



# CIVIC CENTER CAMPUS CHRONICLE

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A Real Estate Division Property Management newsletter created specifically for City employees

## DEAR TENANTS:

Welcome to the latest edition of the Civic Center Campus Chronicle.

What an exciting month October turned out to be! Our Giants have made us proud, Fleet Week was a great success, we had some fabulous weather, and everyone is still feeling the hope and inspiration that came with the emotional rescue of the Chilean miners.

We all have a lot to look forward to now in the coming months full of holidays to celebrate! This issue includes a lot of useful and helpful information to keep you safe, healthy, and eco-friendly. Read through tips to make healthy decisions in the face of tantalizing holiday food and to prepare your house and your family for disaster!

Have a happy Thanksgiving!

Please continue to send comments and feedback regarding the newsletter or any building issue of concern.

**Amy L. Brown**

DEPUTY CITY ADMINISTRATOR & DIRECTOR OF REAL ESTATE  
CITY AND COUNTY OF SAN FRANCISCO



## LIVING ROOF – ONE SOUTH VAN NESS

The City and County of San Francisco's Real Estate Division (RED) agreed with San Francisco's Department of the Environment to include in the purchase of the building at 1 South Van Ness, a living vegetated, or "green", roof. Due to the age of the existing roof, RED asked the Department of Public Works' Bureau of Architecture to study the benefits of a living roof, its design, and its construction. In conjunction with DPW's Bureau of Engineering and Bureau of Construction Management, the 60,000 square foot roof, updated window washing equipment, a living vegetated roof, and other minor improvements were included in this publicly bid project.

The living vegetated roof was designed with consultant Rana Creek Living Architecture, also the designer of the living roof at the California Academy of Sciences. The living roof at 1 South Van Ness percolates storm water, reduces peak runoff, mitigates the "urban heat island" effect, makes a suitable habitat for butterflies and honey bees, and provides a beautiful park-like view from neighboring buildings. The "green" roof is an element of the certification of 1 South Van Ness as a LEED (Leadership in Energy and Environmental Design) project.

The 10,000 square foot living roof captures, stores, and delivers rainwater for irrigation via a 6,700 gallon tank and pump system, reducing potable water use in dry months. Planting, specified by Rana Creek, is a variety of California native and adapted plants, including Buckwheat, Stonecrop, Tufted Hair Grass, and San Bruno Mountain Manzanita. While access to the roof is limited, a provision for future installation of a web cam was made for viewing the beautiful new flowers and greenery online. Also, the making of this roof in time-lapse can be viewed at <http://ow.ly/31cha>.

The living roof project made reuse of existing roofing materials a priority. Existing insulation was reused under the living roof. Existing river rock ballast was reused around the edges of the living roof and the surplus was given to the Recreation and Parks Department for use in City parks. The maintenance walk paths are paved with reused existing concrete roof pavers.

Currently the project is in its completion phase with the contractor, Western Roofing. The project team was lead by DPW Senior Architect Paul Travis and Architect Victor Talatala. Assistance was provided by Seiya Okada, Glenn Hunt, and Douglas Ullman. Mechanical Engineers Maurice Chee and Brian Byun, from the Bureau of Engineering, and Structural Engineer Joe Elek, were instrumental in the project. Bureau of Construction Management's Elaine Fontejon was the resident engineer.

Many members of the Real Estate Division were integral to the project's delivery and installation team.



**We Welcome your Feedback!**

City employees can send "Civic Center Campus Chronicle" questions and suggestions to  
[Lori.Mazzola@sfgov.org](mailto:Lori.Mazzola@sfgov.org) 415-554-5702



# DON'T FORGET!!

Daylight Saving Time ends at **2 a.m. on Sunday, November 7th**. Reset your clocks before going to bed the night before!

## FLU SEASON IS UPON US!



The Department of Public Health offers the flu vaccine annually for adults and children who wish to be protected from seasonal influenza. Since flu season can begin as early as December, vaccination is recommended before the end of November.

The best thing you can do this season for you, your family, and your co-workers is to visit DPH and get a flu shot!

The Flu vaccine is offered daily, during regular business hours. You can drop-in or make an appointment.

