

Data Year: Fiscal Year 2012-2013

Prepared by: Anne Trickey

Date: March 19, 2014



# **2014 SAN FRANCISCO ARTS COMMISSION CLIMATE ACTION PLAN**

# TABLE OF CONTENTS

<b>1. INTRODUCTION</b>	<b>1</b>
<b>2. DEPARTMENTAL PROFILE</b>	<b>1</b>
2a. Departmental Mission	1
2b. Departmental Budget	1
2c. Number of Employees	1
2d. Facilities	1
2e. Vehicles	2
2f. Departmental Contact Information	2
2g. Other Sustainability or Environmental Plan	2
<b>3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT</b>	<b>2</b>
3a. Facilities List Verification Statement	3
3b. Fiscal Year 2012-2013 Facilities Energy Consumption and Carbon Emissions	4
3c. 5-Year Historical Analysis of Facilities Energy Consumption and Carbon Emissions	4
<b>4. EFFORTS IN FACILITIES ENERGY REDUCTION</b>	<b>5</b>
4a. Energy Efficiency & Retrofit Projects	5
4b. Energy Benchmarking & Compliance with the Energy Performance Ordinance	5
4c. Compliance with the Commercial Lighting Efficiency Ordinance	5
4d. Information Technology	5
4e. Renewable Energy	6
4f. Green Building	6
<b>5. EFFORTS IN WATER USE REDUCTION</b>	<b>7</b>
5a. Water Data Verification Statement	7
5b. Fiscal Year 2012-2013 Water Consumption and Wastewater Discharge	7
5c. 4-Year Historical Analysis of Water Consumption and Wastewater Discharge	7
5d. Water Conservation	7
<b>6. EFFORTS IN VEHICLE FUEL REDUCTION</b>	<b>7</b>
6a. Compliance with the Healthy Air and Clean Transportation Ordinance	7
6b. Transit First Campaign	8
<b>7. OTHER SUSTAINABLE PRACTICES</b>	<b>9</b>
7a. Zero Waste	9
7b. Carbon Sequestration / Urban Forest	9
7c. Community Wide Impact	9
7d. Resiliency and Adaptation	9
<b>8. REPORT SUMMARY AND CLIMATE ACTION GOALS</b>	<b>9</b>
<b>APPENDICES</b>	<b>9</b>
A. HACTO Submission Confirmation	9

## 1. INTRODUCTION

The San Francisco Arts Commission is committed to the City and County of San Francisco's Climate Action Plan. While we are a small department housed in a city owned building, we do have four Cultural Center tenants who are partnering with us to better adhere to state and local standards on carbon emissions, energy consumption, water use and climate action goals. Our staff conducts business in the Civic Center area and we have storage and an installation site in two unoccupied buildings. The Arts Commission does not have a fleet of vehicles, manage cleaning, janitorial, or own the buildings where we conduct business and keep storage.

Electricity and natural gas are the highest contributors to our total carbon footprint. The Arts Commission plans to reduce the energy use and waste by continuing to inform our staff through discussion and posted reminders to recycle, compost, and turn off electronics when not in use. We also have required whenever possible that our staff to use public transit, CityCycle and the City Hall fleet of vehicles as commuting options, rather than driving their own cars.

For our Cultural Center tenants, we are still working on getting full data sets in order to set goals for the 2013-2014 fiscal year. However, we are committed to working with the PUC to provide complete and accurate data, so that we may better benchmark our progress. Our main goals for our Cultural Centers are to update water fixtures and educate tenants on conservation efforts.

## 2. DEPARTMENTAL PROFILE

### 2A. DEPARTMENTAL MISSION

The San Francisco Arts Commission is the city agency that champions the arts as essential to daily life by investing in a vibrant arts community, enlivening the urban environment and shaping innovative cultural policy.

### 2B. DEPARTMENTAL BUDGET

Fiscal Year 2013-2014 departmental budget:

\$14,150,397 AAO Users including CPC + \$10,127,991 PAP Estimate = \$24,278,388 total

### 2C. NUMBER OF EMPLOYEES

Number of FTE for Fiscal Year 2012-2013 = 34.5

### 2D. FACILITIES

The Arts Commission occupies two suites at the 25 Van Ness Avenue building at Van Ness and Market. We have one installation and storage facility on Grove Street and storage at Brooks Hall. We also have four physical Cultural Center tenants: The African American Art and Culture Complex, the Bayview Opera House, Mission Cultural Center for Latino Arts, and SOMArts.

