



DENNIS J. HERRERA
City Attorney

MARYJANE WINSLOW
Director of Special Projects

San Francisco City Attorney's Office Climate Action Plan 2013

1. INTRODUCTION

Purpose: The purpose of this report is to summarize the key elements of the carbon footprint of the City Attorney's Office, as specified by the Department of the Environment. The report includes data about use of electricity, gas, water and fuel that was provided to the City Attorney's by the Department of the Environment. The report also summarizes compliance with the Healthy Air and Clean Transportation Ordinance ("HACTO") and work commute practices of the department's employees. Lastly, the recycling, composting, and green purchasing practices of the department are summarized in the final section of the report.

2. DEPARTMENT PROFILE

The mission of the San Francisco City Attorney's Office is to provide the highest quality legal services to the Mayor, Board of Supervisors, and nearly 100 departments, boards, commissions and offices of the City and County of San Francisco. The City Attorney's Office operated on a departmental budget of \$67,613,251 during fiscal year 2012-2013. Out of 322 budgeted positions, the City Attorney's Office has 295 employees, 17 of which work part time schedules. All staff have a computer workstation.

The City Attorney's Office functions as a law office for the City and County of San Francisco in two buildings in close proximity to one another. The City Attorney's Office occupies three suites of office space at City Hall(33,356 square feet) and leases 68,783 square feet of commercial office space at 1390 Market Street (Fox Plaza). Our responsibilities include:

- Representing the City and County in legal proceedings
- Providing advice or written opinions to any officer, department head, board, commission or other unit of local government
- Making recommendations to the Board of Supervisors for or against the settlement or dismissal of legal proceedings
- Approving as to form all surety bonds, contracts and ordinances
- Examining and approving title to all real property to be acquired by the City and County
- Preparing reviews annually and making available to the public a codification of ordinances of the City and County
- Investigating, evaluating and recommending disposition of all claims made against the City and County

Climate Action Plan 2013
 Page 2
 April 2, 2013

VEHICLES

The City Attorney's Office uses fourteen vehicles maintained by Central Shops. These cars are used by Investigators who report to accident and emergency scenes on a 24/7 basis. The City Attorney's Office has requested five new cars to replace five of the oldest vehicles that are 10+ years old. Cars assigned to the City Attorney's Office by Central Shops include: Ford Crown Victoria, Honda Civic, and Ford Taurus.

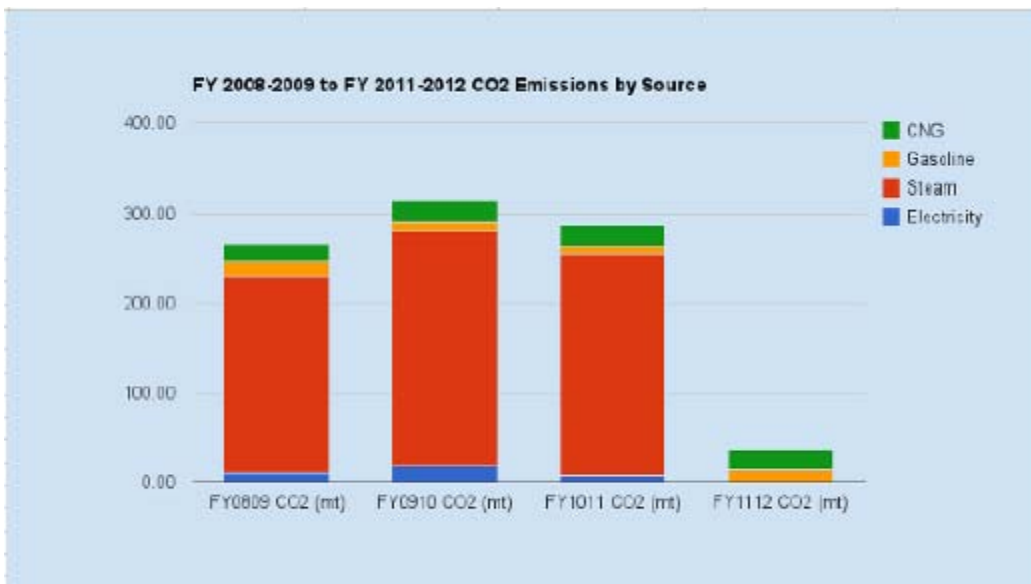
DEPARTMENT CONTACT INFORMATION:

