

**Title: General Services Agency Climate Action Plan**

**Data Year: Fiscal Year 2011-2012**

**Author: John Updike**

**Date: March 29, 2013**

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**1. Introduction**

GSA leads the City in the creation, introduction and execution of ground-breaking environmental projects, whether it be in facilitating regional cooperation on broad environmental initiatives from the Office of the City Administrator (from Car Sharing to EV Plug-in accommodations), or encouraging individual employees to turn lights off and eliminate junk mail, we're focusing on empowering our team members to make a positive change at the human level. The DepCAP's from Real Estate, Public Works, Department of Technology, Convention Facilities and Central Shops/Fleet Management, all a part of the GSA Family of Divisions and Departments, highlight most of our prized accomplishments in the past reporting period, and provide a glimpse of our action plan for the coming year. We simply refer to those documents and will not incorporate them in any way to this particular document, to maintain brevity.

We would be remiss if we did not also thank our many partner departments in implementing many of these programs across our broad platform of properties and facilities. From the PUC and Department of Environment lending not only expertise but often funding, to the City Attorney's Office providing creative paths to accomplish our goals on public-private partnerships, our success is dependent on the assistance of a great team from many departments.

It is important to note that during this particular reporting period, portions of what was once the Redevelopment Agency, were included in GSA's Climate Portfolio. Due to subsequent changes in state and local laws, the Successor Agency is now a separate entity (with housing assets transferred to the Mayor's Office of Housing), and the assets shown in this report as transferred to GSA, are no longer part of the GSA. The energy use of those assets skews the results of the report in a way that makes meaningful interpretation extremely difficult.

## 2. Departmental Profile

- **Departmental Mission:**

The Office of the City Administrator has overall responsibility for the management and implementation of policies and the rules and regulations promulgated by the Mayor, the Board of Supervisors, and the voters.

The City Administrator is the Director of Administrative Services, also known as the General Services Agency ("GSA"), a broad array of departments, divisions, programs, and offices. The departments and programs under the City Administrator are:

- 311 Customer Service Center
- Animal Care & Control
- Capital Planning Program
- Contract Administration/Purchasing (Office of)
- Convention Facilities Management
- County Clerk
- Entertainment Commission
- Fleet Management & Central Shops
- Grants for the Arts
- Immigrant Rights Commission
- Labor Standards Enforcement (Office of)
- Language Services (Office of)
- Mayor's Office of Disability
- Office of the Chief Medical Examiner
- Public Works
- Real Estate
- Repro-Mail
- Risk Management
- Successor Agency to Redevelopment
- Technology (formerly Telecommunications and Information Services)
- Treasure Island Development Authority

The majority of the services provided by the GSA are to support the effective operations of other city departments. Examples of these functions include the maintenance, operations, and management of City-owned buildings and infrastructure; technology and telephony services; design and construction of the department's capital improvements; procurement and contract administration; fleet management and vehicle maintenance; real estate leasing and acquisition; citywide risk management; citywide capital planning; and the administration of the City's debt.

The following GSA departments will be submitting separate Climate Action Plans:

- Animal Care & Control
- Convention Facilities Management
- Fleet Management & Central Shops
- Public Works
- Real Estate
- Treasure Island Development Authority
- Technology

The mission of GSA as a whole is to ensure that the taxpayers of San Francisco are getting "real value" for their money through efficient delivery of services, reduction of fiscal waste and excess, generate revenue through

external and internal partnerships, and to develop a workplace atmosphere where employees are valued and challenged. Missions of individual departments or programs are as follows:

**311 Customer Service Center:** The mission of the 311 Customer Service Center is to provide a prompt, courteous, and professional customer service experience 24 hour a day to San Francisco residents, visitors, and businesses seeking general information and services.

**Animal Care and Control:** The mission of the Department of Animal Care and Control is to provide effective, courteous, and responsive animal care and control services to the residents of this community.

**Contract Administration/Purchasing (Office of):** The mission of the Office of Contract Administration/Purchasing is to support the procurement of the material, equipment and services that is essential to providing governmental services for the citizens of San Francisco. The contracting and procurement services Purchasing provides support the operations of the City departments who provide services to the public. In serving the City's needs, the staff of the Division is dedicated to providing efficient and responsive service, in full compliance with the City's legal requirements, while upholding the highest ethical and professional standards.

**Convention Facilities Department:** The mission of the Convention Facilities Department is to maintain San Francisco as a first class convention venue.

**County Clerk:** The mission of the Office of the County Clerk is to protect the rights of the public by processing, filing and posting documents and to provide constructive notice of such filings and postings as required by laws and regulations. Further, to be identified and respected as a statewide leader by providing its services in a manner that is innovative, customer-friendly, and effective while still compliant with all local, state, and federal laws.

**Entertainment Commission:** The mission of the Entertainment Commission is to provide a permit service to the entertainment industry that is seamless, simplified, efficient, and fair to the applicant, the neighbors, and the public at large. To also act as an ombudsman to permit applicants and promote entertainment as a viable and dynamic part of the City's economic engine.

**Fleet Management/Central Shops:** The mission of Fleet Management/Central Shops is to provide quality service and reduce vehicle and equipment downtime for all departments that Central Shops supports.

