

# 2014 DISTRICT ATTORNEY CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

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## 1. INTRODUCTION

The San Francisco District Attorney's Office is committed to reducing its carbon emission through decreased energy use, modification to its fleet including reduction and introduction of energy efficient vehicles. We are steadfast in our efforts to reduce waste and contribute to a healthy sustainable San Francisco through recycling and composting of materials. Our waste and emissions reduction strategy begins with educating our staff about the ways to decrease carbon output through clear communication techniques such as presentations, posters, emails, memorandums, and office policies. Keeping our staff informed and motivated about the healthy and sustainable food initiative, water preservation, transit first and emerging technologies surrounding conservation is vital to reducing our carbon footprint.

## 2. DEPARTMENTAL PROFILE

### 2A. DEPARTMENTAL MISSION

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

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

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

### 2B. DEPARTMENTAL BUDGET

Fiscal Year 2013-2014 departmental budget is \$46,716,897

### 2C. NUMBER OF EMPLOYEES

Number of Employees: 251 Full Time employees, up from 247 last year, all have computer workstations.

### 2D. FACILITIES

Facilities: Three separate locations house the District Attorney's Offices. We occupy parts of the first, second, and third floors of the Hall of Justice (HOJ) at 850 Bryant, two floors at 732 Brannan and have offices at the Youth Guidance

Center, at 375 Woodside. At HOJ, we have 177 people distributed as follows in 32,315 sq. ft. At our Brannan office, we have 17,625 square feet and 62 people. At YGC, we have 12 employees and our square feet are 1,975. The Department of Real Estate manages the Hall of Justice and Youth Guidance Center, a private property owner lease's us the Brannan Street office. All of our space functions as office space, with some rooms for conferencing, and IT equipment. Our space is very limited; we are occupying an area that is fit for a third of our employees. Office space intended for single occupancy houses two to three employees. In that regard, we are making an efficient use of space.

## 2E. VEHICLES

The District Attorney's office uses its fleet of vehicles primarily for sworn peace officers in the Bureau of Investigations. Vehicles are necessary for all aspects of investigations to bring criminal cases to trial including locating; interviewing witnesses, executing search warrants, serving subpoenas; transporting victims and witnesses to safe locations; seizing and transporting evidence; and many more tasks in the field that require them to drive within city limits and throughout the Bay area on a daily basis. DA Investigators are also first responders under the City's emergency response plan and have specific duties that require use of a vehicle. Additional vehicles are utilized to support services to victims of crime in the community, and for community prosecutions that require case files to be transported daily to various community locations. This year, we determined only four vehicles are subject to HACTO standards because the remainder are pursuit vehicles (we have submitted for exemption). We have 33 vehicles, 19 use Gas, 6 are Hybrid, and 8 use Natural Gas. There are two vans, one SUV, one pickup, and twenty-nine cars.

## 2F. DEPARTMENTAL CONTACT INFORMATION

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## 2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

