

# 2014 GENERAL SERVICES AGENCY CLIMATE ACTION PLAN

## DATA YEAR: FISCAL YEAR 2012-2013

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## 1. INTRODUCTION

GSA leads the City in the creation, introduction and execution of ground-breaking environmental projects, whether it be in facilitating regional cooperation on broad environmental initiatives from the Office of the City Administrator (from Car Sharing to EV Plug-in accommodations), or encouraging individual employees to turn lights off and eliminate junk mail, we're focusing on empowering our team members to make a positive change at the human level. The DepCAP's from Real Estate, Public Works, Department of Technology, Convention Facilities and Central Shops/Fleet Management, all a part of the GSA Family of Divisions and Departments, highlight most of our prized accomplishments in the past reporting period, and provide a glimpse of our action plan for the coming year. We simply refer to those documents and will not incorporate them in any way to this particular document, to maintain brevity.

We would be remiss if we did not also thank our many partner departments in implementing many of these programs across our broad platform of properties and facilities. From the PUC and Department of Environment lending not only expertise but often funding, to the City Attorney's Office providing creative paths to accomplish our goals on public-private partnerships, our success is dependent on the assistance of a great team from many departments.

## 2. DEPARTMENTAL PROFILE

### 2A. DEPARTMENTAL MISSION

The Office of the City Administrator has overall responsibility for the management and implementation of policies and the rules and regulations promulgated by the Mayor, the Board of Supervisors, and the voters.

The City Administrator is the Director of Administrative Services, also known as the General Services Agency ("GSA"), a broad array of departments, divisions, programs, and offices. The departments and programs under the City Administrator are:

- 311 Customer Service Center
- Animal Care & Control
- Capital Planning Program
- Contract Administration/Purchasing (Office of)
- Contract Monitoring Division
- Convention Facilities Management
- County Clerk
- Entertainment Commission
- Fleet Management & Central Shops
- Grants for the Arts
- Immigrant Rights Commission
- Labor Standards Enforcement (Office of)
- Office of Civic Engagement and Immigrant Affairs
- Mayor's Office of Disability
- Office of the Chief Medical Examiner
- Public Works
- Real Estate
- Repro-Mail (part of OCA/Purchasing)
- Risk Management
- Technology (formerly Telecommunications and Information Services)
- Treasure Island Development Authority

The majority of the services provided by the GSA are to support the effective operations of other city departments. Examples of these functions include the maintenance, operations, and management of City-owned buildings and infrastructure; technology and telephony services; design and construction of the

department's capital improvements; procurement and contract administration; fleet management and vehicle maintenance; real estate leasing and acquisition; citywide risk management; citywide capital planning; and the administration of the City's debt.

The following GSA departments will be submitting separate Climate Action Plans:

- Animal Care & Control
- Convention Facilities Management
- Fleet Management & Central Shops
- Public Works
- Real Estate
- Treasure Island Development Authority
- Technology

The mission of GSA as a whole is to ensure that the taxpayers of San Francisco are getting "real value" for their money through efficient delivery of services, reduction of fiscal waste and excess, generate revenue through external and internal partnerships, and to develop a workplace atmosphere where employees are valued and challenged. Missions of individual departments or programs are as follows:

**311 Customer Service Center:** The mission of the 311 Customer Service Center is to provide a prompt, courteous, and professional customer service experience 24 hour a day to San Francisco residents, visitors, and businesses seeking general information and services.

**Animal Care and Control:** The mission of the Department of Animal Care and Control is to provide effective, courteous, and responsive animal care and control services to the residents of this community.

**Contract Administration/Purchasing (Office of):** The mission of the Office of Contract Administration/Purchasing is to support the procurement of the material, equipment and services that is essential to providing governmental services for the citizens of San Francisco. The contracting and procurement services Purchasing provides support the operations of the City departments who provide services to the public. In serving the City's needs, the staff of the Division is dedicated to providing efficient and responsive service, in full compliance with the City's legal requirements, while upholding the highest ethical and professional standards.

