

'11-'12

# San Francisco Sheriff's Dept. Climate Action Report & Plan



Kevin Lyons / SBBS

CCSF

'11-'12



# San Francisco Sheriff's Department Climate Action Plan FY '11-'12

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## 1. INTRODUCTION

- A. The Total SFSD Carbon Footprint is 3,346.41 metric tons of CO<sub>2</sub> emissions. This is a CO<sub>2</sub> emission reduction of nearly 100 metric tons – nearly a 3% reduction from FY '10- 11. In 2008 the SFSD paid \$1,804,374 in energy bills. In 2009 we paid \$1,484,548 – a 17% reduction. In 2010 we experienced another decrease to \$1,391,496 – a 6% decrease. This past year we paid less by another \$20,000 -1% less to reach a 4 year low of \$1,371,528.
- B. The SFSD is committed to more investments to increase facility efficiencies in order to save basic fuel sources. The SFSD will also commit to more outreach to staff for more end-user participation in resource impact mitigation. Energy efficiency projects are just starting at the San Bruno Jail. This past year the SFSD demolished the Old CJ#3 in San Bruno- the oldest jail in the system and some clear energy savings should be reflected at the site this next year. In our ongoing effort to meet the zero waste guidelines and in light that San Bruno does not perform municipal composting the Sheriff's Department will pursue the composting of food scraps and other appropriate materials on the CJ#5 Facilities in San Bruno this coming year. This material may be recycled for the beneficial use of our landscaping and farm.
- C. Environmental goals: The Sheriff's Department goals to reduced carbon footprint last year has resulted in reduced energy use despite what we consider to be a rather cold winter. Data from past energy efficiency projects for 425 7<sup>th</sup> Street and an increase in operator training indicate an improving trend. SFSD has voluntarily utilized energy conservation measures and building & maintenance practices that promote lower CO<sub>2</sub> emissions.

## 2. DEPARTMENT PROFILE

- A. Mission - San Francisco Sheriff's Department (SFSD) Mission is to be an effective and integral part of civil and criminal law-enforcement efforts of the State of California / City and County of San Francisco. The Department will accomplish its mission through competent performance by its deputized and support staff, all in accordance with the powers established by the laws of the State of California and the Charter and ordinances of the City and County of San Francisco. As an integral part of the community and a steward of taxpayer resources the SFSD seeks to become more efficient in the use resources.
- B. SFSD Budget was \$174,723,549 million dollars.
- C. The SFSD has 881 sworn staff and 173 civilian employees for a total of 1054.
- D. San Francisco Sheriff's Department Facilities:
  1. County Jail #1 & #2 circa 1994. 425 7<sup>th</sup> Street, SF, CA, 256,000 square feet.
  2. CJ #3 & 4, 1950s era. 850 Bryant Street, SF, CA 124,456 sq ft. This is a Real Estate Dept. Building of which they have assessed approx. 24% of the HOJ to the SFSD.
  3. CJ#5 completed 2006, 1 Moreland Dr, San Bruno, CA, 283,257 sq ft.
  4. CJ#6, completed 1989, 1 Moreland Drive, San Bruno, CA, 50,000 sq ft.
  5. Learning Center, remodeled 1998, 1 Moreland Dr, San Bruno, CA, 14,000 sq ft.
  6. Women's Reentry Center, 1950s era bldg, 930 Bryant Street, S F, CA. 5,920 sq ft.
  7. Prisoner Legal Services, 555 7<sup>th</sup> St, SF. (2671 sq. ft.) SFSD is assessed 8% of this facility.



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8. Community Programs, at 70 Oak Grove Street, S F, CA, approx. 10,100 sq ft.
  9. Sheriff's Training Facility, at 120 14<sup>th</sup> Street, SF, CA, approx 14,760 sq. ft
  10. General Hospital - Ward 7D/7L, 1001 Potrero Avenue, SF, CA.
  11. S F City Hall, Administrative Offices and Building Security at 11720 sq. ft.
  12. 25 Van Ness. ISU Unit. (3091 sq. ft.). This admin office is assessed 2% of energy values.
- E. Fleet: The SFSD has a total of 78 Cars/Light duty vehicles and 45 Other Vehicles & Equip.: 61 cars, 8 light duty pickups, 3 light vans. 6 SUVs, 6 patrol cars, 4 busses, 30 HD Vans, 2 HD pickups, 1 trailer and 5 pieces of heavy equipment, 3 misc trucks. 55 vehicles are older than 10 years at this time 24 of which are standard light duty vehicles/sedans. The Dept of the Envir. documented that many SFSD vehicles are exempt from HATCO due to Law Enforcement status. At this time we have 13 vehicles that fall under the HATCO definition and must comply with the requirement. The SFSD has submitted the HATCO fleet reduction plan for this year.
- F. Contact: Kevin Lyons, Manager of Building Services, 425 7<sup>th</sup> Street, SF, CA 94103  
415-734-3307, e-mail: [kevin.lyons@sfgov.org](mailto:kevin.lyons@sfgov.org)
1. Contributions to produce this plan have been by:
    - a. Zero Waste/Recycling coordinator: Deputy Koehler 554-7214 [rick.koehler@sfgov.org](mailto:rick.koehler@sfgov.org)
    - b. The Fleet Group: Senior Deputy Conway
    - c. Overall support by Dan Santizo [dan.santizo@sfgov.org](mailto:dan.santizo@sfgov.org) (415) 522-8123.

