

Title: Fleet Management Department / Central Shops Climate Action Plan

Data Year: Fiscal Year 2011-2012

Author: Dan Coleman

Date: March 29, 2013

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1. Introduction

GSA Fleet Management / Central Shops is at the forefront of the City's efforts to reduce the impact of our vehicle operations. We support fleet-reduction efforts by tracking vehicle usage and disposal of older and under-used vehicles across multiple agencies. We supply biodiesel and CNG fuel, and enforce City purchasing requirements for alternative-fuel vehicles. We track and report to CARB the status of the City's on and off-road diesel fleet, and work with departments to retire or retrofit older equipment to reduce emissions and comply with state law. We enable and encourage departments to substitute carsharing, carpooling and electric vehicles for single-user conventionally-fueled vehicles. We network with outside agencies to obtain funding for electric vehicles and chargers.

2. Departmental Profile

-Departmental Mission

The mission of Fleet Management/Central Shops is to provide timely, quality and cost-effective fleet solutions for a sustainable City.

-Departmental Budget

\$26,000,000

-Number of Employees

90

-Facilities

Our facilities consist of 5 vehicle repair shops (addresses and square footage in the table below). Our main shop on Jerrold consists of 3 buildings, including management office space and repair shops dedicated to light duty, heavy trucks and equipment, fire trucks, machine shop (for fabrication of valves for Fire and PUC and maintenance of various City facilities) and maintenance/fabrication of custom wood ladders for the Fire Department.

The other 4 shops are largely dedicated to Police/DPT, DPW, Rec & Park and Port vehicle repair, and are located on those departments' properties. The Bryant shop includes a gasoline station, and the MLK and Chavez shops include fuel stations that dispense CNG, propane and biodiesel blend in addition to gasoline.

1800 Jerrold	47,018 square feet
850 Bryant	4360 square feet
100 MLK Drive	9271 square feet
2323 Cesar Chavez	1928 square feet
Pier 50	4500 square feet

-Vehicles

Our fleet consists of 16 pickups and vans, plus 1 tow truck, 1 electric SUV, 5 electric carts, 2 gas carts, and a couple of propane-powered forklifts. We use the vehicles mainly for carrying parts and personnel between our locations and our customers' locations and vehicles. We reduced our fleet by 2 pickups and 2 cars in the last year, covering all of our fleet-reduction required under HACTO for the four years it covers.

In addition to the vehicles operated by Central Shops, we are the designated custodian of all 650 light duty passenger vehicles operated by general government departments (General Funded, non-Safety). Under the direction of the City Administrator, we are engaged in a long-term effort to identify opportunities to reduce this fleet through inter-departmental pooling, and to replace its older, more polluting vehicles with new, lower- and zero-emissions vehicles.

-Departmental Contact Information

Department Climate Action Plan contact: Dan Coleman (email dan.coleman@sfgov.org, phone 550-4636), Fleet Analyst, with experience planning and implementing major fleet greening and reduction initiatives.

Department Energy Conservation liaison: Dave Del Grande (email dave.del.grande@sfgov.org, phone 550-4603), Assistant Director of Central Shops, has managed our facilities long-term and coordinated energy audits and numerous conservation and greening initiatives.

3. Carbon Footprint

Our total CO2 emissions have steadily declined by 27% over the past 3 years, from 1,174 metric tons in FY10, to 1,096 in FY11, and just 862 in FY12.

For FY12, 806 metric tons of CO2 emission are from building energy (all natural gas, since PUC electricity is zero-emissions). Please note that 78% of our building energy carbon footprint consists of natural gas that we compress and dispense to power the City's fleet of 537 clean-fuel CNG vehicles.

The remaining 56 tons of CO2 emission are from the non-electric part of our own departmental fleet (unleaded and CNG, and 1 biodiesel truck).

3a. Building Energy

The facilities list in Google Docs has been verified by the Climate Liaison.

GHG Emissions from Electricity, FY12: 665,201 kWh consumed, 0 tons of CO2.

GHG Emissions from Natural Gas, FY12: 151,964 therms consumed, 806 tons of CO2.

Total CO2 emissions from Building Energy has declined by 11% over the past 3 years.

3a1. Energy Efficiency

We have already replaced Shops lighting with high-efficiency fixtures and replaced all computers, monitors and servers with new Energy Star Gold standard equipment. We continue to ensure that all new computer and electrical equipment is compliant with Energy Star Gold standard. The GSA IT department oversees our data system and insures compliance with all applicable City policies.

