

Title: Departmental Climate Action Plan

Data Year: Fiscal Year 2010-2011

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Contents

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

1. Introduction

The Mayor's Office is committed to environmentally sustainable practices. Mayor Ed Lee provides leadership and his staff work closely with the Department of the Environment and other City Departments to ensure and promote sustainable practices both within the City's operations and the greater community of San Francisco in a variety of ways.

Within our City Hall offices, Mayoral staff often work independently and in small teams in order to accomplish the multiple and varied tasks demanded of an Executive office. Mayor's Department staff are aware of and actively participate in zero waste, green purchasing, and green transportation activities. We look forward to working more with the Department of the Environment to help decrease our City's carbon footprint and achieve our sustainability goals.

2. Departmental Profile

Departmental Mission

The mission of the Department of the Mayor is to represent the people of the City and County of San Francisco and to ensure that San Francisco is a place where all residents can live full lives in a safe, prosperous, and humane environment.

Department Budget

The FY 2011-12 budget for the Department of the Mayor is \$14,746,751. This budget is for all offices of the Mayor, including the Mayor's Office of Housing (MOH). It does not, however, include the Office of Economic and Workforce Development (OEWD) as they are a separate department. We do not yet have the FY 2012-13 budget.

Department Employees

The total number of current year budgeted and funded positions for the Department of the Mayor (including all offices listed above) is 37.14 FTE.

Facilities

The Department's offices are primarily located in the Eastern wing of City Hall's second floor. We occupy City Hall rooms 200-210, 286-298, 305, and room 168 (MONS office). The Mayor's Office of Housing occupies the fifth floor suite of 1 South Van Ness, a commercial building managed by the City and County of San Francisco's Real Estate Division. This report focuses on the Mayor's City Hall offices – the Mayor's Office on Housing will submit its own climate action plan. All offices are either used to house employees or used as meeting spaces.

Vehicles

The Department does not have a vehicle fleet.

Department Contact Information

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3. Departmental Carbon Footprint

3a. Facilities – Energy and Water Use, and Reduction Measures

The current list of facilities assigned to the Department of the Mayor in Google Docs has been verified, with one needed change: OEWD is now a stand-alone department and should have its own DepCAP.

FY 2010-11 Carbon Footprint from Consumption of Electricity, Natural Gas, and Steam

- GHG Emissions from electricity: 500,468 kWh consumed, 7.39 metric tons of CO_{2e}
- GHG Emissions from natural gas: 0 therms consumed, 0 metric tons of CO_{2e}
- GHG Emissions from steam: 1,943,402 pounds consumed, 185.61 metric tons of CO_{2e}

Energy Efficiency and Conservation

According to the FY2010-11 carbon footprint summary, the great majority (96%) of the Department's City Hall offices emissions come from steam heat. The Department's steam heat usage is calculated as the

percentage of floor space it occupies within City Hall. Unfortunately, the Department cannot directly reduce this consumption, as City Hall Building Management centrally controls the heating.

The remainder of the carbon output from the Department's City Hall facilities is comprised of electricity (4%). Lighting is primarily controlled by motion sensors, and unused offices are left unlit to reduce our consumption of electricity.

Even though the Department is not directly responsible for most of our City Hall energy consumption, levels of consumption did decrease in FY10-11. Compared to FY 2009-10 levels specified in the carbon footprint summary, electricity usage decreased by 1% and steam usage decreased by 5.5%.

Green Building/Renewable Generation

Unfortunately, the Department cannot directly affect retrofit planning, as City Hall Building Management centrally controls all building needs and matters.

FY 2010-11 Water Consumption

The Department's City Hall offices consumed 580,356 gallons of water and 338,371 gallons of waste water discharge in FY 10-11. This is a 26% decrease from the prior year's consumption of water (781,663 gallons) and a 40% decrease from the prior year's discharge of waste water (561,650 gallons).

Water Efficiency and Conservation

Currently the Department has no water efficiency retrofit projects planned.

3b. Fleet – Fuel Use and Reduction Measures

Because the Department has no vehicles, this section is not applicable.

4. Other Sustainable Practices

4a. Zero Waste

Waste Assessment Questionnaires for the Department's City Hall offices is attached to this report.

4b. Employee Commute

According to the Transportation Options spreadsheet, the Mayor's Department currently has 38 employees enrolled in the Commuter Benefits program. This is a 15% increase of last year's enrollment. Enrollment was assisted by a presentation to our staff by the Department of the Environment in February of 2012.

The Department has not conducted a transportation survey of its employees this year, and last year's participation rates were too low to draw significant conclusions from. We plan to collect more robust data in next year's City-wide distribution of surveys.

4c. Green Purchasing

The Department submitted its Buy Green Scorecard for the first time this year and received a score of .75 points, which is "Fair". We look forward to working to improve our score next year.

4d. Information Technology

All of the Department's computers are set to automatically sleep when inactive, but many computers are left on (logged out) during the evenings for automatic updates and to facilitate remote work.

5. Community Wide Impact

The Mayor and his staff are committed to environmentally sustainable practices and consistently work with the Department of the Environment and other City Departments to ensure and promote sustainable practices both within the City's operations and the greater community of San Francisco. Below are just a few examples of ways in which the Department of the Mayor has had a community-wide impact on sustainable practices this year:

E-Payroll Challenge

In August of 2011, Mayor Ed Lee sent a letter to all City Department heads asking them to strongly encourage their employees to transition to the new ePayroll system. In January of 2012, the Mayor's Budget Office launched the ePayroll challenge, and engaged all Departments in a three-month long inter-departmental competition to increase enrollment in ePayroll. In the first two months of the challenge, ePayroll participation increased by 17%, with 1,188 additional employees opting out of the paper paystubs.

Celebrating the City's Composting Achievements

On March 28, 2012 the Mayor celebrating San Francisco's composting achievements, recognizing and applauding the City for collecting and transforming into compost fertilizer one million tons of green waste through Recology's green bin program. The celebration served to recognize and educate more citizens on the value and availability of composting services.

Water Conservation Pledge

On March 30, 2012, Mayor Ed Lee challenged San Francisco residents and businesses to show the nation how wisely they use water by participating in the National Mayor's Challenge for Water Conservation – an online pledge drive to conserve water, save energy, and reduce pollution. The challenge is a friendly competition between cities across the United States to commit the public to save millions of gallons of water during April, "Earth Month."

The Mayor partnered with The San Francisco Public Utilities Commission (SFPUC), which will be signing people up and offering free tap water refills from a mobile water tanker at various locations around the City to promote tap water over single-use plastic bottles, water conservation and dialing 3-1-1 for water quality issues. A limited number of free stainless steel water bottles will also be distributed to encourage the use of tap water in reusable water containers versus bottled water.

Conclusion

Mayor Ed Lee and his Department staff are committed to environmental sustainability and look forward to continuing to provide leadership around sustainable initiatives and to continuing our partnership with the Department of the Environment and other City Departments to ensure and promote sustainable practices both within the City's operations and the greater community of San Francisco.