

2014 REAL ESTATE DIVISION CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

PREPARED BY: JOHN UPDIKE, DIRECTOR

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1. INTRODUCTION

Real Estate continues to be a leader in the introduction and management of cutting edge environmental projects within its facility portfolio of over sixty (60) assets across the County, and its services that affect over 4,000,000 square feet of community, retail and office space. This report highlights a few of those efforts in detail. The expanded Resource Efficient Building Task Force included Real Estate as a formal voting member for the first time during the reporting period of this report, and we proudly participate in that task force's important work, exemplifying our commitment to this worthy venture.

Progress has been made on pending LEED-certified projects. We're collaborating with others on two other LEED certified or equivalent projects. One is the new Fire Station 1, just opened in March, 2013 as equivalent to LEED Silver, and the other the San Francisco Wholesale Produce Market, a project in our jurisdiction that will meet LEED Gold requirements where ever possible, construction commenced in June of 2013.

Implementation of energy and water audits provided to Real Estate through contractors of the PUC have already shown noticeable effects to our carbon footprint at a variety of locations, and the pending projects noted here will continue that positive impact. Our new water conservation effort of 2014 just kicked off this Spring, following the Mayor's leadership on a conservation executive directive issued in early 2014. On a per square foot basis, we continue to show improved performance, and new work is already underway to improve efficiency, with a project starting at 1660 Mission Street in May of 2014.

We expected a 10% decrease in our overall consumption of electricity, natural gas and water this year. Many of our metrics beat that goal.

This year's report occurs as we continue our active management of our facilities – in that our vacancy rate of City owned facilities managed by Real Estate remains less than 1%. Increased use and increased density has resulted in greater electricity, water and sewer consumption. But we must balance that with the benefits of improved utilization of our buildings and increased efficiencies of the departments doing the public's business at our many locations.

2. DEPARTMENTAL PROFILE

2A. DEPARTMENTAL MISSION

The Real Estate Division (RED) is responsible for the property transactions of most General Fund Departments (purchases, sales and leases), assists Enterprise Departments with aspects of their real estate needs, and provides real estate consultant services to a variety of Departments, the Board of Supervisors and to the Mayor's Office. RED is also responsible for the provision of professional property management services to over 4,000,000 square feet of improved premises throughout the City and County of San Francisco. Of that portfolio, RED has formal jurisdiction over 2,082,838 square feet of buildings. RED manages the Alemany Market at 100 Alemany Blvd, home of the longest running Farmer's Market in California. RED also manages the UN Gift Gallery at UN Plaza, held three days per week, together with five day service per week from mobile food trucks.

2B. DEPARTMENTAL BUDGET

RED has an annual building operations and maintenance budget of approximately \$70,000,000, which includes debt service obligations. In addition, a multi-year capital investment fund (from the sale of Certificates of Participation) in the amount of \$28,000,000 has been applied toward improvements at 1 South Van Ness, 30 Van Ness and 1650 Mission, the final deliverable under that program an emergency generator and first floor improvements at 1650 Mission Street, slated for completion in July, 2014. Transaction services are handled via work order funds supplied by requesting departments.

2C. NUMBER OF EMPLOYEES

RED has 220 full time staff, and 100 part-time staff (as needed).

2D. FACILITIES

RED has its main offices at 25 Van Ness, on the 4th floor. Additionally, RED has offices in the lower level of City Hall, lower level of 1 South Van Ness, and lower level of the Hall of Justice. A remote office for market management is at 100 Alemany. Finally, Custodial Services has an office suite at a construction trailer near 401 Van Ness (under construction), serving the War Memorial Complex.

2E. VEHICLES

RED has 2 sedans used in a pool serving our client departments at 25 Van Ness and 30 Van Ness, along with 16 sedans in a pool serving City Hall and surrounding civic center City departmental needs (although managed by Real Estate, they are reflected in the GSA DepCAP). Also a Passenger Van is available for pool use at City Hall. Campus operations (custodial & engineering services) are maintained via a fleet serving RED staff of 8 pick-up trucks and 5 vans. These are used to service over sixty (60) separate locations throughout the County. RED also has one electric cart to move tent structures from storage at Brooks Hall to UN Plaza to serve our Gift Gallery vendors.