All buildings owned by Fleet Management / Central Shops are compliant with the requirements outlined in the Commercial Lighting Efficiency Ordinance (SF Building Inspection Commission Code Chapter 13D).

Backing out the CNG vehicle fuel supply portion of our building energy, we emit only 175 metric tons of CO₂, which surely must be a small carbon footprint for such a large real estate and personnel footprint. In the next year, we are planning to replace our main building's boiler with a more efficient model, and in the meantime part of our office space is unheated, as are most of our shop spaces.

3a2. Renewable Energy

Central Shops has been supplying City vehicles with CNG and biodiesel fuel for many years.

3a3. Green Building

Our facility is at least 60 years old. We've done what we could to improve efficiency over the years. Now that the PUC is planning to take over our site for expansion of their waste treatment plant, we hope to work with them to create a much greener replacement facility.

3b. Water

The water data in Google Docs has been verified by the Climate Liaison. Our consumption has steadily declined, by 5% over the past 3 years. FY12 usage was 465,256 gallons. Please note that this includes our self-service carwash, which supports a large reduction in City-wide use of commercial car washes.

3c. Transportation & Fuel

The vehicle and fuel data in Google Docs has been verified by the Climate Liaison.

GHG Emissions from Gasoline, FY12: 5,327 gallons consumed, 47 tons CO₂.

GHG Emissions from CNG, FY12: 1,023 GGE consumed, 6 tons CO₂.

GHG Emissions from Biodiesel (B5), FY12: 183 gallons consumed, 2 tons CO₂.

GHG Emissions from Propane, FY12: 130 gallons consumed, 1 ton CO₂.

Total carbon emissions from mobile combustion have decreased significantly over the past 3 years. Some factors in this success are: fleet reduction (27% of light-duty vehicles), increased use of electric vehicles, and trip reduction.

We have only one diesel vehicle, and it is fueled exclusively with biodiesel blend. We have supplied biodiesel blend for most of the City's non-transit fleet for over 6 years, and have not used or dispensed a drop of unblended ("red") diesel in over 5 years.

3c1. HACTO

In order to comply with the Healthy Air and Clean Transportation Ordinance, we submitted our Report for FY12 and plan for FY13 to the Department of the Environment. Both are attached, as appendices 1 and 2.

Since our facilities are located in outlying areas not well served by transit (nor walkable), our Transit First At Work efforts concentrate on trip reduction and cycling. We use conference calling in lieu of in-person meetings whenever possible, and we supply City Bikes for the business use of

employees and customers. At least one employee maintains City Hall bicycle parking access, and uses it for most trips to the Civic Center area. When we do use a vehicle for work travel, we most often use zero-emission electric vehicles.

We encourage our employees to commute sustainably by offering secure bike parking as well as showers and lockers.

Central Shops has already exceeded our fleet reduction goal for the entire 4 years covered by HACTO, by turning in 27% of our light-duty fleet.

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 others to each department and division.

Because most Central Shops employees work in vehicle repair bays, and don't have access to computers, we distributed the survey on paper, in January 2013. Out of our 90 employees, 40 employees filled out the survey – a 44% response rate. An excel spreadsheet tallying the results is attached, as appendix 3. Each employee received information to fill out the survey in their work inbox and was reminded about the survey at staff meetings.

From the data results specific to our department, there were two interesting observations:

The 2 most common reasons for not using transit were safety related.

The most common choice of incentive was more convenient, reliable transit options. This makes sense: although there is a Muni Metro line 3 blocks away and a bus line right outside, neither of them connect with any of our employees' neighborhoods without at least 1 transfer (in most cases 2 or 3 transfers).

4. Other Sustainable Practices

Insert introductory text here.

4a. Zero Waste

As promised in last year's plan, we've promoted e-Payroll, and significantly reduced paper paychecks.

Facility Name	Address	#1 Trash Item	Action to Eliminate #1 Item
Central Shops	1800 Jerrold	paper towels	remind staff how/when to use green bins, and make sure they are adequate
Hall of Justice Shop	850 Bryant	paper towels	same
Park Shop	100 MLK Drive	paper towels	same
DPW Shop	2323 Cesar Chavez	paper towels	same
Port Shop	Pier 50	paper towels	same

4b. Green Purchasing

San Francisco Environment Code Chapter 2 requires all City departments to buy green products listed at SF Approved. Central Shops spends roughly \$5MM on vehicle and equipment parts and \$7MM on fuel annually. Clearly, these purchases are not captured in the Purchasing tab of our google doc, nor are most of them covered by the SF Approved list. But we have been buying green for many years. Working with DPH Environmental Health consultants, we have tested a wide variety of less-polluting alternative products for parts cleaning, lubrication and other automotive and shop functions, and adopted the least polluting and most effective products for each function. We were recognized by the federal EPA for phasing out lead wheel weights. And, in cooperation with Purchasing and Environment, we assist all City departments in choosing new vehicles and equipment with the lowest environmental impact.

