

**Title: Department of Human Resources Climate Action Plan**

**Data Year: Fiscal Year 2011-2012**

**Author: Michael Cerles**

**Date: March 29, 2013**

**Table of Contents:**

<b>1. Introduction .....</b>	<b>2</b>
<b>2. Departmental Profile.....</b>	<b>2</b>
<b>3. Carbon Footprint .....</b>	<b>2</b>
3a. Building Energy.....	2
3a1. Energy Efficiency .....	3
3a2. Renewable Energy .....	4
3a3. Green Building.....	4
3b. Water .....	5
3c. Transportation & Fuel .....	5
3c1. HACTO .....	5
3c2. Transportation Survey .....	6
<b>4. Other Sustainable Practices .....</b>	<b>6</b>
4a. Zero Waste .....	7
4b. Green Purchasing .....	7
4c. Carbon Sequestration / Urban Forest.....	7
<b>5. Community Wide Impact.....</b>	<b>8</b>
<b>6. Summary &amp; Goals .....</b>	<b>8</b>
<b>Appendices .....</b>	<b>8</b>

## 1. Introduction

The Department of Human Resources (DHR) is fully committed to supporting the environmental goals of the City and County of San Francisco. By actively reducing the emissions of Green House Gases (GHG) that are emitted into our atmosphere, the City and County of San Francisco (CCSF) is actively pursuing an 80% reduction of GHG by 2050.

DHR has continued to contribute its small part in the overall reduction of GHG by participating in, and actively implementing, the DHR Climate Action Plan (CAP). Over the past year, DHR has participated in a number of city-wide initiatives, most notably the commuter benefits program that actively encourages employees to utilize public transportation, continued education and support of the recycling program within the department, and conversion of our computer and server systems to be more efficient and environmentally friendly. It is our goal to be good stewards of the environment, for our employees, for our citizens who live and/or work here, and for the people of the great state of California.

For more information on the City and County's Greenhouse Gas Emissions Targets and Departmental Climate Action Plan Ordinance Environment Code Chapter 9, please go to the following link:

[http://www.amlegal.com/nxt/gateway.dll/California/environment/chapter9greenhousegasemissionstargetsand?f=templates&fn=default.htm&3\\_0=&vid=amlegal%3Aasanfrancisco\\_ca](http://www.amlegal.com/nxt/gateway.dll/California/environment/chapter9greenhousegasemissionstargetsand?f=templates&fn=default.htm&3_0=&vid=amlegal%3Aasanfrancisco_ca)

## 2. Departmental Profile

The Mission Statement of DHR is to recruit, engage, and develop the City's workforce to meet the expectations and service needs of San Franciscans. We strive to provide expert human resources services through leadership, facilitation and innovation.

Our Fiscal Year (FY) 2012-2013 departmental budget is \$70,617,715. We have 149 budgeted full-time employee and 139 actual employees. In addition, we have an additional 69 as-needed employees who work as exam proctors. The Department of Human Resources occupies the fourth floor of One South Van Ness Avenue, which is managed by the City and County of San Francisco's Real Estate Division (RED). As a tenant of One South Van Ness Avenue, DHR occupies 63,111 square feet of floor space.

In addition, the Department leases the Testing for Occupational Potential and Performance (TOPP) Center, located at 1740 Cesar Chavez. The department uses this facility primarily to conduct City-wide exam development and administration. The Department has no staff stationed permanently at this location. When the facility is in use there may be between two and twelve department staff on-site. When DHR employees are scheduled to work at the TOPP Center they generally meet at One South Van Ness, and travel together to the TOPP Center. For some employees it is more convenient to take public transportation directly to the TOPP Center. On rare occasions people use personal vehicles to commute to the TOPP Center.