***Go to [www.dph.sf.ca.us](http://www.dph.sf.ca.us) to make an appointment at DPH or go to [www.sfchcp.org](http://www.sfchcp.org) to find a low cost flu vaccine provider in your neighborhood.***

## PREPARING FOR AN EARTHQUAKE



Sure, we all live and/or work in San Francisco and think we know all there is to know about earthquakes. But, how long has it been since you have run through your 72 hour checklist and talked about an emergency plan with your family? It's time for a refresher!

### Create a Disaster Preparedness Plan

- Keep shoes and a flashlight next to each person's bed.
- Identify a meeting place outside of your home after the shaking stops.
- Establish an out-of-area contact person who can be called by everyone in your household to relay information.
- Determine two escape routes from your home.
- Be sure all family members know the location of the disaster kit.
- Don't forget to plan for your pets.

### Identify Potential Hazards in Your Home

- Remove heavy objects from above beds and sofas.
- Secure top-heavy furniture, such as bookcases and china cabinets, to a wall stud using flexible mount fasteners, allowing independent movement from the wall.
- Test all smoke alarms and change batteries every 6 months.
- Strap down your water heater and fix all gas appliances with a flexible gas supply line.
- Secure refrigerators and other major appliances using earthquake appliance straps.

### During an Earthquake

- Drop, cover, and hold. Drop to the floor against an interior wall and protect your head and neck with your arms. Avoid exterior walls, windows, hanging objects, and appliances.
- Do not go outside until well after the shaking stops.
- When outside, move to a clear area avoiding buildings, power lines, trees, and other hazards.

***Visit [72hours.org](http://72hours.org) for more information and to learn what items to store in your go-bags and disaster kits.***

# Real Estate Division Goes Live with a Modern Asset and Maintenance Management System



During September 2010, the Real Estate Division launched a web-based Computerized Maintenance Management System (CMMS). CMMS will be used to track Service Requests of Real Estate resources in buildings where Real Estate service of any type is provided. Tenants will be able to submit Service Requests online, as well as monitor the progress of the request, from initiation through completion. Single Point of Contacts from over forty City Departments and Private Tenants are actively using CMMS.

CMMS is a partnership between the Real Estate Division and the Department of Public Works. CMMS strives to replace many of the asset and work order management systems currently used by both departments. The web-based enterprise software solution that was selected, Infor EAM, is an industry leader in asset and maintenance management, and is successfully utilized by several major municipalities.

The solution provides many benefits:

- Consolidation of disparate information and processes on the diverse real estate and city infrastructure assets within DPW and RED's portfolio.
- A tool to enable effective communication between client departments.
- A tool to enable the efficient coordination of resources to address all reactive/ corrective/planned maintenance requests.



- Insight into ways to improve asset lifespan and decrease total cost of ownership through accurate measurement and analysis of both service delivery and total cost.
- Improved business process and best practices leveraged through the application.

**For more information, visit the Project Website at <http://10.250.60.60/CMMS/>.**

## WHISTLEBLOWER COMPLAINTS PROGRAM



CITY & COUNTY OF SAN FRANCISCO  
**Office of the Controller**  
Ben Rosenfield, Controller

The trust of the public is fragile - easy to lose and hard to gain. The Office of the Controller's Whistleblower Complaints Program serves as a practical tool to establish, maintain, and improve public trust in the City's ability to provide high quality, fiscally responsible government services.

In its 2010 Report to the Nations on Occupational Fraud and Abuse, the Association of Certified Fraud Examiners reported that 46.3% of fraud cases discovered by government entities occurred as a result of a tip. However, the risk and fear of retaliation can deter individuals from reporting allegations of wrongdoing by a colleague, manager, or City vendor.

The Whistleblower Complaints Program gives individuals the ability to anonymously report incidents of wrongdoing. Although anonymous reporting is an effective means of identifying potential irregularities,

complainant contact information is sometimes necessary to ask follow-up questions pertinent to the allegations. Complainant contact information is never released to the individuals named in the complaint, the City department, or the public. Identifying information can only be released through explicit written consent from the complainant or by court subpoena.

The San Francisco Whistleblower Ordinance protects City employees and officers who, in good faith, file complaints of improper governmental activities by City employees and officers. The ordinance does not protect individuals from adverse employment action taken by the City and County of San Francisco regardless of whether or not they had filed a whistleblower complaint.

