

Civil Service Commission Climate Action Plan

Fiscal Year 2011-2012

March 29, 2013

I. Introduction

The Civil Service Commission is a small department that occupies approximately 2591 sq. ft. at 25 Van Ness Avenue, which is managed by the Real Estate Division. The department has increased efforts to reduce waste, recycle, reduce emissions, and buy green products to improve air quality and protect the environment. After the Real Estate Division set up the ability to recycle and compost at the 25 Van Ness Building, the department has greatly decreased the amount of landfill waste.

The San Francisco Environment Code Chapter 9 states in part, "...It is the intent of the Mayor and the Board of Supervisors to protect the health and welfare in a manner that compliments state and federal efforts to improve air quality by exercising a leadership role in mandating local actions to reduce global warming, and, in particular, to call upon City departments and the private sector to integrate emission reduction measures into their standard operating procedures in order that the City meets and exceeds the greenhouse gases emissions established in this Ordinance....The following San Francisco greenhouse gas emissions limits are hereby established: ...By 2017, reduce greenhouse gas emissions by 25 percent below 1990 levels; By 2025, reduce greenhouse gas emissions by 40 percent below 1990 levels; and,,,By 2050, reduce greenhouse gas emissions to 80 percent below 1990 levels. These targets shall remain in effect unless otherwise amended or repealed. ...All City departments shall consider the effect of all decisions and activities within their jurisdiction on green house gas emissions and undertake their responsibilities to the end that the City achieves the greenhouse gas emissions limits set forth in this Ordinance..."

II. Departmental Profile

Mission

The Civil Service Commission's Mission is to establish, ensure and maintain an equitable and credible merit system for public service for the citizens of San Francisco. The Commission seeks to set the standard for excellence in personnel management through an effective, fair and modern system that recognizes and builds on the diversity, skills and dedication of public employees. The Commission's goal is to consistently provide the best qualified candidates for public service in a timely and cost-effective manner.

Budget

The Fiscal Year 2012-13 appropriation is as follows:

Sources of Funds	
Expenditure Recovery Public Transportation (AAO)	140,000
Expenditure Recovery FR PUC (AAO)	170,000
General Fund Support	548,926
Total Sources of Fund	\$858,926
Uses of Funds	
Salaries	528,631
Mandatory Fringe Benefits	215,471
Non Personnel Services	10,300
Materials and Supplies	3,395
Services of Other Departments	101,129
Total Use of Funds	\$858,926

Number of Employees

The Civil Service Commission has 6 employees: 1) 1 Executive Officer; 2) 1 Assistant Executive Officer; 3) 1 Senior Personnel Analyst; 4) 1 Appeals Coordinator; 5) 1 Rules, Personnel and Office Coordinator; and 6) 1 Administrative Assistant.

Facilities

The Department is located at 25 Van Ness Avenue.

Vehicles

The Department does not have any vehicles.

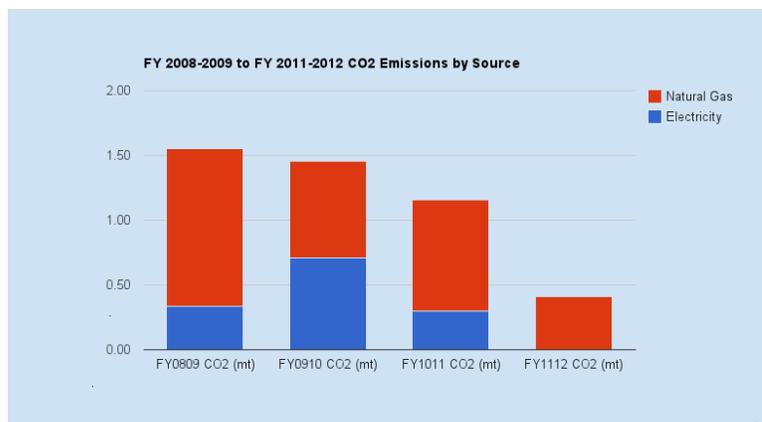
Departmental Contact Information

Sandra Eng, Assistant Executive Officer
25 Van Ness Avenue, Suite 720, San Francisco, CA 94102
(415) 252-3254

III. Carbon Footprint

Facilities Verification

The department is located at 25 Van Ness Avenue and managed by the Real Estate Division. The list of this facility used by the San Francisco Environment to calculate the FY 2011-2012 Departmental carbon footprint has been verified by Civil Service Commission staff to be accurate and complete.



