

# 2014 CIVIL SERVICE COMMISSION'S CLIMATE ACTION PLAN

## DATA YEAR: FISCAL YEAR 2012-2013

PREPARED BY: SANDRA ENG

DATE: MARCH 28, 2014

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## 1. INTRODUCTION

The Civil Service Commission is a small department that occupies approximately 2591 sq. ft. at 25 Van Ness Avenue, which is managed by the Real Estate Division. The department has increased efforts to reduce waste, recycle, reduce emissions, and buy green products to improve air quality and protect the environment. After the Real Estate Division set up the ability to recycle and compost at the 25 Van Ness Building, the department has greatly decreased the amount of landfill waste.

The San Francisco Environment Code Chapter 9 states in part,

"...It is the intent of the Mayor and the Board of Supervisors to protect the health and welfare in a manner that compliments state and federal efforts to improve air quality by exercising a leadership role in mandating local actions to reduce global warming, and, in particular, to call upon City departments and the private sector to integrate emission reduction measures into their standard operating procedures in order that the City meets and exceeds the greenhouse gases emissions established in this Ordinance....The following San Francisco greenhouse gas emissions limits are hereby established: ...By 2017, reduce greenhouse gas emissions by 25 percent below 1990 levels; By 2025, reduce greenhouse gas emissions by 40 percent below 1990 levels; and,,,By 2050, reduce greenhouse gas emissions to 80 percent below 1990 levels. These targets shall remain in effect unless otherwise amended or repealed. ...All City departments shall consider the effect of all decisions and activities within their jurisdiction on greenhouse gas emissions and undertake their responsibilities to the end that the City achieves the greenhouse gas emissions limits set forth in this Ordinance..."

## 2. DEPARTMENTAL PROFILE

### 2A. DEPARTMENTAL MISSION

The Civil Service Commission's Mission is to establish, ensure and maintain an equitable and credible merit system for public service for the citizens of San Francisco. The Commission seeks to set the standard for excellence in personnel management through an effective, fair and modern system that recognizes and builds on the diversity, skills and dedication of public employees. The Commission's goal is to consistently provide the best qualified candidates for public service in a timely and cost-effective manner.

### 2B. DEPARTMENTAL BUDGET

The Fiscal Year 2013-14 appropriation is as follows:

<b>Sources of Funds</b>	
Expenditure Recovery Public Transportation (AAO)	140,000
Expenditure Recovery FR PUC (AAO)	170,000
General Fund Support	612,502
<b>Total Sources of Fund</b>	<b>\$922,502</b>

<b>Uses of Funds</b>	
Salaries	563,190
Mandatory Fringe Benefits	244,941
Non Personnel Services	10,300
Materials and Supplies	3,395
Services of Other Departments	100,676
<b>Total Use of Funds</b>	<b>\$922,502</b>

## 2C. NUMBER OF EMPLOYEES

The Civil Service Commission has 6 employees: 1) 1 Executive Officer; 2) 1 Assistant Executive Officer; 3) 1 Senior Personnel Analyst; 4) 1 Appeals Coordinator; 5) 1 Rules, Personnel and Office Coordinator; and 6) 1 Administrative Assistant.

## 2D. FACILITIES

The Department is located at 25 Van Ness Avenue.

## 2E. VEHICLES

The Department does not have any vehicles.

