

San Francisco Municipal Transportation Agency

Fiscal Year 2013 Departmental Climate Action Plan



SFMTA
Municipal
Transportation
Agency

2014
SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
CLIMATE ACTION PLAN

Data Year: Fiscal Year 2012-2013
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1. INTRODUCTION

The San Francisco Board of Supervisors directed each City Department to reduce 1990 emissions 20% by 2012. The SFMTA met the 20% greenhouse gas reduction target in June 2010, and the Agency has been making further progress in every significant climate action category since then, as detailed in this Departmental Climate Action Plan uniform-format report to SF Environment.

Initial success was accomplished through purchasing fuel saving hybrid buses and using biodiesel, powering the cleanest multi-modal transit fleet in California. Subsequent progress has been made in favorable electricity energy profiles from the SFPUC, for zero emission electricity that powers 500 transit vehicles and 26+ facilities. Fuel use has decreased in the non-revenue vehicle fleet, due to fleet consolidation and hybridization. This report provides details on all of this work and more.

In addition to the agency's direct carbon footprint (fuel and energy used by the SFMTA), the SFMTA is also focused more than ever on addressing greenhouse gas emissions produced by all other vehicle modes in San Francisco's transportation sector (all transportation sources, including cars and trucks). For more details on this work, see Section 7c, Community Wide Impact.

2. DEPARTMENTAL PROFILE

2A. DEPARTMENTAL MISSION

The San Francisco Municipal Transportation Agency (SFMTA) is responsible for all modes of transportation within the City and County of San Francisco including public transit, bicycling, pedestrian planning and accessibility, taxi and traffic and parking management.

2B. DEPARTMENTAL BUDGET

Fiscal Year 2012-2013 departmental budget = \$851.1 million

2C. NUMBER OF EMPLOYEES

Number of full time employees budgeted for Fiscal Year 2012-2013 = 4,855

2D. FACILITIES

The SFMTA headquarters building is located at the corner of Market Street and Van Ness Avenue (One South Van Ness Avenue) in San Francisco. This facility is leased from the Real Estate Division. However, most SFMTA employees are located at the SFMTA's 26 other addresses all over the City, including many locations supporting multiple groups at one address. Operations and Maintenance groups at one location are typical, while one SFMTA location (700 Pennsylvania Ave) houses almost a dozen different groups, from carpenters to elevator/escalator staff.

Most SFMTA facilities are transit vehicle operating locations. Five different transit vehicle modes (motor coach, electric trolley coach, light rail, historic streetcar and cable car) are operated and maintained out of nine different locations around the City. In most cases these locations are active around the clock, every day of the year. The number of employees at these vehicle locations ranges from 200 to over 500, although not all are present at the same time, due to evening and all-night transit service support.

2E. VEHICLES

The SFMTA's 1,951 fleet vehicles include five transit modes (motor coaches, trolley coaches, light rail, historic streetcars, and cable cars), parking control vehicles, pooled staff cars and maintenance support vehicles. 50% of the transit fleet is zero emission. Hybrid buses make up 38% of the motor coach fleet. A pilot program is planned for summer/fall 2014 to evaluate potential options to transition to electric vehicles for 260 parking enforcement carts. The SFMTA also regulates a fleet of 1,891 privately owned taxis and paratransit vans. 86% of the taxi fleet are hybrid vehicles.

2F. DEPARTMENTAL CONTACT INFORMATION

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- Climate Action and Greening Intern: Daniel Sheeter
- Zero Waste Coordinator: Violet Henderson
- Employee Commute: Carli Paine
- Facilities: Peter Gabancho, Clifton Wong, Terrence Fahey, David Greenaway and George Reynolds
- Fleets: Neal Popp, Richard Fonseca and Jeff Flynn
- Green Purchasing (Sustainable Streets): Vicky Chu
- Commercial Lighting: Ted Aranas
- Solar Installations (PUC): Rodel Ocampo and James Andrews
- Information Technology: Travis Fox
- Real Estate: Kerstin Magary

2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

- 2011 Climate Action Strategy (CAS)
- 2013 Climate Adaptation Report (draft)
- SFMTA and SF Environment Clean Air Plan – Zero Emissions 2020
- APATA Sustainability Commitment Gold Recognition (2013)

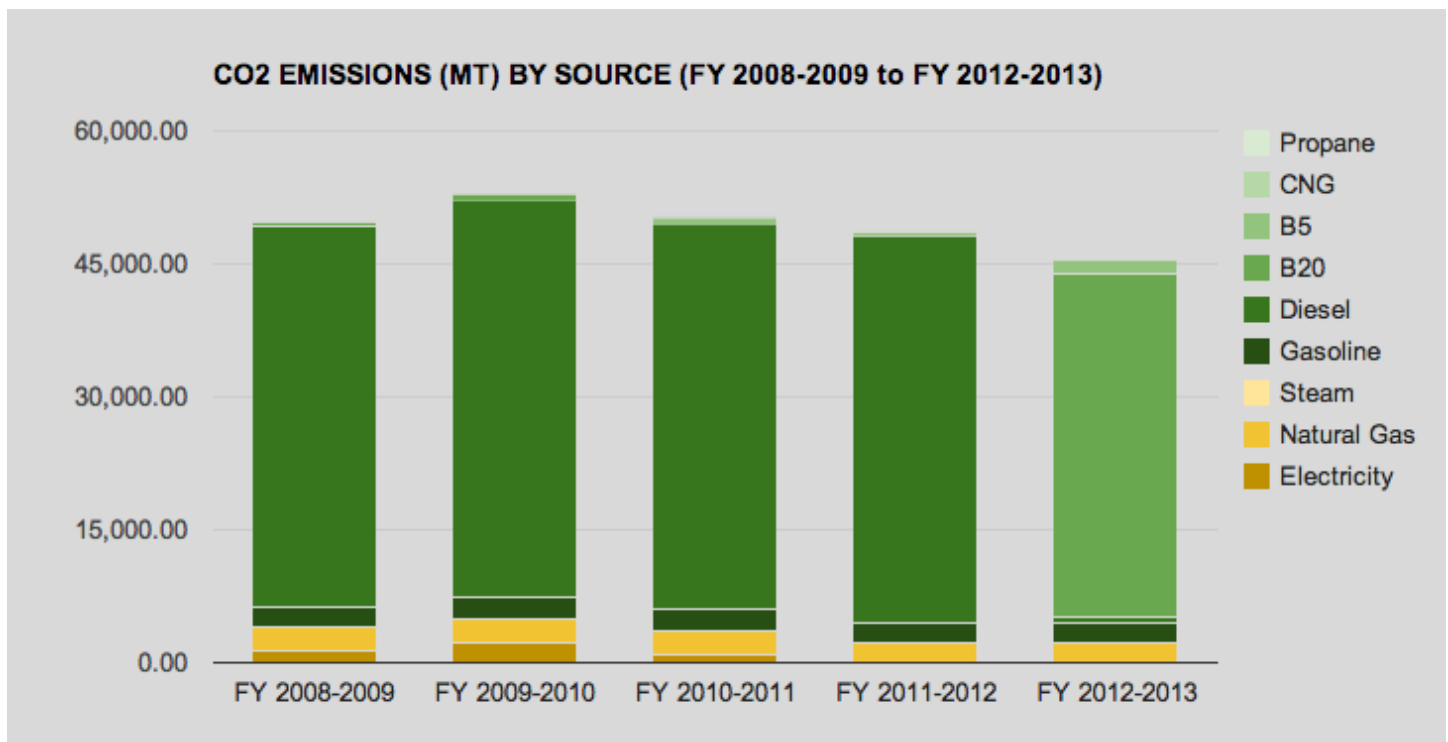
See Section 7c, Community Wide Impact, for a summary of these plans.

3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

For Fiscal Year 2012-2013, the San Francisco Municipal Transportation Agency's (SFMTA) total operational greenhouse gas (GHG) emissions were 45,454.68 metric tons of CO2. This is based on GHG emissions calculated from the department's consumption of facilities energy and vehicle fuels, which is described in the sections below.