2F. DEPARTMENTAL CONTACT INFORMATION

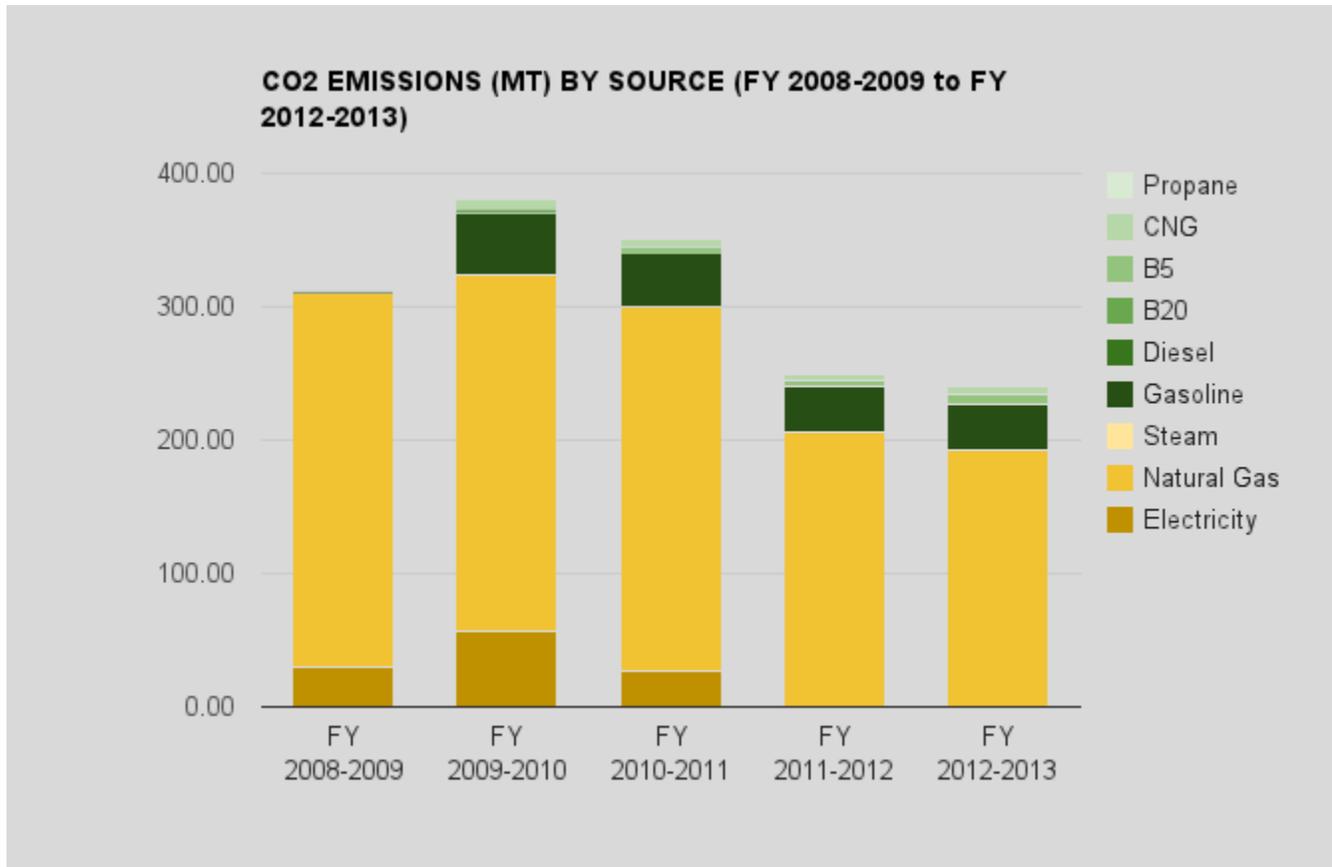
John Updike, Director of Real Estate, is the lead staff member overseeing implementation of this DepCAP. He can be reached at 554-9860, or john.updike@sfgov.org. Real Estate is fortunate to have a strong senior team collaborating on various aspects of our Climate Action Plan: District General Managers Marta Bayol and Lesley Giovannelli, Client Service Managers Jason Hinson, Gerald Sui, Eric Nelson and May Jaber, Custodial Managers Michael Hanson and Kelvin Pace, Superintendents Tom Petersen and Rene Bura, and Building and Grounds Supervisors Al Larcina and Memo Ybarra.

2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

Real Estate's Spring 2014 Water Conservation Plan can be found on our homepage with a separate link to a toolkit and multiple resources for our client tenants.

3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

Real Estate has effected a 3.4% reduction in our overall CO2 emissions from the last reporting year. From our peak year in 2009-2010 (an anomaly year related to the jurisdictional transfer of several assets into Real Estate), we've knocked off 36.6% from our carbon footprint, while adding square footage to our portfolio. A pretty amazing achievement!



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)	311.32	380.10	350.42	249.21	240.69

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 Real Estate to be accurate and complete, although technically, the property at 639 Bryant is not in Real Estate's jurisdiction (should be SFSD), nor is 101 South Van Ness (should be Repro-Mail/OCA). We'll be sure to work with SFE staff to make proper adjustments for next year's report.

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 across our campuses.

