

Title: Department of Elections Climate Action Plan
Data Year: Fiscal Year 2010-2011
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Contents

1. Introduction	1
2. Departmental Profile	2
3. Departmental Carbon Footprint & Historical Analysis	3
4. Other Sustainable Practices	5
5. Community Wide Impact	6
Appendices	6

1. Introduction

The Department of Election's carbon footprint includes steam heat and electricity use in our City Hall offices, electricity use in the Pier 48 warehouse and Brooks Hall, and liquid fuel use for our fleet. The Department does not use natural gas. Other than electricity, the Department's energy use in FY 2010-2011 was lower than FY 2009-2010.

For Department facilities in Fiscal Year 2010-11, 120 metric tons of CO₂e emissions are from steam heat and 7 metric tons of CO₂e emissions are from electricity. For the Department's fleet, approximately 16 metric tons of CO₂e emissions are from unleaded gasoline use, and 0.25 metric tons of CO₂e emissions are from liquefied petroleum gas use for a forklift. All attributed emissions were lower than FY 2009-2010.

Steam heat comprises the great majority of our energy use and resulting emissions. To our knowledge, this is centrally controlled in City Hall and the Department cannot exert any reduction of its use. Our electricity and liquid fuel usage varies between fiscal years based on the number of elections and related increase in operations, but can increase due to other factors as well. For example, in FY 2009-2010 there were two elections and in FY 2010-2011 there was one, but the FY 2010-11 electricity use was slightly higher due to preventative maintenance and battery replacement for our voting equipment.

Of the resource use and resulting emissions measured in this Climate Action Plan, the Department cannot currently make dramatic reductions while continuing to meet the requirements of conducting elections. This is evidenced by the relatively stable energy use profile of the Department since FY 2008-2009.

However, the Department is working to reduce its resource consumption in other significant ways, most importantly with the Voter Information Pamphlet opt-out program. This will allow voters to receive their voter guide online each election, rather than receiving a paper copy in the mail. Through this program the Department aims to reduce the energy and resources used in the printing, shipping, and mailing of San Francisco's voter materials.

2. Departmental Profile

-Departmental Mission

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

-Departmental Budget

The Department’s current budget is \$15.4 million. Our FY2012-13 budget is yet to be determined.

-Number of Employees

At the moment the Department has 42 full-time employees and 15 temporary employees, but at the peak of activity around an election there may be over 300 staff members working in the Department’s facilities. This does not include the 2,000-plus poll workers the Department recruits to staff polling places on Election Day.

-Facilities

The Department of Elections’ main offices are within Room 48 on the ground floor of City Hall. The Department’s allotted workspace occupies 13,475 square feet, or approximately 6% of the total space in City Hall. As our operations grow around the time of an election, the Department also uses other rooms within City Hall to conduct some activities, such as poll worker training.

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

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

-Vehicles

The Department has a fleet of eight vehicles: a Toyota Prius, four Ford Contours, a Chevy Astrovan, a Ford E250 cargo van, and a Ford F150 pickup truck. All vehicles are maintained by Central Shops.

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

Additionally, the Department has a liquefied petroleum gas-powered Clark forklift at its Pier 48 warehouse facility.

-Departmental Contact Information

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3. Departmental Carbon Footprint & Historical Analysis

3a. Facilities & Reduction Measures

The current list of facilities assigned to the Department of Election in Google Docs has been verified.

3a1. Energy

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

- GHG Emissions from electricity: 481,059 kWh consumed, 7.1 metric tons of CO₂e
- GHG Emissions from natural gas: 0 therms consumed, 0 metric tons of CO₂e
- GHG Emissions from steam: 1,253,583 pounds consumed, 120 metric tons of CO₂e

Energy Efficiency & Conservation

At this time the Department has no energy efficiency retrofit projects planned.

Compliance with the Existing Commercial Building Energy Performance Ordinance

The Department has no commercial buildings.

Compliance with the Lighting Efficiency Ordinance

The Department does not own any buildings.

Green Building

At this time the Department has no green building projects planned.

Renewable Generation

At this time the Department has no renewable generation projects planned.

3a2. Water

Fiscal Year 2010-2011 Water Consumption

- The Department's FY2010-2011 Water Consumption: 374,591 gallons

Approximately 235 gallons of the Department's FY2010-2011 water consumption was reported from the Brooks Hall facility. While this is a very minor amount of the overall water consumption, the Department has no access to running water in Brooks Hall, and we do not know how this consumption was attributed to Department activities.

Additionally, there is no reported water usage for the Pier 48 warehouse. This was the case in the previous year's DepCAP, apparently because the Port did not provide data. Pier 48 does have bathroom facilities that use water, but during FY2010-11 these facilities were under repair by the Port.

Water Efficiency & Conservation

The water consumption attributed to the Department comes almost entirely from City Hall usage. Other than one faucet in a small kitchenette area, the Department's interior City Hall offices do not have running water. The Department's allotted area within City Hall therefore likely includes multiple adjacent public bathroom facilities. The Department cannot administer a water efficiency and conservation program within these bathroom facilities.

3b. Fleet & Fuel Reduction Measures

The current list of vehicles assigned to the Department of Election in Google Docs has been verified. As the Department has three gas keys it uses to refuel eight gas-powered vehicles, we are unsure how fuel usage is assigned to each vehicle. A note to this effect was made in Google Docs.

