

City and County of San Francisco
Board of Supervisors



Climate Action Plan
March 29, 2013

Title: Board of Supervisors Climate Action Plan
Data Year: Fiscal Year 2011-2012
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Date: March 29, 2013

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- A. HACTO Report for Fiscal Year 11-12
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1. INTRODUCTION

The Board of Supervisors Department is pleased to present its 2011-12 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 2011-12, 0 metric tons (tonnes) of CO₂e emission are from electricity, and 272 tonnes of CO₂e are from steam. For FY 2010-11, they were 5 and 234, respectively. The decrease in the emission from electricity is explained in the report.

The transportation survey was conducted and 41 out of 76 employees participated. The majority of employees commute via public transit.

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 and have passed similar legislation in their communities.

The Board of Supervisors Department's goal is to continue its efforts 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: \$12,424,121 (FY 2012-13)
 \$13M (FY 2013-14 submitted; to be finalized in July)

Number of Employees: 77 (number of full-time equivalent budgeted)
74 (number of full time employees as of 3/1/13)

All staff members have computer workstations.

Facilities:

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 2nd, 3rd, and 4th floors.

Board of Supervisors: The 11 Members of the Board, their Aides (26), and volunteers and interns each occupy space on the 2nd floor consisting of 2 small rooms and 1 larger room.

Clerk of the Board/Sunshine Ordinance Task Force: The Clerk and her staff (23) occupy space on the 2nd 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 4th 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 3rd 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 2nd 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 (1) 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:

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Title: Deputy Director
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Phone: 415 554 7722

Zero Waste Coordinator (2011-12):

Name: Rana Calonsag
Title: Senior Clerk Typist
Email: rana.calonsag@sfgov.org
Phone: 415 554 7718

Zero Waste Coordinator (2012-13):

Name: Hyacinth Barrett
 Title: Senior Clerk
 Email: hyacinth.barrett@sfgov.org
 Phone: 415 554 7701

3. Carbon Footprint

The department's total carbon footprint includes the consumption of energy in the space occupied in City Hall (electricity and steam). The proceeding sections will describe each component in detail.

The following charts show a comparison of the department's CO₂e Emissions (mt) and consumption for FY 08-09, 09-10, 10-11, and 11-12. For FY 2011-12, 272.12 metric tons (or Tonnes) of CO₂ emission are from building energy. Total carbon emissions have fluctuated slightly—up and down—since the FY 08-09 carbon footprint.

Of note, there were no electricity emissions in FY 2011-12. The San Francisco Public Utilities Commission (SFPUC) is the electricity provider for City and County of San Francisco municipal facilities and other retail customers. The SFPUC's generation portfolio includes hydroelectric power from the Hetch Hetchy Power System as well as in-city solar and biogas generation. In calendar year 2011 (the most recent year reported), electricity supplied to SFPUC municipal and retail customers had a greenhouse gas (GHG) emissions factor of zero. SFPUC has not yet reported its Power Content Label for calendar year 2012. However, the GHG emissions associated with SFPUC-supplied electricity in 2012 are currently expected to be zero.

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)	FY 11-12 CO₂e (mt)
Electricity	6.93	11.06	4.73	0.00
Steam	208.19	247.65	233.97	272.12
Total Building Energy as Tenants CO ₂ e (mt)	215.12	258.71	238.70	272.12

Emission Source Detail (Units)	FY 08-09 Consumption	FY 09-10 Consumption	FY 10-11 Consumption	FY 11-12 Consumption
Electricity (kWh)	662,595	637,443	632,473	606,241
Steam (lbs)	2,185,438	2,599,612	2,455,999	2,856,518

3a. Building Energy

The list of facilities that is being used by SF Environment to calculate the FY 2011-12 departmental carbon footprint has been verified by the department's Climate Liaison to be accurate and complete.

3a1. Energy Efficiency

City Hall is managed by the SF Real Estate Division (RED). Energy efficiency and retrofit projects, compliance with the existing Commercial Building Energy Performance Ordinance, and compliance with the Commercial 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 keep offices cool.

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." **Yes.**

All PCs are automatically set to go into hibernation/standby mode after 20 minutes of inactivity. **No.** This is a business decision, and the department does not plan to implement this item.

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

You have virtualized servers. **No.** At this time the department has no need to replace servers so no alternatives, including virtualized servers, are currently being considered.

