

**Title: Real Estate Climate Action Plan**

**Data Year: Fiscal Year 2011-2012**

**Author: John Updike**

**Date: March 29, 2013**

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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 fifty five 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 expansion of the Resource Efficient Building Task Force in early 2012 added Real Estate as a formal voting member to that group, 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 to commence in 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. The past year saw a spike in water consumption, which following investigation, was determined to be due to a reporting quirk wherein additional assets were folded into Real Estate, previously reported under other departments. On a per square foot basis, we continue to show improved performance.

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

- **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.

- **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. Transaction services are handled via work order funds supplied by requesting departments.

- **Number of Employees:**

RED has 200 full time staff, and 130 part-time staff (as needed).

- **Facilities:**

RED has its main offices at 25 Van Ness, on the 4<sup>th</sup> 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 401 Van Ness, serving the War Memorial Complex.

- **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 departments needs. 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 55 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.

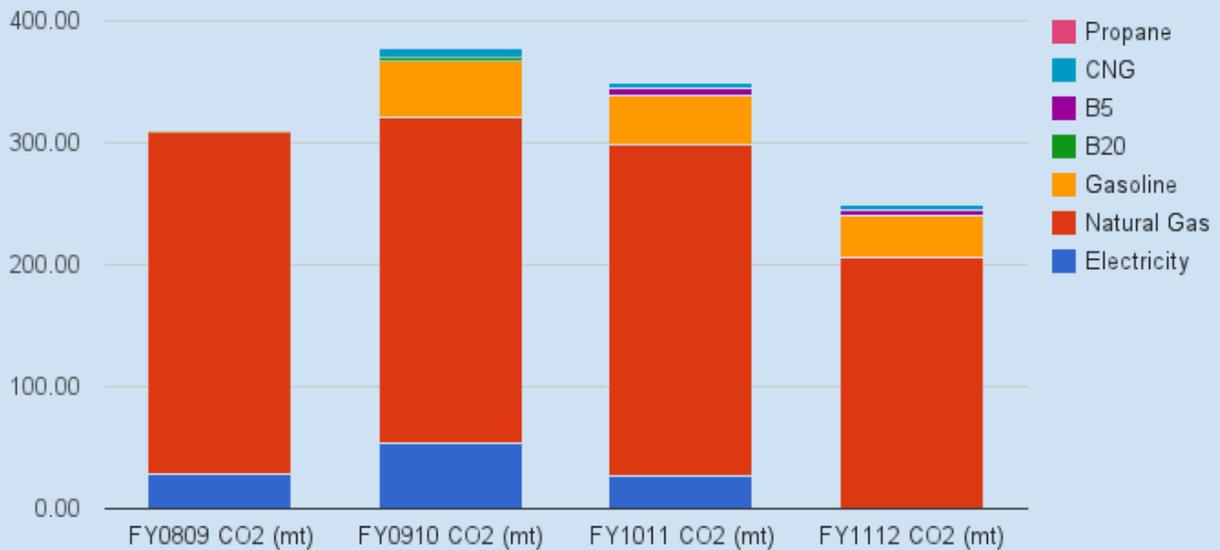
- **Contact information and title of lead staff member to oversees the implementation of this DepCAP**

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](mailto:john.updike@sfgov.org)

## 3. Carbon Footprint

Real Estate has shown excellent progress in reduction of CO2 emissions, as shown in the chart below. Particularly noteworthy is the reduction of Natural Gas emissions by 24% from last year. Every category reflected a reduction of emissions from last year – comparisons to prior years might not be representative of actual circumstances, as differences were more likely generated due to reporting discrepancies and data clean-up that has been an on-going project for Real Estate, SFPUC and SFE.

