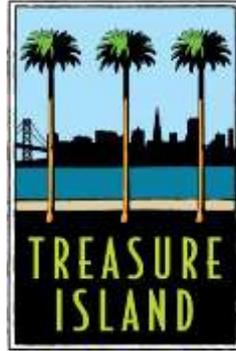


Treasure Island Operations Project Office



Departmental Climate Action Plan

FY2011-2012

Title: Treasure Island Operations Project Office Climate Action Plan

Data Year: Fiscal Year 2011-2012

Date: June 3, 2013

Prepared by: Peter Summerville

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Attachment A - Treasure Island Operations Project Office HACTO Plan FY 2012-2013

1. Departmental Profile

The Treasure Island Development Authority (the "Authority") is tasked with managing the interim use and future development of former Naval Station Treasure Island located at Treasure and Yerba Buena Islands (heretofore referenced collectively as "The Islands"). The Authority is the master tenant of the United States Navy, which still owns former Naval Station Treasure Island. The Authority is also party to a Cooperative Agreement with the Navy, on behalf of the City, for the provision of municipal services to the Islands.

The Treasure Island Operations Project Office is responsible for assuring the delivery of City and County of San Francisco (the "City") municipal services to the Island community, as well as assuring the maintenance, repair and interim reuse of the buildings and grounds that comprise former Naval Station Treasure Island; excluding federal and state-controlled parcels on both Islands. The Authority's Development Office staff manages the negotiations with the United States Navy over the transfer of The Islands to the City as well as negotiations with The Islands selected Master Developer, Treasure Island Community Development LLC.

The Project Office staff and Development Office Staff are employees of the City's General Services Agency. The Project Office is comprised of six employees: the Director of Island Operations and five staff. Seasonal and temporary interns periodically expand the staff size beyond six. The Project Office is located in a suite of offices within the Treasure Island Administration Building at One Avenue of the Palms on Treasure Island. The Project Office shares the Administration Building with approximately 25 other office tenants. The Authority's Development Office is comprised of two staff members and its offices are located at One

South Van Ness Avenue in San Francisco. The Development Office staff, office space and office operations are not contemplated in this document.

The Authority's annual budget for FY11-12 was approximately \$8.4 million dollars. The Authority derives its annual revenue to cover expenses through on-Island residential leasing activities, commercial leasing activities, and special event/film/photo permitting. The Authority receives no money from the City General Fund. Additional City departments including the San Francisco Fire Department, San Francisco Police Department, Department of Public Works and Public Utilities Commission provide municipal services to the Islands through annual work orders between the departments and TIDA.

2. Carbon Footprint

2a. Energy and Utility Usage

The Project Office is dedicated to minimizing the amount of energy, water and waste used in the day-to-day operations of the office. The location of the Project Office within a building with only one central meter makes it difficult to gauge the Project Office's utility usage. Signage is posted in Project Office common areas reminding staff to shut off lights and conserve energy when rooms are not in use. Light fixtures and bulbs used in the office are regularly inspected by on-Island Department of Public Works staff and replaced or upgraded as necessary to maintain energy efficiency.

As the Administration Building remains in a state of interim reuse, large scale upgrades of fixtures, utility infrastructure and building utility systems or installation of renewable or alternate energy infrastructure is not possible in the near-term.

2b. Fuel, Transportation and Staff Commuting Practices

Treasure and Yerba Buena Islands are accessible by vehicle strictly by the San Francisco Oakland Bay Bridge/Highway 80 and via public transit solely by the MUNI 108 bus line. The one San Francisco-based stop on the 108 line is the terminus stop at the Temporary Transbay Terminal at Howard and Beale Streets in downtown San Francisco. At this time there is not ferry transit service to the Islands, nor is there transit service connecting the East Bay and the Islands.

The Project Office has four vehicles: a Ford Explorer, a heavy duty 8 passenger van, and two Honda Civics, one of which is a CNG alternate energy vehicle. Due to the satellite location of the Project Office and the lack of robust public transportation service to and from the Islands, vehicle travel by Project Office staff is often unavoidable. To that extent, Project Office staff works to maximize the efficiency of vehicle use by consciously clustering their meetings and appointments held in San Francisco on their calendars whenever possible. This strategy proves to cuts down on redundant vehicle trips to and from the Island and the City in any given time period.

Data from Central Shops indicates that both fuel consumption and CO2 emission from Project Office vehicles has declined annually since FY2008-2009:

Fuel Consumption					Fuel Data Source
Fuel Type	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	
Gasoline (gal)	888	782	598	467	Central Shops
CNG (GGE)	0	67	40	31	Central Shops

CO2 Emissions (mt)				Fuel Data Source
FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	
7.82	6.89	5.26	4.11	Central Shops
0	0.41	0.24	0.19	Central Shops

Project Office staff also utilizes alternate transportation during day-to-day operations including departmental City Cycle bicycles for on-Island travel, use of vanpooling for on-Island tours, and staff carpooling or vanpooling for off-site meetings. Use of the MUNI 108 bus by staff during day-to-day operations varies annually, but is limited at best. Project Office staff does not currently utilize the department's CityCycles for off-Island transit needs.

Project Office staff participated in a recent Commuter Survey that indicated all staff currently drive to work alone. Staff responses indicated that lack of enough public transportation options and the flexibility that driving offered, amongst other reasons, were main motivators in the choice to drive alone.