The five-year summary of the SFMTA's annual operational CO2 emissions is summarized in the table and chart below. A detailed 5-year historical analysis is provided in the sections below.

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)	49,722.23	53,000.88	50,322.00	48,556.48	45,454.68



90% of the SFMTA's carbon footprint comes from the use of diesel fuel. Roughly 5% comes from gasoline, CNG, and propane used in the non-revenue fleet, while the remaining 5% of the agency's footprint comes from natural gas used in over two-dozen facilities.

The SFMTA has achieved a 9% reduction in total CO2 emissions since Fiscal Year 2008-2009. This is mainly due to the transition from petroleum diesel to B20 biodiesel. As a result, emissions from diesel fuel have decreased by 6% over the past five years.

SFPUC began providing zero emission electricity for all SFMTA facilities and 532 transit vehicles starting in 2011.

Efforts in facilities energy and fuel reduction are outlined in the sections below.

3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by the Department of the Environment to calculate the FY 2012-2013 Departmental carbon footprint has been verified by the SFMTA to be accurate and complete.

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

- Total Facilities Electricity in Fiscal Year 2012-2013: 122,809,359 kWh consumed, 0 metric tons of CO2
- Total Facilities Natural Gas in Fiscal Year 2012-2013: 415,308 therms consumed, 2,204.05 metric tons of CO2
- None of the SFMTA's facilities use steam.
- Data source: SFPUC Power

Both electricity and natural gas information for our tenancy in privately owned buildings at 1 South Van Ness Avenue and 25 Van Ness Avenue are based on percent occupancy by square footage, and may not be the precise amount billed to the SFMTA.

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

The tables below summarize the SFMTA's annual facilities energy consumption and associated GHG emissions for the past five fiscal years.

FY 2008-2009 to FY 2012-2013 Departmental Facilities Energy Consumption					
Emission Source (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity (kWh)	130,520,797	129,120,434	123,845,744	124,120,362	122,809,359
Natural Gas (th)	499,827	518,064	503,095	436,707	415,308
Steam (lbs)	0	0	0	0	0

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Facilities Energy					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity	1,394.43	2,243.07	936.62	0	0
Natural Gas	2,652.60	2,749.39	2,669.95	2,317.62	2,204.05
Steam	0	0	0	0	0
Total Facilities Energy CO2 (mt)	4,047.03	4,992.46	3,606.57	2,317.62	2,204.05

Total GHG emissions from Building Energy use have decreased 46% since Fiscal Year 2008-2009. This is primarily due to the shift to renewable, zero emission electricity from the Hetch Hetchy Reservoir. Prior to 2011, SFPUC had to supplement the SFMTA's hydroelectric power with electricity from emissions-producing power plants.

Electricity consumption has decreased 6% since Fiscal Year 2008-2009.

Natural Gas consumption has decreased 17% since Fiscal Year 2008-2009.

3D. VEHICLE LIST AND FUEL DATA VERIFICATION STATEMENT

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

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

The table below summarizes the SFMTA's FY 2012-2013 fuel consumption and associated GHG emissions.

FY 2012-2013 Departmental Fuel Consumption and Carbon Emissions					
FY 2012-2013	Biodiesel	Diesel	Unleaded Gasoline	CNG	Propane
Consumption	4,934,593.96 gal	53,241 gal	266,759 gal	6,149 GGE (Gasoline Gallons Equivalent)	6,735 gal
Carbon Emissions (mt)	40,284.38	540.24	2,349.49	37.54	38.98

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

The tables below summarize the SFMTA's 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)	259,483	270,025	265,143	248,772	266,759
Diesel (or equivalent) (gal)	4,226,503	4,409,118	4,282,656	4,298,932	53,241
B100 equivalent (gal)	873,036	518,797	447,148	602,649	0
B20 (gal)	51,899	100,255	17,983	7,936	4,785,624
B5 (gal)	0	0	73,233	29,609	148,970
CNG (Gasoline Gallons Equivalent)	10,031	7,482	6,454	5,482	6,149
Propane (gal)	3,510	5,304	5,548	7,359	6,735

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Mobile Fuel					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline	2,285.40	2,378.25	2,335.25	2,191.06	2,349.49
Diesel (or equivalent)	42,886.94	44,739.96	43,456.73	43,621.89	540.24
B100 equivalent	0.00	0.00	0.00	0.00	0.00
B20	421.30	813.84	145.98	64.42	38,848.33
B5	0.00	0.00	705.95	285.42	1,436.04
CNG	61.24	45.67	39.40	33.47	37.54
Propane	20.32	30.70	32.11	42.60	38.98
Total Mobile Fuel CO2 (mt)	45,675.20	48,008.42	46,715.43	46,238.86	43,250.63

Total carbon emissions from mobile combustion of fuel have decreased 5% since Fiscal Year 2008-2009. This is primarily due to do the transition from petroleum diesel to B20 biodiesel and a 3% reduction in total diesel fuel consumption (including biofuels), through the introduction of hybrid buses and limiting the idling of vehicles. Actions to reduce our department's GHG emissions from vehicle fuels are detailed in the section titled "Efforts in Vehicle Fuel Reduction."

4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

Nothing new to report. Solar installation and building retrofit projects, described in more detail below, were complete by FY 2011-2012.

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

In order to comply with the Existing Commercial Buildings Energy Performance Ordinance (Ord 17-11, SF Environment Code Chapter 20), the SFMTA assisted the SFPUC in producing the 2012 Energy Benchmarking Report for San Francisco Municipal Buildings by:

- Verifying SFMTA's list of facilities.
- Verifying the existing facility data for each location (such as year built, gross square footage, and building type).
- Providing updated occupancy data specific to the primary EPA ENERGY STAR building category (such as weekly operating hours, number of workers on main shift, and if applicable, additional information on the facility, subspaces, and parking areas).

The 2012 Energy Benchmarking Report is available at <http://sfwater.org/modules/showdocument.aspx?documentid=4139>.

The following 43 SFMTA facilities were benchmarked (refer to the 2012 Energy Benchmarking Report that is linked to above):

Facility Type	# of Facilities Benchmarked for SFMTA per Facility Type	Page Number(s) in Benchmarking Report
Office	2	Pg. 19
Service, Repair and Storage	17	Pg. 29
Parking Garage	16	Pg. 30
Transportation	8	Pg. 30

The SFMTA has reviewed the list of its facilities, which are sorted in the report by building type and listed in order of Energy Use Intensity (EUI)—the total annual energy use of the facility (in BTUs) divided by square feet of building area. The SFMTA is currently investigating:

The Enforcement Division's main office EUI went up 6% compared to calendar year 2011. This may be because the occupancy of the building has grown as staffing has increased.

One South Van Ness appears qualified for an ENERGY STAR label for calendar year 2012 with an 86 rating (subject to validation).

All but two of the SFMTA's service, repair and storage facilities had comparable EUI. The "Old Sign Shop" was consolidated with all other Sustainable Street Division facilities, resulting in a 102.1% increase in EUI. We will compare the new baseline EUI to the 2013 calendar year data when it becomes available.

All but two of the SFMTA's parking garages had comparable EUI. We will contact SFPUC regarding the Performing Arts and Lombard Street Garages to request an energy audit. The EUI of those two garages have increased 21.1% and 26.1% since 2011.

All of the SFMTA's transit stations had comparable EUI.

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

Three of the SFMTA's primary facilities are compliant with the Commercial Lighting Efficiency Ordinance. 14 temporary waivers were granted for the agency's remaining primary facilities. Lighting retrofit projects are being completed with in-house staff through standard work orders on a rolling basis. The waived facilities are on track to be compliant with the ordinance by January 2015.

