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Anne Kronenberg
Executive Director

March 28, 2013

Calla Rose Ostrander
Climate Action Coordinator
SF Environment
11 Grove Street, San Francisco, CA 94102

RE: DEM Climate Action Plan for FY2011-2012

Dear Ms. Ostrander:

I am submitting our Department's Climate Action Plan (Dep CAP) for FY2011-2012 to your office. We hope you will find the information to be helpful in completing the City's Action Plan.

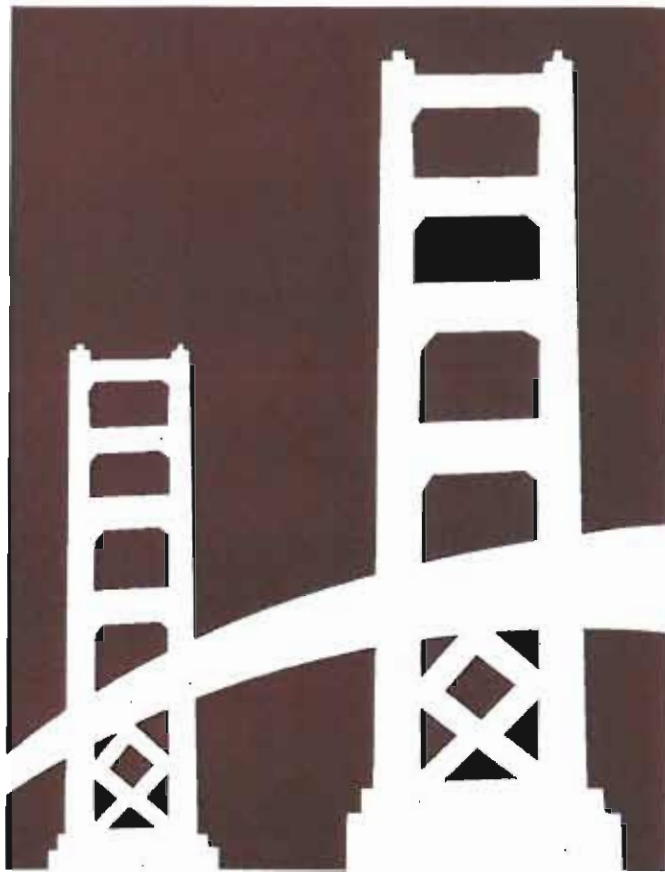
Thank you so much for your time and all the help you and your office have extended to us to complete the CAP. We look forward to working with you again as we refine implement our plans this year and the years ahead.

If you have any questions, please feel free to contact Vivina Santos, our Climate Action Plan Liaison at (415)558-3848 or send her an email at vivina.santos@sfgov.org.

Very truly yours,

A handwritten signature in blue ink that reads "Anne Kronenberg".

Anne Kronenberg
Executive Director



SFDEM

**SAN FRANCISCO DEPARTMENT
OF EMERGENCY MANAGEMENT**

Climate Action Plan FY11-12 **March 28, 2013**

ANNE KRONENBERG, EXECUTIVE DIRECTOR

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1. INTRODUCTION

The Department of Emergency Management's (DEM) footprint includes the consumption of energy (electricity and natural gas) and liquid fuels from our fleet for the various facilities that DEM occupies: 1011 Turk Street, 30 Van Ness, and 1 So. Van Ness and 5 units of siren warning systems located in 5 locations (Tompkins Street, Pacheco Street, Fulton Street and Fitch and Egbert Street).

DEM also occupied an office on Lombard Street (Urban Area Security Initiative or UASI) which is under the management of the Port of San Francisco (SF Port). The SF Port prefers to report the entire energy usage of the UASI office as part of their department. Therefore, no CO₂e was calculated for that location. The lease expired on June 30, 2012.

For Fiscal Year 2011-2012, 1011 Turk and the 5 siren warning systems locations' emissions' sources are: *227.26 metric tons (or Tonnes) of CO₂e emission are from natural gas, 0.00 metric tons are from electricity; and 17.42 metric tons for liquid fuels.*

The two offices occupied by DEM at Real Estate Division's (RED) buildings emissions are: *27.95 metric tons are from natural gas and 0.00 metric tons are from electricity.* No emissions on liquid fuels were reported in any RED's buildings.

Combining all the emissions produced for FY 2011-2012, **93% is from natural gas, 0% is from electricity and 7% from liquid gas (unleaded gasoline).** There are no electricity emissions in FY 2011-2012 emission factor for SFPUC electricity is zero. In calendar year 2011, electricity supplied to SFPUC municipal and retail customers had a greenhouse gas (GHG) emissions factor of zero.

****See Appendix "A" FY2011-12 Carbon Footprint Summary provided by GoogleDocs.***

****See Appendix "B" Email from Sachiko Tanikawa dated 3/22/13 explanation on why the electricity emissions for FY 2011-12 are zero.***

DEM's climate action goal is to reduce its natural gas use by 10%-15%; electricity use by 5%-10% and liquid gas use by 5%-10% by 2013 through the continuance of current energy saving practices implemented in our facilities.

2. DEPARTMENTAL PROFILE

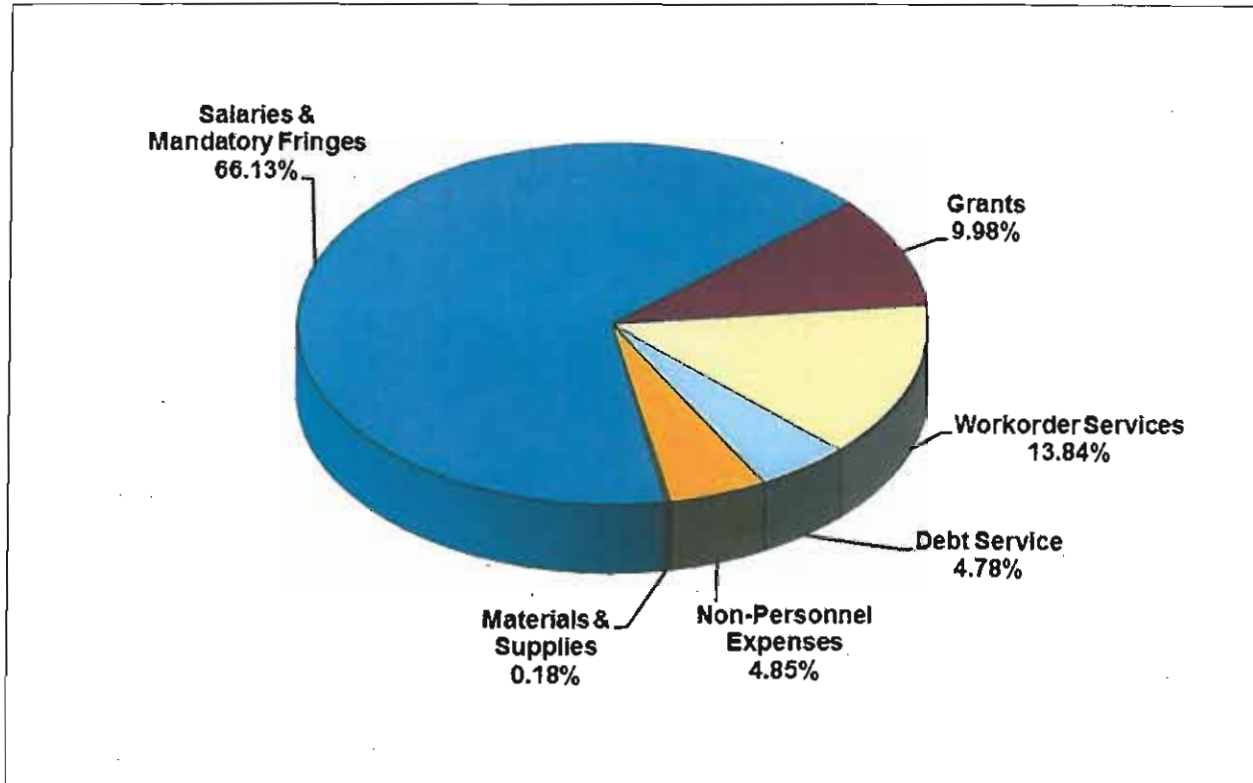
Departmental Mission:

The San Francisco Department of Emergency Management (DEM) leads the City in planning, preparedness, communication, response, and recovery for daily emergencies, large scale citywide events, and major disasters. DEM is the vital link in emergency communication between the public and first responders, and provides key coordination and leadership to City Departments, stakeholders, residents, and visitors.