**For more information, please visit: [www.sfgov.com/whistleblower](http://www.sfgov.com/whistleblower).**



# 8 STEPS TO A GREENER (AND HEALTHIER) HOME

Many commonly used household products contain toxins that are bad for the environment, and our own health. Making your home greener and safer is easier than you might think. Here are a few steps to get you started.

**1: Improve indoor air quality:** maintain your home ventilation system, don't allow smoking in your house, install a carbon monoxide detector on each floor, and inspect chimneys and flues annually.

**2: Redecorating?** Some paints contain harmful volatile organic compounds (VOCs). Choose one of the many low or no-VOC paints on the market.

**3: Nix mold** by combining half a cup of hydrogen peroxide or white vinegar with one cup of water. Spray on the mold and do not rinse.

**4: Buy organic produce** to reduce your intake of pesticides. Shop at local farmers markets and seek out foods with the USDA Organic label.

**5: Many household cleaners contain chemicals that can be harmful** to the planet and human health. Claims such as "organic", "nontoxic", and "no CFCs" on labels are not verified. Choose bottles with the EPA's Design for the Environment label.

**6: Avoid using harmful pesticides** in your home or yard. Ask

your local garden center about safe alternatives to toxic pesticides, herbicides and fertilizers for your yard.

**7: Don't let hazardous materials, such as old car batteries, propane or butane tanks, and brake fluid linger in your garage** where they can release toxins that can leak into your home. Take them to your nearest collection site to be properly disposed. Check Earth911.org for sites.

**8: Reduce your drive time.** Leaving your car in your garage just two days per week could save 1,590 pounds of greenhouse gas emissions per year.



## HOLIDAY SHAPE UP

The time is upon us, yet again...how to survive the holiday season without packing on the pounds! If you make a healthy holiday plan now, before all the parties begin, you will be more prepared and have stronger will power to make it through! Here's what you might consider:

- **KEEP A JOURNAL:** Write down a list of healthy foods you should eat and a list of fattening foods you should steer clear of during this festive season. Seeing the plan in writing helps prepare you mentally before you even step foot next to the hors d'oeuvres table.

- **COOK YOURSELF:** When you cook your own platter to contribute to a family holiday gathering, you have total control of what ingredients you choose to use. So instead of being stuck next to great aunt Sally's calorie filled hot artichoke dip, you can position yourself near the healthy tomato basil skewers that you brought.



- **SKIP THE NOG:** Limit your alcohol intake, which just adds calories and makes you more susceptible to eating too much, and choose apple cider or plain water instead! Any respectable Egg Nog is loaded with fat and calories that you just don't need! Stick to water and find you will not only eat less, but will wake up feeling healthy and refreshed!
- **STAY ACTIVE:** Instead of lying around all day watching bowl games, get out and enjoy some special family time by organizing a family flag football or soccer game. Not only will the family appreciate a little bonding time, but you will appreciate working off a few pounds!
- **KEEP IT REAL:** Your resolution that is! Don't make a New Year's Resolution that is unattainable. Start with small steps and work toward a larger goal.

Making a healthy plan for the holidays now will get you motivated to stay healthy and in shape throughout these tempting months! Just think how great you will feel with a happy holiday season, full of smart choices and proactive planning behind you!



# SEEN AND HEARD



*Joaquin Torres*  
Mayor's Office of Neighborhood Services  
Room 160, City Hall

**Favorite Restaurant in SF:**

Tortas Los Picudos, 2969 24th Street, SF

**Facebook Status:**

Thanks to all who helped make our 2010 Latino Heritage Month Celebration at City Hall a success!

**Favorite Website:**

LatinoUSA: <http://latinousa.kut.org>



*Dinora Sanchez*  
Assessor/Recorder's Office  
Room 190, City Hall

**Favorite Vacation Spot:**

San Juan, Puerto Rico

**Would you rather read an e-book or an actual book?**

An Actual Book

**Favorite Restaurant in SF:**

Fresca Peruvian Food



*Ingrid Mezquita*  
First 5 San Francisco  
Fox Plaza

**Favorite Restaurant in SF:**

La Santaneca on Mission Street is by far my favorite. This hole-in-the-wall is authentic Salvadorean cuisine & has the best Salvadorean pupusas in SF.