4D. INFORMATION TECHNOLOGY

- Computers are not currently labeled with an energy conservation reminder (“Turn off when not in use”). The next annual computer inventory will provide an opportunity to look into possibilities for this, including stickers, table tents, etc.
- All PCs are set to automatically go into hibernation mode after 20 minutes of inactivity.
- Not all of the SFMTA’s obsolete servers have been replaced with Energy Star servers. In the past three years, 80 percent of the servers have been replaced. These new servers are Energy Star models, and therefore are in compliance with the energy conservation goals set by the city. As the remaining 20% are replaced, they will be purchased to be compliant with city requirements.
- The SFMTA uses virtualized servers.
- Describe any challenges encountered and successful aspects of IT energy conservation projects: The SFMTA has moved to a computer-leasing program instead of outright ownership. When the computer equipment is refreshed every three years, the agency is assured of using the most updated and energy efficient technology available.

4E. RENEWABLE ENERGY

Facility	Address	Installation	Power Generated
Woods Bus Division	1095 Indiana Street	107 kW solar	159,642 kWh/year
Maintenance of Ways	700 Pennsylvania Avenue	101 kW solar	approx. 7,100 kWh/month

Electricity use at Maintenance of Ways has decreased by 13% since FY 2008-2009. The building’s solar installation generates the equivalent of 12% of the facility’s electricity footprint. Electricity use at Woods, the SFMTA’s largest motor coach bus yard, has decreased by 21% since FY 2008-2009. The solar installation at Woods generates roughly 8% of the facility’s annual electricity footprint.

4F. GREEN BUILDING

Facility	Address	Installation
SFMTA Headquarters	One S. Van Ness Ave.	LEED-Gold Commercial Interiors (6th and basement); Green roof
Line Management Center	1455 Market Street	LEED-Gold for Interior Design (ID) anticipated
Islais Creek Bus Division	1099 Marin St.	LEED-Gold for New Construction (NC) anticipated; Advanced fuel/technology bus facility

5. EFFORTS IN WATER USE REDUCTION

5A. WATER DATA VERIFICATION STATEMENT

The list of water accounts used by the Department of the Environment to calculate annual departmental water use has been verified by the SFMTA to be accurate and complete.

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

- Total FY2012-2013 Water Consumption: 20,116,592 Gallons
- FY2012-2013 Tenant Water Consumption: 2,507,176 Gallons
- Total FY2012-2013 Wastewater Discharge: 14,986,652 Gallons
- FY2012-2013 Tenant Wastewater Discharge: 2,256,440 Gallons

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

The tables below summarize SFMTA's annual water consumption and wastewater discharge for the past four fiscal years.

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)	23,830,647	20,063,071	20,201,299	20,116,592
Wastewater Discharge (gal)	15,209,518	14,320,485	14,935,653	14,986,652

Total water use for the SFMTA has fluctuated since FY 2009-2010 with a 16% decrease in overall water use since FY 2009-2010. Wastewater discharge has also fluctuated since FY 2009-2010 with a 1.5% decrease in overall discharge since FY 2009-2010. Further details on the department's reduction efforts are outlined in the section titled "Water Conservation".

5D. WATER CONSERVATION

In February 2014, the Mayor issued Executive Order 14-01 mandating the goal of achieving a ten percent reduction in departmental water use, and the development of a departmental Water Conservation Plan in support of the necessary next steps to achieve/exceed the goal. The SFMTA immediately assigned a manager and formed an internal task force to focus the effort. As of this DepCAP section writing in March, the task force has met to coordinate initial action items, and the Agency is moving forward with drafting the Water Conservation Plan, auditing all facility water fixtures, posting outreach/educational materials, and participating in state training workshops.

The SFMTA already recycles the water used for the drive-through bus washers, and the Agency's headquarters building features 130 low-flow toilets and 24 high efficiency urinals. Expanding the use of non-potable water will be explored as part of the Agency's Water Conservation Plan. The SFMTA and SFPUC are discussing projects to pump and utilize naturally accumulating subway station water for above-ground irrigation.

6. EFFORTS IN VEHICLE FUEL REDUCTION

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

The Healthy Air and Clean 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.

The SFMTA is not compliant with this year's Healthy Air and Clean Transportation Ordinance requirements and a waiver request was submitted to the Department of the Environment. "HACTO Submission Forms – FY 1314" and "HACTO Waiver Request – FY 1314" are attached as Appendix A and B to this document.

The SFMTA manages 559 vehicles that are subject to HACTO guidelines. In compliance with HACTO, the SFMTA submitted waivers for 422 of these vehicles, as they are critical for performing job-critical tasks within the agency. The waiver application is pending approval from the Mayor's Budget Office and the City Administrator. 34 vehicles have been retired from the fleet since 2010. The remaining 103 vehicles are subject to HACTO reduction requirements. 21 vehicles will be permanently removed from service by the end of FY 2014-2015 for full HACTO compliance.

As part of the HACTO submission, the SFMTA reported on the successes of its Transit First programs and plans for improvement and growth.

The SFMTA encourages its employees to use transit and other sustainable modes to commute to and from work. In addition to providing free access to all Muni transit for all employees, the SFMTA also participates in the City's Pre-Tax Commuter Benefits and Emergency Ride Home Programs, organizes and participates in Bike to Work Day and Walk to Work Day, provides pool bicycles as part of SFE's CityCycle program, and provides plentiful secure bicycle parking for employee's personal bicycles.

6B. TRANSIT FIRST CAMPAIGN

This year, City departments implemented Transit First campaigns to educate employees about their Transit First options. The SFMTA is always looking for more effective and further-reaching methods of communication to staff members. Due to the nature of our work, many employees are located at one of 26 locations, out in the field, and without regular access to a computer during their normal course of work. This makes regular communications and information sharing about new programs challenging.

For the coming year, the SFMTA will focus its efforts on a 6-month poster and e-communication outreach program to promote the use of sustainable modes of transportation. A banner ad will be posted on internal SFMTA websites. In addition, one poster per month will be distributed to each staffed facility promoting the following employee programs:

- Travel discounts for traveling while at work
- Travel discounts for commuting to and from work
- CityCycle
- Rideshare
- Emergency Ride Home
- Goal of 50% of work-related trips made through sustainable modes

6C. BIODIESEL

- B20 Biodiesel Usage in Fiscal Year 2012-2013: 4,785,624 Gallons consumed
- B5 Biodiesel Usage in Fiscal Year 2012-2013: 148,970 Gallons consumed
- Petroleum Diesel Usage in Fiscal Year 2012-2013: 53,241 Gallons consumed

The SFMTA continues to operate the largest B20 biodiesel transit fleet in the country. With roughly 600 transit, paratransit, and shop vehicles using biodiesel, the SFMTA represents the majority of San Francisco's municipal greenhouse gas emissions, and therefore the largest reduction tool. Challenges have been significant in obtaining and maintaining B20 fleetwide. Storage tank upgrades were required for initial compliance with B20, and overall fuel-related operating costs have risen due to increased storage tank maintenance. The SFMTA has been using biodiesel for seven years and the program continues to mature through lessons learned. The primary challenges in moving beyond B20 include operating costs, vehicle engine warranty coverage, and the legislative status of higher biodiesel blends in transit buses. Currently, program-specific funding is required to support high blends, and the California Air Resources Board does not allow blends above B20 to be used in Urban Transit Buses. Engine warranty has so far not presented a significant hurdle.

7. OTHER SUSTAINABLE PRACTICES

7A. ZERO WASTE

In 2002, the Board of Supervisors of the City and County of San Francisco set a long-term zero waste goal. In an effort to meet this goal by the year 2020, each city department is required to promote recycling and composting programs in the workplace. The SFMTA Zero Waste Coordinator continues to work with the City Government Zero Waste Team to meet this goal. Zero Waste Assessment Surveys will be conducted at all 26 SFMTA facilities by late summer 2014. The first of these surveys is attached as Appendix C. The Sustainability Team is committed to meeting quarterly with the Zero Waste Coordinator and the City Government Zero Waste Team from SF Environment to complete the following action items:

- Conduct zero waste training and outreach to Muni Metro East and Potrero transit vehicle maintenance facilities in an effort to convert their compactors to 100% recyclable contents
- Develop and implement an enforcement program to prevent SFMTA employees from dumping personal household waste in any facility waste containers
- Increase use of City Government Virtual Warehouse Program to turn in surplus city-owned items and see what office items are available before purchasing new ones
- Investigate recycling/donating city-owned items that are not claimed from the Virtual Warehouse Program to prevent them going to landfill
- Meet with Zero Waste Coordinator and the SFMTA purchasing team to ensure that all department materials are printed on 100% recycled content paper. In addition, verify that the following language is included on all printed materials for public distribution: "Printed on 100% post-consumer recycled paper."
- Remind Zero Waste Coordinator to attend annual workshops in January and February and to schedule 10 minute zero waste refresher training sessions at all facilities

7B. CARBON SEQUESTRATION / URBAN FOREST

In addition to Pavement to Parks, traffic calming and pedestrian programs that may incorporate landscaped elements into the streetscape, the SFMTA manages up to 1,000 trees in dozens of landscaped areas all over the City. These programs have yet to be quantified in terms of SFMTA's carbon sequestration.