Main Office: 25 Van Ness avenue suites 345 and 450

Administrative and oversight functions for our many programs, grants, and projects.

SFAC Window Display: 155 Grove Street

This unoccupied building has a curated storefront display that changes quarterly and storage.

Cultural Centers: Nonprofit organizations are tenants of the City and County of San Francisco. Their lease agreements and grant agreements are managed by the Arts Commission. The cultural center facilities control utilities independently.

- African American Art and Culture Complex: 762 Fulton Street Suite #300
- Bayview Opera House: 4705 Third Street
- Mission Cultural Center: 2868 Mission Street
- SOMArts Cultural Center: 934 Brannan St

## 2E. VEHICLES

The department has no vehicles.

## 2F. DEPARTMENTAL CONTACT INFORMATION

Climate Liaison/Zero Waste Coordinator/Green Purchaser/Water Conservation Contact, Anne Trickey, Office Manager

Cultural Center Contact, Robynn Takayama, Program Manager

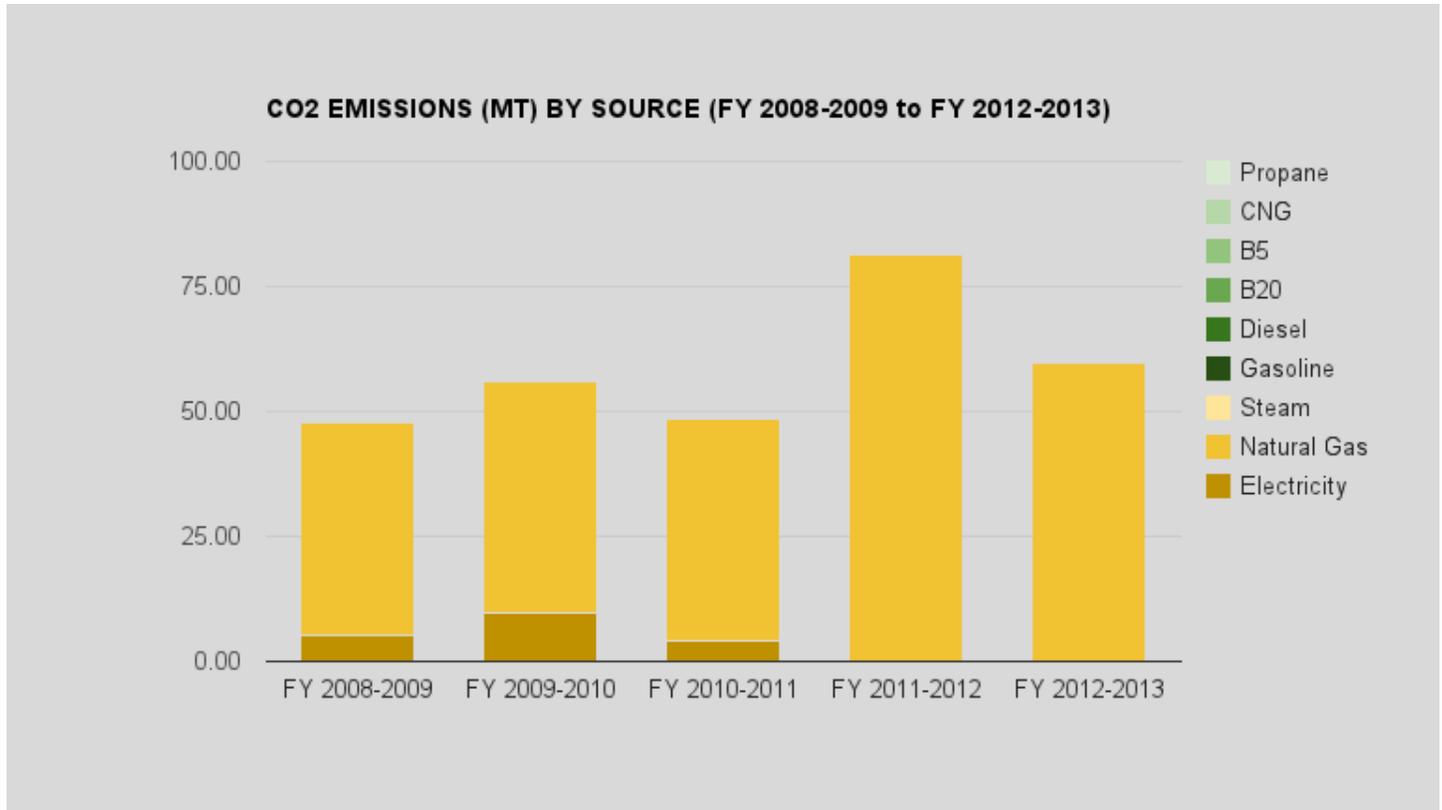
## 2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

The Arts Commission does not have any other sustainability plans besides this climate action plan.