Climate Liaison: Mary Jane Winslow, Manager of Facilities and Operations

3. CARBON FOOTPRINT

This section reports about the use of resources by the City Attorney's Office. The carbon footprint of each city department consists of three main components: electricity, steam and liquid fuels. The carbon footprint of the City Attorney's Office includes the consumption of energy (electricity and steam) in facility space and liquid fuels used by our fleet. Specifically, it is as follows:

FY 2011-2012: 288.92 metric tons of CO2 emissions from building energy.
 35.52 metric tons of CO2 emissions from liquid fuels used by vehicle fleet.
 Total carbon emissions have fluctuated since the Fiscal Year 2008-2009 carbon footprint.



Climate Action Plan 2013
 Page 3
 April 2, 2013

3a. BUILDING ENERGY

FACILITIES VERIFICATION:

The list of facilities that is being used by San Francisco Environment to calculate the FY 2011-2012 consumption of energy and carbon footprint has been verified by the City Attorney's Office to be complete.

The FY 2011-2012 "Building Energy" detail indicates consumption and emission levels resulting from use of space that is occupied by the City Attorney's Office at City Hall and 1390 Market Street.

FISCAL YEAR 2011-2012 CARBON FOOTPRINT FROM CONSUMPTION OF ELECTRICITY AND STEAM

Fiscal Year 2011-2012 -- Electricity

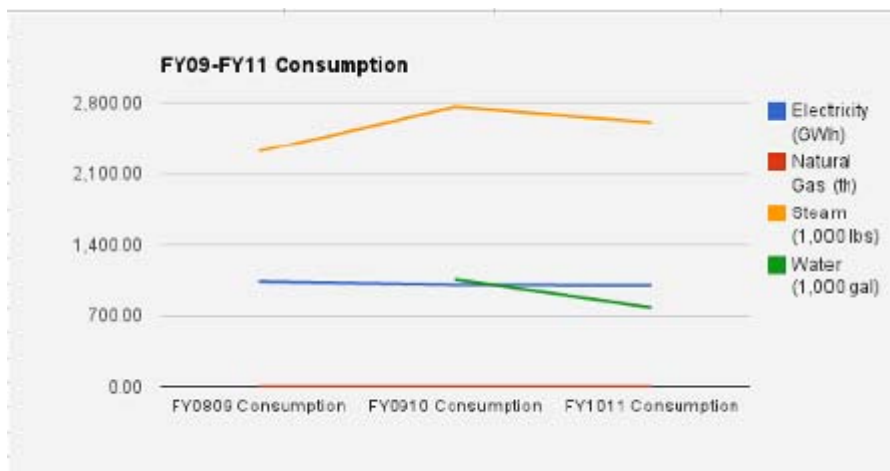
City Hall:	GHG emissions from electricity: 643,672 KWh consumed;
	0 metric tons of CO2 Cost: \$24,138
1390 Market St:	GHG emissions from electricity: 401,045 KWh consumed;
	0 metric tons of CO2 Cost: \$15,039

Fiscal Year 2011-2012 – Steam

City Hall:	GHG emissions from steam: 3,032,886 lbs consumed;
	288.92 metric tons of CO2 Cost: \$77,242
1390 Market St.:	This facility does not use steam.

Fiscal Year 2011-2012 – Natural Gas

Facilities used by the City Attorney's Office do not use natural gas.



Climate Action Plan 2013
Page 4
April 2, 2013

3a1. ENERGY EFFICIENCY

Energy Efficiency and Retrofit Projects

The City Attorney's Office leases space at 1390 Market Street. BRCP 1390 Market, LLC, the owners of commercial space, installed a new garage exhaust fan system. The total cost of the project was \$42,000 and the annual savings is 411,705 (kWH) per year. Other building improvements include: insulation of HVAC pipes (\$6594 project cost); replacement of condensate meter (\$2,160 project cost); replacement of air filters to Mer 13 filters to increase energy efficiency for all air delivery systems(\$5,560 project cost); and replacement of overhead light bulbs to pico-gram (\$908 project cost).

Compliance with the Existing Commercial Buildings Energy Performance Ordinance

This section is not applicable to the City Attorney's Office.