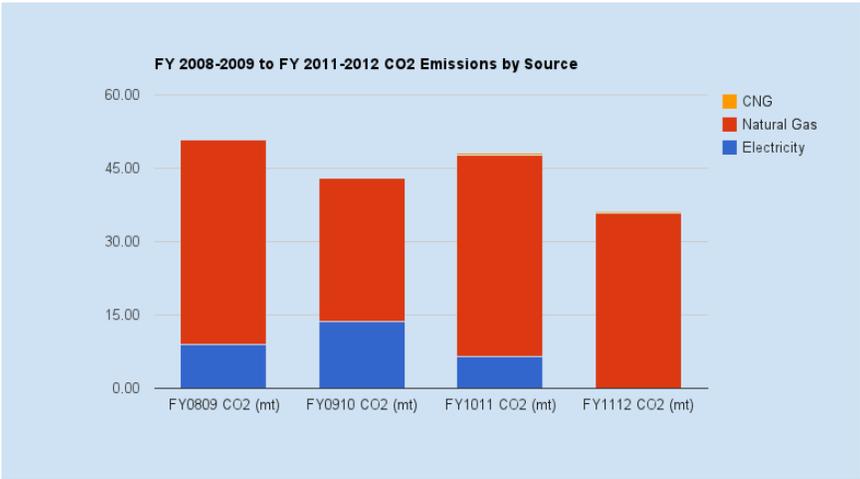
The department has one 2000 Honda Civic, which is primarily used by the Recruitment and Assessment Services Division (RAS) for transportation to the TOPP Center. This vehicle is part of the City Hall Vehicle Pool (CHVP) fleet and is housed in the garage of One South Van Ness Avenue.

Michael Cerles, Departmental Personnel Officer, is the departmental Climate Liaison. He can be reached at [Michael.cerles@sfgov.org](mailto:Michael.cerles@sfgov.org) or at (415) 557-4831.

## 3. Carbon Footprint

The department's total carbon footprint is based on the share of electricity and natural gas consumed as a tenant of One South Van Ness, in addition to the Compressed Natural Gas (CNG) consumed by the one vehicle utilized by the department. The proceeding sections will describe each component in detail.

For FY 2011-2012, 35.88 metric tons of CO<sup>2</sup> emissions were generated by the consumption of energy as a tenant of One South Van Ness Avenue, and .2 metric tons of CO<sup>2</sup> were generated from the use of the vehicle. Total carbon emissions have generally decreased since the 2008-2009 FY. Overall, emissions have decreased by 30.1 % since the 2008-2009 FY. This may be due to the overall efficiency of the building. In support of this trend, the department will continue to conserve electricity when and where possible.



**3a. Building Energy**

The list of facilities utilized by SF Environment to calculate the FY 2011-2012 Departmental carbon footprint has been verified by DHR to be accurate and complete.

The departments FY 2011-2012 carbon footprint from the consumption of electricity and natural gas, along with the associated GHG emissions, in metric tons of CO<sup>2</sup>, along with cost, are as follows:

- GHG emissions from electricity in FY 2011-2012: 901,578 kWh consumed, 0 metric tons of CO<sup>2</sup> produced, at a cost of \$33, 809
- GHG emissions from natural gas in FY 2011-2012: 6,762 therms consumed metric tons of CO<sup>2</sup>, at a cost of \$5,725
- Note that the department does not utilize steam as an energy source

Total carbon emissions from building energy consumption have decreased since FY 2008-2009, as the overall efficiency of the building has increased. Please refer to the following section “Energy Efficiency” for additional information on energy efficiency measures taken in FY 2010-2011 that are reflected in the FY 2011-2012 data.

The San Francisco Public Utilities Commission (SFPUC) is the electricity provider for CCSF 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 GHG emissions factor of zero. The SFPUC’s GHG-free, renewable power supplies for 2011 are detailed on SFPUC’s Power Content Label, submitted annually to the California Energy Commission ([http://www.energy.ca.gov/sb1305/labels/2011\\_labels/SFPUC\\_PCL.pdf](http://www.energy.ca.gov/sb1305/labels/2011_labels/SFPUC_PCL.pdf)) The California Renewable Energy Resources Act of 2011 established updated rules related to the State’s Renewables Portfolio Standard (RPS). In accordance with those RPS rules (in particular Public Utilities Code Section 399.30), SFPUC now procures renewable resources to meet any electricity demand unsatisfied by its hydroelectric generation in any given year.

**3a1. Energy Efficiency**

Power consumption associated with personal computers is the City’s single largest use of energy for the City’s IT operations. Personal computers are critical to the productivity of City employees. However, the energy consumption associated with personal computers can be mitigated by (1) purchasing energy efficient computers and (2) ensuring that power management tools are in place so that personal computers consume energy only when in use. The City has a strong, well-enforced policy to ensure that new personal computers are energy efficient. Per the Committee on Information Technology (COIT) all personal computers must meet the Electronic Product Environmental Assessment Tool (EPEAT) Gold standard.

