2014 **DEPARTMENT OF ELECTIONS** CLIMATE ACTION PLAN
DATA YEAR: FISCAL YEAR 2012-2013
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1. INTRODUCTION

Under San Francisco Environment Code Chapter 9, the City planned to reduce its greenhouse gas emissions to 1990 levels by 2012. By 2017, the goal is to reduce greenhouse gas levels by 25% below 1990 levels. As part of this effort, each City department writes an annual Climate Action Plan to identify and reduce emissions associated with its activities

The San Francisco Department of Elections conducts all federal, state, and municipal elections in the City and County of San Francisco. Department operations increase for each election, and the number and scale of elections in a given year will drive the Department's energy consumption.

During fiscal year 2012-2013 the Department conducted one election, the November 5, 2012 General Election.

The Department's main office is located in Room 48 of City Hall, and its warehouse is located at Pier 48, Shed B. The Department also uses a portion of Brooks Hall, under the Bill Graham Auditorium. Steam heat use in City Hall is the main source of the Department's attributed energy consumption, but this is centrally controlled.

Overall, the Department's energy consumption and carbon footprint continue to decrease as the staff is made aware of the City's goals to reduce, reuse, and recycle resources. Most significantly, staff efforts to reduce vehicle trips by walking, taking public transit, and finding other alternatives to driving to meetings and events have cut the Department's gasoline consumption by over 50% in the last five years.

The Department also strives to share the "reduce" message to the community by performing on-going outreach encouraging San Francisco voters to read their Voter Information Pamphlet online rather than on paper. To date, 6,054 voters have requested this service to reduce paper resources as well as printing and postage resources and costs.

2. DEPARTMENTAL PROFILE

2A. DEPARTMENTAL MISSION

The mission of the Department of Elections is to conduct accurate and efficient elections under the rules and regulations established by federal, state, and local laws – notably the Voting Rights Act, the Help America Vote Act, the Americans with Disabilities Act, and the City's Equal Access to Services Ordinance; to have an open process that provides the public confidence in the election system; to provide and improve upon a public outreach and education plan to all eligible voters in San Francisco; and continue to improve upon the services we provide by streamlining processes and looking ahead to the future needs of the voters of San Francisco.

2B. DEPARTMENTAL BUDGET

The Department FY 2012-2013 budget was $16,085,216.

The Department FY2014-15 proposed budget is $ $13,439,896.

2C.NUMBER OF EMPLOYEES

In FY2013-14 the Department had 31 full-time employees, 5 part-time employees, and provided space for1 secretary for the Elections Commission. These numbers will be consistent for FY2014-15. All current employees have a computer workstation. At the peak of activity around elections there are approximately 270 staff members working in the Department's facilities plus over 2,500 poll workers the Department recruited to staff 572 polling places on Election Day.

2D. FACILITIES

The Department of Elections' main offices are within Room 48 on the ground floor of City Hall. The Department's allotted workspace occupies 16,035 square feet, or approximately 6% of the total space in City Hall. As our operations grow around the time of an election, the Department also uses other rooms within City Hall to conduct some activities, such as poll worker training.

During election periods the Department also utilizes Brooks Hall for some activities, such as the preparation and distribution of supply bags to poll workers prior to each election. Brooks Hall is located at 250 Polk Street, below Bill Graham Auditorium, with a total area of 90,000 square feet, of which the Department rents 14,135 square feet, or approximately 16% of the space.

In addition to rooms within City Hall and partial space at Brooks Hall, the Department has an offsite warehouse facility at Pier 48, Shed B, located on Terry Francois Boulevard near AT&T Park. The warehouse, leased from the Port, has a total of 86,954 square feet. The Department uses this facility for equipment and material storage, voting machine testing and staging, and post-election ballot audits.

2E. VEHICLES

The Department has a fleet of eight vehicles: a Toyota Prius, four Ford Contours, a Chevy Astrovan, a Ford E250 cargo van, and a Ford F150 pickup truck. The Department also has a propane-powered Clark forklift at its Pier 48 warehouse facility. All vehicles are maintained by Central Shops.

The fleet cars are used for poll locating – canvassing neighborhoods to identify and recruit properties that can be used as polling places – and for voter outreach activities. The vans and truck are used to transport materials such as voting equipment and supplies.

2F. DEPARTMENTAL CONTACT INFORMATION

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2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

The Department of Elections does not have any other sustainability plan besides this Climate Action Plan.