### 3. DEPARTMENT CARBON FOOTPRINT & HISTORICAL ANALYSIS

- A. **Facilities & Reduction Measures:** Since '08-09 the SFSD Carbon Footprint peaked in '09-'10 at 3516.79 metric tons. Usage has dropped approximately 2% every year since that peak. Electricity is now counted as "CF-neutral" since the hydroelectric generation is green other indicators show that improvements are being made by the SFSD. Although improvements are modest some issues come to mind: 1. Inmate population has dropped these past few years and 2. The SFSD does not have the means to factor for seasonal variation or the cost of fuels over this time period. The SFSD is committed to improved efficiency but if the efficiency gain is overtaken by a seasonal increase in fuel consumption then the data would indicate that we are not trending properly and thus not good stewards. Please see the summarizing table provided from the Google-docs data base below the Electric, Gas and Steam facility summaries.
1. **Energy:** Elect, Gas & Steam Use/Emissions: '11-'12 data from Google Docs/CCSF - Climate links. The following summaries are per facility, energy conservation actions and future plans: General SFSD note –it appeared to be quite cold this past winter. The SF PUC has been a great asset in studying and improving the mechanical systems of our facilities. The SFSD is expecting final reports soon to see if the modeling was accurate.
    - a. **Electricity:** The SFSD used approx. 11,658,029 KWH of elect, CO footprint (CF) of 0 due to Hetch Hetchy designation. (vs last FY: 11,799,486 K-WH, cost of \$452,666). Regardless of the 0– CF we did experience a **usage improvement of approx. 141,454.7 kw-hr. This translates to a reduced electricity usage of 1.2%.**
      - i. County Jail #1 & #2 (425 7<sup>th</sup> St):- Data **indicates a nearly 278,000 kwh decrease in electrical use.** This may be in part be due to the PUC projects that were completed these past two years. i.e. new VFD drives & control systems etc. Energy



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- readings have only been trending since December of 2011. Energy usage data still being compiled by PUC - reports are forthcoming. **Electrical Energy Saving Future:** Ozone laundry treatment is being studied at this time to eliminate hot laundry water. SFSD is considering upgrading cell lighting to LED lighting.
- ii. **Women's Resource Center (930 Bryant):** Electricity use appears to have increased 82% from last year to 46,664 kwh. **Problem: there are two entries for the WRC – considering the data totals then trending is only slightly higher.** Although the systems were modernized the last couple of years. The heating system did not operate correctly and the tenants resorted to using their own space heaters. SBBS troubleshooting revealed that the heat was not reaching the spaces due to terminal units not working properly. Lesson – for any new project the existing and new systems should be commissioned as a whole. In sum the real updated systems should start to reveal true savings this coming year. **Electrical Energy Saving Future:** Terminal units should be repaired by this summer. New roof with insulation needed soon. Large south facing window could use a coating to minimize the heat gain. The Benchmarking report states a low Energy Star rating. SFSD has upgraded the facility to the extent that we could and we continue to ask for a new insulated roof along with glazing corrections to help with thermal cycling.
  - iii. **CJ#3/ #4 HOJ (850 Bryant)+:** Electricity use has gone up by 19,167 kwh, less than 1%. SFSD continues to replace TV's w/Energy Star hi-efficiency flatscreens. **Electrical Energy Saving Future:** TV replacement continues.
  - iv. **County Jails #5/#6 (1 Moreland Dr) San Bruno:** Data indicates energy use went up by 99,248 kwh up 1.7%. Although the CJ#6 facility remains without inmates it is used for training and the offices remain active. Electricity use should have been reduced based on historical levels. **Elect. Energy Saving Future:** SFPUC project are resuming this year for CJ#6 and CJ#5. Plans completed and construction meetings have started. Plans to add VFD drives to AHU's, light controls, controls to kitchen hoods. Tie Learning Center/ CJ#6 to facility building control system.
  - v. **Noteworthy mention is the San Bruno facility - water pumping station:** Electricity has been trending downward steadily for the past three years - 12% savings: likely that water tank filling has been refined and more regular rainfall this past year has decreased the irrigation water needs. Conversely the site registered a very high water use spike this past year likely due to the demolition of the old jail and an equivalent increase in pumping costs should have been seen but it is not evident.
  - vi. **25 Van Ness Admin Offices – City Building:** Data indicates elect. use dropped another 1.8%! **Elect. Energy Saving Future:** No new projects.
  - vii. **City Hall:** SFSD offices had another 4% decline in energy usage.
  - viii. **SFSD Training Fac. 120 14<sup>th</sup> St – Leased Building:** Use has gone up by 27,000kwh or over 10%. **SBBS inspection found deficiencies; owner was informed and has started more maintenance.**
  - ix. **SFSD Programs 70 Oak Grove – Leased Building:** Electrical use went back up to it historical use around 118,000 kw-hrs. SFSD has informed the owner of the