### 3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

For Fiscal Year 2012-2013, the Arts Commission’s total operational greenhouse gas (GHG) emissions was 59.7 metric tons of CO2. This is based on GHG emissions calculated from the department’s consumption of facilities energy, which is described in the sections below. The five year summary of the Arts Commission’s annual operational CO2 emissions is summarized in the table and chart below. A 5-year historical analysis is provided in detail in the sections below.

FY 2008-2009 TO FY 2012-2013 ANNUAL DEPARTMENTAL CO2 EMISSIONS (MT)					
	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Total CO2 (mt)	47.71	55.98	48.48	81.41	59.70



While our emissions have remained somewhat constant, the largest increase in emissions was recorded in 2011-2012. This was the year that the SFPUC used federal stimulus money for an energy retrofit program at our Cultural Centers. At Mission Cultural Center for Latino Arts (MCCLA), the SFPUC made repairs and overhauled the building’s antiquated and dysfunctional heating, vitalization and air conditioning (HVAC) system. This resulted in the natural gas usage going up, because the heating could finally be used. Emissions subsequently went down in 2012-2013 due to the tenant’s realization of actual HVAC cost. The zero emissions electricity provided by SFPUC starting in 2011 has also made an effect on our overall output. Efforts in facilities energy and fuel reduction are outlined in the sections below.

### 3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by the Department of the Environment to calculate the FY 2012- 2013 Departmental carbon footprint has been verified by the Arts Commission to be accurate and complete. Recently, we re-evaluated our square footage use in Brook’s Hall, which makes this report more accurate than previous years. The Bayview Opera House just broke ground for new construction and will re-open in 2015, this will affect our 2013-2014 and 2014-2015 numbers. The Arts Commission will also be moving from 25 Van Ness to the Veteran’s Memorial building in 2015 and anticipates a larger consumption change then with the new LEED certified building.

### 3B. FISCAL YEAR 2012-2013 FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

Total Facilities Electricity in Fiscal Year 2012-2013: 492,730 kWh consumed, 0 GHG, \$20,900. Total Facilities Natural Gas in Fiscal Year 2012-2013: 11,249 therms consumed, 59.70 metric tons CO2 Emissions, \$11,769.

None of the Arts Commission's facilities uses steam, although we anticipate a change when we move to the Veteran's Building.

As of December of 2013, all Cultural Center use and emissions should now be accurately reported.

### 3C. 5-YEAR HISTORICAL ANALYSIS OF FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

The tables below summarize the Arts Commission's annual facilities energy consumption and associated GHG emissions for the past five fiscal years.

FY 2008-2009 to FY 2012-2013 Departmental Facilities Energy Consumption					
Emission Source (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity (kWh)	492,591	555,202	524,284	545,379	492,730
Natural Gas (th)	8,035	8,730	8,394	15,340	11,249
Steam (lbs)	0	0	0	0	0

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Facilities Energy					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity	5.07	9.65	3.93	0	0
Natural Gas	42.64	46.33	44.55	81.41	59.70
Steam	0	0	0	0	0
Total Facilities Energy CO2 (mt)	47.71	55.98	48.48	81.41	59.70

You can see the raise in Natural Gas for 2011-2012 as previously mentioned due to the new HVAC at MCCLA. Please refer to the section titled "Efforts in Facilities Energy Reduction" for details on reduction measures taken at the department.

## 4. EFFORTS IN FACILITIES ENERGY REDUCTION

### 4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

As previously mentioned, our Cultural Centers have been slowly renovated over the last few years. The Bayview Opera House is currently undergoing construction which will replace light fixtures, the HVAC system and water fixtures according to city ordinances and requirements. The other Cultural Centers are undergoing a survey of water fixtures for replacing per the Mayor's Executive Directive 14-01 on Water Use by City Departments. We hope to use city provided resources for fixture discounts, while the tenants will be responsible for purchasing out of their budgets.

