

# 2014 BOARD OF SUPERVISORS CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

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## 1. INTRODUCTION

The Board of Supervisors Department is pleased to present its 2012-13 Action Plan, which is prepared pursuant to Chapter 9 of the San Francisco Environment Code (Greenhouse Gas Emissions Targets and Departmental Climate Action Plans). Section 904 specifically requires that all City departments submit a written report annually to the Department of the Environment to calculate the City's progress toward meeting the green house gas emissions limits established in Section 902. This report is written using Century Gothic font, which use 30% less ink should this report be printed.

The Board of Supervisors is the Legislative branch of City government and consists of 11 Supervisors elected by district, and the Office of the Clerk of the Board which resources and supports the Board in fulfilling its duties. In addition, the Sunshine Ordinance Task Force, Assessment Appeals Board, and Youth Commission are divisions within the department.

The carbon footprint includes the consumption of energy in the department's offices, which are all located in City Hall and comprise 32,892 square feet (12.26%). For FY 2012-13, 0 metric tons (tonnes) of CO<sub>2</sub>e emission are from electricity, and 252.13 tonnes of CO<sub>2</sub>e are from steam. For FY 2011-12, they were 0 and 249.89, respectively. The 0 emission from electricity is explained in the report.

A transportation survey was conducted and 46 out of 75 employees participated. The majority of employees commute via public transit. Also, the majority of employees walk or use public transit for work-related meetings, events, and activities.

The department strives to reduce-reuse-recycle, buy green, and comply with energy conservation in the area of information technology.

Supervisors continue to introduce, support, and enact legislation that will help reduce climate impacts in San Francisco. Other jurisdictions inquire about legislation passed in San Francisco and have passed similar legislation in their communities.

The Board of Supervisors Department's goal is to continue its efforts to conserve natural resources and work toward zero waste in compliance with Chapter 9 of the San Francisco Environment Code.

## 2. DEPARTMENTAL PROFILE

### 2A. DEPARTMENTAL MISSION

The Mission of the Board of Supervisors is to:

- Respond to the needs of the City's residents by formulating and establishing City policies adopted through ordinances and resolutions.
- Allocate resources Citywide through the annual appropriation process.

The Mission of the Office of the Clerk of the Board is to:

- Resource the eleven Members of the Board to effectively serve the public's needs.
- Provide for the ethical and efficient flow of government.
- Preserve an accurate collection of the Board's legislative history.

- Encourage the public to be knowledgeable about the Board's decisions by making resources useful and available.
- Protect the public's right to petition their government and to have access to government records and information.
- Ensure open public meetings where public involvement in local government can occur.

## 2B. DEPARTMENTAL BUDGET

FY 2012-13: \$12,890,477

FY 2013-14: \$13,402,657 (submitted; to be finalized in July)

## 2C. NUMBER OF EMPLOYEES

Number of full-time equivalent budgeted: 77.81

## 2D. FACILITIES

The department is located in City Hall, which is managed by the City and County of San Francisco's Real Estate Division. Offices are located on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors.

The list of facilities used by the department to calculate the FY 2012-13 departmental carbon footprint has been verified to be accurate and complete.

**Board of Supervisors:** The 11 Members of the Board, their Aides (33), and volunteers and interns occupy space on the 2<sup>nd</sup> floor consisting of 2 small rooms and 1 large room for each Supervisor.

**Clerk of the Board/Sunshine Ordinance Task Force:** The Clerk and her staff (24) occupy space on the 2<sup>nd</sup> floor that consists of 10 rooms. There is 1 large room for the reception area, the Executive Assistant, and Operations staff (5) in cubicles, and there are 2 large rooms comprised of cubicles for the Legislative staff (10) and Administration & Finance staff (6). There are 3 small rooms for the Clerk and 2 Deputy Directors. The remaining 4 rooms are small and consist of a conference room, a mail room, a copier room, and a file room.

**Assessment Appeals Board:** The Administrator and her staff (5) occupy space on the 4<sup>th</sup> floor. There is 1 large room for the reception area and staff in cubicles. There is 1 small room for the Administrator's office and 1 small room for records. In addition there is a hearing room.