Departmental Budget:

DEM's annual budget request of approximately \$47.7M is consistent with the primary goals of the department. A high-level view (refer to the allocation chart below) of the budget categories shows that total personnel costs represent roughly 66% of the total operating budget, which accounts primarily for the day-to-day staffing of the department. Whereas, the remaining 34%

accounts for daily activities associated with work order services, debt service payments, technology maintenance, and materials and supplies.



Number of Employees:

DEM is comprised of **251 full-time employees and 6 part-time/as needed employees**

Budgeted in FY2012-2013: 278.51

Actual number as of 3/15/13: 257

- Division of Emergency Communications (DEC): **186 employees**
- Administration and Support: **40 employees**
- Division of Emergency Services (DES): **17 employees**
- Urban Area Security Initiative (UASI): **14 employees**

Number of employees with computer work stations:

- Administration/DES/UASI: 73
- Operations: 155 desktops in use on a 24/7 schedule where 186 operations employees rotate on 3 shifts

Number of employees with laptops:

- Administration: 60 laptops for combined DEM employees EOC trainings
- Operations: 23 laptops for supervisors and trainings

Facilities

The Department's facilities are comprised of the following business locations:

1. Combined Emergency Communications Center (CECC)
1011 Turk Street, San Francisco, CA
34,000 sq. ft. over a partially submerged 20,000 sq. ft. basement-parking garage

2. Division of Emergency Services (DES)
30 Van Ness Ave, Suite 3300, San Francisco, CA
11,555 sq. ft. – Leasing an office through RED
3. DEM Equipment Room
1 So. Van Ness Avenue, San Francisco, CA
658.4396 sq. ft. (Leasing a room through RED)
4. Urban Area Security Initiative (UASI) Management Team
UASI's lease with the Port of SF at 10 Lombard expired on 6/30/12. UASI office was temporarily relocated at 1011 Turk Street from June 24, 2012. On August 15, 2012, UASI moved to its new location at 711 Van Ness Ave., Suite 420, San Francisco, where they are sharing a 9,800 square feet office with the Assessor/Recorder's Office (ASR). This program is fully funded through grant dollars. (The building is owned by Pacific Vision Foundation, a non-profit organization. DEM and ASR are represented by RED as the Tenant. Lease was commenced on August 1, 2012 and will expire on April 14, 2014.
5. DEM owns five (5) units that make up the Outdoor Public Warning System (OPWS). These are located in five different locations and DEM is responsible for the electricity expenses. The Department of Technology (DT) maintains the systems. These units are located at:
 - 5.1.1 610 Tompkins Street also listed as 3990 Folsom – 60 Amps/3 Wire/effective 7/01/05/ SO #2262-E
 - 5.1.2 Fitch and Egbert Street – 60 Amps/3Wire/effective 7/01/05/ SO #2263-E
 - 5.1.3 4308 Pacheco Street – 60 Amps/3 Wire/effective 7/01/05/ SO #2264-E
 - 5.1.4 3501 Fulton Street – 100 Amps/3 Wire/ effective 9/26/08/ SO #2468-E
 - 5.1.5 6323 Fulton Street – 100 Amps/3 Wire/effective 9/26/08/ SO #2469-E
6. DEM owns 104 sirens in the City which are being maintained by the Department of Technology (DT). DEM is not responsible for electric expenses.

***See Appendix "C" – Copy of five Service Orders for the five OPWS and list of facilities and sirens.**

Vehicles

DEM owns and operates a fleet of eight (8) vehicles in support of its core missions of providing 911 emergency communications, maintaining the citywide public safety radio system, disaster response and recovery planning, and managing the Emergency Operations Center (EOC). Due to the nature of these functions, vehicles are fueled and available for deployment 24/7/365.

These vehicles are used to transport staff, materials and equipment to meetings within the footprint of the City. Occasionally, vehicles are needed for extended locations, i.e. Sacramento, for executive level meetings concerning local or regional initiatives. One vehicle is set aside for the use of IT technicians who maintain the various radios, computer, microwave, and other technologies vital to operations. Staff may also be deployed in the field during emergency activations either to incident command posts or other operation centers.

***See Appendix "D" – DEM Fleet Inventory FY2011-12**

DEM's Contact Information for DepCap:

Vivina H. Santos
DepCAP Climate Liaison, DEM Facility Manager & Zero Waste Coordinator
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Mitch Sutton
Chief Information Officer
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David Ebarle
Fleet Manager/Support Services Manager
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Senior Building Engineer (Work Order Assignment through RED)
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3. CARBON FOOTPRINT

DEM's total carbon footprint includes the consumption of energy in our 8 facilities that we occupy: electricity, natural gas and liquid fuels from our fleet. The proceeding sections will describe each component in detail.

FACILITIES VERIFICATION

The list of facilities that is being used by SF Environment to calculate the FY2012 departmental carbon footprint has been verified by DEM's Climate Liaison. Out of the sixteen (16) facilities listed in GoogleDocs, nine (9) facilities are in question due to lack of documents or SO (Service Order) number to support that DEM owns the five facilities. Research is in progress.

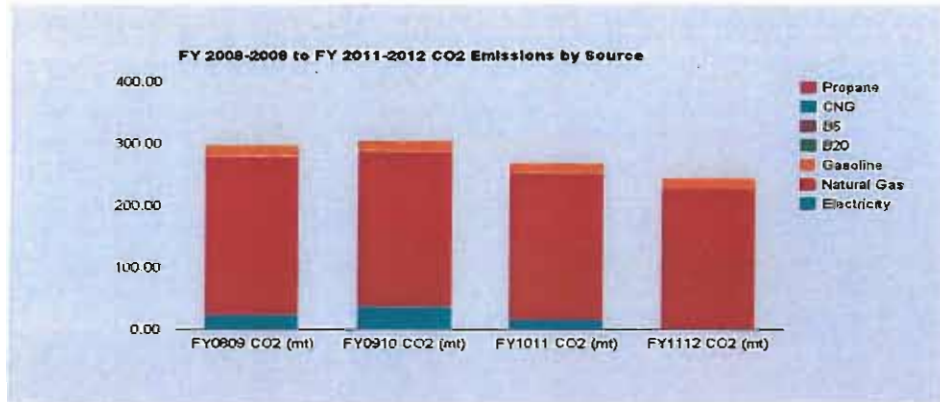
3a. BUILDING ENERGY

FISCAL YEAR 2011-2012 CARBON FOOTPRINT FROM CONSUMPTION OF ELECTRICITY, NATURAL GAS AND STEAM

Annual Departmental CO2e Emissions (owned and as tenant)

(Reference: GoogleDocs_FY11-12_Emissions Energy Source_line 28-36_col. D & I)

Source	Consumed	CO2e
Electricity (kWh)	2,074,736 kWh	0.00
Natural Gas (Therms)	42,830 therms	227.26
Total CO2e from facility energy		227.26
Gasoline/Fuel C02	1,978 gal	17.42
Total CO2e		244.68



For Fiscal Year 2011-2012, 244.26 metric tons (or Tonnes) of CO2 emission are from building energy, and 17.42 tons are from our fleet. Total carbon emissions from Building Energy use has declined since FY 2008-2009 by **17.51%**. This is primarily due to energy efficiency upgrades and practices at DEM. Please refer to the following section “Energy Efficiency” for additional information on energy efficiency measures taken by our Department.

3a1. ENERGY EFFICIENCY

ENERGY EFFICIENCY & RETROFIT PROJECTS

➤ Facility Name and address: DEM – Combined Emergency Communication Center, 1011 Turk Street, San Francisco.

