

2014 DEPARTMENTAL CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

PREPARED BY: MYISHA HERVEY

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1. INTRODUCTION

The Department of Economic and Workforce Development occupies 4 spaces in City Hall. Our Film office occupies 666.40 square foot office. The Economic and Small Business Office occupies 5,474.00 square foot space between the divided divisions. The Workforce division occupies 16,654 square foot office space at 1 South Van Ness.

Within our City Hall office, OEWD staff often work independently and in small teams in order to accomplish the multiple and varied tasks of an Executive office who works closely with the Mayor’s office under the direction of Mayor Lee. OEWD staff are aware of and actively participate in zero water, green purchasing.

The Department of Economic and Workforce Development is pleased to have been invited to participate in this program and look forward to working with the Department of Environment and other offices with in City Hall to develop revised calculation methodologies for future years. We hope that this will allow the office with in City Hall to more accurately calculate their carbon footprints and address ways to measure increased efficiencies

2. DEPARTMENTAL PROFILE

2A. DEPARTMENTAL MISSION:

Departmental Mission: The Office of Economic and Workforce Development's mission is simple; we support the ongoing economic vitality of San Francisco. Under the direction of Mayor Edwin M. Lee, OEWD provides city-wide leadership for workforce development, business attraction and retention, neighborhood commercial revitalization, international business and development planning.

OEWD's programs are responsible for strengthening San Francisco's many diverse neighborhoods and commercial corridors, creating a business climate where companies can grow and prosper, and ensuring a continually high quality of life for all San Franciscans.

By providing one point of contact for a variety of essential City programs and services, OEWD's goal is to ensure that San Francisco will always be what it is today; one of the best places on the planet to live, work and play.

2b. Departmental Budget:

The Office of Economic and Workforce Development's budget for Fiscal Year 2012-2013 is 46,246,904.

2c. Number of Employees: The Office of Economic and Workforce Development have a staff of 96 full time paid employees.

2D. FACILITIES:

The Office of Economic and Workforce Development occupies space in 2 buildings, City Hall & 1 South Van Ness, 5th Floor. Our primary office is located in City Hall. Our department occupies 4 separate offices in room 448, 443, 473 and room 110. There are 46 employees that occupy those spaces.

Our Workforce Division office occupies space located at 1 South Van Ness Ave, 5th Floor, with 45 employees occupying that space. Both of these locations are managed by the City and County of San Francisco's Real Estate Division.

2E. VEHICLES:

The Office of Economic and Workforce Development does not have any vehicles. Our office uses Vehicle Pool when in need of a car, which is managed by City Hall Building Management.

2F. DEPARTMENTAL CONTACT INFORMATION:

The Office of Economic and Workforce Development can be reached at 415-554-6969 or moewd@sfgov.org