In order to ensure that DHR computer systems are as efficient as possible, all obsolete servers have been replaced by EPEAT Climate Savers Gold servers and all servers have been virtualized. Our IS Help Desk has been actively conducting the changeover in the last year to more efficient and environmentally friendly equipment, and will continue to support the City's efficiency initiatives.

Currently all DHR computers are managed by the departments IS Help Desk, which ensures that all computers run safely and effectively. Employees are instructed to log off in the evening so that software updates and security patches are installed immediately on all DHR computers, and that the department's anti-virus/anti-malware is running in real time. The department continues to follow the power management changes instituted in 2010 as a part of the DHR effort to reduce power usage of desktop computers. The objective is to assure that all computer power management settings are set to reduce power use when computers are inactive. The basic plan consists of the following parameters:

- Screens will turn off after 15 minutes of not being used; pressing any key will bring the screen back immediately
- After 30 minutes, computers will go into standby mode-pressing a key or moving the mouse will "wake up" the computer after a few seconds
- Between 7:00 PM and 6:00 AM and on weekends, all desktop computers will hibernate after 30 minutes of not being used
- The IS Help Desk systematically ensures that these settings are maintained on all DHR computers

Previously, the department replaced the Ricoh multi-function devices in 2010 with more efficient machines that use less toner and use energy more effectively. They go into standby or sleep mode when inactive for 30 minutes, but will wake up when incoming faxes or print jobs are received. In addition, all stand-alone multi-use devices such as copy/fax/scanners have been set to go into sleep mode after several minutes of inactivity.

### **3a2. Renewable Energy**

The SFPUC implements renewable energy projects at municipal facilities. These include solar photovoltaic (PV) projects. By increasing renewable energy capacity, the SFPUC helps the City reduce its greenhouse gas emissions. SFPUC implements projects based on their technical feasibility and available funding.

However, DHR does not directly participate in a renewable energy program, as this building is owned and operated by the RED. Please contact the SFPUC for more information on the CCSF's renewable energy projects and initiatives.

### **3a3. Green Building**

Green building design is an important driver for both mitigation and adaptation to climate change. Currently 33% of CO<sup>2</sup> emissions worldwide and 39% nationally are due to the construction and operation of buildings. Advanced green buildings are now reducing energy use and carbon emissions 20% to 50% below conventional building designs. Within the next 20 years, new buildings are expected to become net zero energy, carbon-neutral and better able to survive a changing climate. Green buildings also save water, protect habitat, provide healthy indoor environments, and promote public transit.

San Francisco's municipal new construction and major renovation projects (5,000 sq ft or larger) are required by Chapter 7 of the Environment Code to achieve LEED® Gold certification. Additional green building requirements include Environment Code Chapter 5 Sec 509: non-PVC Plastics, and Environment Code Chapter 8: Tropical Hardwood and Virgin Redwood Ban. For projects smaller than 5,000 sq ft, departments must consult with the Green Building Staff at SFE. For more information, please contact Mark Palmer, Municipal Green Building Coordinator, SFE, at (415) 355-3710 or email him at [mark.palmer@sfgov.org](mailto:mark.palmer@sfgov.org)

Currently, all DHR employees work at One South Van Ness Avenue on the 4<sup>th</sup> floor, which is in the process of becoming a LEED certified building. The building currently has many of the infrastructure design and equipment characteristics that support energy conservation. The building has a computer controlled Heating, Ventilation, Air-Conditioning (HVAC) system, which controls the temperature in each zone of the building. The windows do not open and have protective coatings that help maintain an even

temperature. The bathrooms have low-flow toilets, and all paper towels utilized in the restrooms are composted.

The department's lighting in common areas is controlled by timers and the lights go off automatically during non-business hours. Employees who come into work during non-business hours need to call in to the computer system to activate lighting in specific areas. Offices and meeting rooms have motion detectors, and if there is no motion detected in a room the lights will automatically go off, and will not be turned on again until there is movement. All lighting is low consumption fluorescent bulbs, and the controls are divided into zones, so that zones not in use can be turned off. The department has a very successful waste diversion plan in place, with recycling, composting, and landfill waste bins strategically located throughout the facility.