**Grants for the Arts:** The mission of Grants for the Arts is to promote the City by supporting the arts using Hotel Tax funds.

**Immigrant Rights Commission:** The mission of the Immigrant Rights Commission is to assist the Immigrant Rights Commission to improve, enhance and preserve the quality of life and civic participation of all immigrants in the City and County of San Francisco.

**Labor Standards Enforcement (Office of):** The mission of the Office of Labor Standards Enforcement is to ensure that public works contractors comply with prevailing wage and other labor standards regulations. OLSE also administers and enforces the City's Minimum Wage Ordinance, Minimum Compensation Ordinance, Sweatfree Ordinance, Health Care Accountability Ordinance, and the new Proposition F - Paid Sick Leave Ordinance in City contracts for services and covered leases.

**Language Services (Office of):** The mission of the Office of Language Services (OLS) is to serve as a central resource to coordinate, facilitate and expand access to language translation services for city departments to minimize language barriers for limited-English proficient (LEP) residents, businesses and visitors.

**Mayor's Office of Disability:** The mission of the Mayor's Office of Disability is to ensure that all programs, activities, services, and benefits operated or funded by the City and County of San Francisco are fully accessible to and usable by people with disabilities.

**Office of the Chief Medical Examiner:** The mission of the Office of the Medical Examiner is mandated by State law to investigate sudden, unexpected and violent deaths in the City and County of San Francisco.

**Real Estate:** The mission of the Real Estate Division is to provide real property related services for the municipal agencies of the City and County of San Francisco. The Division strives to provide efficient and effective leasing, property acquisition and disposition, and property management services to our clients.

**Risk Management:** The mission of Risk Management is to provide citywide risk management services to City and County Departments through the use of self- insured and insured methods that minimize the adverse effects of accidental loss.

- **Departmental Budget:**

The approved departmental budget for FY 2011-12 was approximately \$252,000,000. In addition, see Real Estate’s plan for information about COPs-funded capital investment in three assets under Real Estate jurisdiction; Convention Facilities’ plan for information about TID assessment and COPs-funded investments in Moscone Center; and Central Shops/Fleet’s plan for investments and strategies under their charge.

- **Number of Employees:**

Per People Soft, the FY11-12 Annual Salary Ordinance included a total of 637 positions for GSA.

- **Facilities:**

GSA has office facilities located at the 20 different locations shown in section 3. Exceptions from office environments would be location 4 (Brooks Hall) – used for storage, primarily; location 13 (Animal Care and Control) – includes veterinary clinic and animal shelter facilities; location 14 (Shops) – used for vehicle repair/storage; location 18 (DPW Yard) – central dispatch point for streets and repairs services in a mixed use setting; and location 21 (Moscone) – convention center.

- **Vehicles:**

GSA has a total of 33 vehicles used for various purposes by different elements of the Agency (again, we are not considering the Fleet Division’s DepCAP numbers here). The breakdown is:

GSA Pool at City Hall/Civic Center Garage:	17 sedans
	1 van
	3 SUV’s (EV)
Other locations:	4 sedans
	8 vans

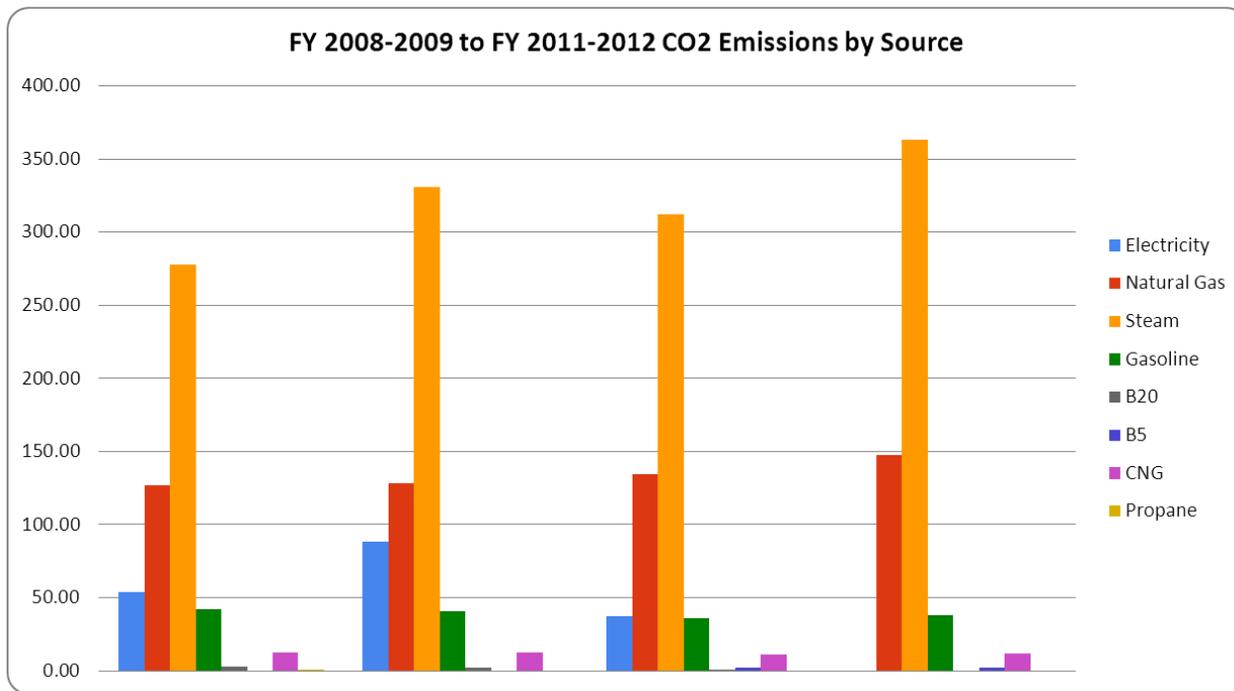
- **Contact information and title of lead staff member to oversees the implementation of this DepCAP**