**Contract Monitoring Division:** The Contract Monitoring Division (CMD) implements and enforces the Chapter 12B Equal Benefits Ordinance and the Chapter 14B Local Business Enterprise Ordinance adopted by the Board of Supervisors to protect the public interest in equality throughout the City of San Francisco's governmental contracting process.

**Convention Facilities Department:** The mission of the Convention Facilities Department is to maintain San Francisco as a first class convention venue.

**County Clerk:** The mission of the Office of the County Clerk is to protect the rights of the public by processing, filing and posting documents and to provide constructive notice of such filings and postings as required by laws and regulations. Further, to be identified and respected as a statewide leader by providing its services in a manner that is innovative, customer-friendly, and effective while still compliant with all local, state, and federal laws.

**Entertainment Commission:** The mission of the Entertainment Commission is to provide a permit service to the entertainment industry that is seamless, simplified, efficient, and fair to the applicant, the neighbors, and the public at large. To also act as an ombudsman to permit applicants and promote entertainment as a viable and dynamic part of the City's economic engine.

**Fleet Management/Central Shops:** The mission of Fleet Management/Central Shops is to provide quality service and reduce vehicle and equipment downtime for all departments that Central Shops supports.

**Grants for the Arts:** The mission of Grants for the Arts is to promote the City by supporting the arts using Hotel Tax funds.

**Immigrant Rights Commission:** The mission of the Immigrant Rights Commission is to assist the Immigrant Rights Commission to improve, enhance and preserve the quality of life and civic participation of all immigrants in the City and County of San Francisco.

**Labor Standards Enforcement (Office of):** The mission of the Office of Labor Standards Enforcement is to ensure that public works contractors comply with prevailing wage and other labor standards regulations. OLSE also administers and enforces the City's Minimum Wage Ordinance, Minimum Compensation Ordinance, Sweatfree Ordinance, Health Care Accountability Ordinance, and the new Proposition F - Paid Sick Leave Ordinance in City contracts for services and covered leases.

**Office of Civic Engagement and Immigrant Affairs:** The Office of Civic Engagement & Immigrant Affairs (OCEIA) promotes civic participation and inclusive policies that improve the lives of San Francisco's residents, particularly immigrants, newcomers, underserved and vulnerable communities. OCEIA seeks to bridge linguistic and cultural barriers to ensure that San Francisco's diverse residents have equal access to city services and opportunities to participate and contribute in meaningful ways to the success of the community and to the city.

**Mayor's Office of Disability:** The mission of the Mayor's Office of Disability is to ensure that all programs, activities, services, and benefits operated or funded by the City and County of San Francisco are fully accessible to and usable by people with disabilities.

**Office of the Chief Medical Examiner:** The mission of the Office of the Medical Examiner is mandated by State law to investigate sudden, unexpected and violent deaths in the City and County of San Francisco.

**Real Estate:** The mission of the Real Estate Division is to provide real property related services for the municipal agencies of the City and County of San Francisco. The Division strives to provide efficient and effective leasing, property acquisition and disposition, and property management services to our clients.

**Risk Management:** The mission of Risk Management is to provide citywide risk management services to City and County Departments through the use of self-insured and insured methods that minimize the adverse effects of accidental loss.

## 2B. DEPARTMENTAL BUDGET

The approved departmental budget for FY 2013-14 was approximately \$294,000,000. In addition, see Real Estate's plan for information about COPs-funded capital investment in three assets under Real Estate jurisdiction; Convention Facilities' plan for information about TID assessment and COPs-funded investments in Moscone Center; and Central Shops/Fleet's plan for investments and strategies under their charge.

## 2C. NUMBER OF EMPLOYEES

The number of FTE's budgeted for FY14 are 717.61, which is a 4.2% increase over FY13.

## 2D. FACILITIES

GSA has office facilities located at the 20 different locations shown in section 3. Exceptions from office environments would be location 4 (Brooks Hall) – used for storage, primarily; location 13 (Animal Care and Control) – includes veterinary clinic and animal shelter facilities; location 14 (Shops) – used for vehicle repair/storage; location 18 (DPW Yard) – central dispatch point for streets and repairs services in a mixed use setting; and location 21 (Moscone) – convention center.