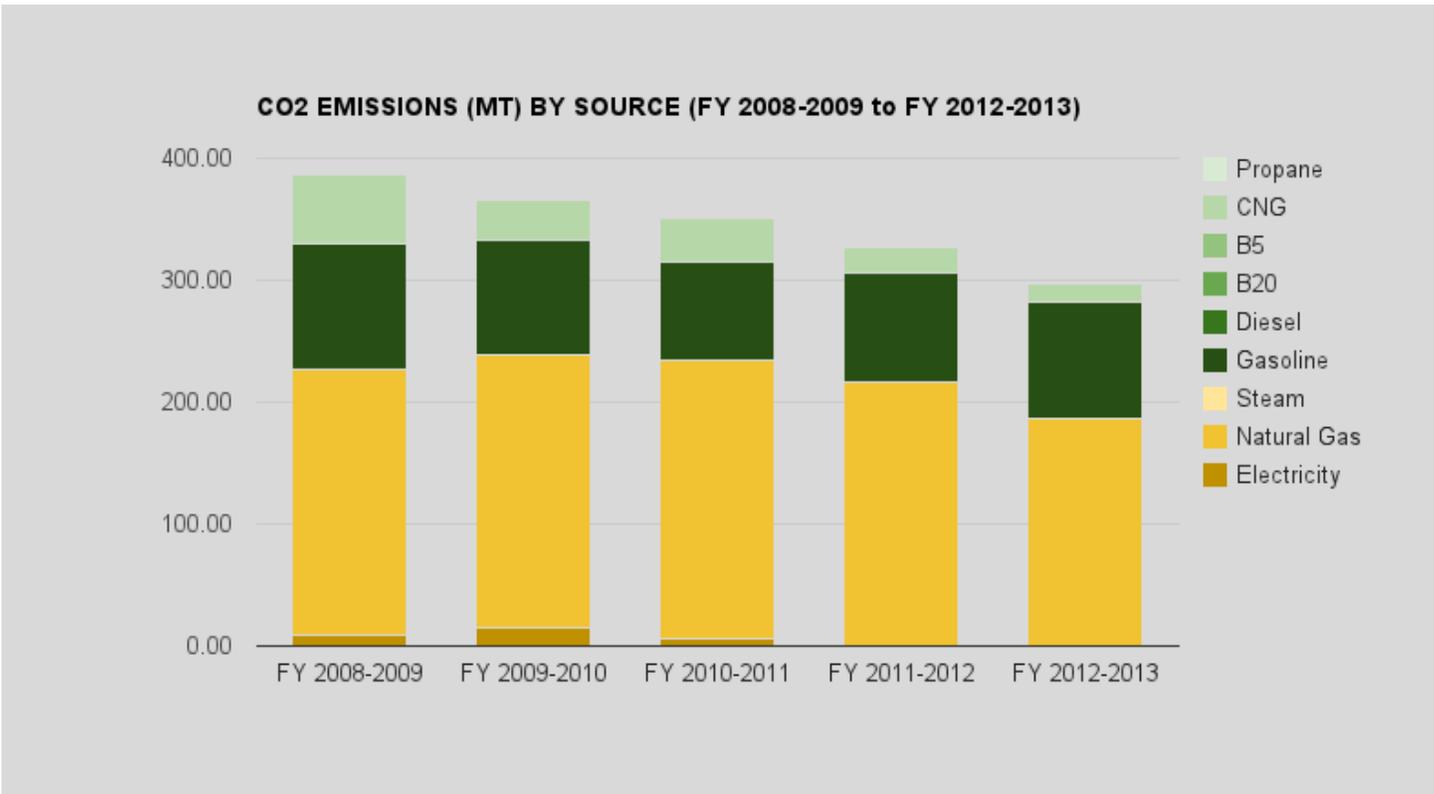
The District Attorney's Office does not have any other sustainable plans besides this climate action plan.

## 3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

During Fiscal Year 2012-2013, the District Attorney's total operational greenhouse gas (GHG) emissions were 186.06 metric tons of CO2. This basis for the GHG emissions derives from the department's consumptions of facilities energy and vehicle fuels, as exhibited in the section below.

In the section below is the 5-year summary of the District Attorney's annual operations CO2 emissions. Also provided is a 5-year detailed historical analysis.

FY 2008-2009 TO FY 2012-2013 ANNUAL DEPARTMENTAL CO2 EMISSIONS (MT)					
	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Total CO2 (mt)	226.46	239.07	233.91	217.15	186.06



The District Attorney's Office occupies three facilities utilizing electricity, natural gas, water, water discharge, and CNG our carbon footprint is a representation of the total consumption of energy.

Our emissions report from 2008 to 2013, shows a 17.83% reduction in electricity and natural gas improving building energy CO2 output from 226.42 to 186.06 metric tons.

The District Attorney's fleet consists mainly of police pursuit vehicles resulting in a fluctuation of gasoline consumption. We saw a reduction in the usage of gasoline from 103.89 metric tons in Fiscal year 2008-2009 to 80.46 metric tons in 2010-2011. Fiscal Year 2011-2012 showed an increase to 89.15 metric tons and continued to increase through 2012-2013 to 95.78. The Five-year analysis ultimately shows a 7.81% reduction in gasoline. Compressed natural gas (CNG) usage has declined 74.52% from 2008 from the use of 56.64 to 14.43 metric tons used in 2013. That is an overall reduction in total mobile fuel of 31.35% from 2008-2013.

The District Attorney's consumption of electricity and natural gas fluctuates. Fiscal Year 2008-2009 electricity usage was 9.23 metric tons increase to 15.02 in 2009-2010. We saw a reduction in the usage of gasoline from 103.89 metric tons in Fiscal year 2008-2009 to 80.46 metric tons in 2010-2011. Fiscal Year 2011-2012 showed an increase to 89.15 metric tons and continued to rise through 2012-2013 to 95.78. The Five-year analysis ultimately shows a 7.81% reduction in gasoline. Compressed natural gas (CNG) usage has declined 74.52% from 2008 usage of 56.64 to 14.43 metric tons used in 2013. That is an overall reduction in total mobile fuel of 31.35% from 2008-2013.

