

**City and County of San Francisco**  
**Board of Supervisors**



**Climate Action Plan**  
**March 30, 2012**

**Title:** Board of Supervisors Climate Action Plan  
**Data Year:** Fiscal Year 2010-2011  
**Author:** Madeleine Licavoli, Climate Action Liaison  
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## Contents

1. Introduction
  2. Departmental Profile
  3. Departmental Carbon Footprint & Historical Analysis
  4. Other Sustainable Practices
  5. Community Wide Impact
- Appendices
- A. Waste Assessment Questionnaire
  - B. Buy Green Scorecard

## 1. INTRODUCTION

The Board of Supervisors Department is pleased to present its 2010-11 Climate Action Plan. It is written using Century Gothic font, which uses 30% less ink should this report be printed.

The Board of Supervisors is the Legislative branch of City government and consists of 11 Supervisors elected by district, and the Office of the Clerk of the Board which resources and supports the Board in fulfilling its duties. In addition, the Sunshine Ordinance Task Force, Assessment Appeals Board, and Youth Commission are divisions within the department.

The carbon footprint includes the consumption of energy in the department's offices, which are all located in City Hall and comprise 26,400 square feet. For FY 2010-11, 9.34 metric tons (tonnes) of CO<sub>2</sub>e emission are from electricity, and 234.57 tonnes of CO<sub>2</sub>e are from steam. These are slightly lower than FY 2009-10, which were 13.66 and 249.38, respectively.

The transportation survey was not part of the Climate Action Plan for FY 2010-11. Instead, focus was on outreach to employees regarding transportation options.

The department strives to reduce-reuse-recycle, buy green, and comply with energy conservation in the area of information technology.

Supervisors continue to introduce, support, and enact legislation that will help reduce climate impacts in San Francisco. Other jurisdictions inquire about legislation passed in San Francisco with an eye toward doing the same in their communities.

The Board of Supervisors Department's goal is to continue its effort to conserve natural resources and work toward zero waste.

## 2. DEPARTMENTAL PROFILE

### **Departmental Mission:**

The Mission of the Board of Supervisors is to:

- Respond to the needs of the City's residents by formulating and establishing City policies adopted through ordinances and resolutions.
- Allocate resources Citywide through the annual appropriation process.

The Mission of the Office of the Clerk of the Board is to:

- Resource the eleven Members of the Board to effectively serve the public's needs.
- Provide for the ethical and efficient flow of government.
- Preserve an accurate collection of the Board's legislative history.
- Encourage the public to be knowledgeable about the Board's decisions by making resources useful and available.
- Protect the public's right to petition their government and to have access to government records and information.
- Ensure open public meetings where public involvement in local government can occur.

**Departmental Budget:** \$10,483,061 (FY 2010-11)

**Number of Employees:** 67.28 (number of positions)

Number of employees: Full-time: 56; Part-time: 10

### **Facilities Occupied:**

The department is located in City Hall, which is managed by the City and County of San Francisco's Real Estate Division. Offices are located on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors.

**Board of Supervisors:** The 11 Members of the Board, their Aides (26), and volunteers and interns each occupy space on the 2<sup>nd</sup> floor consisting of 2 small rooms—reception area, Aides' office—and 1 larger room for the Supervisor's office.

**Clerk of the Board/Sunshine Ordinance Task Force:** The Clerk and her staff (23) occupy space on the 2<sup>nd</sup> floor that consists of 10 rooms. There is 1 large room for the reception area, the Executive Assistant, and Operations staff (4) in cubicles, and there are 2 large rooms comprised of cubicles for the Legislative staff (9) and Administration & Finance staff (6). There are 3 small rooms for the Clerk and 2 Deputy Directors. The remaining 4 rooms are small and consist of a conference room, a mail room, a copier room, and a file room.

**Assessment Appeals Board:** The Administrator and her staff (4) occupy space on the 4<sup>th</sup> floor. There is 1 large room for the reception area and staff in cubicles. There is 1 small room for the Administrator's office.

**Youth Commission:** The Youth Commission staff (2) occupies space on the 3<sup>rd</sup> floor that consists of 3 rooms. There is large room with a reception area and 2 cubicles. The 2

smaller rooms are the Advisor's office and a conference room. The members of the Youth Commission (17) utilize the conference room for small meetings and as a staging area on Commission meeting days.

**Other:** The department also has space on the 2<sup>nd</sup> floor which consists of a small computer training/conference room, a large conference room, a small copier/mail/supply room for Supervisors' offices, a vault/server room, and a medium-sized room previously occupied by Legislative Analysts and now occupied by Local Agency Formation Commission staff (2) and interns.

**Vehicles:** The department does not have any vehicles. If walking or public transit is not possible for meetings and activities outside of City Hall, personal vehicles are used or arrangements are made to use a vehicle from the City Hall Vehicle Pool.

