

Climate Action Plan Fiscal Year 2011-2012



City and County of San Francisco Office of the Controller

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I. INTRODUCTION

The Controller's Office is a unique city department as the objective of all our goals and work products are to effectuate citywide impact of improving the level of effectiveness and accountability of public services in San Francisco. We focus on opportunities to reduce the City's carbon footprint by providing our information and services to all departments and citizens in an energy-efficient manner by reducing the amount of resources used for the many products we produce, reports we produce and publish, and the numerous payments that we issue to employees and vendors. We continue to explore a variety of energy efficient methods of distributing information and payments electronically and regularly make progress doing so.

This past year we again focused on better understanding the data and information on energy usage, greenhouse gases, environmental impact and our role in helping with the reduction of carbon emissions. We continue to work closely with the Department of Environment to obtain and circulate information that will better educate and equip our staff. All Controller's Office divisions are required to help support and implement the Controller's Office Departmental Climate Action Plan.

The key elements to our Climate Action Plan consist of the following: Brief background of the Controller's Office, 2010-11 Departmental Carbon Footprint with energy use data, energy efficiency & conservation efforts, zero waste best practices, commuter benefits outreach activities, and green purchasing efforts. With this information it is our objective to remain in compliance with the 2008 Mirakimi Ordinance and actively help the City and County of San Francisco reach its greenhouse gas emissions reduction goals and achieve other core sustainable practices.

II. DEPARTMENT PROFILE

The City's 1996 Charter designates the Controller as the chief accounting officer and auditor for the City. The Controller is appointed by the Mayor and confirmed by the Board of Supervisors to serve a ten-year term of office. Ben Rosenfield was appointed to his ten year term in March of 2008. The Controller is responsible for all financial management systems, procedures, internal control processes and reports that disclose the fiscal condition of the City to managers, policy makers and citizens. The Controller is also the auditor for the City and County performing financial and performance audits of departments, agencies, concessions, contracts and functions. In furtherance of these Charter-mandated functions, the Controller's Office provides a variety of support services. These include:

- Processing the City's budget;
- Developing and maintaining a financial accounting information system for use by all departments;
- Developing and maintaining a human capital management system for use by all departments;
- Paying all City employees and vendors;
- Fiscal management oversight, budgetary planning and public policy analysis for City;

- Benchmarking, performance management, and 'best practices' comparison of San Francisco's services relative to other public agencies;
- Performing regular oversight of the City's contracting procedures, including developing model criteria and terms for Requests for Proposals;
- Maintaining a whistleblower complaints hotline and website and conducting investigations regarding waste, fraud, and abuse of City resources; and
- Completing specified annual assessment and reporting activities;
- identifying and reporting on all legislation introduced at the Board of Supervisors that might have a material economic impact on the City; and,
- Issuing and managing the City's general fund debt obligations.

II A. Departmental Mission, Vision and Core Values

Mission -

The Controller's Office ensures the City's financial integrity and promotes efficient, effective and accountable government.

Vision Statement -

What we seek to be

We strive to be a model for good government and to make the City a better place.

Core Values -

- **Teamwork:** We support a cooperative work environment. Our team is strengthened by the diversity and contributions of its members.
- **Trust:** We act with honesty, integrity and fairness.
- **Respect:** We understand and appreciate the inherent value of one another.
- **Equal Opportunity:** We provide opportunities to all staff to contribute and achieve their potential.
- **Communication:** We communicate honestly and openly.
- **Excellence:** We strive for personal and professional excellence. We recognize and reward exemplary performance.
- **Service:** We focus on our customers' needs. We recognize that to improve service, we must be a learning organization that seeks continuous improvement.

Departmental Budget: FY2011-12 – \$38,125,626

Number of Employees: Approximately 200

Departmental Facilities:

The Controller's Office occupies space in two buildings owned by the Real Estate Division of General Services Agency. Our primary location is in City Hall on the 3rd and 4th floors, with total square feet equal to 23,910 using approximately 10.53% of the building. There are approximately 140 employees working at City Hall. Our Payroll & Personnel Services Division (PPSD) and eMerge Division, which comprise the remainder of our employees, are located at

One South Van Ness Avenue, 8th floor occupying 506,492 total square feet equal to approximately 3.49% of the building.