3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

The Department of Elections' carbon footprint includes energy use in our offices in City Hall, storage space in Brooks Hall, and our warehouse at Pier 48, and liquid fuel use for our vehicle fleet.

For FY 2012-2013, the Department's total operational greenhouse gas (GHG) emission was 122.40. This is based on GHG emissions calculated from the Department's consumption of facilities energy and vehicle fuels. The 5-year summary of the Departments annual operational CO_2 emissions is summarized in the table and chart below. A 5-year historical analysis is provided in the sections that follow.

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)	130.52	150.41	134.67	138.25	122.40

Highlights of the data shown in the charts indicate that electricity use has decreased significantly since a high in FY 2009-2010, and, gasoline use has decreased every year since FY 2008-2009. The Department contributes the electricity savings to more efficient computer. The more than 50% savings in gasoline since FY 2008-2009 is due to a combination of use of more fuel-efficient vehicles and more use of alternative transportation (walking and public transportation) from the Outreach Division.
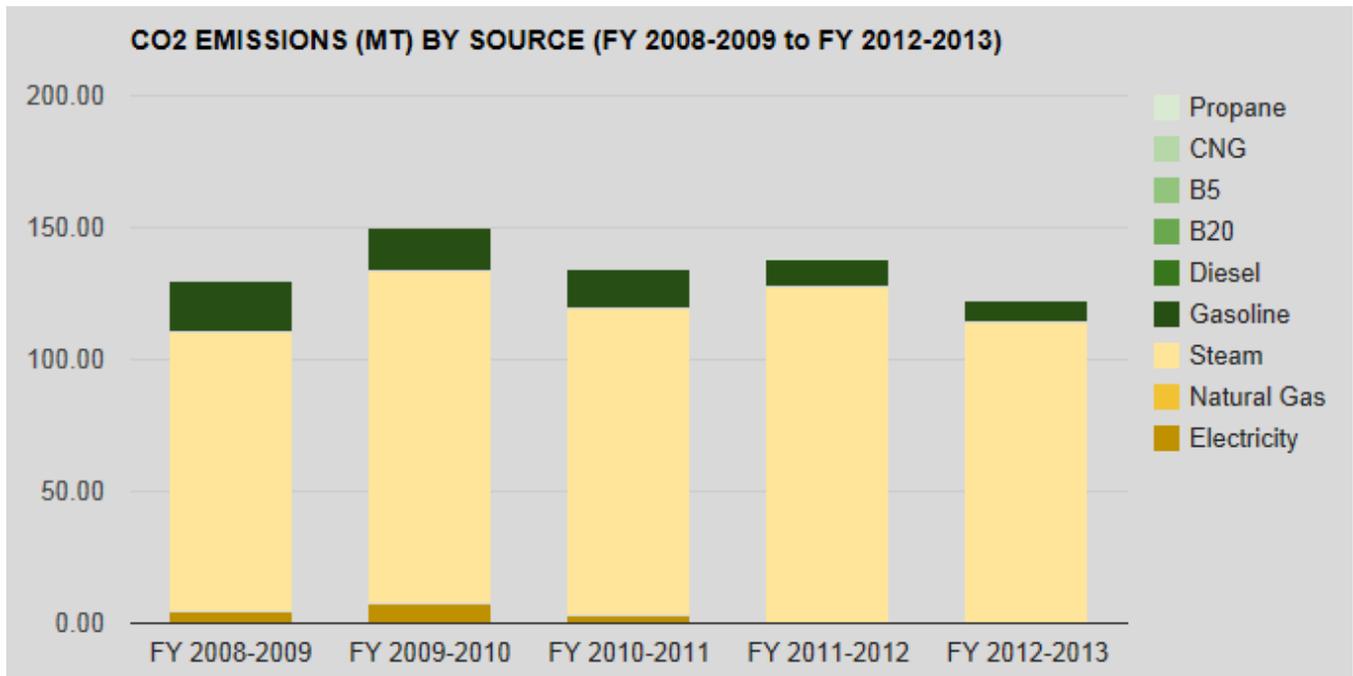
Going forward, use of gasoline should hold steady or continue to decrease because of continued reliance on public transportation for outreach purposes and the replacement of low-efficient vehicles (all-gas Ford Contour), with more fuel-efficient models.

3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by the Department of Environment to calculate the FY 2012-2013 carbon footprint for the Department of Elections is complete, showing Department facilities at Pier 48, City Hall, and Brooks Hall.