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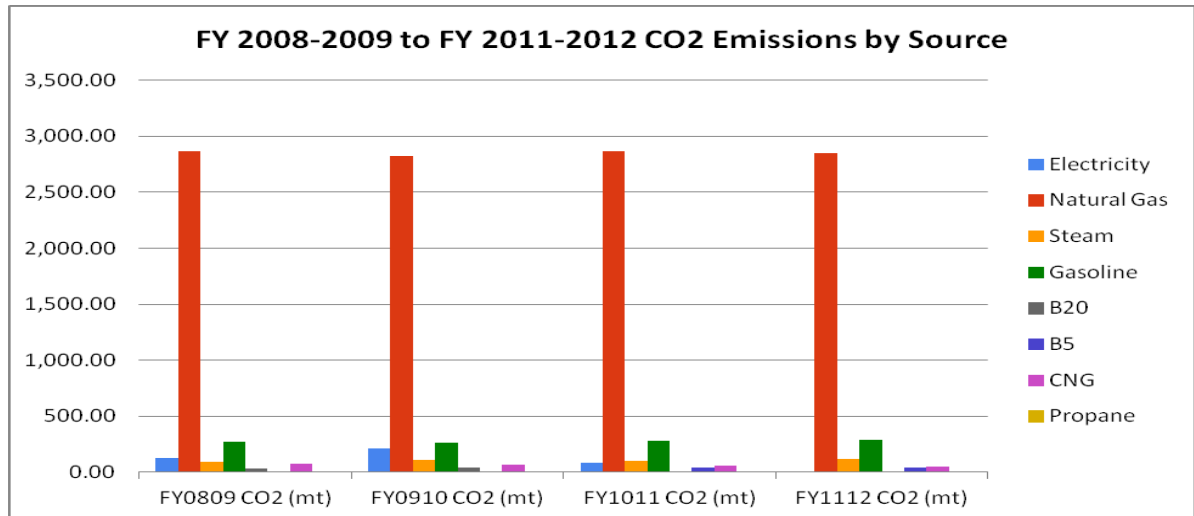
increased energy consumption and they have been somewhat reluctant to troubleshoot HVAC issues within the building.

- x. The small SFSD office at 550 7<sup>th</sup> Street: Use went down by 11%
- b. **Natural gas:** SFSD utilized approx. 536,171 + 157,772 (Red) = 693943 therms of gas, down 11324 therms from last year with a reduction in 61 CF.
  - i. County Jail #1 & #2 (425 7<sup>th</sup> St): Gas use declined nearly 20%. Likely due to the kitchen not being used. **Natural Gas Saving Future:** Only the kitchen (closed at this time) and laundry uses gas and two pods were closed this past year.
  - ii. Women's Resource Center (930 Bryant): **Gas usage dropped approx 2500 therms. This correlates to the expected efficiencies of the new boiler/water heaters. BUT** system as a whole was not working and the tenants resorted to using electricity based heating! PUC audits have not been provided as of yet. **Gas Save Future:** New roof needed in the near future would also allow for insulation.
  - iii. CJ#3 & #4: Hall of Justice: An overall decrease of gas usage by approx. 8000 therms. **Natural Gas Saving Future:** SFSD continues to study laundry wash cycle ozone injection.
  - iv. County Jails #5/ #6 - San Bruno: Gas usage increased nearly 9000 therms or nearly 3% even though we have dialed-down space heating requirements at the less-used CJ#6. **Natural Gas Saving Future** New PUC energy efficiency projects are underway. Expected savings in electricity and gas usage.
  - v. 25 Van Ness Admin Off.: Data indicates a decrease of nearly 100 therms for the offices. **Natural Gas Saving Future: Being a RED facility SFSD is not aware of factors that could account for this other than an overall average reduction.**
  - vi. City Hall: Is showing an increase of 177806 therms or over 14%.
  - vii. SFSD Training Fac. 120 14<sup>th</sup> St (Leased): Data indicates an increase of just over 1000 therms - SFSD investigated and found some inefficiencies – Owner will maintain the building more frequently. **Building commissioning needed! Gas Saving Future:** Various energy savers could be implemented from solar gain eliminating film on the south facing windows to thermal glazing etc.
  - viii. SFSD Program Facility – 70 Oak Grove (Leased):-: Data indicates an increase of over 400 therms or 13%! Limited investigation by SFSD indicates that thermostats need re-calibrating, zones need to be reconfigured! Building re-commissioning should analyze this professionally.
  - ix. The small SFSD office at 550 7<sup>th</sup> Street: Data suggests that gas usage has nearly tripled from 33 therms to 99 therms but this is a shared building.
- c. **Steam:** The SFSD used 1.268-million lbs of steam with a CF of 120.81. (vs last FY use of 1.90m-lbs and a CF of 103.87). Steam use has gone up almost approx 13%.
  - i. County Jail #1, #2, #3 & #4: Data from last years PUC improvements are being compiled and reports should be out soon. **Steam Saving Future:** Some steam leaks that the SFSD is responsible for have been found and are being repaired. The source of steam and nearly all of this system is in the control of RED. RED



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does not include us nor inform us of efficiency efforts that they perform. Laundry wash ozone injection would eliminate the use of hot water for the laundry.