## 2E. VEHICLES

GSA has a total of 33 vehicles used for various purposes by different elements of the Agency (again, we are not considering the Fleet Division's DepCAP numbers here). The breakdown is:

GSA Pool at City Hall/Civic Center Garage:	17 sedans 1 van 3 SUV's (EV)
Other locations:	4 sedans 8 vans

## 2F. DEPARTMENTAL CONTACT INFORMATION

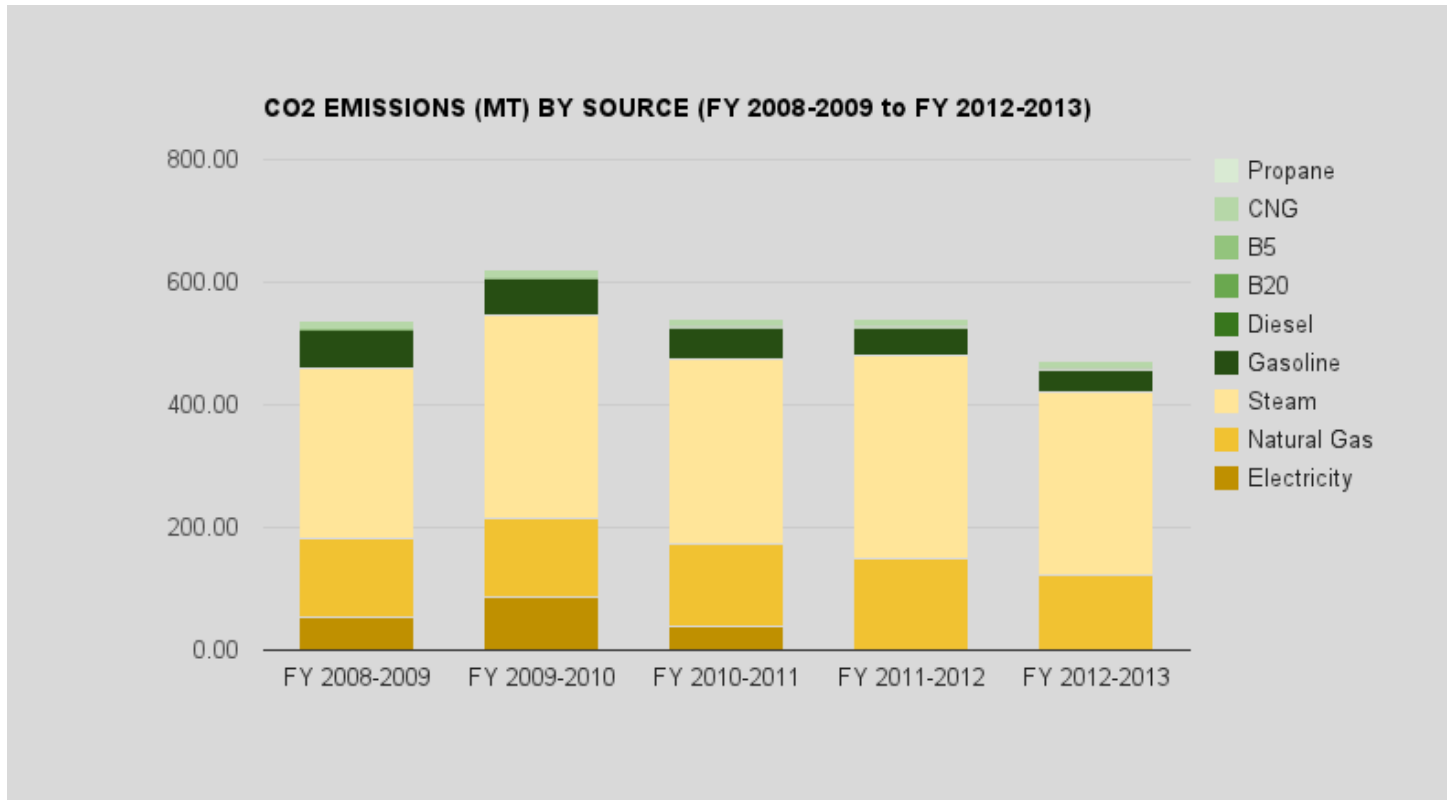
John Updike, Director of Real Estate, is the lead for overseeing implementation of this Plan within GSA. He can be reached at 554-9860, or [john.updike@sfgov.org](mailto:john.updike@sfgov.org). Animal Care and Control, Convention Facilities, Fleet Management/Central Shops, TIDA and Real Estate are each responsible for implementation of energy efficiency measures within the facilities under their respective jurisdictions or management. Fleet Management is responsible for implementation of the portions of the Plan related to vehicle use and emissions. Please see the appropriate separate plans for lead staff for 311, Animal Care & Control, Convention Facilities, Fleet Management, TIDA and Real Estate.