John Updike, Director of Real Estate, is the lead for overseeing implementation of this Plan within GSA. He can be reached at 554-9860, or [john.updike@sfgov.org](mailto:john.updike@sfgov.org). Animal Care and Control, Convention Facilities, Fleet Management/Central Shops, TIDA and Real Estate are each responsible for implementation of energy efficiency measures within the facilities under their respective jurisdictions or management. Fleet Management is responsible for implementation of the portions of the Plan related to vehicle use and emissions. Please see the appropriate separate plans for lead staff for 311, Animal Care & Control, Convention Facilities, Fleet Management, TIDA and Real Estate. It is important to note that significant reorganization of GSA has occurred in FY12-13. This report is developed and based on conditions in FY11-12, and does not reflect those organizational changes. Next year’s report will do so, in alignment with the energy use data presented for that reporting period.

### 3. Carbon Footprint

CO2 emissions, as shown in the chart below, have increased from last year. This is likely mostly due to an increase in the scope of what constitutes the General Services Agency, and will also likely be reflected in next

year's report, following even greater staff and span of control growth in FY12-13. That being said, CO2 emissions of 511.02 mt are 6.6% less than in FY10.



FY 2008-2009 to FY 2011-2012 Emissions by Energy Source				
ANNUAL DEPARTMENTAL CO2 EMISSIONS (mt)				
Emission Source Detail:	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity	54.05	88.42	37.61	0.00
Natural Gas	126.82	128.16	134.68	147.73
Steam	277.95	330.62	312.36	363.29
<b>Total Building Energy CO2 (mt)</b>	<b>458.82</b>	<b>547.20</b>	<b>484.65</b>	<b>511.02</b>
Gasoline	42.37	40.90	35.97	38.10
B20	2.53	2.02	0.35	
B5	0.00	0.00	2.26	2.31
CNG	12.74	12.79	11.11	11.57
Propane	0.02	0.00	0.00	0.00
<b>Total Mobile Fuel CO2 (mt)</b>	<b>57.66</b>	<b>55.70</b>	<b>49.69</b>	<b>51.98</b>
<b>Total CO2 (mt)</b>	<b>516.48</b>	<b>602.90</b>	<b>534.34</b>	<b>563.00</b>

### 3a. Building Energy

The list of facilities used by SFE to calculate the FY11-12 Departmental carbon footprint has been verified by GSA to be accurate and complete, as of that fiscal year. Significant space changes have occurred in the City's real estate portfolio recently, which will result in changes to the footprint in subsequent reports. More energy efficient locations have been secured in every instance, however, in most cases, the total square footage required by relocating departments has increased, so total carbon footprint impact might be neutral.

FY 2008-2009 to FY 2011-2012 Consumption				
ANNUAL DEPARTMENTAL CONSUMPTION				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity (kWh)	5,206,001	5,107,851	4,988,237	6,387,108
Natural Gas (th)	23,901	24,153	25,383	27,841
Steam (lbs)	2,917,646	3,470,585	3,278,856	3,813,564
Water (gal)		3,337,842	2,564,782	2,652,168
Wastewater Discharge (gal)		2,764,642	2,120,251	2,122,662
Gasoline (gal)	4,811	4,644	4,084	4,325
B20 (gal)	312	248	43	0
B5 (gal)	0	0	235	240
CNG (GGE)	2,088	2,095	1,819	1,895
Propane (gal)	3	0	0	0

Again, reflective of an increasing workforce and span of control, our electricity consumption increased to 6,387,108 kWh in FY12, a 28% increase from the prior year.

### 3a1. Energy Efficiency

GSA, through Real Estate and other elements of the Agency, remains a leader in developing and implementing energy efficiency projects for its many buildings. Please see Convention Services and Real Estate reports for further information in this regard.

General Services is in compliance with the Existing Commercial Buildings Energy Performance Ordinance (Ord 17-11, SFE Code Chapter 20), and assisted the SFPUC in producing the 2011 Energy Benchmarking Report for San Francisco Municipal Buildings by a) verifying the department's list of facilities; b) verifying the existing data for each facility; and c) providing data specific to the primary EPA Energy Star building category. The 2011 Energy Benchmarking Report is available at:

<http://www.sfwater.org/modules/showdocument.aspx?documentid=2938>

Our Real Estate headquarters building is highlighted on the cover of the Benchmarking Report (25 Van Ness), where we experienced a 16% decline in energy use over the prior year. Other assets in the report:

<u>Facility Type</u>	<u>Number Benchmarked</u>	<u>Page Number in Report</u>
Office	8	19
Warehouse	1	26
Convention Centers	1	16
Performance Halls	1	16
Corporation Yards	4	26

All GSA buildings are in compliance with the City's Lighting Efficiency Ordinance with one exception, that being Brooks Hall (Real Estate), which has received the appropriate waiver from DOE. We'll endeavor to secure Capital funding for a retrofit there in the near future, although prospects are dim (no pun intended), and alternative use options for that space are still in flux.