Climate Liaison: Myisha Hervey, Executive Assistant/Office Manager

Zero Waste Coordinator: Myisha Hervey

Zero Waster Coordinator: Fred Liedl, Finance Manager

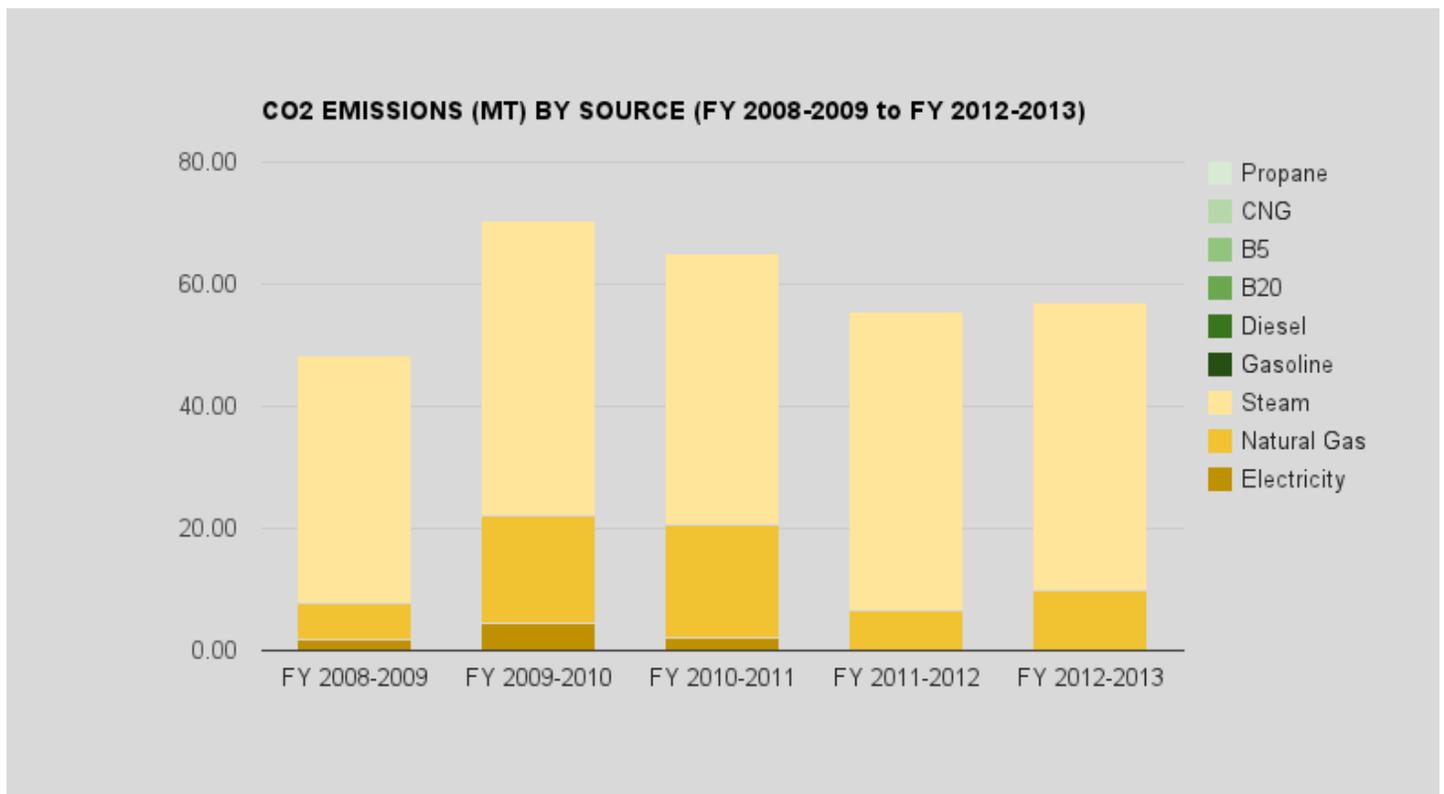
2g. Other Sustainability or Environmental Plan: The Office of Economic & Workforce Development does not have any other sustainability plans besides this climate action plan..

3.TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT:

For Fiscal Year 2012-2013 OEWD's total operational greenhouse gas (GHG) emissions was 56.93 metric tons of CO2. This is based on GHG emissions calculated from the department's consumption of facilities energy, which is described in the sections below.

The five year summary of OEWD's annual operational CO2 emissions is summarized in the table and chart below.

According the FY2012-2013 Carbon footprint summary, the majority of OEWD's department energy consumption comes from steam heat.



3A. FACILITIES LIST VERIFICATION STATEMENT:

The list of facilities used by the Department of Environment to calculate the FY2012-2013 Departmental carbon footprint has been verified by the Office of Economic & Workforce Development to be accurate and complete.

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

Total Facilities Electricity in Fiscal Year 2012-2013: 116, 227 kWh consumed for our offices located in City Hall, 0 metric tons of CO2. Total Facilities Steam in Fiscal Year 2012-2013: 548,990 lbs, 47.06 metric tons of CO2.

OEWD's City Hall offices do not use Natural Gas.

Total Facilities Electricity in Fiscal Year 2012-2013: 226,686 kWh consumed for our office located at 1 South Van Ness, 0 metric tons of CO2. Total Facilities Natural Gas in Fiscal Year 2012-2013 is 1,860 therms, 9.87 metric tons of CO2.

OEWD's office located at 1 South Van Ness does not use Steam.

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

The tables below summarize OEWD's annual facilities energy consumption & associated GHG emissions for the past five fiscal years,

TOTAL ENERGY	Building Energy Consumption				
Service Type	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity (kWh)	178,434	261,286	263,200	234,072	342,913
Natural Gas (Therms)	1,095	3,320	3,510	1,235	1,860
Steam (lbs)	427,154	508,106	480,036	558,319	548,990

CO2 Emissions (mt)					
FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013	
1.86	4.53	1.95	0.00	0.00	
5.81	17.62	18.63	6.55	9.87	
40.69	48.40	44.37	48.84	47.06	

4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS:

Our department occupies space managed by the Real Estate Division and does not own any buildings.

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

Our department occupies space managed by the Real Estate Division and does not own any buildings.