## 2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

GSA includes the Office of the Chief Resiliency Officer, and the City Administrator chairs or co-chairs numerous committees focused on sustainability issues for San Francisco and the Bay Area.

### 3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

General Services Agency has effected a 12.4% reduction in our overall CO2 emissions from the last reporting year. From our peak year in 2009-2010, we've knocked off 23.8% from our carbon footprint, while adding square footage, staff, vehicles and divisions to our multi-unit portfolio. It should be noted that the Successor Agency to Redevelopment (or the Office of Community Investment and Infrastructure) was removed from GSA's portfolio at the very end of this reporting period, contributing only slightly to the decline in carbon footprint. Next year's report should show a more significant decline with all of such assets removed from GSA's inventory.



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)	536.20	619.95	539.45	539.73	472.50

#### 3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by SF Environment to calculate the FY12-13 Departmental carbon footprint has been verified by GSA to be accurate and complete.

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

Building energy consumption fell from last year, although additional buildings were added to the portfolio, clearly showing the benefits of several energy savings projects effected.

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

These tables summarize 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)	5,206,001	5,107,851	4,988,237	6,145,795	3,079,069
Natural Gas (th)	23,901	24,153	25,383	26,031	22,746
Steam (lbs)	2,917,646	3,470,585	3,278,856	3,813,564	3,505,655

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	54.00	88.00	38.00	0	0
Natural Gas	127.00	128.00	135.00	148.00	121.00
Steam	278.00	331.00	303.00	334.00	301.00
<b>Total Facilities Energy CO2 (mt)</b>	<b>459.00</b>	<b>547.00</b>	<b>476.00</b>	<b>482.00</b>	<b>422.00</b>

After the peak year of FY10, a steady decline in CO2 emissions has resulted from our strong efforts at implementing various energy efficiency programs across our various platforms.

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

The list of vehicles and fuel totals used by Department of the Environment to calculate the FY13 Departmental carbon footprint has been verified by GSA to be accurate and complete.

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

GSA's GHG emissions related to fuel went down from last year, to 50.50 mt of CO2 (4079 gallons of gasoline, 198 gallons of B5 and 2061 GGE of compressed natural gas (CNG)), a nearly 12.5% decrease from the prior year. However, that emissions number does represent a slight decrease from FY09 and FY10. GSA has experienced a 34.5% decrease in fuel emissions since FY09's reporting period, quite an achievement!

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

These charts outline fuel consumption 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)	7029	6601	5646	4979	4079
Diesel (or equivalent) (gal)	0	0	0	0	0
B100 equivalent (gal)	0	0	0	0	0
B20 (gal)	312	248	43	0	0
B5 (gal)	0	0	235	240	198
CNG (GGE)	2088	2095	1819	1895	2061
Propane (gal)	3	0	0	0	14

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	61.91	58.14	49.73	43.85	35.93
Diesel (or equivalent)	0	0	0	0	0
B100 equivalent	0	0	0	0	0
B20	2.53	2.02	0.35	0	0
B5	0	0	2.26	2.31	1.91
CNG	12.74	12.79	11.11	11.57	12.58
Propane	0.02	0	0	0.02	0.08
<b>Total Mobile Fuel CO2 (mt)</b>	<b>77.20</b>	<b>72.95</b>	<b>63.45</b>	<b>57.73</b>	<b>50.50</b>

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## 4. EFFORTS IN FACILITIES ENERGY REDUCTION

### 4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

GSA, through Real Estate and other elements of the Agency, remains a leader in developing and implementing energy efficiency projects for its many buildings. Please see Convention Services and Real Estate reports for further information in this regard.