**FY 2008-2009 to FY 2011-2012 CO2 Emissions by Source**



**FY 2008-2009 to FY 2011-2012 Emissions by Energy Source**

**ANNUAL DEPARTMENTAL CO2 EMISSIONS (mt)**

Emission Source Detail:	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity	28.82	53.50	26.26	0.00
Natural Gas	279.85	268.08	272.89	206.66
Steam				
<b>Total Building Energy CO2 (mt)</b>	<b>308.66</b>	<b>321.58</b>	<b>299.15</b>	<b>206.66</b>
Gasoline	0.73	45.88	39.49	33.66
B20	0.19	3.12	0.00	0.00
B5	0.00	0.00	5.69	4.23
CNG	0.00	6.61	4.99	4.59
Propane	0.00	0.01	0.00	0.02
<b>Total Mobile Fuel CO2 (mt)</b>	<b>0.92</b>	<b>55.62</b>	<b>50.17</b>	<b>42.51</b>
<b>Total CO2 (mt)</b>	<b>309.58</b>	<b>377.19</b>	<b>349.32</b>	<b>249.16</b>

**3a. Building Energy**

The list of facilities used by SFE to calculate the FY11-12 Departmental carbon footprint has been verified by RED to be accurate and complete, as of that fiscal year. Significant space changes have occurred in the City's real estate portfolio recently, which will result in changes to the footprint in subsequent reports. More energy efficient locations have been secured in every instance, however, in most cases, the total square footage required by relocating departments has increased, so total carbon footprint impact might be neutral. It will be interesting to see the statistics in the coming years on this issue.

FY 2008-2009 to FY 2011-2012 Consumption				
ANNUAL DEPARTMENTAL CONSUMPTION				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity (kWh)	2,663,052	3,068,324	3,566,980	3,293,551
Natural Gas (th)	52,741	50,523	51,431	38,947
Steam (lbs)				
Water (gal)		3,538,486	2,518,281	2,629,467
Wastewater Discharge (gal)		3,182,197	2,265,948	2,379,727
Gasoline (gal)	83	5,209	4,484	3,821
B20 (gal)	24	384	0	0
B5 (gal)	0	0	590	439
CNG (GGE)	0	1,082	818	753
Propane (gal)	0	2	0	4

Real Estate is very pleased to see our electricity consumption reduced to 3,293,551 kWh in FY12, a 7.6% decrease from the prior year. Water consumption continued to increase in FY12, mostly likely as a result of increased occupancies in RED buildings. The fruits of our labors to retrofit water fixtures will most likely begin to be reflected in the following year's results, with more improvements to come.

ANNUAL CONSUMPTION OF CITY TENANTS				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity (kWh)	31,930,573	31,143,158	30,226,887	29,648,879
Natural Gas (th)	846,633	830,534	863,454	768,491
Steam (lbs)	18,885,000	22,464,000	21,223,000	24,684,000
Water (gal)		63,420,230	48,256,707	46,641,293
Wastewater Discharge (gal)		55,499,300	42,210,356	40,288,363

We are also pleased to see the progress made in RED buildings as to the consumption by City tenants, showing an electricity decline for the third consecutive year to now under 30,000,000 kWh.

ANNUAL CONSUMPTION OF PRIVATE TENANTS				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity (kWh)	2,568,207	2,719,468	3,227,908	3,100,778
Natural Gas (th)	52,005	49,491	50,245	38,636
Steam (lbs)				
Water (gal)		3,338,677	2,360,484	2,510,886
Wastewater Discharge (gal)		3,003,332	2,124,240	2,266,820

Private tenancy electrical and gas consumption has now stabilized, even declined slightly, also reflecting the benefits from our system improvements at several of our locations. It should be noted that a major impact to RED's overall carbon footprint is the addition of Bill Graham Civic Auditorium, previously under the portfolio of a different department, in from FY11 to FY12, experiencing an increased use with more frequent shows and improved attendance per show. This is not an unexpected result of our efforts to better activate the Civic Center of San Francisco, and future planned improvements to the Auditorium will mitigate this issue considerably.

### 3a1. Energy Efficiency

Real Estate remains a leader in developing and implementing energy efficiency projects for its many buildings. We have completed 2 LEED projects (6<sup>th</sup> 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.

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 2011 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 2011 Energy Benchmarking Report is available at:

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

Our headquarters building is highlighted on the cover of the Benchmarking Report (25 Van Ness), where we experienced a 16% decline in energy use over the prior year. Other assets in the report:

<u>Facility Type</u>	<u>Number Benchmarked</u>	<u>Page Number in Report</u>
Office	8	19
Warehouse	1	26
Performance Halls	1	16

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.