GSA, through Real Estate, has provided information for the SF Municipal Green Building Report to Mark Palmer. According to John Doyle of the SFPUC, there is now a strong likelihood that the coming year we'll finally see the commencement of the fully designed and funded solar project atop City Hall.

Featured Projects are highlighted in our various department reports from Convention Services, Real Estate, Central Shops and others.

Information Technology:

GSA has implemented an agency wide reminder upon login regarding appropriate use of computers, as well as instituted automated sleep mode configurations for all computers. Funding is not available for blade server conversion, and won't be in future years most likely.

The Department of Technology is working on an exciting disaster recovery project to house servers at an existing State of California facility in Sacramento, to be operational in 2014. Lastly, we successfully arranged for multiple departments at 1155 Market Street to share just one server room for our eight (8) floors of occupancy there, an energy and space efficiency issue.

### 3a2. Renewable Energy

As noted previously, we are hopeful the coming year will bring the long-planned and fully funded solar panel project to the roof of City Hall. The project has been delayed while complications involving labor issues have been addressed by the SFPUC and others.

### 3a3. Green Building

We have noted our LEED projects in our various departmental submittals of their Climate Action Plans. There are no additional LEED projects for the particular GSA family not covered in those individual plans. The Director of Real Estate (GSA) serves as a voting member on the Resource Efficient Building Task Force, chaired by Mr. Palmer of SFE. We can confirm the LEED project list by SFE is accurate

### 3b. Water

FY 2008-2009 to FY 2011-2012 Consumption				
ANNUAL DEPARTMENTAL CONSUMPTION				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Water (gal)		3,337,842	2,564,782	2,652,168
Wastewater Discharge (gal)		2,764,642	2,120,251	2,122,662

We're very pleased to see the modest increase in water use, given a major asset measured here is the Yerba Buena Gardens. The fruits of our labors to retrofit water fixtures will most likely be reflected in the following year's results, with more improvements to come, so this number should continue its decline.

### 3c. Transportation & Fuel

The list of vehicles and GSAs fuel totals used by SFE to calculate the FY12 Departmental carbon footprint have been verified to be accurate and complete, as of the applicable dates. Here's a look at our emissions and consumption data:

FY 2008-2009 to FY 2011-2012 Emissions by Energy Source				
ANNUAL DEPARTMENTAL CO2 EMISSIONS (mt)				
Emission Source Detail:	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Gasoline	42.37	40.90	35.97	38.10
B20	2.53	2.02	0.35	
B5	0.00	0.00	2.26	2.31
CNG	12.74	12.79	11.11	11.57
Propane	0.02	0.00	0.00	0.00
<b>Total Mobile Fuel CO2 (mt)</b>	<b>57.66</b>	<b>55.70</b>	<b>49.69</b>	<b>51.98</b>

FY 2008-2009 to FY 2011-2012 Consumption				
ANNUAL DEPARTMENTAL CONSUMPTION				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Gasoline (gal)	4,811	4,644	4,084	4,325
B20 (gal)	312	248	43	0
B5 (gal)	0	0	235	240
CNG (GGE)	2,088	2,095	1,819	1,895
Propane (gal)	3	0	0	0

Again, this data, given the inclusion of units no longer a part of GSA, reflect a perceived growth that is not actual. Next year's data will present quite a different picture in this regard.

### 3c1. HACTO

GSA is in compliance with the Healthy Air and Clean Transportation Ordinance (HACTO), which addresses a transit first philosophy both while at work and while commuting, and encourages/mandates certain reductions in vehicles. GSA participated in the pilot use of EV Chevy pick-up trucks, unfortunately the project did not continue for the entire planned three year term. We manage the vehicle pools serving civic center (at City Hall and at 30 Van Ness), always maximizing use while keeping the fleet size as small as possible. We've been leaders in providing space for EV showcase projects at City Hall, and in installing EV chargers in a number of our parking facilities/lots.

The completed HACTO document for GSA is attached as an appendix to this report.

### 3c2. Transportation Survey

This year, the City conducted its biannual survey of City employee commuting and at-work travel behavior. The 2012 CCSF Transportation Survey was administered through the Department of Environment's CommuteSmart team and distributed through Climate Liaisons and team leaders to staff. This years response rate for GSA was only 10% - 62 surveys were received. This is perhaps the lowest participation we've seen to date. That may be attributed to survey fatigue – feedback is growing more intense that our surveying of city staff is reaching a saturation point, which is leading to staff just tuning out when asked to participate in yet another survey.