### 4B. ENERGY BENCHMARKING & COMPLIANCE WITH THE ENERGY PERFORMANCE ORDINANCE

In order to comply with the Existing Commercial Buildings Energy Performance Ordinance (Ord 17-11, SF Environment Code Chapter 20), the Arts Commission assisted the SFPUC in producing the 2011 Energy Benchmarking Report for San Francisco Municipal Buildings by:

- Verifying the department's list of facilities.
- Verifying the existing facility data for each location (such as year built, gross square footage, and building type).
- Providing updated occupancy data specific to the primary EPA ENERGY STAR building category (such as weekly operating hours, number of workers on main shift, and if applicable, additional information on the facility, subspaces, and parking areas).

The 2012 Energy Benchmarking Report is available at <http://sfwater.org/modules/showdocument.aspx?documentid=4139>

The following 5 Arts Commission facilities were benchmarked:

Facility Type	# of Facilities Benchmarked for Department X per Facility Type	Page Number(s) in Benchmarking Report
Museums and Art	5	17

The Arts Commission reviewed the list of its facilities, which are sorted in the report by building type and listed in order of Energy Use Intensity (EUI)—the total annual energy use of the facility (in BTUs) divided by square feet of building area. The Arts Commission is currently investigating:

MCCLA and SOMArts use went up drastically, particularly MCCLA, because both received new HVAC units in. Since the tenants seen the cost of their energy consumption, they are participating in benchmarking and implementing conservation methods. MCCLA just received a new "Cool Roof" and are getting a set of recommendations from RED and the PUC for energy use in their space. It is the Arts Commission's goal that next year, SOMArts will participate in the same type of survey and recommendations.

The African American Art & Culture Complex also received a new HVAC system in 2011, but has been dropping their energy consumption over the years. The Bayview Opera House will receive their new HVAC system this year.

The Arts Commission Window Site/Gallery is being eliminated in 2015 and will no longer be on our building list.

### 4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

All buildings owned by the Arts Commission are compliant with the requirements outlined in the Commercial Lighting Efficiency Ordinance (SF Green Building Code).

### 4D. INFORMATION TECHNOLOGY

Arts Commission staff have been notified of the need to conserve energy with their computer use. The Office Manager has plans to label machines by the end of this fiscal year. Staff have been notified to set their hibernation/standby mode after 20 minutes of inactivity and there will be a follow-up settings process with our IT staff. We are currently looking into virtualizing our servers and plan to have the project completed by our move date of July 1, 2015.

#### 4E. RENEWABLE ENERGY

The Arts Commission looks forward to working with RED regarding best practices in this area.

#### 4F. GREEN BUILDING

In partnership with RED, the Arts Commission renovated MCCLA to include a Cool Roof. We will be moving into the Veteran's Building in 2015 which plans to be LEED certified.

## 5. EFFORTS IN WATER USE REDUCTION

### 5A. WATER DATA VERIFICATION STATEMENT

The list of water accounts used by the Department of the Environment to calculate annual departmental water use has been verified by the Arts Commission to be complete.

### 5B. FISCAL YEAR 2012-2013 WATER CONSUMPTION AND WASTEWATER DISCHARGE

The Arts Commission's FY2012-2013 Water Consumption: 94,531 Gallons

### 5C. 4-YEAR HISTORICAL ANALYSIS OF WATER CONSUMPTION AND WASTEWATER DISCHARGE

Total water use for the Art's Commission has fluctuated since FY 2008-2009. This is due to both usage and tenant reporting. Due to the need for Cultural Center tenants to release information to us some of their historical data is not complete.

FY 2008-2009 to FY 2012-2013 Annual Water Consumption and Wastewater Discharge				
	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Water (gal)	63,062	48,930	77,375	94,531
Wastewater Discharge (gal)	56,472	43,995	69,603	85,040

### 5D. WATER CONSERVATION

In the first quarter of 2014, a water audit was conducted at all of the Cultural Centers. The Arts Commission plans to help our tenants replace current models with high-efficiency fixtures. We have posted signs regarding conservation in the public restroom at 25 Van Ness and sent information to all staff regarding personal and professional conservation.

## 6. EFFORTS IN VEHICLE FUEL REDUCTION

### 6A. COMPLIANCE WITH THE HEALTHY AIR AND CLEAN TRANSPORTATION ORDINANCE

Healthy Air and Clean Transportation Ordinance (HACTO) is a mandate that all City employees and departments should use sustainable transportation such as public transit, walking, ridesharing or biking to minimize single-occupancy vehicle transportation as much as possible and, when it is not, to use green vehicles. To implement this ordinance, each department is required to develop a Transit First plan outlining how your department will implement the various sustainable options to reduce vehicle usage and a Transit First report on implementation. For departments that manage their own fleet of vehicles, fleet size must be reduced by 5% annually.