3a. Building Energy

FY 2011-12 Departmental Building Energy Consumption as Tenants and Associated CO2 Emission Calculations

Emission Source	Consumption	CO2e Emissions* (metric tons)
RED Electricity (kWh)	36,627	0.00
RED Natural Gas (Therms)	77	0.41
RED Steam (Lbs)	Not applicable	Not Applicable

Historical Analysis

ANNUAL DEPARTMENTAL CONSUMPTION AS TENANTS				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity (kWh)	29,526	41,151	39,846	36,627
Natural Gas (th)	229	140	161	77
Steam (lbs)				

ANNUAL DEPARTMENTAL EMISSIONS AS TENANTS				
Emission Source Detail:	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity	0.34	0.71	0.30	0.00
Natural Gas	1.22	0.74	0.86	0.41
Steam	Not applicable	Not applicable	Not applicable	Not applicable
Total Building Energy as Tenants CO2e (mt)	1.55	1.46	1.15	0.41

3a1. Energy Efficiency

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings.

Information Technology

The department has a virtual server through the Department of Technology. Computers are set to go into standby mode after 20 minutes of inactivity. The Department of Human Resources IS staff instructed our department to set the computer on standby instead of shutting down because of updates that occur throughout the week.

3a2. Renewable Energy

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings.

3a3. Green Building

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings.

3b. Water

FY 2011-12 Water Consumption

Water Consumed (gal)	28,963
Water Discharge (gal)	26,053

Historical Analysis

ANNUAL DEPARTMENTAL CONSUMPTION AS TENANTS				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Water (gal)		27,159	21,224	28,963
Wastewater Discharge (gal)		24,312	19,088	26,053

Water Efficiency & Conservation

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. Any water efficiency retrofit projects are managed by the Real Estate Division.

3c. Transportation and Fuel

Fuel Use & Reduction Measures

The department does not own any vehicles.

3c1. HACTO

Although the department does not own any vehicles, the department continues to promote public transportation and ride sharing to minimize single-occupancy vehicle transportation for work related functions. If there is a work related special event, employees will carpool to the event. Employees are informed and reminded about the Commuter Programs and the Pre-Tax Commuter Benefits Program during staff meetings and by email. Three out of six employees

are enrolled in the Pre-Tax Commuter Benefits Program. Records and meeting material are delivered electronically by email, walking or taking public transportation to other departments or by vehicle if the delivery address is on the route of an employee's commute return home. The Civil Service Commission's HACTO Annual Plan is attached for your reference.

3c2. Transportation Survey

This year, the City conducted its biannual survey of City employee commuting and at-work travel behavior. The 2012 City and County of San Francisco Transportation Survey was administered through the Department of Environment's CommuteSmart team and distributed through Climate Liasons. The Transportation Survey was conducted from November 20, 2012 through December 21, 2012. One hundred percent of our employees responded to the survey. The data results from our department's survey indicated the following:

- Majority of our employees take public transportation in their commute to and from work.
- Majority of our employees are enrolled in the pre-tax commuter benefits program
- Safety and the necessity to make stops on the way to work or home are major reasons for driving alone

To increase awareness and education, we will conduct staff meetings and email employees about the Commuter Benefits Program and the Emergency Ride Home Program.

IV. Other Sustainable Practices

4a, Zero Waste

The department is located on 25 Van Ness Avenue and managed by the Real Estate Division. To promote waste reduction, the department has increased its correspondence and notifications through email instead of postmarked mail. The department has purchased less paper and reduced waste by emailing copies of letters to departments instead of making paper copies to send to departments.

Now that the department can recycle and compost at 25 Van Ness Avenue, there is much less landfill waste. Paper towels are disposed of in the compost bin. Staff will bring their own dishes and eating utensils instead of using paper cups and plates and plastic eating utensils. There is much less landfill waste in each office because staff has made more efforts into recycling and composting whenever possible. The department will continue to remind staff how to reduce and properly dispose of waste during staff meetings and by email.

4b. Green Purchasing

Real Estate Division manages the supplies for building maintenance and the department does not own any vehicles. The department did not purchase any batteries, cleaners or light bulbs from vendors. The department continues to purchase

only recyclable items as much as possible. San Francisco Environment Code Chapter 2 (attached) requires all City departments to buy green products listed at SF Approved.

4c. Carbon Sequestration/Urban Forest

The Civil Service Commission is a small department that occupies approximately 2591 sq. ft. at 25 Van Ness Avenue.