4c. Carbon Sequestration / Urban Forest

N/A.

5. Community Wide Impact

GSA Fleet Management has been central to the City's efforts to promote carsharing and electric vehicles. We worked with the City Administrator's office to negotiate a City contract with City CarShare that included a discount plan for City employees' personal memberships, and helped publicize that option. We also were involved in setting up the 3 EV chargers across from City Hall. Currently we are participating in a region-wide EV purchasing effort that will include publicly accessible EV chargers and will raise public awareness of electric vehicles' availability and viability.

6. Summary & Goals

Despite an ever-increasing workload maintaining the City's aging fleet, GSA Fleet Management / Central Shops has reduced its GHG footprint by 27% over the past 3 years. We have also reduced our own light-duty fleet by the same percentage. When it comes to supplying City departments with vehicles, equipment, parts, fuels, fluids and cleaners, we do everything we can to minimize the City's GHG footprint and other environmental impacts. Where capital funds are available for vehicle replacement, we work with Environment and Purchasing to assist departments in choosing the cleanest alternative. We maintain the City's existing fleet to keep it running as clean as possible. We don't consider these efforts special: they are integral to our job.

The greatest impact we can have on the City's overall footprint is by supporting the removal of older, dirtier vehicles and equipment, and their replacement (where needed) with the cleanest practical alternative. Among the things we do to support this are:

- Helping departments identify vehicles most in need of retirement/replacement.

- Facilitating car-sharing between departments, so one new clean vehicle can replace multiple old ones.

- Writing specifications for custom and contract vehicles that advance the City's clean-air goals.

- Continuing to supply alternative clean-air fuels (CNG & biodiesel blend) to the City's fleets.

- Expanding the City's charging infrastructure to support more zero-emissions vehicles, by helping secure grant funding and coordinating City agencies' individual effort for maximum impact.

Appendices

HACTO Implementation Report, FY12

HACTO Plan, FY13

Central Shops Commute Survey Results 2013

Home Zip Code	Work Address	Commute Time	Start Work Time	End Work Time	Commute to Work: Monday	Commute to Work: Tuesday	Commute to Work: Wednesday
94587	1800 Jerrold, 94124	45	6:30 AM	3:30 PM	drive alone	drive alone	drive alone
94577	1800 Jerrold, 94124	30	5:00 AM	12:30 PM	drive alone	drive alone	drive alone
94947	1800 Jerrold, 94124	55	7:00 AM	5:30 PM	drive alone	drive alone	drive alone
94070	1800 Jerrold, 94124	40	6:15 AM	4:30 PM	drive alone	drive alone	drive alone
94112	1800 Jerrold, 94124	20	7:45 AM	4:30 PM	bike	bike	bike
94552	1800 Jerrold, 94124	50	7:00 AM	4:00 PM	carpool	carpool	carpool
94112	1800 Jerrold, 94124	10	7:00 AM	4:00 PM	drive alone	drive alone	drive alone
94598	1800 Jerrold, 94124	45	8:00 AM	6:00 PM	carpool	carpool	carpool
94015	1800 Jerrold, 94124	20	4:00 PM	1:00 AM	drive alone	drive alone	drive alone
94122	1800 Jerrold, 94124	27	7:00 AM	3:30 PM	drive alone	drive alone	drive alone
94112	1800 Jerrold, 94124	30	7:00 AM	3:30 PM	drive alone	drive alone	drive alone
94080	1800 Jerrold, 94124	13	7:00 AM	3:30 PM	drive alone	drive alone	drive alone
94577	1800 Jerrold, 94124	60	7:00 AM	3:30 PM	drive alone	drive alone	drive alone
94116	1800 Jerrold, 94124	20	7:00 AM	3:30 PM	drive alone	drive alone	drive alone
94112	1800 Jerrold, 94124	15	7:00 AM	3:30 PM	drive alone	drive alone	drive alone
94112	1800 Jerrold, 94124	20	7:00 AM	3:30 PM	bus	bus	bus
94965	1800 Jerrold, 94124	20	7:00 AM	3:30 PM	bike	bike	bike
94610	1800 Jerrold, 94124	20	7:00 AM	3:30 PM	drive alone	drive alone	drive alone
94014	1800 Jerrold, 94124	20	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94030	1800 Jerrold, 94124	15	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94564	1800 Jerrold, 94124	60	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
95433	100 MLK Drive, 94118	60	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94403	100 MLK Drive, 94118	30	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94925	100 MLK Drive, 94118	25	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94015	1800 Jerrold, 94124	14	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94112	1800 Jerrold, 94124	15	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94015	1800 Jerrold, 94124	30	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94112	1800 Jerrold, 94124	7	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94122	1800 Jerrold, 94124	25	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94109	1800 Jerrold, 94124	30	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
	1800 Jerrold, 94124	30	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94116	1800 Jerrold, 94124	30	8:00 AM	4:30 PM	drive alone	drive alone	drive alone
94132	1800 Jerrold, 94124	20	8:00 AM	4:30 PM	carpool	carpool	carpool
94403	1800 Jerrold, 94124	25	8:00 AM	4:30 PM	carpool	carpool	carpool
94534	1800 Jerrold, 94124	60	8:00 AM	4:30 PM	carpool	carpool	carpool
	1800 Jerrold, 94124		8:00 AM	4:30 PM	motorcycle	motorcycle	motorcycle
94044	1800 Jerrold, 94124	20	8:00 AM	4:30 PM	motorcycle	motorcycle	motorcycle
95655	1800 Jerrold, 94124	115	8:00 AM	4:30 PM	motorcycle	motorcycle	motorcycle
94080	1800 Jerrold, 94124	15	8:00 AM	4:30 PM	motorcycle	drive alone	motorcycle
94510	1800 Jerrold, 94124	50	8:00 AM	4:30 PM	carpool	motorcycle	drive alone