### **3b. Water**

The departments FY 2011-2012 consumption of potable water and discharge of waste water, along with the applicable service fee, is as follows:

- DHR FY 2011-2012 water consumption: 639,925 gallons
- DHR FY 2011-2012 water discharge: 575,932 gallons
- Service fee + Consumption + Wastewater costs: \$91,480

Total water usage has been relatively stable in FY 2009-2010 to FY 2010-2011, and during this time water consumption averaged 573,984 gallons. However, in FY 2011-2012 water consumption increased to 639,925 gallons, an approximate 11% increase over the previous 2 year average. Possible reasons for this result may be that water use has remained relatively stable throughout the building, but that the method for calculating tenant share of water consumption has been adjusted to better reflect usage. Therefore, water consumption appears to be greater than over previous 2 year average.

### **Water Efficiency & Conservation**

The SFPUC is the City's lead agency for reducing potable water use. The SFPUC's Water Resources Division, including its Water Conservation Section, helps City departments reduce water and wastewater utility bills, saving both water and money. The SFPUC provides a variety of programs to City departments, including free indoor and outdoor water evaluations, financial incentives for high-efficiency toilets and urinals, grants for water-efficient landscaping and recycled water projects, incentives for commercial equipment retrofits that reduce water use, and free devices including faucet aerators and showerheads. Partnering with the SFPUC to reduce potable water use helps meet state water reduction requirements and San Francisco's commitment to reducing water use by 4 million gallons per day by 2018. For more information please contact: Julie Ortiz, Water Conservation Manager for the SFPUC, at (415) 554-4739 or email [jnortiz@sflower.org](mailto:jnortiz@sflower.org)

DHR uses very little water, with the primary use being low-flow toilets. The toilets and bathroom sinks are well maintained and any leaks are reported and resolved immediately. The only other use of water in the facility is in three kitchens, along with filtered water machines located throughout the floor. The sinks are kept in good condition and are used to wash reusable mugs, glasses, plates etc. The filtered water machines provide desirable drinking water to staff without using bottled jug water or individual water bottles.

There is one kitchen and two bathrooms at the TOPP Center. Both bathrooms are equipped with low flow toilets. All plumbing fixtures are kept in good working order, and all leaks are reported to the landlord immediately. The kitchen has one water machine to provide staff and guests with filtered tap water. The department does not purchase bottled water in jugs or individual units for distribution in examinations.

### **3c. Transportation & Fuel**

In San Francisco, the transportation sector accounts for 42 percent of greenhouse gases emitted into the atmosphere. With approximately 25,000 employees, the types of transportation CCSF employees use to get to and from work and while at work has a significant impact on air quality in the area. All departments that own and operate fleets are required to implement the fleet maintenance methods and educate their departments on the best practices listed in Chapter 4 of the Environment Code Healthy Air and Smog Prevention Ordinance (unless exemption by SFE has been granted).

DHR has one 2000 Honda Civic CNG operated vehicle, which is serviced by Central Shops. The table below provides a summary of fuel consumption by fuel type and the associated GHG emissions. The Honda is used to car-pool employees from the One South Van Ness site to the TOPP Center. Since the TOPP Center is a testing center, in addition to carrying employees, the car is also used to transport exam materials back and forth between DHR's two locations.

The list of vehicles and DHR's fuel totals, utilized by SF Environment to calculate the FY 2011-2012 departmental carbon footprint, has been verified by DHR to be accurate and complete.

The departments FY 2011-2012 carbon footprint from mobile combustion of fuel is as follows:

- GHG emissions from CHG in FY 2011-2012: 33 Gasoline Gallons Equivalent (GGE) consumed, and .2 metric tons of CO<sup>2</sup> produced

Total carbon emissions from mobile combustion of fuel have decreased greatly from FY 2010-2011, when 53 GGE were consumed, a 40% reduction. The higher rate of consumption in FY 2010-2011 may be partially due to the extensive testing administration during this period, which required more transit between the two locations.

### **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. To implement this ordinance, each department is required to develop a Transit-First plan outlining how your department will implement the various sustainable options to reduce vehicle usage and a Transit First Report on implementation. The HACTO addresses:

- Transit First – At Work
- Transit First – Commuting
- Vehicle reduction

In order to comply with the HACTO, DHR reported on the successes of its Transit First programs and plans for improvement and growth. DHR encourages employees to walk or use transit for meetings. City Hall and many City departments are within walking distance of One South Van Ness, and a majority of work related trips are accomplished by walking. DHR also encourages managers and employees to use MUNI when attending meetings that are not within walking distance of One South Van Ness. DHR encourages employees to commute sustainably to work by offering secure bike-parking in the parking garage of the building. In addition, DHR promotes participation in the Pre-Tax CBP for all employees.