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

The Department's FY 2012-2013 facility energy use and resulting emissions are as follows:

Total facilities electricity in FY 2013-2014:

GHG Emissions from Electricity: 382,704 kWh consumed, 0 metric tons of CO_2 emitted, at a cost of $6,880. None of the Department's facilities uses natural gas.

GHG Emissions from Steam: 1,330,233 lbs. consumed, 114.04 metric tons of CO_2 emitted, at a cost of $32,575. The SFPUC is attributing zero greenhouse gas emissions to municipal electricity use.

Overall, total energy consumption and resulting emissions continues to go down. At the main office and warehouse facilities, electricity use is the lowest level of any year where data is available. Consolidating the Department's year-round workforce in shared office areas, keeping the lights off in unoccupied areas, and the purchase of more energy efficient monitors may have contributed to this reduction. This data has raised concerns at the Department about electricity use at Brooks Hall, where the Department uses a shared space, does not have control over energy use, and there are security problems.

Facility steam use and emissions are lower than the previous year. Steam heat is used at the Department's main office in City Hall, where consumption is controlled by Building Management.

The Department does not own any buildings. Efforts to control energy consumption by the Department's Information Technology division in FY 2012-2013 include:

- Replacing obsolete servers with Climate Savers Gold or Energy Star servers
- Monitors are set to turn off after 15 minutes of inactivity.
- Conducting Virtualization Assessment with DT

Going forward, the Department will ask SFPUC for details on its use of energy at Brooks Hall to verify that the Department is indeed uses more electricity there than in previous year. If the Department is in fact the culprit using more electricity than in past years, efforts will be made to lower use.

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

The tables below summarize the Department of Election's annual facilities energy consumption and associated 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)	4.56	7.10	3.17	0.00	0.00
Natural Gas (th)	0.00	0.00	0.00	0.00	0.00
Steam (lbs)	106.25	126.39	115.86	127.55	114.04
FY 2008-2009 to FY 2012-2013 CO_2 Emissions from Facilities Energy					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity	433,737	409,319	415,024	392,755	382,704
Natural Gas	0	0	0	0	0
Steam	1,115,484	1,326,885	1,253,583	1,458,014	1,330,233
Total Facilities Energy CO_2 (mt)	130.52	150.41	134.67	138.25	122.40

Total CO_2 emission from Building Energy has decreased since FY 2011-2012, with emissions lowered from both electricity and steam sources. The Department strives to save electricity, within the limits of fulfilling the mission to conduct elections. Consumption may

be even lower than indicated, depending on the results of our request for information concerning electrical use at Brooks Hall. Steam consumption is controlled by Building Management.

3D. VEHICLE LIST AND FUEL DATA VERIFICATION STATEMENT

The list of vehicles and the Department of Elections' fuel totals used by the Department of the Environment to calculate the FY 2012-2013 Department carbon footprint has been verified by the Department of Elections to be accurate and complete.

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

The Department of Elections uses gasoline for its vehicle fleet and propane for generators used at Pier 48. Fuel is purchased through Central Shops. As a department that owns and operates a fleet, the Department of Elections is required to implement fleet management methods and educate staff on best practices listed in Chapter 4 of the Environment Code Healthy Air and Smog Prevention Ordinance. Toward that end, in 2014 the Department has produced an instructional video on proper driving of City Vehicles that all staff drivers view before first taking the wheel.

GHG Emissions from Unleaded Gasoline in FY 2012-2013: 918 gallons consumed with 8.08 mt of CO_2 emitted.

GHG Emissions from CNG in FY 2012-2013 was zero.

The Department has reduced vehicle fuel use and the resulting emissions each year since 2008, the first year where data is available. Current levels are less than half of those reported in 2008. A major reduction between FY 2010-11 and FY 2012-2013 was due to the Department's voter outreach staff reducing vehicle trips in favor of using public transit or walking to outreach events, and mailing rather than delivering educational materials.