**Youth Commission:** The Youth Commission staff (3) occupies space on the 3<sup>rd</sup> floor that consists of 3 rooms. There is large room with a reception area and 2 cubicles. The 2 small rooms are the Advisor's office and a conference room. The members of the Youth Commission (17) utilize the conference room for small meetings and as a staging area on Commission meeting days.

**Other:** The department also has space on the 2<sup>nd</sup> floor which consists of a small computer training/conference room, a large conference room, a small copier/mail/supply room for Supervisors' offices, a vault/server room, and a medium-sized room occupied by the Local Agency Formation Commission staff (1) and interns.

## 2E. VEHICLES

The department does not have any vehicles. If walking, biking, or public transit is not possible for meetings and activities outside of City Hall, personal vehicles are used or arrangements are made to use a vehicle from the City Hall Vehicle Pool.

## 2F. DEPARTMENTAL CONTACT INFORMATION

### Climate Action Liaison:

Name: Madeleine Licavoli  
Title: Deputy Director  
Email: [madeleine.licavoli@sfgov.org](mailto:madeleine.licavoli@sfgov.org)  
Phone: 415 554 7722

### Zero Waste Coordinator:

Name: Hyacinth Barrett  
Title: Senior Clerk  
Email: [hyacinth.barrett@sfgov.org](mailto:hyacinth.barrett@sfgov.org)  
Phone: 415 554 7701

## 2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

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

## 3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

The department's total carbon footprint includes the consumption of energy (electricity and steam) in the space occupied in City Hall. The following sections will describe each component in detail.

The San Francisco Public Utilities Commission (SFPUC) is the electricity provider for City and County of San Francisco municipal facilities and other retail customers. The SFPUC's generation portfolio includes hydroelectric power from the Hetch Hetchy Power System as well as in-city solar and biogas generation. Beginning in FY2011-2012, zero emission electricity has been provided by the SFPUC.

The department is one of many departments in City Hall and the space occupied by the department is 32,892 square feet, or 12.26%. It is incumbent upon all departments in City Hall to do their part to conserve resources and decrease emissions and consumption. The Board of Supervisors Department is committed to these endeavors.

## 3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities that is being used by SF Environment to calculate the FY 2012-13 departmental carbon footprint has been verified by the department's Climate Liaison to be accurate and complete.

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

Department's total facilities electricity: 622,637 kWh consumed, 0 metric tons of CO<sub>2</sub>, \$3,113 cost\*

Department's total facilities steam: 2,940,970 lbs consumed, 252.13 metric tons of CO<sub>2</sub>, \$72,020 cost\*