In addition, DHR must comply with the fleet reduction provisions of the HACTO. As DRH has only one vehicle in its immediate possession, we will comply with the following provision: Vehicles 12 years older will need to be replaced by 2015. As the current vehicle based at DHR falls within this perimeter, DHR will work with the CHVP to replace our single vehicle within this timeframe.

Attached as Appendix A and B to this DepCAP report are the following documents:

- HACTO Annual Implementation Report for Fiscal Year 11-12
- HACTO Annual Plan for Fiscal Year 12-13

### **3c2. Transportation Survey**

In order to better understand how the Department of the Environment (DOE) CommuteSmart team can make sustainable transportation more accessible, we first need to understand how people are moving around now, why they're making the choices they're making, and how we can make sustainable options a more realistic choice. This information was gathered through the 2012 CCSF Transportation Survey that was administered by SF Environment through the outreach of Climate Liaisons.

This year, the City conducted its biannual survey of City employee commuting and at-work travel behavior. The 2012 CCSF Transportation Survey was administered through the DOE's CommuteSmart team and distributed through Climate Liaisons and others to each department and division.

DHR ran the survey from November 28 through December 21, 2012. Out of our 139 employees, 43 employees filled out the survey – a 31% response rate. All DHR employees were informed about the survey via Outlook and a link was provided in the email to the on-line survey.

From the data results specific to our department, the following observations were made:

- Almost 70% of survey respondents indicated that public transit was their main form of transportation (based on the total number of trips made by employee in a week). This indicates a great success for the department in promoting a transit first policy.
- The second main form of transportation to work was driving alone, at almost 17%. The two main reasons employees cited for driving alone were: driving alone is more convenient, flexible, and/or less stressful; I need to make stops to and/or from work (e.g. errands, pick up/drop off).
- Of those employees that indicated that they drove alone, the two biggest incentives to discourage driving alone were: more comfortable, convenient, or reliable transit options; having an alternate work schedule, or being able to work from home.
- Carpool and Vanpool was utilized by just 9% of respondents, along with walking and motorcycle/scooter at 2%, each, respectively.
- No respondents reported biking to work.

Although the department has been mostly successful in encouraging the use of public transit, DHR will continue to promote the CBP, explaining how employees can save up to 40% on their commute through the pre-tax contributions. In addition, DHR will work on formulating a plan to address some of the reasons that employees drive to work alone, which may help to increase participation in the CBP. The department will continue to actively provide new staff with education and support in signing up for the CBP.

#### **4. Other Sustainable Practices**

This section has the following subsections:

- Zero Waste
- Green Purchasing
- Carbon Sequestration

Details for these subsections are described in detail below.

##### **4a. Zero Waste**

Today, San Francisco recovers 80% of the materials it discards, bringing the city even closer to our goal of zero waste by 2020. Unfortunately, we still send 429,000 tons of material each year to the landfill.

DHR participated in the Waste Assessment Survey which asked the department to identify the number 1 item in the landfill bin that can be recycled or composted. DHR identified this as food soiled plastic containers. The DOE has recommended the following to DHR to address this issue; reduce internal deskside landfill containers and facilitate annual zero waste training for staff.

To this end, DHR has updated the recycle bin signage to include verbal instructions, placed above the standard pictorial signage, to provide more information about what can and cannot be recycled. In addition, the DHR plans to invite the DOE to a DHR All Staff meeting to provide DHR with a presentation on proper recycling, focusing on the usage of the green and blue bins. Fortunately, staff has continued to enthusiastically support zero waste practices. Recycling and composting are routinely done by staff a majority of the time. Additional information and training should increase the correct method of recycling materials entering the waste stream.