Consumption: we reduced our use of electricity, natural gas, water, wastewater discharge, with slight increases of electricity, wastewater discharge, gasoline between 2010 and 2011. As tenants, we reduced our emissions overall since 2008, although we increased our consumption excluding usage as tenants since 2008. Our summary statistics for 2012-2013 show a reduction in CO2 emissions due to a decrease in our use of electricity and CNG, from 2012-2013, from 326 to 296 metric tons. We also decreased our use of water from 2012 to 2013. As building tenants, we reduced our CO2e emissions from 217 to 186 metric tons. Through deployment of new more energy efficient computers, we have decreased our electrical consumption from 2012-2013. As we continue to deploy computers, we hope to continue the reduction of electrical consumption.

### 3A. FACILITIES LIST VERIFICATION STATEMENT

The District Attorney's Office verifies the list of facilities used by the Department of the Environment to calculate the FY 2012-2013 departmental carbon footprint is accurate and complete.

### 3B. FISCAL YEAR 2012-2013 FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

Total Facilities Electricity in Fiscal Year 2012-2013: 789,607 kWh consumed, and 0 metric tons of CO2.

Total Facilities Natural Gas in Fiscal Year 2012-2013: 35,059 therms consumed 217.15 metric tons of CO2.

None of the District Attorney's Office facilities use steam.

Both electricity and natural gas information for our area at the Youth Guidance Center is included in the Juvenile Probation departments DepCap as we house only 12 employees at that location.

### 3C. 5-YEAR HISTORICAL ANALYSIS OF FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

The table below summarizes the District Attorney's Office annual facilities energy consumption and associated GHG emissions for the past five fiscal years.

FY 2008-2009 to FY 2012-2013 Departmental Facilities Energy Consumption					
Emission Source (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity (kWh)	885,839	861,592	846,392	853,417	789,607
Natural Gas (th)	40,932	42,218	42,874	40,918	35,059
Steam (lbs)	0	0	0	0	0

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Facilities Energy					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity	9.32	15.02	6.39	0.00	0.00
Natural Gas	217.23	244.05	227.53	217.15	186.06
Steam	0	0	0	0	0
<b>Total Facilities Energy CO2 (mt)</b>	<b>226.46</b>	<b>239.07</b>	<b>233.91</b>	<b>217.15</b>	<b>186.06</b>

At the two buildings for which we obtained data, 732 Brannan and 850 Bryant (there was no data recorded for 375 Woodside as we only occupy a small office of 12 people), our report shows we have 10.86% reduction in the use of Kilowatts-hour of (kWh) electricity from 885,839 kWh FY 2011-2012 to 789,607 kWh in FY 2012-2013. Our space at 732 Brannan has shown an increase in electrical usage over a five-year period because we have increased occupancy at that facility. In 2011, we continued to install energy efficient light bulbs and as computers become obsolete, we are replacing them with more energy efficient models, resulting in a decrease use of electricity. Our natural gas therms

consumption was also reduced from 40,932 th in FY 2011-2012 to 35,059 th in FY 2012-2013, a 14.35% difference. We do not use steam.

### 3D. VEHICLE LIST AND FUEL DATA VERIFICATION STATEMENT

The list of vehicles for the District Attorney's Office and the fuel totals used by the Department of the Environment to calculate the FY 2012-2013 department carbon footprint has been verified by to be accurate and complete.

### 3E. FISCAL YEAR 2012-2013 VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

Green House Gas Emissions from Unleaded Gasoline in the Fiscal Year 2012-2013: 10,875 gallons consumed and 95.78 metric tons of CO<sub>2</sub>.

Green House Gas Emissions from CNG in the Fiscal Year 2012-2013: 2,363 gasoline gallons equivalent and 14.43metric tons of CO<sub>2</sub>.

### 3F. 5-YEAR HISTORICAL ANALYSIS OF VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

Fiscal Year 2008-2009 through 2010-2011 saw a decrease in gasoline consumption from 11,796 gallons to 9,135 gallons. There was also a reduction in CO<sub>2</sub> emissions during this time, from 103.89 metric tons to 80.46 metric tons.

Gasoline Consumption for the District Attorney's Office increased in FY 2011-2012 to 10,122 gallons; CO<sub>2</sub> emissions rose to 89.15 metric tons. Fiscal 2012-2013 also saw an increase in gasoline usage to 10,875 gallons; CO<sub>2</sub> emissions rose to 95.78 metric tons. This increase in gasoline consumption is a result of taking several of our CNG vehicles out of service as the gas tanks entered expiration. These decommissioned vehicles were replaced with gasoline police pursuit vehicles because of the limited lifetime of the CNG gas tanks. This two-year period saw the expansion of our California witness Relocation and Assistance Program lead to the need to transport witnesses to and from more remote locations.

