

2014 DEPARTMENT OF BUILDING INSPECTION CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

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DATE: MARCH 28, 2014

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1. INTRODUCTION

In 2002, the Board of Supervisors adopted Resolution 158-02 that called for the City to develop plans to reduce its greenhouse gas emissions to 20 percent below 1990 levels by the year 2012. In 2004, the Department of the Environment and the San Francisco Public Utilities Commission issued "The Climate Action Plan For San Francisco," which included an accounting of greenhouse gas emissions associated with City activities, an accounting of greenhouse gas emissions within the City and County of San Francisco but not associated with City operations, and emission reduction recommendations for transportation, energy efficiency, renewable energy and solid waste management sectors. The Department of Building Inspection, under the leadership of the Department of the Environment, is engaged in various undertakings to implement the recommendations in "The Climate Action Plan," and is making steady progress toward the 2012 goal.

In 2008 the City of San Francisco began to track its greenhouse gas (GHG) emissions and create climate action plans at the city department level per the direction by the Board of Supervisors. This work is captured in Department Climate Action Plans (DepCAPs). In the following plan we present our efforts to reduce our carbon emissions from our facilities and vehicle fleet. We intend to maintain a downward trend in carbon emissions by working with the Real Estate Division to make our facilities as efficient as possible. The Department will also continue to renew the vehicle fleet with electric and hybrid vehicles. In addition, the Department will continue to educate staff about Transit First programs and opportunities.

2. DEPARTMENTAL PROFILE

2A. DEPARTMENTAL MISSION

The purpose of the Department of Building Inspection is to serve the City and County of San Francisco and the general public by ensuring that life and property within the City and County are safeguarded, and to provide a public forum for community involvement in that process. The Department of Building Inspection's mission under the direction and management of the seven-member citizen Building Inspection Commission, is to oversee the effective, efficient, fair and safe enforcement of the City and County of San Francisco 's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with Disability Access Regulations.

2B. DEPARTMENTAL BUDGET

Per Ordinance No. 159-13

Fiscal Year 2013-2014 departmental budget = \$78,833,726

Fiscal Year 2014-2015 departmental budget = \$64,884,013

2C. NUMBER OF EMPLOYEES

Number of FTE Budgeted = 295.29

Number of Full-Time Employees as of March 1, 2014 = 265

2D. FACILITIES

The Department of Building Inspection occupies 67,027 square feet in a six-story office building at 1660 Mission Street, which houses its operational offices and 253 employees. In addition, the Department of Building Inspection rents two suites (306 and 313) in a five-story office building at 1650 Mission Street which houses the Management Information Services division's servers, related equipment and 12 employees.

Both buildings are managed by the Real Estate Division through May Jaber. The Real Estate Division is responsible for managing the uses of "green" janitorial products in the servicing of both buildings as well as verifying energy metrics for this Climate Action Plan.

2E. VEHICLES

The Department of Building Inspection's fleet is essential for our inspectors to oversee the effective, efficient, fair and safe enforcement of the City and County of San Francisco's Building, Housing, Electrical, Mechanical, Plumbing and Disability Access Codes. The use of a vehicle allows staff to perform inspections in the City's designated Inspection Districts, as well as fulfill the Department's public safety and disaster response responsibilities.

Our Department currently has a total of 103 vehicles; 77% of which are Compressed Natural Gas (CNG) or hybrid vehicles. The fleet consists of 41 CNG (35 cars/6 trucks), 38 Hybrids and 24 gasoline (15 cars/9 trucks) vehicles.

2F. DEPARTMENTAL CONTACT INFORMATION

Climate Liaison/Zero Waste Coordinator/Fleet Manager, John Blackshear, Principal Clerk