##### **4b. Green Purchasing**

It is the responsibility of every department to comply with San Francisco Environment Code Chapter 2, which requires all City departments to buy green products listed on the following website: <http://www.sfapproved.org/SF-City-Staff/>. Department's purchasers can visit <http://www.sfapproved.org/citystaff> to find over 1,000 green products that City staffs are required to buy, as well as finding cost saving, City-approved vendors and contracts awards. If you have any questions regarding the green purchasing program, please contact Marci Yellin at [buy.green.score@gmail.com](mailto:buy.green.score@gmail.com)

San Francisco Environment Code Chapter 2 requires all City departments to buy green products listed at SF Approved, at <http://www.sfapproved.org>. The following is the current status of DHR's buy green compliance:

<b>Percent of Green Products*</b>
Batteries: No data from vendors
Cleaners: No data from vendors
Computers/servers: 90%
Light bulbs: No data from vendors

\*products listed in SFApproved.org

In order to maintain compliance with the buy green products mandate, staff members who are in charge of completing orders for office supplies will be reminded that all purchases must be made only through approved vendors. Any request to purchase items outside of the approved vendor system must be brought to the immediate attention of the Climate Liaison. In addition, before any new purchases of furniture or major equipment are made, we encourage staff to go the Virtual Warehouse, to determine if any of the items they are requesting are available on the website.

Department employees in our Workers' Compensation Division (WCD) have access to sending faxes directly from the desktop without having to print out documents and manually fax documents. The WCD has implemented a paperless system through the use of the iVOS system, as well as the use of digital reception of incoming faxes, both of which have been critical to reducing paper consumption and waste within the WCD and DHR as a whole. .

**4c. Carbon Sequestration / Urban Forest**

There are approximately 670,000 trees in San Francisco. The most recent major report, The San Francisco Bay Area State of the Urban Forest, estimates the benefits provided by our urban forest to be worth \$103,475,877. Hydrological benefits alone are worth an estimated \$4,444,309. While San Francisco's estimated 106,000 street trees are on par with the statewide street tree average, there are many opportunities to increase and support better management of our urban forest.

The department does not plant, care for, or otherwise directly support urban forestry efforts.

**5. Community Wide Impact**

As providers of infrastructure, open spaces, and essential health, safety and other public services, city agencies have important roles to play in reducing not only their own GHG emissions, but those from the community at large.

For many departments that cannot directly reduce emissions at the community level, there still exists many opportunities for education and outreach on climate change in particular and sustainable practices in general. This can mean anything from signs above your compost and recycling bins to actively messaging the effects of climate change on our world and our city.

As such, DHR has the opportunity to educate visitors to the benefits and ease of recycling. All training rooms are equipped with the three bin recycling system, and each time a visitor to DHR has the occasion to use the recycling bins, it becomes a teachable moment. It is through leading by example that DHR employees can model good recycling habits. Hopefully these habits transfer to our visitors (and new employees as well), and will lead to continued use of recycling outside of the department by employees and visitors alike.

**6. Summary & Goals**

In order to reach the broader goal of sustainable, lasting GHG emission reduction citywide, DHR will continue in the next year implementing its HACTO plan, and will strive to implement the other goals as outlined in this report. DHR will continue to educate employees in, and encourage the use of, alternative and environmentally friendly transportation to and from work. We will continue to assist in overall building energy efficiency by reducing electrical consumption when and where possible, and we will strive to be model citizens by reusing, recycling and renewing resources to the best of our ability. As in all endeavors, there will always be room for improvement. We hope to do our small part in the coming year to meet the City's goal of reducing GHG emissions 80% by 2050.

**Appendices**

- HACTO Annual Implementation Report for Fiscal Year 11-12
- HACTO Annual Plan for Fiscal Year 12-13

**HACTO Annual Implementation Report FY:'11-'12**

Confirmation Message [no-reply@wufoo.com]

Sent: Monday, October 29, 2012 3:23 PM

To: Cerles, Michael

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](mailto:william.zeller@sfgov.org) with "APPROVED" in the body of the email.

Thank you

**HACTO Annual Implementation Report FY:'11-'12**

Department *	Human Resources
Name of Person Preparing Report *	Michael Cerles
Title of Person Preparing Report *	Departmental Personnel Officer
Email of Person Preparing Report *	<a href="mailto:michael.cerles@sfgov.org">michael.cerles@sfgov.org</a>
Name of Department Head *	Micki Callahan
Email of Department Head *	<a href="mailto:micki.callahan@sfgov.org">micki.callahan@sfgov.org</a>

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

A) The Department continues to promote Commuter Benefits and transportation options and provided a presentation on transportation options to all staff by the Department of Environment on February 14, 2012. The Department has an active role in providing outreach on Environmental issues. We provide New Employee Orientation training twice per month to all city new hires. During this session, a representative from the Department of the Environment presents critical information on environmental issues such as transportation options, commuter benefits and zero–waste responsibilities.

