

San Francisco Department of the Environment Climate Action Plan 2013
Data Year - Fiscal Year 2011-2012, March 29, 2013, Revised October 21, 2013

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1. Introduction

This Department Climate Action Plan (DepCAP, or “report,”) is written in accordance with the San Francisco Environment Code Chapter 9 Greenhouse Gas Emissions Targets and Departmental Climate Action Plan Ordinance¹. The code requires all City departments to submit a written report annually that enables the Department of the Environment to calculate the City’s progress toward meeting the greenhouse gas emissions limits established in Section 904 of the City and County of San Francisco’s Environment Code.

This report provides energy data and associated greenhouse gas (GHG) emissions from the municipal daily operations of the Department of the Environment for Fiscal Year 2011-2012, and the department’s progress in implementing other sustainable practices such as waste diversion, alternative employee transportation, and green purchasing. Additionally, this report describes the many programs that the Department of the Environment implements to reduce the GHG emissions of other City departments and the City of San Francisco as a whole.

As detailed in this report, the Department of the Environment’s carbon footprint for FY 2011-2012 has decreased slightly compared to the previous fiscal year. The department hopes to continue this downward trend and expects that building energy usage will decrease in the next fiscal year. The department has also been focusing on other sustainable practices and goals, such as encouraging employees to walk, bike or take public transportation to the office, maintaining zero waste standards and continuing to purchase office supplies from city approved “green” vendors.

2. Departmental Profile

Our Mission

The San Francisco Department of the Environment creates visionary policies and innovative programs that promote social equity and the green economy, protect human health, and lead the way toward a sustainable future. We put our mission into action by mobilizing communities and providing the resources needed to safeguard our homes, our city, and ultimately our planet.

The goals and charters of the department are outlined in the City’s environment code². The department’s mission and direction when it comes to confronting climate change are outlined in Chapter 9 of the code which sets forth the following greenhouse gas emissions reduction targets:

- By 2017, reduce greenhouse gas emissions by 25 percent below 1990 levels
- By 2025, reduce greenhouse gas emissions by 40 percent below 1990 levels
- By 2050, reduce greenhouse gas emissions by 80 percent below 1990 levels.

Chapter 9 also directs City departments to integrate emission reduction measures into their standard operating procedures, create annual climate action plans to track their carbon footprints and provide strategies and updates on GHG reductions. As the agency named in the code to administer climate action plans, the department collects municipal and city-wide data in order to report out on the City’s carbon footprint at an agency level.

The Climate Team at the department runs an annual Department Climate Action Plan (DepCAP) program that serves as outreach, education and monitoring for the City’s own internal GHG reduction and other sustainability policies and programs. Starting each fall the Climate Team provides city agencies, via internally

¹ San Francisco Environment Code Chapter 9:

http://www.amlegal.com/nxt/gateway.dll/California/environment/chapter9greenhousegasemissionstargetsand?f=templates&fn=default.htm&3_0=&vid=amlegal%3Asanfrancisco_ca

²City of San Francisco Environmental Code:

[http://www.amlegal.com/nxt/gateway.dll/California/environment/environmentcode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$sync=1](http://www.amlegal.com/nxt/gateway.dll/California/environment/environmentcode?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sync=1)

appointed climate liaisons³, and other city employees, education on existing and new environmental policies, specifications for the submittal of the DepCAP, and assistance with the report. The spring months are spent on DepCAP review and an awards ceremony where outstanding departments are recognized for their work. The summer months are spent on data analysis and program planning for the following year's DepCAP process. Data gathering and processing happens throughout the year to compile department level building energy, vehicle fuel, water use data, and associated greenhouse gas emissions.

What We Do

By developing cutting edge yet practical wide-ranging environmental programs, fostering groundbreaking legislation, working collaboratively with key partners, and educating the public on comprehensive sustainability practices, the department makes it easy for everyone in San Francisco to protect their environment.

The department is a one-stop resource for people who want to learn about how they can access resources to protect the environment locally. Each year, the department handles inquiries from elected officials, other city departments, businesses, and the public. The department is responsible for providing expert information about environmental initiatives, programs, policies and incentives to the media, City agencies, the Board of Supervisors, and the public.

The department's EcoCenter and website—www.sfenvironment.org—have the latest departmental and Environment Commission news and archives as well as easy-to-read fact sheets about a wealth of environmental topics, many of which are in multiple languages including Spanish, Chinese, Russian, and Tagalog. The website serves as a portal to a range of environmental issues and contains links to other city agencies and environmental non-profit organizations.

Understanding that real change comes from face-to-face conversations and engagement, we work with all City agencies and in every neighborhood, participating in street fairs, farmer's markets, concerts, and other events, in an effort to get information on environmental protection out to the people who want and need it most. Simultaneously, tracking resource use and greenhouse gas emissions helps the city make informed decisions to reduce emissions and conserve resources.

Departmental Budget

The department's proposed budget for Fiscal Year 2011-2012 was \$19,484,258. This amount is very close to the budget for Fiscal Year 2010-2011, which was \$19,432,723. The department's sources of funding are broken down as follows: 49% from grants, 45% from waste collection fees dedicated to waste management and diversion programs, and 6% from City departments. See details on the proposed budget⁴.

Employees

The department budgeted for 109 employees during Fiscal Year 2011-2012. The department also depends on the work of its dedicated volunteers. The department now has a volunteer team of 518 active members, and about 20 daily interns.

³A climate liaison profile document can be found at http://www.sfenvironment.org/sites/default/files/fliers/files/sfe_cc_climate_liaisonprofiles_2013_print.pdf

⁴ The Department of the Environment proposed budget for Fiscal Year 2011-2012 can be viewed at <https://docs.google.com/viewer?a=v&pid=sites&srcid=c2ZlbnZpcm9ubWVudC5vcmd8Y29tbWlzc2lvbnxneDoxOTUyYmQ1NzlxN2FjNmJh>

Facilities

The department occupied a leased commercial office space at 11 Grove St. through FY11-12. In March 2013 the department moved to a new leased location at 1455 Market St. This new space is seeking LEED⁵ Platinum certification which showcases simple, thoughtful design and the latest materials and technologies in energy efficiency and green building. As this document details data from FY 11-12, changes in building energy usage due to the move will not be reflected in this report.

Vehicles

The department does not own or operate any vehicles. When conducting work outside of the office, staff is able to utilize public transportation by checking out Muni tokens. The department's staff is also able to check out any of the 10 City Cycle bicycles for trips around the City and participates in the City Hall Vehicle Pool.