Climate Liaison, William Strawn, Manager – Legislative and Public Affairs

Purchaser/Buy Green Leader, Jonathan Tso, Accountant III

Budget, Gayle Revels, Acting Chief Financial Officer

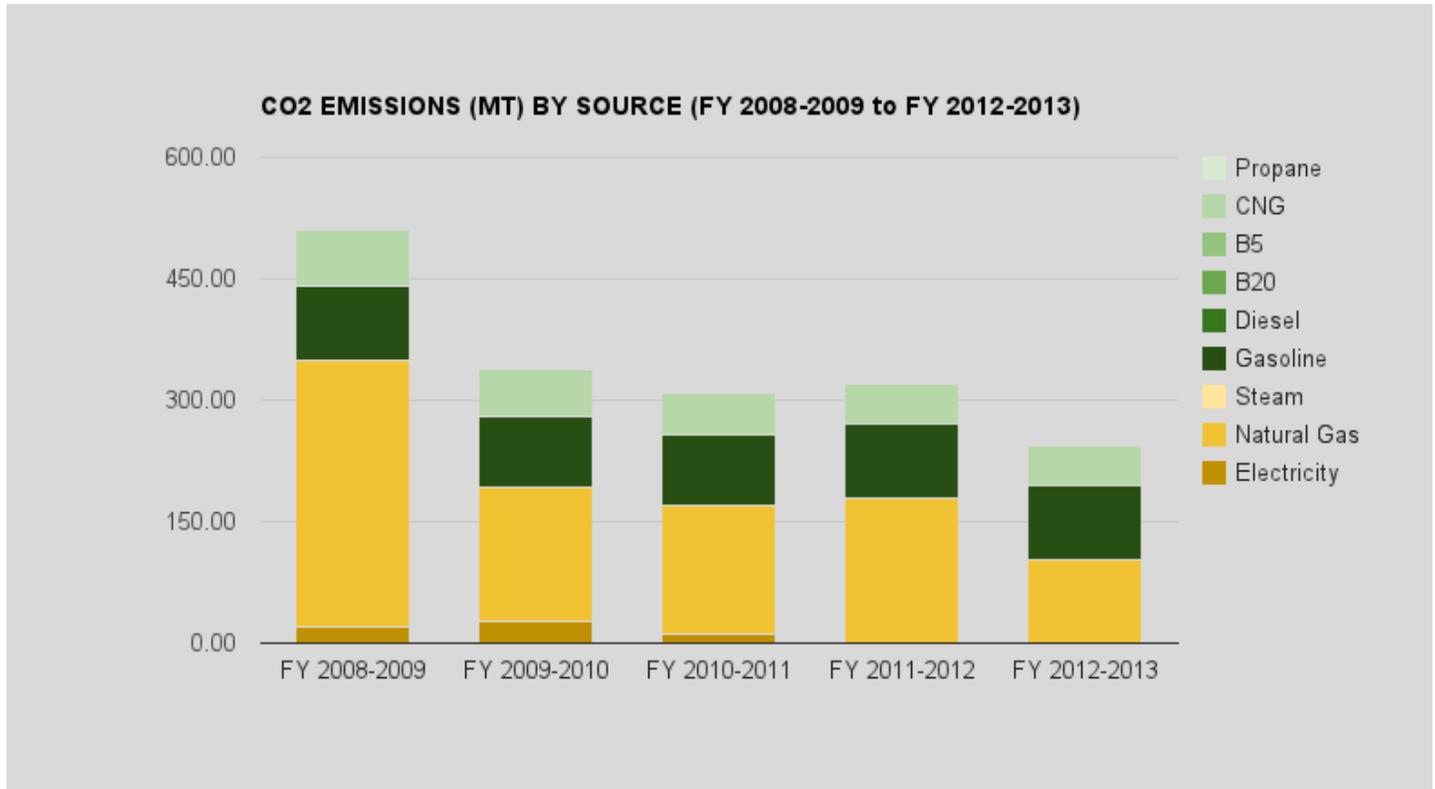
Director, Tom C. Hui

2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

The Department of Building Inspection 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 Department of Building Inspection’s total operational greenhouse gas (GHG) emissions were 243.26 metric tons of CO₂. This is based on GHG emissions calculated from the department’s consumption of facilities energy and vehicle fuels, which is described in the sections below. The five-year summary of the Department of Building Inspection’s annual operational CO₂ emissions is summarized in the table and chart 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 CO ₂ (mt)	509.75	337.39	309.86	319.75	243.26

The Department of Building Inspection reduced its CO₂ emissions every year except for the 9.89(mt) increase in fiscal year 2011-2012. Since fiscal year 2008-2009, the Department has reduced its CO₂ emissions by 52.24%.

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 Department of Building Inspection to be accurate and complete.

