

**Title: Mayor's Office Climate Action Plan**

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

**Author: Carol Lu**

**Date: March 29, 2013**

**Table of Contents:**

**1. Introduction ..... 1**

**2. Departmental Profile..... 1**

**3. Carbon Footprint ..... 2**

    3a. Building Energy..... 2

        3a1. Energy Efficiency ..... 3

        3a2. Renewable Energy ..... 3

        3a3. Green Building..... 3

    3b. Water ..... 3

    3c. Transportation & Fuel ..... 3

        3c1. HACTO ..... 3

        3c2. Transportation Survey ..... 3

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

    4a. Zero Waste ..... 4

    4b. Green Purchasing ..... 4

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

**5. Community Wide Impact..... 5**

**6. Summary & Goals ..... 5**

**Appendices ..... 5**

**1. Introduction**

The Mayor's Office is committed to environmentally sustainable practices. Mayor Ed Lee and his staff work closely with the Department of the Environment and other City Departments to provide leadership and promote sustainable practices both within the City's operations and greater community of San Francisco in a variety of ways.

Within our City Hall offices, Mayoral staff work independently and in small teams in order to accomplish the multiple and varied tasks demanded of an Executive office. The Mayor's staff is aware of and actively participates in Zero Waste, Green Purchasing, and Green Transportation activities. We look forward to working with City Agencies to help decrease San Francisco's carbon footprint and achieve our sustainability goals.

**2. Departmental Profile**

**DEPARTMENT MISSION.** The Mayor's Office represents the people of the City and County of San Francisco and ensures that San Francisco is a place where all residents can live full lives in a safe, prosperous and vibrant environment.

**DEPARTMENT BUDGET.** The Fiscal Year 2012-2013 budget for the Mayor's Office is \$6.2 million. We do not yet have the Fiscal Year 2013-2014 budget.

**DEPARTMENT EMPLOYEES.** The total number of current year budgeted and funded positions for the Mayor's Office is 36.3.

**FACILITIES.** The Department's offices are primarily located in the Eastern wing of City Hall's second floor. The Mayor's Office occupies City Hall rooms 100-210, 286-298, 496, and room 168 (Mayor's Office of Neighborhood Services, MONS). All offices are either used to house employees or used as meeting spaces.

**VEHICLES.** The Department does not have a vehicle fleet.

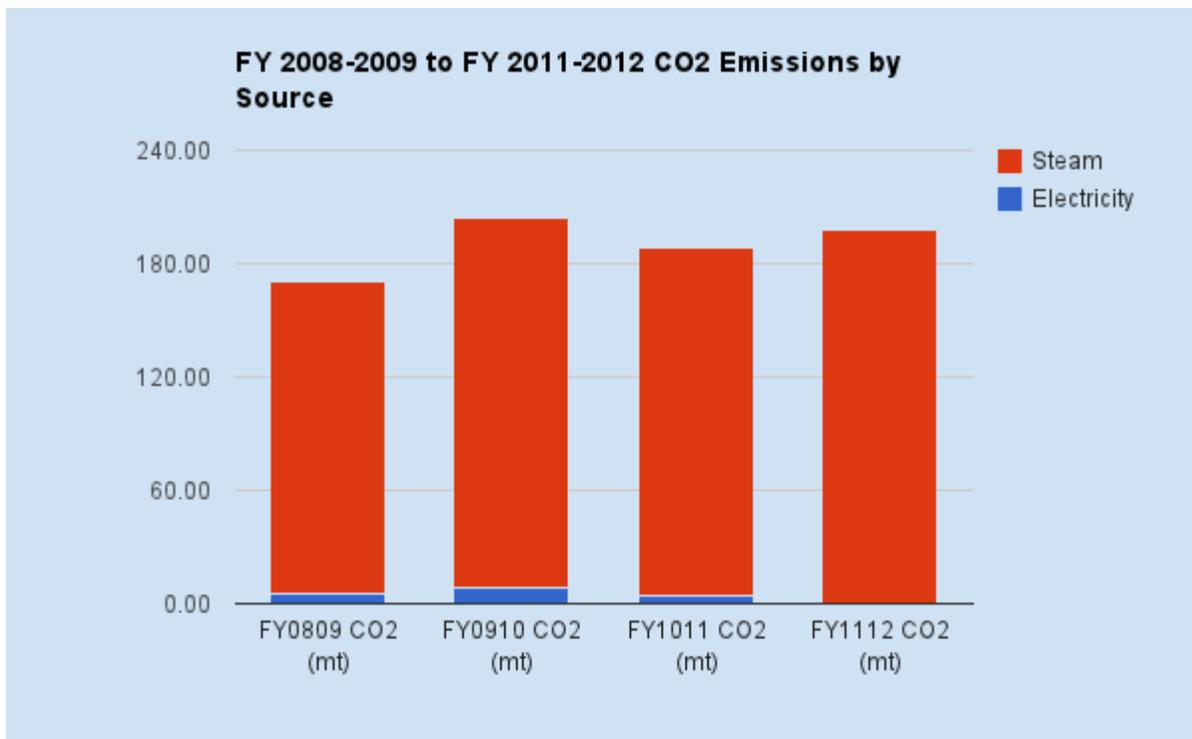
**DEPARMENT CONTACT INFORMATION.**

Mayor's City Hall Offices Climate Liaison & Zero Waste Coordinator  
Carol Lu  
Fiscal & Policy Analyst  
(415) 554-6485  
carol.lu@sfgov.org