We've increased our communication regarding alternative transportation, highlighting it in tailgate sessions, other team meetings, and with postings. We're a leader in updating and upgrading our bike facilities in our various buildings, certainly a tangible incentive for staff to consider that mode of travel. Our vigilance on this issue will continue unabated, but we appear to be getting close to a point of diminishing returns in this regard without some fresh new ideas to engage the workforce in responding and participating.

## 4. Other Sustainable Practices

### 4a. Zero Waste

Our green cleaning policies go beyond the materials and products we use to provide excellent custodial services to our occupant customers across our portfolio. It includes changing behavior to incentivize and reward occupants to better use the recycling and composting resources we've provided. In this regard, here's a look at our top three tasks in the coming year:

Department Division/Branch/Station	Address	#1 Recyclable or Compostable Item Found in Landfill Bin	Action to Eliminate #1 Item
Information Technology	1 Dr. Carlton B. Goodlett Place	electronic items	Posting electronic items on virtual warehouse for reuse of item by other departments.
Office of Civic Engagement & Immigrant Affairs	50 Van Ness	water bottles	Recently installed water purification unit that will eliminate most of the need to purchase water bottles.
COUNTY CLERK	1 DR. CARLTON B. GOODLETT PL., RM 168	paper towels	put up signs and engaged in conversation with staff regarding composting.

#### 4b. Green Purchasing

San Francisco Environmental Code Chapter 2 requires all City departments to buy green products listed as SF Approved, at <http://www.sfapproved.org>. In calendar year 2011, our record was as follows:

Percent of Green Products*
Batteries: No data from vendors
Cleaners: No data from vendors
Computers/servers: 100%
Light bulbs: No data from vendors

Given the data captured by this program addresses only \$40,000 of GSA commodity purchasing, it is a very limited data set and not reflective of the millions in transactions handled by the GSA family of departments and divisions annually. Of course OCA/Purchasing is a leader in enforcing green purchasing regulations for the entire organization of the City.

#### 4c. Carbon Sequestration / Urban Forest

Highlights of GSA's contributions in this regard are found in the individual reports from DPW, Real Estate and others from GSA. The Office of the City Administrator led the Urban Agriculture Task Force during 2012, and will provide the final report to the Board of Supervisors shortly. We continue to work with partner agencies and departments on increasing these uses on underutilized lots throughout the City.

#### 5. Community Wide Impact

The Office of the City Administrator orchestrates many initiatives with far reaching positive climate impact on our community, from Giant Sweep to the Community Ambassador Program to the Urban Agriculture analysis.

#### 6. Summary & Goals

GSA's family of departments and divisions play a role in nearly every aspect of City service delivery, focusing on eliminating waste and excess, driving efficiencies and collaborations (public and private), and positively affecting the built environment of San Francisco for generations to come. We invite the reader of this report to look closely at the reports of our individual divisions and departments for a more detailed review of our projects and initiatives throughout the community.

## Appendix (HACTO)

# HACTO Annual Implementation Report FY:'11-'12 [#36]

Department \* GSA (Comprehensive)  
Name of Person Preparing Report \* Dan Coleman  
Title of Person Preparing Report \* Fleet Analyst  
Email of Person Preparing Report

\*

[dan.coleman@sfgov.org](mailto:dan.coleman@sfgov.org)

Name of Department Head \* Naomi Kelley  
Email of Department Head \* [naomi.kelley@sfgov.org](mailto:naomi.kelley@sfgov.org)

Referring back to the HACTO or DepCAP plan submitted for FY 2011-12, please include your Transit-First Plan and policies below: \*

PLEASE NOTE: The 8 divisions of GSA each wrote Transit-First Plans, which were incorporated into the comprehensive GSA HACTO Plan. Here are the 8 plans:

GSA Fleet Management/Central Shops:

Staff uses bicycles and electric carts within several shop locations, including Port, Golden Gate Park and Central Shops. When attending meeting or transporting tools and supplies, staff uses battery electric and plug-in hybrids as primary vehicles. Staff combines errands to further reduce vehicle travel.

We use teleconference and other media to avoid unnecessary vehicle use when possible.

We intend to seek SFE's assistance in offsetting costs to acquire an electric bicycle.

GSA Human Resources:

Staff uses public transportation (BART, MUNI), walking or City Car Share program to conduct business.

Real Estate Division:

RED policy for vehicle usage is first public transportation and walking when possible. All of our engineers are in a pool shared by all engineers in both the Civic Center Campus and Public Safety Campus. Our engineers walk in between buildings for small jobs and meetings when possible. Public transportation is not viable when they have to carry tools and equipment. However; our 40 engineers and trades all share 7 vehicles to service over 40 separate locations\* City-wide. The 8th vehicle belongs to the custodial group who frequently share the vehicle with the engineers. Everyone else in the office utilizes public transportation and walking to meetings.

\*(16 SFPD stations, 9 DTIS sites, 4 cultural centers 3 DEM locations HOJ, 7th Street SFFD Headquarters, HOJ, One South Van Ness, City Hall, neighborhood cultural centers, 4 building on the Mission corridor as well as 25 and 30 Van Ness and the Alemany Farmers and Flea Market.)

Reproduction and Mail Services:

ReproMail only uses vans to transport large items such as boxes, bicycles and mail. For attending meetings, we use public transportation or walk.