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

Total Facilities Electricity in Fiscal Year 2012-2013: 1,322,877 kWh consumed, 0 metric tons of CO₂. The estimated cost is \$55,779.

Total Facilities Natural Gas in Fiscal Year 2012-2013: 19,280 therms consumed, 102.32 metric tons of CO₂. The estimated cost is \$16,352.

None of the Department of Building Inspection facilities use steam.

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

Since FY 2008-2009 the Department of Building Inspection's facilities have reduced electricity consumption every year. Electricity consumption has been reduced by 30.81% from FY 2008-2009 to FY 2012-2013. The Department of Building Inspection reduced its Natural Gas consumption every year except for a 3,684(th) increase in fiscal year 2011-2012. Since fiscal year 2008-2009, the Department has reduced its Natural Gas consumption by 69%.

The tables below summarize the Department of Building Inspection'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)	1,911,959	1,490,844	1,471,565	1,446,103	1,322,877
Natural Gas (th)	62,191	31,563	29,875	33,559	19,280
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	19.14	26	11.20	0	0
Natural Gas	330.05	167.50	158.55	178.10	102.32
Steam	0	0	0	0	0
Total Facilities Energy CO2 (mt)	349.19	193.5	169.75	178.10	102.32

The Department of Building Inspection reduced its total CO2 emissions from Facilities Energy every year except for an 8.35 (mt) increase in fiscal year 2011-2012. In 2010, the Real Estate Division and San Francisco Public Utilities Commission completed a lighting retrofit in the entire building at 1660 Mission Street that has helped save electricity. The project also included the installation of time switches and occupancy sensors so lights are not on when employees are not present. The same was done at the 1650 Mission Street property, where the Department of Building Inspection occupies two offices. Since fiscal year 2008-2009, the Department has reduced its CO2 emissions from Facilities Energy by 70.7%.

3D. VEHICLE LIST AND FUEL DATA VERIFICATION STATEMENT

The list of vehicles and the Department of Building Inspection's fuel total used by the Department of the Environment to calculate the FY 2012-2013 Departmental carbon footprint has been verified by the Department of Building Inspection to be accurate and complete.

3E. FISCAL YEAR 2012-2013 VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

GHG Emissions from Unleaded Gasoline in Fiscal Year 2012-2013: 10,469 consumed, 92.20 Metric Tons of CO2

GHG Emission from CNG in Fiscal Year 2012-2013: 7,984 GGE (Gasoline Gallons Equivalent) consumed, 48.74 Metric Tons of CO2

3F. 5-YEAR HISTORICAL ANALYSIS OF VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

The tables below summarize the Department of Building Inspection's annual fuel consumption and associated GHG emissions for the past five fiscal years.

FY 2008-2009 to FY 2012-2013 Departmental Fuel Consumption					
Fuel Type (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline (gal)	10,390	9,892	9,986	10,471	10,469
Diesel (or equivalent) (gal)	0	0	0	0	0
B100 equivalent (gal)	0	0	0	0	0
B20 (gal)	0	0	0	0	0
B5 (gal)	0	0	0	0	0
CNG (GGE)	11,303	9,280	8,554	8,097	7,984
Propane (gal)	7	17	0	0	0

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Mobile Fuel					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline	91.51	87.12	87.95	92.22	92.20
Diesel (or equivalent)	0	0	0	0	0
B100 equivalent	0	0	0	0	0
B20	0	0	0	0	0
B5	0	0	0	0	0
CNG	69	56.65	52.16	49.43	48.74
Propane	.04	.10	0	0	0
Total Mobile Fuel CO2 (mt)	160.55	143.87	140.11	141.65	140.94

Total carbon emissions from mobile combustion of fuel have stayed relatively flat for the last 4 fiscal years, but have seen a total decrease of 19.61 Metric Tons or 12.21%. These numbers are satisfying considering that the number of inspections being performed has steadily increased since Fiscal Year 2009-2010, when the economy for building construction was depressed. In Fiscal Year 2008-2009 the business was very robust and the Department issued 58,102 permits and performed 133,905 inspections. In comparison for Fiscal Year 2012-2013, we have returned to the volume of permits issued (61,131) and inspections (131,212) as seen in Fiscal Year 2008-2009. As demand continues to grow, the Department of Building Inspection will need to acquire more vehicles. To be conscious of our carbon footprint, the Department will be looking to add Electric vehicles, as well as hybrid and CNG vehicles to the fleet.