➤ Project Description:

a. HVAC (Heating, Ventilating and Air Conditioning)

- DEM is using economizer operations of the Air Handling Unit (AHU). There are three AHUs in the facility. The AHUs work under principle of conditioning air supply air by either heating or cooling it and then distributing it to the various zones, where if needed, it is reheated again.
- Heating or cooling supply air is done in two ways: either mechanically or through economizer control. Mechanical cooling is done though a chiller plant.
- Another energy saving method is the use of economizer dampers. This method modulates the amount of outside air and returning air from the building to meet the set point temperature. The economizer is highly efficient in eliminating or greatly reducing the need for mechanical air conditioning.

- DEM, through facility assigned *Real Estate Division Stationary Engineers*, performs regular maintenance and inspection on HVAC units, changing filters every three months, cleaning burners and conditioner coils and checking ducts and piping for damage.
- DEM procured a software upgrade of the existing Building Automation System (BAS) to attain a higher degree of efficiency in maintaining its HVAC system and capturing data to establish temperature trending from which logical changes to settings can be made.

b. Building Automation System (BAS)

- An updated version was installed in 2009, with the renovation of the 911 Operations Dispatch Call Center. New controllers were installed on the floor utilizing the Local Operating Network (LON) format.
- A new user interface was created for both the Stationary Engineers and Supervisors to use on the front end of the BAS. The sequence of operations for the various building system was reviewed and changes implemented by the Stationary Engineers.
- These changes allowed for better operation of the boiler plant and chiller plant that resulted in energy savings and less wear and tear on the equipment.

c. Lighting

- DEM uses motion sensors to control lighting in occupied zones of the building. Motion sensors mounted on the ceiling detect occupancy of rooms and keep lights on. However, if no motion is noticed after a set time, the lights automatically shut off.
- The basement parking garage has been separated into multiple zones providing light only where needed, via sensor detection. This lowers the amount of energy the lighting fixtures use on a daily basis.
- DEM's exterior lights are controlled via photocells located on the roof. When ambient light levels fall below a certain level, the photocells send a signal turning on the lights.
- DEM has 99% fluorescent lamps and 01% incandescent lamps for the interior of the building.
- Custodians and Security staff are given verbal reminders to turn off lights when not in use.
- Light switches that can be turned off when not needed are marked by labeling them as "Turn off lights when not in use"
- Lights in unoccupied rooms are turned off after workday and when otherwise not in use, and where windows provide sufficient day lighting.
- As per recommendation of EMCOR Energy Services (through PUC), DEM delamped light fixtures on the second floor from 3 lamps to 2 lamps.

➤ Highlights/Status for FY2011-2012 in Energy Efficiency:

The Stationary Engineers reviewed the building sequence of operations for the various building equipment and have made changes to set points to the system to allow for proper operation and improved energy efficiency. Some system changes made include:

- **Air Handling Unit (AHU):** Checks and repairs made to economizer damper actuators. AHU 2 had two actuators replaced. The supply air set point for the

AHUs was lowered from 62° to 60°F. This increased the cooling capacity of the AHUs and had beneficial results to the chiller plant.

- **Improved Indoor Air Quality:** On November 08 through November 18, 2010, two of the three AHU units at DEM underwent duct cleaning and filter bank re-configurations. The heating/cooling coils were cleaned and pressure washed to remove existing oxidation dust and coated with oxidation inhibitor. New sets of high efficiency filters were installed in all the AHUs. These filters provide more surface area with the "mini pleat" design and last much longer than traditional paper air filters. In addition, the final HEPA filter bank was installed after the heating/cooling coils so any future particulates generated from the coils will be trapped in the filters and not be carried into the duct system. Upgrades include: *improved indoor air quality, longer run times on new filters, less labor hours spent on filter changes and extended lifespan of AHU due to corrosion mitigation.*
- **Building Automation System Upgrade:** The original BAS system is currently being phased out. The system is no longer supported and parts unavailable. DEM is currently looking to upgrade the system with some of the different manufacturers. Some energy saving functions that are available includes real time power monitoring, occupancy scheduling, enhanced alarming to include remote notification and response.
- **Air Conditioning Coil Unit (ACCU):** It was determined earlier this year that CAC 2 & 2 shared the same controller, which was powered via CAC1. If CAC1 failed on a power failure, CAC 2 would be deactivated as well. We had a foreign source of electricity installed to make the system more robust to power failures and keep both units functional.
- **Boiler Plant:** There are two (2) boilers at DEM. One boiler is placed in Lead or Primary and the other will come on Lag or Secondary if needed. The old sequence of operation had the Lag boiler coming on when the outside temperature is below 60°F. Stationary Engineers lowered the Lag set point to 56°F preventing the second boiler from coming on when not needed. This has lead to a reduction in the consumption of natural gas and lowers emissions coming from the building.
- **Regular Maintenance and Monitoring:** Overall, the Stationary Engineers monitor, maintain and repair the HVAC system for DEM. Through daily rounds and maintenance work, the HVAC system is continually fined tuned to operate more efficiently. These changes have made a significant reduction in energy use and improved the indoor environment for DEM occupants.
- **New UPS System:** A secondary Uninterrupted Power Supply (UPS) unit was installed at DEM. This provides clean bump less power to all vital servers and radio/telecommunication equipment housed in the building. The new UPS unit has an energy saver function which allows the incoming PG&E source power to be monitored and bypassed directly to the building distribution, thus eliminating the double conversion process where PG&E electricity is rectified to DC Voltage and invert
- Audit:

- On 12/09/2009, an initial energy audit was conducted by PUC through EMCOR Energy Services at DEM-1011 Turk Street.
- On 10/06/10, Mark Theobald from EMCOR Energy Services presented the draft on the audit report which was prepared on 03/04/2010.
- Due to the several changes at the DEM facility, such as renovation projects and additional equipment in the server room, DEM has requested for an audit update and walkthrough from EMCOR through PUC. On **February 22, 2013**, EMCOR met with DEM and BOA (Bureau of Architecture) representatives to review the initial audit to determine if the initial recommendations above are still applicable and find out other possible energy saving retrofit projects. DEM is waiting for the report from Mr. Gary Oto of PUC regarding EMCOR's audit after their visit and walkthrough on February 22, 2013.

***See Appendix "E " – Attendance sheet during the Energy Audit Update/Walkthrough with EMCOR on 2/22/13**

- Estimated Savings:
 - DEM is waiting for the EMCOR'S report regarding the estimated savings we could derive from recommended retrofit projects.
- Plans:
 - DEM, through work ordered RED Stationary Engineers will continue its practices in monitoring and regularly maintaining the HVAC system.
 - DEM plans to replace 26 T to new energy saving light fixtures either to LED lighting or Lithonia 2AVG-232T8-SBL-277 non-dimmable ballast in the administration, north wing. Waiting for quote from the Department of Public Works (DPW).

COMPLIANCE WITH THE EXISTING COMMERCIAL BUILDING ENERGY PERFORMANCE ORDINANCE

- In December 2011, DEM completed and submitted the "Energy Performance Benchmarking" form to SFPUC.
- In October 2012, SFPUC published its first benchmarking report titled "2011 Energy Benchmarking Report, San Francisco Municipal Buildings" which is available at <http://www.sfwater.org/modules/showdocument.aspx?documentid=2938>
- DEM's carbon footprint in 2011 is 8.19 lbs.co2/sq. which is a -1.5% reduction from 2010 (page 22 of the report).
- DEM is not eligible for energy star rating (page 8 of the report), refer to <http://www.sfwater.org/modules/showdocument.aspx?documentid=2938>

***See Appendix "F" – Copy of the "Energy Performance Benchmarking"**

COMLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

- DEM-DEC (Division of Emergency Communications) located at 1011 Turk is compliant with the requirements outlined in the Commercial Lighting Efficiency Ordinance (SF Building Inspection Commission Code Chapter 13D). A temporary waiver is not necessary.

***See Appendix "G" – e-mail from Sachiko Tanikawa regarding DEM, being compliant with the lighting efficiency ordinance**

- DES (Division of Emergency Services) office located at 30 Van Ness is owned and managed by the Real Estate Division. No information available to determine if 30 Van Ness building is compliant with the requirements outlined in the Commercial Lighting Efficiency Ordinance.
- UASI (Urban Area Security Initiative) Program office located at 711 Van Ness is owned by a non-profit organization and being managed by the Real Estate Division. No information available to determine if 30 Van Ness building is compliant with the requirements outlined in the Commercial Lighting Efficiency Ordinance.