The Arts Commission is compliant with this year's Healthy Air and Clean Transportation Ordinance requirements, and the "HACTO Submission Forms – FY 1314" is attached as [Appendix A](#) to this document.

In order to comply with the Healthy Air and Clean Transportation Ordinance, the Arts Commission reported on the successes of its Transit First programs and plans for improvement and growth.

The Arts Commission encourages employees to walk or use transit for meetings. Most employees walk. This year, we will begin to offer Muni tokens to make the use of public transit easy. Employees are also encouraged to access the City Hall CityCycle bikes, as well as a CityCycle bike which is housed at the Arts Commission.

The Arts Commission encourages employees to commute sustainably to work by offering secure bike-parking and promoting participation in the Pre-Tax Commuter Benefits Program. This year, we will be promoting the rideshare match program as well as providing an agency CityCarShare account for those who need to use vehicles for meetings not near public transit or late night meetings in outlying communities.

## 6B. TRANSIT FIRST CAMPAIGN

This year, city departments implemented Transit First campaigns to educate employees about their Transit First options. The Arts Commission reviewed the results of the 2012 CCSF Transportation Survey and noted that many employees use public transportation or private vehicles for work-related trips. The Arts Commission has encouraged this behavior, but requires that employees request reimbursement for such trips. Consequently, the Arts Commission this year chose to run a campaign that focused on prepaid Muni tokens for employees, an agency-wide CityCarShare account and educating our staff on options.

Thus far, the Arts Commission has worked with the SFMTA and SF Environment to obtain tokens per program. These have been given to the Program Associate running each program. The next steps for the campaign are outreach and education. For this, we will put up posters at our location, send emails and make announcements at team and staff meetings.

The agency-wide CityCarShare account has been a real benefit, especially for last minute projects that require transport of large objects to outlying installation sites and communities.

## 7. OTHER SUSTAINABLE PRACTICES

### 7A. ZERO WASTE

The Office Manager for the Arts Commission is both the ZW Coordinator and the Climate Liaison. We have been working with SF Environment to complete this year's action items and find tangible solutions for the challenges at their locations. Although the Office Manager was unable to attend the annual workshop, we followed up to understand our role and responsibilities.

### 7B. CARBON SEQUESTRATION / URBAN FOREST

This section is not applicable to the Arts Commission

### 7C. COMMUNITY WIDE IMPACT

Our greatest community impact is through our Cultural Center tenants. We are working closely with them to educate and provide outreach to their constituencies around conservation efforts and ordinances.

### 7D. RESILIENCY AND ADAPTATION

This section is not applicable to the Arts Commission.

## 8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

In conclusion, the Arts Commission is excited about its commitment to the environment, compliance with city ordinances, current projects regarding Cultural Center renovation, and future move to a new LEED certified building for our administrative staff. Once we have updated fixtures, HVAC systems and facilities, we will be much better positioned to set strategic conservation goals for ourselves and our Cultural Center tenants.

## APPENDICES

Appendix A.

HACTO Submission Form – FY 1314 – begins on next page

## Trickey, Anne (ART)

---

**From:** Confirmation Message <no-reply@wufoo.com>  
**Sent:** Wednesday, January 22, 2014 2:36 PM  
**To:** Trickey, Anne  
**Subject:** HACTO Submission Forms 2013

Thank you for submitting your HACTO Plan.

The next step in the compliance process is to receive approval from your Department director. To do this, please forward this email to him/her. Your director must then send an email to [HACTO@sfgov.org](mailto:HACTO@sfgov.org) with "APPROVED" in the body of the email.

For resources on developing and implementing your Transit First plan, please be in touch with the CommuteSmart team at [commutesmart@sfgov.org](mailto:commutesmart@sfgov.org) or go to the designated City employee page: [www.sfenvironment.org/ccsfcommute](http://www.sfenvironment.org/ccsfcommute)

Thank you

## HACTO Submission Forms 2013

**Department \*** Arts Commission

**Name of Person** Anne Trickey

**Preparing Report**

\*

**Title of Person** Office Manager

**Preparing Report**

\*

**Email of Person** [anne.trickey@sfgov.org](mailto:anne.trickey@sfgov.org)

**Preparing**

**Report \***

**Name of** Tom DeCaigny

**Department**

**Director \***

**Acknowledgement** As the email noted, my department does not have any vehicles subject to HACTO.

\*

**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

\*

**From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: \***

We have had success in signing more employees up for our departmental City Car Share account as well as getting employees trained to use the city's Vehicle Pool. This has been our model since September 2013.