REASONS FOR DRIVING ALONE		
Reason:	Number of Responses	Percentage of Total Responses
Adverse weather conditions (e.g. rain, extreme heat/cold)	1	4.55%
I don't feel safe using public transit.	0	0.00%
I don't feel safe walking/biking	1	4.55%
I need to make stops to and/or from work (e.g. errands, pick up/drop off).	6	27.27%
I use my vehicle for work.	1	4.55%
It's difficult to find people to carpool/vanpool with.	3	13.64%
Driving alone is more convenient, flexible, and/or less stressful.	6	27.27%
Public transit does not match my route/schedule.	4	18.18%
I believe driving alone saves money.	0	0.00%

When asked what incentives would discourage staff from driving alone, additional transit options and availability of alternate work schedules were the two top responses:

INCENTIVES TO DISCOURAGE DRIVING ALONE	
Incentive:	Number of Responses
Financial assistance for purchasing transit tickets.	1
More comfortable, convenient, or reliable transit options.	5
More accessible bicycle facilities.	0
Being required to pay for parking or increases in parking fare.	0
Having an alternate work schedule, or being able to work	4

from home.	
Nothing would discourage me from driving alone.	1

The Project Office 2012-2013 HACTO Plan is attached to this document as *Attachment A*.

3. Other Sustainable Practices

The Project Office adheres to basic best practices and City requirements as related to office sustainability.

3a. Integrated Pest Management

The Project Office is serviced by Pestec, a City-approved Integrated Pest Management vendor adhering to appropriate techniques and practices.

3b. Zero Waste

Recycling containers are placed in all Project Office staff work areas and common areas. Receptacles for disposal of cellular phones and batteries are centrally located in the Project Office and appropriately marked. Signage posted in Project Office common areas encourage proper sorting of recyclables and trash. The Project Office utilizes the Virtual Warehouse for re-use of equipment and supplies, and proper disposal of e-waste generated by the Project Office. Composting service is not yet available at the Administration Building.

3c. Green Purchasing

The Project Office purchases items that have a lower impact on the environment by using SFApproved.org, educating the Authority's on-Island service providers and contractors about Green purchasing and use of Green products and following City purchasing guidelines for paper, cleaning products and other office products.

4. Community Wide Impact

The Project Office also works to forward the City's Zero Waste and Energy Conservation policies on Treasure and Yerba Buena Island through property management efforts including:

- Partnering with Recology Golden Gate to maintain a Residential Composting Pilot Program for the Treasure Island residential neighborhood and facilitate an annual Treasure Island Clean-Up Day for resident's disposal of bulky items, e-waste, appliances, bulbs, batteries, motor oil and more.
- Partnering with Recology Golden Gate, San Francisco Environment, SF Public Utilities Commission, Department of Public Health and other local and state agencies to include agencies in Island community events, assist agencies in community outreach and notification to Island community of available programs and services.
- Ongoing monitoring of subtenant compliance with TIDA Sublease Waste Reduction and Food Service Waste Reduction requirements.
- Ongoing monitoring of event/film/photo production permittees compliance with TIDA Special Event Use Permit Recycling, Composting and Alternate Transportation requirements.
- Partnering with residential property managers to maintain and upgrade energy efficient fixtures and appliances in on-Island residential units.

- Funding maintenance and expansion of on-Island bicycle infrastructure including bicycle lanes and bicycle racks.
- Funding installation of three on-Island Electric Vehicle chargers in support of Mayor Ed Lee's Electric Vehicle Charging Station installation initiative.
- Partnering with SF Public Utilities Commission to establish interruptible water rates for Authority's recreational/sports field subtenants allowing for interruption of athletic field irrigation during declared water shortages affecting San Francisco or the region.

5. Summary and Goals

Direct analysis of the Project Office's utility usage remains elusive due to the lack of individual metering of the Project Office suite. Staff will continue to receive education on energy conservation practices such as shutting off lights and equipment at the end of the work day and utilizing natural lighting instead of overhead lighting whenever possible.

While Project Office staff's commuting habits do not emphasize alternate transportation, the Project Office is pleased with its decrease in fuel consumption and CO2 emissions and its increase in the use of CityCycle bicycles and walking as modes of on-Island transportation during working hours. Strategic scheduling for off-Island travel and use of alternate transportation for on-Island travel will continue to be points of emphasis in staff transit and commuting education.

Project Office staff will continue to utilize desk side recycling and adhere to City Green Purchasing standards in its daily operations. Creative solutions will be examined to address current inability to compost food scraps generated at the Project Office.

Treasure Island Operations Project Office Climate Action Plan

Attachment A – Treasure Island Operations Project Office HACTO Plan FY 2012-2013

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
- New Employee Orientation
- 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.

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

- E-mail Blast
- New Employee Orientation
- 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? *

- Encourage communication amongst staff members.

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

D. Does your department offer or plan to offer tele-commuting? * No

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

- E-mail blast
- Posters/Flyers

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

The CommuteSmart Team and Clean Vehicle staff have a wide assortment of resources available to you. Please check all of the resources that you would like and we will do our best to accommodate: *

- CommuteSmart brochures specific to CCSF employees
- Pre-Tax Commuter Benefits flyers & guides