

OFFICE OF THE SAN FRANCISCO PUBLIC DEFENDER

Climate Action Plan

Fiscal Year 2012-2013

3/28/2014

1. Introduction

This is the Public Defender's office 2012-2013 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 2012-13 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 will describe steps taken to reduce the carbon footprint that have included new PUC installed lighting fixtures at 555 7th Street, new employee education initiatives to promote recycling/composting, water conservation, and access to commuter.

2. Department Profile

A) 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.

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

B) The approved FY 2012-13 department budget was \$27.4 million.

C) The Public Defender's Office has 158 full time employees. Every employee has a computer workstation.

D) 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 Public Defender's office occupies approximately 8,000 (+/-) square feet. 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.

E) The Public Defender's office currently has 11 HACTO Base Fleet vehicles operated by the Investigative Unit to conduct investigations for cases expected to go to trial. The vehicle fleet consists of seven hybrid vehicles, two CNG fueled and two gasoline vehicles. Prior to June 30, 2014 it is anticipated that one or more of the gasoline or CNG vehicles will be removed from service.

F) Climate liaison: John Dunbar, John.Dunbar@sfgov.org, 415-553-9862

G) The Climate Action Plan represents the Public Defender's office sustainability plan.

3. Total Energy Consumption and Carbon Footprint

The list of facilities used by SF Environment to calculate the FY 2012-13 Departmental carbon footprint is accurate for 555 7th Street and 258-A Laguna Honda Boulevard. However, there is a small Public Defender office located at the Youth Guidance Center, 375 Woodside Drive that was not included.

In FY 2012-13, the Public Defender's office total CO2 emissions were 30.78 metric tons. Over the past five fiscal years, the department has reduced its CO2 emissions from 51.88 CO2 metric tons in FY 2008-9 to 30.78 metric tons this year. This represents a greater than 40% reduction in emissions. Emissions from the last five years are as follows: FY 2008-9 51.88 CO2 metric tons; FY 2009-10 49.57 CO2 metric tons; FY 2010-11 36.78 CO2 metric tons; FY 2011-12 30.63 CO2 metric tons and FY 2012-13 30.78 CO2 metric tons.

Unfortunately, this author found limitations with the copy function in Google Docs that precludes a histogram of this data from being included.

Since the SFPUC lighting retrofit, the agency's electric consumption has been reduced by 22% at the main 555 7th Street office. Overall CO2 emissions for heating and light at 555 7th Street were reduced from 9.56 metric tons of CO2 in FY 2008-9 to 7.28 metric tons of CO2 in FY 2012-13.

Even though the Community Justice Center located at 258-A Laguna Honda Boulevard is located in an older property constructed in 1913, and there have been no recent energy conservation upgrades at this site, staff efforts alone have reduced electricity consumption from 16,766 kWh in FY 2008-2009 to 15,510 kWh in FY 2012-13. This represents an 8% reduction in energy usage.

3A. Facilities List Verification Statement

The list of facilities used by the Department of the Environment to calculate the FY 2012-13 Departmental carbon footprint is complete for departmental offices located at 555 7th Street and as well as the Juvenile Justice Center located at 258-A Laguna Honda Boulevard. However, as reported previously, the Public Defender's office staffs an office of less than 600 square feet (+/-) at 375 Woodside Drive, where the office of Juvenile Probation Department is also located.

3B. Fiscal Year 2012-13 Facilities Energy Consumption and Carbon

Total facilities electricity consumption in FY 2012-13 was 421,263 kWh, 0 metric tons of CO2.

Total facilities Natural Gas consumption in FY 2012-13 was 1,371 therms, 7.28 metric tons of CO₂.

3C. 5-Year Historical Analysis of Facilities Energy Consumption And Carbon Emissions

Carbon free electricity from the PUC's Hetch Hetchy system is responsible for the zero emission electricity. In FY 2012-13, the Public Defender's office consumed 1,371 terms of Natural Gas. No Public Defender's offices use steam. It is only within the last two years that natural gas usage at 555 7th Street has been properly metered so direct comparisons with prior years are not reliable. The office will continue to work with the Real Estate Department, which manages this City owned property for the City and County of San Francisco to ensure that the original 26 heat pumps at 555 7th Street are serviced in order to maximize their performance and efficiency. These heat pumps are now more than 25 years old.

3D. Vehicle List And Fuel Data Verification Statement

With one change, the vehicle list is accurate. Vehicle #165005 has been retired from service.

3E. Fiscal Year 2012-2013 Vehicle Fuel Consumption And Carbon Emissions

The Public Defender's vehicle fleet consumed 1,769 gallons of gasoline in FY 2012-13, and 1,297 GGEs of CNG in FY 2012-13. This resulted in 15.58 metric tons of CO₂ emissions from gasoline powered vehicles, and 7.92 metric tons of CO₂ emissions from CNG powered vehicles.