**Favorite Vacation Spot:**

My favorite vacation and romantic spot is the city of lights - Paris, France during the late Spring.

**Would you rather read an e-book or an actual book?**

There is no comparison to reading a hard-bound or paper-back copy! I love the smell of the book's paper and feeling like I am of a different era as everyone texts or reads on their iPhones or Blackberries.

# OFF THE GRID: CIVIC CENTER PLAZA



## FRIDAYS AT 11AM-2:30PM

Lunch in the Civic Center just got a whole lot better! We're all a little burnt out on Subway, Max's, Chevy's, and the various other standard lunch spots around City Hall. Now we have something different on the menu to look forward to every Friday!

Off the Grid is now bringing a rotating variety of food trucks to the Civic Center Plaza, directly in front of City Hall. This roaming mobile food adventure brings a variety of gourmet food vendors serving Korean barbeque, falafel, Indian, modern organic Filipino, and Mexican food, among many others.

A partial list of vendors includes: Kung Fu Tacos, Peko Peko Catering, Hapa SF, Chairman Bao Truck, Curry Up Now, El Porteno Empanadas, Global Soul, Liba Falafel, El Tonayense, Cupkate's, 51st State, and Ebbett's Good to Go.

**Visit [www.offthegridsf.com](http://www.offthegridsf.com) to get updates on locations and vendors.**



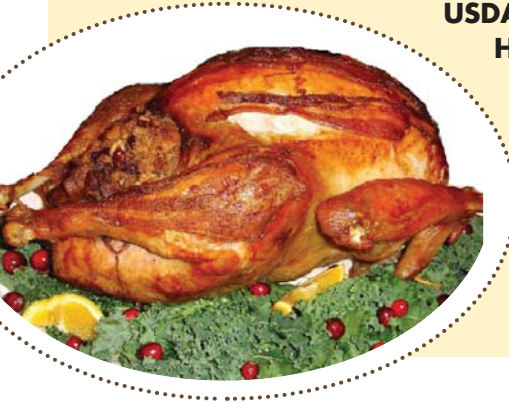


# TURKEY HOTLINE



## WHO TO CALL IN A HOLIDAY CRISIS

Cooking a Thanksgiving meal from scratch can be a daunting task. If you're new to the job, questions and concerns are likely to arise. The following hot lines and websites can help you get through Thanksgiving crises big and small.



### **USDA Meat and Poultry Hot Line: 888-674-6854**

Food safety specialists answer questions from 7AM to 1PM weekdays, and 5AM to 11AM on Thanksgiving

Day. For more food safety information, go to [www.fsis.usda.gov](http://www.fsis.usda.gov).

### **Butterball Turkey Talk-Line: 1-800-Butterball or 800-288-8372**

Live advice annually in November and December. For more information, go to [butterball.com](http://butterball.com).

### **California Poultry Federation and Fresh Poultry Hot Line: 888-822-4004**

Answers about cooking techniques and nutrition. Open year-round 8AM to Noon and 1PM to 5PM weekdays. Go to [cpif.org](http://cpif.org) for more information.

## 3RD ANNUAL CITY HALL BOOK SWAP

**City Hall Building Management will host its third annual Book Swap on Friday, January 28, 2011!**



The Book Swap will be open to all City Employees who are interested in making some new friends: particularly Elizabeth Gilbert, Greg Mortenson, Stieg Larsson, Patricia Cornwell, and John Grisham. Bring your gently used and unwanted books to City Hall so that you can pass along some of your favorite novels to coworkers!

Building Management will begin collecting unwanted books during the month of December and will continue through January until the day of the Swap. The Book Swap will take place on Friday, January 28th in the North Light Court. Tickets will be issued to each employee who drops off one or more books. Those tickets will allow early access to the Book Swap so that those who donate books get the first opportunity to peruse and choose from the collected books. Each ticket will be good for one book.

After the ticketed members have a good look at the inventory, from 9AM to 10AM, the Book Swap will be opened to all City employees, from 10AM to 4PM. During this time, the number of books one can choose will be unlimited.

Beginning December 1st, please bring any unwanted books (in good reading condition) to Building Management, Room 8, anytime between 8:00AM and 5:00PM, Monday through Friday.

Who knew that reusing, recycling and reducing could be so much fun!