3F. 5-YEAR HISTORICAL ANALYSIS OF VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

The tables below summarize the Department of Elections' annual fuel consumption and associated GHG emissions 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)	2,165	1,900	1,748	1,173	918
Diesel (or equivalent) (gal)	0	0	0	0	0
B100 equivalent (gal)	0	0	0	0	0
B20 (gal)	0	0	0	0	0
B5 (gal)	0	0	0	0	0
CNG (GGE)	0	0	0	0	0
Propane (gal)	112	32	43	64	48

FY 2008-2009 to FY 2012-2013 CO_2 Emissions from Mobile Fuel					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline	19.07	16.74	15.39	10.33	8.08
Diesel (or equivalent)	0.00	0.00	0.00	0.00	0.00
B100 equivalent	0.00	0.00	0.00	0.00	0.00
B20	0.00	0.00	0.00	0.00	0.00
B5	0.00	0.00	0.00	0.00	0.00
CNG	0.00	0.00	0.00	0.00	0.00
Propane	0.65	0.19	0.25	0.37	0.28
Total Mobile Fuel CO_2 (mt)	19.72	16.93	15.64	10.70	8.36

The Department of Elections' consumption of fuel and resulting emissions from mobile fuel have decreased every year for the last five years. In FY 2012-2013, there was only one election. Since much of the fuel is used to service polling places prior to each election, in years with more than one election, results may vary.

Going forward, the Department aims to continue reducing its carbon footprint by using public transit and feet, and by replacing older vehicles in our fleet with fuel-efficient vehicles with lower emissions.

4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

The Department of Elections does not own any buildings.

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

The Department of Elections does not own any buildings.

Facility Type	# of Facilities Benchmarked for Department X per Facility Type	Page Number(s) in Benchmarking Report

The Department of Elections does not own any buildings.

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

The Department of Elections does not own any buildings.

4D. INFORMATION TECHNOLOGY

☐ All computers are labeled with "energy conservation reminder– turn off when not in use, Y/N If no, please provide plan for implementation or barriers to implementation.

No, the Department's IT staff has no plan to implement currently. We request that SF Environment develop and distribute a template for this label, as it has done for the Zero Waste program.

☐ All PCs are automatically set to go into hibernation/standby mode after 20 minutes of inactivity, Y/N If no please provide plan for implementation or barriers to implementation.

No, only monitors are set to turn off after 15 minutes of inactivity. No plan to implement currently. Historically hibernation mode has two cons:

1. Errors can occur in some software when the computer goes into the hibernate state. 2. Not all hardware fully supports this state.

Standby, also called sleep mode, does not have these cons and can be implemented, but currently no plan.

☐ Obsolete servers have been replaced Climate Savers Gold or Energy Star servers. Y/N If no please provide plan for implementation or barriers to implementation.

Yes

☐ You have virtualized servers. Y/N If no please provide plan for implementation or barriers to implementation.

No. Currently conducting Virtualization Assessment with DT.

☐ Describe any challenges encountered and successful aspects of IT energy conservation projects.

N/A

4E. RENEWABLE ENERGY

The Department of Elections does not own any buildings. The Department has purchased solar powered lighting for early morning / evening Drop-off Ballot Stations in front of City Hall for future elections. If these generate sufficient light, the practice may be expanded to our Pier 48 facility.

4F. GREEN BUILDING

The Department of Elections does not own any buildings.

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 department water use has been reviewed by the Department of Elections.

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

In FY 2012-2013 the Department used 366,968 gallon of water at facilities listed as 210 Polk and 400 Van Ness.

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

Insert text here.

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)	504,208	376,001	418,770	366,968
Wastewater Discharge (gal)	362,290	266,296	275,853	185,967

Water usage is decreasing.

5D. WATER CONSERVATION

As noted in last year's DepCAP, the water usage attributed to the Department comes almost entirely from City Hall. Other than one faucet in a small kitchenette area, the Department's interior City Hall offices do not have running water. Most of the water consumption reported is likely from adjacent public bathrooms and outside irrigation for City Hall.

The Department does not currently have any water efficiency retrofit plans.

6. EFFORTS IN VEHICLE FUEL REDUCTION

6A. COMPLIANCE WITH THE HEALTHY AIR AND CLEAN TRANSPORTATION ORDINANCE

The Healthy Air and Clear Transportation Ordinance (HACTO) is a mandate that all City employees and departments should use sustainable transportation such as public transit, walking, ridesharing or biking to minimize single-occupancy vehicle transportation as much as possible and, when it is not, to use green vehicles. To implement this ordinance, each department is required to develop a Transit First plan outlining how your department will implement the various sustainable options to reduce vehicle usage and a Transit First report on implementation. For departments that manage their own fleet of vehicles, fleet size must be reduced by 5% annually.

HACTO Submission Forms – FY1314 are attached as an appendix to this DepCAP.