Real Estate has provided information for the SF Municipal Green Building Report to Mark Palmer. According to John Doyle of the SFPUC, there is now a strong likelihood that the coming year we'll finally see the commencement of the fully designed and funded solar project atop City Hall.

Featured Projects we'd like to highlight in this year's report are:

- **Facility name**

1 South Van Ness

- **Project description**

LEED-EB designation, and LEED CI (floor 8). A variety of projects, from Digital Drive Controls for HVAC, to lighting and plumbing retrofits, a green roof, new/expanded bike room, green cleaning procedures - all the elements of LEED designation.

- **Estimated savings (kWh/year, therms/year)**

Not completely determined at this time.

- **Status**

Certification period was delayed due to complications with the digital drive controls and operating system, along with contractor issues, but will commence for LEED-EB designation during 2013. All other elements of LEED-EB have been implemented. Energy Star rating of 98 this past year.

- **Planned**

Also positioning 1 South Van Ness to be an industry leader in on-going compliance with rigorous tracking of results and a continuous improvement program to improve the environmental condition/operations of the building annually.

- **Audit complete, Y/N**

Yes

- **Construction complete, Y/N**

As stated, certification period is to commence shortly (DDC implementation was more complex than anticipated in 2011, thus the delay in commencement of tracking period of LEED EBOM.

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- **Facility name**

City Hall (1 Dr. Carlton B. Goodlett Pl)

- **Project description**

Water fixture retrofit

- **Estimated savings (kWh/year, therms/year)**

Not determined at this time.

- **Status**

Staff, PUC and consultants collaborated to determine feasibility of installation of updated water fixtures while maintaining adherence to the building's Landmark status. Full compliance secured, and the project is underway at the time of the writing of this report (March, 2013).

- **Planned**

Construction should be complete by summer, 2013.

- **Audit complete, Y/N**

Yes

- **Construction complete, Y/N**

No

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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 Sacramento, to be operational in 2014. Lastly, we successfully arranged for multiple departments at 1155 Market Street to share just one server room for our eight (8) floors of occupancy there, an energy and space efficiency issue.

### 3a2. Renewable Energy

As noted previously, we are hopeful the coming year will bring the long-planned and fully funded solar panel project to the roof of City Hall. The project has been delayed while complications involving labor issues have been addressed by the SFPUC and others.

### 3a3. Green Building

We have noted our LEED projects in Section 3a1. 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.

### 3b. Water

ANNUAL CONSUMPTION - ALL RED BUILDINGS				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Water (gal)		66,958,716	50,774,988	49,724,048
Wastewater Discharge (gal)		58,681,498	44,476,304	43,076,048

We're very pleased to see the steady decline in water and wastewater consumption in Real Estate buildings over the last three years, now down to under 50 MM gallons. The fruits of our labors to retrofit even more water fixtures will most likely be reflected in the following year's results, with more improvements to come, so this number should continue its decline.

### 3c. Transportation & Fuel

The list of vehicles and Real Estate's fuel totals used by SFE to calculate the FY12 Departmental carbon footprint have been verified to be accurate and complete, as of the applicable dates. Here's a look at our emissions and consumption data:

FY 2008-2009 to FY 2011-2012 Emissions by Energy Source				
ANNUAL DEPARTMENTAL CO2 EMISSIONS (mt)				
Emission Source Detail:	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Gasoline	0.73	45.88	39.49	33.66
B20	0.19	3.12	0.00	0.00
B5	0.00	0.00	5.69	4.23
CNG	0.00	6.61	4.99	4.59
Propane	0.00	0.01	0.00	0.02
<b>Total Mobile Fuel CO2 (mt)</b>	<b>0.92</b>	<b>55.62</b>	<b>50.17</b>	<b>42.51</b>

FY 2008-2009 to FY 2011-2012 Consumption				
ANNUAL DEPARTMENTAL CONSUMPTION				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Gasoline (gal)	83	5,209	4,484	3,821
B20 (gal)	24	384	0	0
B5 (gal)	0	0	590	439
CNG (GGE)	0	1,082	818	753
Propane (gal)	0	2	0	4

We're quite pleased to see an overall emissions reduction of CO2 from fuel to 42.51 mt, or a reduction of 15% from last year. Consumption of gasoline fell by 14.7% from last year. CNG consumption also was reduced 8% this year. We believe that some reorganizations of workforces may have positively contributed to these declines.