- d. CJ#5, #6 are the largest beneficiary of PUC energy efficiency projects this coming year.
- e. **SFSD IT:** Our IT group is installing power saving features as their standard practice in all computer installations and repairs to old computers. All new servers will be energy star rated. We have no formal survey of computer screens but nearly all workstation related monitors have been replaced with flatscreens. Our security systems monitors are being replaced with more efficient flatscreens as well.
- f. **SF Water/Sewer Benchmarking Report:** SFSD facilities are entered and are available at <http://www.sfwater.org/modules/showdocument.aspx?documentid=2938>. The SFSD has reviewed the report and finds the report to be generally consistent with our observations and the Google docs data that energy use has gone up slightly in specific facilities. Some items that need correction or other:
  - i. Sheriff's Dept facilities are listed in the Benchmark study under "Offices" – page 19, "Public Safety" page 22 and "Education" – page 17
  - ii. Report Corrections: CJ#5 was built in 2006. This campus-facility is really three buildings that are now being fed by one gas meter, one electrical meter. This facility was the obvious highest use of energy. This is due in some part to the incomplete manner by which the new CJ#5 jail was finished / not commissioned i.e. the three large boilers were all over-fired to meet a theoretical need which was recently found to be incorrect. This along with improvements due to PUC projects should start showing as improved-performance data next year.
  - iii. CJ#6 is now up to modern lighting standards due to PUC projects.
  - iv. The WRC was remodeled in 2012 where nearly all systems are updated.
  - v. The Community Programs building at 70 Oak Grove was remodeled in 2004.



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- 2. Renewable Energy:** The SFSD does not have any renewable energy installations at any of the sites but will encourage the utilization of such in upcoming projects.
- 3. Green Building:** The SFSD does not have any green or LEED rated buildings but will strongly encourage future project to be compliant.

### B. Water Consumption, Efficiency and Conservation

- 1. Water** The Google data entry is not correct –addresses appear to be random residences or other. The extra addresses add up to around 1,000,000 gallons. Corrected Data indicates SFSD consumed approx. 42,000,000 gallons of water which is only an increase of 6.5%.
  - a. County Jail #1 & #2:** Data indicates that the downtown jail is using 8,777,780 gallons of water –a reduction of over 2 million gallons. 1. A pod has been closed for over a year. 2. Cooking transferred to the HOJ kitchen. 3. Maintenance has improved inmate flooding response. **Water Saving Future:** SFSD is in process with a pilot program to install high efficiency toilet flushing systems (ICON systems) to CJ#1, #2 and #6.
  - b. Women's Resource Center:** Water use has dropped usage by 20,668 gallons from an all time high spike of 212,432 gallons! No known reason. Last year we remodeled the bathrooms with high-efficiency toilets and low flow faucets. If this continues we need to have a follow-up investigation by the water dept. Possible that the City gas station next door is connected to our water? All water use sources have been modernized.
  - c. CJ#3 & #4- HOJ (RED Bldg):** Data indicates the jails have reduced water usage by 10%. Possibly due to reduced inmate population - but analysis is very difficult without sub-metering. **Water Saving Future:** SFSD continues to plan more ICON toilet retrofitting as budget allows.
  - d. County Jails #5 & #6:** in San Bruno: The address of 2-\*\*\* Temple, indicates this is the Harry Tracy pump station but this is listed as a RED facility - it should be listed as an SFSD facility. Data indicates that we have used 23 percent more water than last year or 7-million gallons of water. The only anomaly has been the demolition of the old jail which used a great amount of site water for dust control. **Water Saving Future:** Separate water meters for CJ#5, #6, and the Learning water would help in assessing savings. CJ#6 planned toilet flush-o-meter retrofits.
  - e. SFSD Programs at 70 Oak Grove** – nearly 9000 gallons of water were saved last year. This may be attributable to the reduced vehicle washing at this facility. Looks like vehicle washing may resume shortly.
  - f. The SFSD Training Center:** Data indicates that the training facility is using nearly 10,000 gallons more this year from last. No known reasons – No anomalies found!
- 2. Waste Water Discharge:** After taking out the incorrect addresses attributed to the SFSD the total SFSD is noted as discharging 14,231,160 gallons of wastewater. This is another 18% savings from last year. It appears that data does not exist for the waste water accounting at the San Bruno site. SFSD will gather the Daly City billing records. The conclusion section would be inaccurate since the San Bruno wastewater discharge is not accounted for – THE SFSD will complete this section next year due to time constraints.
- 3. Water reduction.** SFSD continues to repair broken water lines. Response times by facility maintenance to stop stuck or over-flowing toilets has improved. We are confident that the only





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items which indicate a large increase is the now completed CJ#3 Demolition Project which basically sprayed water on the demolition project for nearly 5 months.