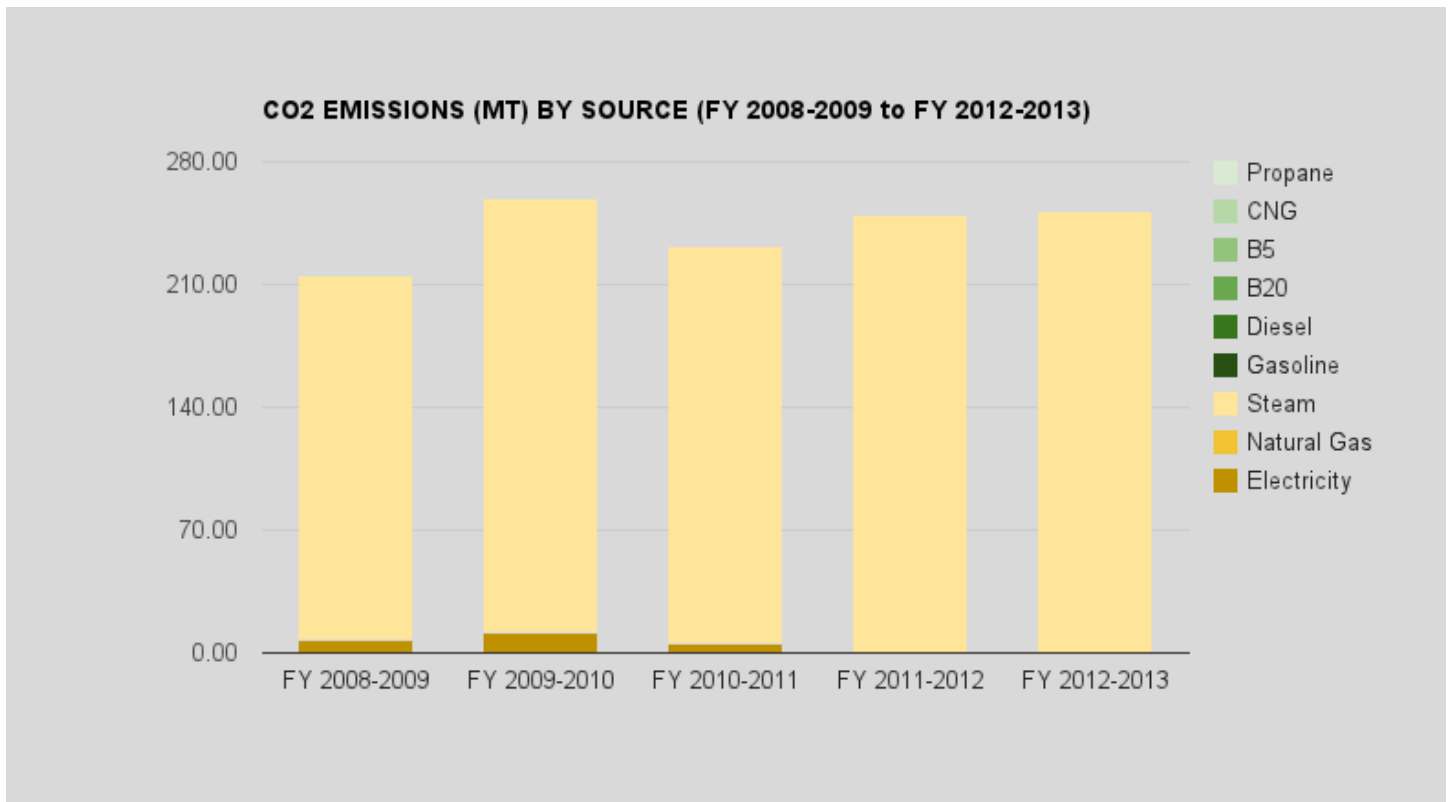
Note: Real Estate Division tenants' energy usage/cost is based on percentage of occupancy by square footage and may not be the amount billed to the department.

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

The tables and chart below summarize the department's annual facilities energy consumption and associated emissions for FYs 2008-09 through 2012-13. Total carbon emissions have increased slightly over the five-year period.

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)	662,595	637,443	632,473	606,241	622,637
Steam (lbs)	2,185,438	2,599,612	2,455,999	2,856,518	2,940,970
FY 2008-2009 TO FY 2012-2013 ANNUAL DEPARTMENTAL CO <sub>2</sub> EMISSIONS (MT)					
	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Total CO <sub>2</sub> (mt)	215.10	258.68	231.73	249.89	252.13

The CO<sub>2</sub> emission calculations are in metric tons (mt), and exclude CH<sub>4</sub> and N<sub>2</sub>O.



**3D. VEHICLE LIST AND FUEL DATA VERIFICATION STATEMENT**

The department does not have any vehicles.

**4. EFFORTS IN FACILITIES ENERGY REDUCTION**

**4A. ENERGY EFFICIENCY & RETROFIT PROJECTS**

City Hall is managed by the Real Estate Division (RED), which would be responsible for energy efficiency and retrofit projects in City Hall.

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

City Hall is managed by the Real Estate Division (RED), which would be responsible for energy benchmarking and compliance with the Energy Performance Ordinance in City Hall.

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

City Hall is managed by the Real Estate Division (RED), which would be responsible for compliance with the Commercial Lighting Efficiency Ordinance in City Hall.

#### 4D. INFORMATION TECHNOLOGY

The department is conserving energy by compliance with the following required IT energy conservation measures, except as noted in the second measure:

All computers are labeled with "energy conservation reminder – turn off when not in use." **Yes.**

All PCs are automatically set to go into hibernation/standby mode after 20 minutes of inactivity. **No.** This setting does not satisfy our business requirements and is not fully implemented, i.e., those assigned to staff who utilize remote desktop access. This constitutes one-third of computers.

Obsolete servers have been replaced with Climate Savers Gold or Energy Star servers. **Yes.**

You have virtualized servers. **Yes.**

Describe any challenges encountered and successful aspects of IT energy conservation projects.