7C. COMMUNITY WIDE IMPACT

As the organization responsible for pedestrian circulation, bicycling, parking, street management, taxis and the Muni transit system, SFMTA operations are key to the community-wide reduction of carbon emissions for San Francisco. While the SFMTA itself contributes one percent to the City's overall carbon footprint, it directly prevents much larger amounts of emissions by enabling the residents, workers and visitors to San Francisco to use public transit and non-private auto modes of transportation. The following are projects, programs, and reports currently under development or in implementation by the SFMTA on a community-wide scale.

Transportation Demand Management

Transportation Demand Management (TDM) is a series of measures that create the right conditions for people to use more sustainable modes of travel for the majority of their transportation needs. This results in less reliance on the use of single occupant automobiles trips and automobile ownership, which in turn reduces greenhouse gas emissions. The SFMTA not only provides and enables transportation choices in San Francisco, but works with multiple city departments and private stakeholders to manage demand and provide viable alternatives to private vehicles. For example, the following are just a few of the recent projects and programs of this type:

Commuter Shuttles Policy and Pilot Program

The number of privately operated shuttles in San Francisco has grown exponentially in recent years and rapid growth is expected to continue into the foreseeable future. Shuttles support local San Francisco and regional goals by decreasing single occupancy vehicle (SOV) trips, vehicle miles traveled (VMT), and private vehicle ownership, while encouraging walking and transit use. However, the City's existing policy framework does not account for this vital and growing segment of the market. The lack of guidelines for where

and when loading/unloading is allowed has resulted in confusion for shuttle operators and neighborhood residents; inconsistent enforcement; and, real and perceived conflicts with other transportation modes.

The SFMTA has developed an 18-month pilot that will test a limited network of shared Muni and commuter shuttle stops. Shuttle service providers will apply and pay for a permit to use the network. This pilot aims to minimize impacts of commuter shuttles while supporting their beneficial operations, including the overall reduction of greenhouse gas emissions for the region. The pilot addresses commuter shuttles that operate within San Francisco and between San Francisco and work sites in other cities.

More information and recent updates on the *Commuter Shuttles Policy and Pilot Program* can be found on the SFMTA website: <https://www.sfmta.com/projects-planning/projects/commuter-shuttles-policy-and-pilot-program>.

Commute by Bike Pilot Program

“Commute by Bike” is a pilot program that is testing the efficacy of direct outreach to employees in reducing single-occupancy vehicle trips during peak commute hours. Working directly with employers located on the bike network to deliver on-site education classes for employees, informational e-newsletters and encouragement, *Commute By Bike* targets employees who are interested in bicycling to work, but do not currently do so. Additionally, *Commute By Bike* offers participating employers free on-site technical assistance in locating and implementing employee bicycle parking.

The SFMTA was awarded a grant from the Bay Area Air Quality Management District’s Transportation Fund for Clean Air in 2012 to provide outreach to 7,500 employees at 75 employers throughout San Francisco. The pilot is centered on the Northeast Mission neighborhood in the fall of 2013 and will expand throughout the city in 2014. More information and recent updates on the Commute by Bike Pilot Program can be found on the SFMTA website: <http://www.sfmta.com/projects-planning/projects/commute-bike-pilot-program>.

Wayfinding

The SFMTA is developing a wayfinding program to improve customer information and signage at Muni Metro stations, on Muni vehicles, and along major walking and biking corridors. The wayfinding system will support residents and visitors in traveling by non-auto modes. Program elements will include entrance/exit signage at Muni Metro stations, revised customer information on Muni vehicles, on-street signage providing direction to destinations within walking and biking distance.

Safety education

Safety, and perceived safety, is one of the largest barriers to whether people choose to walk or bike. The interagency Transportation Demand Management (TDM) strategy concluded that encouragement efforts for active transportation modes should focus on safety. The SFMTA TDM program has led the development over the past year of a pedestrian safety and encouragement program that will launch in summer 2014. Additionally, the team has been developing safety programs related to bicycle safety, large vehicle safety and more comprehensive pedestrian/bicycling outreach. Efforts have been primarily focused on identifying funding to implement these programs.

On-going Transportation & Land Use Assessments, Strategies, and Tools:

The SFMTA has worked extensively with the San Francisco Planning Department, the Mayor's Office of Economic and Workforce Development and other city departments and stakeholders to create complete and valuable planning documents that incorporate and coordinate housing, commercial areas, clean and sustainable transportation options, parks and recreation, etc. in redevelopment and event areas. Recent projects include: Parkmerced, Treasure Island, Bayview/Hunter's Point Community Enhancements, Central SoMa and the Waterfront Transportation Assessment.

The SFMTA develops TDM programs that are designed to minimize drive-alone trips for future residents and tenants, in collaboration with project sponsors. Further, the SFMTA is developing a TDM toolkit to make it easier for city agencies and project sponsors to incorporate the most effective TDM measures into projects.

The SFMTA is also partnering with the Planning Department to develop a monitoring and enforcement program that ensures that project transportation commitments are fulfilled.

2011 Climate Action Strategy (CAS)

The Climate Action Strategy is a voter mandated deliverable of Proposition A (2007) requiring the SFMTA to address emissions reduction not just for the agency's service delivery, but also for the City's surface transportation sector as a whole. The CAS proposes six interdependent strategies to substantially reduce citywide greenhouse gas emissions from the city's transportation sector.

Travel Demand Management:

- Strategy 1: Travel Choice and Information
- Strategy 2: Demand Pricing
- Strategy 3: Transit-Oriented Development (TOD)

Infrastructure Support:

- Strategy 4: Transit Improvements
- Strategy 5: Complete Streets
- Strategy 6: Electric Vehicles

For each of the above six strategies, the SFMTA assessed the GHG reduction potential, potential costs to the public and private sectors, impact on transit system demand, and overall potential effectiveness. When combined, the six strategies will help reduce half of the GHG emissions from the transportation system with the remainder made up from the growth in low-carbon and electric vehicles. The CAS is a living document that will be refined and updated every two years as more data becomes available from existing and future pilot projects.

SFMTA and SF Environment Clean Air Plan – Zero Emissions 2020

Adopted by the mayor and the San Francisco Board of Supervisors in 2004, the Clean Air Plan is a transition strategy for the SFMTA to move to a 100% zero emission fleet. Currently, 50% of SFMTA's total transit fleet vehicles are zero emission (36% of SFMTA's 826 buses are zero emission). The SFMTA hybrid bus fleet is realizing 25-28% higher MPG than non-hybrids (saving more than 200,000 gallons per year) and particulate matter (PM) emissions have been reduced 99% since 2000 through fleet turnover and installation of exhaust filters on all buses. The Clean Air Plan moves beyond these efforts to discuss the implementation of "bridge" technologies between conventional buses and wireless zero emission buses (no overhead wire connection) including series-hybrid buses and the use of biodiesel. The implementation of this strategy allows the SFMTA to continue to provide the lowest per passenger emissions of any multimodal transit agency in California without a significant increase in operating cost and without major facility modifications.