Mode:	Commuter Home: Friday	Commuter Home: Saturday	Commuter Home: Sunday	risk of adverse weather	don't feel safe using transit	don't feel safe walking/biking	need to make stops	use my vehicle for work	hard to find people to pool	more convenient	transit doesn't make route/schedule	drive
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drive alone	don't work	don't work	x									
drive alone	don't work	don't work										x
drive alone	don't work	don't work			x							
drive alone	don't work	don't work				x						
bike	don't work	don't work					x					
carpool	don't work	don't work		x	x							
drive alone	don't work	don't work	x									
carpool	don't work	don't work										
drive alone	don't work	don't work			x							
drive alone	don't work	don't work		x								
drive alone	don't work	don't work						x				
drive alone	don't work	don't work	x									
drive alone	don't work	don't work			x							
drive alone	don't work	don't work				x						
drive alone	don't work	don't work						x				
drive alone	don't work	don't work	x									
carpool	don't work	don't work										
bike	don't work	don't work										
carpool	don't work	don't work										
drive alone	don't work	don't work		x								
drive alone	don't work	don't work						x				
drive alone	don't work	don't work				x						
drive alone	don't work	don't work	x									
drive alone	don't work	don't work		x				x				
drive alone	don't work	don't work				x						
drive alone	don't work	don't work							x			
drive alone	don't work	don't work		x								
drive alone	don't work	don't work				x						
drive alone	don't work	don't work								x		
drive alone	don't work	don't work									x	
drive alone	don't work	don't work										x
drive alone	don't work	don't work		x			x					
drive alone	don't work	don't work							x			
carpool	don't work	don't work										
carpool	don't work	don't work										
drive alone	don't work	don't work										
motorcycle	don't work	don't work		x		x						x
motorcycle	don't work	don't work						x				
motorcycle	don't work	don't work							x			
motorcycle	don't work	don't work				x						
carpool	don't work	don't work		x								

5 8 9 3 0 5 4 3 1
13% 20% 23% 8% 0% 13% 10% 8% 3%

	Match my rule	Incentive: Financial Help	More convenient, reliable transit options	Incentive: More accessible bike facilities	Incentive: Pay for parking	Alternative work hours or telecommute	Incentive: Assistance finding carpool matches	Nothing would discourage me from driving alone	Enrolled in Benefit
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x	x				x	x		No	
	x						x		
							x	No	
x				x					
	x			x				No	
							x	No	
	x							No	
								No	
	x			x				No	
						x		No	
	x						x	No	
								No	
	x						x	No	
								No	
x						x		No	
	x						x	No	
				x				No	
								No	
	3	10	0	0	6	3	7		
	8%	25%	0%	0%	15%	8%	18%		

de
ching
Rideshare
More Info: Commuter
benefits
More Info: Car-Sharing
discounts
More Info: CCSF
CommuteSmart List

