

Title: District Attorney's Climate Action Plan
Data Year: Fiscal Year 2010-2011
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1. Introduction

The San Francisco District Attorney's Office is committed to reducing its carbon footprint through decreased energy use, vehicle use and taking affirmative steps towards improving our recycling and composting of materials. To achieve these goals, we plan to increase our staff's knowledge about ways to reduce our carbon output through presentations, visual posters and emails that remind and educate everyone about our initiatives and applaud those for their significant contributions.

During 2011, as a direct result of being involved in this process, we have :

- ❖ After training, had our purchasers buy green products when they could choose these products
- ❖ Retired more vehicles over 12 years old, reducing our fleet overall and buying more energy efficient vehicles
- ❖ Completed implementation of a composting and improved recycling program at our 732 Brannan office which reduced our charges for landfill in 2011.
- ❖ Continued to educate our employees how to print double sided copies and to scan and store work-product and evidence produced during litigation through our Xerox machines.
- ❖ Encouraged our employees to begin using alternative commuting methods and planned a full staff meeting presentation from DOE's Transportation team.
- ❖ Encouraged our staff to receive their payroll information on-line instead of delivering a paper pay stub.
- ❖ Continued to install more energy efficient IT equipment, including both computers and printers.
- ❖ Our summary statistics for 2011 show a decrease in carbon, CO2 emissions due to a decrease in our use of electricity, gasoline, from 2010. We also decreased our use of water and wastewater from 2010 to 2011.

2. Departmental Profile

-Departmental Mission The mission of the San Francisco District Attorney's office is to investigate charge and prosecute all criminal violations of the laws of California occurring within San Francisco County, on behalf of the people of the State of California and to provide support services to victims of violent crimes.

Article XL, Section 1, of the California Constitution mandates that each county have an elected District Attorney. Under California Government Code section 26500, the District Attorney acts as the public prosecutor for all crimes committed in the county. By law, the District Attorney is the chief law enforcement officer for the City and County. The District Attorney is elected to serve a term of four years and acts both as a county officer and as a state officer in performing the duties of the office. In addition to prosecuting criminal matters, the District Attorney's Office has additional responsibilities to:

- Provide support services to victims in the aftermath of crime.
- Prosecute actions in the juvenile justice system involving conduct that, if committed by an adult, would be a criminal matter.
- Bring actions involving consumer fraud, including real estate fraud, insurance fraud and financial fraud against elders and dependent adults.
- Bring actions to ensure environmental protection.
- Recover children when abducted by stranger and non-custodial parents

-Departmental Budget- For FY 11-12 budget is \$40,655,171.

-Number of Employees- 242 employees, 240 FT, 2 PT

-Facilities- The District Attorney's Office is housed in three different buildings. We occupy parts of the 1st, 2nd, and 3rd floors of the Hall of Justice at 850 Bryant, two floors at 732 Brannan and have offices at the Youth Guidance Center, at 375 Woodside. At HOJ we have 187 people distributed as follows in 32,315 sq ft. At our Brannan office, we have 17,625 square feet and 65 people. At YGC, we have 11 employees and our square feet is 1,975. The Hall of Justice and Youth Guidance Center is managed by the Real Estate Division and the Brannan Street Office is rented from a private landlord. All of our space functions as office space, with some rooms for conference rooms and IT equipment, but mostly offices. We are very crowded, occupying half the space we need. Most staff share offices intended for one person only. In that regard, we are very efficiently using our space.

-Vehicles. Our fleet is used primarily by our District Attorney Investigators to serve office functions including serving subpoenas to testify in court and to assist in the investigation of crimes. We have 35 vehicles, 21 use Gas, 3 are Hybrid, and 11 use Natural Gas. There are two vans and thirty-two cars and one SUV. We have decreased our fleets and lowered the count of cars older than 2001 to 21 cars or 71.43%.

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3. Departmental Carbon Footprint & Historical Analysis

3a. Facilities & Reduction Measures

The facility list in Google Docs has been verified; take out the facilities at 502 7th Street, 8 parking slots at 650 Townsend, 12 parking slots at 750 Brannan. Add 15 parking spots at 713 Brannan and 10 spaces in front of 732 Brannan

3a1. Energy. Fiscal Year 2010-2011 Carbon Footprint from Consumption of Electricity, Natural Gas and Steam

Energy Efficiency & Conservation

The summary of our department's energy use and carbon emissions for FY1011 is stated in the spreadsheet attached, with a total of electricity: 846,391.91 kWh, natural gas: 42,871.18 th, and no steam. Our GHG emissions (Metric tons of CO₂e) were 12.50 mt for electricity, 228.06 mt for natural gas. Compared to FY0910, we reduced our overall CO₂e emissions from 367.12 to 357.06 metric tons.

Green Building

We do not own our own buildings or have any current energy retrofit projects. At the Hall of Justice, the Department of Real Estate will report on these efforts. They will submit the SFPUC's Performance Benchmarking report and describe our compliance with the City's Lighting Efficiency Ordinance. We do not report individually as a department on any retrofit projects that may be occurring at the Hall of Justice. We fall under the chart of buildings listed with the Department of Real Estate in Appendix D. The Department of Real Estate will also comply with any requirements regarding the San Francisco Municipal Green Building Report, shown in Appendix E.