Describe any challenges encountered and successful aspects of IT energy conservation projects.

3a2. Renewable Energy

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

3a3. 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 for City Hall.

3b. Water

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. Water consumption has fluctuated slightly—up and down—since the FY 08-09 carbon footprint.

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 consumption.

Emission Source Detail (Units)	FY 08-09 Consumption	FY 09-10 Consumption	FY 10-11 Consumption	FY 11-12 Consumption
Water (gal)	Information not available	987,836	733,433	817,916
Wastewater Discharge (gal)	Information not available	709,793	519,237	538,168

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.

3c. Transportation & Fuel

The department does not have any vehicles.

3c1. HACTO

The Healthy Air and Clean Transportation Ordinance (HACTO) is a mandate that all City employees and departments should use sustainable transportation such as public transit, ridesharing or biking to minimize single occupancy vehicle transportation as much as possible, and, when it is not, to use green vehicles.

See Appendix A for department's HACTO Report for FY 11-12.

3c2. Transportation Survey

This year, the City conducted its biannual survey of City employee commuting and at-work travel behavior. The 2012 Transportation Survey was administered through the Department of the Environment's CommuteSmart team and distributed through the Climate Liaison.

The department's survey ran from December 5 through December 21, 2012. Employees received information to fill out the survey via email. Out of 76 employees, 41 employees filled out the survey—a 54% response rate.

From the data results, there were three interesting observations:

- 85% of trips made to and from work during a typical work week were made by walking, biking, or using public transit or car/vanpools.
- 53% are not enrolled in the pre-tax commuter benefits program.
- 62% indicated "other" as the reason for not being enrolled in the program; only 5% indicated "not familiar with the program."

The good news is that a majority of the employees are walking, biking, or using public transit or car/vanpools and not driving alone. Employees are provided information about the pre-tax commuter benefits program when they are hired. To make sure employees are aware of and taking advantage of the benefits of the pre-tax benefits program, information about the program will be emailed to all employees.

4. Other Sustainable Practices

4a. Zero Waste

The department's commitment last year was to have as many employees start viewing their paystubs online using e-Payroll and stop receiving paper paystubs. The department head sent an email to all staff to encourage participation, and there were follow-up reminders to specific staff. The department had some success but cannot report that 100% of staff has stopped receiving paper paystubs. Efforts will be ongoing.

Following is a table summarizing the #1 item that will be eliminated from the trash bin and how this will be accomplished in 2013.

Facility Name	Address	#1 Trash	Action to Eliminate from
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		Item	Landfill
City Hall – Room 244	1 Dr. Carlton B. Goodlett Place	Paper towels	Invite SF Environment to do a refresher training

Outgoing Supervisors' unused stationery is reused: letterhead is used in the fax machines; envelopes (after covering the Supervisor's name with a return address label) are used to send out required appeal notices to large numbers of residents. Manila envelopes from incoming mail are used for inter-office mail. File folders are reused after the contents are recycled.

The Clerk of the Board's Office has the recycle-compost-trash bins located in one area with informational posters located above each bin. Whenever there is a group gathering that involves food, a brief "commercial announcement" is made reminding staff of the proper disposal of the plates, napkins, utensils, and others items.

4b. Green Purchasing

San Francisco Environment Code, Chapter 2, requires all City departments to buy green products listed at SF Approved: <http://www.sfapproved.org>.

In calendar year 2011, the department had the following record:

Percent of Green Products*
Batteries: No data from vendors
Cleaners: No data from vendors
Computers/servers: 100%
Light Bulbs: No data from vendors
*products listed in SFApproved.org

The department continues to reduce-reuse-recycle, with an emphasis on not purchasing items that are not needed. Surplus items are turned into the Virtual Warehouse to enable other departments to reduce their need to purchase new items.

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). Most of the products listed are not used by our department. Requests for office supplies are reviewed for items that may be available for reuse instead of purchasing new.

"Buy Green Pledge" post-its are posted on supply cabinets throughout the department. A sign is posted in the main supplies' area: Reduce-Reuse-Recycle.

4c. Carbon Sequestration / Urban Forest

The department does not plant, care for, or otherwise support forestry resources.