7D. RESILIENCY AND ADAPTATION

The SFMTA is currently participating in an interagency working group that is developing guidelines for incorporating sea level rise into the City's capital planning processes. This working group is a subset of the larger SF Adapt team and is comprised of representatives from several city departments including the Planning Department, the Department of Public Works, SFPUC and SFO, in addition to private consultants. The committee's recommendations, which will be considered by the city's Capital Plan Committee in the coming months, include guidance regarding the use of sea level rise ranges and projections, how to develop a vulnerability assessment, the role of adaptive capacity, and more. The document will also include a list of best practices from similar citywide efforts in other jurisdictions.

8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

In July 2013, the SFMTA received the American Public Transportation Association's (APTA) Sustainability Commitment Gold-level recognition for its efforts to improve its environmental, social and economic sustainability. Fiscal Year 2012-2013 showed continued improvement in all of the SFMTA's environmental indicators:

- The SFMTA has achieved a 9% reduction in total CO2 emissions since Fiscal Year 2008-2009.
- Emissions from diesel fuel have decreased by 6% over the past five years.
- Total GHG emissions from Building Energy use have decreased 46% since Fiscal Year 2008-2009.
- Total water use for the SFMTA has fluctuated since FY 2009-2010 with a 16% decrease in overall water use since FY 2009-2010.
- Wastewater discharge has also fluctuated since FY 2009-2010 with a 1.5% decrease in overall discharge since FY 2009-2010.
- 50% of the transit fleet is zero emission. Hybrid buses make up 38% of the motor coach fleet. 86% of the taxi fleet are hybrid vehicles.

The primary target for Agency carbon footprint reduction is emissions from the use of diesel fuel in transit buses, representing over 90% of the SFMTA's footprint. Over the next five years, all 400+ conventional diesel buses will be replaced with hybrids, reducing fuel use and CO2 emissions by roughly 30%. Increasing the use of biodiesel will also eliminate a like amount of diesel emissions. SFMTA diesel fuel represents the largest source of municipal CO2 emissions (with SFO) in San Francisco. Together, hybrid transit buses, powered with biodiesel, represent the only municipal program that can make the quantitative emissions impact necessary to obtain citywide municipal greenhouse gas reduction goals.

APPENDICES

Appendix A: HACTO Submission Forms – FY1314

Appendix B: HACTO Waiver Request – FY1314

Appendix C: Zero Waste Assessment Survey

Appendix A - HACTO Submission Forms - FY1314

From: Confirmation Message [no-reply@wufoo.com]
Sent: Thursday, January 23, 2014 4:54 PM
To: Meller, Marty
Subject: HACTO Submission Forms 2013

Thank you for submitting your HACTO Plan.

The next step in the compliance process is to receive approval from your Department director. To do this, please forward this email to him/her. Your director must then send an email to HACTO@sfgov.org with "APPROVED" in the body of the email.

For resources on developing and implementing your Transit First plan, please be in touch with the CommuteSmart team at commutesmart@sfgov.org or go to the designated City employee page: www.sfenvironment.org/ccsfcommute

Thank you

HACTO Submission Forms 2013

Department *	Municipal Transportation Agency
Name of Person Preparing Report *	Marty Meller
Title of Person Preparing Report *	Manager of Climate Action and Greening
Email of Person Preparing Report *	Marty.Meller@sfmta.com
Name of Department Director *	Ed Reiskin
Acknowledgement *	I acknowledge that the information provided is accurate.
Does your department promote or plan to promote employees to use public transit for work-	Yes

Appendix A - HACTO Submission Forms - FY1314

related travel?*

What resources will your department offer? *

Other

Other: *

All SFMTA Employees are able to ride Muni Transit service for free.

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

The SFMTA is always looking for more effective and further-reaching methods of communication to staff members. Due to the nature of our work, many employees are located at one of 26 locations, out in the field, and without regular access to a computer during their normal course of work. This makes regular communications and information sharing about new programs challenging. However, asking staff members to complete the survey last year was in itself a new way to get the word out about the commute options and programs offered to city employees.

Does your department offer employees access to bicycles for work-related travels? *

Yes

Are they part of the CityCycle program? *

Yes

How many bicycles are available? *

5

How many locations have CityCycle bikes? *

1

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

At the locations where the pool bicycles are available, frequent email updates keep staff aware of their availability. Unfortunately, using a bicycle is not always feasible for work-related trips for SFMTA staff. They often need to carry heavy and/or bulky objects, travel long distances, navigate steep terrain, and need to respond to a time-sensitive matter.

Does your department belong

Yes

Appendix A - HACTO Submission Forms - FY1314

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

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

Most of the SFMTA's non-revenue vehicle fleet is administered in pools and accessible to a large number of staff at any given time. The sharing of these vehicles has been successful and is part of our normal course of work. In many divisions, information about how to use and reserve a shared car is incorporated into the onboarding process for all new employees. This level of institutionalization means that we do not need to promote car-sharing, as it is something most SFMTA staff regularly do.

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? *

Yes

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

The SFMTA encourages its employees to use transit and other sustainable modes for work-related trips. In addition to providing free access to Muni for all employees, the SFMTA participates in the CityCycle pool bicycle program and is actively working to reduce the number of motor vehicles in its light duty vehicle fleet under the Healthy Air and Clean Transportation Ordinance (HACTO).

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

Does your department promote

Yes

Appendix A - HACTO Submission Forms - FY1314

or plan to promote the use of bicycles for commuting to/from work? *

How will you promote bicycle commuting? * Provide indoor/safe bike storage
Other

Other: * participation in Bike to Work Day and other education programs

These bicycle-friendly resources are available at: *

Some locations

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

Yes

How will you promote ridesharing? *

Encourage registration in the 511-matching program

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

The SFMTA is always looking for more effective and further-reaching methods of communication to staff members. Due to the nature of our work, many employees are located at one of 26 locations, out in the field, and without regular access to a computer during their normal course of work. This makes regular communications and information sharing about new programs challenging. In general incorporating information on ridesharing in employee orientation and on posters has been the most successful in getting the word out.

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

Yes

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

Due to the nature of their work, most SFMTA employees cannot tele-commute, though those that can are informed of their options through employee orientation when they start.

Please use this space to

The SFMTA encourages its employees to use transit and

Appendix A - HACTO Submission Forms - FY1314

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

other sustainable modes to commute to and from work. In addition to providing free access to all Muni transit for all employees, the SFMTA also participates in the City's Pre-Tax Commuter Benefits and Emergency Ride Home Programs, organizes and participates in Bike to Work Day and Walk to Work Day, and provides plentiful secure bicycle parking for employee's personal bicycles.

Campaign Options *

2. Poster & e-communications campaign

How many vehicles is your department *planning to remove from service in FY13-14 (July 1, 2013-June 30, 2014)*? *

5

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)*? *

34

The number of vehicles your department plans to remove is: *

Equal to or more than the number needed to be compliant.

A waiver form will also be submitted.

Appendix B - HACTO Waiver Request - FY1314

From: Confirmation Message [no-reply@wufoo.com]

Sent: Thursday, January 23, 2014 5:45 PM

To: Meller, Marty

Subject: HACTO Waiver Form - FY 2013-14

Thank you for submitting your HACTO Waiver.

The next step in the waiver process is to receive approval from your Department director. To do this, please forward this confirmation email to him/her. Your director must then send an email to HACTO@sfgov.org with "APPROVED" in the body of the email. This approval confirms that the information submitted is correct and ready for submission.