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE:

Our department occupies space managed by the Real Estate Division and does not own any buildings.

4D. INFORMATION TECHNOLOGY

Our office will work with our IT team to work on and implement a plan to conserve energy use of our computers and printers.

4E. RENEWABLE ENERGY

5. EFFORTS IN WATER USE REDUCTION

5A. WATER DATA VERIFICATION STATEMENT

The list of water accounts used by the Department of Environment to calculate annual departmental water use has been verified by the Department of Economic & Workforce Development to be complete and accurate.

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

The Department of Economic & Workforce Development's FY2012-2013 water consumption for our offices at 1 South Van Ness is 149,118 gallons and 84,598 gallons for our offices at City Hall.

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

Total water use for OEWD has fluctuated since FY2008-2009 with almost a 28% decrease in overall water use since last FY2011-2012.

Annual Water Consumption (gal)			
FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
314,503	722,909	958,557	691,043
0	463,012	694,144	391,204

5D. WATER CONSERVATION

Our department occupies space in City Hall which is managed by the Real Estate Division. In 2013 all of the toilets were replaced with high-efficiency fixtures. They are also in the process of replacing the sinks too.

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 maximize 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 our department will implement the various sustainable options to reduce vehicle usage and a Transit First report on implementation.

Department of Economic & Workforce Development is compliant with this year's Healthy Air & Clean Transportation Ordinance Requirements, and the "HACTO submissions Forms-FY2013-14" is attached as Appendix A to this document. Our department has no fleet and utilizes vehicle pool.

Our department encourages employees to walk to use public transit for meetings. OEWD's Transit First Plan is for the use of Pre-Tax Commuter Benefit's Campaign. We encourage employees to sign up. We also have clipper cards for employee use to encourage public transit to and from meetings.

6B. TRANSIT FIRST CAMPAIGN

This year our department chose Pre-Tax Commuter Benefits Campaign. Our department orders clippers cards for the use of employees to use to go back and forth from meetings. We encourage employees to go through Vehicle Pool training to use City cars

6C. BIODIESEL

Our office does not have any fleet .

7. OTHER SUSTAINABLE PRACTICES

7A. ZERO WASTE

7B. CARBON SEQUESTRATION / URBAN FOREST

The Office of Economic and Workforce Development is not involved in planting, caring for, or otherwise supporting forestry resources.

7C. COMMUNITY WIDE IMPACT

The Department of Economic & Workforce Development 's staff are committed to environmentally sustainable practices and consistently work with the Department of Environment and other City Departments to ensure to ensure and promote practices in our department and in our community.

Our office focuses on key industries in which our office has community-wide impact, with our communities.

- Invest in Neighborhoods :

BUILDING VIBRANT COMMUNITIES THROUGHOUT SAN FRANCISCO

The City of San Francisco owes much of its global appeal to the unique character of its neighborhood commercial districts. OEWD's Neighborhood Economic Development Division is responsible for the ongoing support and improvement of the City's many neighborhood commercial districts. The overall goals of the division are to create cleaner, safer and more vibrant neighborhoods in order to increase the quality of life for the City's residents and workers; and to create economic opportunities for residents of the City's low- and moderate-income neighborhoods.

-Clean Technology Sector:

From renewable energy to alternative transportation to advanced materials, the collection of goods and services known as Cleantech has become one of the fastest growing segments of the new economy. Driving this growth is a highly favorable confluence of entrepreneurial talent, venture capital, and media attention. At the center of this advantageous mix sits San Francisco – the world-class city that anchors our nation's most dynamic clean technology corridor.

San Francisco boasts a deeply engrained culture of innovation, a rich network of venture funders and clean tech companies, prominent centers of academic excellence, and a number of forward looking government policies that is driving the demand for clean technology solutions.

A Cleantech Cluster. There are numerous examples that demonstrate the advantage of locating in proximity to similar businesses - opportunities for collaboration, the sharing of infrastructure, and aggregating resources to name a few. To this end, San Francisco's eastern waterfront, adjacent to the internationally renowned Mission Bay biotech cluster, is the proposed home of a two million square foot Clean Technology Campus. This plan also includes a dedicated "incubator" devoted to nurturing early stage clean tech ventures.