**Departmental Contact Information:**

**Climate Action Liaison:**

Name: Madeleine Licavoli  
Title: Deputy Director  
Email: [madeleine.licavoli@sfgov.org](mailto:madeleine.licavoli@sfgov.org)  
Phone: 415 554 7722

**Zero Waste Coordinator:**

Name: Rana Calonsag  
Title: Senior Clerk Typist  
Email: [rana.calonsag@sfgov.org](mailto:rana.calonsag@sfgov.org)  
Phone: 415 554 7718

**3. DEPARTMENTAL CARBON FOOTPRINT & HISTORICAL ANALYSIS**

**3a. Facilities & Reduction Measures**

The list of facilities that is being used by SF Environment to calculate the FY 2010-11 department carbon footprint has been verified by the department's Climate Liaison to be accurate and complete.

**3a.1. Energy**

**Fiscal Year 2010-2011 Carbon Footprint from Consumption of Electricity, Natural Gas and Steam**

The total square footage of City Hall is 227,125 square feet. The department occupies 26,400 square feet (11.57%). Following is the department's consumption of electricity and steam and the emissions in metric tons of CO<sub>2</sub>e:

Source	Consumption	CO2e Emissions (metric tons)
Electricity (kWh)	632,472.85	9.34
Steam (lbs)	2,455,999.20	234.57
<b>Total</b>		<b>243.91</b>

### Energy Efficiency & Conservation

City Hall is managed by the SF Real Estate Division (RED). Energy efficiency retrofit projects, compliance with the existing Commercial Building Energy Performance Ordinance, and compliance with the Lighting Efficiency Ordinance in City Hall are the responsibility of RED.

The lighting in offices operates on motion sensors and helps to conserve energy. Staff turns off lights at the end of the work day. When there is sufficient natural light, some offices do not turn on lights or turn on only one switch. On sunny days, shades are drawn to naturally cool offices so the air conditioning does not turn on.

### Green Building

City Hall is managed by the SF Real Estate Division (RED), which would be responsible for any measures taken or plans made for green building/LEED certification, renewable energy, water efficiency, and conservation for City Hall.

### Renewable Generation

City Hall is managed by the SF Real Estate Division (RED), which would be responsible for any renewable energy projects at City Hall.

## 3a2. Water

### Fiscal Year 2010-2011 Water Consumption

The total square footage of City Hall is 227,125 square feet. The department occupies 26,400 square feet (11.57%). Following is the department's water and wastewater discharge consumption.

Source	Consumption
Water (gals)	733,432.67
Wastewater Discharge (gals)	427,620.76

### Water Efficiency & Conservation

City Hall is managed by the SF Real Estate Division (RED), which would be responsible for any water efficiency retrofit projects in City Hall.

Supervisors use carafes for water at their meetings. Carafes are only filled to the half-way mark, and any remaining water is used to water the flowers/plants in the Chamber and the Clerk's Office.

### 3b. Fleet & Fuel Reduction Measures

The department does not have any vehicles.

### 3c. Historical Analysis

Below is a comparison of the department's CO2e Emissions (mt) and consumption for Fiscal Years 08-09, 09-10, and 10-11. As indicated, there is an increase between 08-09 and 09-10 but then a decrease between 09-10 and 10-11. The most significant decrease is in the wastewater discharge between FY 09-10 and 10-11.

The department is one of many departments in City Hall and the space occupied by the department is 26,400 square feet, or 11.57%. Each department in City Hall must do its part to conserve resources and decrease emissions and consumption.

Emission Source Detail	FY 08-09 CO2e (mt)	FY 09-10 CO2e (mt)	FY 10-11 CO2e (mt)
Electricity	7.87	11.54	9.34
Steam	208.73	248.28	234.57
Total Building Energy as Tenants CO2e (mt)	216.60	259.82	243.91

Emission Source Detail (Units)	FY 08-09 Consumption	FY 09-10 Consumption	FY 10-11 Consumption
Electricity (kWh)	662,585.95	637,443.06	632,472.85
Steam (lbs)	2,185,437.72	2,599,612.02	2,455,999.20
Water (gal)	Information not available	987,835.90	733,432.67
Wastewater Discharge (gal)	Information not available	709,792.82	427,620.76

## 4. OTHER SUSTAINABLE PRACTICES

### 4a. Zero Waste

The department's Waste Assessment Questionnaire is attached to the report as Appendix A.

**Commitment:** The department is committed in the next year to having as many employees start viewing their paystubs online using e-Payroll and stop receiving paper paystubs. Currently, approximately one-third of staff is using e-Payroll. The department head has sent an email to all staff to encourage participation, and there will be follow-up with staff to enroll in the program.

Of note in FY 2010-11, all members of the Board of Supervisors have moved from receiving paper meeting agenda packets to accessing agenda packets online. Also, the Clerk of the Board's Office added a compost bin that is located adjacent to the trash and recycle bins with informational posters displayed above each bin.

#### **4b. Transportation Options**

##### **CCSF Commuter Programs**

At the time of hire, employees are provided with a copy of the Department of Environment's flyer, Commuter Programs for CCSF Employees, which includes information regarding commuter benefits, bicycling, ridesharing, and emergency ride home. The Climate Liaison forwards all emails from the SF Environment TDM to all employees regarding commuter programs.