V. Community Wide Impact

The department is making every effort to reduce community wide emissions. Employees are encouraged to commute to work by utilizing public transportation or carpooling. The public is informed on where the Commission meetings are located and what public transportation is available to get to the meetings. The department is very conscious about using less paper by setting the default of double-sided copying on the copier, setting the computers to automatically print double-sided, and scanning and emailing documents. Documents that are no longer needed but have blank pages are used for drafts or scratch paper. The department has a document management system (DocMall) that enables the department to print in pdf format and file in DocMall. The department has bins set up for recycling paper and plastic and compost. Office lights are turned off whenever leaving for meetings or going to lunch and especially when leaving work at the end of the day.

Staff will continue to be informed at department meetings and by email of energy alternatives, zero waste management and other opportunities to protect the environment and reduce emissions.

VI. Summary and Goals

The department will use less paper by emailing notifications of meetings and agenda items, Commission actions, and correspondence. When requests are received from other departments for records, Commission staff scans and emails documents to other city departments. Whenever possible, the Civil Service Commission staff will submit requests to other departments to review scanned documents versus receiving paper copies of their records. The department began scanning meeting material on to its website so the public will have immediate access to the documents and paper copies will not be necessary. This action has not only reduced waste but it has also protected the environment, improve air quality, and lower expenses for material and supplies.

Elcott, Liore

From: SFE [no-reply@wufoo.com]
Sent: Wednesday, April 03, 2013 5:03 PM
To: Elcott, Liore
Subject: HACTO Annual Plan [#9]

HACTO Annual Plan

#9

Department * Civil Service Commission

Name of Person Preparing Report * Sandra Eng

Title of Person Preparing Report * Assistant Executive Officer

Email of Person Preparing Report * sandra.eng@sfgov.org

Name of Department Head * Jennifer Johnston

Does your department promote or plan to promote employees to use public transit for work-related travel? * Yes

What resources will your department offer? * Clipper Card

Other: *

What forms of communications will you use to promote employees to use TRANSIT for work-related travel? * Other

Other: * staff meetings

If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel: Employees already have the monthly Muni Pass Clipper Card.

Does your department offer or plan to offer employees access to a bicycle for work-related No

travels? *

Is it / will it be a CityCycle bike? *

How many bicycles will be available? *

Would your department like to make a request No
for more bikes? *

What forms of communications will you use to
promote employees to use BICYCLES for work-
related trips? *

Other: *

If applicable, please use this space to describe
in greater detail your department's BICYCLE
program for work-related travels:

Does your department belong or have a plan to No
belong to a City vehicle pool or car-sharing
program for work-related travels? *

Is your department able or have plans to host a No
tele-conference call? *

Is your department able or have plans be able No
to host a video-conference call? *

In the 2012-13 HACTO Report, you will have to Department does not have these programs.
provide metrics for these programs. How will
you track the implementation of these
programs? *

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

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?

Other: *

What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? *

Other

Other: *

staff meetings

B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? *

No

How will you promote bike-commuting? *

Other: *

What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? *

Other: *

C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? *

No

How will you promote Carpool and/or Vanpool? *

Other: *

What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? *

Other: *

D. Does your department offer or plan to offer tele-commuting? No

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: Staff is informed about the Pre-Tax Commuter Benefits Program and the convenience of using a Clipper Card.

Bonus: How will you promote the Great Race for Clean Air? E-mail blast
Posters/Flyers
Other

Other: * staff meetings

Does your department manage any of its own vehicles? No

Measurement for fleet reduction will be based on fleet inventory as of June 30, 2010. On June 30, 2010 how many vehicles from your department's fleet were subject to HACTO? This number is your "Baseline." *

Your 5% fleet reduction is calculated from the Baseline fleet size you supplied in the answer above. What is 5% of the Baseline fleet?

Note: this is the average number that must be removed annually through July 1, 2015. *

How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June 30, 2012)? *

In FY12-13 (July 1, 2012-June 30, 2013), how many vehicles must be removed from service to be compliant with HACTO's reduction mandate? *

How many vehicles is your department
planning to remove from service in FY12-13
(July 1, 2012-June 30, 2013)? *

The number of vehicles your department plans
to remove is: *

If your department feels it cannot comply with
the fleet reduction requirement, you will be
able to apply for a waiver (HACTO Section
403(c) details waiver qualifications). To apply,
a waiver request must be sent from your
department director to the director of SF
Environment. As part of the justification, this
request must include a description of your
Transit First programs for reducing reliance on
department vehicles, and an explanation of
why these programs are not sufficient to
enable your fleet to be reduced as required by
the Ordinance. Additional information about
the process for submission and evaluation of
waiver requests, and about alternative steps
for reducing Greenhouse Gas emissions that
may be required, will be available after the first
of the New Year.* *

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: *

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