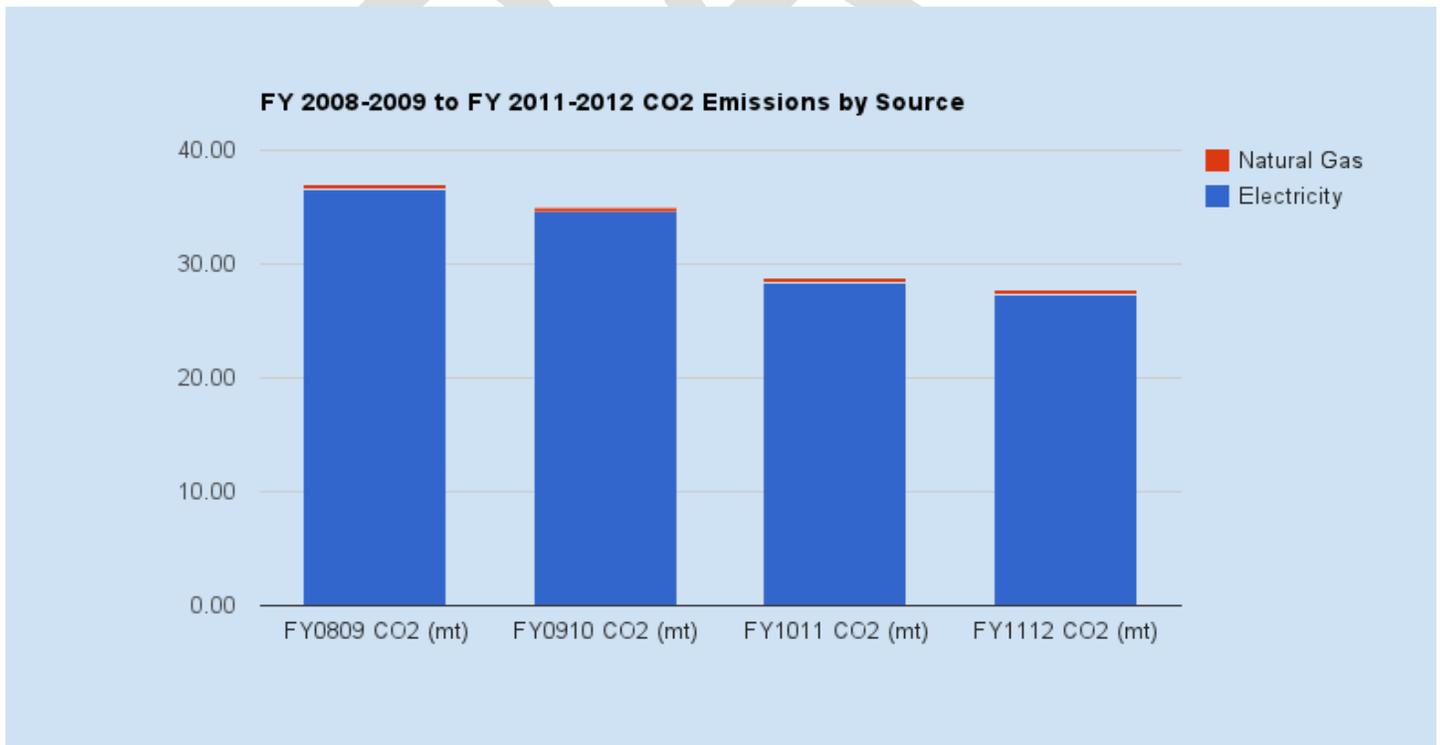
Contact Information

1455 Market Street, Ste. 1200
San Francisco, CA 94103
SFEnvironment.org | (415) 355-3700

3. Carbon Footprint

The department's FY '11-12 Carbon Footprint includes the consumption of energy (both natural gas and electricity) in our single office at 11 Grove. The proceeding sections will describe each component in detail.

For Fiscal Year 2011-2012, 27.27 MT of CO₂ emissions are from electricity, and 0.46 MT are from natural gas. The department does not own any vehicles, so our carbon footprint is based entirely off of building energy usage. Total department carbon emissions have decreased since Fiscal Year 2008-2009, and we hope to continue this downward trend in energy usage in our new building.



⁵ Leadership in Energy and Environmental Design - <http://new.usgbc.org/leed>

3a. Building Energy

The list of facilities used by the department to calculate the FY 2011-2012 Departmental carbon footprint has been verified to be accurate and complete.

GHG Emissions from Electricity in Fiscal Year 2011-2012: 142,200 kWh consumed, 27.27 Metric Tons of CO₂

GHG Emissions from Natural Gas in Fiscal Year 2011-2012: 2,222 therms consumed, 0.46 Metric Tons of CO₂

Total carbon emissions from Building Energy use has decreased since Fiscal Year 2008-2009.

The percentage of the department's carbon footprint is predominantly from electricity usage since the building uses electricity provided by PG&E as opposed to SFPUC's zero emissions electricity.

3a1. Energy Efficiency

Energy Efficiency and Retrofit Projects

Although the department occupied a leased space at 11 Grove, the department was able to work with the building owner on the following energy efficiency measures:

1. Some light fixtures were put on daylight dimming
2. Secured high efficiency LED demonstration fixtures to replace fluorescent lighting
3. Hallway lighting was de-lamped to a minimum amount of light needed for the hallways
4. Worked with the building owner to improve the HVAC system, which improved comfort and allowed removal of under-desk heating
5. Conducted staff education and sent periodic email reminders to:
 - a) use stairways instead of elevator (using it became a social stigma)
 - b) turn off lights when not in use, e.g., during staff meetings
 - c) turn off computers when leaving their desk for more than one hour
6. All desk top and kitchen equipment (not refrigerator) were put on power strips and turned off at night.

Our new space is also in a leased space that the City does not own, but because we were able to be involved in the build out process through collaboration with the Real Estate Division and the building owner, the new space uses the latest technologies and designs in building energy efficiency. As this document details data from FY 11-12, these new energy efficiency features will not be reflected in this report.

Compliance with the Existing Commercial Buildings Energy Performance Ordinance

In February 2011 the Existing Commercial Buildings Energy Performance Ordinance was approved by the Board of Supervisors, amending the Environment Code (Ord 17-11, SF Environment Code Chapter 20⁶). The ordinance pertains to all nonresidential buildings greater than 10,000 square feet, requiring building owners to demonstrate energy performance using three methods: benchmarking, auditing, and public reporting.

The ordinance asked the SFPUC to develop a compliance plan for municipally owned buildings, and requires each City department head to annually provide the information necessary to implement this plan. This plan is available at

<http://www.sfwater.org/modules/showdocument.aspx?documentid=2938>

Since the department occupied a leased space in a privately owned building during Fiscal Year 2011-2012, it was the responsibility of the building owner to benchmark the building. The department assisted in the benchmarking process by obtaining permission from the landlord to use the energy data to benchmark, and also for the purposes of this report.

The following table summarizes 11 Grove's Energy Performance Report.

⁶ Existing Commercial Buildings Energy Performance Ordinance 17-11, San Francisco Environment Code Chapter 20 <http://www.sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances11/o0017-11.pdf>

Summary Energy Performance Report

	Year ending 12/2012
Total Floorspace (sq. ft.)	24,178
Average Rating	98
Number of Facilities with a Rating	1
Number of Non-ratable Facilities*	0
Total Site Energy Use (kBtu)	723,223
Total Weather Normalized Source Energy Use (kBtu)	1,866,638
Average Weather Normalized Source Energy Intensity (kBtu/Sq. Ft.)	77.2
Average Site Energy Intensity (kBtu/Sq. Ft.)	29.9
Total Site Electric Use (kWh)	141,626
Total Site Natural Gas Use (Therms)	2,400
Average Actual Annual Source Energy Intensity (kBtu/Sq. Ft.)	77.1

Note that the Energy Star rating is very high, with a score of 98, and that the average actual annual source energy use intensity is relatively low and comparable to some of the other buildings of similar size in the "Office Building" category on page 19 of SFPUC's 2011 Energy Benchmarking Report.