#### 4E. RENEWABLE ENERGY

City Hall is managed by the Real Estate Division (RED), which would be responsible for any renewable energy projects at City Hall.

#### 4F. GREEN BUILDING

Not applicable.

### 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 department to be accurate and complete.

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

Department's total water consumption: 807,423 gallons

Departments total waste water discharge: 407,876 gallons

Cost: \$10,219 (consumption + wastewater + service fee)

Note: Real Estate Division tenants' water usage/cost is based on percentage of occupancy by square footage and may not be the amount billed to the department.



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

The department's water usage essentially has decreased from FY 2009-10. The department will work to continue this downward trend, especially in light of the very dry winter this past year, and to meet the Mayor's directive requiring departments to take steps to reduce water use by at least 10%.

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)	987,836	733,433	817,916	807,423
Wastewater Discharge (gal)	709,793	519,237	538,168	407,876

## 5D. WATER CONSERVATION

City Hall is managed by the Real Estate Division (RED), which would be responsible for meeting the requirements of the Mayor's directive to identify a water conservation contact, develop a water conservation plan that includes an assessment of all plumbing fixtures, implement best practices for landscapes, and explore the use of non-potable water.

Supervisors use carafes for water at their meetings. Carafes are only filled to the half-way mark, and any remaining water is used to water the flowers/plants in the Chamber and the Clerk's Office.

## 6. EFFORTS IN VEHICLE FUEL REDUCTION

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

The 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 it 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 department is compliant with this year's HACTO requirements. HACTO Submission Forms FY 1314 is attached as Appendix A.

### 6B. TRANSIT FIRST CAMPAIGN

This year, City departments implemented Transit first campaigns to educate employees about their Transit First options.

The department has selected the Poster & E-communications campaign where each month the focus will be on a Transit First initiative: February—Ride Matching; March—Emergency Ride Home; April—Pre-Tax Commuter Benefits Program; May—CityCycle or Bike to Work; June—Public Transit at Work (Tokens).

This campaign selection is based on a desire to ensure that employees are aware of the different initiatives available to them. Although employees are provided with much of this information at the time they are hired, there is so much to absorb and learn in the early days on the job. Also, over time commute situations can change and receiving information will provide options available to them. It is also information that can be shared with others.

Emails have been sent to all department employees and posters widely posted throughout the department for the February (Ride Matching) and March (Emergency Ride Home) initiatives.

Subsequent to the sending of emails and posting of posters, some employees have asked for further information.

## 6C. BIODIESEL

The department does not have any vehicles.

## 7. OTHER SUSTAINABLE PRACTICES

### 7A. ZERO WASTE

The department continues to encourage employees to sign up for e-Payroll. There has been some success but 100% has not been achieved. Efforts will continue.

The department has had some success in eliminating paper towels from the trash bin as well as getting employees to place items in the proper bins. The Clerk of the Board's Office has the recycle-compost-trash bins located in one area with informational posters located above each bin. Whenever there is a group gathering that involves food, a brief "commercial announcement" is made reminding staff of the proper disposal of the plates, napkins, utensils, and others items.

The department continues to reduce-reuse-recycle, with an emphasis on not purchasing items that are not needed. Requests for office supplies are reviewed for items that may be available for reuse instead of purchasing new.

Surplus items are turned into the Virtual Warehouse to enable other departments to reduce their need to purchase new items. In FY 2012-13, the following items were turned in and taken by City departments, the Unified School District, and non-profit organizations: 1 computer desk, 2 file cabinets, 18 chairs, 200 binders (7 different sizes). The department obtained surplus furniture specific to City Hall (desks, chairs, bookcases) from City Hall Building Management.

Outgoing Supervisors' unused stationery is reused: letterhead is used in the fax machines; envelopes (after covering the Supervisor's name with a return address label) are used to send out required appeal notices to large numbers of residents. Manila envelopes from incoming mail are used for inter-office mail. File folders are reused after the contents are recycled.

A box to deposit cell phones has been in place for several years, and cell phones are donated to the Department on the Status of Women.

Dates have been provided to the Department of the Environment to schedule a 10-minute zero waste refresher training for department employees.