Information Technology

The City Attorney's Office complies with IT energy conservation measures, as follows:

- | | |
|-----|---|
| Yes | All computers are labeled with "energy conservation reminder – turn off when not in use. All computer use is monitored by IT staff to identify users who do not turn off computers when not in use. |
| Yes | All PCs are automatically set to go into hibernation/standby mode after 20 minutes of inactivity. |
| Yes | Obsolete servers have been replaced with Climate Savers Gold or Energy Star servers. |
| Yes | The City Attorney's Office has virtualized servers. |
| NA | Describe any challenges encountered and successful aspects of IT energy conservation projects. |

3a2. RENEWABLE ENERGY

The SFPUC is not implementing any renewable energy projects in facilities occupied by the City Attorney's Office.

3a3. GREEN BUILDING

BRCP 1390 Market, LLC is seeking LEED certification of 1390 Market Street (Fox Plaza). The initial application was submitted to US Green Building Council ("Council") in January 2013 for review and approval. Based on comments from the Council, BRCP 1390 Market, LLC the

Climate Action Plan 2013
Page 6
April 2, 2013

FISCAL YEAR 2011-2012 CARBON FOOTPRINT FROM MOBILE COMBUSTION OF FUEL

The following is a summary of fuel used by the City Attorney's Office and associated carbon emissions:

Unleaded Gasoline – 1,501 gallons
CNG (GGE)—3,654

Gasoline Emissions – 13.22 CO2 metric tons
CNG Emissions – 22.31 CO2 metric tons

3c1. HACTO

The Healthy Air and Clean Transportation Ordinance ("HACTO"), Section 403 of the City's Environmental Code, requires departments to annually report to SF Environment: (1) department transit first policies as it pertains to transportation used to perform official duties; and (2) implementation of the department's transit first policies. The HACTO also requires departments to reduce the size of the fleet of vehicles used by the department and to report annually about the fleet reduction.

The City Attorney's Office reported its compliance with the HACTO requirements during FY 2011-2012 and FY 2012-2013. It is unclear if a Waiver Request for the vehicle reduction requirement is applicable to the City Attorney's Office. The vehicles are used 24/7 by employees who must report to emergencies and accident scenes. Additionally, the City Attorney's Office has contacted William Zeller three times about the Waiver Request, but never received any response from him. The email communications from the City Attorney's Office to William Zeller are attached in the Appendix.

Employees of the City Attorney's Office walk or use transit to attend court appearances, depositions, arbitrations and other meetings. Employees also use vehicles from the City Hall Vehicle Pool to conduct City business. In addition, employees use teleconference or IP video-conference calls for meetings.

Employees of the City Attorney's Office are offered secure bike-parking in City Hall and are informed about pre-tax commuter benefits.

3c2. TRANSPORTATION SURVEY

The City Attorney's Office participated in the 2012 CCSF Transportation Survey that was administered by the Department of Environment's CommuteSmart team. This biannual survey collected data about City employee work commute and at-work travel behavior and was distributed by office wide email to employees of the City Attorney's Office. The City Attorney's Office conducted the survey from November 26, 2012 through December 27, 2012. Out of 295 employees, 161 employees completed the survey – a 55% response rate.

Climate Action Plan 2013
 Page 7
 April 2, 2013

The following are three survey indications specific to the City Attorney's Office:

1. Over 50% of respondents commute to work by public transit.
2. More than 50% of respondents are enrolled in pre-tax commuter benefits program. This is a bit surprising as I have received a number of complaints about the current vendor.
3. When asked about incentives to not drive alone, the greatest number of respondents (30.5%) indicated: *More comfortable, convenient, or reliable transit systems.*

4. OTHER SUSTAINABLE PRACTICES

The City Attorney's Office annually completes the Waste Assessment Questionnaire for its offices at City Hall and 1390 Market Street, which documents our recycling and composting practices. The City Attorney's Office is fully equipped with recycling and compost containers, as well as labeling and user helpful signs. Our employees regularly and appropriately use the containers. Additionally, the City Attorney's Office complies with the green purchasing rules of the CCSF.

4a. ZERO WASTE

The City Attorney's Office has identified coffee cups as the number one item found in employee trash bins that can be composted.

<u>Facility Location</u>	<u>Trash Item</u>	<u>Action to Eliminate from Landfill</u>
City Hall- 2 nd Floor, Rm. 325, & Rm. 375	Coffee Cups	Send out email reminder about how to properly sort materials. Include instruction about how to properly sort materials in the New Employee Orientation.
1390 Market Street 7 th Floor, 6 th Floor, 5 th Floor, & Suite 425	Coffee Cups	Send out email reminder about how to properly sort materials. Include instruction about how to properly sort materials in the New Employee Orientation.