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

General Services is in compliance with the Existing Commercial Buildings Energy Performance Ordinance (Ord 17-11, SFE Code Chapter 20), and assisted the SFPUC in producing the 2012 Energy Benchmarking Report for San Francisco Municipal Buildings by a) verifying the department's list of facilities; b) verifying the existing data for each facility; and c) providing data specific to the primary EPA Energy Star building category. The 2012 Energy Benchmarking Report is available at:

<http://www.sfwater.org/modules/showdocument.aspx?documentid=2938>

Our keystone asset of the portfolio, City Hall, was highlighted on the cover of the Benchmarking Report this year, with an Energy Star Rating of 90. For the second year in a row we're honored to have a GSA facility gracing the cover of this vital document. Other assets in the report:

<u>Facility Type</u>	<u>Number Benchmarked</u>	<u>Page Number in Report</u>
Office	8	23
Warehouse	1	29
Convention Centers	1	17
Performance Halls	1	17
Corporation Yards	4	29

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

All GSA buildings are in compliance with the City's Lighting Efficiency Ordinance with one exception, that being Brooks Hall (Real Estate), which has received the appropriate waiver from DOE. We'll endeavor to secure Capital funding for a retrofit there in the near future, and alternative use options for that space are under study.

### 4D. INFORMATION TECHNOLOGY

GSA (parent group of RED) has implemented an agency wide reminder upon login regarding appropriate use of computers, as well as instituted automated sleep mode configurations for all computers. Funding is not available for blade server conversion, and won't be in future years most likely. RED has completed a collaborative project with DBI, HSA and Planning to coordinate a joint server room for 1650-1660 Mission Street, improving energy efficiency through a reduction in multiple extreme chiller requirements.

We're now working with the Department of Technology on an exciting disaster recovery project to house servers at an existing State of California facility in Rancho Cordova, approved by the Board of Supervisors in early 2013, now operational. That allows us to replicate systems and maintain continuity of operations in the event of a disaster, and to do so in a robust facility co-located with other municipal organizations and a variety of state departments. We are now looking at the efficacy of moving out the server room from City Hall, and will be working closely with Department of Technology staff on effecting that move in the coming year.

### 4E. RENEWABLE ENERGY

As noted previously, the City Hall rooftop solar project is finally primed to advance. The goal is completion in early 2015, before the City Hall Centennial celebration.

## 4F. GREEN BUILDING

We have noted our LEED projects in our various departmental submittals of their Climate Action Plans. There are no additional LEED projects for the particular GSA family not covered in those individual plans. The Director of Real Estate (GSA) serves as a voting member on the Resource Efficient Building Task Force, chaired by Mr. Palmer of SFE. We can confirm the LEED project list by SFE is accurate.

## 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 GSA to be accurate and complete.

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

Total water consumption, as reflected in the chart in section 5c, was 2,138,799 gallons, with wastewater at 1,544,850 gallons.

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

Below is the last four years of water and wastewater data.

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)	3,337,842	2,564,782	2,652,168	2,138,799
Wastewater Discharge (gal)	2,764,642	2,120,251	2,122,662	1,544,850

Between impacts of efficiency measures in a variety of assets occupied by GSA, and the reduction of some assets in our portfolio with the reclassification of Redevelopment, we secured a significant 19.3% decrease in water consumption in the past year. We've nearly reduced wastewater discharge since FY10 by almost half, a pretty startling statistic.

### 5D. WATER CONSERVATION

A comprehensive outline of Real Estate's water conservation plan can be found on their homepage with a special link to resources and activities, and GSA will be following this plan. This page will be refreshed as audits are completed and efficiency projects are implemented.