INFORMATION TECHNOLOGY

The DEM-IT group is implementing the following actions:

- Power Consumption & Management
 - **All computers are labeled with energy conservation reminder – "turn off computer and monitor when not in use" completed on 6/30/11.** DEM will be conducting an audit to be completed by April 30, 2013 to ensure compliance.

DEM notifies all employees to shut off personal computers, monitors, printers, copiers and other electrical equipment at the end of each workday unless there is a specific need for after-hours operation. Regular reminders are provided to employees to shut off office equipment. Regular (after-hours) inspections are conducted to identify if equipment is turned off.
 - **All PCs (not required for 24/7 operations) are automatically set to go into hibernation/standby mode after 20 minutes of inactivity, completed on 6/30/11.** PCs used for 9-1-1 service are used 24/7, must have standby/hibernation disabled. PCs which are used for remote access must have standby/hibernation disabled.
 - **Obsolete servers have been replaced with Climate Savers Gold or Energy Star servers.** All servers are purchased through COIT (Committee on Information Technology) and meet efficiency standards as applicable with the exception of three specialized servers purchased in 2012. As of 3/11/13, DEM has 35 physical servers of which 27 are considered obsolete and would not meet current efficiency standards. In addition, during the current fiscal year, DEM has purchased the following EPEAT Gold equipment to replace obsolete equipment on a one-for-one base: 24 laptops, 62 desktops and 143 LED monitors.
 - **DEM has virtualized 9 servers and plans on virtualizing 10 more in the coming fiscal year.** In addition, the DEM data center at Turk Street is hosting Department of Technology's virtualizing appliance. This appliance is capable of providing up to 500 virtual servers of public safety users (DEM, SF-Police Department, SF-Fire Department and SF-Sheriff's Department).

- **In October 2011, DEM replaced all Xerox copiers to all in one (copier, fax and scanner) Konica Minolta.** DEM lease contract will end in July 2014. DEM is leasing thirteen (13) copiers: nine (9) are located in 1011 Turk Street, two (2) at DES in 30 Van Ness and two (2) are at UASI office in 711 Van Ness. DEM decommissioned a total of 27 copiers, fax machines and scanners in all three offices. Decommissioned items were posted to Virtual Warehouse and most of them had been donated to City departments and non-profit organization – Oakland Technology Exchange West. Konica Minolta machines are energy efficient and power down when not in use. The company has a clean planet recycling program where all consumables (toner cartridges, imaging units, waste toner bottles, developer units and drums) will not go to landfills.

****See Appendix “H” – Information about Konica Minolta Environment & Zero Waste Emissions activities of Minolta.***

- In January 2010, DEM has implemented an asset tracking system which will provide comprehensive IT equipment life cycle management and allow the Department to reduce environmental impact by improving efficiency, reducing waste, and extending the useful life of personal computers and other IT equipment. While this system is currently on-line, the complete DEM-IT inventory is not anticipated to be completed and entered into the system prior to July 2011. The asset management system is fully on line.
- **Challenges encountered:** Funding is a challenge. With additional funding, more energy efficient PCs and servers could be purchased.

3a2. RENEWABLE ENERGY

Photovoltaic (PV) Project

As part of DEM's FY 2011-2021 budget submission, the department has submitted a capital request of \$1.81M for the installation of solar panels on the Combined Emergency Communications Center. The department has submitted this project request over multiple fiscal years, but has yet to receive funding approval. DEM will wait for SFPUC notice as soon as funding becomes available.

****See Appendix “I” – Project Request Form for Photovoltaic System FY2011-12***

3a3. GREEN BUILDING

A renovation project for the 911 emergency communications operations area was initiated in December 2006. The size of the project is 8,790 sq. ft, comprising 26% of the DEM facility. The project is under the management of the San Francisco Bureau of Architecture (SF-BOA). The project involves three phases of renovation which was originally expected to be completed by December 2009. However, in September 2009, the original Contractor suspended work on this project and had opted to not fulfill their contractual obligation for the completion of this project. Phase 1 and Phase 2 were completed in September 2009. Phase 3 resumed in April 2010 under new a Contractor and was completed in December 2010.

Regarding LEED requirements, the SF Bureau of Architecture (BOA) consulted with Mark Palmer, Green Building Coordinator for the City and County of San Francisco. Mr. Palmer

indicated that due to the size of the project and type of work, it is not required to be LEED certified. However, Mr. Palmer recommended adherence to the green building compliance guide, such as NO VOC paint, no PVC materials, and, a Greenscreen Eco shading system. The new carpet and adhesive have earned the Carpet and Rug Institute's Green Label Plus.

**See Appendix "J" - E-mail from the Bureau of Architecture dated 2/02/2010.*

3b. WATER

FISCAL YEAR 2011-2012 WATER CONSUMPTION

- a. Combined Emergency Communications Center (CECC) 1011 Turk Street and Western Addition Technology Center (WATC) 1003 Turk Street

Facility	Water Consumption	Wastewater Discharge
DEM-CECC 1011 Turk Street	598,400 gal	538,960 gal
WACTC - 1003 Turk Street	222,156 gal	199,940 gal
30 Van Ness	141,821 gal	127,830 gal
10 Lombard	No information available	No information available
Total	962,377 gal	866,140 gal

Reference: GoogleDocs_FY11-12 Water_line 8,col.I; line 11, col.I; line 11,col. L; line 11,col. L.

Total water use for 1011 and 1003 Turk Street facilities went up by 19% in overall water since FY 2010-2011. DEM building engineers and the WACTC Director have not detected any leaks. Two possible factors may have contributed to the sudden fluctuation of the water use:

1. Increase in the number of visitors using water in the building(increase in EOC (Emergency Operations Center) events, presence of construction workers from private contractors and other city departments, temporary office for the UASI 12 staff members; and additional beneficiaries/visitors at the WACTC.
2. Replacement of bottled water dispensers into filtered water dispensers which use tap water.

WATER EFFICIENCY & CONSERVATION

- DEM promotes water conservation by posting stickers which were obtained from PUC. DEM posted stickers in all rest-rooms, break-rooms and kitchens. Other information or promotional materials were posted to bulletin boards at 1011 Turk Street facility.

***See Appendix "K" - Copy of information/promotion materials for water conservation**

- DEM uses **aerators** on rest-room and kitchen sinks that help reduce indoor water use.
- DEM, through the Real Estate Building Engineers, **regularly monitor and detect leaks, and repairs take place immediately**. Employees help by reporting any leaks they see in the facility.
- **DEM and DES phased out the bottled water and replaced them into filtered dispensers**. Five water dispensers were purchased for 1011 Turk and one at DES-30 Van Ness in 2009. One (1) additional water dispenser was purchased in June 2011. DEM has now a total of six (6) water dispensers. It saves the department around \$6,000 a year from buying bottled water.
- Due to the important function of the DEM for emergency preparedness, the Office of the Mayor has approved our bottled water waiver request for the 1011 Turk Street facility. The bottled water will be used when initiating the activation process for the EOC (Emergency Operations Center) and mobilization of personnel to respond to natural or man-made disasters.

***See Appendix "L" - Copy of the Waiver Request for bottled water**

***See Appendix "M" – Copy of the approved bottled water Waiver Request from the Office of the Mayor dated 4/10/10.**

- DEM has not been successful in separating the water account between 1011 Turk and 1003 Turk which is currently occupied by the Western Addition Community Technology Center (WACTC) due to the absence of an updated MOU between WACTC and the SF Recreation and Parks. Follow up efforts continue.
Update: After several follow through, there is less chance of obtaining a current MOU between Rec and Parks and the WACTC. DEM is currently coordinating with SFPUC regarding the requirements of separating the account.