The Department of the Environment recommends: *Reduce internal deskside landfill containers and facilitate annual zero waste training for staff.*
 The City Attorney's Office will remind employees to use and how to use centralized compost and recycling containers in each suite.

Climate Action Plan 2013
 Page 8
 April 2, 2013

4b. GREEN PURCHASING

Chapter 2 of the Environment Code, Environmentally Preferable Purchasing Ordinance, provides that the Department of Environment will create an Approved Alternatives List of products within a Targeted Product Category and requires each City department to purchase products from the Approved Alternative List when making purchases under City contract. The Department of Environment makes the Approved Alternatives List available to City departments at: <http://www.sfapproved.org>. The Approved Alternatives List includes the following products: batteries, janitorial cleaners, computers/servers, and light bulbs.

The 2011 purchasing summary ("2011 Purchasing" worksheet in Google Docs) indicates the following for the City Attorney's Office:

Percent of Green Products*
No records of items bought in the following categories:
-batteries
-cleaners
-computers/servers
-light bulbs
*products listed in SFApproved.org

No record of items bought in the following categories:

Batteries – Rechargeable batteries are routinely purchased by the City Attorney's Office through the City's contract with Staples Office Supplies (EWAY). Employees who use these batteries are also equipped with a personal recharger device. Regular use batteries are also purchased by the City Attorney's Office for emergency equipment and equipment that does not operate with rechargeable batteries.

Cleaners -- The City Attorney's Office does not purchase janitorial cleaners.

Computers/Servers – Computers were purchased by the City Attorney's Office in July 2012. This equipment was not selected by the City Attorney's Office. It was selected by COIT and the City Purchasing Department.

Light Bulbs – The City Attorney's Office does not purchase overhead light bulbs. This product is purchased and maintained by building management of our facilities.

The City Attorney's Office will continue to purchase products that have been identified as suitable for human health and environmental health by the Department of Environment.

Climate Action Plan 2013
Page 9
April 2, 2013

4c. CARBON SEQUESTRATION/URBAN FOREST

This section is not applicable to the City Attorney's Office, as it is not a department that plants, cares for, or otherwise supports forestry resources.

5. COMMUNITYWIDE IMPACT

San Francisco City Attorney Dennis Herrera's office has long played a key role to support and defend San Francisco's ambitious emissions reduction efforts, and the period from July 1, 2011 to June 30, 2012 is no exception.

Since 2004, when San Francisco became one of the first cities in the nation to undertake bold action aimed at mitigating global climate change, city policies have aggressively pursued emissions reductions through renewable energy, alternative fuels, energy efficiency, waste reduction, and promoting environmentally-responsible modes of transportation. But legal risk often goes hand-in-hand with groundbreaking policy initiatives, and powerful industries spare no expense to litigate against San Francisco to challenge.

- City Attorney Herrera's office has played a central role for many years in working with the San Francisco Public Utilities Commission to launch CleanPowerSF, a Community Choice Aggregation Program that allows ratepayers to pool their purchasing power to buy electricity. CleanPowerSF enhances local control, creates competition, and offers San Franciscans an alternative, 100% renewable energy supply. On Dec. 13, 2011, the SFPUC approved a draft contract with Shell Energy North America to provide for power scheduling services and renewable energy for residents who decide to participate in the program instead of buying their energy from PG&E. The city intends to offer 100 percent renewable energy to San Francisco businesses and residents, reducing greenhouse gas emissions.

Climate Action Plan 2013
Page 10
April 2, 2013

APPENDIX

The following documents are attached.

HACTO Report for Fiscal Year 2011-2012

HACTO Plan for Fiscal Year 2012-2013

Email Communications from the City Attorney's Office to William Zeller requesting the Waiver Request procedures.