The department scheduled an outreach presentation and tabling by the Department of Environment's Commute Smart Division on February 15, 2012, to which all employees were invited. It was very beneficial for employees interested in enrolling in commuter programs and for employees who were already enrolled and had questions or encountered problems. The Department of Environment's TDM has been very receptive and responsive to inquiries presented throughout the year.

In FY 2009-10, there were an average of 22 employees enrolled in the commuter benefits pre-tax program. In FY 2010-11, the number increased slightly to 25. This represents approximately 32% and 37%, respectively, of the total number of employees in the department. Fluctuations will occur as employees come and go and when positions remain vacant for periods of time.

The department participated in the Great Race for Clean Air in 2010 and 2011. The number of employees that participated in 2010 was 21. In 2011, the number was 4. Although more employees participated, they did not all log in and track their commute information.

##### **CCSF Work-Related Trip Programs**

The department does not have any vehicles. Most errands or meetings are in the Civic Center area and within walking distance. If walking or public transit is not possible for meetings and activities outside of City Hall, personal vehicles are used or arrangements are made to use a vehicle from the City Hall Vehicle Pool. The need for a vehicle arises based on different factors, e.g. location of meeting, time of meeting, and materials and supplies that are needed for the meeting.

Currently, the department is not participating in the City Bike Fleet program. This is an option that can be considered in the future

#### 4c. Green Purchasing

The department continues to "reduce-reuse-recycle." Requests for office supplies are reviewed for items that may be available for reuse instead of purchasing new. The office supplies order form contains the following message at the top and bottom of the form: City staff must check SFApproved.org to buy REQUIRED green products and avoid LIMITED USE & PROHIBITED PRODUCTS (per SF Precautionary Purchasing Ordinance).

The department hosted the Buy Green Ordinance Scavenger Hunt on February 29, 2012, which was attended by the Climate Liaison and the Deputy Director of Administration and Finance. Other City departments were invited to attend the presentation as well.

The results of the department's Buy Green Scorecard are attached to the report as Appendix B.

#### 4d. Information Technology

The department is conserving energy by partial compliance with the following required IT energy conservation measures:

All computers are labeled with "energy conservation reminder – turn off when not in use. **No. All monitors are labeled with 'Energy conservation reminder'. Due to the high number of VPN users (staff who access their computers remotely after hours and on weekends), computers are not labeled.**

All PCs are automatically set to go into hibernation/standby mode after 20 minutes of inactivity. **No. Computers are not set to hibernate. Lotus Notes does not work well with hibernation.**

Obsolete servers have been replaced with Climate Savers Gold or Energy Star servers. **Yes.**

Virtualized servers. **No. The department could consider migrating to virtualized servers as existing servers reach end of life.**

Describe any challenges encountered and successful aspects of IT energy conservation projects. **Please see comments above.**

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

The department does not plant or care for trees but does support the urban forest.

In FY 2010-11, the Board of Supervisors adopted:

- Resolution authorizing the Department of Public Works to apply for grant funds from the California Department of Resources Recycling and Recovery, Tire-



Derived Product Grant Program for the purpose of installing rubber sidewalks and preserving mature trees.

- Resolution authorizing the Department of the Environment to apply for funding from the Department of Forestry and Fire Protection as provided through Propositions 40 and 84 for a project to plant fruit bearing trees on appropriate City land.
- Resolution authorizing the Recreation and Park Department to accept and expend a gift for the purchase, planting, and care of approximately 40 London Plane trees in Golden Gate Park's Music Concourse.

## **5. COMMUNITY WIDE IMPACT**

The Board of Supervisors continues to introduce and pass legislation to support a climate secure future. Examples of legislation passed in FY 2010-11 are:

- Resolution authorizing the Department of the Environment to apply for annual grants from the California Department of Resources Recycling and Recovery for the purpose of increasing Used Motor Oil Recycling and Household Hazardous Waste Management.
- Resolution authorizing the Department of the Environment to accept and expend a grant to expand recycling and lunchroom composting programs at schools in San Francisco.
- Ordinance amending the Environment Code to require the owners of existing commercial buildings to either provide secure bicycle parking in their buildings or allow their tenants to bring their bicycles into the building.
- Ordinance amending the Environment Code to require cell phone retailers to provide their customers with information regarding how to limit exposure to the radiofrequency energy emitted by cell phones.
- Ordinance amending the Health Code by banning the sale of tobacco products in pharmacies.
- Ordinance amending the Environment Code and the Administrative Code to establish and implement a new Healthy Air and Clean Transportation Program, providing for the gradual conversion of the City's vehicle fleet to clean air vehicles and the gradual reduction of the overall number of passenger vehicles and light duty trucks in the City's vehicle fleet by 20 percent.
- Ordinance amending the Environment Code to establish a three-year pilot program to reduce waste in the distribution of Yellow Pages phone directories to private residences and businesses in San Francisco, and to reduce neighborhood blight.