***See Appendix "N" – Copy of latest e-mail response from SF Recreation and Parks regarding DEM follow-up on MOU and e-mail to SFPUC regarding inquiry on the requirements of separating the water bills.**

Latest Retrofit water conservation project at DEM 1011 Turk Street:

- **Smart water meters Installed:** New domestic water meters were installed on **3/12/12**. The smart meter send real time data back to the utility department via a wireless signal. This lowers the CO2 spent from having a technician drive out to record the meter.
- **Dual FlushOmers:** On **02/06/13**, all water closets at DEM were upgraded with Dual Function flushometers that provide the option of a 1.0 gallon urinal flush or a 1.6 gallon toilet flush. The saving potential is ½ gallon per flush per use. In addition to the upgrade, instructional signage was installed to educate users on proper flushing procedures. Email notice and DEM Newsletter were also used as means of notifying and educating members about the new dual flushometers.

***See Appendix "O" – Copy of the DEM Newsletter and emails informing staff members about the installation of the dual flushometers.**

- **Audit:** In October 2008, through the Public Utilities Commission (PUC), a water audit and assessment was conducted by Intergy Corporation at 1011 Turk Street. However, we did not receive a written report from Intergy and PUC. Request for the water audit report has been sent to Intergy.

DEM plans for request for another water audit before the end of FY2012-2013. The 2008 audit is outdated.

3c. TRANSPORTATION & FUEL

FUEL AND VEHICLE VERIFICATION

The list of vehicles and liquid fuel consumption values that are being used by SF Environment to calculate the FY2011-2012 department carbon footprint has been verified by DEM Climate Liaison and Fleet Manager to be accurate and complete.

DEM is operating 8 vehicles. The liquid fuel consumption has been verified to be accurate and correct.

DEM will turn in 1 gasoline fueled vehicle (1996 Ford Taurus) and replace it with 1 SUV Hybrid vehicle. DEM anticipates that this will reduce its annual carbon emissions by 2-3%. Further details on this particular vehicle removal and replacement and other actions to reduce carbon footprint is detailed in the proceeding section titled "HACTO".

**See Appendix "D" – DEM Fleet Inventory FY2011-2012.*

FISCAL YEAR 2011-12 CARBON FOOTPRINT FROM MOBILE COMBUSTION OF FUEL

Total gallons of liquid fuel consumed for FY11-12:	1,978 gallons
Total CO2 emissions:	17.42 (DEM gets all its fuel from Central Shops)

Reference: GoogleDocs_FY2011-2012 Fuel Consumption: line 6/col.E & line 6/col. I

DEM's fuel consumption and CO2 for FY11-12 was increased by **13%** compared to FY10-11 due to the following reasons:

- Two (2) DEM vehicles are driven home by 2 Executive Staff members: DEM Executive Director lives in Pacifica and DES Deputy Director lives in the Sonoma County.
- DEM Executive Director, as chair of the Bay Area Urban Securities Initiative (UASI) is required to attend monthly standing meetings in Dublin. In the past, meetings were rotated to the different host cities, which were found to be difficult to schedule.
- DEM Executive Director now attends the standing meeting of Bay Area Regional Interoperable Communications Systems Authority (BayRICS) which did not exist before 2011. Meetings are also held in Dublin, CA.
- DEM Project Management Office Manager is now attending various interoperable communications meetings in the region, which typically are held in San Mateo or Alameda Counties.

FY 2008-2009 to FY 2011-2012 DEM Fuel Consumption

Annual Gasoline (gal)				Annual Gasoline CO2 (mt)			
FY08-09 Gasoline (gal)	FY09-10 Gasoline (gal)	FY10-11 Gasoline (gal)	FY 11-12 Gasoline (gal)	FY08-09 Gasoline CO2 (mt)	FY09-10 Gasoline CO2 (mt)	FY10-11 Gasoline CO2 (mt)	FY11-12 Gasoline CO2(mt)
1,991	1,816	1,740	1,978	17.54	16.00	15.33	17.42
1,991	1,816	1,740	1,978	17.54	16.00	15.33	17.42

Annual Gas Consumption Historical Analysis

- For the last three fiscal years, CO₂e from gasoline went down due to the following reasons: (1) replaced an old vehicle to a hybrid; (2) improved monitoring of trips and efficient car pooling during work-related trips; (3) updated maintenance of vehicles; and (4) reminders on good driving tips to conserve fuel.
- Despite the fact that two (2) DEM vehicles are being driven home by two Executive staff members, DEM still manages to maintain its total fuel usage relatively low.
- It is also important to note that for FY2010-11, numerous out-of-county meetings were held in Dublin, CA for the UASI Approval Authority, UASI Advisory, and BayWeb Interoperability Project meetings.
- But because of DEM's Smart Trip Planning program through monitored vehicle sign-out and car pooling remaining in place, DEM is able to save fuel.

BIO DIESEL

The bio-diesel requirement does not apply to DEM, as none of its existing fleet are using diesel. DEM does, however purchase diesel fuel to run our emergency generators.

- **Diesel Fuel Storage:** DEM has a 12,000 gallon Underground Storage Tank (UST) on site at the west end of the building. This diesel is used to fuel the emergency generators and boilers in the event of utility failure. On average, DEM uses 900 gallons of diesel a year. The UST fuel level is always kept between 80%-90%. RED Stationary Building Engineer advises bio-diesel is not feasible for this application due to long-term stability of bio-diesel.

3c1. HACTO

The Healthy Air and Clean Transportation Ordinance (HACTO) addresses:

- Transit First – At work
- Transit First – Commuting
- Vehicle Reduction

In order to comply with the Healthy Air and Clean Transportation Ordinance, DEM reported to the successes of its Transit First programs and plans for improvement and growth.

- DEM promotes and encourages employees to use the City's Transit, walking, biking, Muni, Bart, car share, carpooling for meetings and travelling to and from work. DEM is successful in utilizing carpool to extend trips with other trips to avoid duplication, or linking staff with other staff going in the same direction.
- DEM encourages employees to commute sustainably to work by offering bike racks and a bike parking in the basement;
- Exercise intelligent route planning: Smart trip planning through monitored vehicle sign-out and carpooling remains in place to contribute to fuel savings;

- Schedule and implement regular maintenance to optimize fuel efficiency and vehicle performance: DEM follows GSA Central Shops Preventative Maintenance Schedule without fail. Note that in the last three (3) years, with the exception of two flat tire incidents, no DEM vehicle has broken down in the field, indicating the preventative maintenance (PM) program is effective.
- Demonstrate education of employees: to drive reasonably, driving the speed limit reduces fuel consumption, accelerate gradually and avoid sudden start/stop: For the proceeding four "tips": there is no current plan to develop a driver's training program that could encompass these ideas. With the exception of vehicles assigned to two (2) senior management staff, the number of employees that operate Department vehicles is minimal. Any direction usually comes in the form of email reminders to staff.
- Verify use of right-size vehicles for intended application and ensure that vehicles are being used for their intended purpose (to avoid overly large and heavy vehicles conducting operations that can be conducted by a smaller and lighter vehicle)

The Fleet Manager continues to pursue alternative fuel vehicles that fit the mission of DEM. He recently attended a product display of the Piaggio MP3-400 which has an average 55 miles per gallon (MPG) range. Unfortunately, this vehicle is more suited for parking enforcement, and would not fit within our mission. DEM Fleet Manager will be working closely with the Fleet Manager Tom Fung in looking for a replacement for the Chrysler "Gem" electric cart which is no longer sold.

***See Appendix "P" - HACTO report and plan:**

- HACTO Report for Fiscal Year 2011-2012
- HACTO Plan for Fiscal Year 2012-2013

3c2. TRANSPORTATION SURVEY

BACKGROUND

- For FY2011-2012, the City conducted its bi-annual survey of City employee commuting and at-work travel behavior. The 2012 CCSF Transportation Survey was administered through the Department of Environment's CommuteSmart team and distributed through Climate Liaisons and others to each department and division.

DATES IN WHICH THE SURVEY RAN & METHOD OF DISTRIBUTION:

- DEM ran the survey from **November 27, 2012** through **December 21, 2012**. Out of **264** employees, **77** filled out the survey electronically – a **29.17%** response rate.
- An email was sent out to all employees through their individual email address. DEM did not distribute a hard copy of the transportation survey to save time, paper and toner.
- Employees were reminded via email and during staff meetings.