Thank you

HACTO Waiver Form – FY 2013–14

Department * Municipal Transportation Agency

Name of Person Preparing Report * Marty Meller

Title of Person Preparing Report * Manager of Climate Action and Greening

Email of Person Preparing Report * Marty.Meller@sfmta.com

Name of Department Head * Ed Reiskin

Email of Department Head * Ed.Reiskin@sfmta.com

The number 5

Appendix B - HACTO Waiver Request - FY1314

of fleet sections for which you are requesting waivers: *

Fleet Section Name * Parking Control Officer Vehicles

Number of vehicles included in the waiver. * 266

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet, and why Transit First options cannot meet these requirements. *

The operations, maintenance and enforcement of on-street parking on-street falls under the authority of the San Francisco Municipal Transportation Agency (SFMTA) and the Agency issues parking tickets to those vehicles found in violation of the city's parking regulations. The Parking Control Officers (PCOs) tasked with the enforcement of the parking regulations currently use GO-4 vehicles as their primary mode of transportation. The PCOs monitor not only the approximately 30,000 meters in San Francisco, they are also deployed ahead of the street sweepers in order to ensure the streets are free of parked cars and work with the SFMTA Security, Investigations and Enforcement Subdivision and San Francisco Police Department to manually direct traffic in case of emergency or street closures. Without these vehicles, the Parking Control Officers would not be able to adequately patrol the necessary areas of the city, negatively impacting other city operations like street sweeping, bus zone enforcement and occasional traffic direction. Additionally, there would be a significant reduction in revenue should the PCOs no longer be in a position to issue citations (over the past two fiscal years, there have been between 100,000 to 140,000 citations issued every month, with the citation fines between \$50 and \$115 depending on type). Also, in an effort to better use our resources and vehicles, the SFMTA is testing the use of tablet computers, specialized applications and other technology to locate parking violations more efficiently to optimize the number of vehicles needed to cover the existing and growing need for parking control.

In an effort to address the number of vehicle needs, the overall greenhouse gas emissions of the agency, and to be in compliance with the City's Transit First policy, the SFMTA is piloting the use of bicycles for the PCOs who opt into the program. However, due to the terrain, weather and the length of their routes, this is not always an option for the Parking Control Officers.

Does this fleet section have any underutilized vehicles? Yes

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Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet. Because of the inherent variability in emergency response, even the "underutilized" vehicles must be kept ready to deploy at a moment's notice to direct traffic and assist the San Francisco Police Department and the San Francisco Municipal Transportation Agency as needed.

Would you like to request a waiver for another fleet section? * Yes

Fleet Section Name * Security, Investigations and Enforcement Vehicles

Number of vehicles included in the waiver. * 55

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The Security, Investigations and Enforcement Subdivision promotes public safety and meets the SFMTA security service needs of the public. They enforce traffic laws, manage use of public roadways to ensure efficient traffic flow and improve security across all modes of transportation by reducing criminal activity. Also, the Investigations Unit handles special investigations of workplace policy violations, graffiti prevention and abatement and Muni-related crime. One of the primary ways this group achieves their objectives is by providing a visible police and enforcement presence in these vehicles throughout the city, on Muni and at SFMTA facilities. Because of their mobility, they are able to patrol, assist those in need and respond more quickly to potentially volatile situations.

Not only do the vehicles in this subfleet facilitate their presence in the city to deter crime, enable swift response to emergency situations and support criminal investigations, they need to be available to staff at all times and be able to operate independently of the public transit system. If there is an incident to which this subdivision needs to respond, SFMTA staff members need to travel faster and more directly to the incident location than the public transit system currently allows. Also, they would likely need to use the line that was down due to the incident to which

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they are responding, making it impossible for them to respond in a timely manner.

Does this fleet section have any underutilized vehicles? Yes

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet. Because of the inherent variability in emergency response, even the "underutilized" vehicles must be kept ready to deploy at a moment's notice assist the San Francisco Police Department and the San Francisco Municipal Transportation Agency and ensure the safety and security of the transit users and SFMTA staff.

Would you like to request a waiver for another fleet section? * Yes

Fleet Section Name * Transit Operations Division Pool Vehicles

Number of vehicles included in the waiver. * 80

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The vehicles in the Transit Operations Division Pool support the SFMTA in delivering transit service. This equipment is used seven days per week, 24 hours a day, for maintenance, construction, repairs, field support, and in response to emergencies throughout the city. These vehicles directly support the SFMTA's transit facilities and 3,000+ transit employees. Without these vehicles, the SFMTA would not be able to deliver transit service, respond to emergencies, and enforce state and federally mandated regulations.

In a similar manner to the security and safety subfleets listed here, the Transit Operations Division must have access to vehicles outside of the public transit system in order to adequately respond

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and address to any issue that may arise with the transit system. Should the Transit Operations Division not have access to these pool vehicles, the entire transportation system would be negatively impacted, slowing or stopping movement along the corridor for all residents, workers and visitors to San Francisco. If there is an incident to which this subdivision needs to respond, SFMTA staff members need to travel faster and more directly to the incident location than the public transit system currently allows. Also, they would likely need to use the line that was down due to the incident to which they are responding, making it impossible for them to respond in a timely manner.

Does this fleet section have any underutilized vehicles? Yes

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet. Because of the inherent variability in emergency response, even the "underutilized" vehicles must be kept ready to deploy at a moment's notice to assist Transit Operations staff in responding to incidents in a timely manner anywhere in the city.

Would you like to request a waiver for another fleet section? * Yes

Fleet Section Name * Sustainable Streets Meter Shop Vehicles

Number of vehicles included in the waiver. * 17

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The SFMTA is responsible for the approximately 30,000 parking meters in San Francisco and these

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vehicles allow staff to access, monitor, maintain and repair them in a timely manner. These vehicles transport the tools, materials and staff needed to perform this work at various locations around the city, often far from the meter shop itself. If this group did not have access to these vehicles, its efficiency and capacity for fieldwork and maintenance would be significantly reduced, negatively impacting customer service and revenue collection. If this subfleet were reduced, there would be a significant impact on not only the service delivered to the residents, workers and visitors of the city, but a loss of revenue to the SFMTA that is used to operate the transit system and maintain the parking meters.

Meter Shop staff use these vehicles to transport heavy and bulky tools and materials that cannot realistically be transported on transit or via a bicycle.

Does this fleet section have any underutilized vehicles? Yes

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet. Meter Shop staff use these vehicles to move tools and materials to various work sites around the city. Depending on the service needed, these vehicles may be driven to multiple disparate locations or parked and accessed by the team as they walk to multiple meters along a corridor. In the latter case, these vehicles are no less needed by staff to complete their work, though they are driven less.

Would you like to request a waiver for another fleet section? * Yes

Fleet Section Name * Sustainable Streets Paint Shop Vehicles

Number of vehicles included in the waiver. * 11

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet

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these requirements. Please be specific by vehicle type. *

The SFMTA Sustainable Streets Division Paint Shop is responsible for the installation and maintenance of over 900 miles of pavement markings and several thousand color curb zones in San Francisco. The Paint Shop performs the following tasks: bike lanes, repainting lanes and markings on city blocks, repainting bus zones, bus boxes, restoring parking stalls, painting STOP markings in the street; painting curb zones; and completing other spot treatments as needed. This wide array of tasks (from major bike lane striping to the painting of small red zones) at locations scattered across the city makes it necessary for the Paint Shop to have a variety of vehicles that would be more efficient to transport staff and materials for use on smaller projects.

The vehicles in this subfleet also work with the heavy-duty paint trucks in the delivery of staff and materials to the jobsite, making the group more flexible, responsive to needs and effective in completing their job tasks. Without these light-duty vehicles, the constant shuttling back and forth from the shops and jobsite in the heavy duty trucks would make scheduling more rigid and the crews unable to perform at the same levels, reducing project delivery and ultimately negatively impacting the safety of the roadway.

Paint Shop staff use these vehicles to transport heavy and bulky tools and materials that cannot realistically be transported on transit or via a bicycle.

Does this fleet section have any underutilized vehicles? Yes

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet.

Without the Paint Shop vehicles, staff would not be able to quickly and efficiently transport materials, tools and work crews to job sites around the city.

How many vehicles would be subject to HACTO if the waiver(s) are approved? * 101

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What is 15% of the number above? *

15

How many vehicles does your department plan to remove? *

21

The number of vehicles planned for removal is: *

More than or equal to the number of vehicles needed to be compliant

Please attach the completed HACTO Base Fleet spreadsheet below: *

[mta_waiver_subfleets.xlsx](#) 46.34 kB · xlsx

From: Confirmation Message [no-reply@wufoo.com]

Sent: Thursday, January 23, 2014 5:54 PM

To: Meller, Marty

Subject: HACTO Waiver Form - FY 2013-14

Thank you for submitting your HACTO Waiver.