Compliance with the Commercial Lighting Efficiency Ordinance

Commercial Lighting Efficiency Ordinance (SF Building Inspection Commission Code Chapter 13D) requires all City departments that own their buildings and commercial building owners to comply with specific requirements for mercury content and energy efficiency of each 4-foot or 8-foot fluorescent lamp. It is the responsibility of building owners to ensure compliance with the requirements of this ordinance, but as tenants, we were able to look at the lighting fixtures in the space that we leased from the building owner to make sure that we were in compliance with the requirements of this ordinance. We were also able to verify that the visible lighting in the retail space located on the Market Street side of the building was also in compliance with the requirements of this ordinance.

Information Technology

The Department of the Environment is conserving energy through the following practices and configuration of IT systems:

- All computers are set by the IT staff to have the screens turn off after 15 minutes of idling.
- All servers were virtualized to the City's virtual servers that are managed by the Department of Technology.
- All employees are asked to power-down their computers completely if they anticipate that they will be away from their computers for more than an hour.
- All employees are asked to also turn-off their power strips to eliminate phantom load.

Challenges encountered:

- We are unable to set our computers to automatic hibernation/standby mode since these settings do not protect any files that might be open during the hibernation/standby process from being potentially lost, or corrupted.
- Remote access program only works if the computers are left on at night.
- Overnight maintenance will not be deployed to computers that are attached to power strips that are completely turned off at night.
- Some power strips at the Department have been deemed inadequate by the Fire Marshall and will need to be replaced with strips that have a circuit breaker.

- We do not have any stickers that say “energy conservation reminder – turn off when not in use.”

Next steps:

- Incorporate energy savings measures through IT practices into the Department of the Environment manual.
- Work with IT staff to get approval for putting energy conservation reminder stickers or posters in the office, and obtain energy conservation reminder stickers.

3a2. Renewable Energy Installations/Purchasing

Because the department does not reside in a CCSF property we are unable to install renewable systems for our own operations. Should a 100% renewable energy option become available in San Francisco, the department will be encouraging our landlord to sign up as a customer.

While our department is responsible for administering many private sector initiatives for renewable energy in San Francisco’s private sector, the San Francisco Public Utilities Commission manages all renewable energy installations on City property.

3a3. Green Building

The City and County of San Francisco is committed to leadership by example, and applies the highest standards to the buildings owned and operated by City government. Chapter 7 of the Environment code requires LEED Gold certification for all municipal new construction and major alteration projects of 5,000 square feet or more in city-owned facilities and city leaseholds.

Since the department occupied a leased facility in FY 2011-2012, these green building requirements do not apply to the department. Since there were no planned alteration projects for 11 Grove Street, the building owner of 11 Grove Street did not pursue LEED certification.

Simple, thoughtful design and the latest materials and technologies have been applied to the department’s new office to yield a healthy, functional office that is targeting LEED Platinum within industry standard construction costs. As this document details data from FY 11-12, we will not be reporting on the department’s new space in this report.

3b. Water

The department was not able to obtain water data for 11 Grove.

3c. Transportation & Fuel

The department does not own any vehicles. The department participates in the City Hall Vehicle Pool, and has City Cycle bicycles available for staff use. Muni tokens are also available for staff who take public transportation to do work-related business.

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, the department reported on the successes of its Transit First programs and plans for improvement and growth.

The department encourages employees to walk or use transit for meetings. We offer tokens to make the use of public transit easy. Employees are also encouraged to join the City Hall Vehicle Pool for the times when transit is not an option.

The department encourages employees to commute sustainably to work by offering secure bike-parking and promoting participation in the Pre-Tax Commuter Benefits Program.

Please see the attached HACTO plan and report for further details.

3c2. Transportation Survey

CommuteSmart administered the 2012 CCSF Transportation Survey for the entire City and the staff at the department. The survey ran for two months, November and December 2012. The department had 100% participation and the information collected brought insight into the necessary work ahead.

- 60 percent of the department employees use public transportation to commute, but only 45 percent are participating in the Pre-Tax Commuter Benefits program. All employees, excepting those who walk to work and do not take BART or Muni on a regular basis, can benefit from using pre-tax money for their transit, so participation in the program can be better.
- 65 percent of people are well informed about the Emergency Ride Home program. This program is an incredible resource for those who use sustainable transportation and can help people switch. The department, for its employees and because of its outreach, should have higher knowledge of this program internally.
- Many people noted that a barrier to using CityCycle is that the reserved bike was in need of repair. Having unreliable access to a bike will inhibit use, so all the bikes need to be maintained regularly.

The department participated in the Great Race for Clean Air and even had three winners from their random drawing!

4. Other Sustainable Practices

As the City agency responsible for overseeing the implementation of these programs, the department participates in and acts as a leader in Zero Waste, Green Purchasing and Urban Forestry/Carbon Sequestration.

4a. Zero Waste

The department works hard to model the best possible zero waste office practices. This is achieved by minimizing waste, maximizing reuse, recycling, composting and purchasing products with recycled content. Here are a few examples of our efforts:

- Zero waste trainings are mandatory for new employees, interns and volunteers,
- There are centralized collection areas throughout the office for commingled recycling, composting and landfill,
- Mylar wrappers, batteries, scrap metal, polystyrene foam and film plastics are separately collected and delivered or mailed to recyclers,
- There are designated areas in the copy rooms for reusing office supplies and paper which has been printed on one side,
- Ceramic plates, cups and metal flatware are available in the kitchen and encouraged for use during office parties instead of disposables
- During our office move, we redistributed 2.5 tons of surplus office furniture and equipment saving \$13,025.00 in disposal costs and we recycled 6 tons of scrap metal earning \$1,000 in revenue for the City.

With a 94% diversion rate, the department continues to push the limits and introduce new programs that help prevent waste and divert more items from the landfill bin. To improve our efforts, this year, the department will focus on the following:

Department specific recommendation: Using durable materials i.e. plates, cups, utensils and cloth towels; reduce the use of disposable materials (even though they are recyclable or compostable) particularly in the kitchen and during office events.

The table below shows the items currently in landfill bins and the action the department will take:

Department	Address	#1 item in landfill bin?	Action item to be taken.
Department of the Environment	1455 Market St, Ste 1200	Plastic packing tape & synthetic wipes	Educate staff on changing their purchasing habits so that they buy products that can either be reused, recycled or composted.

4b. Green Purchasing

Thanks to Bo-Ming Ng and Ruth Santander, 100% of batteries and computers purchased were green in 2011. Records of purchases of cleaners and light bulbs were not available for tracking purposes.

Department Specific Recommendation: the department reminds staff via its purchasing form to comply with the ordinance requiring all City departments to buy green from City approved vendors in SFAproved.org.

4c. Carbon Sequestration / Urban Forest

The department does not plant, care for, or otherwise support forestry resources. However, as administrator for the San Francisco Carbon Fund, the department, along with all other city agencies does contribute to the greening of urban spaces.