### 3c1. HACTO

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. Real Estate participated in the pilot use of EV Chevy pick-up trucks, unfortunately the project did not continue for the entire planned three year term. 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.

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

### 3c2. Transportation Survey

This year, the City conducted its biannual survey of City employee commuting and at-work travel behavior. The 2012 CCSF Transportation Survey was administered through the Department of Environment's CommuteSmart team and distributed through Climate Liaisons and team leaders to staff. This year's response rate for Real Estate was only 15% - 31 surveys were received. This is perhaps the lowest participation we've seen to date. That is attributed to the following factors we believe should be considered going forward:

- 1) Multiple languages spoken by our diverse workforce, particular the custodial section;
- 2) Survey fatigue – feedback is growing more intense that our surveying of city staff is reaching a saturation point, which is leading to staff just tuning out when asked to participate in yet another survey.

We've increased our communication regarding alternative transportation, highlighting it in tailgate sessions, other team meetings, and with postings. We're a leader in updating and upgrading our bike facilities in our various buildings, certainly a tangible incentive for staff to consider that mode of travel. Our vigilance on this issue will continue unabated, but we appear to be getting close to a point of diminishing returns in this regard.

## 4. Other Sustainable Practices

### 4a. 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. In this regard, here's a look at our top two tasks in the coming year:

Department Division/Branch/Station	Address	#1 Recyclable or Compostable Item Found in Landfill Bin	Action to Eliminate #1 Item
Real Estate	25 Van Ness, Suite 400/ 1 Dr. Carlton B. Goodlett Place, Rm 008	Paper towels	Educate w/ in-formal and formal presentation; reminders; encouragement w/ positive feedback, etc.
Real Estate	25 Van Ness Ave-Suite 400	N/A	Have supervisors do more site visits to different locations we manage, to increase awareness of composting and recycling programs.

#### 4b. Green Purchasing

San Francisco Environmental Code Chapter 2 requires all City departments to buy green products listed as SF Approved, at <http://www.sfapproved.org>. In calendar year 2011, our record was as follows:

Percent of Green Products*
Batteries: No data from vendors
Cleaners: 100%
Computers/servers: No data from vendors
Light bulbs: 4%

Given the data captured by this program addresses only \$15,000 of Real Estate commodity purchasing, and we are responsible for provision of materials and supplies to our portfolio to the tune of over \$2,000,000 per year, we respectfully suggest that some new metrics be developed to better identify and improve upon the purchasing habits of our custodial contractors and engineering contractors. This information would be far more meaningful and likely would lead to an improvement project in the year after data collection.

It should be noted that Real Estate has facilitated the reuse of thousands of square feet of fixtures and furnishings from 1145 and 1155 Market Street, aggressively securing commitments from other departments to use this furniture instead of buying new. At least two major future space projects are now committed to using the remaining furniture, significantly reducing the quantities headed out to recycling locations.

#### 4c. Carbon Sequestration / Urban Forest

Real Estate was a proud participant in the Urban Agriculture Task Force during 2012, whose final report is due to the Board of Supervisors shortly. We have permitted urban agriculture at 165 Grove, at McAllister and Larkin, and along Octavia Boulevard. We continue to work with partner agencies and departments on increasing these uses on underutilized lots throughout the City.

#### 5. 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.

## **6. Summary & Goals**

Real Estate continues to be a leader in the introduction and management of cutting edge environmental projects within its facility portfolio of over fifty five 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.

## Appendix (HACTO)

# HACTO Annual Plan [#36]

Department \* Real Estate

Name of Person Preparing Report \* May Jaber

Title of Person Preparing Report \* Project Manager

Email of Person Preparing Report \* [may.Jaber@sfgov.org](mailto:may.Jaber@sfgov.org)

Name of Department Head \* John Updike

Does your department promote or plan to promote employees to use public transit for work-related travel? \*

Yes

What resources will your department offer? \* Communal FastPass

What forms of communications will you use to promote employees to use TRANSIT for work-related travel? \*

Department Newsletter

E-mail Blast

New Employee Orientation

If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:

Our policy at Real Estate is Public Transit first.

