conducted by the Outreach Division. The Outreach Division's current policy is to use public transit whenever feasible. Staff use BART and Muni to travel to outreach events and community meetings, and attend bi-monthly citizen naturalization ceremonies in Oakland by using BART.
The Department is working to obtain Clipper Cards for Outreach staff to facilitate public transit use.	
Does your department offer or plan to offer employees access to a bicycle for work-related travels? *	No
Would your department like to make a request for more bikes? *	No
Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *	Yes
Is your department able or have plans to host a tele-conference call? *	No
Is your department able or have plans be able to host a video-conference call? *	No
In the 2012-13 HACTO Report, you will have to provide metrics for these programs. How will you track the implementation of these programs? *	Please provide/advise format
A. Does your department promote or have plans to promote the use of public transit for commuting to/from work? *	Yes
How will you promote public transit? *	Encourage participation in the Pre-Tax Commuter Benefits program
What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? *	E-mail Blast
	Posters / Flyers
	Brown bag lunch / Presentation
B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? *	No
C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? *	No
D. Does your department offer or plan to offer tele-commuting? *	No
Bonus: How will you promote the Great Race for Clean Air?	N/A
Does your department manage any of its own vehicles? *	Yes
Measurement for fleet reduction will be based on fleet inventory as of June 30, 2010. On June 30, 2010 how many vehicles from your department's fleet were subject to HACTO? This number is your "Baseline." *	8
Your 5% fleet reduction is calculated from the Baseline fleet size you supplied in the answer above. What is 5% of the Baseline fleet?	
Note: this is the average number that must be removed annually through July 1, 2015. *	0
How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June 30, 2012)? *	0
In FY12-13 (July 1, 2012-June 30, 2013), how many vehicles must be removed from service to be compliant with HACTO's reduction mandate? *	0
How many vehicles is your department planning to remove from service in FY12-13 (July 1, 2012-June 30, 2013)? *	0
The number of vehicles your department plans to remove is: *	Equal to the number needed to be compliant.
The CommuteSmart Team and Clean Vehicle staff have a wide assortment of resources available to you. Please check all of the resources that you would like and we will do our best to accommodate: *	Presentation (tabling, brown bag lunch...) at your office