Renewable Generation

We do not have any renewable energy projects or project proposals outside of a project that would be initiated by the landlord of the Hall of Justice, the Department of Real Estate.

3a2. Water

Fiscal Year 2010-2011 Water Consumption

Our Department's water use for FY 1011 was 2,064,226.14 gallons. This is a reduction from FY0910, when it was 2,838,486.81 gallons.

Water Efficiency & Conservation

We did not initiate any water efficiency retrofit projects as we are in the Hall of Justice, a building operated by the Department of Real Estate.

3b. Fleet & Fuel Reduction Measures

We have 35 vehicles, 21 use Gasoline, 3 are Hybrid, and 11 use Natural Gas. There are two vans and thirty-two cars and one SUV. We have decreased our fleets and lowered the count of cars older than 2001 to 21 cars or 71.43%. Last fiscal year, it was 73.53%. As we retire the oldest vehicles, we replace them with newer, more energy efficient vehicles.

3b1. Fuel

Fiscal Year 2010-2011 Carbon Footprint from Mobile Combustion of Fuel

Our fuel use for FY1011 was 9,134.89 gallons of gasoline and 5,905.78 GGE of CNG. Compared to FY0910, we increased our use of CNG, but decreased our use of gasoline. FY0910 was 5314.32 CNG and 10719.8 gallons of gas used. We emitted 80.46 metric tons of CO₂e from using gasoline, and 36.05 mt of CO₂e from CNG.

3b2. Fleet

Healthy Air and Clean Transportation Plan for Fiscal Year 2011-2012

We are a department with vehicles and submitted our HACTO plan on October 15, 2011.

Biodiesel Fuel

We do not use Biodiesel Fuel in our department.

3c. Historical Analysis

Figure 3c-1. FY09-FY11 . FY09-FY11 CO2e Emissions by Source shows an overall decrease in metric tons of CO2e over the last three years. While we increased our use of natural gas and electricity slightly, we decreased our use of gasoline to achieve our overall goal of reducing our carbon footprint from 388.77 mt to 357.06.

Figure 3c-2. FY09-FY11 Consumption shows an overall decrease in our carbon footprint. Our biggest contributor is natural gas, from our fleet vehicles. Our electricity and gasoline consumption is much lower. We lowered our use of gasoline, because we use more vehicles that use natural gas. Our overall electricity use has been lowered, due to both our lighting initiative in Hall of Justice and newer IT equipment that is designed to save electricity. Our overall water usages has also been lowered.

Figure 3c-3. FY09-FY11 Facility Detail show our department's electricity at our facilities has decreased over the three year time period. The fuel detail shows a decrease in gasoline while our natural gas use has increased.

4. Other Sustainable Practices

The completed Waste Assessment Questionnaires for our three locations are attached as an Appendix to this report. Our Zero waste commitments for 2012 is to continue with the progress made to reduce landfill through composting at our Brannan facility. We are also reducing the staff who get their payroll information delivered on paper by marketing the on-line program initiated this year. We will hold a meeting on transportation options at an all staff meeting on March 30, 2012. We submitted our Buy Green Scorecard and have attached it as part of our report. We were rated Very Good. Our computer practice is to ask all users to power down their computers on a daily basis.

4a. Zero Waste

We submitted a Waste Assessment Questionnaire for each location.

Our commitment for the year is to rearrange and resign all the recycling bins at HOJ and YGC, continue to ensure the improved signs stay in place at Brannan. For all employees, continue to market the ePayroll program through emails and reports showing our progress.

4b. Transportation Options

We incorporate the City's Transit-First plan by encouraging our employees to use mass transit and marketing the commuter benefits program to all employees. We have participated in the transit survey by asking all employees to answer the questions. We are planning to market the transportation options at an all staff meeting on March 30, 2012. We submitted the HACTO plan for our department, including our transit-first plan.

4c. Green Purchasing

We submitted the Green Scorecard and will attach it as part of this report.

4d. Information Technology

We have an annual plan to replace obsolete computers and have replaced between 30-50 every year. The new computers are all energy efficient, and meet the city standards for saving electricity. We ask our employees to turn their computers off on a daily basis. They are set to go to a hibernation/standby mode after 20 minutes of inactivity. Obsolete servers and printers have been replaced by Climate Savers Energy Star servers. We plan to virtualize our JUSTIS server this year and our department servers in the future. We need funding to replace computers on an annual basis.

4e. Carbon Sequestration / Urban Forest

We do not control trees at any of our facilities.

5. Community Wide Impact

We have reduced our overall carbon footprint by participating in a lighting retrofit project at the Hall of Justice, a composting initiative at our Brannan Street facility, and purchasing more energy efficient vehicles and IT equipment when we replace these items. We plan to encourage our employees to take mass transit at an all staff meeting on March 30th and frequently market the use of ePayroll to reduce printed payroll information.

At the District Attorney's Office, we also have a unit that prosecutes criminal environmental crimes.

Appendices