The District Attorney's Office reduced CNG greenhouse emissions by 74.53 % between 2008 and 2013 FY 2008-2009 CNG consumption was 9,278 GGE in FY 2012-2013 data shows 2,363 GGE. The CO<sub>2</sub> emissions for CNG during this time almost mirror the consumption reduction at 74.52% from 56.64 to 14.43 metric tons.

The table below summarizes the District Attorney's Office's fuel consumption and associated Green House Gas Emissions for the past five fiscal years.

FY 2008-2009 to FY 2012-2013 Departmental Fuel Consumption					
Fuel Type (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline (gal)	11,796	10,720	9,135	10,122	10,875
Diesel (or equivalent) (gal)	0	0	0	0	0
B100 equivalent (gal)	0	0	0	0	0
B20 (gal)	0	0	0	0	0
B5 (gal)	0	0	0	0	0
CNG (GGE)	9,278	5,314	5,906	3,249	2,363
Propane (gal)	0	0	0	0	0

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Mobile Fuel					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline	103.89	94.41	80.46	89.15	95.78
Diesel (or equivalent)	0	0	0	0	0
B100 equivalent	0	0	0	0	0
B20	0	0	0	0	0
B5	0	0	0	0	0
CNG	56.64	32.44	36.05	19.83	14.43
Propane	0	0	0	0	0
<b>Total Mobile Fuel CO2 (mt)</b>	<b>160.53</b>	<b>126.85</b>	<b>116.51</b>	<b>108.98</b>	<b>110.21</b>

#### 4. EFFORTS IN FACILITIES ENERGY REDUCTION

##### 4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

The District Attorney's Office occupies space on the first, second, and third floors of the Hall of Justice, 850 Bryant St. and 12 offices at the Youth Guidance Center 375 Woodside Avenue managed by the Real Estate Division. We have participated in all programs to increase energy efficiency that were coordinated by the Department of Real Estate, including replacing all light bulbs and placing timed lights throughout the building. At 732 Brannan, we complied with a protocol to replace all bulbs with energy efficient ones as they burned out. We also seek to replace computers and other office machines regularly so that we can achieve energy efficiency through product improvements. Currently, we are not engaged in any specific plans to improve energy efficiency as none are being coordinated by the Department of Real Estate for the Hall of Justice. We do not own our own buildings or have any current energy retrofit projects. At the Hall of Justice, the Department of Real Estate will report on these efforts.

##### 4B. ENERGY BENCHMARKING & COMPLIANCE WITH THE ENERGY PERFORMANCE ORDINANCE

The District Attorney's Office occupies space on the first, second, and third floors of the Hall of Justice, 850 Bryant St. and 12 offices at the Youth Guidance Center 375 Woodside Avenue managed by the Real Estate Division. The Department of Real Estate will submit the SFPUC's Performance Benchmarking report. We do not report individually as a department on any retrofit projects that may be occurring at the Hall of Justice. We fall under the chart of buildings listed with the Department of Real Estate in Appendix D.

We lease our location at 732 Brannan St.

Facility Type	# of Facilities Benchmarked for Department X per Facility Type	Page Number(s) in Benchmarking Report
N/A	N/A	N/A

Insert text here.

##### 4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

The District Attorney's Office occupies space on the first, second, and third floors of the Hall of Justice, 850 Bryant St. and 12 offices at the Youth Guidance Center 375 Woodside Avenue managed by the Real Estate Division. The Department of Real Estate will offer our compliance with the City's Lighting Efficiency Ordinance. We do not report individually as a department on any retrofit projects that may be occurring at the Hall of Justice. We fall under the chart of buildings listed with the Department of Real Estate in Appendix A.

We lease our location at 732 Brannan St.

##### 4D. INFORMATION TECHNOLOGY

Although we do not currently label our computers with an energy conservation reminder, it is our office policy, often stated in reminder emails to everyone, that they should completely turn their computers off every night before they leave work. In the coming year, we hope to start labeling computers with the energy conservation reminder. All PCs inactivity timers are set for 20 minutes before going into standby mode. Since 2007, all servers are Energy Star servers with low-voltage Xeon-class CPUs & low-voltage RAM (memory). At the same speed rating, the low-voltage CPUs typically draw 35% less power than its standard counter, with a performance hit of approximately 5-10%, which is tolerable in our environment. The low-voltage RAM draws 12-15% power than standard power RAM, with the cost of LV RAM being slightly higher. This higher cost is recovered typically during the first year of operation by reduced power consumption & subsequently lowers electric bills. We do not have virtualized servers. We are in the beginning phases of migrating our current servers to a VMWare Vsphere 5.5/Windows 2012 R2 Server platform & hope to have it completed by the end of the year.