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)	2,823,452	3,234,298	3,717,110	3,720,785	3,717,697
Natural Gas (th)	52,741	50,523	51,431	40,757	36,207
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	30.50	56.35	27.30	0	0
Natural Gas	279.90	268.13	272.95	206.70	192.15
Steam	0	0	0	0	0
Total Facilities Energy CO2 (mt)	310.40	324.48	300.25	206.70	192.15

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 the Civic Center and Public Safety Campuses.

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 Real Estate to be accurate and complete.

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

Real Estate's GHG emissions related to fuel went up from last year, to 48.54 mt of CO2 (4014 gallons of gasoline, 776 gallons of B5 and 935 GGE of compressed natural gas (CNG)), a nearly 15% increase from the prior year. However, that emissions number does represent a slight decrease from FY09 and FY10. The Real Estate fleet increased slightly over the past few years, and we've been able to decommission some very old vehicles in compliance with the HACTO requirements. As our portfolio continues to grow, and to grow in less accessible locations, our fleet will likely also continue to grow to serve those locations, as our custodial and engineering forces cannot be expected to service our buildings and deliver necessary materials, supplies, tools and parts

via transit, and the costs of new buildings on a per square foot basis do not permit us the luxury of beyond standard storage areas for excess materials and supplies.

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)	83	5209	4484	3821	4014
Diesel (or equivalent) (gal)	0	0	0	0	0
B100 equivalent (gal)	0	0	0	0	0
B20 (gal)	24	384	0	0	0
B5 (gal)	0	0	590	439	776
CNG (GGE)	0	1082	818	753	935
Propane (gal)	0	2	0	4	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	0.73	45.88	39.49	33.66	35.35
Diesel (or equivalent)	0	0	0	0	0
B100 equivalent	0	0	0	0	0
B20	0.19	3.12	0	0	0
B5	0	0	5.69	4.23	7.48
CNG	0	6.61	4.99	4.59	5.71
Propane	0	0.01	0	0.02	0
Total Mobile Fuel CO2 (mt)	0.92	55.62	50.17	42.50	48.54

Insert text here.

4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

Real Estate remains a leader in developing and implementing energy efficiency projects for its many buildings. We have completed 2 LEED projects (6th floor, 1 South Van Ness, LEED EB at 1680 Mission), and have four (4) active LEED projects (two at 1 South Van Ness, one at City Hall, one at 25 Van Ness). Our green cleaning policies continue to be incorporated into our private custodial services contracts upon renewal or re-bidding, in concert with OCA and SFE staff. An indicator of our leadership in this area is the provision of custodial service of the PUC's Headquarters building at 525 Golden Gate since June, 2012.

Individual projects at a variety of buildings are serving to address modernization and efficiency improvements to HVAC systems, exterior treatments to address heat gain, lighting controls and lighting replacement projects to decrease energy consumption, and solar installations. A living roof has been in place at 1 South Van Ness since late 2010 to demonstrate the feasibility of this concept in an intense urban setting, and is performing beyond expectations. We continue negotiations to include a bee hive operation on that roof, pending resolution of risk management issues.

HVAC improvements have been made at City Hall as part of our LEED O+M effort there, and we have secured Fire's approval to, contingent on Real Estate funding, obtain LEED O+M certification at Fire Station 1 at 935 Folsom – which will be a first for the Fire Department. A major HVAC project at the Hall of Justice priced in excess of \$700,000 is primed for completion in the coming year, which will address efficiency and air quality.

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

Real Estate 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 facility gracing the cover of this important document. Other assets in the report:

<u>Facility Type</u>	<u>Number Benchmarked</u>	<u>Page Number in Report</u>
Office	7	23
Warehouse	1	29
Performance Halls	1	17

We're pleased to see 555 7th Street with an Energy Star Rating of 92, and One South Van Ness again doing well with a Rating of 86. 25 Van Ness came in with a Rating of 81.

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

All RED buildings are in compliance with the City's Lighting Efficiency Ordinance with one exception, that being Brooks Hall, which has received the appropriate waiver from DOE. We'll endeavor to secure Capital funding for a retrofit there in the near future, although prospects are dim (no pun intended), and alternative use options for that space are still in flux.

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

The Director of Real Estate 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. It was a pleasure working with our DPW colleagues on the successful LEED-EB certification for 1680 Mission Street in the past year. Real Estate staff continues to advance in the field, with LEED AP O+M designation secured by Lesley Giovannelli, and LEED Green Associate secured by Gerald Sui, to complement the Director's LEED AP O+M designation.

