

OFFICE OF THE PUBLIC DEFENDER

FY 2010-2011 Climate Action Plan

March 30, 2012

1. Introduction

This is the Climate Action Report for the Public Defender's office for Fiscal Year 2010-2011.

The department's overall carbon footprint was 40.68 CO2E.

The Google Doc energy consumption data shows the future carbon footprint can be reduced if unleaded fuel vehicles are replaced with alternative or electric fuel vehicles through the Department of Administrative Services. Consumption of unleaded gasoline is responsible for 47% of the department's existing carbon footprint. Vehicles fueled exclusively with unleaded gasoline account for 50% of this consumption.

2. Department Profile

- a) The Public Defender's Office
- b) Departmental Mission: To protect and defend the rights of San Francisco's indigent clients through effective, vigorous, compassionate, and creative legal advocacy.
- c) \$25.3 million budget¹
- d) 173 employees
- e) The Public Defender's has offices in the following locations:
 - 555 7th Street. This office is for staff attorneys, investigators and clerical support staff who work on behalf of adult indigent clients. Over 90% of the department's staff works from this office. This is a large, three story commercial building close to the Hall of Justice. The department shares the second floor with a division with the Sheriff's Department. The property is owned by the Real Estate Department.
 - 375 Woodside Avenue. The department has a small office within the Youth Guidance Center (YGC) attorneys and support staff who work with the juvenile justice system.
 - 258-A Laguna Honda Boulevard. This 750 square foot (+/-) privately leased office space is close to YGC. Staff working on behalf of indigent juvenile clients work at this location as well.
- f) Vehicle Fleet Description:

The department leases eleven automobiles that support the office's investigative work for our clients. The vehicles are maintained by central shops.
- g) Departmental Contact Information
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3. Departmental Carbon Footprint

¹ City and County of San Francisco, Consolidated Budget and Annual Appropriate Ordinance, page 200

The following elements combined make up the department's carbon footprint: natural gas; electricity; unleaded gasoline; and CNG.

The data contained in Google Docs for the department has been reviewed.

Energy use was as follows: 367.53 therms of natural gas; 532,655 kilowatt hours of electricity; 2090 gallons of unleaded gasoline; 2040 gasoline gallon equivalents (GGE) of CNG; 351,695 gallons of water and 254,207 gallons of water discharge.

The department can report the following steps to limit energy consumption and promote conservation have been taken:

--The SFPUC lighting retrofit program at the Public Defender's main office as completed and the property is energy star certified. Energy efficient lighting and occupancy sensors were installed throughout the property.

--The main office now composts 256 gallons of compostable material each week. This is twice the amount of a year ago.

--Thermostats are set at 65 degrees for heat and 78 degrees to cool which has limited any increase in energy consumption by the 25 year old heat exchange pumps at 555 7th Street.

--Through the Real Estate Department, the HVAC heat exchange units at 555 7th Street are serviced. Air filters are changed and operational problems may be detected earlier.

--Portable electric heaters have been sent home with their owners.

--43 Public Defender staff members have signed up for e-payroll which as a percentage of the workforce compares favorably with other City departments.

--The number of Public Defender employees enrolled in the CCSF commuter benefits program has increased this year.

a) Facilities & Reduction Measures

The list of facilities in Google Docs has been verified.

a.1)

The following is an account of natural gas and electricity consumption for fiscal year 2010-11:

Electricity: 532,655 kilowatt hours of electricity, 7.86 Co2E emissions

Natural Gas: 367.53 therms, 1.96 Co2E emissions

Gallons of Unleaded Gasoline: 2090 gallons, 18.41 Co2E emissions

CNG Gasoline Gallon Equivalents (GGE): 2040.45 GGEs, 12.46 Co2E emissions

Total Co2e emissions 40.68 Co2E emissions.

Renewable generation potential:

The Real Estate Department has the 555 7th Street roof listed as a potential site for photovoltaic panels when the tar and gravel roof needs replacement.

a.2) Water consumption:

The department consumed 351,695.03 gallons of water in fiscal year 2010-11. 254,207 gallons were discharged.

The department relies upon and works with the Real Estate Department to repair plumbing leaks. Whereas the department experienced an estimated 2% increase in water consumption from fiscal year 2009-10, its wastewater discharge decreased by 18%. The Department will work with DOE, the Real Estate Department as well as the Sheriff's Department which shares office space at 555 7th Street to conduct a water audit at 555-7th Street.

B) Fleet & Fuel Reduction Measures

The department leases 11 vehicles: 3 gasoline operated vehicles; 2 hybrid vehicles and 6 vehicles which operate on CNG. The department has an interest in utilizing electric vehicles should they become available. 555 7th Street does not have an electric charging station. Replacing any part of the vehicle fleet with electric vehicles would require the installation of a charging station.