5. Community Wide Impact

As stated in our mission, the San Francisco Department of the Environment creates visionary policies and innovative programs that promote social equity and the green economy, protect human health, and lead the

way toward a sustainable future. We put our mission into action by mobilizing communities and providing the resources needed to safeguard our homes, our city, and ultimately our planet. Below are a few of the programs at the Department of the Environment that has a community wide impact.

5a. Grants and Contracts

The Department works with a range of contractors and grantees to help achieve our environmental goals. Over the past eleven years, we have provided approximately \$23 million in grant funding to local non-profits and invested more than \$45 million in local businesses and organizations for environmental technical services.

SF Environment issues Requests for Proposals (RFP) to secure technical support and award grants.

SF Environment uses a competitive bidding process to award contracts to businesses and organizations for technical support services for a wide array of environmental needs. We may occasionally issue a Request for Qualifications (RFQ) to identify companies that are technically qualified to provide a specific service.

The San Francisco Carbon Fund

Since July 2009, the City and County of San Francisco has levied an innovative carbon fee on municipal airline travel. Revenue generated supports the San Francisco Carbon Fund⁷ (SF Carbon Fund), which is administered by the department for projects that mitigate carbon emissions. The SF Carbon Fund awards grants and contracts to businesses, community-based organizations and neighborhood schools for projects that mitigate carbon and ultimately, improve San Francisco's natural infrastructure and enhance the quality of the living environment. In prior funding cycles the SF Carbon Fund has made awards for biodiesel and urban forest pilot projects⁸.

The primary goal of 2013 SF Carbon Fund grant cycle⁹ is to mitigate carbon by increasing the number of healthy trees, expanding locally appropriate habitats and decreasing the energy needed to treat the City's wastewater by reducing stormwater runoff from the sidewalks and streets. Co-benefits of funded projects include contributing to health and well-being by reducing urban heat island impacts, flooding risks, expanding the production of locally grown food, increasing the walkability of San Francisco neighborhoods and providing equitable access to green space and restoring biodiversity. Incorporating green infrastructure in local neighborhoods is an investment in current and future generations of San Franciscans.

Zero Waste Grants

The Zero Waste Program awards funding to non-profit organizations [registered with the IRS as 501(C)3 organizations] whose work in reuse, recycling, and composting helps San Francisco reach its goal of zero waste. The next Request for Proposals will be issued at the end of 2014, with funded projects beginning in July 2015.

Environmental Justice

The department's Environmental Justice program works to promote environmental sustainability and economic opportunities in the city's low income neighborhoods. We provide grant assistance and technical support to non-profit groups to help prepare workers for employment in the city's green economy. Since 2001 the Environmental Justice Program has granted more than

⁷ San Francisco Administrative Code Chapter 52, San Francisco Carbon Mitigation Program : <http://www.sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances09/o0172-09.pdf>

⁸ Dogpatch Biofuels: <http://www.dogpatchbiofuels.com/>

Urban Orchards: <http://www.sfenvironment.org/article/urban-forestry-urban-agriculture/urban-orchards>

⁹ 2013 Carbon Fund RFP: <http://www.sfenvironment.org/about/grants/san-francisco-carbon-fund-request-for-proposals>

\$11 million to community-based organizations and non-profit groups dedicated to promoting renewable energy, energy conservation and efficiency, food security, air quality and environmental justice in San Francisco's Bayview Hunters Point and Potrero neighborhoods.

5b. Climate Change & Adaptation

Climate change is the most pressing environmental issue of the 21st century. The department is committed to developing and implementing policies and practices that protect our residents, businesses and visitors from the worst impacts of climate change. Since climate change is a complex issue that affects many aspects of City services and the general public, the department works with experts and other city agencies to develop effective strategies to reduce emissions. Consistent with the scientific community's recommendations to reduce emissions to 80% below 1990 levels by 2050 to stabilize our climate system, San Francisco has officially adopted ambitious emission reduction goals at the community wide level: 20% reduction below 1990 levels for 2012, 25% by 2017, 40% by 2025 and 80% by 2050.

Department Climate Action Plans

The San Francisco Department of the Environment works with over 50 city departments to develop and implement their own Climate Action Plans, per City Ordinance 81-08. Climate Action Plans require departments to report on their energy and water consumption, fleet information, city staff behavioral compliance, and commitments to reducing their overall carbon footprint. The most recent set of DepCAPs, which for this report, is from 2012, is available to the public for viewing on the department's website¹⁰. As a result of this program, the City's operational carbon footprint was reduced by 12% in 2012 from the baseline year of 2005.

Community Climate Action Strategy

San Francisco has long been a leader in protecting our environment. In 2004 we were one of the first cities to stand up and commit to taking action to confront climate change, what may prove to be the greatest environmental challenge of our era. Over the past decade the community of San Francisco, including local government, businesses and private citizens have made tremendous progress, reducing our own carbon footprint by 14.5% below 1990 levels and serving as an example of what it means to be green for cities across the country and around the world. With the effects of climate change now being felt sooner and stronger than expected the City of San Francisco is offering an update to our 2004 Climate Action Plan. This 2013 report provides a summary of our progress, examples of successful policies and programs and outlines a set of actions that we can take as citizens, business and government to bring our city's carbon emissions down to safe levels. These actions can be collectively summed into the following goals: choosing to use 100% renewable energy, making 50% of all trips outside of a personal automobile, and sending zero waste to the landfill.

Adaptation

Despite the city's progress in reducing greenhouse gas (GHG) emissions, San Francisco must face the reality that climate change is already happening here. Sea level rise, a reduced snowpack in the Sierra Nevada Mountains, and extreme weather events are some of the challenges already affecting the Bay Area. One of the most recent scientific projections shows the sea level increasing by 11 to 19 inches by 2050, and by 30 to 55 inches by 2100. Runways at San Francisco International Airport, primary transportation arteries such as Highway 101, neighborhoods, businesses, and miles of shoreline and parks eventually could be underwater. This could result in an estimated \$62 billion worth of infrastructure damage in the greater Bay Area. By mid-century, San Franciscans could see three to four times as many extreme heat days as they did in 2010, with related increases in hospitalizations and potential deaths, especially for vulnerable population groups—seniors, young children, and those living in low-income

¹⁰ 2012 DepCAPs (Fiscal Year 2010-2011 data):

<http://www.sfenvironment.org/article/city-government-climate-action/city-department-climate-action-planning-0>

neighborhoods. It is critical for all citizens to gain a deeper understanding of these potential environmental and health impacts and prepare to adapt. In efforts to both prepare for and education the public on the effects and risks of climate change, the department in collaboration with the Mayor's Office, City Administrators Office and the San Francisco Public Utilities Commission formed a new interagency working group, AdaptSF. This group is working with local and federal agencies such as Bay Conservation Development Commission (BCDC), the Joint Policy Committee (JPC), the Federal Emergency Management Agency (FEMA) and the Center for Disease Control (CDC) to coordinate policies and identify strategies and funding for climate change related risks and disasters. In fall 2013 The Mayor's Office has applied for the Rockefeller 100 Resilient Cities challenge grant in efforts to secure funding for a Chief Resilience Officer.