## 6. EFFORTS IN VEHICLE FUEL REDUCTION

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

GSA is in compliance with the Healthy Air and Clean Transportation Ordinance (HACTO), which addresses a transit first philosophy both while at work and while commuting, and encourages/mandates certain reductions in vehicles. We manage the vehicle pools serving civic center at City Hall, always maximizing use while keeping the fleet size as small as possible. We've been leaders in providing space for EV showcase projects at City Hall, and in installing EV chargers in a number of our parking facilities/lots.

The completed HACTO document for GSA is attached as an appendix to this report.

## 6B. TRANSIT FIRST CAMPAIGN

GSA's transit first campaign is outlined in our HACTO submission.

## 6C. BIODIESEL

Not applicable.

## 7. Other Sustainable Practices

### 7A. ZERO WASTE

Our green cleaning policies go beyond the materials and products we use to provide excellent custodial services to our occupant customers across our portfolio. It includes changing behavior to incentivize and reward occupants to better use the recycling and composting resources we've provided. With Real Estate as a division of GSA, and as the main custodial provider to the General Fund family of departments, we recognize we have to be a leader in this field, and our diversion programs at the Hall of Justice highlights our success in this regard.

### 7B. CARBON SEQUESTRATION / URBAN FOREST

The City Administrator led the Urban Agriculture Task Force during 2012, whose final report was delivered to the Board of Supervisors in early 2013. We now work closely with the newly hired Urban Agriculture Coordinator and are exploring how to implement temporary gardens in multiple locations throughout the City.

The City Administrator also works closely with DPW staff on many urban forestry initiatives, found in the DPW DepCAP.

### 7C. COMMUNITY WIDE IMPACT

The City Administrator's Office is involved in leading Giant Sweep, Community Benefit Agreements in mid-market, re-imagining public housing, deploying Community Ambassadors, and re-structuring the Successor Agency to Redevelopment, just to name a few initiatives under her charge, which serve to beautify the City and improve the lives of all San Franciscans.

### 7D. RESILIENCY AND ADAPTATION

The City Administrator co-chairs the Adapt SF Committee. The Chief Resiliency Officer, Patrick Otellini, and his Rockefeller Foundation funded initiatives just kicked-off in early 2014, under the leadership of our City Administrator and Mayor Ed Lee. The City Administrator co-chairs the Lifelines Council. Major legislation related to earthquake retrofits was championed by our office in the past year, with more efforts in this regard to come in the near future.

## 8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

GSA's family of departments and divisions play a role in nearly every aspect of City service delivery, focusing on eliminating waste and excess, driving efficiencies and collaborations (public and private), and positively affecting the built environment of San Francisco for generations to come. We invite the reader of this report to look closely at the reports of our individual divisions and departments for a more detailed review of our projects and initiatives throughout the community.

## APPENDICES

HACTO plan (2 pages)

HACTO Submission Forms  
2013

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Department *	GSA Fleet Management / Central Shops
Name of Person Preparing Report *	Dan Coleman
Title of Person Preparing Report *	Principal Analyst
Email of Person Preparing Report *	dan.coleman@sfgov.org
Name of Department Director *	Tom Fung
Acknowledgement *	I acknowledge that the information provided is accurate.