Location 1:

Divisions: City Services Auditor, Accounting Operations & Systems Division, Administration, Office of Public Finance, Office of Economic Analysis, Budget & Analysis
City Hall, 3rd and 4th floors
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Location 2:

Division: Payroll and Personnel Services and eMerge Divisions
One South Van Ness Avenue, 8th Floor
San Francisco, CA 94103

Facilities Contact: John Updike, Real Estate, 415-554-9860 john.updike@sfgov.org

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III. DEPARTMENTAL CARBON FOOTPRINT

Background

Our primary purpose in tracking and providing this information is to heighten departmental awareness of the consequences of energy use and to discover and implement methods that employees can use toward reducing the emissions, helping the environment and future generations, and saving resources.

Some examples of greenhouse gasses are carbon dioxide, methane and fluorocarbons. Some emissions occur naturally and others through human activity resulting in chemical reactions through various energy use and consumption.ⁱ Getting people's attention and participation in the endeavor remains challenging.

With so many competing goals we have at this point in our cultural and economic development, it is becoming increasingly difficult to appeal to individuals to recognize their role in our environment, and to ensure their participation in efforts to conserve. Filling people with facts doesn't necessarily motivate them to help. The fact that energy conservation is a Mayoral mandate may not be the sole impact on compliance in the City. We must be more direct and appeal to what staff can identify with (their families; children and futures) in our approach to gain cooperation from everyone in reducing our carbon footprint. Dan Ariely, Professor of Psychology and Behavioral Economics at Duke University in his 2010, book *The Upside of Irrationality*, Harper's Collins Publishers, NY p251-2 explained that the best way to get people to act is to appeal to their emotions, not their intellect, rationality or reasoning:

Consider another large problem: CO₂ emissions and global warming. Regardless of your personal beliefs on this matter, this type of problem is the toughest kind to get people to care about. In fact, if we tried to manufacture an exemplary problem that would inspire general indifference, it would probably be this. First of all, the effects of climate change are not yet close to those living in the Western world: rising sea levels and pollution may affect people in Bangladesh, but not yet those living in the heartland of America or Europe. Second, the problem is not vivid or even observable - we generally cannot see the CO₂ emissions around us or feel that the temperature is changing (except,

perhaps for those coughing in L.A. smog). Third, the relatively slow, undramatic changes wrought by global warming make it hard for us to see or feel the problem. Fourth, any negative outcome from climate change is not going to be immediate; it will arrive at most people's doorsteps in the very distant future (or, as climate-change skeptics think, never). All of these reasons are why Al Gore's "An Inconvenient Truth" relied so heavily on images of drowning polar bears and other vivid imagery; they were his way of tapping into our emotions.ⁱⁱ

Energy Data Observations

The Department's Carbon Footprint data is reported in Table 1 and was extracted from the Controller's Google Doc spreadsheet. Because we are located in Real Estate owned facilities and do not have vehicle fleet (liquid fuel) or waste treatment and recycling, our data only includes electricity and steam use based on our square footage building occupation. Natural Gas was reported for the first time in Fiscal Year 10-11. The information is provided by the San Francisco Public Utilities Commission (SFPUC) as noted on the next page.