3F. 5-Year Historical Analysis Of Vehicle Fuel Consumption And Carbon Emissions

Older, less fuel efficient vehicles have been replaced with newer vehicles resulting in reduced fuel consumption and carbon emissions. It is a departmental objective for each Public Defender Investigator to have access to a vehicle. The Investigations Unit performs approximately 2,700 investigations annually.

Whereas in FY 2008-9, the department consumed 3,295 gallons of gasoline, in FY 2012-13 departmental vehicles consumed 1,769 gallons. This represents a 46% reduction in gasoline consumption. Similarly, in FY 2008-9, department vehicles consumed 2,144 GGEs of CNG whereas in FY 2012-13, the department consumed 1,297 GGEs of CNG. This represents a 39% reduction in CNG consumption. The addition of 5 new hybrid vehicles in 2013 is a key factor in this change.

CO₂ emissions were reduced by the same percentages. Between FY 2008-9 and FY 2011-12, CO₂ emissions from gasoline vehicles were reduced from 29.02 metric tons to 15.58 metric tons. For CNG powered vehicles, CO₂ emissions dropped from 13.09 metric tons in FY 2008-9 to

7.92 metric tons in FY 2012-13. CO2 emissions from gasoline powered vehicles were reduced by 46%. CO2 emissions from CNG powered vehicles were reduced by 39%.

4. Efforts In Facilities Energy Reduction

4A. 555 7th Street is owned and operated by the San Francisco Real Estate Department. The space at 258-A Laguna Honda Boulevard is privately owned, leased office space.

The amount of electricity consumed at 258-A Laguna Honda Boulevard in FY 2012-13 according to Google doc data was 15,510 kWh, and there were zero CO2 emissions.

There have been substantial energy savings at 555 7th Street because of the lighting retrofit project that was completed in FY 2010-11 by the San Francisco Public Utilities Commission. This is the major driver of why electricity consumption has declined by 22% since FY 2008-9. In FY 2008-9, 517,885 kWh were consumed at 555 7th Street whereas in FY2012-13 consumption was reduced to 405,753 kWh.

4B. Energy Benchmarking & Compliance With The Energy Performance Ordinance

Here is the link to the 2012 Energy Benchmarking Report of San Francisco Municipal Buildings produced by the San Francisco Public Utilities Commission:

<http://sfwater.org/modules/showdocument.aspx?documentid=4139>

	Year Built	S.F.	EUI change	Annual Site EUI (kBtu/sq.ft)	Energy Star	Carbon Footprint (lbs CO2/sq.ft)
1.	1985	52,000	-12.5%	32.1	92	0.30
2.	1913	N/A	-1.3%	58.2	66	3.98

- Property #1 is 555 7th Street; Property #2 is 258-A Laguna Honda Boulevard

What the data illustrates for the main Public Defender office at 555 7th Street is the success of the SFPUC's lighting retrofit project along with staff initiated conservation efforts. Not all but many lights at 555 7th Street are now on sensors. Stickers advising staff to turn off lights when not in use are in each office. Additionally, there has been consistent servicing of the aging HVAC system at 555 7th Street by the Real Estate Department. Janitorial staff routinely turns off all lighting that is often once their works is completed. This is why the main office of the Public Defender's office receives a 92 energy star score in the 2012 Energy Benchmarking Report.

As mentioned previously, new gas meters at 555 7th Street were installed in FY 2011-12. That could explain the fluctuation in natural gas usage at this site.

The property at 258-A Laguna Honda has recently changed ownership. It was originally constructed in 1913. The total building envelope for this office building is 18,430 square feet but the Community Justice Center occupies only a small fraction of that space. The Community Justice Center occupies approximately 800 (+/-) at this location.

4C. Compliance With The Commercial Lighting Efficiency Ordinance

The Public Defender's main office at 555 7th Street is owned and managed by the Real Estate Department and does not own any buildings. The space at 258-A Laguna Honda Boulevard is privately leased.

4D. Information Technology

Here is our departmental checklist:

- 1) The IT unit has developed a security protocol to protect client confidentiality consistent with Sixth Amendment guarantees, and this means all computers must be restarted and turned off at the close of business.
- 2) Energy conservation is promoted through the office intranet.
- 3) PCs are automatically set to go into hibernation/standby mode after 20 minutes of inactivity
- 4) All servers for the agency meet (EPEAT) Gold standards.
- 5) The Public Defender's office has virtualized servers.
- 6) The IT unit labels all new computers with an energy conservation reminder, to turn the computer off when not in use.

4E. 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 can be equipped with solar photovoltaic (PV) panels installed. The timing of when that could take place is uncertain, and it is contingent upon resources and how long the existing bitumen roof should last.

4F. Green Building

As reported in 2013, according to the SFPUC, the lighting retrofit project resulted in 555 7th Street being LEED certified.