**Healthy Air and Clean Transportation Ordinance
Departmental Plan for Vehicle Reduction and Transit-First Programs**

The City is committed to achieve its air pollution and greenhouse gas reduction goals by promoting the use of zero or ultra-low emissions vehicles, minimizing the use of single-occupancy vehicles, promoting the use of transit and other driving-alternatives in carrying out official duties, and reducing the total number of passenger cars and light-duty trucks, vans, and SUVs (under 10,000 lbs. GVW) in the municipal fleet. The Department of the Environment shall provide guidance and resources for City Departments working to develop and implement their Transit-First and vehicle reduction programs. This document is a template and guide for the Departments of the City and County of San Francisco to develop and report on their strategies as required by the Healthy Air and Clean Transportation Ordinance (Chapter 4 of the City's Environmental Code).

Department Climate Liaisons can be used as a resource for completing this form.
Please fill out this report electronically and email it to William Zeller at William.Zeller@sfgov.org.

Section 1: General Information

Fiscal Year of the plan: 2012-2013

Department: San Francisco City Attorney's Office

Name of Fleet Manager / Coordinator: Mike Haase

Email: Mike.haase@sfgov.org Phone: 554-5845

Total number of vehicles in your fleet (under 10,000 lbs GVW)*: 13 Leased from City
Administrative Services

Total number of vehicles to be purchased in Fiscal Year (2012-2013): Unknown

Section 404 of the Healthy Air and Clean Transportation Ordinance requires departments, when purchasing new or replacement vehicles, to buy only alternative fuel vehicles or approved "green" vehicles. **Please attach a separate paper(s) with the details of the alternative vehicles in your fleet.**

Total number of alternative fuel vehicles currently in service: (9) CNG

Total number of alternative fuel vehicles to be purchased in the Fiscal Year of this plan: None in FY12

*The total number of vehicles in your fleet subject to this ordinance should be indicated in your Department's fleet inventory, which has been made available to you through SF Environment's Departmental Google Docs System. To access this system, please contact your Departmental Climate Liaison, or contact Sachiko Tanikawa at (415) 355-3782 or at sachiko.tanikawa@sfgov.org.

Section 2: Vehicle Reductions

Section 403 of the Healthy Air and Clean Transportation Ordinance requires departments to reduce the Number of Passenger Vehicles and Light Duty Trucks in municipal fleets by 5% per year through 2015, as well as remove from service all vehicles that are 12+ years old by the year 2014. Below, please outline the number of vehicles that will be removed from service in this fiscal year.

In the table below (next page), please outline the number of vehicles that will be removed from service in Fiscal Year 2012-2013 year.

Total Number of Vehicles to be removed from service this Fiscal Year (2011-2012): None

Vehicles to be removed from Service in Fiscal Year (2011-2012)

(Please add rows to the table as needed.)

City Vehicle #	Year	Make	Model	Type (passenger sedan, light-duty truck, van, SUV)

Section 3: Transit-First Plan

Under the Healthy Air Ordinance, City Departments must promote public transportation, ride sharing or other driving-alternatives to minimize single-occupancy vehicle transportation for official duties. Each City Department needs to write a Transit-First plan, which outlines how the department will use driving-alternative options to reduce vehicle usage.

In the box below, please outline how your department intends to use walking, biking, MUNI, BART, car share, or other driving-alternative programs to reduce vehicle usage. Please attach a separate sheet if more space is needed:

All employees of the City Attorney's Office use public transportation for official duties, except under the following circumstances:

1. The official duty requires that a large volume of material and/or equipment be transported.
2. The official duty is located outside of the City of San Francisco.
3. It makes more practical sense for a vehicle to be shared than for each person to travel by public transit.
4. The official duty requires an emergency or immediate response.
5. The use of public transit may affect the safety of the employee or is impractical in performing the official duty.
6. The destination is not located along a transit line.

Resources for assisting with the development of Departmental Transit-First plan and Vehicle Reduction plan:
Reporting & Procedures: William Zeller, Department of Environment, William.Zeller@sfgov.org, 415-355-3728
Motor Pool & Car Share: Tom Fung, Fleet Management - Central Shops, Tom.Fung@sfgov.org, 415-550-4600
 Dan Coleman, Fleet Management - Central Shops, Dan.Coleman@sfgov.org, 415-550-4600
Transit, Bicycle, & other Driving Alternatives: Commuter Benefits, commuterbenefits@sfgov.org, 415-355-3775

Document Prepared by (Print Name): Mary Jane Winslow

Email: Maryjane.winslow@sfgov.org Phone: 554-4276

Signature of Document Preparer: Mary Jane Winslow Date: 2/29/12

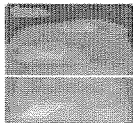
Signature of Department Head: D.J. [Signature] Date: 2/29/12