Treasure Island Development Authority:

TIDA Project Office is located on Treasure Island proper which is only accessible via vehicle or San Francisco Muni bus line 108, so our transit options are limited. TIDA is currently participating in a three year Chrysler Plug-in Hybrid program to reduce conventional vehicle use.

Mayor's Office on Disability

Our staff walk to the majority of our meetings because most of them occur in the greater Civic Center area extending from the War Memorial building where we are located all the way down to Otis and Division. For meetings that are further away, for example at the PORT of San Francisco, we take BART or MUNI. One staff member rides a bike regularly to meetings that are even further away. Three staff share the use of one car however when making field inspections. The car is necessary because it carries essential inspection gear such as hard hats, safety vests, levels, and tape measures etc. The car is also necessary because our inspections can be anywhere in the City, from Ocean Beach to the Marina to Hunter's Point.

Animal Care and Control:

The CCSF Department of Animal Care and Control has a staff of approximately 45 full and part time employees. We are a 24/7 operation and have functions that combine public safety with animal welfare and as such, we are a very versatile and resource-conscious department. We radio dispatch officers to respond to requests for service from the public as well as maintain a safe and sanitary environment for 300-500 animals daily and up to 10, 000 animals annually at our animal shelter. This facility is run like a hospital, caring for a wide variety of species during an average 5-6 day stay.

Our mission includes responsibility for the City's stray, injured, abandoned, neglected and mistreated animals, both domestic and wild, ensuring compliance with all state and local laws related to animals. The Department provides courteous and responsive service to the public 7 days a week, 365 days a year with specific attention to public safety, including services to reunite the public with their lost pets, licensing, re-homing and humane education. Our line staff works rotating schedules set on a quarterly basis that includes day, evening and graveyard shifts. .

Over the course of the last 5 years our budget of \$4.2 million has not kept pace with the increased industry standards and expectations of the public for a responsive agency.

In addition, the initiative to take animals to offsite adoption fairs, do further community outreach and events requires that our ability to move animals and volunteers throughout the Bay Area is paramount. Animal transport to out-of-county rehabilitation or veterinary care for off hours is required to maintain the good health of animals in our care.

Our efforts during the last several years have been to upgrade our fleet so as to provide safe and efficient transportation for animals (and staff) around the City. We would like nothing more than to retire some of our older, less efficient vehicles

but the funding has been unavailable for outfitting our vehicles with very specific caging and equipment. However, we are looking forward to providing incentives for staff to use driving-alternative options to reduce private vehicle usage when feasible.

Medical Examiner's Office:

The Medical Examiner's Office motor vehicle fleet is comprised of five vehicles: two ambulances for the removal of remains, one back-up ambulance, one sedan equipped with emergency equipment which doubles as the Chief Medical Examiner's vehicle and to transport Investigators, and one pool vehicle for the entire department. Employees of the Medical Examiner's Office share the use of the pool vehicle, e.g., pick-up and drop off evidence, lab specimens, employees on official City and County of San Francisco business. Often an employee will return to the office on foot or via public transportation. Medical Examiner's Office employees are encouraged to use public transportation, and do so on a regular basis. Several who reside in the City of San Francisco use alternative transportation, e.g. bicycles.

Below, please report on the success of the abovementioned policies in reducing single-occupancy motor vehicle use for work-related trips: \*

Several of the 8 divisions have submitted progress reports as of this morning (11/1). I will add more as they come in:

GSA Fleet Management/Central Shops:

Fuel reduction: As a result of our efforts, FY12 fuel use in light-duty vehicles was 8% below FY11 use.

Bicycles: We have acquired three new bicycles (with helmets and safety lockups) and posted them near the office for shared use by ourselves and by clients.

Trip reduction: We have also changed from individual delivery of vehicle invoices to reliance on interoffice mail.

Teleconference: A combination of web meeting with voice conferencing has produced more efficient meetings, reducing the need for travel to attend follow-on meetings.

GSA Human Resources:

Staff continue to use public transportation (BART, MUNI) or walking to conduct business.

Medical Examiner's Office:

As a result of our efforts, FY12 fuel use in light-duty vehicles was 5% below FY11 use.

Does your department manage any of its own vehicles? \* Yes

As reported in your 2011 HACTO report, how many vehicles were subject to HACTO? \* 66

As reported in your 2011 HACTO report, how many vehicles were planned to be removed from service? \* 4

As of June 30, 2012, how many vehicles have actually been removed from service? \* 4

Please attach a copy of the Vehicle Turn-In Request of each vehicle taken out of service. If there is more than one – please scan all reports as one document.



[hacto\\_gsa\\_turnins\\_fy12.pdf](#) 254.78 KB · PDF

Based on the above information, which is true? \*

The number of vehicles actually removed from the fleet equaled the planned number

Please provide an explanation of the difference. \*

PLEASE NOTE: This reduction by 4 vehicles satisfies the HACTO requirement for all of GSA, which includes the following departments:  
Mayor's Office on Disability, Treasure Island Development Authority (TIDA), Office of Contract Administration, Office of Economic and Workforce Development, GSA Fleet Management / Central Shops Department, Real Estate Div, Animal Care and Control (ACC), GSA Human Resources, Repro/Mail Svcs and Medical Examiner's Offc

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

Please explain why your department was not able to comply. \* We DID comply.