5c. Energy

Since over 50% of the community's carbon footprint comes from energy used in buildings, the department's Energy program targets energy use in both commercial and residential sectors. By reducing energy use in these buildings through efficiency, installing onsite renewable resources, and promoting the procurement of 100% renewable energy where onsite installation is not technically possible or economically feasible, the department hopes to move San Francisco's building stock towards net zero energy use. The department has made great strides in private sector buildings. The department largest program is SF Energy Watch, one of the largest city-run energy efficiency programs in California.

SF Energy Watch

SF Energy Watch¹¹, a partnership between the City and County of San Francisco and Pacific Gas and Electric, offers energy efficiency services and financial incentives for businesses and multifamily building owners in San Francisco. Participants save money on energy bills, improve ambient quality, reduce maintenance costs, add property value and reduce energy production and its environmental impact. Through SF Energy Watch, the department staff, including bilingual speakers, conducts no-cost energy surveys, makes recommendations for energy efficiency improvements using program incentives, and offers cost-analysis proposals showing estimated financial payback and ongoing savings on utility bills. The department staff uses alternate modes of transportation to visit SF Energy Watch customers, including bicycling, public transportation, and occasionally low-emissions cars from the City Vehicle Pool. From 2006 to June 2013, SF Energy Watch has saved over 5,600 San Francisco commercial and multifamily properties an average of \$4,500 in annual utility bills. The program has paid over \$18.2 million in incentives for energy efficiency upgrades. And through the actions taken by program participants to upgrade their properties following an energy survey, SF Energy Watch has also accounted for a reduction of over 53,400 tons in the City's carbon emissions. That's the equivalent of taking over 8,500 automobiles off the road or powering over 25,400 San Francisco residences for a year. SF Energy Watch has been successful not only in delivering energy savings, but also by continuing to create or sustain Bay Area green collar jobs.

Renewable Energy task Force

In December 2010, then-Mayor Gavin Newsom announced a new goal for San Francisco: to be completely powered by renewable energy in 10 years. In pursuit of this goal, San Francisco's current Mayor, Mayor Edwin Lee, established the Mayor's Renewable Energy Task Force in January 2011, with the directive to develop recommendations for the City and County of San Francisco to achieve a fully renewable electricity supply for San Francisco. The department chaired the Task Force, comprising local clean energy leaders, business and community stakeholders, and relevant City departments met nearly monthly from January 2011 through May 2012 to examine local and regional barriers to and opportunities for renewable energy, including policy, regulatory, technical, financial and public awareness aspects. The Task Force

¹¹ SF Energy Watch website: <http://www.sfenergywatch.org/>

produced a recommendation report¹² that was released in September 2012. This report reflects the Task Force's discussions and recommendations for meeting the City's 100% renewable energy goal.

Solar America City

San Francisco was again selected as a US Department of Energy "Solar America City," and received grant funding to continue its solar market development work. The second SAC grant, which finished in March 2012, focused on the main barrier facing increased adoption of solar in San Francisco: lack of financing options. This included: 1) Supporting the development and implementation of GreenFinanceSF, San Francisco's Commercial PACE Program; 2) Developing and coordinating the implementation of an innovative solar financing model for commercial property owners, Solar@Work; 3) Educating schools about solar financing options through a workshop, conducting on-site solar assessments, and supporting them in issuing an RFQ as a group purchase; and 4) Supporting the installation of solar water heating systems on affordable housing in coordination with the City's Mayor's Office of Housing's Green Retrofit Initiative. Along with ongoing public education and outreach efforts, such as the SF Solar Map, streamlined solar permitting, and the success of the GoSolarSF incentive program, SF Environment helped increase solar installations on San Francisco homes and businesses from 5,052 installations (totaling 11.4 MW) to 5,617 installations (totaling 13.1 MW).

What's-Your-Watt Program

Launched in January 2013, the What's-Your-Watt program allows San Francisco residents to check out watt meters from their local San Francisco branch library and keep them for three weeks. Residents are then able to monitor and reduce their energy consumption. The program was funded by PG&E and Wells Fargo Bank and the implementation partner is the San Francisco Public Library.

5d. Clean Transportation

The Clean Transportation Program envisions a San Francisco where car ownership is the exception rather than the rule, and where convenient, carbon-free mobility options are readily available and highly used by residents, commuters and visitors. As a step toward that vision, the city has set a goal to reduce greenhouse gas emissions from the transportation sector in San Francisco to 20% below 1990 levels. Additionally, we aim to enhance the City's livability by improving the environmental conditions and experience of all modes of mobility for every San Francisco resident and visitor. We achieve this by promoting clean transportation programs that reduce congestion, improve safety for all modes of mobility, enhance air quality and encourage healthy travel.

Commuter Benefits Program

The department facilitates communication to San Francisco businesses regarding the Commuter Benefits Ordinance¹³, which requires San Francisco employers to offer commuter benefits to encourage employees to use public transit or van pools. This program encourages commuters to walk, bike, take transit and rideshare by requiring employers to offer commuter benefits to eligible employees. In 2012, we worked with 3,000 businesses that have a commuter benefits program for employees, 40% of which implemented a program due to the Commuter Benefits Ordinance.

As part of the Commuter Benefits Program, City and County employees of San Francisco are eligible for Pre-tax commuter benefits. In 2012 the department assisted 3,600 City and County of San Francisco employees who are utilizing the Pre-Tax Commuter Benefits program monthly.

¹² San Francisco Mayor's Renewable Energy Task Force, Recommendations Report: http://www.sfenvironment.org/sites/default/files/fliers/files/sfe_re_renewableenergytaskforcerecommendationsreport.pdf

¹³ Pre-Tax Commuter Benefits for Qualifying Transit: <http://www.sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances08/o0199-08.pdf>

Emergency Ride Home Program

As part of the Commuter Benefits Ordinance, the department was authorized to implement the Emergency Ride Home program, to provide another incentive for San Francisco employees to commute to work using public transportation. The program provides enrolled members a free ride home in case of unexpected personal emergencies. It's easy, free, and all part- or full-time employees of a San Francisco business are eligible. In 2012, we supported enrollment of 500 businesses in the Emergency Ride Home Program, representing 90,000 commuters.

SF Electric Drive

The department is actively involved in several electric vehicle (EV) and infrastructure deployment and initiatives—we call them SF Electric Drive—in the San Francisco and Bay Area.

In 2012, the department:

- Installed 75 public electric vehicle charging stations in 20 city-owned garages and parking lots
- Assisted with the installation of 89 electric vehicle charging stations for residents at 36 multifamily buildings in San Francisco as a demonstration project with California Energy Commission
- Spearheaded the effort, in collaboration with Charge Across Town, to host EV Week, a community event engaging consumers, local businesses and employers in an educational expo on electric vehicles in September 2012.
- Accepted the Most EV-Ready Community award on behalf of the City of San Francisco from the Bay Area Climate Collaborative.

San Francisco Clean Cities Coalition

The department runs the San Francisco Clean Cities Coalition, whose mission is to advance the nation's economic, environmental and energy security by supporting local decisions to adopt practices that contribute to the reduction of petroleum consumption. As part of our commitment to reducing petroleum usage in San Francisco, the Clean Cities Coalition (SFCCC) offers a wide variety of conferences, workshops, and meetings on a wide range of topics; such as fuels, advanced vehicles, and the alternative transportation sector.

SFCCC was recognized¹⁴ by the US Department of Energy's Clean Cities Initiative for reducing petroleum consumption in the City's transportation sector in 2012.