Over 85% of our meetings are attended by walking or using public transit.

Does your department offer or plan to offer employees access to a bicycle for work-related travels? \*

Yes

Is it / will it be a CityCycle bike? \* Yes

How many bicycles will be available? \* 2

Would your department like to make a request for more bikes? \* No

What forms of communications will you use to promote employees to use BICYCLES for work-related trips? \*

Department Newsletter

E-mail Blast

New Employee Orientation

If applicable, please use this space to describe in greater detail your department's BICYCLE program for work-related travels:

There are two pool bikes at City Hall for use by all.

Real Estate facilitates bike corals throughout the city.

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

Yes

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

In the 2012-13 HACTO Report, you will have to provide metrics for these programs. How will you track the implementation of these programs? \*

Excel spreadsheet

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

Real Estate policy is to walk and use public transit when ever possible. The vehicle pool is used only when public transit is not an option everyone shares their clipper card to make it possible and encourage walking in keeping with the City's Shape Up Program.

A. Does your department promote or have plans to promote the use of public transit for commuting to/from work? \*

Yes

How will you promote public transit? \* Encourage participation in the Pre-Tax Commuter Benefits program

Offer a shuttle to nearby transit

Other

Other: \* Tail Gate at all RED meetings

What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? \*

Department Newsletter

E-mail Blast

New Employee Orientation

Posters / Flyers

B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? \*

Yes

How will you promote bike-commuting? \* Provide indoor/safe bike storage

Offer on-site showers and/or lockers

What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? \*

Department Website / Intranet

Department Newsletter

E-mail Blast

New Employee Orientation

C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? \*

Yes

How will you promote Carpool and/or Vanpool? \* Reserved parking carpool and vanpool vehicles

Encourage registration in the 511-matching program

What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? \*

Department Website / Intranet

Department Newsletter

E-mail Blast

New Employee Orientation

Posters / Flyers

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

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

We afford staff the opportunity for telecommuting

Bonus: How will you promote the Great Race for Clean Air? Department Website / Intranet

Department Newsletter

E-mail blast

Posters/Flyers

Does your department manage any of its own vehicles? \* Yes

Measurement for fleet reduction will be based on fleet inventory as of June 30, 2010. On June 30, 2010 how many vehicles from your department's fleet were subject to HACTO? This number is your "Baseline." \*

7

Your 5% fleet reduction is calculated from the Baseline fleet size you supplied in the answer above. What is 5% of the Baseline fleet?

Note: this is the average number that must be removed annually through July 1, 2015. \*

0.35

How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June 30, 2012)? \*

0

In FY12-13 (July 1, 2012-June 30, 2013), how many vehicles must be removed from service to be compliant with HACTO's reduction mandate? \*

0

How many vehicles is your department planning to remove from service in FY12-13 (July 1, 2012-June 30, 2013)? \*

0

The number of vehicles your department plans to remove is: \* Fewer than the number needed to be compliant.

If your department feels it cannot comply with the fleet reduction requirement, you will be able to apply for a waiver (HACTO Section 403(c) details waiver qualifications). To apply, a waiver request must be sent from your department director to the director of SF Environment. As part of the justification, this request must include a description of your Transit First programs for reducing reliance on department vehicles, and an explanation of why these programs are not sufficient to enable your fleet to be reduced

as required by the Ordinance. Additional information about the process for submission and evaluation of waiver requests, and about alternative steps for reducing Greenhouse Gas emissions that may be required, will be available after the first of the New Year.\* \*

I would like a call from the Clean Vehicle team to discuss the Waiver process

The CommuteSmart Team and Clean Vehicle staff have a wide assortment of resources available to you. Please check all of the resources that you would like and we will do our best to accommodate: \*

CommuteSmart brochures specific to CCSF employees

Pre-Tax Commuter Benefits flyers & guides

CityCycle flyers & signs