Our total Carbon Dioxide Equivalent (CO₂e) or Greenhouse Gas (GHG) emission is 236.08 tonnes as compared to 238.62 tonnes last fiscal year. This represents a decrease of approximately 2.54 metric tons. The usage per person remained the same at approximately 1.18 metric tons per person compared to FY 09-10. This measurement is scientifically approximated from a combination of factors. CO₂e represents a "...global warming potential when measured over a specific time period," which amounts to a time-relative flow of emissions into the atmosphere. Greenhouse gases are believed to trap heat in the atmosphere.ⁱⁱⁱ

Table 1 below shows the Annual Departmental CO₂e emissions sources from FY 08-09 thru FY 10-11. In comparison to the past FY09-10, data reflects decreases in our two main emission sources (12.43 decrease in Steam, and 1.74 decrease in Electricity). Natural gas was reported for the first time for FY10-11. Although the Total CO₂e data shows a significant increase of 37.28 tonnes from FY 08-09, there was in fact a 2.54 decrease in Total CO₂e from FY 09-10. The slight decrease could be attributed to a variety of reasons, but hopefully due to staff's increased energy conservation practices and awareness.

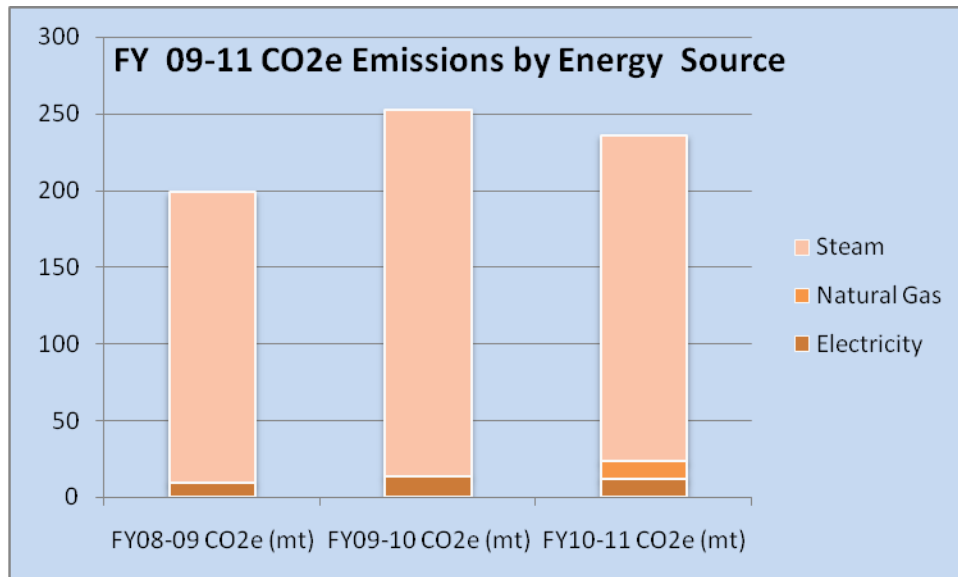
The main reason CO₂e data shows a significant increase between FY-08-09 and FY 09-10 could be attributed to the movement of our PPSD and eMerge Divisions occurring in FY 09-10. The Divisions were co-located and moved to a centralized, energy-efficient location at One South Van Ness, 8th Floor (with approximately 70 staff) effective in May 2010. Also, Climate Action data for our eMerge Division was reported by the Department of Human Resources in FY 08-09 which also contributed to the significant change in total CO₂e.

Please note: Our office locations are in Real Estate Owned facilities (City Hall and One South Van Ness, 8th floor) shared by several other City Departments, therefore there will be a margin of error in data reported as it is based solely on square footage occupancy.

Table 1

ANNUAL DEPARTMENTAL CO2e EMISSIONS (mt)			
Emission Source Detail:	FY08-09 CO2e (mt)	FY09-10 CO2e (mt)	FY10-11 CO2e (mt)
Electricity	9.76	13.76	12.02
Natural Gas	0	0	11.62
Steam	189.04	224.87	212.44
Total CO2e from facility energy (mt)*	198.8	238.62	236.08
Gasoline	0	0	0
CNG	0	0	0
LPG	0	0	0
B5	0	0	0
B20	0	0	0
Total Mobile Fuel CO2 (mt)**	0	0	0
Total CO2e (mt)***	198.8	238.62	236.08

The department does not receive energy bills, and natural gas data was not available in previous reports. The San Francisco Public Utilities Commission (SFPUC) is the electricity and water provider for all City departments, and the City’s lead agency for data tracking and billing, reporting energy use data to its customers in City departments, and reporting utility electricity data to regulatory agencies. The Controller’s Office facilities and energy use data was tracked under a Master Real Estate Google Doc. We have verified the facility list in Google Docs. The chart below will show the department’s emissions by main reported energy sources from FY 08-09 thru FY 10-11.