- Top Award for Per-Capita Petroleum Displacement (34.6 GGE*/person)
- Top Award for Greatest Displacement of Petroleum Using Electricity (10.2 million GGE)
- A GGE is a Gasoline Gallon Equivalent which is a standard unit of measure for transportation fuel.

5e. Green Building

The goal of the Green Building program is to improve the environmental and economic performance of all new and existing buildings in San Francisco. New buildings in San Francisco must be built to rigorous third-party verified green building standards such as LEED (Leadership in Energy and Environmental Design) and GreenPoint Rated. The Green Building program promotes market transparency and ongoing improvement in energy performance through public disclosure of energy performance in commercial buildings; and by providing technical assistance, permitting incentives, accessible financing, and information to enable greater carbon reductions in all building sectors. We work with the entire range of building industry professionals, policymakers, and the public to build support for green building policies and programs.

¹⁴ SFEnvironment.org News: <http://www.sfenvironment.org/news/update/san-francisco-clean-cities-coalition-receives-top-awards-for-reducing-petroleum-consumption>

Municipal Green Building Program, Projects and Task Force

The City and County of San Francisco is committed to leadership by example. We apply the highest standards in the City to the buildings owned and operated by City government, and Chapter 7 of the Environment code requires LEED Gold certification for all municipal new construction and major alteration projects of 5000 square feet or more in city-owned facilities and city leaseholds. Chapter 7 also established the inter-departmental Municipal Green Building Task Force to oversee and assist in enhancing the environmental design and performance of City buildings, and designates ten City departments to be represented on the Task Force plus a member of the public. The Task Force advises on matters of policy and reviews municipal projects in design and construction to ensure compliance with green building requirements. There are currently 124 LEED Accredited Professionals on staff in 11 City departments. The City and County of San Francisco owns and operates 4 million square feet of LEED certified properties including libraries, hospitals, museums, office buildings, airport terminals, and maritime facilities.

San Francisco Green Building Ordinance

The San Francisco Green Building Ordinance¹⁵ reduces energy and water use, diverts waste from landfill, encourages alternate modes of transportation, and supports the health and comfort of building occupants in San Francisco. Adopted in 2008, the ordinance applied to newly constructed residential and commercial buildings, as well as major renovations to existing buildings. California's Building Standards Commission subsequently developed the California Green Building Standards Code, or "CALGreen." The Green Building Ordinance was updated in 2010 to combine the mandatory elements of the 2010 California Green Building Standards Code with stricter local requirements, and merge them in Chapter 13C of the San Francisco Building Code.

All new construction in San Francisco must meet all applicable California codes, beat California's energy code (Title 24 2008 Part 6) by at least 15% and provide on-site facilities for recycling and composting. New residential and the most common types of new non-residential buildings (such as office, retail, assembly, and institutional buildings), as well as certain major alterations and first time tenant improvements, must also be built to LEED or GreenPoint Rated standards. The department's green building staff acts as a technical and policy advisor to the Department of Building Inspection, the agency responsible for implementing the building code.

Existing Commercial Buildings Energy Performance Ordinance

Adopted in 2011, the Existing Commercial Buildings Energy Performance Ordinance requires existing nonresidential buildings with at least 10,000 square feet of conditioned (heated or cooled) space to take the following actions:

- Obtain an energy efficiency audit once every 5 years identifying specific cost-effective measures that would save energy.
- Annually summarize the energy used by the entire building using ENERGY STAR Portfolio Manager, which enables tracking trends and understanding how a building is performing compared to similar buildings.
- Annually share an overview of energy benchmarking results with tenants and the City, which the department is required to make available to the public.

The Ordinance was informed by the recommendations of the Mayor's Task Force on Existing Commercial Buildings, which suggested policies, actions, and partnerships to meet local and state goals for greater energy efficiency. By reducing energy costs, this effort will improve competitiveness of commercial stock, support the economy, reduce greenhouse gas emissions, and help electricity reliability.

GreenFinanceSF

¹⁵ San Francisco Green Building Ordinance Information: <http://www.sfenvironment.org/article/new-construction-and-major-renovations/green-building-ordinance-san-francisco-building-code>

It is widely acknowledged that one of the largest barriers to comprehensive upgrades for energy efficiency is a lack of commercially attractive financing options. Under San Francisco's commercial PACE program, "GreenFinanceSF," property owners can now secure 100% external financing with unique terms to install performance upgrades that can be cash flow positive from day one.

The PACE structure, which builds on decades of land secured financing experience, offers familiarity and security to project investors and makes possible lower rates and longer payment periods than traditional commercial loans. For property owners, PACE enables important building improvements that can lower operating costs, hedge against energy price escalation, and increase marketability and competitiveness.

On October 15, 2012, Prologis, Inc. closed \$1.4 million in PACE financing for HVAC, lighting, and renewable energy upgrades at its headquarters at the historic Pier 1 building in San Francisco.

5f. Driving Demand in the Green Economy

The department's programs and policies support emerging green economies in San Francisco while providing new opportunities for San Francisco workers. This past year Forbes Magazine recognized San Francisco as the top city in the U.S for green jobs, and city policies and initiatives are leading the way. Workers in the residential energy efficiency upgrade sector took advantage of our Home Improvement and Performance Program as they saw an increase in projects and labor hours. Our zero waste policies continue to drive reuse and recycling industries, as more businesses and special events need waste reduction services. The City's support of job growth in the sustainability sector continues to transform our local economy and helps meet our greenhouse gas reduction targets to provide healthier places to live and work. Workers across the City—from Bayview Hunters Point to the Financial District—benefit from new jobs that utilize a range of skill and education levels.

5g. Toxics Reduction

The goal of the Toxics Reduction program is to reduce exposure to toxic chemicals through safe disposal and use of less toxic alternatives. To that end, San Francisco has created the most robust network of safe recycling and disposal opportunities for hazardous wastes generated by city residents, businesses and municipal agencies. San Francisco is the first city in the country to adopt the Precautionary Principle as a foundation for environmental and public health initiatives and the Toxics Reduction Program implements the Precautionary Principle through identification and promotion of the safest alternative products, services and processes. In addition to administering innovative programs such as green purchasing, green business, integrated pest management, safe medicine disposal and other programs, staff are also actively involved in regional, national and international policy efforts to reduce exposures in the San Francisco area and to advocate for producer responsibility whereby manufacturers take greater responsibility for the end of life management of their products. Some examples of key initiatives are below:

Reducing toxics in the business community

Green Business Program: Through this program, staff help businesses adopt environmental practices and recognize businesses that serve as environmental leaders. The program achieves its mission by setting stringent environmental standards for each business type, providing technical assistance, and publicly recognizing Green Businesses with a seal that enables customers to shop in keeping with their values. The Program is implemented through a partnership between the San Francisco Department of Environment, San Francisco Department of Public Health and San Francisco Public Utilities Commission. The Green Business program has recognized close to 190 businesses in San Francisco. More information is available at www.sfgreenbusiness.org

Customized toxics reduction programs for businesses: Staff analyze the specific products and processes by business type and create customized initiatives for each business type. Some examples of specific initiatives within the business community include: Dental Mercury Reduction Program (an outreach and rebate program for dentists reducing mercury usage), a

Green Dry cleaning initiative (an outreach, technical analysis and rebate program for dry cleaners converting to environmentally safer wet cleaning technology), and, a Healthcare roundtable program (for large hospitals to share information on best management practices).

