

**Title: Department of Economic and Workforce Development Climate Action Plan**

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

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**Table of Contents:**

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

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

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

    3a. Building Energy..... 2

        3a1. Energy Efficiency ..... 2

        3a2. Renewable Energy ..... 3

        3a3. Green Building..... 3

    3b. Water ..... 3

    3c. Transportation & Fuel ..... 3

        3c1. HACTO ..... 3

        3c2. Transportation Survey ..... 4

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

    4a. Zero Waste ..... 4

    4b. Green Purchasing ..... 4

    4c. Carbon Sequestration / Urban Forest..... 5

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

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

**Appendices ..... Error! Bookmark not defined..**

**1. Introduction**

The Department of Economic and Workforce Development occupies 4 spaces in City Hall. Our Film office occupies 666.40 square foot office. The Economic and Small Business Office occupies 5,474.00 square foot space between the divided divisions. The Workforce division occupies 2,998 square foot office space at 30 Van Ness. However as of August 2012 the Workforce Division is moving to 1 South Van Ness, 5<sup>th</sup> Floor as our department is rapidly growing.

Within our City Hall office, OEWD staff often work independently and in small teams in order to accomplish the multiple and varied tasks of an Executive office who works closely with the Mayor’s office under the direction of Mayor Lee. OEWD staff are aware of and actively participate in zero water, green purchasing.

The Department of Economic and Workforce Development is pleased to have been invited to participate in this program and look forward to working with the Department of Environment and other offices with in City Hall to develop revised calculation methodologies for future years. We hope that this will allow the office with in City Hall to more accurately calculate their carbon footprints and address ways to measure increased efficiencies.

## 2. Departmental Profile

Departmental Mission: The Office of Economic and Workforce Development's mission is simple; we support the ongoing economic vitality of San Francisco. Under the direction of Mayor Edwin M. Lee, OEWD provides city-wide leadership for workforce development, business attraction and retention, neighborhood commercial revitalization, international business and development planning.

OEWD's programs are responsible for strengthening San Francisco's many diverse neighborhoods and commercial corridors, creating a business climate where companies can grow and prosper, and ensuring a continually high quality of life for all San Franciscans.

By providing one point of contact for a variety of essential City programs and services, OEWD's goal is to ensure that San Francisco will always be what it is today; one of the best places on the planet to live, work and play.

Departmental Budget: The Office of Economic and Workforce Development's budget for Fiscal Year 2012-2013 is 46,246,904.

Number of Employees: The Office of Economic and Workforce Development has staff of 91 full time paid employees. All staff have computer workstations.

Facilities: The Office of Economic and Workforce Development occupies space in 2 buildings. Our primary office is located in City Hall. Our department occupies 4 separate offices in room 448, 443, 473 and room 110. There are 46 employees that occupy those spaces.

Our Workforce Division office occupies space located at 1 South Van Ness Ave, 5<sup>th</sup> Floor, with 45 employees occupying that space. Both of these locations are managed by the City and County of San Francisco's Real Estate Division.

Vehicles: The Office of Economic and Workforce Development does not have any vehicles. Our office uses Vehicle Pool when in need of a car, which is managed by City Hall Building Management.

Departmental Contact Information: The Office of Economic and Workforce Development can be reached at 415-554-6969 or [moewd@sfgov.org](mailto:moewd@sfgov.org)

Climate Liaison: Myisha Hervey, Executive Assistant/Office Manager

Zero Waste Coordinator: Myisha Hervey

Zero Waster Coordinator: Fred Liedl, Finance Manager

## 2. Carbon Footprint

### 3a. Building Energy

Facilities Verification: The list of facilities used by the SF Environment to calculate the FY2011-2012 Department carbon footprint has been verified by the Office of Economic and Workforce Development to be accurate and complete.

In August 2012 our Workforce Division of our department moved from 30 Van Ness to a bigger space at 1 South Van Ness. We anticipate the total energy use for FY2012-2013 will change due to this move.

Fiscal Year 2011-2012 Carbon Footprint Consumption of Electricity, Natural Gas and Steam.

**Location: 30Van Ness**

GHG Emissions from Electricity Fiscal Year 2011-2012: 115,580 kWh consumed, 0 Metric Tons of CO2  
GHG Emissions from Natural Gas in Fiscal Year 2011-2012: 1,235 therms consumed, 6.55 Metric Tons of CO2

Our 30 Van Ness office facility does not use steam.

### **Location City Hall**

CHG Emissions from Electricity Fiscal Year 2011-2012: 118,493 kWh consumed, 0 Metric Tons of CO2  
CHG Emissions from Steam in Fiscal Year 2011-2012: 558,319 lbs consumed, 53.19 Metric Tons of CO2

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

Our office space is owned by the City and County of San Francisco and managed by the Real Estate Division.

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

Our office space is managed by the Real Estate Division for the City and County of San Francisco and are unaware of any plans pertaining to the building.

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

This section isn't relevant to the Department of Economic and Workforce Development. Our space is owned by the City and County of San Francisco and managed by the Real Estate Division.

### **3b. Water**

Department of Economic and Workforce Development's FY2011-2012 Water Consumption:

30 Van Ness: 104,548

City Hall: 159,865

Total water use for the Department of Economic and Workforce Developments has fluctuated since FY2009-2010 with a decrease of over 18% for City Hall and a decrease of over 13% for 30 Van Ness.

Our office space is owned by the City and County of San Francisco and managed by the Real Estate Division.