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 Real Estate 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 3,097,641 gallons, with wastewater at 2,787,529 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)	3,538,486	2,518,281	3,082,755	3,097,641
Wastewater Discharge (gal)	3,182,197	2,265,948	2,774,350	2,787,529

Almost every Real Estate facility saw a decline in water consumption in FY13, except those where new occupancies of previously vacant space occurred, which was at 25 Van Ness, 1 South Van Ness, and 30 Van Ness. Given the implementation of more conservation measures and an aggressive behavioral modification campaign, we expect to see reductions in consumption numbers in the next DepCAP, on an equivalent square foot comparison basis.

5D. WATER CONSERVATION

A comprehensive outline of Real Estate's water conservation plan can be found on our homepage with a special link to resources and activities. 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

Real Estate 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 and at 30 Van Ness), 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 (and are a signatory to the multi-departmental MOU in that regard).

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

6B. TRANSIT FIRST CAMPAIGN

Real Estate'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. As the main custodial provider to the General Fund family of departments, we're 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

Real Estate was a proud participant in the Urban Agriculture Task Force during 2012, whose final report was delivered to the Board of Supervisors in early 2013. We have permitted urban agriculture at 165 Grove, at McAllister and Larkin, and along Octavia Boulevard. 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.

We're also working with Recreation and Park on an exciting venture to secure open space parcels in the Tenderloin and SOMA Districts of San Francisco, funded by the RPD Open Space fund, in close collaboration with Supervisor Kim's Office.

7C. COMMUNITY WIDE IMPACT

As building service providers, we spread the message regarding proper use of composting and recycling containers in all of our buildings, and facilitate their use by as many building occupants and visitors as possible, doing our part moving San Francisco to its goal of zero waste. In our transactions for leases and properties, green building issues remain in the forefront of our thoughts when negotiating for the City.

7D. RESILIENCY AND ADAPTATION

Real Estate is a member of the Adapt SF Committee, as well as the sea level rise subcommittee. We're also working closely with the Chief Resiliency Officer, Patrick Otellini, on his Rockefeller Foundation funded initiatives just kicked-off in early 2014.

8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

Real Estate continues to be a leader in the introduction and management of cutting edge environmental projects within its facility portfolio of over sixty assets across the County, and its services that affect over 4,000,000 square feet of assembly, retail and office space. This report highlights just a few of those efforts, and if resources allow, further improvements will be made in the coming year in making our part of San Francisco's facility portfolio the envy of the green building community.

APPENDICES

HACTO plan (2 pages)

Thank you

HACTO Submission Forms 2013

Department *	Real Estate Division
Name of Person Preparing Report *	May Jaber
Title of Person Preparing Report *	Project Manager
Email of Person Preparing Report *	may.jaber@sfgov.org
Name of Department Director *	John Updike
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? *	<ul style="list-style-type: none"> • Clipper Card • Communal FastPass
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: *	Over 90% of Real Estate staff either walks or takes MUNI to all meetings. We have a Communal Fast Pass and individuals are always willing to share their Clipper Card when needed.
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:	<p>RED worked in partnership with the Planning Department on compliance of the new Bike Ordinance and with the MTA on the Bike Share Program.</p> <p>For staff especially the Engineers and Custodians it is a difficult method of transportation for them they carry heavy and large items. Other staff has preferred to walk or ride MUNI citing safety concerns in riding a bike especially if you are not a good rider. Everyone knows a bike is available if desired.</p>
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: *	RED has two pool vehicles that service three City buildings in the Civic Center. Our staff asks when two or more people in a department reserve a vehicle if they can ride share. Asking the question has prompted better planning within the department and people have shared a vehicle.
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 have established and utilized tele-conferencing at this time we do not have a need for video conferencing maybe at a future date.
Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: *	RED encourages staff at all meetings to either walk, take MUNI. RED provides a FastPass and staff shares their personal Clipper cards with each other. RED Staff rarely use a City vehicle for meetings.

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? *	<ul style="list-style-type: none"> • Encourage participation in the Pre-Tax Commuter Benefits program
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"> • Provide indoor/safe bike storage
These bicycle-friendly resources are available at: *	Some locations
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"> • 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 majority of RED staff prefers to travel to or from work by public transportation. We promote Ride Share in all our meetings hang posters and information on our information board.
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-commuting? *	RED does not have Tele-Commuting at this time nor has there been a need for it. Maybe in the future but not at this time.
Please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: *	Since last year we have 3 of our staff who used to drive to and from work are now commuting on BART and are much happier not to sit in traffic. The Commuter Benefit program and Emergency Taxi program played a part in their decision. RED at all meetings promotes and encourages staff to use public transportation, ride share or bike to work. Information is made available at all times in the office.
Campaign Options *	4. Pre-Tax Commuter Benefits Program
How many vehicles is your department <i>planning to</i> remove from service in FY13-14 (July 1, 2013-June 30, 2014)? *	1
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.
	You have completed this section of HACTO. Thank You.