Thank you

HACTO Annual Plan

Department *	San Francisco City Attorney's Office
Name of Person Preparing Report *	Mary Jane Winslow
Title of Person Preparing Report *	Manager, Facilities and Operations
Email of Person Preparing Report *	maryjane.winslow@sfgov.org
Name of Department Head *	Dennis J. Herrera
Does your department promote or plan to promote employees to use public transit for work-related travel? *	Yes
What resources will your department offer? *	<input checked="" type="radio"/> Other
Other: *	Funds are not budgeted for the CAO to provide employees with resources such as Clipper Card, Communal Fast Pass, or Tokens. Employees use personal resources to implement the Transit First Policy.
What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *	<input checked="" type="radio"/> New Employee Orientation
If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:	
All employees of the City Attorney's Office use public transportation for official duties, except under the following circumstances:	
<ol style="list-style-type: none"> 1. The official duty requires the transport of a large volume of material and/or equipment. 2. The official duty is located outside of the City of San Francisco. 3. It makes more practical sense for a vehicle to be shared than for each person to travel by public transit. 4. The official duty requires an emergency or immediate response. 5. The use of public transit may affect the safety of the employee or is impractical in performing the official duty. 6. The destination is not located along a transit line. 	
Does your department offer or plan to offer employees access to a bicycle for work-related travels? *	No
Would your department like to make a request for more bikes? *	No
Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *	Yes

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
In the 2012-13 HACTO Report, you will have to provide metrics for these programs. How will you track the implementation of these programs? *	Internal Log
A. 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? *	<ul style="list-style-type: none"> ● Encourage participation in the Pre-Tax Commuter Benefits program
What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? *	<ul style="list-style-type: none"> ● New Employee Orientation
B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? *	Yes
How will you promote bike-commuting? *	<ul style="list-style-type: none"> ● Provide indoor/safe bike storage ● Offer on-site showers and/or lockers
What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? *	<ul style="list-style-type: none"> ● New Employee Orientation
C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? *	Yes
How will you promote Carpool and/or Vanpool? *	<ul style="list-style-type: none"> ● Encourage registration in the 511-matching program
What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? *	<ul style="list-style-type: none"> ● New Employee Orientation
D. Does your department offer or plan to offer tele-commuting? *	No
Bonus: How will you promote the Great Race for Clean Air?	<ul style="list-style-type: none"> ● E-mail blast
Does your department manage any of its own vehicles? *	No
The CommuteSmart Team and Clean Vehicle staff have a wide assortment of resources available to you. Please check all of the resources that you would like and we will do our best to accommodate: *	<ul style="list-style-type: none"> ● Pre-Tax Commuter Benefits flyers & guides



Fw: Fleet Reduction - Waiver
MaryJane Winslow to: William.Zeller
Cc: Marisa Moret, Laurel Turner

03/05/2013 04:43 PM

Hello Bill,

In reviewing the instructions for the Climate Action Plan, I was reminded that I never heard back from you as to the procedures to request a Waiver for vehicle reduction. Please see my previous requests for information below.

I was directed to you by the Department of Environment. Please let me know if I should be contacting someone else. Thank you.

Mary Jane Winslow
San Francisco City Attorney's Office

----- Forwarded by MaryJane Winslow/CTYATT on 03/05/2013 04:39 PM -----

From: MaryJane Winslow/CTYATT
To: William.Zeller@sfgov.microsoftonline.com
Cc: Marisa Moret/CTYATT@CTYATT
Date: 01/10/2013 08:34 AM
Subject: Fw: Fleet Reduction - Waiver

Hello Bill,

I have not heard back from you about the procedure to request a waiver to the fleet reduction requirements. Please advise. Thank you.

Mary Jane Winslow
San Francisco City Attorney's Office

----- Forwarded by MaryJane Winslow/CTYATT on 01/10/2013 08:33 AM -----

From: MaryJane Winslow/CTYATT
To: william.zeller@sfgov.org
Date: 01/03/2013 04:52 PM
Subject: Fleet Reduction - Waiver

Hello Bill,

Please let me know if there is a specific Waiver form to the fleet reduction requirements or if the waiver is requested by written communication. Is the waiver request addressed to you? Thank you.

Mary Jane Winslow