III A. FACILITIES – ENERGY AND WATER USE, AND REDUCTION MEASURES

Annual Departmental Consumption Summary

Energy use data was provided by the SFPUC in quarterly reports and the Controller’s electricity, Natural Gas and Steam consumption information over the past Fiscal Years in **Table 2** was extracted from the Controller’s Google Doc spreadsheet.

Table 2

ANNUAL DEPARTMENTAL CONSUMPTION			
Emission Source Detail (Units):	FY08-09 Consumption	FY09-10 Consumption	FY10-11 Consumption
Electricity (kWh)	815,270.57	758,335.20	813,911.51
Natural Gas (th)	0	0	2,183.89
Steam (lbs)	1,979,311.20	2,354,421.33	2,224,353.81
Water (gal)		894,665.01	821,961.59
Wastewater Discharge (gal)		642,846.45	518,580.11

Our FY1011 consumption for Electricity was 813,911.51, Natural Gas was 2,183.89 and Steam was 2,224,353.81. The consumption data shows a decrease in Steam of 130,067.52 and an increase of 55,576.30 in electricity (kWh) from FY 09-10. Natural Gas was reported for the first time for FY10-11. Contributing factors causing the increase in electricity usage data are the movement of eMerge and PPSD Divisions to One South Van Ness in April 2010 as noted above. Other factors contributing to electricity usage increase may include: net gain of approximately 30 + staff members at One South Van Ness 8th floor office location; additional office equipment (PCs, telephones and copiers) to support additional employees; and occupancy at 875 Stevenson at the end of FY09-10. A major contributor of energy usage is the new training facility with 20 workstations at One South Van Ness in our offices. This modern facility is used by the Controller’s Office for its training and examinations, and it is used by other city departments for their various training needs. It is also serving as the training environment for the User Acceptance Testing and training of all city staff who work in the areas of human capital management (Human Resources, Payroll, Benefits) during the roll out of our eMerge system. As reported in last year’s Plan, the One South Van Ness 8th floor location is the first City building to embark on LEED (Leadership in Energy and Environmental Design) and O & M (Operations and Maintenance) certification.

We expect to have a more accurate comparison in FY 2011-2012 as the department would be in the same locations for two consecutive fiscal years. We also plan to focus on sharing energy conservation best practices for staff via email/newsletters in order to reduce consumption and costs. Best practices may include: continue purchasing of energy-saving office equipment; ensuring lights are turned off (when possible); creating office room energy conservation monitors; and focus efforts on reducing demand for electricity.

According to the “Best Practice Guide for Local Governments” published by *Flex Your Power*, California’s statewide energy efficiency marketing and outreach campaign, “Government

agencies in the United States spend more than \$10 billion a year on energy to provide public services and meet constituent needs...Efficiency is key to climate change mitigation. The easiest ton of CO2 to remove from the atmosphere is the one that is not emitted in the first place...Lowering the amount of energy consumed (or lost) effectively increases the share of renewables in the total, assuming the gains are offset by reducing the amount of energy produced from generation sources.^{iv}

1. ENERGY EFFICIENCY & CONSERVATION:

This is not applicable to the Controller's Office since we only occupy space managed by the Real Estate Division of the General Services Agency (GSA). We do not participate in building planning, design and construction. The SFPUC is the City's lead agency reducing municipal electricity and natural gas use. For more information please contact John Doyle, Manager of Infrastructure, SFPUC at (415) 554-1541 or jdoyle@sfgwater.org.