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 2011-12 are:

- 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 appropriating \$76,500,000 of the 2012C Series Road Repaving and Street Safety General Obligation Bond proceeds including \$71,587,375 to the Department of Public Works and \$4,912,625 to the Municipal Transportation Agency for street resurfacing, sidewalk, curb ramp, street structure improvements, the redesign of streetscapes to include pedestrian and bicycle safety improvements, and traffic signal improvements to support transit priority for FY2011-2012.
- Ordinance amending the Environment Code to extend the restrictions on checkout bags from supermarkets and chain pharmacies to all retail establishments and food establishments in the City and County of San Francisco and require stores to add a checkout bag charge of 10 cents, if they provide a customer with a checkout bag.
- Ordinance authorizing the Department of the Environment to accept and expend a grant in the amount of \$403,000 from the California Public Utilities Commission, through Pacific Gas and Electric Company, to study the impact that the replacement of old refrigeration equipment in San Francisco businesses would have on energy usage and peak power demand in the City.
- Ordinance authorizing the Department of the Environment to accept and expend funds in the amount of \$100,000 from Coulomb Technologies, Inc., to provide administrative and outreach services for a program to install electric vehicle charging stations in multiple-dwelling units.
- Ordinance approving a contract between the City and County of San Francisco and the Western Renewable Energy Generation Information System for documenting and tracking environmental attributes and authorizing the San Francisco Public Utilities Commission to enter into other similar contracts for tracking environmental attributes.

6. Summary & Goals

The department is continually working on being in compliance with the Department Climate Action Plan Ordinance.

Carbon Footprint: The department is committed to doing its part as one of many tenants in City Hall to reduce energy use within the building. The majority of employees use public transit to travel to and from work, and while at work use get to where they are going by walking or using public transit. Maintaining these practices or improving on them will help reduce greenhouse gas emissions.

Other Sustainable Practices: The department continues to reduce-reuse-recycle, with an emphasis on not purchasing items that are not needed. In addition to working on achieving our 2013 goal of eliminating paper towels from the trash bin, the department will continue to work on its 2012 commitment to have all employees stop receiving paper paystubs.

Communitywide Impact : The Board of Supervisors continues to introduce and pass legislation to support a climate secure future.

HACTO Annual Implementation Report FY 11-12

Department *	Board of Supervisors
Name of Person Preparing Report *	Madeleine Licavoli
Title of Person Preparing Report *	Deputy Director
Email of Person Preparing Report *	madeleine.licavoli@sfgov.org
Name of Department Head *	Angela Calvillo
Email of Department Head *	angela.calvillo@sfgov.org
Referring back to the HACTO or DepCAP plan submitted for FY 2011–12, please include your Transit–First Plan and policies below: *	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 (Supervisorial districts), time of meeting, and materials and supplies that are needed for the meeting.
Below, please report on the success of the abovementioned policies in reducing single-occupancy motor vehicle use for work–related trips: *	Supervisors and their staff walk, bike, or use public transit as often as possible. The Clerk of the Board staff walk or use public transit.
Does your department manage any of its own vehicles? *	No

HACTO Annual Plan

FY 12–13

Department *	Board of Supervisors
Name of Person Preparing Report *	Madeleine Licavoli
Title of Person Preparing Report *	Deputy Director, Operations
Email of Person Preparing Report *	madeleine.licavoli@sfgov.org
Name of Department Head *	Angela Calvillo
Does your department promote or plan to promote employees to use public transit for work-related travel? *	Yes
What resources will your department offer? *	Other
Other: *	Unknown at this time
What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *	E-mail Blast New Employee Orientation
If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:	The Board of Supervisors is a relatively small department. The Office of the Clerk of the Board and its divisions' need for public transit for work-related travel is minimal. Most meetings are in City Hall or within walking distance. This applies to the offices of the members of the Board of Supervisors as well but they do have meetings and events in their districts. Public transit is used but there are times when a vehicle is needed to bring materials for meetings or due to the location and time (e.g., evening) of the meeting.
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	No

for more bikes? *

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

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

CityCycle: The department does not utilize this option since a lot of travel is done on foot. Bikes are not conducive based on materials that need to be transported, the location, or the time of the meeting. Some staff may use their own bikes when feasible.

Vehicle Pool/Car Sharing: The department utilizes the City Hall Vehicle Pool.

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
New Employee Orientation

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? *

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? *

E-mail Blast
New Employee Orientation

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

No

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: *

CommuteSmart brochures specific to CCSF employees
Pre-Tax Commuter Benefits flyers & guides