Plan of Action regarding Zero Waste Recommendations:

- Landfill collection – contact Recology to assess collection service and request changes if necessary

- E-payroll – continue reminding staff members to sign-up for the e-payroll services through emails and staff meetings. As of 2/13/13, DEM participation is now 46%.

***See Appendix "Q" - Email to staff regarding Transportation Survey**

DATA RESULTS AND OBSERVATIONS:

- 46.75% of the respondents never heard of the Emergency Ride Home Program. This is a great opportunity for education.
- 63% of the main form of transportation to work is "driving alone". It is important to note the following challenges affecting the decision of most of DEM employees to drive alone to work:
 - The vital function of the department as providing emergency communication between the public and emergency responders requiring staff to work in three shifts. Staff must also be available to work on extended hours if needed. Driving gives them more flexibility.
 - The location of DEM facility has limited means of public transportation.
 - It is **unsafe** to use an alternative means of going to work (such as by bus, walking or biking) for staff working in any shift but most especially, the evening and graveyard shifts. Numerous crime activities had happened around DEM facility and continue to happen anytime, making staff members worry about their safety.
- 27.69% expressed that some of the incentives to discourage driving alone is by providing more comfortable, convenient, or reliable transit options and providing financial assistance for purchasing transit tickets.
- 78.67% of respondents are not enrolled in the pre-tax commuter benefits program. This is another opportunity to educate and increase the awareness of employees about the pre-tax commuter program:

DEM INTERNAL COMMUTER OUTREACH & PROCEDURES

DEM promotes internally the alternative transportation incentives to its employees by:

- Forwarding emails from the Clean Air and Transportation Program to all DEM employees via email
- Posting information from the Clean Air and Transportation Program in the Operations' briefing notes via intranet.
- Posting promotional materials and flyers throughout the department building bulletin boards and break rooms.
- Enclosing flyers and promotional materials in new employees' folders or packets.

- Providing incentive program to employees: compressed work week (4/10); flexible time; designating a separated parking space for electric cars at DEM garage; allowing employees to charge their electric cars for free.
- Bike room equipped with bike racks and security cameras.
- Scheduling Commuter Benefits Program presentations during staff meetings. One was conducted at the UASI Office on **March 01, 2013** and was attended by **19 members**. The Division of Emergency Services (DES) and Combined Emergency Communication Center and Administration are also planning to schedule one presentation before the fiscal year ends.

****See Appendix "R" – Copy of the attendance sheet for March 01, 2012 presentation by Liore Milgrom Elcottt***

- Department's participation in local and regional campaigns that promote transportation choices
DEM participated in the Great Race for Clean air 2011

****See Appendix "S" – Certificate of Participation for the Great Race for Clean Air 2011 and Newsletter from our Executive Director inviting staff to join the race.***

- City Bicycle Fleet
DEM received three (3) City bicycles with safety accessories such as helmets, U locks, vest and lights provided by the Department of Environment in 2009.
- After a thorough research and careful consideration of many factors such as liability, safety and traffic in our area, DEM decided to return the bicycles to the Department of Environment to offer them to other interested departments.

****See Appendix "T" - Email to Liore, with attachment: Letter from DEM Executive Director, Anne Kronenberg, dated 3/14/13***

- SFMTA Tokens
DEM is looking into implementing this program into our system. DEM Fleet Manager and Climate Liaison will be presenting the program to the Executive Director and Deputy Director for Finance to see how this program can be funded.

****See Appendix "U" – Email to Liore from DEM Fleet Manager dated 3/11/13.***

4. OTHER SUSTAINABLE PRACTICES

4a. ZERO WASTE

The results of **DEM Waste Assessment Questionnaire** are attached to the report as **Appendix "V"**. (1) DEM-CECC-1011 Turk; (2) DES – 30 Van Ness; and (3) UASI – 711 Van Ness.

Zero Waste Recommendations for DEM:

- Reduce the landfill collection service with Recology

➤ Promote e-payroll participation to staff

THE #1 RECYCLABLE OR COMPOSTABLE ITEM FOUND IN LANDFILL BINS

The table below lists #1 item that can be recycled or composted that each Zero Waste Coordinator finds in the trash (landfill) bin in their respective office or facility. It also lists the plan of action of Zero Waste Coordinators on how to eliminate the #1 item and properly dispose it.

Facility Name	Address	#1 Recyclable or Compostable Item Found in Landfill Bin	Plan of Action to eliminate the #1 item
DEM-Division of Emergency Communications & Administration	1011 Turk Street	Paper towels	<ul style="list-style-type: none"> • Continue sending reminders to members via email • Continue monitoring bins and sorting them out – to set example to members • Check signs or stickers and replace old ones if necessary
Division of Emergency Services (DES)	30 Van Ness Avenue, Suite 3300	Paper coffee cups	<ul style="list-style-type: none"> • Put up more signs and talk about it during staff meetings
UASI	10 Lombard Street, SF	Coffee Lids	<ul style="list-style-type: none"> • Remind staff that coffee lids are recyclable, check bins and talk about it during staff meetings

Plan of Action regarding Zero Waste Recommendations:

- Landfill collection – contact Recology to assess collection service and request changes if necessary
- E-payroll – continue reminding staff members to sign-up for the e-payroll services through emails and staff meetings. As of 2/13/13, DEM participation is now 46%.

****See Appendix "W" emails to members regarding e-payroll.***

ZERO WASTE HIGHLIGHTS FOR FY2011-2012:

- **Paper usage reduction measures:**
 - All DEM personnel are reminded and encouraged to use double-sided printing and copying through emails, briefing notes in the intranet and posting reminders on bulletin boards and copy rooms. DEM uses 100% recycled content paper.
 - Decreased junk mail by using stopjunkmail website.
 - Decreased junk faxes by deleting them in the centralized fax box
 - Using a "Form" drive for staff to complete and send request forms electronically
 - DEM staff reuse paper by making them into note pads
 - DEM staff reuses clean side paper by printing office forms for internal purposes.
 - DEM staff members are encouraged to use **coffee mugs** when buying coffee instead of using coffee cups and lids. Members were also given water bottles to refrain from using paper cups.

- **Universal Recycling and Composting Ordinance**

- DEM uses green compost containers, blue recycle containers and gray or black waste containers to separate recyclables, compostable and trash.
- Made changes to its service with the Recology Sunset Scavenger: (1) added one compost container; (2) changed garbage container to 4 yard but reduced pick up service from three to two days a week. **DEM saves more than \$400 a month.**
- Workshop Attended and Trainings/Presentations Sponsored:
 - 2/13/2013 – DEM & UASI Zero Waste Coordinators attended the Zero Waste Coordinator’s Workshop in City Hall, Room 421 with Soko Made as the Facilitator.
 - 5/15/2012 - DES invited the SF-DOE staff to conduct training on zero waste for during their staff meeting at 30 Van Ness Avenue, and was attended by 25 members.