6B. TRANSIT FIRST CAMPAIGN

The Department uses the Transit First Campaign #2: Poster and e-communications campaign.

Monthly reminders are provided to all Department staff about the use of public transit, including employee discounts. Posters are displayed on the employee bulletin board.

A major reduction of vehicle use between FY 2010-11 and FY 2012-2013 was due to the Department's voter outreach staff reducing vehicle trips in favor of using public transit or walking to outreach events, and mailing rather than delivering educational materials.

Use of Clipper cards is hindered by the fact that Clipper Cards for BART do not use a City-compliant vendor.

6C. BIODIESEL

N/A

7. OTHER SUSTAINABLE PRACTICES

7A. ZERO WASTE

In fiscal year 2012-2013, the Department purchased fax and copy machines capable of 2-sided printing and made 2-sided printing the default setting on all computers. The fax setting for in-coming correspondence was set to creation of a PDF into an electronic file, eliminating paper, most especially from Military and Overseas voters who can fax in their voted ballots.

All Department computers and copiers were set to shut down automatically at the end of the day.

The Department has worked to inform all employees about the use of San Francisco's 3-bin disposal system by adding this information to new staff orientation. Due to the cyclical nature of elections, the Department has a large number of seasonal employees and a significant amount of employee turnover. Some new employees are not San Francisco residents, and as such are not familiar with the City's municipal zero waste system.

Prior to the November 2013 election, the Department warehouse hosted a presentation by the Department of Environment concerning use of bins. As a result, improved practices were instituted to avoid contaminating "blue" bins with the latex gloves required when handling ballots, "green" bins were utilized for the first time for employee food, and use of "black" bins for non-landfill items was decreased.

In an effort to reduce the Department's carbon foot print going forward, new reusable canvas bags were purchased to replace plastic bags previously used for the transport of ballots and other election materials from polling places to the Department's facilities at the close of the polls. The canvas bags will be used for the first time in June 2013. Prior to the upcoming election and the implementation of the new canvas bags, approximately five thousand 16 x 22 inch used plastic closing bags were discarded following every election.

The purchase of reusable canvas bags for polling place managers in FY 2012-2013 meant that approximately 1,900 older reusable rice fabric bags could be retired from service. Because these large bags were still serviceable, they were placed on the "virtual warehouse" and acquired by various local non-profit organizations for distribution to the community.

In December 2013, the Department sent 12,040 pound of scrap metal (mainly broken metal chairs) to recycling,

7B. CARBON SEQUESTRATION / URBAN FOREST

N/A

7C. COMMUNITY WIDE IMPACT

The greatest opportunity for community-wide impact available to the Department of Elections is increasing the number of voters who receive the Voter Information Pamphlet (VIP) electronically. By law, a Voter Information Pamphlet and Sample Ballot must be mailed to every registered voter. San Francisco voters may choose to stop receiving a paper VIP, and instead receive an emailed link to the electronic version. Each VIP is a substantial amount of printed material, and reducing the demand for the paper version will save resources.

Currently, 6,054 San Francisco voters have chosen to stop receiving a paper Voter Information Pamphlet. Outreach encouraging this practice in on-going.

7D. RESILIENCY AND ADAPTATION

The Department will review its list of recent purchases and compare these to the items available at www.sfapproved.org.

8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

In the coming year, the Department will continue its efforts to reduce, recycle, and reuse its materials and equipment; encourage the use of public transit by employees on and off the job; and continue its efforts in educating the public about more environmentally sustainable options for obtaining voter education. Chiefly, the Department will advertising to the public that they can choose NOT to receive the printed Voter Information Pamphlet and can instead read it online.

APPENDICES

HACTO Submission Forms 2013   #28

Department *	Elections
Name of Person Preparing Report *	Evan Kirk/Julius Gawaran
Title of Person Preparing Report *	Management Assistant
Email of Person Preparing Report *	evan.kirk@sfgov.org
Name of Department Director *	John Arntz
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? *	• Clipper Card • Reimbursement
Other: *	

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: *

Within the Department of Elections, the main users of public transit are Outreach Division staff who travel outside the office for voter education activities. 2013 was the first year the Department of Elections was able to furnish Clipper Cards to Outreach staff after a long effort to find a City-approved means to purchase them.

Having a set of pre-loaded Clipper Cards designated for outreach has worked very well. The cards are registered, marked as "Property of Department of Elections", and staff track event destination when signing out a card (cards are signed in upon return). We had no instances of misuse. One card was lost, but was "turned off" right away. We plan to continue this practice in the future.