4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

The Department of Building Inspection solely occupies space managed by the Real Estate Division and does not own any buildings.

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

The Department of Building Inspection solely occupies space managed by the Real Estate Division and does not own any buildings.

Facility Type	# of Facilities Benchmarked for Department X per Facility Type	Page Number(s) in Benchmarking Report

Insert text here.

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

The Department of Building Inspection solely occupies space managed by the Real Estate Division and does not own any buildings.

4D. INFORMATION TECHNOLOGY

We are currently in the process of labelling every computer in the building with the following message: Energy Conservation Reminder – Turn Off when not in use. This notice will enforce the reminders that we send to employees to “shut down” their computers at the end of the day instead of simply “logging off”.

All PCs are automatically set to go into hibernation/standby mode after 10 minutes of inactivity.

In Fiscal Year 13-14 we replaced obsolete servers with Energy Star servers.

The Department of Building Inspection has virtualized 90% of its servers.

4E. RENEWABLE ENERGY

The Department of Building Inspection has inquired with the Real Estate Division regarding possible installation of solar panels on the rooftop of 1660 Mission Street. The challenges encountered have been that there may not be enough available space on the roof for the installation of solar panels.

5. EFFORTS IN WATER USE REDUCTION

5A. WATER DATA VERIFICATION STATEMENT

The water account verification was completed by John Blackshear on 3/25/14.

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

The Department of Building Inspection FY2012-2013 Water Consumption: 602,798 gallons at 1660 Mission Street. and 198,597 gallons at 1650 Mission Street. **Please note:** The Department of Building Inspection only has 12 employees at 1650 Mission which is a five-story office building occupied by other departments.

The Department of Building Inspection FY2012-2012 Total Cost (Service Fee + Consumption + Wastewater)

1660 Mission Street: \$12,011

1650 Mission Street: \$3,687 **Please note:** The Department of Building Inspection only has 12 employees at 1650 Mission which is a five-story office building occupied by other departments.

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

The Department of Building Inspection's Fiscal Year 2012-2013 Water Consumption: 801,450 Gallons at an estimated cost of \$16,700

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)	963,173	756,720	923,427	801,450
Wastewater Discharge (gal)	842,521	679,080	830,960	721,256

Total water use for the Department of Building Inspection has fluctuated since Fiscal Year 2009-2010, but we have seen a 16.79% decrease in overall water use since Fiscal Year 2009-2010.

5D. WATER CONSERVATION

As of March 24, 2014 the Real Estate Division has started the Restroom Water Conservation Retrofit Project at 1660 Mission Street. All toilets in the building will be changed to water conserving units. This scheduled project completion date is April 4, 2014. This project started after the call from the SFPUC on January 31, 2014 to voluntarily reduce water usage by 10%.

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 Department of Building Inspection is not compliant with this year's Healthy Air and Clean Transportation Ordinance requirements and a waiver request was submitted to the Department of the Environment on January 22, 2014. The "HACTO Submission Forms – FT 1314" and "Waiver Request for 13-14" is attached as Appendix A to this document.

In addition to the "Waiver Request for 13-14" form, William Zeller instructed the Department of Building Inspection to submit a written request for waiver. In a letter dated January 27, 2014, Director Tom Hui made the request for waiver to Department of

Environment Acting Director, David Assmann. A copy of this letter was also submitted to William Zeller via email on January 30, 2014.

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

The Department of Building Inspection encourages employees to walk or use transit for meetings. While most employees can walk to meetings or trainings, we have begun to offer Muni tokens to make the use of public transit easy. Through email announcements, we have been able to inform employees of this program. All the employee has to do is sign a form, list how many tokens they need and list the reason for travel.

6B. TRANSIT FIRST CAMPAIGN

The Department of Building Inspection has chosen Public Transit for its Transit First Campaign. This year, City departments implemented Transit First campaigns to educate employees about their Transit First options. The Department of Building Inspection reviewed the results of the 2012 CCSF Transportation Survey and noted that a few employees use public transportation for work-related trips. The Department of Building Inspection has encouraged this behavior, but it required the renewal of two Clipper Cards every month. Consequently, the Department of Building Inspection has chosen to run a campaign that focuses on getting Muni tokens for employees to use for work-related trips and educating/advertising this option to everyone.