Training facilitator: Jessica Lum

***See Appendix “X” – Email from Jill Raycroft, Zero Waste Coordinator for DES. An attendance sheet was not provided.**

3/01/2013- UASI sponsored a Zero Waste presentation during their staff meeting, attended by 19 members. Facilitator: Jessica Lum

***See Appendix “Y” – Attendance Sheet during Zero Waste presentation at UASI Office, at 711 Van Ness Avenue.**

- **Other Practices** (Greenhouse Gas Reduction Measures and Zero Waste):

- **Recycling:** All work stations, offices and conference rooms are provided with small to medium blue recycling baskets. Large recycling containers are located in all copier rooms, corridors, break rooms and kitchen. Recycling posters, stickers and flyers are posted in frequently used areas such as break rooms, rest rooms, corridors, kitchens and bulletin boards. A 3-yard recycling bin is picked up twice a week on Mondays and Thursdays.
- **Composting:** There are seven (7) compost containers labeled and located in the operations break room, 2nd floor kitchenette, lobby/sheriff’s area, 2 in the main lunch room, and 2 in the EOC (Emergency Operations Center) 1st floor. Compostable liners are being used in all compost containers. All rest-rooms have separate baskets for “paper towels only” and are deposited into the compost carts. Compost stickers, flyers and information regarding acceptable compost items are posted in frequently visited areas such as break rooms, rest rooms, kitchens and bulletin boards. DEM acquired 3- 64-gallon carts that are picked up twice a week, Mondays and Thursdays.
- **Virtual Warehouse:** DEM supports the Virtual Warehouse Program of the SF Department of Environment. With the 911-operations renovation project, DEM had accumulated a great number of surplus items like used furniture, office supplies, electronic items, and computer items. Since 2008 and still ongoing,

DEM had donated over 1,000 assorted items to city departments (SF Fire Department, SF Department of Public Works, SF Juvenile Probation, SF Sheriff's Department and Bureau of Architecture, Department of Public Health, Rec and Parks Department), and through Excess-Access, non-profit organizations such as Goodwill, Campus California Teacher's Group or CCTG, ACCRC-Berkeley, SF Community Computer Center, Western Addition Technology Community Center (WATCC) and Oakland Technology Exchange West (OXTWest), which benefited from the program.

- **Internal Operations:** DEM reuses some computer, electronic and radio items, office supplies and furniture back. Items that are no longer needed are posted to the Virtual Warehouse.
- **Recycling Station:** DEM designated and manages the WN corridor at 1011 Turk Street as the DEM recycling station where a blue container and containers for batteries, cell phones and electronic items are placed for employees to use. The containers for fluorescent bulbs and tubes and aerosol cans and other chemicals are located in a more secure room only accessible to authorize staff. Posters, stickers and labels are posted in each station and container.
- **Hazardous Waste Disposal Program:** Pick up of Hazardous Waste Materials: DEM calls SF Environment/DPH for pickup of hazardous waste materials as needed.

4b. GREEN PURCHASING

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

PURCHASING SUMMARY

In calendar year 2011, DEM had the following record:

Percent of Green Products (listed in SFApproved.org)	
Batteries:	No data from vendors
Cleaners:	No data from vendors
Light Bulbs:	No data from vendors
Computers/servers:	No data from vendors

GoogleDocs, col.A-K; lines 1-40

- **February 15, 2012 (10 a.m. – 12 p.m.):** DEM invited Jessian Choy for a training and group consultation regarding Green Purchasing Ordinance and Scavenger Hunt. It was attended by seventeen (17) employees from CECC, DES and UASI.

***See Appendix "Z" - Copy of the Attendance Sheet during the Consultation on 2/15/12**

DEM PLANS TO IMPROVE THE PERCENT OF GREEN PRODUCTS IN THE UPCOMING YEAR:

- DEM, whenever possible, purchases environmentally safe products and services to lessen the exposure of DEM employees to toxic chemicals and keep our air and water supplies clean.
- **SF Approved Catalog:** Attendees to the consultation held on **February 15, 2012** with Jessian Choy will continue using the SF Approved Catalog as a reference before purchasing commodities for the Department. Attendees will be conducting an audit in their respective units regarding items they regularly order and substitute recommended items. Pledges were distributed and displayed on work stations of personnel involved in purchasing.
- **Purchasing of Computer Items:** DEM purchases all personal computers, notebook computers and monitors through City-approved computer stores. The Department of Technology, under the purchasing policy adopted by the Committee on Information Technology (COIT), is responsible for renegotiating the computer store contracts to ensure vendor's compliance with the EPEAT Silver Standard. DEM will adhere to these standards as they are implemented.
- **Email Alerts** – DEM has signed up for email alerts to get updates of new green products, events and hazardous waste laws.
- **Service Contract:** DEM maintains a service contract with the Real Estate Division (RED) on custodial services. RED is in compliance with the Green Purchasing Program and uses green products for the DEM.
- **Reminders:** DEM staff members involved in purchasing are reminded through email and verbal reminders regarding the sfapproved.org to buy required green products.
- **Pest Management:** DEM uses **PESTEC**, a city-approved vendor for its pest management. DEM has no service contract with PESTEC but contacts PESTEC as on "as needed" basis.
- **Challenges:** Prices of some green products are more expensive affecting DEM's decision making in buying alternative products due to funding issue. Approved city vendors for green products are limited.

4c. CARBON SEQUESTRATION/URBAN FOREST

- DEM is actively trying to take existing emissions out of the air at the 1011 Turk Street facility. Departmentally, it maintains an efficient and safety infrastructure management system through air filtration to provide a healthy environment for DEM employees and improve their quality of life.
- DEM through facility assigned Real Estate Division (RED) Building Engineers, performs regular maintenance and inspection on HVAC units, changing filters every three months, cleaning burners and conditioner coils and checking ducts and pipe for damage. RED Building Engineers conduct regular inspections of all registers to identify blocked units and take actions if necessary.

- Weekly reports regarding HVAC issues and update are being prepared by RED Building Engineers and distributed to the DEM Facility Manager and RED's General Manager and Superintendent.
- Urban forestry is not applicable to DEM. DEM does not plant, care for or otherwise support any urban forest.

5. COMMUNITY WIDE IMPACT

- Based on our core mission there is no applicable place that our Department could extend services or participate directly in decreasing emissions outside of City government. However...
- Many DEM employees and other city employees currently detailed at DEM expressed that their awareness and active participation about saving the environment both at home and at work have greatly increased. This creates and maintains a local culture that understands and values sustainability. With this success, DEM commits to continue with these educational opportunities and outreach to its employees until all these practices become part of their daily activities thereby contributing to positive effects to climate change not only to the department, the city, and the community, but to the world as a whole.

6. SUMMARY & DEM GOALS

Climate Change will be a part of DEM's mission as a service department. DEM will be committed in taking part to reducing the city's operational emissions until the city reaches the 80% goal in 2050.

- DEM will continue educating its employees about water conservation, energy conservation, recycling and composting and the effects of climate change to our city and our world by displaying signage and other education materials.
- DEM will continue inviting staff from DOE to conduct training, lectures on commuter benefit program, recycling, composting, green purchasing and hazardous waste proper disposal, which will help DEM employees take those information and practices not only in their work place but in their homes and communities as well.
- DEM will continue demonstrating compliance with the City's environmental laws and values through emails, posters and stickers in various parts of its facilities. This helps strengthen and support the environmental laws that apply to all San Franciscans
- DEM will continue monitoring and improving energy efficiency practices. DEM will remain pro-active and continue working with the Department of Environment in the reduction of carbon footprint for the Department, the City and the planet as a whole.

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Santos, Vivina

From: Ebarle, David
Sent: Wednesday, November 07, 2012 11:57 AM
To: Santos, Vivina
Subject: FW: HACTO Annual Implementation Report FY:'11-'12
Importance: High

Dave

David Ebarle
Assistant to Executive Director/Support Services Manager
City and County of San Francisco, Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
415-558-3810

From: Ebarle, David
Sent: Wednesday, November 07, 2012 11:55 AM
To: Kronenberg, Anne
Subject: FW: HACTO Annual Implementation Report FY:'11-'12

Please forward to, with "APPROVED" in the body of the email to : william.zeller@sfgov.org

Dave

David Ebarle
Assistant to Executive Director/Support Services Manager
City and County of San Francisco, Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
415-558-3810

From: Confirmation Message [<mailto:no-reply@wufoo.com>]
Sent: Wednesday, November 07, 2012 11:52 AM
To: Ebarle, David
Subject: HACTO Annual Implementation Report FY:'11-'12

Thank you for submitting your HACTO Report.

The next step in the compliance process is to receive approval from your Department director. To do this, please forward this email to him/her. Your director must then send an email to Bill Zeller at william.zeller@sfgov.org with "APPROVED" in the body of the email.