The department is in compliance with Resource Conservation Ordinance, Chapter 5, Section 506, that requires that every publication exhibit, form, and letter produced by a city department, including all materials distributed to the public, shall be on printing and writing paper products that contact 100% post-consumer content. Only 100% recycled content paper is purchased. The department will ensure that the following is included on any printed materials for public distribution: "Printed on 100% post-consumer recycled paper."

The department's Zero Waste Coordinator will attend the annual workshop.

The department's annual Waste Assessment Survey is attached in Appendix B.

## 7B. CARBON SEQUESTRATION / URBAN FOREST

The department does not plant, care for, or otherwise support forestry resources.

The Board of Supervisors did approve the following legislation in FY 2012-13:

Resolution authorizing the Planning Department to apply for, accept, and expend funding from the State of California Urban Forestry Grant Program entitled "Leading Edge," as provided through Proposition 40 and/or Proposition 84.

## 7C. COMMUNITY WIDE IMPACT

The Board of Supervisors continues to introduce and pass legislation to support a climate secure future. Examples of legislation passed in FY 2012-13:

Ordinance amending the Health, Business and Tax Regulations Codes - On-Site Water Reuse for Commercial, Multi-Family, and Mixed-Use Developments.

This ordinance will help achieve the City's goals for water supply use and preservation by: (1) Promoting the values and benefits of non-potable water use while recognizing the need to invest water and other resources as efficiently as possible; and (2) Encouraging the use of non-potable water for non-potable applications.

Ordinance amending the Planning Code to: expand the applicability of bicycle parking requirements and convert Automotive Service Stations located on Primary Transit Streets and Citywide Pedestrian Network Streets.

San Francisco adopted a goal of having 20% of trips by bicycle by 2012. The purpose of this ordinance is to help achieve that goal by ensuring that bike commuters have a safe and secure place to park their bikes when they get to work. The ordinance expands applicability of bicycle parking requirements to more projects and to additional uses. It also provides incentives for both voluntary compliance and for exceeding minimum bicycle parking requirements by removing bicycle parking from FAR calculations, thereby removing a perceived "penalty" for including bike parking in a development and creating an incentive to dedicate more space to bike parking than required.

The revisions for conversion of Automotive Service Stations seek to balance the desire to retain these uses with City policies which support walking, cycling, and public transportation, and which encourage new jobs and housing to be located in transit corridors.

Ordinance appropriating \$133,275,000 for resurfacing, sidewalk, curb ramp and street structure improvements, the redesign of street streetscapes to include pedestrian and bicycle safety improvements, and traffic signal improvements to support transit priority.

Ordinance amending the Environment Code to require new buildings that have drinking fountains to provide bottle filling stations.

Resolution authorizing the San Francisco Public Utilities Commission to accept and expend a Department of Water Resources administered grant in the amount of \$2,114,000 for implementation of the Harding Park Recycled Water Project.

The PUC approved the Phased Water System Improvement Program Variant (Phased WSIP Variant) in 2008, which included the development of 10 million gallons per day of recycled water, groundwater, and conservation in San Francisco by 2018. By replacing potable water currently used for irrigation of Harding Park and Fleming golf courses with recycled water, dependence on the SFPUC's Regional Water System will be reduced.

Resolution authorizing the San Francisco Public Utilities Commission to accept and expend a Department of Water Resources administered grant in the amount of \$863,100 for the San Francisco Public Utilities Commission High-Efficiency Toilet Installation Program.

Resolution authorizing the Department of the Environment to accept and expend a grant from the Sidney E. Frank Foundation the amount of \$250,000 to plan and implement specific projects to source 100% of San Francisco's electrical demand from renewable energy sources.

San Francisco set ambitious goals of reducing greenhouse gas (GHG) emissions to 20% below 1990 levels by 2012, 25% by 2017, and 40% by 2025. The City has made significant progress, including: reducing emissions by 14.5% below 1990 levels as of 2010, increasing the amount of renewable energy for electricity generation (now 41% of the citywide power profile), expanding in-city renewables (primarily solar systems) to 21 megawatts, and requiring commercial buildings to report on their energy use and conduct regular energy audits.

## 7D. RESILIENCY AND ADAPTATION

The department is not working on any projects that address, or has the potential to address, vulnerability and risk associated with climate change effects. Other departments may be working on projects that may require approval by the Board of Supervisors.