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

The Department of Economic & Workforce Development has no vehicles. We use the City Hall Vehicle Pool and/ or public transportation for our City Hall staff. Staff at 30 Van Ness have 2 vehicles for their use

- 1) Ford Taurus with a fuel consumption of 101.9
- 2) Toyota Prius with a fuel consumption of 71.5

#### **3c1. HACTO**

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

- Transit First- at work
- Transit First- Commuting
- Vehicle Reduction

In order to comply with the Healthy Air & Clean Transportation Ordinance, Dept of Economic & Workforce Development reported that 45.24% of our employees are in rolled in the Transit First programs.

Department of Economic & Workforce Development encourages our employees to walk or use public transportation for meetings. We offer the use of clipper cards to be checked out daily for meetings. Employees are also encouraged to sign up for Vehicle Pool training to use City Hall Vehicle Pool for meetings not easily accessible by public transit.

Department of Economic & Workforce Development encourages employees to commute to work by participating in the Pre-Tax Commuter Benefits Program.

### 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 the Climate Liaisons to each department/division.

The Department of Economic & Workforce Development December 1 through December 31, 2012. Out of our 65 employees, 44 employees filled out the survey- a 67.69% participation rate. Each employee received information to fill out the survey in their work in boxes and was reminded about the survey via email.

From the data results specific to our department, there were three interesting observations.

- 54.76% employees are not enrolled in the program and 30.43% of the survey responses said that they don’t participate in the Pre-Tax Commuter Benefits Program because they aren’t familiar with the program.
- This stands out because it means that there’s a great opportunity for the education, and that the more people who know about it the more will participate.
- 45.24% of our employees are in enrolled in the program and take public transportation.

To increase awareness and education, we will send out an email communication to the department explaining how commuters can save up to 40% on their commute through the Pre-Tax Commuter Benefits Program.

## 4. Other Sustainable Practices

### 4a. Zero Waste

The Department of Economic and Workforce Development intends to reduce internal deskside landfill container and facilitate annual zero waste training for staff. **\*\*Please note charts would not download\*\***

Facility Name:	Address:	1# Trash Item	Action to eliminate it from landfill
Finance and Administration	1 South Van Ness, 5 <sup>th</sup> Fl.	<i>Paper towels</i>	request needed buns and arrange recycle/compost/landfill bins together and have all-staff meeting to refresh
Workforce Development Division	1 South Van Ness Ave, 5 <sup>th</sup> Fl.	<i>Food</i>	Better signage and Training
Economic Development	City Hall, 1 Dr. Carlton B. Goodlett Place	<i>Paper towels</i>	Letting staff know and observing trash cans.

### 4b. Green Purchasing

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

In calendar year 2011, the Department of Economic and Workforce Development had the following record :

Batteries: No data from vendors

Cleaners: No data from vendors

Computer/servers: 100%

Light bulbs: No data from vendors

OEWD's office manager orders all supplies for the office and only orders recycled paper, paper towels, etc. unless there no other alternatives. All products are ordered through city approved vendor Staples and only certain items are available for purchasing.

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

This section is not relevant to the Department of Economic and Workforce Development.

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

The Department of Economic and Workforce Development staff are committed to environmentally sustainable practices and consistently work with the Department of the Environment and other City Department to ensure and promote sustainable practices with in our department and in our community.

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

The Department of Economic and Workforce Development's plans to work towards our effort to reduce our carbon footprint by encouraging staff do to the following:

- Turning off lights when leaving the office
- City Hall building management has installed light sensors so that lights in sporadically used spaces turn off automatically when not in use & replaced low efficiency lighting with higher efficiency lights
- We have larger recycle bins instead of trash bins to encourage recycling
- We are ordering compost bins for the various spaces in our office to encourage composting
- We print doubled sided whenever possible and only print when necessary
- We order cleaning products that are non-toxic
- Staff bring in their reusable cups for water/tea

These are just some of the ways OEWD is working to reduce our carbon footprint.

## HACTO Annual Implementation Report FY:'11-'12 [#26]

Department *	Office of Economic and Workforce Development
Name of Person Preparing Report *	Myisha Hervey
Title of Person Preparing Report *	Executive Assistant/Office Manager
Email of Person Preparing Report *	<a href="mailto:myisha.hervey@sfgov.org">myisha.hervey@sfgov.org</a>
Name of Department Head *	Todd Rufo
Email of Department Head *	<a href="mailto:todd.rufo@sfgov.org">todd.rufo@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: *	Transportation Survey: The Office of Economic & Workforce Development has 87 staff. Some commute via Bart/Muni & walking & others via automobile.
Below, please report on the success of the abovementioned policies in reducing single–occupancy motor vehicle use for work–related trips: *	most of our staff make it a point to to take public transportation, and use vehicle pool for late meetings or meetings outside of the city.
Does your department manage any of its own vehicles? *	No

## HACTO Annual Plan [#51]

Department *	Office of Economic and Workforce Development
Name of Person Preparing Report *	Myisha Hervey
Title of Person Preparing Report *	Executive Assistant
Email of Person Preparing Report *	<a href="mailto:myisha.hervey@sfgov.org">myisha.hervey@sfgov.org</a>
Name of Department Head *	Todd Rufo
Does your department promote or plan to promote employees to use public transit for	No

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**work-related travel? \***

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

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

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

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

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

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

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

**How will you promote Carpool and/or Vanpool? \*** Other

**Other: \*** we encourage City Hall Vehicle Pool

**What forms of communications will you use to** E-mail Blast

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promote employees to CARPOOL or VANPOOL  
when commuting to/from work? \*

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

No

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

N/A

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: \*

Pre-Tax Commuter Benefits flyers & guides

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