

Climate
Action
Plan

March 26

2013

Climate Action Plan for the Public Defender's Office

DepCAP

1. Introduction

This is the Public Defender's office 2011-2012 Climate Action Plan report as required by Chapter 9 of the San Francisco Environmental Code.

The agency's total carbon footprint from FY 2008-2009 to FY 2011-2012 was reduced from 51.88 to 30.63 metric tons of CO₂. This is more than a 40% reduction in the agency's carbon footprint.

The report describes steps taken to reduce the carbon footprint that have included new PUC installed lighting fixtures at 555 7th Street, employee education initiatives to promote recycling/composting, water conservation, access to commuter benefits and the establishment of an office wide Green Committee.

2. Department Profile

The Public Defender's Office represents over 28,000 people annually. We provide legal representation for those in the criminal justice system without resources for private counsel, and bring meaning to the sixth amendment of the Bill of Rights.

The Public Defender's office aids over 2,500 San Franciscans each year expunge past convictions through its Clean Slate Program, promotes local reentry and community building initiatives in addition to providing social services to incarcerated families.

The approved FY 2011-2012 department budget was \$25.9 million.

The Public Defender's Office has 168 full time employees. Every employee has a computer workstation.

The Public Defender's main office is located at 555 7th Street. Two small offices are located at 258-A Laguna Honda Boulevard as well one located at the Youth Guidance Center at 375 Woodside Drive. 555 7th Street is shared with the Sheriff's Department. The Youth Guidance Center office at 375 Woodside Drive is not more than 900 (+/-) square feet. The agency's commercial space at 258-A Laguna Honda Boulevard is approximately 800 (+/-) square feet.

The Public Defender's office currently has 9 vehicles operated by the investigative unit to conduct investigations for cases expected to go to trial. The vehicle fleet consists of four gasoline, three CNG fueled and two hybrid vehicles. The agency has been approved for 5 additional vehicles in FY 2012-2013 so that all 14 Public Defender investigators have access to a vehicle for their work. This is central to the agency's mission.

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3a. Building Energy

The list of facilities used by SF Environment to calculate the FY 2011-2012 Departmental carbon footprint is accurate for 555 7th Street and 258-A Laguna Honda Boulevard. However, a small Public Defender office located at the Youth Guidance Center, 375 Woodside Drive, was not included.

In FY 2011-2012, the Public Defender's office used 474,856 Kilowatt-hours of electricity and 1092 therms of natural gas for a 6 metric ton carbon footprint.

Based on the data, building carbon emissions decreased from FY 2008-2009 from 10 to 6 metric tons. This is due to the PUC's lighting retrofit program at 555 7th Street, as well as employee education to turn off lights when not in use, and efforts to curb energy consuming appliances. Since last year's lighting retrofit, the agency's electric consumption was reduced 12% at the main 555 7th Street office.

3a1. Energy Efficiency

Facility Type	# of Facilities Benchmarked for Department X per Facility Type	Page Number(s) in Benchmarking Report
Office	1	19

The Public Defender's office does not occupy any property that it owns. Two offices are located in City owned properties at 555 7th Street and at 375 Woodside Drive. A third office, the Juvenile Justice Center located at 258-A Laguna Honda Boulevard, is privately owned and leased.

555 7th Street has an energy star rating. In the PUC's Energy Benchmarking Report, 555 7th Street is listed as having 52,000 square feet. However, this figure may require additional verification.

The building's EIU has been reduced by 1.2% since 2010. It's EIU per square foot compares favorably at 36.6 kBtu.

Information Technology

Here is our departmental checklist:

- The IT unit has developed a security protocol to protect client confidentiality consistent with 6th amendment guarantees . Energy conservation is promoted through the office intranet.
- PCs are automatically set to go into hibernation/standby mode after 20 minutes of inactivity
- All servers for the agency meet (EPEAT) Gold standards.
- The Public Defender's office has virtualized servers.

3a2. Renewable Energy

555 7th Street is a City owned building managed by the Real Estate Department. This location is on a list of properties that potentially could be equipped with solar photovoltaic (PV) panels installed. The timing of when that could take place is uncertain, and it is contingent upon both resources and how long the existing bitumen roof lasts.

3a3. Green Building

Thanks to the SF PUC's lighting retrofit project that was completed in 2012 at 555 7th Street, the main office for the Public Defender's office is LEED certified. This fact can be added to the "Front Page" of the Carbon Footprint spreadsheet.