2. GREEN BUILDING: *This is currently not applicable to the Controller's Office as we rent space managed by the Real Estate Division and had no space changes this fiscal year.*

3. RENEWABLE GENERATION: *This is currently not applicable to the Controller's Office as we do not have any facility renewable projects. The SFPUC implements renewable energy projects at municipal facilities.*

4. FISCAL YEAR 2011-2012 WATER CONSUMPTION

The amount (in gallons) of water consumed by the Controller's Office in Fiscal Year 2011-2012 was 821,961.59, a reduction from 2009-2010 which was 894,665.01. The consumption for Fiscal Year 2011-2012 can be found in **Table 2** and was extracted from the Controller's Office Google Doc. The figure was tabulated from monthly billing data provided to the Department of the Environment (SFE) by SFPUC Water for municipal facilities in the City of San Francisco.

Comparison from last year's data reveals a 72,703.42 decrease from FY 09-10. The decrease can be attributed to change in water consumption habits, such as increased reliance on outside water vendors, staff bringing personal water containers to work and limited use of water in break rooms. We will make sure to keep staff aware of water usage and encourage limited use.

WATER EFFICIENCY AND CONSERVATION: *This is currently not applicable to the Controller's Office. The SFPUC is the City's lead agency for reducing potable water use. For more information please contact Julie Ortiz, Water Conservation manager for the SFPUC, at (415) 554-4739 or email jnortiz@sfgwater.org.*

In this area, employee education remains the best reduction strategy.

III B. FLEETS & FUEL: *This is currently not applicable to the Controller's Office as the Controller's Office does not operate a vehicle fleet.*

IV. OTHER SUSTAINABLE PRACTICES

The completed Waste Assessment Questionnaire is attached in the appendix of this report. Further in this document you will also find a description of outreach activities for promoting commuter programs; the status of computer practices in the department; and our Buy Green Scorecard.

IV A. ZERO WASTE

The Waste Assessment Questionnaires completed by our Zero Waste Coordinators for the two (2) Controller’s Office locations can be found in **Appendix B** and **C**. To promote waste reduction, the Department will implement the following action items below.

Item #	Facility Location:	Frequency/ Outlet	Action Item
1.	City Hall – 3 rd and 4 th Floors and One South Van Ness, 8 th Floor	Weekly Updates/ Quarterly Newsletter	Reminders in our weekly all staff email and quarterly newsletters about composting, recycling, reusing supplies and a general educational section.
2.	City Hall – 3 rd and 4 th Floors and One South Van Ness, 8 th Floor	Periodically	Zero Waste Coordinators to start contest for “Greenest Room”. Contest will be announced ahead of time where Zero Waste Coordinators will inspect rooms and workspaces taking inventory on trash used in recycling bin and recyclables in trash. “Greenest Room” would receive award/trophy. More details to follow.

Departmental Recycling Practices

City Hall provides for on-site recycling and composting. We follow the procedures for recycling and composting as required by City Hall building management. Julie Bryant from the Department of Environment has met with Controller’s staff at our Division Meetings and provided a brown-bag presentation on Recycling and Composting. A copy of the presentation slides have been posted on our e-Library (intranet) in our “Environment” folder. We will continue to invite Julie Bryant to future brown bag/division meetings and will target & train new employees to ensure everyone is aware of the correct Recycling & Composting practices.

Our One South Van Ness Avenue office also has on-site recycling and composting like City Hall. We have two Zero Waste coordinators who work with Ms. Torre at that location, Jan Crosbie-Taylor represents eMerge, and Seretha Gallaread represents Payroll/Personnel Services Division.

Whenever necessary, we utilize the Virtual Warehouse to dispense with or obtain furniture and supplies. We purchase green supplies in every available circumstance. We follow the Department of the Environment’s direction for disposing of outdated or broken IT equipment by utilizing Techno Trash and the Virtual Warehouse. We work with vendors to recycle or dispose

of used printer and multi-functional device toner. City Departments and nonprofits periodically contact us to pick up items we post on the Virtual Warehouse.

We hold periodic departmental “White Elephant Days” where our staff can drop-off and/or procure (recycle) any used, unused or excess office supplies.