The next step in the waiver process is to receive approval from your Department director. To do this, please forward this confirmation email to him/her. Your director must then send an email to HACTO@sfgov.org with "APPROVED" in the body of the email. This approval confirms that the information submitted is correct and ready for submission.

Thank you

HACTO Waiver Form – FY 2013–14

Appendix B - HACTO Waiver Request - FY1314

Department * Municipal Transportation Agency

Name of Person Preparing Report * Marty Meller

Title of Person Preparing Report * Manager of Climate Action and Greening

Email of Person Preparing Report * Marty.Meller@sfmta.com

Name of Department Head * Ed Reiskin

Email of Department Head * Ed.Reiskin@sfmta.com

The number of fleet sections for which you are requesting waivers: * 5

Fleet Section Name * Sustainable Streets Sign Shop Vehicles

Number of vehicles included in the waiver. * 8

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet, and why Transit First options cannot meet these requirements. *

The SFMTA Sustainable Streets Division Sign Shop is responsible for the installation and maintenance of approximately 200,000 traffic, pedestrian, street, parking and bicycle signs in the San Francisco. Without the eight vehicles in this subfleet, the Sign Shop crews would not be able

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to respond to emergency signage issues, conduct preventative maintenance work and respond to requests by the public. The Sign Shop also installs street signs and performs routine preventative maintenance on signs. In addition to the installation and maintenance of signs, the Sign Shop also installs and maintains the bicycle racks in San Francisco and installs the safe-hit posts that are used in the roadway to create a visual barrier between a traffic lane and a bicycle lane, e.g. on the Oak Street bikeway. Removing a vehicle from this fleet would negatively impact the Sign Shop's ability to maintain and replace signs at the level mandated by the state regulations.

The vehicles in this subfleet also work with the heavy-duty installation trucks in the delivery of staff and materials to the jobsite, making the group more flexible, responsive to needs and effective in completing their job tasks. Without these light-duty vehicles, the constant shuttling back and forth from the shops and jobsite in the heavy duty trucks would make scheduling more rigid and the crews unable to perform at the same levels, reducing project delivery and ultimately negatively impacting the safety of the roadway.

Sign Shop staff use these vehicles to transport traffic signs, safe hit posts and bicycle racks as well as the tools needed for installation and service. These items cannot realistically be transported on transit or via a bicycle.

Does this fleet section have any underutilized vehicles? Yes

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet. Without the Sign Shop vehicles, staff would not be able to quickly and efficiently transport materials, tools and work crews to job sites around the city.

Would you like to request a waiver for another fleet section? * Yes

Fleet Section Name * Sustainable Streets Signal Shop Vehicles

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Number of vehicles included in the waiver. * 2

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The Sustainable Streets Signal Shop works closely with the Traffic Engineering, Transit Engineering, SFgo and Muni Transit Signal Operations teams to install, maintain and time the traffic signals to regulate and ensure the smooth flow of traffic in San Francisco. These groups also install and monitor signals on certain corridors to reduce transit vehicle delay at traffic signals and ensure the proper and safe operation of the street. The Signal Shop works with other SFMTA staff to replace the wiring and physical infrastructure of Muni transit signals at various points across San Francisco.

The vehicles in this subfleet also work with the heavy-duty installation trucks in the delivery of staff and materials to the jobsite, making the group more flexible, responsive to needs and effective in completing their job tasks. Without these light-duty vehicles, the constant shuttling back and forth from the shops and jobsite in the heavy duty trucks would make scheduling more rigid and the crews unable to perform at the same levels, reducing project delivery and ultimately negatively impacting the safety of the roadway.

Signal Shop staff use these vehicles to transport traffic signal materials and the tools needed for installation and service. These items cannot realistically be transported on transit or via a bicycle.

Does this fleet section have any underutilized vehicles? Yes

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet. Without the Signal Shop vehicles, staff would not be able to quickly and efficiently transport materials, tools and work crews to job sites around the city.

Would you Yes

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like to
request a
waiver for
another fleet
section? *

Fleet Section Name * Revenue–Collections Vehicles

Number of vehicles included in the waiver. * 5

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The Revenue & Collections vehicles transport the cash fares customers pay on board a transit vehicle from the fleet storage facilities to the collection facility for accounting. In Fiscal Year 2012, the vehicles in this subfleet transported over \$60 million dollars in cash. If these vehicles were removed from the fleet, the accounting operations of the SFMTA would not only slow down considerably, there would be an extremely high security risk as the cash would not be transported to a safe location in a timely manner.

For the safety and security of SFMTA staff, the Revenue Collections team must have access to private vehicles to perform their job function.

Does this fleet section have any underutilized vehicles? No

Would you like to request a waiver for another fleet section? * Yes

Fleet Section Name * Information and Technology Subdivision Pool Vehicles

Number of vehicles included in 3

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the waiver. *

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The vans used by the approximately 60 employees of the Information Technology group are used to transport technicians and materials between the 26 SFMTA facilities. This group responds to work orders generated by SFMTA employees who have identified malfunctioning equipment in their office, e.g. their computers, copiers, etc. and often needs to transfer specialized staff and technology between different offices in order to address issues that stop work at the various SFMTA offices. In addition to keeping the agency's computer systems running smoothly, the items needed at the various sites like computer components, copier parts and other hardware are often too bulky and/or numerous to transport by one person using public transportation or bicycles. The nature of this on-call work means that the necessary response is highly variable and several high-priority incidents may occur at the various facilities at one time, necessitating a subfleet of three vans in order to perform their job function.

The IT staff use these vehicles to transport specialized items to the SFMTA facilities. Because the SFMTA facilities are widely-spaced and often not well-served by transit, the IT team must have access to these vans in order to respond appropriately.

Does this fleet section have any underutilized vehicles? Yes

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet. Because of the inherent variability in responding to incidents, even the "underutilized" vehicles must be kept ready to deploy at a moment's notice to assist Information Technology staff and the agency as a whole in responding to incidents at any of our facilities.

Would you like to request a waiver for another fleet section? * Yes

Appendix B - HACTO Waiver Request - FY1314

Fleet Section Name * SFMTA SFPD K-9 Unit Vehicles

Number of vehicles included in the waiver. * 3

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The SFMTA- SFPD K-9 Units are responsible for explosive threat assessment and detection on the transit system and are on call to respond 24 hours a day as part of the Transportation Security Administration (TSA) program from the federal Department of Homeland Security. While their primary responsibility is the inspection of the Muni Metro Rail System for suspicious packages and devices, this unit also assists the rest of the SFMTA's Security, Investigations and Enforcement staff in maintaining order on the Muni Metro Rail System and reducing the occurrence of robberies, graffiti, public intoxication and other crimes in transit vehicles and at Muni stations. The SFMTA-SFPD K-9 Unit is currently comprised of five teams, one K-9 Sargent and four K-9 teams and use specially-marked and equipped vehicles to handle the needs of the trained police dogs and the officers. Should one of these vehicles be removed from the subfleet, one of the K-9 teams would not be able to respond the various locations in San Francisco and perform the tasks described above.

In a similar manner to other security and safety subfleets listed in these SFMTA waivers, the SFMTA-SFPD K-9 Units use their vehicles to not only respond quickly to any location in the city, they need to have the ability to do so independent of the transit system and/or transit line that may be under duress. In many cases, using public transit or bicycles could present a danger to public and themselves, as those staff members most needing to be there are unable arrive in a timely manner to deal with a potentially volatile situation.

Does this fleet section have any underutilized vehicles? No

How many vehicles would be subject to HACTO if the waiver(s) are approved? * 101

What is 15% 15

Appendix B - HACTO Waiver Request - FY1314

of the
number
above? *

How many 21
vehicles
does you
department
plan to
remove? *

The number of vehicles
planned for
removal is: * More than or equal to the number of vehicles needed to be compliant

Please attach
the
completed
HACTO Base
Fleet
spreadsheet
below: *

[mta_waiver_subfleets1.xlsx](#) 46.34 kB · xlsx

From: Confirmation Message [no-reply@wufoo.com]
Sent: Thursday, January 23, 2014 5:56 PM
To: Meller, Marty
Subject: HACTO Waiver Form - FY 2013-14

Thank you for submitting your HACTO Waiver.