Thus far, The Department of Building Inspection has worked with the SFMTA and SF Environment to obtain tokens and sign-out sheets. The next steps for the campaign are outreach and education. For this we will send emails and make announcements at team/staff meetings.

We have found that the use of Muni tokens are better because we no longer have to deal with monthly renewals of Clipper Cards and that we aren't restricted to having only two cards. We have enough Muni tokens for many employees who use them instead of being restricted to the use of two Clipper cards. We believe the simplicity of this process will encourage employees to use this method and in turn encourage other employees to use Muni tokens.

6C. BIODIESEL

N/A

7. OTHER SUSTAINABLE PRACTICES

7A. ZERO WASTE

This year DBI is committed to meeting with the City Government Zero Waste coordinator from SF Environment to complete this year's action items and find tangible solutions for the challenges at our locations. The Climate Liaison/Zero Waste coordinator will attend the annual workshop. The annual Waste Assessment Survey is attached in Appendix B.

7B. CARBON SEQUESTRATION / URBAN FOREST

N/A

7C. COMMUNITY WIDE IMPACT

The Department is among the nation's leaders in the advancement and implementation of increasingly efficient, climate-sensitive, Green Building practices; and its efforts to inspect and ensure excellent construction practices contributes invaluable to the ambitious goals of improved sustainability and to reducing the City's overall carbon footprint.

On January 1, 2014 the Department of Building Inspection issued Information sheet GB-01 to update to clarify submittal instructions for Green building per Administrative Bulletin 093 (AB-093). The purpose of this Administrative Bulletin is to detail standards and procedures for the implementation of the Green Building requirements of the San Francisco Green Building Code effective January 1, 2014. AB-093 references from the 2013 San Francisco Green Building Code; San Francisco Administrative Bulletin 005: Procedures for Approval of Local Equivalencies; California Title 24 Part 11; San Francisco Environment Code Chapter 7.

AB-093 discusses that approved construction documents, and completed projects must conform to the Green Building requirements established in the San Francisco Green Building Code, which combines all mandatory elements of the 2013 California Green Building Standards Code (CALGreen) and stricter local requirements. Herein, "locally required measures" refers to the combination of prescriptive measures required as a consequence of adopting the California Green Building Standards Code, local amendments, and other relevant local requirements. At various project milestones, particularly at the conclusion of construction, the Department of Building Inspection must verify that Green Building requirements have been met. Under these implementation procedures, the majority of verification is required to be provided to the Department of Building Inspection via a formal third-party certification under green building rating systems referenced in the San Francisco Green Building Code, or by a third-party licensed design professional.

More information about AB-093 can be found at our website:

[http://sfdbi.org/sites/sfdbi.org/files/migrated/FileCenter/Documents/Information Sheets/IS GB 01 dated 12 31 13.pdf](http://sfdbi.org/sites/sfdbi.org/files/migrated/FileCenter/Documents/Information%20Sheets/IS_GB_01_dated_12_31_13.pdf)

The Department updates building and other important codes every three years with San Francisco codes among the strictest in the nation. The enforcement of these codes, including scheduled inspections that assure code-compliance, result in buildings that are among the most resilient, energy-efficient, and safest in the world.

7D. RESILIENCY AND ADAPTATION

The Department of Building Inspection is constantly working with other City agencies like the SF Environment and SFPUC to address climate change. We accomplish these tasks by updating the Building, Plumbing or Electrical code that result in "Green Building" practices that encourage LEED certified building, water and energy conservation.

8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

The Department of Building Inspection is glad to report that efforts to save energy, water and fuel have resulted in the reduction of our overall carbon emissions. The Department of Building Inspection's highlights include:

Since fiscal year 2008-2009, the Department of Building Inspection has reduced its total combined CO2 emissions by 52.24%.

Since fiscal year 2008-2009, the Department has reduced its CO2 emissions from Facilities Energy by 70.7%.

Since fiscal year 2008-2009, the Department of Building Inspection has reduced its CO2 emissions from mobile fuel by 12.21%.

Since fiscal year 2009-2010 the total water use for the Department of Building Inspection has fluctuated, but we have seen a 16.79% decrease in overall water use.