Most recently, the Toxics reduction program launched the nail salon recognition program and became the first City in the state to take action to protect nail salon workers and residents. The program conducts outreach on safer nail products to 250 San Francisco salons that employ over 2,200 technicians, who are primarily women of reproductive age. This program rewards nail salons that make safer product choices and install ventilation equipment. To date, 8 nail salons have become recognized by this program.

In 2012, staff launched a green janitorial program to help train custodians that do not speak English as their first language on green cleaning practices.

Reducing toxics in the municipal agencies

Green Purchasing: Staff implement the Precautionary Purchasing Ordinance (San Francisco Environment Code Chapter 2) that requires City staff to buy green products by creating green specifications for City purchasing contracts. In order to create specifications, staff work with multiple city agencies to research, test, and make it easier to buy less-toxic and green products. More information available on www.sfapproved.org

Integrated Pest Management (IPM): One example of a successful toxics reduction initiative within the municipal agencies is the Integrated pest management program that reduces the use of toxic pesticides on city property through mechanical, biological and other low toxic options. Since its inception, the IPM program has helped reduce pesticide use by 80 %. Most recently, staff created pest prevention by design guidelines through a two-year, national, cross-sector project funded by the US Centers for Disease Control. The project's goal was to create a trusted reference¹⁶ for architects, engineers, builders and the green building community on ways to design pests out of buildings. By following these recommendations at the design or retrofit stage of construction, indoor air quality can be improved and money can be saved.

Reducing toxics in the residential community

Safe disposal of household hazardous wastes: Staff recruit and maintain a robust network of over 180 collection sites in San Francisco that accept a range of household hazardous waste products such as batteries, lamps and sharps for free. In addition to overseeing the household hazardous waste facility and the retail sites, staff also design programs for special wastes such as used oil and unwanted medicine. Most recently, San Francisco launched a Safe Medicine Disposal Program¹⁷ to allow residents to safely dispose of unwanted medicine at one of thirteen volunteer pharmacies and all ten San Francisco police stations. Over 12 tons of expired or unwanted medicine has been collected since the program began.

Healthy Homes: Staff are actively working on outreach to residents on ways to reduce exposure to toxics by implementing safer practices. The goal of this new campaign is to educate residents on specific actions that reduce the body burden of chemicals. This program is expected to be launched in Fall 2013.

5h. Urban Forestry

The urban forest is a vital component of San Francisco's ecosystem. Trees provide environmental and economic benefits through improving air and water quality, increasing property values, lowering

¹⁶ Pest Prevention by Design:

http://www.sfenvironment.org/sites/default/files/fliers/files/final_ppbd_guidelines_12-5-12.pdf

¹⁷ Safe Medicine Disposal Program: <http://www.sfenvironment.org/article/toxic-products-recycling/disposal-for-residents-toxics-health-safer-practices/safe-medicine-disposal>

building energy use and providing an experience of nature amidst expanses of concrete. Trees improve public health and well being by reducing UV radiation exposure, providing restorative healing for people with illness, and creating safe public spaces.

Historically, any comprehensive planning or coordination of urban forest activities has been fragmented among various city, state and federal agencies, non-profit groups and private property owners. Together with inadequate program funding, the absence of coordinated management and planning has led to inconsistent maintenance and conservation efforts, insufficient enforcement of existing laws related to trees, loss of healthy and significant trees due to vandalism and disease, and limited public awareness of the importance of trees. Consequently, the community has been unable to realize the full extent of environmental, economic and social benefits that trees provide.

SFE's Urban Forest program addresses these issues to promote a healthy and sustainable urban forest by implementing the Urban Forestry Council (UFC) ordinance. The UFC is an advisory body that was formed to create a platform for the city's urban forest managers to synchronize efforts. Through the UFC, the UF program oversees the nomination process for Landmark Trees, reviews and provides feedback on areas plans and design elements as needed, provides education and outreach on best management practices to improve the care of San Francisco's trees, and produces the Annual Urban Forest Report, which provides ongoing data on the resources dedicated to public forestry programs and their activities. Additionally, the Urban Forest program supports interagency coordination, provides feedback and guidance on projects and programming, drives urban forest legislation and reporting, and serves as an information hub to other agencies and the general public to improve the health of the urban forest and increase the benefits that urban residents derive from it.

Further, in 2011 the "Gray to Green" Advisory Panel to the San Francisco Climate Action Plan recommended that the City support the activities of neighborhood and community groups in their role as local stewards of our green spaces. To support these goals, San Francisco's Local Carbon Fund has provided resources to the Urban Orchards program to assist community based nonprofit organizations in the City and County of San Francisco with planting and maintenance of publically accessible fruit trees. In addition to past fruit trees planting, this year the program planted 200 publically accessible fruit trees in locations throughout San Francisco.

5i. Zero Waste

The Zero Waste program has instituted a wide array of policies and convenient services to achieve the City's goal of achieving zero waste by 2020. The Zero Waste program encourages all sectors (municipal, commercial and residential) to comply with the city's waste policies and use services properly. The program's primary focus is securing city-wide compliance with the Mandatory Recycling and Composting Ordinance. Financial incentives for generators and service providers are continually updated to enhance waste diversion opportunities. The program promotes waste prevention and environmentally preferable purchasing. Zero Waste Program staff also continue to advocate for local and state legislation increasing consumer and producer responsibility.

5j. Outreach and Education

The department's outreach and communications program supports the goals and services of all department programs by providing clear, concise, and objective information about policies and initiatives. The department provides environmental educational resources to a wide variety of San Francisco constituencies, and strives to reach the diverse communities of San Francisco in strategic and thoughtful ways.

The department engages all communities throughout the city to ensure that residents and businesses are receiving relevant information about our programs and the environment. At the core of this commitment is an effort to reduce the disparities gap in environmental awareness through multi-lingual education and an understanding of cultural and behavioral diversity in the city. To that end, the department relies on a diverse communications team as well as tactics to reach as many people, in as many languages as possible. Further, we strive to partner with community organizations to increase the reach of our messaging while developing a better understanding of what matters to our audiences.

Recycle Where?

Recycle Where was launched to help all Bay Area residents learn how to safely dispose of their waste items, from old sneakers to dead batteries and chicken bones. The tool is set up to not only provide information to its users, but also to inform the department about items people are trying to dispose of. This tool will optimize our collection programs in 2013. In its first month the tool has received 800 unique visitors, 50% of whom are located here in San Francisco with another 50% from across the Bay Area and around the world.

Environment Now

Environment Now's primary goal is to promote workforce readiness and eco-literacy through a combination of classroom workshops and practical, hands-on, project-focused work experiences. Participants work closely with the department staff and engage in a variety of projects and outreach campaigns. Environment Now projects effectively support the department's programs to reach multicultural, multilingual neighborhoods in the City, and help to promote the department's programs in energy conservation, zero waste, urban forestry, toxics reduction, clean air transportation and environmental justice. In 2012 the department's first two-year cohort of eight participants graduated the program.