3b. Water

In FY 2011-2012 based on consumption at 555 7th Street, the Public Defender's office used 342,783 gallons of water. Unfortunately, no water consumption data is available for 258-A Laguna Honda Boulevard or the office located at the Youth Guidance Center at 375 Woodside Drive.

However, at 555 7th Street without any high-efficiency fixture upgrades staff were able to reduce water consumption from FY 2010-2011 by 5% or more than 16,000 gallons of water.

There are two reasons this has been possible.

- A) The Real Estate Department has been responsive in replacing leaking plumbing valves on toilets and urinals.
- B) Staff are conscious of the fact water is a scarce resource. They do not automatically let a tap run or flush fixtures.

No water audit has yet been performed at 555 7th Street.

3c. Transportation and Fuel

Fuel and Vehicle Verification

Central Shops data included in 'FY1112' Fleet is accurate with one exception. Vehicle number 165600, a 2001 Ford E50, has been removed from service.

In FY 2011-2012, the Public Defender's vehicle fleet consumed 1687 gallons of gasoline and 1635 GGEs of CNG which corresponds to 14.86 metric tons and 9.98 metric tons of CO₂ emissions respectively.

Progress has been made in reducing the agency's vehicle carbon footprint. Whereas in FY 2008-2009 the vehicle fleet produced 42.11 metric tons of CO2 emissions, in FY 2011-2012 the vehicle fleet produced 24.84 metric tons of CO2 emissions. This represents a 41% reduction in CO2 emissions. The trend has been constant. CO2 emissions were reduced by approximately 8% in FY 2009-2010 from FY 2008-2009. In FY 2010-2011 CO2 emissions were reduced by 21% from FY 2009-2010. In FY 2011-2012 CO2 emissions were further reduced by 19% from FY 2009-2010.

There are two main reasons for these changes. Older, less fuel efficient vehicles were retired. Additionally, the Public Defender's investigative unit plans interviews and site visits with the goal of eliminating redundant travel.

Please note for FY 2012-2013, the Public Defender's office has been approved for 5 new vehicles for investigations so that all 14 Public Defender Investigators have access to a vehicle for their work.

3c1. HACTO

The Public Defender's office encourages the use of public transportation by its employees. All new hires are provided information about the Pre-Tax Commuter Benefits program that can lower transit costs by as much as 40%. Additionally, the Department of the Environment conducted a training in 2012 for all employees at 555 7th Street. For staff with problems accessing or making full use of their commuter benefits, Department of the Environment staffer Peter Gallotta has been an invaluable resource.

Staff bicycling to work are offered secure, garage parking. As described in section 3c2 below, the 1980s design of the existing racks limits optimal use of the 6' x 25' space.

The Public Defender's office currently manages 9 vehicles used by its investigative unit. So all investigators have access to a vehicle, and 5 additional vehicles will be added to the fleet in 2013. A waiver letter is being submitted along with this report.

See Attached report and waiver letter.

3c2. Transportation Survey

The 2012 CCSF Transportation Survey was distributed to Public Defender staff by email. An additional item about the Transportation Survey was posted on the office wide intranet. A link to the survey was distributed by email on three separate occasions by office wide email last fall.

57 Public Defender employees filled out the survey. Although Google Docs data report the agency has 173 employees, the correct figure is 168. Percentage results reported in this section have been adjusted accordingly. 34% of Public Defender staff responded to the survey.

The three pieces of information that stand out are as follows:

- 1) Just over half of all trips involve driving alone. There are approximately 90 felony attorneys who work at 555 7th Street. Felony clients are held in custody at the San Bruno Jail. To meet their constitutional and professional responsibilities attorneys must meet with their clients. Public transportation options from 555 7th Street to the San Bruno Jail involve BART and two bus rides. Whereas a private auto trip to the San Bruno Jail takes 15 minutes, traveling on public transit takes in over 90 minutes.
- 2) 9% of employee commutes are by bike. There is potential to improve that percentage. When 555 7th Street was built, its garage included a 6' by 25' area, or 150 square foot space, dedicated to bicycle parking. However the bicycle rack design also dates from the late 1980s and is not optimal. It consists of two U shaped metal racks with exactly four (4) poles bolted to the cement foundation of the garage. Consequently, bikes are locked around the 4 poles and much of the existing rack space is not used. If there racks were replaced with either individual racks or a corkscrew model more bicycles could be accommodated in the garage.
- 3) 30% of staff are not familiar with the CCSF commuter benefits program. All new hires are provided with information about the commuter benefit program. Every electronic bulletins from the Department of the Environment are forwarded to Public Defender staff. Additionally, in 2012 the Department of the Environment provided a training about the Commuter Benefit program for Public Defender staff at 555 7th Street. Clearly, additional training opportunities would be of use.