In addition to these highlights our goal is to continue work with other city agencies to lower our carbon emissions by renewing our vehicle fleet with efficient electric and hybrid vehicles. We will continue to work with the Real Estate Division on projects to conserve water, conserve energy and explore options for renewable energy. Furthermore our Climate Liaison and Zero Waste coordinator will continue to promote and educate staff about transit first options. The Department of Building Inspection will plan to bring in representatives from SF Environment to give a refresher training regarding recycling and composting.

APPENDICES

APPENDIX A

HACTO Submission Forms 2013

Department * Building Inspection

Name of Person Preparing Report * John Blackshear

Title of Person Preparing Report * Principal Clerk

Email of Person Preparing Report * john.blackshear@sfgov.org

Name of Department Director * Tom Hui

Acknowledgement * I acknowledge that the information provided is accurate.

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
Reimbursement

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

We've had great success communicating and promoting transit for work related travel. We have used our Department website, intranet, email blasts from the Director and including it in new employee orientation.

In the past we have tried to employ the use of a Clipper Card for employees that need to travel within the city during work hours. Since the Clipper Card service needs to be renewed every month it really doesn't work well for us. We have employed tokens now because they do not require a monthly renewal. We have informed all employees that this service is

available and that all they need to do is fill out a form to receive enough tokens to perform their job related task. We also use reimbursement when an employee uses their own personal vehicle to complete city related duties.

Another challenge that we face with transit for our building inspectors is that they are among the first responders to an earthquake or other emergency, and may need access to their vehicles in order to respond quickly and effectively.

Does your department offer employees access to bicycles for work-related travels? *	Yes
Are they part of the CityCycle program? *	No
How many bicycles are available? *	2
How many locations have CityCycle bikes? *	0
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycles for work-related travel:	We've had great success communicating and promoting transit for work related travel. We have used our Department website, intranet, email blasts from the Director and including it in new employee orientation. We believe this has encouraged employees to ride their bike in conjunction with riding public transit. The challenges to bike related travel at work is that inspectors are required to carry job related tools and equipment. These items can include, cell phones, hard hats, cameras, code books and emergency

supplies while performing their work in the field.

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

No

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

We really have not been able to encourage this practice because all inspectors are given their own schedule of tasks/inspections to complete for the day. They all work in different defined "districts" of the city. In addition to that an inspector carries multiple pieces of equipment or materials to assist with completing their duties in the field. As mentioned earlier, an inspector carries code books, cameras, hard hat, boots, rain gear and emergency supplies.

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? *

Although we do employ teleconference calling for meetings with other departments or firms hired by the city, we do not

possess the equipment for video conferencing. We have found that this expenditure is not necessary because teleconferencing is working.

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

*

We have made available tokens for all employees to be able to use public transit for work related travel. We currently have a sign out form that requires the employee to come up to the Director's Office and request tokens. They must sign and date the form as well as describe the reason for their trip.

In addition to this, we offer reimbursement for employees that have to use their own money or vehicles as part of completing a training or work related task. The reimbursement form is posted on our work intranet. The employee must fill out this form, have it signed by their supervisor and then approved by the Department's Finance supervisor.

DBI is pro-active in encouraging all employees to participate in the City's commuter programs aimed at reducing greenhouse gases. Numerous employees participate in this use of mass transit programs, as well as ride bicycles, and walk to meetings whenever possible. The Director's Office sends quarterly emails to all employees to remind them of Transit-First options, and to encourage participation in these programs. We also post access information to these programs on the department's Intranet website.

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. Offer a shuttle to nearby transit

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: *

All locations

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 promoting ridesharing for commuting to/from work: *

The successes we've had is communicating these commuter benefits to employees via email and in new employee orientation. These types of information sharing have helped employees get registered in the pre-tax commuter benefit program. We also inform employees that bike parking is available in both of the buildings that we occupy for anyone that rides their bike to work. The only challenge to increasing the number of people that ride their bikes to work is that they live too far from work to ride in. Although, we do have some employees that use public transportation then ride their bikes to work from BART or CALtrain stations.

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

No

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

The challenge in telecommuting for our department is that we serve all of our customers in person or by phone.

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

Supervisors will need to figure if tele-commuting fits in with our customer service centric business flow.