Biodiversity Program

The mission of the Biodiversity Program is to conserve the biodiversity, habitats and ecological integrity of San Francisco's natural environment, toward a comprehensive watershed- and ecosystem-based natural resources management, stewardship and education program.

Our approach is to advance collaboration and coordination for biodiversity policy development and interagency conservation planning and management.

San Francisco's indigenous biodiversity exists among diverse open lands and habitats in a complex urban geography of parklands, natural areas, urban forests, community gardens and backyards. The scope of the program includes protection of all of the City's biological diversity and natural lands, and for strategic integration of nature conservation best practices into planning, implementation and education for the built environment.

We hope to raise the bar on integrating considerations for nature and biodiversity into the operations of every City department as well as into every aspect of city life, including making significant increases in public and City employee awareness.

For further information, please view our 2012 Annual Report¹⁸.

6. Summary & Goals

The department strives to be a leader amongst city departments in reducing their municipal carbon footprint. Below are the goals our department has for the coming year:

Transportation Goals

- CityCycle - Increase staff usage of the CityCycle program for work-related travel. Currently, 10% of The department employees use CityCycle at least once.
- Emergency Ride Home – by the next transportation survey, to have staff knowledge of ERH program increase to 75% (from 65%).
- Pre-Tax Commuter Benefits Program – Increase the department staff enrollment in the commuter benefits program to 65% (from 45%).

Green Purchasing Goals

The department will continue to buy EPEAT Gold computers, and will not fall below our current 100%.

¹⁸ San Francisco Department of the Environment 2012 Annual Report:

http://www.sfenvironment.org/sites/default/files/fliers/files/sfe_ou_annualreport_2012sm_0.pdf

Zero Waste Goals

The department will aim to use durable materials i.e. plates, cups, utensils and cloth towels in order to reduce the use of disposable materials (even though they are recyclable or compostable), particularly in the kitchen and during office events.

Appendices

Appendix A – HACTO Report

Appendix B – HACTO Plan

Appendix C – Review signatures

DRAFT

Elcott, Liore

From: Wufoo [no-reply@wufoo.com]
Sent: Monday, May 13, 2013 10:54 AM
To: Elcott, Liore
Subject: HACTO Annual Implementation Report FY:'11-'12 [#47]

Department * SF Environment

Name of Person Liore Milgrom-Gartner

Preparing

Report *

Title of Person CommuteSmart Program

Preparing

Report *

Email of Person liore.elcott@sfgov.org

Preparing

Report

*

Name of Melanie Nutter

Department

Head *

Email of Melanie.nutter@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: *

At-work:

For work-related travel, we are centrally located for transit and want to make transit accessible. As such, we will have an easy process for signing out tokens at the front desk for Muni use. For other travels, we will increase and improve our fleet of CityCycle bicycles and train more people on biking in San Francisco. For travel requiring greater distance or movement of goods, we will get all staff trained to use the City Hall Vehicle Pool.

For commuting:

We will promote participation in the Pre-Tax Commuter Benefits program and educate our staff about all the programs the

City offers to make sustainable commuting easy and convenient.

Below, please report on the success of the abovementioned policies in reducing single-occupancy motor vehicle use for work-related trips: * Most staff are aware of the transportation options available to them and reliance/use of motorized vehicles is minimal. Participation in and awareness of the commuter programs should increase and use of the Vehicle Pool can decrease.

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

Elcott, Liore

From: Wufoo [no-reply@wufoo.com]
Sent: Monday, May 13, 2013 10:26 AM
To: Elcott, Liore
Subject: HACTO Annual Plan [#62]

Department * SF Environment

Name of Person Preparing Report * Liore Milgrom-Gartner

Title of Person Preparing Report * CommuteSmart Program

Email of Person Preparing Report * liore.elcott@sfgov.org

Name of Department Head * Melanie Nutter

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

What resources will your department offer? * Tokens

What forms of communications will you use to promote employees to use TRANSIT for work-related travel? * E-mail Blast
New Employee Orientation
Brown bag lunch / Presentation

Does your department offer or plan to offer employees access to a bicycle for work-related travels? * Yes

Is it / will it be a CityCycle bike? * Yes

How many bicycles will be available? * 10

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

What forms of communications will you use to promote employees to use BICYCLES for work-related trips? * E-mail Blast
New Employee Orientation
Posters / Flyers
Brown bag lunch / Presentation

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

Does your department belong or have a plan to Yes
belong to a City vehicle pool or car-sharing
program for work-related travels? *

Is your department able or have plans to host a Yes
tele-conference call? *

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

In the 2012-13 HACTO Report, you will have to Excel spreadsheet
provide metrics for these programs. How will
you track the implementation of these
programs? *

A. Does your department promote or have Yes
plans to promote the use of public transit for
commuting to/from work? *

How will you promote public transit? * Encourage participation in the Pre-Tax Commuter Benefits program

What forms of communications will you use to E-mail Blast
promote employees to use TRANSIT when
commuting to/from work? * New Employee Orientation
Posters / Flyers
Brown bag lunch / Presentation

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

How will you promote bike-commuting? * Provide indoor/safe bike storage
Offer on-site showers and/or lockers

What forms of communications will you use to E-mail Blast
promote employees to BICYCLE when
commuting to/from work? * New Employee Orientation
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? *

Encourage registration in the 511-matching program

Other

Other: *

Promote 511 carpool incentive programs

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

E-mail Blast

New Employee Orientation

Posters / Flyers

Brown bag lunch / Presentation

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

Yes

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

E-mail blast

Posters/Flyers

Other

Other: *

Announcement at All Staff

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: *

No thank you

APPENDIX C

The attached report has been prepared by Climate intern Annalisa Belliss under the supervision of Sachiko Tanikawa. The authors listed at the bottom of this page have also provided content for this report.

Please sign below to indicate that the following statement is true:
"I have reviewed the contents in this report that is pertinent to my program area."



Director - Melanie Nutter



Environmental Justice Program Manager - Anne Eng



Deputy Director - David Assman



Outreach Program Manager - Donnie Oliveira



Clean Transportation Program Manager - Bob Hayden



Policy & Communications - Guillermo Rodriguez



Energy Program Manager - Cal Broomhead



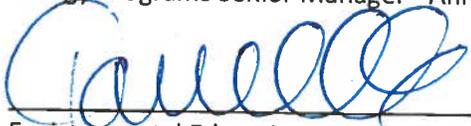
Renewable Energy Program Manager - Danielle Murray



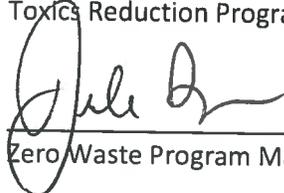
Energy Programs Senior Manager - Ann Kelly



Toxics Reduction Program Manager - Sushma Bhatia



Environmental Education Manager - Tamar Hurwitz



FOR ROBERT HALEY
Zero Waste Program Manager - Robert Haley

Climate Overview

Calla Ostrander, Climate Projects
Sachiko Tanikawa, Municipal Climate Action

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Jessian Choy, City Toxics Reduction/IPM
Chris Geiger, City Toxics Reduction/IPM

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Soko Made, City Government Zero Waste
Liore Milgrom-Gartner, Commute Smart Program
Mark Palmer, Municipal Green Building