## 8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

The department is continually working to ensure that it is compliant with the Department Climate Action Plan Ordinance.

**Total Energy Consumption and Carbon Footprint:** The department is committed to doing its part as one of many tenants in City Hall to reduce energy use within the building. The majority of employees use public transit to travel to and from work and, while at work, get to where they are going by walking, biking, or using public transit. Maintaining these practices or improving on them will help reduce greenhouse gas emissions.

Efforts in Water Use Reduction: The department is committed to doing its part as one of many tenants in City Hall to conserve water, especially in light of the dry winter and in response to the Mayor's directive to reduce water use by at least 10%.

Efforts in Vehicle Fuel Reduction: The department is in compliance with the Healthy Air and Clean Transportation Ordinance. Through the Transit First Campaign, a poster and e-communication campaign that focuses on five different transit first initiatives, the department hopes to educate employees and encourage them to make choices that will help decrease the amount of greenhouse gases emitted.

Other Sustainable Practices: The department continues to reduce-reuse-recycle, with an emphasis on not purchasing items that are not needed and assisting other departments to reduce-reuse-recycle by placing surplus items on the Virtual Warehouse. The department continues to encourage employees to use e-payroll. Renewed emphasis will be placed on improving the placing of items in the proper bins—recycle, compost, and trash.

Community Wide Impact: The Board of Supervisors continues to introduce and pass legislation to support a climate secure future.

## **APPENDICES**

Appendix A: HACTO Submission Forms – FY 1314

Appendix B: Waste Assessment Survey

**HACTO Annual Plan**

**Department \*** Board of Supervisors

**Name of Person Preparing Report \*** Madeleine Licavoli

**Title of Person Preparing Report \*** Deputy Director, Operations

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

**Name of Department Head \*** Angela Calvillo

**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: \*** Unknown at this time

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

**If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:** The Board of Supervisors is a relatively small department. The Office of the Clerk of the Board and its divisions' need for public transit for work-related travel is minimal. Most meetings are in City Hall or within walking distance. This applies to the offices of the members of the Board of Supervisors as well but they do have meetings and events in their districts. Public transit is used but there are times when a

vehicle is needed to bring materials for meetings or due to the location and time (e.g., evening) of the meeting.

**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? \*** 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

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

CityCycle: The department does not utilize this option since a lot of travel is done on foot. Bikes are not conducive based on materials that need to be transported, the location, or the time of the meeting. Some staff may use their own bikes when feasible.

Vehicle Pool/Car Sharing: The department utilizes the City Hall Vehicle Pool.

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

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  
New Employee Orientation

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? \*

Reserved parking carpool and vanpool vehicles  
Encourage registration in the 511-matching program

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



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

## Departmental Zero Waste Assessment Survey

**Name \*** Hyacinth Barrett

**Department Name \*** Board of Supervisors, Clerk's Office

**Department Division/Branch/Station \*** Operations

**Address \***

1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, California 94102-4689  
United States

**Phone Number \*** (415) 554-7701

**Email \*** [Hyacinth.Barrett@sfgov.org](mailto:Hyacinth.Barrett@sfgov.org)

**Have you attended an annual workshop before? Yes**  
(these are either held at the end of January or  
beginning of February) \*

**If YES, how many times have you attended?** Attended once in 2013.

**Have you promoted signing up for paperless  
paystubs at your office or facility? \*** Yes

**Does your office/facility use the Virtual  
Warehouse Program to see what items are  
available before purchasing new ones AND  
does your office/facility use the Virtual  
Warehouse Program to turn in City owned** Yes

surplus items? \*

How did you follow through on the commitment to eliminate it from the landfill and what were the challenges? \*

Monitored trash bins and sent reminders to staff regarding specific items that should be eliminated from landfill.

Challenges: Getting staff to use the correct bins even after reminders, announcements, and extra signage. Board members' offices have many volunteers and it was observed that they are using the wrong bins.

Date \*

Monday, March 17, 2014

Time: \*

9:00 a.m.

Date \*

Monday, March 31, 2014

Time: \*

9:00 a.m.

Date \*

Monday, April 7, 2014

Time: \*

9:00 a.m.

Does your department distribute memorandums, handouts, flyers, brochures, etc? \*

Yes

I confirm that I will work to complete the above actions \* I agree