**3. Carbon Footprint**

The Office of the Mayor's total carbon footprint includes consumption of energy in the 2<sup>nd</sup> floor of City Hall, i.e., Electricity and Steam.

For Fiscal Year 2011-12, 198.32 metric tons of carbon emissions are from building energy. Total carbon emissions have fluctuated since the Fiscal Year 2008-2009 carbon footprint, but overall, emissions have stayed relatively constant in the past four years.



**3a. Building Energy**

The list of facilities used by SF Environment to calculate the FY 2011-2012 Departmental carbon footprint has been verified by the Mayor's Office to be accurate and complete.

FY 2011-2012 Carbon Footprint from Consumption of Electricity, Natural Gas, and Steam

GHG Emissions from Electricity: 441,821 kWh consumed, 0 metric tons of CO<sub>2</sub>e

GHG Emissions from Natural Gas: 0 therms consumed, 0 metric tons of CO<sub>2</sub>e

GHG Emissions from Steam: 2,081,796 pounds consumed, 198.32 metric tons of CO<sub>2</sub>e

According to the FY 2011-2012 Carbon footprint summary, the vast majority of the Department of the Mayor's energy consumption comes from steam heat. The Department's steam heat usage is calculated as the percentage of floor space it occupies within City Hall. Unfortunately, the Department cannot directly reduce this consumption, as City Hall Building Management centrally controls the heating.

The remainder of building energy usage from the Mayor's Office is comprised of electricity. Lighting is primarily controlled by motion sensors, and unused offices are left unlit to reduce our consumption of electricity.

Although the Mayor's Office consumed 441,821 kWh of electricity in FY 2011-2012, this electricity consumption was associated with 0 metric tons of CO<sub>2</sub>e of emissions. In 2011, the electricity supplied by the San Francisco Public Utilities Commission (SFPUC) to municipal and retail customers had a greenhouse gas emissions factor of zero because its generation portfolio was carbon neutral. SFPUC's generation portfolio includes hydroelectric power from the Hetch Hetchy Power System and in-city solar and biogas generation.

### **3a1. Energy Efficiency**

The Department does not have any energy efficiency or retrofit projects.

All of the Department's computers are set to automatically sleep when inactive, but many computers are left on (logged out) during the evenings for automatic updates and to facilitate remote work. The Department purchases low-power and energy efficient servers. The Department has not virtualized its servers.

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

The Department does not have any renewable energy systems.

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

The Department has no LEED-certified facilities, although the City has filed for LEED gold certification for City Hall.

## **3b. Water**

The list of facilities used by SF Environment to calculate the FY 2011-2012 Departmental water usage has been verified by the Mayor's Office to be accurate and complete.

The Department's City Hall offices consumed 596,088 gallons of water and discharged 392,210 gallons of wastewater in FY 2011-2012. This is a 2.71% increase from the prior year's consumption of water (580,356 gallons) and a decrease from the prior year's discharge of waste water (410,866 gallons). City Hall is open to the public. The majority of the building's water and wastewater usage is related to its restroom facilities.

As with energy usage, The Department's water usage is calculated as the percentage of floor space it occupies within City Hall. The Department has no water efficiency retrofit projects planned.

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

The Mayor's Office does not operate any vehicles and therefore does not contribute to any fleet-related carbon emission. However, Mayor's Office employees can control their transportation-related carbon emissions in their commute to and from work.

### **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 Mayor's Office encourages employees to walk, bicycle or use transit to commute to and from work. As part of San Francisco's Walk to Work Day (the first in the Nation), Mayor Ed Lee launched the City's Pedestrian Strategy to encourage walking. The Department encourages employees to commute sustainably to work by offering secure bike-parking at City Hall. To promote transit, employees have access to pre-tax transit benefits.

The Department's HACTO plan is attached as an appendix.

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

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 Department of Environment's CommuteSmart team and distributed through Climate Liaisons and others to each department and division.

The Mayor's Office ran the survey from December 1 through December 31, 2012 and had a 75% response rate. Each employee received information to fill out the survey in their work inboxes and was reminded about the survey at staff meetings.