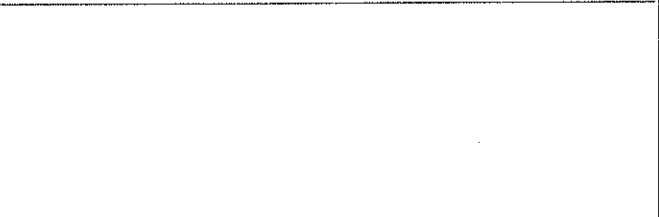
Does your department promote or plan to promote employees to use public transit for work-related travel? *	No
What resources will your department offer? *	
Other: *	
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: *	
What are the reasons for not encouraging or planning to encourage employees to use public transit for work-related travel? *	Due to our outlying locations, travel between facilities and to Civic Center by Muni is impractical. It would generally take at least an hour each way, which would not be a good use of employees' time.
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? *	5
How many locations have CityCycle bikes? *	2
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycles for work-related travel:	
<p>We were an early adopter of the CityCycle program (and bicycles have been available at our shops for employee business travel for many years before that). SFE has promoted bike awareness / conducted safety training to employees.</p> <p>Several employees use CityCycles and other City- and employee-owned bikes to travel between our facilities and to Civic Center, weather permitting. One employee was thwarted when a CityCycle broke down halfway to a meeting, but he continues to use his own bike for work-related travel whenever possible.</p> <p>Our satellite shop at the Port report that they use their 2 CityCycles on a daily basis. Our shops at Golden Gate Park and Hall of Justice don't have any, but would like 2, if possible.</p>	
What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? *	
Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *	Yes
What are the reasons for not encouraging or planning to encourage employees to use car-sharing for work-related travel? *	
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting car-sharing for work-related travel: *	We are able to meet all our transportation needs with shared vehicles: none are individually assigned. This requires cooperative scheduling, especially as several of our vehicles are battery-

	electric (so charging has to be taken into account, as well).
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? *	We often use tele-conferencing, but don't have funding for video equipment. If SFE can obtain funding, we would be interested.
Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: *	We keep our vehicle use to a minimum by avoiding unnecessary trips (teleconferencing), combining trips (multiple passengers coordinating tasks) and cycling when practical.
Does your department promote or have plans to promote the use of public transit for commuting to/from work? *	No
How will you promote public transit? *	
Other: *	
What are the reasons for not encouraging or planning to encourage employees to use public transit for travel to/from work? *	In most cases even employees who live within San Francisco would have to transfer one or more times each trip. Also, they don't feel safe walking through the Bayview District in the dark to get to the Muni.
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting public transit for commuting to/from 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? *	<ul style="list-style-type: none"> <li>• Provide indoor/safe bike storage</li> <li>• Offer on-site showers and/or lockers</li> </ul>
Other: *	
These bicycle-friendly resources are available at: *	All locations
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycling for commuting to/from work: *	Some employees are not able to always commute by bicycle due to family responsibilities (picking up child from school), but they bicycle whenever possible.
What are the reasons for not encouraging or planning to encourage employees to use bicycles for travel to/from work? *	
Does your department plan to promote the use of ridesharing for commuting to/from work? *	Yes

How will you promote ridesharing? *	<ul style="list-style-type: none"> <li>Encourage registration in the 511-matching program</li> </ul>
Other: *	
The reserved space(s) are available at: *	
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work: *	Employees have difficulty finding matches at other worksites near our facilities, but some employees carpool together.
What are the reasons for not encouraging or planning to encourage employees to use ridesharing for travel to/from work? *	
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: *	
What are the reasons for not encouraging or planning to encourage employees to use tele-commuting? *	Management staff occasionally work from home, but most of our employees are vehicle mechanics, and cannot do their jobs remotely.
Please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: *	We offer excellent accommodations for bicycle commuting, which all employees are aware of. We also encourage employees to carpool.
Campaign Options *	2. Poster & e-communications campaign
Other	
How many vehicles is your department <i>planning to</i> remove from service in FY13-14 (July 1, 2013-June 30, 2014)? *	0
How many vehicles is your department <i>planning to</i> 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: *	Equal to or more 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 <a href="mailto:HACTO@sfgov.org">HACTO@sfgov.org</a> for assistance with the waiver process. *	
	You have completed this section of HACTO. Thank You.



Please contact Dan Coleman, GSA Fleet Analyst, at [dan.coleman@sfgov.org](mailto:dan.coleman@sfgov.org) to resolve any discrepancies in the fleet information presented to you by Dec. 9, 2013. Please visit the site after this date to resume reporting your HACTO annual and implementation plans.



Created <b>14 Feb</b> <b>2014</b> 1:22:44 PM PUBLIC	<b><u>208.121.64.3</u></b> IP Address	Updated <b>25 Feb</b> <b>2014</b> 11:03:27 AM Clean Air
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