Finally, we share information about energy and recycling with our staff through various means of communication, including but not limited to a weekly Human Resources Update electronic mail message and hosting various divisional and brown bag meetings.

Implementation of Paper Usage Reduction Measures

Departmental Best Practices & Efforts

We continue with our ongoing effort to reduce paper usage. When we print documents the department uses only 100% recycled content paper. Our paper reduction usage procedures also mandate double-sided copying and printing of all written material when current equipment (printers) are capable. Our multi-functional devices allow for scanning of documents so they can be stored and accessed electronically. We have successfully transitioned most of our filing procedures from paper to electronic storage.

With electronic deposit (ePayroll), employees are able to view their bi-weekly pay information on line. EPayroll has been available to employees since 2004 and was established to give employees more options to access direct deposit paystub (advice) information electronically or by telephone, one day earlier than payday, and to encourage the elimination of paper.

The Payroll and Personnel Services Division (PPSD) of the Controller’s Office makes payments to approximately 30,500 employees biweekly. Of the 30,500, over 27,319 (89%) of the city’s workforce is paid via direct deposit. This figure increases annually as we continue to educate employees and make policy and procedural changes.

In processing payroll for the City and County of San Francisco, our Payroll & Personnel Services Division receives and processes large volumes of automated input, as well as 160,000 paper documents annually for payroll processing. These transactions result in the issuance of about 823,500 warrants (checks) and advices annually. Nearly two million pieces of paper and envelopes are used annually to print and deliver paystub advices. Approximately 30,000 system generated checks and advices are printed bi-weekly; 3500 are checks. We continue to assist departments in lowering the amount of printed pay-checks through education of the ePayroll.

Twenty-six point one percent (26.1%) of the 28,273 employees that are enrolled in e-Payroll do not receive paper advices and use e-Payroll to access their pay information via the internet. The number of employees who do not receive paper advices increased from 4% to 26.1% following a re-launch of the e-Payroll program by eMerge in 2011. As you can see from the initiative taken by the Controller’s Office and the Department of Human Resources, this has become a top priority and we review these statistics regularly with an eye toward making significant

improvement in the next year. Again, the challenge is in getting employees to change the way they think about conserving resources and changing their habits.

Since December 2008, 99.9 % of the Controller's Office employees do not receive paper pay advices. We lead the City by example, but continue to be challenged from employees and labor organizations when we attempt to make electronic payroll and total paper elimination mandatory for all employees. One of their quite reasonable concerns is that not all city employees have access to computers, and in some cases still require paper copies of payroll information. A gradual shift in this paradigm is occurring, and a naturally occurring migration toward the elimination of paper will continue to emerge as technology becomes more accessible to City employees.

City-wide efforts

In August 2011, the Department of Human Resources (DHR) notified all Employee Organizations (Unions) about improvements in the Controller's Office ePayroll system. In a subsequent memo dated December 12, 2011, DHR announced that mandatory ePayroll participation would become effective for all employees hired on or after January 7, 2012. The 215 new hires from the first two pay periods of 2012 will never receive paper advices. What a huge cultural and environmental change!

Effective August 15, 2011, all employees were given access to electronic pay statements (stubs or advices), and the login procedures were greatly simplified. Previously, access to the system was on an "opt-in" basis only and opting out of receiving paper pay statements was also by request. Now, all employees who enroll in ePayroll on line will stop receiving paper pay statements after two pay periods, without taking any further action.

As noted above, awareness of and participation in energy and resource conservation is difficult at times to achieve but through a concerted effort, we are making progress.

The Mayor's Budget Office and the Department of the Environment have been promoting our ePayroll to increase registration in the CCSF ePayroll system to all employees through a challenge they issued to Chief Financial Officers of City Departments. The challenge began in January of 2012.