Our successful aspects of energy conservation in I.T. includes the mindful purchase of only EPEAT GOLD certified equipment & enabling industry best practices in managing the balance of energy conservation vs. user-computing demands.

#### 4E. RENEWABLE ENERGY

We do not have any renewable energy projects or project proposals outside of a project that would be initiated by the property owner of 732 Brannan or the Department of Real Estate for the Hall of Justice and the Youth Guidance Center.

#### 4F. GREEN BUILDING

We do not own a LEED certified building, since we are in a building owned by the Department of Real Estate or leased from a property owner.

### 5. EFFORTS IN WATER USE REDUCTION

#### 5A. WATER DATA VERIFICATION STATEMENT

The list of water accounts used by the Department of the Environment to calculate annual departmental water use has been verified by the District Attorney's Office to be accurate and complete.

#### 5B. FISCAL YEAR 2012-2013 WATER CONSUMPTION AND WASTEWATER DISCHARGE

The District Attorney's Office's FY 2012-2013 water consumption: 1,652,649 gallons; wastewater discharge: 1,487,304 gallons. The total cost (Service Fee + Consumption + Wastewater): \$31,048.

#### 5C. 4-YEAR HISTORICAL ANALYSIS OF WATER CONSUMPTION AND WASTEWATER DISCHARGE

The water usage is on the decline, in FY 2009-2010 we were consuming 2,838,487 gallons of water and by FY2012-2013 we were able to decrease the number of gallons to 1,652,649; an impressive 41.78%. The wastewater has followed the same trajectory FY 2009-2010 we were consuming 2,554,638 gallons of wastewater and by FY2012-2013 we were able to reduce the number of gallons to 1,487,304; also a 41.78% savings.

FY 2008-2009 to FY 2012-2013 Annual Water Consumption and Wastewater Discharge				
	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Water (gal)	2,838,487	2,064,226	1,846,452	1,652,649
Wastewater Discharge (gal)	2,554,638	1,857,804	1,661,807	1,487,304

Insert text here.

#### 5D. WATER CONSERVATION

Through the email system, we have alerted all of our staff to be conscious of water consumption and to reduce usage as much as possible. We did not initiate any water efficiency retrofit projects as we are in the Hall of Justice, a building operated by the Department of Real Estate. The property owner conducts water-efficiency retrofit efforts for our leased building at 732 Brannan.

### 6. EFFORTS IN VEHICLE FUEL REDUCTION

#### 6A. COMPLIANCE WITH THE HEALTHY AIR AND CLEAN TRANSPORTATION ORDINANCE

The Healthy Air and Clean Transportation Ordinance (HACTO) is a mandate that all City employees and departments should use sustainable transportation such as public transit, walking, ridesharing or biking to minimize single-occupancy vehicle transportation as much as possible and, when it is not, to use green vehicles. To implement this ordinance, each

department is required to develop a Transit First plan outlining how your department will implement the various sustainable options to reduce vehicle usage and a Transit First report on implementation. For departments that manage their own fleet of vehicles, fleet size must be reduced by 5% annually.

The District Attorney's Office is not compliant with this year's Healthy Air and Clean Transportation Ordinance requirements and a waiver request was submitted to the Department of the Environment. The "HACTO Submission Forms – FY 1314" and "Waiver Request for 13-14" is attached as Appendix B and C to this document.

In order to comply with this year's Healthy Air and Clean Transportation Ordinance the District Attorney's Office plans to promote its transit first program and seek out Shuttle service between Public transit hubs and the Hall of Justice.

The District Attorney encourages employees to walk or use public transit to attend meetings. We inform and encourage our employees to participate in Pre-Tax Commuter Benefits. We offer bike parking at Brannan Street and HOJ has outdoor bike racks at the HOJ.