A City Committed to Going Green. San Francisco is a [global leader](#) in the municipal greening movement. The City is home to the one of largest alternative-fuel municipal vehicle fleets in the nation, and boasts the highest recycling rates for a major U.S. city, diverting nearly 70% of trash from landfills. San Francisco has more than two megawatts of municipal solar generation currently installed or under construction and is a leader in pro-environmental legislation, with a citywide ban on non-biodegradable grocery bags, Styrofoam, bottled water in City facilities and selected pesticides. In addition, the City provides a payroll tax exemption to clean tech companies. Bottom line – San Francisco is home to an ambitious range of policies and incentives that will help drive businesses forward, not hold them back.

Over 225 clean technology enterprises are currently headquartered in San Francisco, including Suntech Power, one of the world's leading manufacturers of solar photovoltaic cells and modules, who after an extensive national search, chose to locate its North American headquarters in San Francisco. Every day, more and more cleantech businesses are making that same choice because of the competitive advantages that only a place like San Francisco can offer.

Venture Capital Visionaries. Clean technology has become the 6th largest venture investment category in the U.S. and Canada, and San Francisco is at the heart of the deepest, greenest pockets in the country. In fact, companies locating in San Francisco will be able to tap into the highest national investment in clean technology—with deployed capital totaling more than \$5.18 billion in 2007.

7D. RESILIENCY AND ADAPTATION

One of the Department of Economic & Workforce Development projects, Hunters Point Shipyard and Candlestick Point, a project we work on in collaboration with the Office of Community Investment and Infrastructure (the successor agency to the Redevelopment Agency).

The Candlestick and Shipyard projects will be models of sustainable urban design that stimulates the local clean technology economy, and addresses global environmental challenges such as climate change, rising energy costs and increasing water scarcity.

A comprehensive sustainability strategy has been developed for Candlestick and the Shipyard to demonstrate how the project will provide the Bayview community with amenities that it has not historically enjoyed: opportunities for local jobs at all skill levels, local retail options, a safe walkable community, and a variety of parks and open spaces.

The sustainability strategy also describes measures that will minimize the impact of the development on local infrastructure, resources and the environment, and measures to preserve the unique culture and diversity that defines the area. Project sponsors will apply for and aspire to obtain a LEED-ND (Neighborhood Development) Gold certification for the entire Candlestick and Shipyard community.

8. Report Summary and Departmental Climate Action Goals

The Department of Economic and Workforce Development's plans to work towards our effort to reduce our carbon footprint by encouraging staff do to the following:

- Turning off lights when leaving the office
- City Hall building management has installed light sensors so that lights in sporadically used spaces turn off automatically when not in use & replaced low efficiency lighting with higher efficiency lights
- We have larger recycle bins instead of trash bins to encourage recycling
- We are ordering compost bins for the various spaces in our office to encourage composting
- We print doubled sided whenever possible and only print when necessary
- We order cleaning products that are non-toxic
- Staff bring in their reusable cups for water/tea

These are just some of the ways OEWD is working to reduce our carbon footprint.

APPENDICES:

See attached HACTO form submission, Appendix A

Department * Economic & Workforce Development

Name of Person Preparing Report * Myisha Hervey

Title of Person Preparing Report * Executive Assistant/Office Manager

Email of Person Preparing Report * myisha.hervey@sfgov.org

Name of Department Director * Todd Rufo

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? * Clipper Card

Other: *

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: * we have a number of employees who use public transportation and or carpool depending on the number of staff attending the same meeting.

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

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? * 2

How many locations have CityCycle bikes? * 1

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycles for work-related travel: City Hall has two CityCycle bikes available for tenants of City Hall. Additionally, departments in 1 SVN are looking into creating a CityCycle bikeshare.

What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? * Most staff that will intend on riding a bike have their own.

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: * More staff have signed up for vehicle pool training.

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 use telecpnferencing but not video conferencing

Please use this space to describe in greater Offer Clipper cards to be used to travel to and from meetings.

detail all of your department's Transit-First programs related to at work travel: *

We encourage staff to take the vehicle pool training.

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

Other: *

What are the reasons for not encouraging or planning to encourage employees to use public transit for travel to/from work? *

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? *

Provide indoor/safe bike storage

Other: *

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: *

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? No *

How will you promote ridesharing? *

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: *

What are the reasons for not encouraging or planning to encourage employees to use ridesharing for travel to/from work? * we encourage public transit

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

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting tele-commuting: * Our office encourages tele-commuting for special circumstances and instances.

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

Please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: Our office order monthly clipper cards for staff to use. We encourage staff to sign up for trainings to utilize vehicle pool.

*

Campaign Options *

4. Pre-Tax Commuter Benefits Program

Other

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

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)? *

The number of vehicles your department plans to remove is: * Equal to or more than the number needed to be compliant.