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

The commuter benefits program is something that

all employees are offered. Through our email blasts and new employee orientations all employees are made aware of the 511 car share matching program that gives employees an alternate choice for commuting to and from work.

Campaign Options *

Public Transit.

How many vehicles is your department *planning to* remove from service in FY13–14 (July 1, 2013–June 30, 2014)? *

2

How many vehicles is your department *planning to* change the status of vehicles turned in for credit toward your vehicle reduction requirement in FY13–14 (July 1, 2013–June 30, 2014)? *

0

The number of vehicles your department plans to remove is: *

Fewer than the number needed to be compliant.

Your department is not in compliance with the HACTO reduction requirement. Please contact the Clean Vehicle team at HACTO@sfgov.org for assistance with the waiver process. *

I confirm that I will contact the Clean Vehicle team to discuss the waiver process.

HACTO Waiver Form – FY 2013–14

Department Building Inspection

*

Name of Person John Blackshear

**Preparing
Report ***

**Title of
Person
Preparing
Report *** Principal Clerk

**Email of
Person
Preparing
Report *** john.blackshear@sfgov.org

**Name of
Department
Head *** Tom Hui

**Email of
Department
Head *** tom.hui@sfgov.org

**The number
of fleet
sections for
which you
are
requesting
waivers: *** 1

**Fleet Section
Name *** Department of Building Inspection

**Number of
vehicles
included in** 99

the waiver. *

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet, and why Transit First options cannot meet these requirements. *

Inspectors are required to carry job related tools and equipment. These items can include, cell phones, hard hats, cameras, code books and emergency supplies while performing their work in the field. Without them they cannot complete their job per the purpose and mission statement of the Department of Building Inspection.

Our purpose is to serve the City and County of San Francisco and the general public by ensuring that life and property within the City and County are safeguarded, and to provide a public forum for community involvement in that process.

MISSION STATEMENT

Under the direction and management of the seven-member citizen Building Inspection Commission, to oversee the effective, efficient, fair and safe enforcement of the City and County of San Francisco 's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with the Disability Access Regulations.

Per last year's letter from Director Hui to Melanie Nutter:

Given the documented realities of DBI's mandated Charter responsibilities to ensure building safety throughout San Francisco, which include access to vehicles for official inspection purposes, we respectfully request the granting of this Full-Department, multi-year waiver as quickly as possible.

With the local building and construction economy growing rapidly, and with DBI's hiring of additional building, plumbing, electrical, housing and code enforcement inspectors, we are already in a position where we do not have sufficient vehicles for the fulfillment of inspection responsibilities – meaning that we will be allocating departmental revenues to pay inspectors to use their own personal vehicles to carry out daily inspections, and meaning the loss of any departmental control over what otherwise could be low-emission and "cleaner transportation" vehicles.

Does this fleet section have any underutilized vehicles? No

Would you like to No

request a
waiver for
another fleet
section? *

How many 99
vehicles
would be
subject to
HACTO if the
waiver(s) are
approved? *

What is 15% 14.85
of the
number
above? *

How many 0
vehicles
does you
department
plan to
remove? *

The number Fewer than the number of vehicles needed to be compliant
of vehicles
planned for
removal is: *

I understand Yes
that my
department
plans to
remove
fewer than

required
number of
vehicles that
must be
removed in
order to be
compliant. *

Departmental Zero Waste Assessment Survey

Name * John Blackshear

Department Name * Department of Building Inspection

Department Division/Branch/Station * Finance Services

Address *



1660 Mission Street, 6th floor

San Francisco, CA 94103

United States

Phone Number * (415) 575-6801

Email * john.blackshear@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? 4

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 surplus items? *

Yes

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

The action item that I listed was "trying to eliminate "paper" towels from making it in the garbage bin and recycle bin. I have sent out emails to all DBI staff reminding them that "paper" towels are a COMPOST item. I have reminded them that just like in our bathrooms, we should be placing "paper" towels in the Compost receptacle. I have also made sure that each location with a compost bin is marked to indicate that paper towels should be deposited in the GREEN bin.

Date *

Tuesday, March 11, 2014

Time: *

8:30 am

Date *

Tuesday, April 8, 2014

Time: *

8:30am

Date *

Monday, April 28, 2014

Time: *

8:30am

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

Yes

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