## 6B. TRANSIT FIRST CAMPAIGN

This year, the District Attorney's Office implemented transit first campaigns to educate employees about their transit-first options. We incorporate the City's Transit-First plan by encouraging our employees to use mass transit and marketing the commuter benefits program to all employees through emails and announcements. The 2012 CCSF Transpiration Survey administered through the Department of Environment's Commute Smart team and distributed to everyone via email in the District Attorney's Office. We have participated in the transit study when it was sent out during 2012 and each time we were asked to remind our employees to complete the survey. Our response rate was 41.32%, indicating 50.20% of those that drive to work, note the comments suggest that if the public transit system were safer and more convenient they would use it more. This prompted our office to conduct a survey to determine if providing a shuttle service would increase the use of public transportation riders within the office. 53% of staff responded to the survey, 58% of employees drive to work, of those employees polled 90% have access to public transportation, but 42% of those said they felt unsafe walking from the Bart Station to the Hall of Justice (during daylight savings this number increased to 75%). When asked if shuttle service was available how likely it was they would use public transportation. 35% responded that they would increase their ridership to a few times a week and an astounding 43% said they would ride public transit every day. This prompted the District Attorney's Office to seek out other departments in the area also interested in shuttle service between three major transit hubs, Civic Center BART, Transbay Center, and Caltrains to the Hall of Justice. We received letters of support and interest from the Public Defender's Office, The Police Department, and Adult Probation. This encouragement led to applying for Shuttle/Feeder Bus Project grant funding through the Bay Area Air Quality Management.

## 6C. BIODIESEL

The District Attorney's Office does not have on-road vehicles that use diesel. Our fleet is comprised of gasoline, hybrid, and CNG automobiles.

## 7. OTHER SUSTAINABLE PRACTICES

### 7A. ZERO WASTE

This year we are committed to meeting quarterly with the Zero Waste Coordinators and the City Government Zero Waste from SF Environment to complete this year's action items and find tangible solutions for the challenges at our locations. The District Attorney's Office is also committed to attending the annual workshop.

The department's purchasers have been made aware that every publication exhibit, form, and letter produced by a City department, including all materials distributed to the public shall be on printing and writing paper products that contain: 100% post-consumer content, where available, for all other printing and writing paper products including, without limitation: publications, forms, letters, letterhead, promotional materials...and other printed materials. All pre-printed materials intended for distribution that are purchased or produced in quantities greater than 50 sheets must include a recycled content logo and the percentage of post-consumer material in the paper.

In an effort to reiterate the commitment to zero waste, the District Attorney's Office will work with the Department of the Environment to provide a refresher course or an email reminder bulletin.

The Annual Waste Assessment Survey is attached as Appendix D.

### 7B. CARBON SEQUESTRATION / URBAN FOREST

The District Attorney's Office does not care for plants or support forestry resources.

### 7C. COMMUNITY WIDE IMPACT

We have reduced our overall carbon footprint by participating in a lighting retrofit project at the Hall of Justice, a composting initiative at our Brannan Street facility and the Hall of Justice and purchasing more energy efficient vehicles and IT equipment when we replace these items. We made progress by reducing our carbon footprint, walking instead of driving to work, and limiting those who get printed payroll information. We will continue to education our staff through posters and email messages when they are conveyed to us by the Department of the Environment.

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

### 7D. RESILIENCY AND ADAPTATION

The District Attorney's Office is currently working on a plan to secure funding and implement a shuttle service between three major transit hubs and the Hall of Justice. Reaching out for the participation of other departments to create and efficient use of shuttle services and decrease the number of people driving to work.

## 8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

Our goals in 2014 are to continue to educate our staff on how to recycle materials efficiently. We will also work on an initiative to put as much paper as possible into a digital environment, encouraging our team to view information online and avoid printing paper when they are able to. We will urge our staff to use public transportation wherever necessary and reduce Green House Gas Emissions.

**APPENDIX A – CITY ORDINANCES IN ENERGY EFFICIENCY**

**Francisco Existing Commercial Buildings Energy Performance Ordinance**

In February 2011 the Existing Commercial Buildings Energy Performance Ordinance was approved by the Board of Supervisors, amending the Environment Code (Ord 17-11, SF Environment Code Chapter 20, <http://www.sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances11/o0017-11.pdf>). The ordinance pertains to all nonresidential buildings greater than 10,000 square feet, requiring building owners to demonstrate energy performance using three methods: benchmarking, auditing, and public reporting. The ordinance asked the SFPUC to develop a compliance plan for municipally owned buildings, and requires each City department head to annually provide the San Francisco information necessary to implement this plan.

In November 2011, the SFPUC provided a web-based tool to supply facility information to the Climate Liaisons of departments that fall under the Ordinance. Each affected department verified existing facility information and provided additional data required for energy benchmarking.

In October 2012, SFPUC published their first benchmarking report titled 2011 Energy Benchmarking Report, San Francisco Municipal Buildings. This report, which details the energy performance of over 300 facilities, is available at <http://www.sfwater.org/modules/showdocument.aspx?documentid=2938>

The latest Energy Benchmarking Report is the 2012 Energy Benchmarking Report, and is available at <http://sfwater.org/modules/showdocument.aspx?documentid=4139>

Additional information may be requested from departments in future years so that the SFPUC can accurately report on the energy performance of your buildings on an annual basis. Together with the more detailed information obtained through energy audits, this comprehensive annual report will help the City focus resources on buildings that could most benefit from energy improvements.