## C. Transportation, Fleet and Fuel Reduction Measures

1. **SFSD Vehicle Fleet Fuel Usage:** CCSF Fleet Manager is Mr. Tom Fung 415-550-4650, [tom.fung@sfgov.org](mailto:tom.fung@sfgov.org). SFSD Fleet contact is Kevin Lyons. Total CF this year was 380.68 vs 381.87 from last year – a very modest decrease in CF production of 1.2 MT.
  - a. Gasoline: usage of 32631 gallons vs last year vs 31,811 gallons the previous year for 820 gallons more this year with an associated CF increase of 7CF mt. The SFSD fuels some of its vehicles at the San Bruno Facility where we have a small gas station. We are not sure if the purchase of gas for our gas station in San Bruno is counted in this summary – we probably fill the 1200 gallon tank at least four times a year. Data to follow – The SFSD has just installed the city-side TRAK fuel tracking system.
  - b. CNG: Lower CNG use from 9278 to 8,316 GGE. A CF decrease of nearly 10-percent.
  - c. LPG – The SFSD Storekeeper operation uses two forklifts - they use propane for fuel. At this point we are guessing that we use approximately 20 gallons of fuel a month each. Data shows that we are using 64 gallons of LPG with a CF of .37.
  - d. Diesel – B-5: SFSD is using 4372 gallons of B-5 up from last year of 4264 gallons, a 3% increase with a CF of 42.14. Besides our Inmate Busses the SFSD Farm Operation - (Garden Project) fuels its operation with the purchase of farm diesel. The SFSD will use the bio diesel that is recommended by the manufacturer of our vehicles.
  - e. Farm Diesel: at least 1200 gallons a year. This needs to be added to the summaries
  - f. Diesel B-20: The record indicates that we did not use any B-20 this past year.
  - g. Vehicle Maintenance: Vehicles are maintained per DOT requirements, mileage, or elapsed time. 90% of the vehicles were serviced last FY. The department evaluates vehicles annually. Criteria include fleet requirements, assignment of vehicles, potential of alternative fuel vehicles, condition, mileage and service history. Law enforcement agencies require full size vehicles. The SFSD replacement plan: replace vehicles after ten (10) years of service after an evaluation of the vehicle, application and alt fuel issues. This would result in fifty (50) percent of the fleet being less than five (5) years old. SFSD acknowledges that older vehicle retirement will benefit the environment.
  - h. **Biofuel:** SFSD has investigated if SFSD stationary equipment i.e. gensets, boilers, water heaters etc can use biodiesel. SFSD has researched this and it is unanimous that manufacturer's **do not recommend** this mostly due to fuel stability issues.
2. **SFSD HACTO-** Healthy Air and Clean Transportation Plan for FY '11-'12:
  - a. SFSD continues to purchase green vehicles/turn-in the oldest. SFSD has documented with HACTO staff to quantify exempt vehicles. Contact has been with Mr, Bill Zeller at 355-3728 -[williamzeller@sfgov.org](mailto:williamzeller@sfgov.org). SFSD continues to seek clarification as to how fleet reductions will be realized when the rate of vehicle replacement is not being achieved. Alternative fuel Police Pursuit vehicles are not available yet.
  - b. Transit First. Although the SFSD encourages its employees to take transit the reality of the SFSD is that it is a 24/7 operation with personnel that has duty based equipment.



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- c. The SFSD is starting to utilize an internal and interdepartmental car-pool with our electric vehicles. We have recently moved a charging station for easier access by others. This concept is not being utilized fully at this time.

### 3. SFSD Transportation Survey:

- a. The SFSD is exploring opportunities with the City Car Share/ Car Pooling programs.
- b. The department does have limited internal car-sharing ability.
- c. The Google data indicates only 7 employees took the survey down from 154 in 2010. It is apparent that of the seven participants at least half the time they rode the bus or rode a bike. It is my judgment that the data in this last survey should be added to the 2010.
- d. It is apparent in the 2010 survey 70% of the respondents drive alone. Many SFSD employees are at the remote San Bruno Jail which is not conducive for public transportation. Even with the off- shifts, it is noteworthy that up to 12% of the respondents did take public transportation and another 10% did carpool.
- e. The SFSD needs to make readily-available to all employees at all facilities resources such as the token program, or the Clipper Cards discounting and all other opportunities especially the pre-tax transit incentive program. A simple – one-poster solution could address the notification part of this process.

## 4. OTHER SUSTAINABLE PRACTICES

### A. Zero Waste

1. SFSD recycling coordinator and compliance officer: Deputy Koehler – City Hall Room 456, 415-554-7214. The Green Purchasing contact is Solo made at 355 3739 at rusununguko.made@sfgov.org All SFSD facilities are required to recycle and compost
2. SFSD is still attempting to bring a composting program to the San Bruno jails site SFSD continues to fine tune sorting of waste stream products to the recyclable components.
3. The SFSD combines its waste stream with the Hall of Justice so specific improvements are difficult to analyze. Facility status:
  - a. Facilities that recycles and composts:
    - i. Jails 1, 2, 3 & 4 @ 850 Bryant St., and 425 7<sup>th</sup> St,
    - ii. City Hall, WRC @ 930 Bryant St, Training @ 120 14 Street, Programs @ 70 Oak Grove, 25 Van Ness, 400 McAllister, 1011 Turk St., Youth Guidance Center, Training Ct 120 14<sup>th</sup> Street, Laguna Honda Hosp., SF General Hospital, 555 -7 th St.
4. The SFSD kitchens in SF have implemented composting. Composting is still not available at the San Bruno jails. The SFSD has added contract requirements with its foodservice vendor to provide an increased compostable waste stream for inmate meals. The Sheriff's Dept. will expand the vocational/ horticultural program this year by allowing inmates the opportunity to perform work on the exterior grounds and farm of the jail complex and participate in the celebrated Garden Project.