4. Other Sustainable Practices

This section will describe the agency's effort to reduce the amount of paper entering landfill, and efforts to achieve compliance with Chapter 2 of the San Francisco Environmental Code.

4a. Zero Waste

Facility Name	Address	#1 Trash Item	Action to eliminate it from landfill
Public Defender	555 7 th Street	Paper	Internal Green Committee/Staff education and training

The number one item found in landfill trash that could be diverted is paper. Again, 555 7th Street is a shared office with the San Francisco Sheriff's Department. Each Public Defender office at 555 7th Street, 375 Woodside Drive and 258-A Laguna Honda Boulevard has a blue recycling bin. Additionally, 96 gallon blue recycling containers are located on each floor at 555 7th Street.

There are two proposed remedies for paper ending up in landfill. The first is continued employee education. The office new Green Committee made up of ten staffers. They will work to promote recycling. Additionally, the office has moved to implement universal double sided, default copying even

though the vast majority of San Francisco courts still require motions to be submitted on single sided copies. This change will reduce paper consumption as well as costs.

4b. Green Purchasing

The San Francisco Environment Code Chapter 2 requires all City departments to buy green products listed at SF Approved. The San Francisco Environment code can be found here:

[http://www.amlegal.com/nxt/gateway.dll/California/environment/environmentcode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$sync=1](http://www.amlegal.com/nxt/gateway.dll/California/environment/environmentcode?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sync=1)

In calendar year 2011, the Public Defender's office has the following record:

Batteries: No data from vendors
Cleaners: No data from vendors
Computers/Servers: 100% Gold EPEAT
Light bulbs: No data from vendors

The action items internally will be to:

- A) Promote the purchase of rechargeable, hybrid batteries
- B) Buy Green Pledges have been ordered through the website <http://bit.ly/buy-green-recycle> for staff involved with purchasing decisions

4c. Carbon Sequestration/Urban Forest

This is not part of the agency's mission.

5. Community Wide Impact

Through its B-Magic and Mo-Magic programs, the Public Defender's office promotes environmental consciousness in both the Bayview Hunter's Point and Western Addition neighborhoods.

- B-Magic models healthy living by providing fresh, organic seasonal fruits and vegetables at all our meetings and events. Leftovers are composted. B-Magic purchases recycled supplies.
- B-Magic includes Learning and Environmental Justice (LEJ) in its Bayview Hunters Point resource guide. Its Living Classroom is reportedly the only building in San Francisco off the electrical grid.
- Partner with the Willie Mayes Boys & Girls Club that operates a community garden and also promotes healthy eating and nutrition.

6. Summary and Goals

The upcoming goals for FY 2012-2013 are to continue to reduce the agency's carbon footprint through the following:

- 1) Through staff education and Green Committee outreach encourage a larger percentage of staff to consistently recycle and compost so it is possible for Recology to reduce its 4 yards of landfill pickup from 555 7th Street each week. In 2008, 10 yards of landfill were picked up each week from this location. Such a change will involve collaboration with the San Francisco Sherriff's Department which shares office space at 555 7th Street.
- 2) Improve the percentage of Public Defender staff that utilize commuter benefits, and who are aware of how this program works through more training, intranet posts and office wide email communication.
- 3) Make purchases consistent with Chapter 2 of the San Francisco Environment Code
- 4) Improve the options for bicycle parking at 555 7th Street. This means working with the Real Estate Department to create better bicycle parking options at 555 7th Street. Additionally, there is a request for a dedicated City Bike to be used by staff that commute daily between 555 7th Street and the Community Justice Center located at 575 Polk Street.
- 5) Further reduce electricity consumption at 555 7th Street by encouraging both staff and janitorial to turn off all lighting when it is not in use, and to discourage staff from the use of personal appliances