Results for February showed that there was an overall increase in those opting-out of the paper paystubs of 1188. January and February challenge winners are those departments with the biggest improvement over the two month period:

0-100 employees:	Emily Murase, Status of Women with a 17% change
101-1000 employees:	Eugene Clendinen, District Attorney with a 21% change
1000+ employees:	Phil Arnold, Human Services Agency with a 6% change

Their assistance has been extremely valuable to this citywide effort. We will continue to expand our efforts citywide and request departments and unions to increase promotional and educational

opportunities for their employees about ePayroll, to affect a citywide effort in the next twelve months.

Another significant resource reduction happened this year when we stopped issuing checks to vendors daily and shifted to weekly check printing. We have also had success with increasing the number of vendors using direct deposit, our Automated Check Clearing House (ACH). In November 2010, 1,990 vendors were using ACH. As of December 2011, 3694 vendors are now using direct deposits, an 86% increase, surpassing our original goal of 30% increase by the end of last fiscal year. It continues to be a challenge to encourage people to change the way they think about doing business.

The Examiner published an article on March 1, 2012 describing how the City's effort "...to become the first U.S. municipality to eliminate printed paychecks is just the latest in a string of recent paper-reduction proposals, such as banning yellow pages and limiting copies of city documents and voter pamphlets." This effort is being implemented citywide to all employers. More information is available at www.currencsf.org.

We hoped to report resource savings with the implementation of Phase I of eMerge late last fiscal year. Unexpected delays postponed the roll out of this project to the end of this fiscal year. eMerge will provide improved Human Resources, Benefits Administration and Payroll services to the active, retired, and future workforce of the City and County of San Francisco (CCSF) through the implementation of a new integrated Human Capital Management (HCM) system. Existing, centralized processes and tools will be replaced with one, consolidated, City-wide system, PeopleSoft 9.0. One primary benefit will be the movement of most human resources functions from antiquated paper-dependent processing to fully automate on-line processing and storage.

eMerge is an investment in CCSF's most valuable asset; its people and will help by:

- Bringing the data to the people that own and use it
- Providing critical information to the Department of Emergency Management during an emergency
- Improving our working experiences

eMerge will improve our Performance by:

- Replacing outmoded applications
- Improving manual and redundant business processes and systems
- Reducing costs
- Improving efficiency

IV B. EMPLOYEE COMMUTE

In San Francisco, the transportation sector accounts for 51% of greenhouse gases emitted into the atmosphere.

According to information provided in Google Docs, a total of ninety-nine (99) Controller's Office employees are enrolled in the Pre-Tax Commuter Benefits Program as of December 2011. Enrollment numbers have remained 90 and above over the past years which can be attributed to over half of Controller's staff living outside of San Francisco and taking advantage of the Commuter Benefits Program. All new employees are also given a "Commuter Programs for CCSF Employees" summary sheet along with a Wage Works user guide on their 1st day of work to ensure staff awareness of the benefits of the Program. It is our hope to maintain and achieve 100 staff member enrollment in the Commuter Benefits Program in FY11-12.

A few of our employees have had challenges getting the Commuter Benefits Program to work well for them since switching to a new vendor. Adeline Canez has provided a huge amount of support in correcting issues and we appreciate her help and the support of the Department of the Environment in helping the Controller's Office set and achieve our conservation goals.

In an additional note worth mentioning, a total of thirteen (13) Controller's Office staff members participated in the "Great Race for Clean Air" challenge conducted September thru October of 2011. The Great Race for Clean Air is a friendly competition between Bay Area employers to encourage use of commute alternatives such as walking, biking, transit, carpooling and vanpooling rather than driving alone to work. Controller's Office will continue to encourage staff participation in similar activities and promote department-wide.

Department of the Environment Outreach

The Controller's Office has invited staff from the Department of the Environment's Clean Air and Transportation Program to conduct outreach to employees. Vicente Centeno has worked with Adeline Canez to provide a brief PowerPoint presentation on the Commuter Benefits Program at divisional meetings. The presentation covered the City's Transit First Policy, potential employee cost savings, online enrollment demonstration and use of the Clipper Card. Other transportation conservation meetings were held in November of 2011, including with one of our largest divisions (Accounting and Operations and Systems Division, with over 40 employees). We will continue to invite Adeline Canez for future brown bags and target recently hired employees to ensure everyone has the opportunity to attend. We will also work with Department of Environment to schedule a Brown Bag for city employees within City Hall.