### B. Transportation Options

1. SFSD would look forward to having more electric vehicles and charging stations.



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2. SFSD is looking to develop a secure and weather protected bicycle parking area.
3. Increase efficiency in the SFSD vehicle fleet. SBBS is taking every opportunity to request more efficient vehicles in the next fiscal year.
  - a. Transportation surveys were provided to SFSD employees last year. The SFSD looks forward to the outreach seminar to SFSD employees to promote Commuter Benefits.
  - b. SFSD to promote emergency ride home program to employees. This program consists of providing the employee with a free ride home in cases of emergency. The Department does distribute this information to employees on a regular basis.
  - c. Identify telecommuting program. Application of this is limited for the SFSD.
  - d. Identify promotion of CCSF bicycle fleet program.
  - e. Identify rideshare program. The nature of SFSD mission limits this measure.
4. Commute Contact person: Liore Milgrom-Gartner, 415-550-4600, lioree.elcott@sfgov.org.

### **C. Green Purchasing**

1. SFSD Purchasing is under the Sheriff's new CFO Ms Bree Mawhorter (415) 554 4316. Finance staff was represented at the Green Purchasing Conference last year and a score of Fair was given to SFSD. SFSD is still consolidating the storekeeper operation. SFSD is committed to modernizing its purchasing process and is committed to researching green purchasing practices. SFSD is aware of Ordinance and the requirements to buy green. The SFSD purchasers are aware of the <http://www.sfapproved.org> site
2. Contact Marci Yellin 415 326-3805 <http://buy.green.score@gmail.com>.
3. SFSD is still in process of developing a Green Product Purchasing policy.
4. No known SFSD score on the Green Purchasing this year.
5. SFSD Google data has apparently not been updated. It would be realistic in the reorganizing and reconsolidation of the SFSD Purchasing/Storekeeper Operations including other sub-departments that purchase for the SFSD - that a standard enforced Green Purchasing Policy is placed high on the priority list.

### **D. Information Technology**

1. DT contact: Mr. Brian Roberts, 415-554-0861, [brian.roberts@sfgov.org](mailto:brian.roberts@sfgov.org).
2. SFSD IT: Lt Hardy 415 575 4449, [Dave.Hardy@sfgov.org](mailto:Dave.Hardy@sfgov.org)
3. Implementation of the electronic pay stub system.
4. SBBS elect/computer energy conservation plan continues to be in process. Parts of the plan will include latest generation of electronic components (ie. Energy Star computers /screens, low voltage xformers) SFSD/SBBS conservation plan: SFSD to follow SFPUC protocols as feasible. Flyers & label printing in-process for end-user reminders to conserve energy by turning off equipment when not in use. The labels to be affixed to monitors, computers, etc. Users who work in dayshift only units will be asked to turn their equipment off at the power strip nightly. Default settings for copy machines are for the machine to hibernate after approx. two minutes. The default setting for printing shall be 2-sided. This will be



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confirmed each quarter when the copy machines are examined for billing counters. When ordering new computer equipment, the department will purchase equipment that meets the lasts EPEAT standards. SFSD continues to consolidate printing activities and most importantly communicate resource management policies.

## E. Carbon Sequestration/ Urban Forest

1. Womens Resource Center at 930 Bryant St. may be a good candidate for solar application it has good orientation and a large roof. The roof needs replacement as well so with a little more planning some supports could be installed to meet near future needs
2. Urban Forestry Contact is Mei Ling Hui DOE, (415) 355 3731 [meiling.hui@sfgov.org](mailto:meiling.hui@sfgov.org).
3. The SFSD/SBBS has a caretaker status for the designated wetlands and the undeveloped acreage at the San Bruno facility.
4. SFSD currently sponsors the Garden Project, which provides labor and support for green planting throughout the city and its associated watershed areas. The Garden Project also provides invasive species control in the San Bruno site.

## 5. COMMUNITY WIDE IMPACT

### A. Outreach

1. Install local/global educational/informational signage at strategic locations for conservation measures from recycling to walking up stairs to switching the lights off. **SBBS will seek ways to inform building occupants of the value of the various parts of impact reduction.**

### B. Impact Reduction

1. In addition to the commitments and measures already taken, sponsors & team leaders to foster a supportive, proactive backdrop for future implementation of green practices.
2. SFSD currently complies with the strict regulations limiting the use of the diesel generator due to the proximity to the elementary school on 7<sup>th</sup> Street. SFSD further complies with BAAQMD guidelines for generator run-time operations.
3. Expand environmental curriculum in inmate classroom activities.
4. **The SFSD provide visitor shuttle service from the City to the San Bruno site in the weekends.**

### C. Infrastructure

1. **SFSD is involved with the preliminary planning of the CJ#3 & #4 replacement project. The SFSD is committed to the achieving the appropriate LEED level for that project. Although not presently LEED certified the core Sheriff's Building Services group for the project will encourage and foster a positive environment for impact reduction.**

## 6. SUMMARY AND GOALS

- A. **Improvements:** Overall, the SFSD energy/resource usage trending (even with individual facility spikes) appears to be improving. SFSD Building Services Staff continues to work with PUC engineers to plan and execute projects. Significant improvements to equipment and HVAC equipment modernization etc will have positive impacts to the overall energy and



## San Francisco Sheriff's Department Climate Action Plan FY '11-'12

resource usage by the SFSD operated facilities. It may be a prudent strategy to emphasize the significant dollar savings attributable by everyone's participation in reducing our CF footprint.