The vehicle fleet consumed 2090 gallons of unleaded gasoline which generated 18.41 CO₂E in fiscal year 2010-11. CNG vehicles consumed 2040 GGEs which generated 12.46 CO₂E emissions. Total CO₂E emissions for the vehicle fleet in fiscal year 2009-2010 were 30.86 Co₂E emissions. The department reduced vehicle emissions by over 20% in fiscal year 2010-11.

The department leases vehicles through Administrative Services. When Ordinance 278-10 takes in effect in 2015, 6 out of the 11 leased vehicles will be more than 12 years old and would require replacement. Google Doc records should be updated to show that a 1991 Chevrolet G10 (#165Y500) is not part of the department's vehicle fleet.

C) Historical Analysis

Over the last two years the department has had success in reducing consumption of gasoline, CNG and natural gas. Natural gas consumption has been reduced 54%. Gasoline consumption

has been reduced by over 36%. Consumption of CNG has also been reduced during this period by 5%.

Energy savings have been achieved as older equipment has been replaced with new energy efficient equipment (i.e. alternative vehicles, hot water heater).

Electricity consumption has remained roughly constant over the last two years. 555 7th Street is heated and cooled with twenty two heat pumps that run on electricity. These heat pumps are all original equipment, installed when the building was completed in 1988.

4. Sustainable Practices

--The Waste Assessment Questionnaire is attached to this report

--There are multiple compost and recycling facilities throughout the building. Thanks to the Real Estate Department the private, janitorial contractor for 555 7th Street in 2011 started to pick up recyclables directly from individual offices.

--Commuter benefits programs. New hires are given educational information on how to apply for commuter benefits and the tax benefits of doing so. In March 2012, the Department of the Environment facilitated a staff training on the commuter benefits program, Wageworks and how to sign up for these programs and use the Bay Area transit Clipper Card system.

--The Buy Green Scorecard is attached to this report.

--All computers are automatically programmed to go into sleep mode during periods when they are not used, and are shut off at night.

--All printers are set up for double sided copying.

--In the last fiscal year, new multi-functional Xerox machines, WorkCentre 5775, were installed. These new machines make it possible for staff to quickly scan documents and electronically send them when previously such documents might have been duplicated in hard copy.

--Through Laserlink and Xerox's Eco Box program, the Public Defender's office recycles all laser and toner cartridges.

--Any non-rechargeable batteries are recycled through Recology.

--The office's Clean Slate program maintains a City bicycle for staff to ride it to their satellite office.

a) Zero Waste

The questionnaire is attached as an appendix to this report.

b) Transportation Options

The most recent transportation survey was conducted from October 25, 2010 to November 8, 2010.

32.5% of staff responded to the survey.

The principle forms of commuting are vehicles (48%); public transportation (25%); motorcycles (12%); carpooling (9%); walking (5%); and bicycling (1%).

Reliance on auto transportation is driven by the need felony attorneys have to visit clients at the San Bruno jail. Attorneys pay for all of their own fuel costs for these trips. Whereas a trip by automobile from the downtown office takes 15-20 minutes to the San Bruno jail, a comparable trip on public transportation requires one BART ride and two bus trips which would take 90 minutes to 2 hours each way.

CCSF Commuter Program

On March 15, 2012 representatives from the Department of the Environment made a presentation about the Commuter Benefits program, the Clipper Card system, Wageworks and how to enroll and use these programs. 15-20 staff members attended the DOE training. Currently, 23 Public Defender staff members are enrolled in the commuter benefit program. Hopefully through continued education this number may be increased.

All new hires are given information about the Commuter Benefit program. Additionally, email communication from both the Department of the Environment as well as the Department of Human Resources about the Commuter Benefit program is forwarded to all Public Defender staff.

c) Green Scorecard. See attached.

d) Information Technology

--All PCs are automatically set to go into sleep mode after 20 minutes of inactivity.

--All department computers and servers meet new EPEAT Gold standard.

e) Carbon Sequestration

- The Public Defender's BMagic program has hosted meetings, summits and trainings at The EcoCenter at Heron's Head Park. It is the only off the grid facility in San Francisco.

5. Community Wide Impact

The department's BMAGIC program sponsors an annual back to school celebration in collaboration with the Tzu Chi Foundation. This educational event was held on August 13, 2011. A principle focus of the Tzu Chi Foundation is to promote waste reduction and promote recycling. In their own words, they advocate, "a healthy diet of more fruits and vegetables and discourages meat consumption. If we live a simple lifestyle and reduce our carbon footprint while constantly cherishing the earth, we shall slow down the global warming crisis."