There remain challenges for our staff who attend evening public meetings in neighborhoods with less transit options. It is difficult for staff to consider transit options where they have to come back to work after an evening meeting or head home from an evening meeting that extends after regular work hours. It is hard to rationalize a transit ride home that may take one hour or more for those living outside of the city, when using their personal vehicle to get home takes 30 minutes or less.

**Does your department offer employees access to bicycles for work-related travels? \*** Yes

**Are they part of the CityCycle program? \*** Yes

How many bicycles are available? \*

1

How many locations have CityCycle bikes? \*

1

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycles for work-related travel:

We have had success with one enthusiastic employee who got us enrolled in the CityCycle program and uses the bike the most for work related transit. Her promotion of the program is regular and enthusiastic.

It has been more difficult to get other staff to use the CityCycle, especially when they travel to far away meeting areas such as SFO and need to transport materials back and forth from the worksite. Many materials are larger and heavier than a basket or backpack could carry.

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

Yes

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting car-sharing for work-related travel: \*

Since I came on as the Climate Liaison in September of 2013, we have signed up eight employees (21% of staff). At least three employees have taken the Vehicle Pool training. However, the vehicle pool training is more difficult to complete since it requires a follow-up training, making it a total of two hours and two different days before an employee is certified. Again, it's harder for employees who attend evening meetings to sign-up since they cannot go right home afterwards if using City Car Share. One, the city does not pay for home commutes and two, City Car Share does not allow drop-offs at locations different than pick-ups. The Vehicle Pool does allow for some overnights, but that requires special approval.

Is your

Yes

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

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

What are the  
reasons for not  
encouraging or  
planning to  
encourage  
employees to use  
tele-conferencing  
or video-  
conferencing? \*

No

We currently do not have the technological capabilities, however we do have a google account which would allow for video-conferencing if the other participants also had google accounts.

Please use this  
space to describe  
in greater detail  
all of your  
department's  
Transit-First  
programs related  
to at work travel:  
\*

We don't currently have the technological capability outside of using google accounts to allow for video-conferencing. It is also difficult to get permission from CCSF for tele-conferencing. That application is a 58 page document that requires employees who telecommute to have ergonomic office set-ups and DTIS support for remote access.

<http://www.sfdhr.org/modules/showdocument.aspx?documentid=17168>

Does your  
department  
promote or have  
plans to promote  
the use of public  
transit for

Yes

**commuting  
to/from work? \***

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

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

Yes

**How will you  
promote bicycle  
commuting? \*** Provide indoor/safe bike storage

**These bicycle-  
friendly resources  
are available at: \*** My department only has one location

**Does your  
department plan  
to promote the  
use of ridesharing  
for commuting  
to/from work? \***

Yes

**How will you  
promote  
ridesharing? \*** Encourage registration in the 511-matching program

**From looking at  
last year's HACTO  
Plan, please  
describe the  
successes and  
challenges of** Many people already bike or take public transit. For those that feel they need their own personal vehicle, many have evening or multiple off-site meetings during the day, which makes it more difficult to plan for ridesharing.

promoting  
ridesharing for  
commuting  
to/from work: \*

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

Yes

From looking at  
last year's HACTO  
Plan, please  
describe the  
successes and  
challenges of  
promoting tele-  
commuting: \*

As stated above, the tele-commuting application is a 58 page document that requires employees who telecommute to have ergonomic office set-ups and DTIS support for remote access as well as heavy supervisor over-site at the beginning to evaluate the program and its benefits.  
<http://www.sfdhr.org/modules/showdocument.aspx?documentid=17168> However, staff are encouraged to discuss this possibility with their supervisor and were sent an email with this application in early December.

Please use this  
space to describe  
in greater detail  
all of your  
department's  
Transit-First  
programs related  
to commuting  
to/from work: \*

In summary, the Arts Commission is:  
– Encouraging all employees to take advantage of the pre-tax commuter benefit and sign up for ridesharing when applicable.  
– We also provide an onsite bike room for bicycle commuters and encourage participation in the CityCycle program.  
– The Arts Commission has asked employees to sign-up for our City Car Share account and attend the city's Vehicle Pool trainings.  
– We will be purchasing tokens on a monthly basis for our commuting needs during work hours.

Campaign  
Options \*

2. Poster & e-communications campaign

Your department does not have any vehicles subject to HACTO.

You have completed this section. Thank You.