Internal Outreach

The Controller's Office will continue to internally promote the Commuter Benefits Programs to our employees. This will be done by:

- Including updates from the Clean Air and Transportation Program to all employees via email on our "weekly updates" every Friday;
- Including information from the Clean Air and Transportation Program in the departmental newsletter CON-NECTED;
- Including material from the Clean Air and Transportation Program into new employee folders (on 1st day) and review during Controller's Office New Employee Orientations;

- Posting of flyers and promotional items from the Clean Air and Transportation Program throughout the office boards and in break rooms;
- Posting updates of related items in our “environment” folder in e-Library, (Intranet for Controller’s Office employees);
- Following-up on employee concerns listed on the Transportation Survey regarding the Commuter Benefits Program and address if feasible.

IV C. GREEN PURCHASING

Green Purchasing for the Controller’s Office is primarily handled by Rosanne Torre. Vicente Centeno helps coordinate the training and reporting of our Green Purchasing. The Controller’s Office “Buy Green Scorecard” showing the Department’s efforts to buy green by using the sfapproved.org website can be found in **Appendix D**.

The Office of the Controller strives to purchase green items as much as possible and when available. We had staff from the Department of Environment come to our office to introduce green purchasing to some of our accountants and other employees who submit supply orders. We encourage employees who order supplies to select items that are made of recycled or reusable content. Some examples of the green items we purchase are listed below. We strive to order green products listed at the Department of Environment’s website. One challenge is that some of the vendors recommended are not City certified vendors. The Department of the Environment staff indicated that they are working with the vendors to help them become compliant with the City’s purchasing requirements.

Examples of our Green Purchases:

- 85# 11 x 8.5 letter sized 100% post consumer paper for printing and copying needs.
- The white legal size and ledger size papers that have been contracted are only 30% recycled content.
- Rayovac NIMH hybrid batteries.
- Anything from Staples that is recycled, compostable or post consumer content.
- Emergency solar powered flashlight/radios that also charge by crank.
- Paper notepads made from sugarcane.
- Bowls made from sugarcane.
- Compostable forks, knives & spoons.
- Green-Rite whiteboard made from postconsumer product.

Jessian Choy from the Department of Environment has met with Controller’s staff directly involved with purchasing office supplies in the past and provided a Green Purchasing & Hazardous Waste consultation. A copy of the presentation slides have been posted on our e-Library (intranet). The Environment folder and the link to SF Approved Catalog (www.sfenvironment.org/sfapproved) were emailed to staff. We have periodically sent electronic messages to the Department reminding them to check the sfapproved catalogue before making purchases. We plan to invite Jessian Choy to future brown bag meetings and continue to alert staff of the ordinance.

IV D. INFORMATION TECHNOLOGY

The Controller's Office adheres to the City's strong, well-enforced policy to ensure that new personal computers are energy efficient. All personal computers meet the Electronic Product Environmental Assessment Tool (EPEAT) Gold standard. <http://epeat.net>. Our employees are required to turn off their computers each day when they leave the office for an extended period of time.

The Controller's Office IT Staff continues to analyze the application and impact of this directive with regard to productivity considering the current fiscal result of staff reductions. We are responsible for major systems that run 24 hours per day, seven days per week.

V. COMMUNITY WIDE IMPACT

Community wide impact is currently limited to minimizing paper processing in terms of the many reports, citywide citizen surveys and pay checks we distribute, by taking an electronic approach. The more we educate our employees and help change their environmental habits, the more the impact of the change reaches to their communities outside of work.

ACKNOWLEDGEMENTS

We would like to thank all staff and departments mentioned in this report and staff in the Controller's Office for their contributions to this year's Climate Action Plan.