Staff took BART rather than a City vehicle to all 19 United States Citizenship Ceremonies in Oakland during calendar year 2013. Without reducing any services to voters, outreach reduced 437 vehicle miles plus bridge fare (19 round trips of 23 miles between City Hall and the Paramount Theater in Oakland where the regional ceremonies are held). Staff will continue to take BART in the future (approximately 1 to 2 ceremonies each month ongoing).

Staff took BART or MUNI or walked rather than driving a city vehicle to outreach events whenever one-way transit travel time was approximately 30 minutes or less or when parking difficulties made driving problematic. For staff safety, exceptions were evening events when staff would have to travel back via public transit with equipment in the dark or when one staff was taking more equipment than could be carried alone.

Using the Clipper Card during the main voter outreach season of September to November for the November 5, 2013 Municipal Election, outreach staff used public transit for 74 round trips out of 129 total events including meetings, slide show presentations, material deliveries, and resource tabling events. Staff also was encouraged to walk to many nearby events.

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

Does your department offer employees access to bicycles for work-related travels? *	No
Are they part of the CityCycle program? *	
How many bicycles are available? *	
How many locations have CityCycle bikes? *	
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycles for work-related travel:	
What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? *	Department of Elections staff travel outside the office mainly to conduct voter outreach and education or to locate polling place sites. Both activities require the transport of materials and usually require more than one employee, and as such are not compatible with bicycle transport.

Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *	Yes
What are the reasons for not encouraging or planning to encourage employees to use car-sharing for work-related travel? *	
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting car-sharing for work-related travel: *	The Department of Elections currently uses the City Hall vehicle pool as a back-up resource when our fleet is insufficient. Current use is minimal, but the option is valuable.

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? *	The Department uses teleconferencing with vendors and elections officials from other locales, and occasionally for Department staff working at our warehouse. Overall, most employees report for work at our City Hall office and teleconferencing is unnecessa
Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: *	The focus of the Department's Transit First policies for at-work travel relate to public transit use. See the response to Section A above for details.
Does your department promote or have plans to promote the use of public transit for commuting to/from work? *	Yes
How will you promote public transit? *	• Encourage participation in the Pre-Tax Commuter Benefits program
Other: *	
What are the reasons for not encouraging or planning to encourage employees to use public transit for travel to/from work? *	
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting public transit for commuting to/from work: *	
Does your department promote or plan to promote the use of bicycles for commuting to/from work? *	Yes
How will you promote bicycle commuting? *	• Provide indoor/safe bike storage
Other: *	
These bicycle-friendly resources are available at: *	Some locations
From looking at last year's HACTO Plan, please describe the successes	

and challenges of promoting bicycling
for commuting to/from work: *

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

Does your department plan to
promote the use of ridesharing for
commuting to/from work? *

Yes

How will you promote ridesharing? *

- Encourage registration in the 511-matching program

Other: *

The reserved space(s) are available
at: *

Some locations

From looking at last year's HACTO
Plan, please describe the successes
and challenges of promoting
ridesharing for commuting to/from
work: *

The Department of Elections did not have an active campaign to
promote ridesharing to and from work last year, but it will be
incorporated in this year's Transit First campaign.

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

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

No

From looking at last year's HACTO
Plan, please describe the successes
and challenges of promoting tele-
commuting: *

NA

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

Department policy.

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

The Department shares information with employees on commuter
benefits and ride-sharing programs.

Campaign Options *

Poster campaign

Other

How many vehicles is your department planning to remove from service in FY13–14 (July 1, 2013–June 30, 2014)? *	1
How many vehicles is your department planning to change the status of vehicles turned in for credit toward your vehicle reduction requirement in FY13–14 (July 1, 2013–June 30, 2014)? *	0
The number of vehicles your department plans to remove is: *	Equal to or more than the number needed to be compliant.
Your department is not in compliance with the HACTO reduction requirement. Please contact the Clean Vehicle team at HACTO@sfgov.org for assistance with the waiver process. *	
	You have completed this section of HACTO. Thank You.

Please contact Dan Coleman, GSA Fleet Analyst, at dan.coleman@sfgov.org to resolve any discrepancies in the fleet information presented to you by Dec. 9, 2013. Please visit the site after this date to resume reporting your HACTO annual and implementation plans.

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