The next step in the waiver process is to receive approval from your Department director. To do this, please forward this confirmation email to him/her. Your director must then send an email to HACTO@sfgov.org with "APPROVED" in the body of the email. This approval confirms that the information submitted is correct and ready for submission.

Thank you

HACTO Waiver Form – FY 2013–14

Department *

Municipal Transportation Agency

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Name of Person Preparing Report *	Marty Meller
Title of Person Preparing Report *	Manager of Climate Action and Greening
Email of Person Preparing Report *	Marty.Meller@sfmta.com
Name of Department Head *	Ed Reiskin
Email of Department Head *	Ed.Reiskin@sfmta.com
The number of fleet sections for which you are requesting waivers: *	5
Fleet Section Name *	Custodial Vehicles
Number of vehicles included in the waiver. *	2
Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet, and why Transit First options cannot meet these requirements. *	<p>The Custodial vans are used to transport and store the materials needed to clean and maintain all of the SFMTA's 26 staffed locations. The nature of their work requires regular access to these vans as they often visit several facilities in one day.</p> <p>Because the SFMTA facilities are widely-spaced and often not well-served by transit, the Custodial team must have access to these vans in order to access each of the facilities in a timely manner. Also, the tools and materials needed to clean and maintain the facilities cannot realistically be transported on transit or via a bicycle.</p>
Does this fleet section have any underutilized vehicles?	No
Would you like to request a waiver for another fleet section? *	Yes

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Fleet Section Name * System Safety Division Pool Vehicles

Number of vehicles included in the waiver. * 2

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The System Safety Division provides a safe environment for riders, employees and the citizens of San Francisco by establishing and maintaining a safety program for the transit system, the transit facilities and the agency's working physical environment. The cars in this Division's pool are used by the approximately 70 staff members to conduct investigations to ensure the safe operation of the transit system, respond to non-urgent inquiries, conduct site visits, and ensure compliance with state workplace safety codes. Additionally, this team uses these vehicles to travel to and between the SFMTA facilities to confirm ongoing compliance with the state environmental regulations. Without these vehicles, the SFMTA would need to allot significantly more staff time and resources to conduct the investigations and site visits, reducing the number of investigations and possibly impacting the safety of the city and surrounding neighborhoods.

Utilizing Transit First tools would require significantly more staff time and resources to conduct the same number of investigations and site visits as are done currently. SFMTA facilities are often in areas that are underserved by transit so travel times for staff will increase.

Does this fleet section have any underutilized vehicles? Yes

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet. Because of the inherent variability in incident response and compliance investigations, even the "underutilized" vehicles must be kept ready to meet the workload of System Safety staff.

Would you like to request a waiver for another fleet section? * Yes

Fleet Section Name * Building-Grounds Vehicles

Number of vehicles included in the 1

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waiver. *

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The Buildings and Grounds vehicle is used in support of landscaping and related work at the SFMTA's staffed locations and transit infrastructure. The nature of the work requires materials transportation and on-site tool storage.

Because the SFMTA facilities are widely-spaced and often not well-served by transit, the Buildings and Grounds team must have access to these vehicles in order to access each of the facilities in a timely manner. Also, the tools and materials needed to clean and maintain the facilities cannot realistically be transported on transit or via a bicycle.

Does this fleet section have any underutilized vehicles?

No

Would you like to request a waiver for another fleet section? *

Yes

Fleet Section Name *

Proof of Payment (POP) Vehicle

Number of vehicles included in the waiver. *

1

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

This Proof of Payment (POP) vehicle is kept on call to respond to the needs of the Transit Fare Inspectors in the field. This group is vital to the operations of the transit system and regularly completes inspections on the Muni Transit system to ensure fares are paid by the customers. As a key part of the Proof of Payment team, the SFMTA Transit Fare Inspectors are tasked with the conducting the frequent inspections on Muni vehicles with the support of the POP managers and staff. Should this vehicle be removed from the SFMTA fleet, the Transit Fare Inspectors would not receive the managerial and administrative support in the field they need should a situation escalate when attempting to issue a citation. Though these are rare, this vehicle needs to stand ready to respond to a location anywhere in the city, especially as the SFMTA has increased the number of inspections in the last year. Fare inspections and citations are increasing. The more inspectors there are in the field, the more necessary this vehicle is so that the responders may be able to address several needs in a short amount of time.

Appendix B - HACTO Waiver Request - FY1314

In a similar manner to other security and safety subfleets listed here, POP personnel need to not only respond quickly to any location in the city, they need to have the ability to do so independent of the transit system and/or line that may be experiencing difficulty. In many cases, using public transit or bicycles would be ineffective as those staff members most needing to respond quickly are unable arrive in a timely manner.

Does this fleet section have any underutilized vehicles? No

Would you like to request a waiver for another fleet section? * Yes

Fleet Section Name * Taxi Services Vehicle

Number of vehicles included in the waiver. * 1

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The SFMTA Taxi Services group uses this vehicle to conduct street inspections, locate illegal taxis and ensure consistent taxi coverage at the taxi stands and other locations around the city. These inspections are run both weekdays and weekends, during the morning commute hours and at night when the bars and restaurants close. These surveys and the associated vehicle not only ensure the efficient regulation of the taxi industry in San Francisco but also plays a key role in the safety of the city by responding to complaints and monitoring and deterring illegal taxi operations.

Though consistently used throughout the week, this vehicle is used at irregular hours and at locations that are not necessarily well served by the transit system. The removal of this vehicle would mean that this using would no longer be able to inspect and ensure safe taxi coverage for the city.

Does this fleet section have any underutilized vehicles? No

How many vehicles would be subject to HACTO if the 101

Appendix B - HACTO Waiver Request - FY1314

waiver(s) are approved? *

What is 15% of the number above? *

15

How many vehicles does your department plan to remove? *

21

The number of vehicles planned for removal is: *

More than or equal to the number of vehicles needed to be compliant

Please attach the completed HACTO Base Fleet spreadsheet below: *

[mta_waiver_subfleets2.xlsx](#) 46.34 kB · xlsx

Appendix C - Zero Waste Assessment Survey

From: Soko Made City Government Zero Waste Assistant [mailto:no-reply@wufoo.com]
Sent: Thursday, February 20, 2014 1:22 PM
To: Henderson, Violet L
Subject: Departmental Zero Waste Assessment Survey

Thank you for completing this year's Departmental Zero Waste Assessment Survey. Here is a copy of your form for your records.

Departmental Zero Waste Assessment Survey

Name *	Violet Henderson-Green
Department Name *	SFMTA
Department Division/Branch/Station *	Maintenance of Way/ Buildings and Grounds
Address *	<i>700 Pennsylvania ave San Francisco, CA 94107 United States</i>
Phone Number *	(415) 401-3162
Email *	Violet.Henderson@sfmta.com
Have you attended an annual workshop before? (these are either held at the end of January or beginning of February) *	Yes
If YES, how many times have you attended?	4
Have you promoted signing up for paperless paystubs at your office or facility? *	Yes
Does your office/facility use the Virtual Warehouse Program to see what items are available before	Yes

Appendix C - Zero Waste Assessment Survey

**purchasing new ones
AND does your
office/facility use the
Virtual Warehouse
Program to turn in City
owned surplus items? ***

**How did you follow
through on the
commitment to eliminate
it from the landfill and
what were the
challenges? ***

As you are aware this is a huge facility and not every single person has bought into the program. However; I do train all new hires on the operation side of the business and do my annual refresher training to remind all staff of our goal.

Date * Friday, March 14, 2014

Time: * 7:00 Signal shop Bancroft ave

Date * Tuesday, March 11, 2014

Time: * 6:30 am Flynn maintenance

Date * Tuesday, March 25, 2014

Time: * 7 :00 Presido maintenance

**Does your department
distribute
memorandums,
handouts, flyers,
brochures, etc ***

No

**I confirm that I will work
to complete the above
actions ***

I agree