**Commercial Lighting Efficiency Ordinance**

Commercial Lighting Efficiency Ordinance (SF Building Inspection Commission Code Chapter 13D) requires all City departments that own their buildings to comply with specific requirements for mercury content and energy efficiency of each 4-foot or 8-foot fluorescent lamp.

The following Departments submitted requests for and were granted temporary waivers from compliance with the Commercial Lighting Efficiency Ordinance (SF Building Inspection Commission Code Chapter 13D):

<b>DEPARTMENT</b>	<b># BUILDINGS COMPLIANT</b>	<b># BUILDINGS NON-COMPLIANT</b>	<b>TEMPORARY (1 YEAR) WAIVERS GRANTED</b>
Animal Care and Control	1	1	1
Real Estate Division	14	1	1
SFFD	29	16	16
SFO	54	19	19
SFRP	45	57	57
MTA	3	14	14

If you have updates to this table, please contact Mark Palmer at [mark.palmer@sfgov.org](mailto:mark.palmer@sfgov.org), and cc Sachiko Tanikawa at [sachiko.tanikawa@sfgov.org](mailto:sachiko.tanikawa@sfgov.org).

**Appendix B- HACTO Submission Forms 2013**

**Department \*** District Attorney

**Name of Person Preparing Report \*** Sheila Arcelona

**Title of Person Preparing Report \*** Assistant Chief of Finance and Administration

**Email of Person Preparing Report \*** sheila.arcelona@sfgov.org

**Name of Department Director \*** George Gascón

**Acknowledgement \*** I acknowledge that the information provided is accurate.

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

**What resources will your department offer? \*** Clipper Card

Other

**Other: \*** Shuttle

**From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: \***

Practicality, timing and safety were challenging. When staff attempt to use public transit to travel, it often is very time consuming, does not go directly to their destination, and may require walking through unsafe areas to reach transit. We are partnering with other city agencies in our location to attempt to start a shuttle that can be used to bring employees to transit hubs as well as to Civic Center courthouse locations.

**Does your department offer employees access to bicycles for work-related travels? \*** No

**What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? \***

It is impractical for DA staff to use bicycles to go to court, perform investigations, transport evidence, relocate victims of crime, etc.

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

Yes

**From looking at last year's HACTO Plan, please describe the successes and challenges of promoting car-sharing for work-related travel: \***

We attempted to join a car-sharing program this year, but the pickup locations did not coincide with our work locations enough to make it practical. However, if the pickup locations expand, it may be feasible in the future.

**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 videoconference call? \***

Yes

**Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: \***

The District Attorney's Office is currently trying to initiative a shuttle service between the Hall of Justice and three major transit hubs, Civic Center/BART, the Trans Bay Terminal, and the CalTrain station. We also encourage staff to use public transit through the promotion of the Clipper cards and avoid unnecessary travel whenever Tele-conferencing is available.

**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? \***

Encourage participation in the Pre-Tax Commuter Benefits program

Offer a shuttle to nearby transit

**From looking at last year's HACTO Plan, please describe the successes and challenges of promoting**

Encourage participation in the Pre-Tax Commuter Benefits

**public transit for commuting to/from work: \*** program Offer a shuttle to nearby transit

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

**How will you promote bicycle commuting? \*** Provide indoor/safe bike storage

Offer on-site showers and/or lockers

**These bicycle-friendly resources are available at: \*** Some locations

**From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycling for commuting to/from work: \*** The Hall of Justice does not offer indoor bike storage and the only available showers are through purchasing a gym membership with the SFPD

**Does your department plan to promote the use of ridesharing for commuting to/from work? \*** No

**What are the reasons for not encouraging or planning to encourage employees to use ridesharing for travel to/from work? \*** We do not have the resources to provide parking for vanpool or to match rideshares.

**D. Does your department offer or plan to offer tele-commuting? \*** No

**What are the reasons for not encouraging or planning to encourage employees to use tele-commuting? \*** The work of this office must be conducted in person. Examples include court appearances, searching for evidence, supporting victims of crime, providing technical support to trials, etc.

**Please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: \*** Transit First Campaigns

**Please choose one campaign to implement in your department this year.**

**Campaign Options \***

2. Poster & e-communications campaign

**How many vehicles is your department planning to remove from service in FY13-14 (July 1, 2013-June 30, 2014)? \***

0

**How many vehicles is your department planning to change the status of vehicles turned in for credit toward your vehicle reduction requirement in FY13-14 (July 1, 2013-June 30, 2014)? \***

0

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

Fewer than the number needed to be compliant.