HACTO Annual Implementation Report FY:'11-'12

Department * GSA (Comprehensive)

Name of Person Preparing Report * Dan Coleman

Title of Person Preparing Report * Fleet Analyst

Email of Person Preparing Report dan.coleman@sfgov.org

*

Name of Department Head * Naomi Kelley

Email of Department Head * naomi.kelley@sfgov.org

Referring back to the HACTO or DepCAP plan submitted for FY 2011–12, please include your Transit–First Plan and policies below: *

PLEASE NOTE: The 8 divisions of GSA each wrote Transit–First Plans, which were incorporated into the comprehensive GSA HACTO Plan. Here are the 8 plans:

GSA Fleet Management/Central Shops:

Staff uses bicycles and electric carts within several shop locations, including Port, Golden Gate Park and Central Shops.

When attending meeting or transporting tools and supplies, staff uses battery electric and plug–in hybrids as primary vehicles. Staff combines errands to further reduce vehicle travel.

We use teleconference and other media to avoid unnecessary vehicle use when possible.

We intend to seek SFE's assistance in offsetting costs to acquire an electric bicycle.

GSA Human Resources:

Staff uses public transportation (BART, MUNI), walking or City Car Share program to conduct business.

Real Estate Division:

RED policy for vehicle usage is first public transportation and walking when possible. All of our engineers are in a pool shared by all engineers in both the Civic Center Campus and Public Safety Campus. Our engineers walk in between buildings for small jobs and meetings when possible. Public transportation is not viable when they have to carry tools and equipment. However; our 40 engineers and trades all share 7 vehicles to service over 40 separate locations* City-wide. The 8th vehicle belongs to the custodial group who frequently share the vehicle with the engineers. Everyone else in the office utilizes public transportation and walking to meetings.

*(16 SFPD stations, 9 DTIS sites, 4 cultural centers 3 DEM locations HOJ, 7th Street SFFD Headquarters, HOJ, One South Van Ness, City Hall, neighborhood cultural centers, 4 building on the Mission corridor as well as 25 and 30 Van Ness and the Alemany Farmers and Flea Market.)

Reproduction and Mail Services:

ReproMail only uses vans to transport large items such as boxes, bicycles and mail. For attending meetings, we use public transportation or walk.

Treasure Island Development Authority:

TIDA Project Office is located on Treasure Island proper which is only accessible via vehicle or San Francisco Muni bus line 108, so our transit options are limited. TIDA is currently participating in a three year Chrysler Plug-in Hybrid program to reduce conventional vehicle use.

Mayor's Office on Disability

Our staff walk to the majority of our meetings because most of them occur in the greater Civic Center area extending from the War Memorial building where we are located all the way down to Otis and Division. For meetings that are further away, for example at the PORT of San Francisco, we take BART or MUNI. One staff member rides a bike regularly to meetings that are even further away. Three staff share the use of one car however when making field inspections. The car is necessary because it carries essential inspection gear such as hard hats, safety vests, levels, and tape measures etc. The car is also necessary because our inspections can be anywhere in the City, from Ocean Beach to the Marina to Hunter's Point.

Animal Care and Control:

The CCSF Department of Animal Care and Control has a staff of approximately 45 full and part time employees. We are a 24/7 operation and have functions that combine public safety with animal welfare and as such, we are a very versatile and resource-conscious department. We radio dispatch officers to respond to requests for service from the public as well as maintain a safe and sanitary environment for 300-500 animals daily and up to 10,000 animals annually at our animal shelter. This facility is run like a hospital, caring for a wide variety of species during an average 5-6 day stay.

Our mission includes responsibility for the City's stray, injured, abandoned, neglected and mistreated animals, both domestic and wild, ensuring compliance with all state and local laws related to animals. The Department provides courteous and responsive service to the public 7 days a week, 365 days a year with specific attention to public safety, including services to reunite the public with their lost pets, licensing, re-homing and humane education. Our line staff works rotating schedules set on a quarterly basis that includes day, evening and graveyard shifts. .

Over the course of the last 5 years our budget of \$4.2 million has not kept pace with the increased industry standards and expectations of the public for a responsive agency.