Did your department purchase new vehicles that were justified by an increase in workload? \* No

# HACTO Annual Plan [#54]

<b>Department *</b>	GSA Fleet Management / Central Shops Department
<b>Name of Person Preparing Report *</b>	Dan Coleman
<b>Title of Person Preparing Report *</b>	Principal Analyst
<b>Email of Person Preparing Report *</b>	<a href="mailto:dan.coleman@sfgov.org">dan.coleman@sfgov.org</a>
<b>Name of Department Head *</b>	Tom Fung
<b>Does your department promote or plan to promote employees to use public transit for work-related travel? *</b>	No
<b>Does your department offer or plan to offer employees access to a bicycle for work-related travels? *</b>	Yes
<b>Is it / will it be a CityCycle bike? *</b>	Yes
<b>How many bicycles will be available? *</b>	3
<b>Would your department like to make a request for more bikes? *</b>	No
<b>What forms of communications will you use to promote employees to use BICYCLES for work-related trips? *</b>	New Employee Orientation Other
<b>Other: *</b>	Shop safety meetings
<b>Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *</b>	No
<b>Is your department able or have plans to host a tele-conference call? *</b>	Yes
<b>Is your department able or have plans be able to host a video-conference call? *</b>	No
<b>In the 2012-13 HACTO Report, you will have to provide metrics for these programs. How will you track the implementation of these programs? *</b>	phone bill

A. Does your department promote or have plans to promote the use of public transit for commuting to/from work? \*

No

B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? \*

Yes

How will you promote bike-commuting? \*

Provide indoor/safe bike storage  
Offer on-site showers and/or lockers

What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? \*

New Employee Orientation

C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? \*

Yes

How will you promote Carpool and/or Vanpool? \*

Other

Other: \*

Encourage employees to form carpools.

What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? \*

Other

Other: \*

Shop safety meetings.

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." \*

15

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. \*

1

How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June 30, 2012)? \*

4

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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: \*

No thank you

# HACTO Annual Plan [#21]

<b>Department *</b>	Mayor's Office on Disability
<b>Name of Person Preparing Report *</b>	Carla Johnson
<b>Title of Person Preparing Report *</b>	Interim Director
<b>Email of Person Preparing Report *</b>	<a href="mailto:carla.johnson@sfgov.org">carla.johnson@sfgov.org</a>
<b>Name of Department Head *</b>	Carla Johnson
<b>Does your department promote or plan to promote employees to use public transit for work-related travel? *</b>	Yes
<b>What resources will your department offer? *</b>	Other
<b>Other: *</b>	Employees carry own clipper card
<b>What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *</b>	Other
<b>Other: *</b>	Staff meetings
<b>If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:</b>	All staff use MUNI and BART regularly when the work travel is easily served by public transit
<b>Does your department offer or plan to offer employees access to a bicycle for work-related travels? *</b>	No
<b>Would your department like to make a request for more bikes? *</b>	No
<b>Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *</b>	Yes
<b>Is your department able or have plans to host a tele-conference call? *</b>	Yes
<b>Is your department able or have plans be able to host a video-conference call? *</b>	No
<b>In the 2012-13 HACTO Report, you will have to provide metrics for these</b>	Calendars

programs. How will you track the implementation of these programs? \*

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel:

Most of our Departmental work is located within walking distance of our office or served by MUNI and BART

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? \*

Other

Other: \*

Staff meetings

B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? \*

Yes

How will you promote bike-commuting? \*

Provide indoor/safe bike storage

What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? \*

Other

Other: \*

Staff meetings

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? \*

Yes

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work:

Four of our six staff have remote access to e-mail and networks and can work from home when necessary. All of our staff either ride public transit to work or bicycle or walk

Bonus: How will you promote the Great Race for Clean Air?

Other

Other: \*

Staff meetings

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." \*

1

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: \*

No thank you

# HACTO Annual Plan [#36]

<b>Department *</b>	Real Estate
<b>Name of Person Preparing Report *</b>	May Jaber
<b>Title of Person Preparing Report *</b>	Project Manager
<b>Email of Person Preparing Report *</b>	<a href="mailto:may.jaber@sfgov.org">may.jaber@sfgov.org</a>
<b>Name of Department Head *</b>	John Updike
<b>Does your department promote or plan to promote employees to use public transit for work-related travel? *</b>	Yes
<b>What resources will your department offer? *</b>	Communal FastPass
<b>What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *</b>	Department Newsletter E-mail Blast New Employee Orientation
<b>If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:</b>	Our policy at Real Estate is Public Transit first. Over 85% of our meetings are attended by walking or using public transit.
<b>Does your department offer or plan to offer employees access to a bicycle for work-related travels? *</b>	Yes
<b>Is it / will it be a CityCycle bike? *</b>	Yes
<b>How many bicycles will be available? *</b>	2
<b>Would your department like to make a request for more bikes? *</b>	No
<b>What forms of communications will you use to promote employees to use BICYCLES for work-related trips? *</b>	Department Newsletter E-mail Blast New Employee Orientation
<b>If applicable, please use this space to describe in greater detail your department's BICYCLE program for work-related travels:</b>	There are two pool bikes at City Hall for use by all. Real Estate facilitates bike corals throughout the city.
<b>Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *</b>	Yes
<b>Is your department able or have plans to host a tele-conference call? *</b>	Yes
<b>Is your department able or have plans be able to host a video-conference call? *</b>	No
<b>In the 2012-13 HACTO Report, you will have to provide metrics for these programs. How will you track the implementation of these programs? *</b>	Excel spreadsheet

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel:

Real Estate policy is to walk and use public transit when ever possible. The vehicle pool is used only when public transit is not an option everyone shares their clipper card to make it possible and encourage walking in keeping with the City's Shape Up Program.