## 2F. DEPARTMENTAL CONTACT INFORMATION

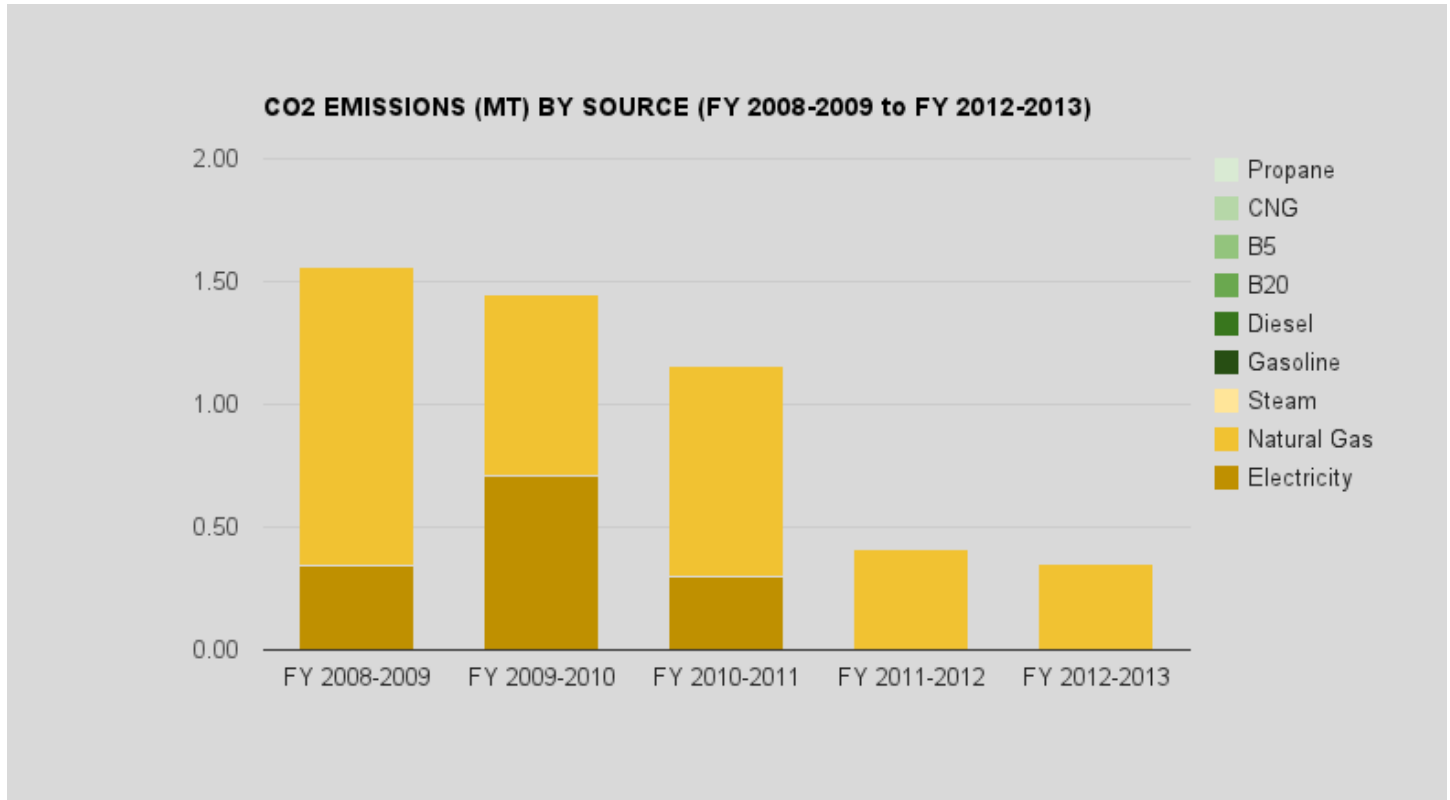
Climate Liaison: Sandra Eng, Assistant Executive Officer  
 Zero Waste Coordinator: Lizzette Henriquez, Rules, Personnel & Office Coordinator  
 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102  
 (415) 252-3247

## 2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

The Civil Service Commission does not have any other sustainability plan besides this climate action plan.

### 3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

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)	1.56	1.45	1.16	.41	.35



#### 3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by the Civil Service Commission to calculate the FY 2012-2013 Departmental carbon footprint has been verified by the Civil Service Commission to be accurate and complete.