3b1. Fuel

Fiscal Year 2010-2011 Carbon Footprint from Mobile Combustion of Fuel

- GHG Emissions from unleaded gasoline: 1,748 gallons consumed, 15.93 metric tons of CO₂e
- GHG Emissions from liquefied petroleum gas (LPG): 43 gallons consumed, 0.25 metric tons of CO₂e

3b2. Fleet

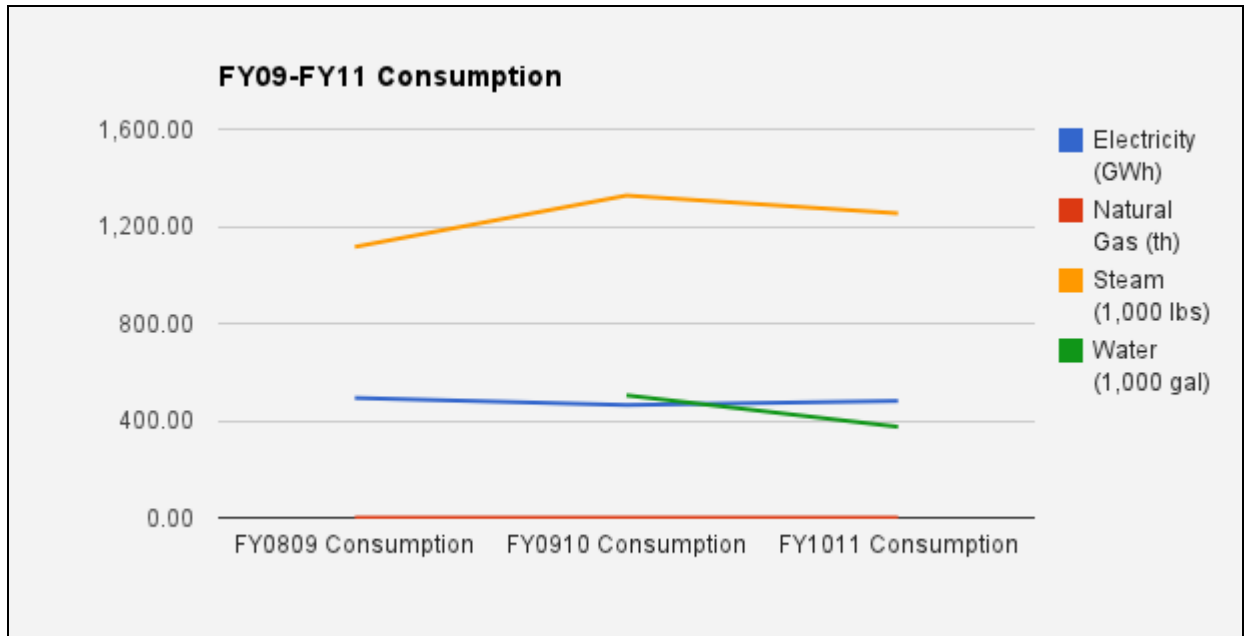
Healthy Air and Clean Transportation Plan for Fiscal Year 2011-2012

The Department submitted a Healthy Air and Clean Transportation Ordinance Plan to the Department of the Environment in October 2011. The plan is attached to this report as Appendix A.

Biodiesel Fuel

The Department currently has no diesel-run vehicles.

3c. Historical Analysis



The Department's electricity consumption in FY 2010-2011 was 17% higher than consumption in FY 2009-2010. While electricity usage at the Department's facilities in City Hall and Brooks Hall was nearly equivalent to the previous year, there was a 21% increase in electricity usage at the Pier 48 warehouse. This was due to preventative maintenance and battery replacement for the voting machines stored at the warehouse, and the assignment of a manager to the warehouse year-round.

There was an 8.4% reduction in steam heat usage in Department facilities from FY 2009-2010 to FY 2010-2011. There was a 4.6% reduction in water usage during the same period.

4. Other Sustainable Practices

While not covered in the categories below, the Department recently introduced a program that allows voters to receive the Voter Information Pamphlet online, and stop receiving a paper copy in the mail. This voluntary opt-out program will reduce the number of pamphlets printed and mailed, reducing the resources consumed in this process. The forms and promotional materials for the "Go Green!" Voter Information Opt-Out program are attached as Appendix D.

4a. Zero Waste

Waste Assessment Questionnaires for the Department's three work sites are attached to this report as Appendix B.

4b. Transportation Options

The Department hosted a SF Environment presentation on commuter benefits and transportation options on February 2, 2012. All Department staff were invited to the presentation, and approximately 15 interested employees attended.

Refer to the Healthy Air and Clean Transportation Ordinance Plan (Appendix A) for the Department's Transit First Plan.

4c. Green Purchasing

The results of the Department's Buy Green Scorecard are attached as Appendix C.

4d. Information Technology

The Department's computers are all set at power management functions, e.g., monitors automatically turn off when inactive. Computers that are not in use are shut off. The Department has recently completed a transition from CRT monitors to LCD monitors throughout our offices, and all current computer equipment purchased is Gold Star certified.

4e. Carbon Sequestration / Urban Forest

Not applicable.

5. Community Wide Impact

The Department has nothing to report on its community-wide impact at this time.

Appendices

Appendix A – Healthy Air and Clean Transportation Ordinance Plan

Appendix B – Waste Assessment Questionnaires

Appendix C – Buy Green Scorecard

Appendix D – Go Green! Voter Information Pamphlet Opt-Out Materials