From the data results specific to the Department, there were three interesting observations:

- Employees used public transit, carpool or vanpool in 72% of their weekly trips to and from work. This represents a major increase from survey results 2 years ago, when employees used public transit, carpool or vanpool for only 62% of weekly trips.
- 46% of Mayor's Office employees are enrolled in the Pre-Tax Commuter Benefits program. Of those who are not enrolled in the program, 45% explain that they are not familiar with the program. Thus, there is further opportunity to educate employees and increase participation in the program.
- 30% of employees who drove alone at least once a week explained that they needed to make stops to and from work, such as running errands. 31% of employees believed that having more convenient transit options would reduce the incidence of driving alone and an additional 25% of employees believed that flexible work schedules would reduce the incidence of driving alone.

## **4. Other Sustainable Practices**

The Mayor's Office also participates in the Zero Waste and Green Purchasing programs to further reduce environmental impact.

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

In this year's Zero Waste Assessment questionnaire, coffee cups were identified to be the number one item that could be eliminated from the trash and recycle bins. To encourage composting, the Department could work with its Zero Waste Coordinator to put larger composting bins in more prominent office locations.

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

San Francisco's Environmental Code Chapter 2 requires all City departments to buy green products listed at SF Approved, at <http://www.sfapproved.org>. In calendar year 2011, the department had no green purchasing data from vendors. It is the practice of the Mayor's Office to check the SF Approved List before purchasing new supplies.

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

The Department is not involved in planting, caring for, or otherwise supporting forestry resources.

#### **5. Community Wide Impact**

The Mayor and his staff are committed to environmentally sustainable practices and consistently working with the Department of Environment and other City Departments to ensure and promote sustainable practices both within the City's operations and greater community of San Francisco. Below are just a few examples of ways in which the Mayor's Office has a community-wide impact:

##### ***Full Funding of the GoSolarSF Program***

On March 13, 2013, Mayor Ed Lee announced that the City would allocate an additional \$2 million in Fiscal Year 2013-14 and \$4 million in Fiscal Year 2014-15 to the successful GoSolarSF initiative. The GoSolarSF program, administered by the SFPUC, provides incentives for San Francisco residents, businesses and non-profits to install solar panels on their property. The program reduces greenhouse gases, creates jobs for San Franciscans, and jump starts the local solar industry.

##### ***Giant Sweep Anti-Litter Campaign***

On February 8, 2012, Mayor Ed Lee and the San Francisco Giants launched a Citywide anti-litter campaign. The "Giant Sweep" campaign requires City Departments partner with local schools, residents, businesses and community groups to keep San Francisco clean and beautiful. Giant Sweep days are scheduled Fridays and Saturdays throughout February, April, June, and September 2013. The first Saturday event began on February 9<sup>th</sup> in the District 6 neighborhood, to pick up litter, paint out graffiti, and implement greening projects.

##### ***Launch of CleantechSF Program***

On October 30, 2012, Mayor Ed Lee announced the launch of CleantechSF, an initiative to support the growth of the cleantech industry and cleantech jobs in San Francisco. The program seeks to streamline the demonstration and testing of clean technologies utilizing City assets, attract cleantech anchoring institutions to San Francisco, and support early stage cleantech firms in San Francisco. The program is a partnership between the Mayor's Office of Civic Innovation, Office of Economic and Workforce Development, Department of Environment, Public Utilities Commission, and the California Clean Energy Fund.

#### **6. Summary & Goals**

The Mayor's Office is committed to environmentally sustainable practices. Mayor Ed Lee and his staff work closely with the Department of the Environment and other City Departments to provide leadership and promote sustainable practices both within the City's operations and greater community of San Francisco in a variety of ways. We look forward to working with City Agencies to decrease San Francisco's carbon footprint and achieve our sustainability goals.

#### **Appendices**

## Elcott, Liore

---

**From:** Wufoo [no-reply@wufoo.com]  
**Sent:** Monday, April 29, 2013 5:41 PM  
**To:** Elcott, Liore  
**Subject:** HACTO Annual Plan [#61]

**Department \*** Mayor's Office

**Name of Person Preparing Report \*** Carol Lu

**Title of Person Preparing Report \*** Fiscal & Policy Analyst

**Email of Person Preparing Report \*** [carol.lu@sfgov.org](mailto:carol.lu@sfgov.org)

**Name of Department Head \*** Mayor Ed Lee

**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: \*** Outreach

**What forms of communications will you use to promote employees to use TRANSIT for work-related travel? \*** E-mail Blast  
Poster / Flyers

**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? \*** Yes

Is your department able or have plans be able to host a video-conference call? \*

Yes

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

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

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

Yes

How will you promote bike-commuting? \*

Provide indoor/safe bike storage  
Offer on-site showers and/or lockers

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

E-mail Blast  
Posters / Flyers

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: \*

Outreach

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

E-mail Blast  
Posters / Flyers

---

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

Yes

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  
Phone consultation with a CommuteSmart team member  
Phone consultation with a Clean Vehicle team member  
Presentation (tabling, brown bag lunch...) at your office