**Your department does not comply with the HACTO reduction requirement. Please contact the Clean Vehicle team at [HACTO@sfgov.org](mailto:HACTO@sfgov.org) for assistance with the waiver process. \***

I confirm that I will contact the Clean Vehicle team to discuss the waiver process.

## APPENDIX C – HACTO Waiver Request 20013/20014

### FY 13/14 HACTO Waiver Request Worksheet

<b>Department Name</b>	<b>District Attorney</b>
<b>Contact Person / email / Phone</b>	Sheila Arcelona/ Sheila.arcelona@sfgov.org / 415-734-3018
<b>Number of Vehicles in HBF</b>	

In order to comply with HACTO your department will be required to reduce its HACTO Baseline Fleet by 15%. The waiver process excludes part or all of your HACTO Baseline Fleet for the Fleet Reduction requirement of HACTO for a period of one year. This means that for every seven vehicles you obtain a waiver for the number of vehicles you will need to remove from your HBF will be reduced by one. We encourage you to separate the portion of your fleet you wish to request a waiver for into sections that allow you to write a justification for.

Certain departments have vehicles that travel less than 3,000 miles per year. These vehicles are considered underutilized, and they are highlighted in the HACTO Base Fleet spreadsheet. Underutilized vehicles that you retain in your fleet will be deducted from the number of vehicles your department is requesting a waiver for unless justification is provided.

This worksheet is provided as a tool to assist departments in filling out the form. After you have completed this worksheet you can cut and paste any information directly into the waiver portion of the [Online Reporting Form](#).

#### WAIVER REQUEST

<b>Fleet Section Name</b>	All Vehicles
---------------------------	--------------

Vehicles Contained in this Fleet Section (Use Google Docs as guide.)

Vehicle Identification #	Average Annual Mileage	Type (Sedan/Van/Pickup/Cart)
See attached Vehicle Inventory	See attached Vehicle Inventory	

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet.

The District Attorney's office uses its fleet of vehicles primarily for sworn peace officers in the Bureau of Investigations. Vehicles are necessary for all aspects of investigations to bring criminal cases to trial including locating and interviewing witnesses, executing search warrants, serving subpoenas, transporting victims and witnesses to safe locations, seizing and transporting evidence, and many more tasks in the field that require them to drive within city limits and throughout the Bay area on a daily basis. DA Investigators are also first responders under the City's emergency response se plan and have specific duties that require use of a vehicle. Additional vehicles are utilized to support services to victims of crime in the community, and for community prosecutions that require case files to be transported daily to various community locations.

Describe why these operational requirements cannot be meet utilizing Transit First tools.

These operational requirements cannot be met utilizing Transit First tools due to the need for efficient, secure and confidential conveyance for investigators, victims and witnesses.

If this fleet section has underutilized vehicles, describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet.

No vehicles are underutilized.

## Appendix D -Departmental Zero Waste Assessment Survey

**Name \*** Jessica Geiger

**Department Name \*** District Attorney

**Department Division/Branch/Station \*** Operations

**Address \***

850 Bryant St Rm. 322

San Francisco, California 94103

United States

**Phone Number \*** (415) 575-8832

**Email \*** [jessica.c.geiger@sfgov.org](mailto:jessica.c.geiger@sfgov.org)

**Have you attended an annual workshop before?  
(these are either held at the end of January or  
beginning of February) \*** No

**If YES, how many times have you attended?**

**Have you promoted signing up for paperless  
paystubs at your office or facility? \*** Yes

**Does your office/facility use the Virtual Warehouse  
Program to see what items are available before  
purchasing new ones AND does your office/facility  
use the Virtual Warehouse Program to turn in City  
owned surplus items? \*** Yes

**How did you follow through on the commitment to  
eliminate it from the landfill and what were the** The SFDA office worked with Recology to establish waste and recycle bins at every desk. We also designated various locations in the office to house

challenges? \*

composed bins and larger recycle bins.

Date \*

Tuesday, April 8, 2014

Time: \*

3pm please

Date \*

Tuesday, April 15, 2014

Time: \*

3pm please

Date \*

Tuesday, April 22, 2014

Time: \*

3pm please

Does your department distribute memorandums, handouts, flyers, brochures, etc. \*

Yes

I confirm that I will work to complete the above actions \*

I agree

Created

[208.121.64.3](#)

21-Feb-14

IP Address

5:40:50 AM PUBLIC