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

Emission Source (Units):	Consumption	CO2 Emissions (metric tons)
Electricity (kWh)	34,497	0
Natural Gas (th)	66	.35
Steam (lbs)	0	0

The department's facility does not use steam.

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

The tables below summarize the Civil Service Commission's annual facilities energy consumption and associated greenhouse gas 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)	29,526	41,151	39,846	36,627	34,497
Natural Gas (th)	229	140	161	77	66
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	.34	.71	.30	0	0
Natural Gas	1.22	.74	.86	.41	.35
Steam	0	0	0	00	
Total Facilities Energy CO2 (mt)	1.56	1.45	1.16	.41	.35

#### **4. EFFORTS IN FACILITIES ENERGY REDUCTION**

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

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings.

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

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings.

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

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings.

##### **4D. INFORMATION TECHNOLOGY**

The department has a virtual server through the Department of Technology. Computers are set to go into standby mode after 20 minutes of inactivity. All computers are labeled with "energy conservation reminders. The Department of Human Resources IS staff instructed our department to set the computer on standby instead of shutting down because of updates that occur throughout the week. Computers are completely shut down at the end of each week.

##### **4E. RENEWABLE ENERGY**

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings

##### **4F. GREEN BUILDING**

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings.

## 5. EFFORTS IN WATER USE REDUCTION

### 5A. WATER DATA VERIFICATION STATEMENT

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. Any water efficiency retrofit projects are managed by the Real Estate Division.

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

Water Consumed (gal)	34,807
Water Discharge (gal)	31,326

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

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)	27,014	21,209	28,948	34,807
Wastewater Discharge (gal)	24,132	19,088	26,053	31,326

### 5D. WATER CONSERVATION

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. Any water efficiency retrofit projects are managed by the Real Estate Division.

Staff is reminded about conserving water during staff meetings. Drinking water leftover from the day is used to water plants.

## 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 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 Civil Service 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.



## 6B. TRANSIT FIRST CAMPAIGN

The department continues to promote public transportation and ride sharing to minimize single-occupancy vehicle transportation for work related functions. If there is a work related special event, employees will carpool to the event. Employees are informed and reminded about the Commuter Programs and the Pre-Tax Commuter Benefits Program during staff meetings and by email. Four out of six employees are enrolled in the Pre-Tax Commuter Benefits Program. This year, the Civil Service Commission focused on the Emergency Ride Home Program. The department met with staff and posted information about the program.

The department also began scheduling more conference calls instead of meetings to eliminate travel time and help reduce vehicle usage. Records and meeting material are delivered electronically by email, walking or taking public transportation to other departments or by vehicle if the delivery address is on the route of an employee's commute return home. The Civil Service Commission's HACTO Annual Plan is attached for your reference.

## 6C. BIODIESEL

The department does not own any vehicles.

## 7. OTHER SUSTAINABLE PRACTICES

### 7A. ZERO WASTE

The department is located on 25 Van Ness Avenue and managed by the Real Estate Division. Staff has reduced landfill waste by consistently utilizing the compost and recycle bins. Staff will bring their own dishes and eating utensils instead of using paper cups and plates and plastic eating utensils. To reduce the amount of waste and materials used, the department has increased the amount of documents scanned and emailed and the posting of documents on the website. Material and information posted on our department's website provides important information and quick access to departments, employees, and the public without requiring paper copies. Most of the department's correspondence and notifications are sent by email instead of postmarked mail. Rule amendments, revised policies and procedures, meeting agendas and minutes, training material, and staff reports are scanned and emailed to the recipients. When conducting inspection service requests, Commission staff will request departments to submit scanned documents versus receiving paper copies of their records. The department's efforts have resulted in purchasing fewer supplies (paper, envelopes, and toner) and reducing landfill waste. The department will continue to remind staff how to reduce and properly dispose of waste during staff meetings and by email.

### 7B. CARBON SEQUESTRATION / URBAN FOREST

The Civil Service Commission is a small department that occupies approximately 2591 sq. ft. at 25 Van Ness Avenue, which is managed by the Real Estate Division.