Thank you

HACTO Annual Implementation Report FY:'11-'12

Department Emergency Management

Name of David Ebarle

Person

Preparing

Report *

Title of Asst to Exec Director/Fleet Manager

Person

Preparing

Report *

Email of david.ebarle@sfgov.org

Person

Preparing

Report

Name of Anne Kronenberg

Department

Head *

Email of annd.kronenberg@sfgov.org

Department

Head *

Referring back to the HACTO or DepCAP plan submitted for FY 2011-12, please include your Transit-First Plan and policies below: *

DEM plans to purchase one (1) vehicle for the Fiscal Year 2012-2013 (Ford Escape hybrid)

- DEM plans to purchase two (2) alternative fuel vehicles for Fiscal Year 2012-2013
- DEM plans to remove two (2) vehicles (over 10 years old) for Fiscal Year 2012-2013.
- DEM will turn in Ford Contour before the end of FY2011-12
- DEM is successful in utilizing carpool to extend trips with other trips to avoid duplication, or linking staff with other staff going in the same direction.
- DEM will continue promoting the City's Transit, walking, biking, Muni, Bart, car share
- Other DEM methods and practices to respond to Green Vehicle Guide

→ Exercise intelligent route planning:

Smart trip planning through monitored vehicle sign-out and carpooling remains in place to contribute to fuel savings; Schedule and implement regular maintenance to optimize fuel efficiency and vehicle performance:

DEM follows GSA Central Shops Preventative Maintenance Schedule without fail. Note that in the last three (3) years, with the exception of two flat tire incidents, no DEM vehicle has broken down in the field, indicating the preventative maintenance (PM) program is effective

→ Demonstrate education of employees. to drive reasonably, driving the speed limit reduces fuel consumption, accelerate gradually and avoid sudden start/stop

For the proceeding four "tips": there is no current plan to develop a driver's training program that could encompass these ideas. With the exception of vehicles assigned to two (2) senior management staff, the number of employees that operate Department vehicles is minimal. Any direction usually comes in the form of email reminders to staff.

→ Verify use of right-size vehicles for intended application and ensure that vehicles

are being used for their intended purpose (to avoid overly large and heavy vehicles conducting operations that can be conducted by a smaller and lighter

vehicle)

The Fleet Manager continues to pursue alternative fuel vehicles that fit the mission of DEM. He recently attended a product display of the Piaggio MP3-400

which has an average 55 miles per gallon (MPG) range. Unfortunately, this vehicle is more suited for parking enforcement, and would not fit within our mission. DEM Fleet Manager will be working closely with the Fleet Manager Tom Fung in looking for a replacement for the Chrysler "Gem" electric cart which is no longer sold.

Below, please report on the success of the abovementioned policies in reducing single-occupancy motor vehicle use for work-related trips: *

We have been successful in procuring two alternative fuel vehicles, as stated in the plan submitted for FY 11-12. They are special service command vehicles, and unfortunately, have been delayed being put into service due to the up-fitter backlog.

We continue to see success in the implementation of car-pooling for multiple staff going to the same location, or in the same direction. This is accomplished by the tenacity and dedication of our staff secretary, who manages the vehicle assignments each day.

Although we promote the Transit First policy, the nature of our 24/7/365 mission of providing 911 service does not mesh well with those on shift work who reside outside the City. Staff members with administrative duties are known to utilize MTA rather than check out one of the few pool cars we have. This practice has been acknowledged by senior staff, and should be included in this report.

All aforementioned points submitted are currently in practice.

Does your department manage any of its own vehicles? *

As reported 2

In your 2011 HACTO report, how many vehicles were subject to HACTO? *

As reported 2

In your 2011 HACTO report, how many vehicles were planned to be removed from service? *

As of June 1

30, 2012, how many vehicles have actually been removed from

service? *

Based on the above information, which is true? *
The number of vehicles actually removed from the fleet was less than the planned number

Please provide an explanation of the difference. *
As noted, the vehicle(s) were procured and delivered, however placing them in service has been delayed due to delay in the up-fitter in Belmont. Vehicle(s) are in process of being built as of this report (11/7/2012).

Each department is required to reduce 5% of their light-duty truck and passenger vehicle fleet. Based on the above data, was your department in compliance? *

Did your department purchase new vehicles that were justified by an increase in workload? *

Santos, Vivina

From: Ebarle, David
Sent: Friday, January 11, 2013 3:53 PM
To: Zeller, William; Tanikawa, Sachiko; Ostrander, Calla; Elcott, Liore
Cc: Santos, Vivina
Subject: HACTO Submission from DEM

Pursuant to your directive, please consider this a request for extension of submission of the HACTO Report from DEM. It should be completed and submitted no later than Monday, January 21, 2013.

Due to several reasons, including Executive Director Anne Kronenberg's out-of-state travel, she was unable to review and approve. Furthermore, we are trying to reconcile some confusion on status of vehicle turn-in (received two Ford Escape Hybrids, but have been delayed in putting them in service, which is delaying the turn-in of a 1996 vehicle).

Thank you for your patience. As you know, we have always taken the HACTO report very seriously, and hope our delay is not cause for concern on your end.

Please feel free to contact me directly should you have any questions.

Sincerely,

Dave

David Ebarle
Assistant to Executive Director/Support Services Manager
City and County of San Francisco, Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
415-558-3810

Santos, Vivina

From: Ebarle, David
Sent: Thursday, February 07, 2013 9:50 AM
To: Kronenberg, Anne
Cc: Santos, Vivina
Subject: FW: HACTO Annual Plan

Anne,

Please forward to William.zeller@sfgov.org with "Approved" in the body of the email, as instructed by the attached.

Sincerely,

Dave

David Ebarle
Assistant to Executive Director/Support Services Manager
City and County of San Francisco, Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
415-558-3810

From: Confirmation Message [mailto:no-reply@wufoo.com]
Sent: Thursday, February 07, 2013 9:48 AM
To: Ebarle, David
Subject: HACTO Annual Plan

Thank you for submitting your HACTO Plan.

The next step in the compliance process is to receive approval from your Department director. To do this, please forward this email to him/her. Your director must then send an email to Bill Zeller at william.zeller@sfgov.org with "APPROVED" in the body of the email.

For resources on developing and implementing your Transit First plan, please be in touch with the CommuteSmart team at commutesmart@sfgov.org or go to the designated City employee page: www.sfenvironment.org/ccsfcommute

Thank you

HACTO Annual Plan

Department *	Emergency Management
Name of Person Preparing Report *	David Ebarle
Title of Person Preparing Report *	Assistant to Executive Director/Fleet Manager

Email of Person Preparing Report -

david.ebarle@sfgov.org

Name of Department Head * Anne Kronenberg

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: * tips and encouragement of car pooling

What forms of communications will you use to promote employees to use TRANSIT for work-related travel? * Department Newsletter
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: We encourage staff to walk (when feasible) to meetings from 1011 Turk to either the UASI satellite office at 711 Van Ness, City Hall, or 30 Van Ness which houses the Division of Emergency Services. Staff are also encouraged to utilize MTA.

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 for more bikes? * No

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

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? * Yes

In the 2012-13 HACTO Report, you will have to provide metrics for these programs. How will you track the implementation of these programs? * Data Use (video/phone) report generated from Telco provider

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: We encourage staff to walk (when feasible) to meetings from 1011 Turk to either the UASI satellite office at 711 Van Ness, City Hall, or 30 Van Ness which houses the Division of Emergency Services. Staff are also encouraged to utilize MTA.

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? * Department Newsletter
E-mail Blast
New Employee Orientation
Posters / Flyers

B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? * No

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? * Encourage registration in the S11-matching program

What forms of communications will you use to promote employees to

Department Newsletter

CARPOOL or VANPOOL when commuting to/from work? *

E-mail Blast
New Employee Orientation
Posters / Flyers

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

Yes

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:

The Department of Emergency Management is limited by the fact the majority of staff are assigned to the 24 x 7 9-1-1 Center. These employees work off-hours, and are routinely subjected to last minute overtime. We do, however, encourage car pooling for administrative staff that can

Bonus: How will you promote the Great Race for Clean Air?

Department Website / Intranet
Department Newsletter
E-mail blast
Posters/Flyers

Does your department manage any of its own vehicles? *

Yes

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." *

8

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

1

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)? *

1

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? *

1

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

1

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

Equal to the number needed to be compliant.

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:

Pre-Tax Commuter Benefits flyers & guides
No thank you