**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  
Offer a shuttle to nearby transit  
Other

**Other: \***

Tail Gate at all RED meetings

**What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? \***

Department Newsletter  
E-mail Blast  
New Employee Orientation  
Posters / Flyers

**B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? \*** Yes

**How will you promote bike-commuting? \***

Provide indoor/safe bike storage  
Offer on-site showers and/or lockers

**What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? \***

Department Website / Intranet  
Department Newsletter  
E-mail Blast  
New Employee Orientation

**C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? \*** Yes

**How will you promote Carpool and/or Vanpool? \***

Reserved parking carpool and vanpool vehicles  
Encourage registration in the 511-matching program

**What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? \***

Department Website / Intranet  
Department Newsletter  
E-mail Blast  
New Employee Orientation  
Posters / Flyers

**D. Does your department offer or plan to offer tele-commuting? \*** Yes

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work:

We afford staff the opportunity for tele-commuting

**Bonus: How will you promote the Great Race for Clean Air?**

Department Website / Intranet  
Department Newsletter

	E-mail blast Posters/Flyers
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." *	7
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. *	0.35
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 <i>planning to</i> remove from service in FY12-13 (July 1, 2012-June 30, 2013)? *	0
The number of vehicles your department plans to remove is: *	Fewer than the number needed to be compliant.
If your department feels it cannot comply with the fleet reduction requirement, you will be able to apply for a waiver (HACTO Section 403(c) details waiver qualifications). To apply, a waiver request must be sent from your department director to the director of SF Environment. As part of the justification, this request must include a description of your Transit First programs for reducing reliance on department vehicles, and an explanation of why these programs are not sufficient to enable your fleet to be reduced as required by the Ordinance. Additional information about the process for submission and evaluation of waiver requests, and about alternative steps for reducing Greenhouse Gas emissions that may be required, will be available after the first of the New Year.* *	I would like a call from the Clean Vehicle team to discuss the Waiver process
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: *	CommuteSmart brochures specific to CCSF employees Pre-Tax Commuter Benefits flyers & guides CityCycle flyers & signs

# HACTO Annual Plan [#35]

**Department \*** 311 Customer Service Center

**Name of Person Preparing Report \*** Mathias Gibson

**Title of Person Preparing Report \*** Management Analyst

**Email of Person Preparing Report \*** [mathias.gibson@sfgov.org](mailto:mathias.gibson@sfgov.org)

**Name of Department Head \*** Nancy Alfaro

**Does your department promote or plan to promote employees to use public transit for work-related travel? \*** Yes

**What resources will your department offer? \*** Tokens

**What forms of communications will you use to promote employees to use TRANSIT for work-related travel? \*** E-mail Blast

**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? \*** Yes

**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? \*** Excel spreadsheet

**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

**B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? \***

Yes

**How will you promote bike-commuting? \***

Provide indoor/safe bike storage  
Offer on-site showers and/or lockers

**What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? \***

New Employee Orientation

**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? \***

Yes

**Bonus: How will you promote the Great Race for Clean Air?**

E-mail blast  
Posters/Flyers

**Does your department manage any of its own vehicles? \***

No

**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: \***

No thank you

# HACTO Annual Implementation Report FY:'11-'12 [#16]

Department \* 311 Customer Service Center

Name of Person Preparing Report \* Mathias Gibson

Title of Person Preparing Report \* Management Analyst

Email of Person Preparing Report \* [mathias.gibson@sfgov.org](mailto:mathias.gibson@sfgov.org)

Name of Department Head \* Nancy Alfaro

Email of Department Head \* [nancy.alfaro@sfgov.org](mailto:nancy.alfaro@sfgov.org)

**Referring back to the HACTO or DepCAP plan submitted for FY 2011–12, please include your Transit–First Plan and policies below: \***

As our department does not have a fleet, we encourage staff to use all driving–alternative programs in the course of conducting official business and also during their commute. We will continue to promote alternatives in the following ways:

- Posting commuter benefit information (including emergency ride home, bike room access, etc.) in the staff break room for 311 staff to raise awareness of what is available to them.
- Remain on the wait list to become a member of the CCSF Bike Fleet Program.
- Continue participating in campaigns such as the Great Race for Clean Air.

**Below, please report on the success of the abovementioned policies in reducing single–occupancy motor vehicle use for work–related trips: \***

One employee commutes to work by bike and utilizes the bike parking cage in the garage of 1 South Van Ness Ave.

Employees continue to utilize public transit during their commutes.

We are exploring the new CityCycle program as an alternative form of transit for official city business.

Does your department manage any of its own vehicles? \* No