### 7C. COMMUNITY WIDE IMPACT

The department is making every effort to reduce community wide emissions. Employees are encouraged to commute to work or meetings by walking, utilizing public transportation or carpooling. The public is informed on where the Commission meetings are located and what public transportation is available to get to the meetings.

### 7D. RESILIENCY AND ADAPTATION

The Civil Service Commission is a small department that occupies approximately 2591 sq. ft. at 25 Van Ness Avenue, which is managed by the Real Estate Division.

## 8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

The department continues to work on using less material, purchasing SF Approved green products, reducing carbon emissions, recycling, composting, and reducing landfill waste while still performing the Charter mandated duties required of the Civil Service Commission. The department continues to promote public transportation for commuting or attending meetings. Previous meeting agendas, minutes, and meeting material are scanned and stored digitally to reduce paper storage, expedite research abilities, increase access to public records, and decrease the need to make paper copies. Staff will continue to be informed at department meetings and by email of energy alternatives, zero waste management and other opportunities to protect the environment and reduce emissions.

## APPENDICES

Appendix A – HACTO Submission Form  
Appendix B – Zero Waste Assessment Survey

## Appendix A

# HACTO Submission Forms 2013

**Department \*** Civil Service Commission

**Name of Person Preparing Report \*** Sandra Eng

**Title of Person Preparing Report \*** Assistant Executive Officer

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

**Name of Department Director \*** Jennifer Johnston

**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? \*** Other

**Other: \*** Pre-Tax Commuter Benefits Program

**From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: \*** The department now only needs to deliver meeting material by car to 3 of the 7 individuals. Three of the individuals now receive their meeting material electronically and staff hand-delivers (walks) the material to the 4th individual. The locations of the 3 deliveries by car are along the staff's route home.

**Does your department offer employees access to bicycles for work-related travels? \*** No

**What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? \***

Most meetings are within walking distance or public transportation.

**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: \***

If a meeting or event is of a certain distance away, staff will carpool together to attend the event.

**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

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

The meetings are generally within walking distance or a short distance by using public transit.

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

Employees are informed about Pre-Tax Commuter Benefits Program and Emergency Ride Home Program. Employees have Clipper Cards.

**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

**From looking at last year's HACTO Plan, please describe the successes and challenges of**

A few employees must drive because of commitments and responsibilities

promoting public transit for commuting to/from work: \* after work.

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

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycling for commuting to/from work: \* Some employees do not live in the area and have concerns about safety in San Francisco.

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

How will you promote ridesharing? \* Other

Other: \* Staff meetings

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work: \* Employees live in different locations and have other commitments after work.

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

What are the reasons for not encouraging or planning to encourage employees to use tele- Staff duties and responsibilities require them to be at the office to complete their work.

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commuting? \*

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

\*

Staff is informed about the Pre-Tax Commuter Benefits Program, 511 Information Assistance, Muni Schedules, and Emergency Ride Program through department meetings, flyers, posters, and emails.

**Campaign Options \***

7. Emergency Ride Home

Your department does not have any vehicles subject to HACTO.

You have completed this section. Thank You.

## Appendix B

# Departmental Zero Waste Assessment Survey

Name \* Sandra Eng

Department Name \* Civil Service Commission

Department Division/Branch/Station \* Civil Service Commission

Address \*



25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102  
United States

Phone Number \* (415) 252-3254

Email \* [sandra.eng@sfgov.org](mailto:sandra.eng@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? 1

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

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  
surplus items? \*

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

Staff was informed of what items are compostable and when any compostable item was thrown in the trash.

**Date \***

Tuesday, March 18, 2014

**Time: \***

9:30 a.m.

**Date \***

Tuesday, April 8, 2014

**Time: \***

9:30 a.m.

**Date \***

Tuesday, April 22, 2014

**Time: \***

9:30 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