**B. Yearly Climate Variations:** It appears reasonable that a yearly climate factor be applied to the yearly data as an overall correction factor to take into consideration yearly climate fluctuations.

**C. Further Investigations:** Insomuch that the SFSD is experiencing an overall reduced carbon-footprint, from 3439.13 last year to 3346.41 this year, the SFSD is experiencing some high energy spikes at some facilities but we are unable to identify specific causes. It is difficult to isolate these issues and apply solutions when there is a lack of sub-metering in shared building spaces (such as the HOJ with the associated combined/averaged energy trending based on square footage of building occupants). The SFSD has been receiving the monthly energy use reports and we have caused repairs based on this reporting, i.e.: we were alerted to our Training Facility's high energy usage of which we alerted the building owner to look into his building. Various issues were found and some repaired. We are dedicated to review monthly records for energy trending and to find excessive energy usage anomalies. To summarize:

1. County Jail #1 & #2: Expected savings all-around with less inmates.
2. Women's Resource Center: Electrical use has spiked due to faulty unit heaters not operating properly. SFSD is repairing the units. Water use has dropped.
3. The Hall of Justice: Cj#3 and #4: Increased steam use - may be due to a cold winter.
4. County Jails #5 & #6 in San Bruno: Increase in gas usage - likely a seasonal variation. Spike in water use - likely due to the demolition project using site water for dust control.
5. San Andreas pump station is using less electricity: Difficult to analyze since water use was significantly increased but could be likely that pump run times have been more efficiently scheduled with less start and stop commands.
6. 25 Van Ness – doing well - slightly less energy use.
7. City hall: Steam energy use has gone up slightly - difficult to track since bldg is averaged.
8. SFSD Training Facility @ 14<sup>th</sup> St - Rental: Increase in gas and electricity.
9. SFSD Program Facility – 70 Oak Grove - Rental: Slight increase in electricity and gas.
10. 555 7th Street: Water use has dropped but gas usage has **increased**.
11. Mobile Fuel: SFSD fuel use has increased modestly but our footprint has gone down.

### 7. CONCLUDING OBSERVATIONS

The Sheriff's Department again continues to make steady progress in various areas related to reducing our environmental impact in its many forms. The Department continues to focus on the completion of the Capital projects identified in this report and the continued outreach to our employees regarding energy consumption, commute alternatives and recycling programs for the upcoming year.

\*\*\*\*

# HACTO Annual Plan

#48

## Healthy Air & Clean Transportation Ordinance Annual Implementation Plan FY 12-13

Due January 10, 2013

Notes:

1. A Resource Guide for filling out this form is available on-line [through this link](#).
2. We recommend that you use Firefox or Chrome internet browsers to complete this form (though Internet Explorer will work).
3. Department directors must approve the form – you will receive directions for approval after you submit the form.

Department \*

Sheriff's

Name of Person Preparing Report \*

Kevin Lyons

Title of Person Preparing Report \*

Manager Sheriff's Bureau of Building Services

Email of Person Preparing Report \*

kevin.lyons@sfgov.org

Name of Department Head \*

Sheriff Ross Mirkarimi

## 1. Transit First – At Work

Section 403.a.3 of the Environment Code mandates that each department develop a Transit-First policy to reduce motor vehicle use for work-related trips. In accordance with section 403.a.5, the policy will serve as a baseline to evaluate your vehicle request in the coming year.

### A. Public Transit

For next year's report, you will be asked to report on the departmental metrics concerning transit usage. For example, number of trips made and money spent on public transit.

Does your department promote or plan to promote employees to use public transit for work-related travel? \*

Yes

No

What resources will your department offer? \*

Clipper Card

Communal FastPass

Tokens Other

Other: \*

What forms of communications will you use to promote employees to use TRANSIT for work-related travel? \*

 Department Website / Intranet Department Newsletter E-mail Blast New Employee Orientation Poster / Flyers Brown bag lunch / Presentation Other

Other: \*

If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:

The Sheriff's Department encourages all employees to minimize the use of vehicles by using public transportation, walking, biking and car pooling when these transportation methods are a reasonable alternative to using a vehicle or a single occupancy vehicle to conduct Department business. There are a significant amount of vehicle trips between the SFSD facilities located in the City and the San Francisco County Jail in San Bruno. There are no real opportunities to supplement these trips with public transit, bike or walking as an alternative to the use of City Vehicles.

## B. CityCycle (formerly known as City Bike Fleet) & Department Bikes

For next year's report, you will be asked to report on the departmental metrics concerning bike usage. For example, number of trips made and mileage covered via bike usage.

CityCycle is a program offered through SF Environment where City departments receive bicycles, accessories and maintenance for free. These bicycles are housed around the City and can be used by any paid intern or employee.

Does your department offer or plan to offer employees access to a bicycle for work-related travels? \*

 Yes No

Is it / will it be a CityCycle bike? \*

Yes

No

Not sure

How many bicycles will be available? \*

Would your department like to make a request for more bikes? \*

Yes

No

What forms of communications will you use to promote employees to use BICYCLES for work-related trips? \*

Department Website / Intranet

Department Newsletter

E-mail Blast

New Employee Orientation

Posters / Flyers

Brown bag lunch / Presentation

Other

Other: \*

If applicable, please use this space to describe in greater detail your department's BICYCLE program for work-related travels:

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### C. Vehicle Pool & D. Car-Sharing

For next year's report, you will be asked to report on the departmental metrics concerning car-sharing usage. For example, number of trips made and money spent on car-sharing.