The Transportation Survey conducted by the Department of Environment included good news and ideas for addressing challenges. Nearly 40 % of Department staff completed the survey, providing solid evidence of trends. In terms of usage of alternative forms of transportation, over 60% of Department staff either used public transit or carpool/vanpool options. Only 27% drove alone and 10% either walked or used a motorcycle/scooter option. Although 23% of the single drivers stated that nothing would encourage them to use an alternative mode of transportation, 58% said alternative work schedules would be helpful, 15% felt that financial assistance would help and 38% wished public transit was more convenient and comfortable. Finally

when asked why survey participants were not enrolled in the Commuter Benefits program, the top challenges for commuters (not including individuals who do not use public transit) were; 10% not familiar with program and 12% found signing up-difficult or had a problem with the vendor.

This data provides an opportunity to assist employees in fully understanding the benefits and options as well as enrollment procedures. The Department will continue to actively provide new staff with education and support in signing up for commuter benefits.

B) The list of Vehicle Fleet in Google Docs has been verified. The Department has one 2000 Honda Civic CGN which is serviced by Central Shops. The table below provides a summary of fuel consumption by fuel type and the associated GHG emissions.

The Honda is used to car-pool employees from the One South Van Ness site to the TOPP Center on Cesar Chavez. Since the TOPP Center is a testing center, in addition to carrying employees, the car is also used to transport exam materials back and forth between Department locations.

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

As required by the Healthy Air and Clean Transportation Ordinance, all vehicles that are 12+ years will need to be replaced by 2015. The Department will initiate a plan to replace our single vehicle within this timeframe.

---

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

A) Our new transit benefit vendor, Wage Works seems better at providing customer service and the website is a little more user friendly, and is an improvement over the previous vendor. On average, one or two employees per month inquire internally on how to access the website/how to receive commuter benefits. Although this is antidotal information, it would suggest that employees are aware of, and want to utilize, transit benefits, and by extension are not using single occupancy motor vehicles as a main source of transportation. However, there is also antidotal evidence that some employees continue to be single occupancy motor vehicle users, as noted by the use of paid parking spaces, both in the building and in external parking lots around the worksite. DHR has promoted the Commute Smart initiatives thru the distribution of email and thru the use of posters, both in the break rooms in DHR and on the public lobby bulletin boards. We will gladly continue to promote and distribute any commuter program materials in support of transit first initiatives.

B) As for the fleet vehicle, we continue to have only one CNG pool car station here at DHR, and as I understand it, it is part of the City Hall fleet. As noted in the plan, the vehicles are to be replaced by 2015, and DHR will work with the pool to make sure that the vehicle is replaced before the deadline. Currently it is not known to DHR if this CNG vehicle at 1 SVN is equal to, more than, or less than the planned number of vehicles for removal from the fleet.

---

**Does your department manage any of its own vehicles? \*** No

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

---

**HACTO Annual Plan**

Confirmation Message [no-reply@wufoo.com]

Sent: Wednesday, January 09, 2013 9:56 AM

To: Cerles, Michael

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](mailto: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](mailto:commutesmart@sfgov.org) or go to the designated City employee page: [www.sfenvironment.org/ccsfcommute](http://www.sfenvironment.org/ccsfcommute)

Thank you

**HACTO Annual Plan**

Department *	DHR
Name of Person Preparing Report *	Michael Cerles
Title of Person Preparing Report *	Departmental Personnel Officer
Email of Person Preparing Report *	<a href="mailto:michael.cerles@sfgov.org">michael.cerles@sfgov.org</a>
Name of Department Head *	Micki Callahan
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: *	Encourage use of MUNI for trips outside of Civic Center
What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *	• Other
Other: *	Encourage managers to promote MUNI when needed
If applicable, please use this space to	City Hall and many city departments are within walking distance of

describe in greater detail your department's PUBLIC TRANSIT program for work-related travel: T SVN, and a majority of work related trips are accomplished by walking.

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? \* Yes

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

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

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
- Posters / Flyers
- Brown bag lunch / Presentation

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

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

- E-mail Blast
- Posters / Flyers
- Brown bag lunch / Presentation

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? \* 

- Other

Other: \*

E-mail Blast

---

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

- E-mail Blast
- Posters / Flyers
- Brown bag lunch / Presentation

---

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
- CityCycle flyers & signs
- Presentation (tabling, brown bag lunch...) at your office