In addition, the initiative to take animals to offsite adoption fairs, do further community outreach and events requires that our ability to move animals and volunteers throughout the Bay Area is paramount. Animal transport to out-of-county rehabilitation or veterinary care for off hours is required to maintain the good health of animals in our care.

Our efforts during the last several years have been to upgrade our fleet so as to provide safe and efficient transportation for animals (and staff) around the City. We would like nothing more than to retire some of our older, less efficient vehicles but the funding has been unavailable for outfitting our vehicles with very specific caging and equipment.

However, we are looking forward to providing incentives for staff to use driving–alternative options to reduce private vehicle usage when feasible.

Medical Examiner's Office:

The Medical Examiner's Office motor vehicle fleet is comprised of five vehicles: two ambulances for the removal of remains, one back–up ambulance, one sedan equipped with emergency equipment which doubles as the Chief Medical Examiner's vehicle and to transport Investigators, and one pool vehicle for the entire department. Employees of the Medical Examiner's Office share the use of the pool vehicle, e.g., pick–up and drop off evidence, lab specimens, employees on official City and County of San Francisco business. Often an employee will return to the office on foot or via public transportation. Medical Examiner's Office employees are encouraged to use public transportation, and do so on a regular basis. Several who reside in the City of San Francisco use alternative transportation, e.g. bicycles.

Below, please report on the success of the abovementioned policies in reducing single–occupancy motor vehicle use for work–related trips: *

Several of the 8 divisions have submitted progress reports as of this morning (11/1). I will add more as they come in:

GSA Fleet Management/Central Shops:

Fuel reduction: As a result of our efforts, FY12 fuel use in light–duty vehicles was 8% below FY11 use.

Bicycles: We have acquired three new bicycles (with helmets and safety lockups) and posted them near the office for shared use by ourselves and by clients.

Trip reduction: We have also changed from individual delivery of vehicle invoices to reliance on interoffice mail.

Teleconference: A combination of web meeting with voice conferencing has produced more efficient meetings, reducing the need for travel to

attend follow-on meetings.

GSA Human Resources:

Staff continue to use public transportation (BART, MUNI) or walking to conduct business.

Medical Examiner's Office:

As a result of our efforts, FY12 fuel use in light-duty vehicles was 5% below FY11 use.

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

As reported in your 2011 HACTO report, how many vehicles were subject to HACTO? * 66

As reported in your 2011 HACTO report, how many vehicles were planned to be removed from service? * 4

As of June 30, 2012, how many vehicles have actually been removed from service? * 4

Please attach a copy of the Vehicle Turn-In Request of each vehicle taken out of service. If there is more than one – please scan all reports as one document.

[hacto_gsa_turnins_fy12.pdf](#) 254.78 KB · PDF

Based on the above information, which is true? * The number of vehicles actually removed from the fleet equaled the planned number

Each department is required to reduce 5% of their light-duty truck and passenger vehicle fleet. Based on the above data, was your department in compliance? *

Yes

Please explain why your department was not able to comply. *

We DID comply.

Did your department purchase new vehicles that were justified by an increase in workload? *

No

HACTO Annual Plan

Department *	GSA Fleet Management / Central Shops Department
Name of Person Preparing Report *	Dan Coleman
Title of Person Preparing Report *	Principal Analyst
Email of Person Preparing Report *	dan.coleman@sfgov.org
Name of Department Head *	Tom Fung
Does your department promote or plan to promote employees to use public transit for work-related travel? *	No
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? *	3
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? *	<ul style="list-style-type: none"> • New Employee Orientation • Other
Other: *	Shop safety meetings
Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *	No
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? *	phone bill
A. Does your department promote or have plans to promote the use of public transit for commuting to/from work? *	No
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? *	<ul style="list-style-type: none"> • 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? *	<ul style="list-style-type: none"> • 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? *	• Other
Other: *	Encourage employees to form carpools.
What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? *	• Other
Other: *	Shop safety meetings.
D. Does your department offer or plan to offer tele-commuting? *	No
Bonus: How will you promote the Great Race for Clean Air?	• N/A
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." *	15
Your 5% fleet reduction is calculated from the Baseline fleet size you supplied in the answer above. What is 5% of the Baseline fleet?	1
Note: this is the average number that must be removed annually through July 1, 2015. *	
How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June 30, 2012)? *	4
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 <i>planning to</i> remove from service in FY12-13 (July 1, 2012-June 30, 2013)? *	0
The number of vehicles your department plans to remove is: *	Equal to the number needed to be compliant.
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: *	• No thank you