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

Yes

No



## Video- and Tele-Conferencing

One option for sustainable transportation is to remove the need for travel.

Is your department able or have plans to host a tele-conference call? \*

- Yes  
 No

Is your department able or have plans be able to host a video-conference call? \*

- Yes  
 No

In the 2012-13 HACTO Report, you will have to provide metrics for these programs. How will you track the implementation of these programs? \*

- Excel spreadsheet  
 Google Docs  
 Other

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel:

The Department operates a shuttle service that is available to the public to provide transportation for people visiting Inmates at the San Francisco County Jail in San Bruno. This shuttle operates on Saturday and Sundays. The shuttle has 2 stops in the city and runs 6 round trips a day.

## 2. Transit First - Commuting

Here we ask questions about how your department encourages its employees to use sustainable modes of transportation to get to/from work.

For next year's report, metrics for this section can come from the CCSF Transportation Survey.

A. Does your department promote or have plans to promote the use of public transit for commuting to/from work? \*

- Yes  
 No

How will you promote public transit? \*

- Encourage participation in the Pre-Tax Commuter Benefits program
- Offer a shuttle to nearby transit
- Other

Other: \*

What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? \*

- Department Website / Intranet
- Department Newsletter
- E-mail Blast
- New Employee Orientation
- Posters / Flyers
- Brown bag lunch / Presentation
- Other

Other: \*

B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? \*

- Yes
- No

How will you promote bike-commuting? \*

- Provide indoor/safe bike storage
- Offer on-site showers and/or lockers
- Other

Other: \*

What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? \*

- Department Website / Intranet
- Department Newsletter
- E-mail Blast
- New Employee Orientation
-

Posters / Flyers

Brown bag lunch / Presentation

Other

Other: \*

C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? \*

Yes

No

How will you promote Carpool and/or Vanpool? \*

Reserved parking carpool and vanpool vehicles

Encourage registration in the 511-matching program

Other

Other: \*

What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? \*

Department Website / Intranet

Department Newsletter

E-mail Blast

New Employee Orientation

Posters / Flyers

Brown bag lunch / Presentation

Other

Other: \*

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

Yes

No

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work:

The SFSD does distribute information on commuter programs and the advantages that are available to employees using alternative transportation such as pre-tax benefits. The Department of the Environment did provide a presentation to the SFSD Command Staff this year on the commuter programs that are available to employees regarding alternatives to driving alone. The Sheriff's Department does have staff that work on 3 rotating shifts 7 days a week. The reality is that Public transit is not always convenient for employees who work off hours

Bonus: How will you promote the Great Race for Clean Air?

- Department Website / Intranet
- Department Newsletter
- E-mail blast
- Posters/Flyers
- Other
- N/A

Other: \*

### 3. Fleet Reduction

Section 403.a.3 of HACTO mandates that each department reduce its fleet by 5% per year until 2015. The Ordinance does permit a department to apply for a waiver if "mandated fleet reductions would unduly interfere with the department's ability to discharge its official functions." In this section, please state your fleet reduction plan for FY12-13 (July 1, 2012 - June 30, 2013).

A HACTO vehicle is a passenger vehicle or light-duty truck.

Does your department manage any of its own vehicles? \*

- Yes
- No

Measurement for fleet reduction will be based on fleet inventory as of June 30, 2010. On June 30, 2010 how many vehicles from your department's fleet were subject to HACTO? This number is your "Baseline." \*

Your 5% fleet reduction is calculated from the Baseline fleet size you supplied in the answer above. What is 5% of the Baseline fleet?

Note: this is the average number that must be removed annually through July 1, 2015. \*

How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June 30, 2012)? \*

In FY12-13 (July 1, 2012-June 30, 2013), how many vehicles must be removed from service to be compliant with HACTO's reduction mandate? \*

How many vehicles is your department planning to remove from service in FY12-13 (July 1, 2012-June 30, 2013)? \*

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

- Fewer than the number needed to be compliant.
- Equal to the number needed to be compliant.
- More than the number needed to be compliant.

If your department feels it cannot comply with the fleet reduction requirement, you will be able to apply for a waiver (HACTO Section 403(c) details waiver qualifications). To apply, a waiver request must be sent from your department director to the director of SF Environment. As part of the justification, this request must include a description of your Transit First programs for reducing reliance on department vehicles, and an explanation of why these programs are not sufficient to enable your fleet to be reduced as required by the Ordinance. Additional information about the process for submission and evaluation of waiver requests, and about alternative steps for reducing Greenhouse Gas emissions that may be required, will be available after the first of the New Year.\* \*

- I would like a call from the Clean Vehicle team to discuss the Waiver process
- No call is needed, thank you

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## 4. Resources

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: \*

- CommuteSmart brochures specific to CCSF employees
- Pre-Tax Commuter Benefits flyers & guides
- CityCycle flyers & signs
- Phone consultation with a CommuteSmart team member
- Phone consultation with a Clean Vehicle team member
- Presentation (tabling, brown bag lunch...) at your office

No thank you

Save Changes