This fact is confirmed in the 2012 Energy Benchmarking Report of San Francisco Municipal Buildings produced by the San Francisco Public Utilities Commission.

5A. Water Data Verification Statement

The water account verification was completed.

5B. Fiscal Year 2012-2013 Water Consumption And Wastewater Discharge

The department consumed 320,159 gallons in FY 2012-13.

5C. 4-Year Historical Analysis of Water Consumption And Wastewater Discharge

Water consumption at 555 7th Street was reduced from 342,783 gallons in FY 2009-10 to 320,159 gallons in FY 2012-13. This represents approximately a 7% reduction. No new fixtures have been installed at 555 7th Street during this period, but staff has initiated conservation efforts.

5D. Water Conservation

In order to meet Mayor Ed Lee's February 10, 2014 Executive Directive to cut water consumption by at least 10% the following steps have been taken: A) Staff were instructed by written and electronic communication that when either washing their hands or showering to rinse, soap up and then rinse off without keeping water running; B) cooperate with the Real Estate Department to develop a complete inventory of fixtures at 555 7th Street. The building was constructed in 1985 so there is great potential for water savings by installing low flow urinals, toilets and faucets; C) Signs have been posted in all restrooms stressing the need to conserve water, and new SFPUC stickers and flyers will soon replace them.

6. Efforts In Vehicle Fuel Reduction

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 5% annually.

At this time, the Public Defender's office is compliant with this year's Healthy Air and Clean Transportation Ordinance requirements. The HACTO submission form – FY 13/14 will be submitted with this document.

From the Google Docs, the following vehicles represent the HACTO base fleet as of July 1, 2013:

1. 1999 Honda Civic, CNG, Asset #165Y002

2. 2000 Ford Winstar, gasoline, Asset #165Y004
3. 2001 Honda Civic, CNG, Asset #165005, retired from service February 14, 2014
4. 2001 Honda Civic, CNG, Asset #165006
5. 1999 Honda Civic, CNG, Asset #22000020
6. 2005 Ford Focus, gasoline, Asset #165Y110
7. 2005 Toyota Prius, hybrid, Asset #165Y111
8. 2006 Toyota Prius, hybrid, Asset #165Y112
9. 2007 Honda Civic, CNG, Asset #165Y113
10. 1991 Chevrolet Van G10, gasoline, Asset #165Y500, retired from service
11. 2007 Chevrolet Uplander, gasoline, Asset #165Y512

Two of these vehicles have been retired. Assets #165005 and #165Y500 are no longer in service. In FY 2012-13 the department received five new Hybrid vehicles consistent with new service for the Investigations Unit. The goal is for each Investigator to have a working vehicle. There are 14 Public Defender Investigators. The Investigations Unit performs over 2,700 investigations annually.

Between now and the end of FY 2013-14, up to three vehicles on this list could be taken from service. Two CNG powered vehicles are approaching the 15 year life span for their fuel tanks. Those are assets #165Y002 and #22000020. Additionally, asset #165Y004 has mechanical limitations. The budget process will determine the future vehicle fleet, as well as how many if any new vehicles constitute replacements. That process could necessitate the need for a future waiver.

The department has taken the following steps to encourage staff to become less reliant upon single passenger automobile travel:

- A) Onsite bicycle parking in the garage. The department has agreed with the Real Estate Department to give up two existing parking spaces for the construction for a modern, caged indoor bicycle parking area to replace the 1980s era metal "U" rack there now.
- B) In FY 2013-14, the department applied for and received from the Department of the Environment a CityBike. IT and Special Court staff use this bicycle in their work.
- C) Shared rides to the San Bruno jail. Felony attorneys need to interview their clients at the San Bruno jail. To meet clients and prepare cases, staff must travel to San Bruno. Public transportation is not an option because travel time is at least 2 hours one way, and involves making two bus as well as BART connections. Attorneys use the office intranet to arrange for shared rides to and from the San Bruno County jail. If a client is in custody at 850 Bryant, attorneys walk to see their clients.
- D) I had hoped there would be resources for the Muni token program but unfortunately limited resources preclude implementation of this program this year. (see HACTO submission)
- E) The Public Defender's office has supported efforts by the District Attorney's office to apply for a grant to re-launch the Hall of Justice to Civic Center BART shuttle that operated many years ago.

6B. Transit First Campaign

The department chose the Transit First Commuting plan because successful efforts to reduce single passenger automobile commuting can do the most good in reducing greenhouse gas emissions.

The following elements of the plan have been implemented:

- Department of the Environment brochures and flyers explaining the benefits of the program are posted on office clipboards and the lunchroom
- Email have been sent to all staff with a PDF attachment of the brochure explaining the tax benefits of participation
- The Human Resources Manager provides information about the Commuter Benefit program to all new hires
- The office has benefited in prior years from trainings conducted onsite from the Department of the Environment
- The Department of the Environment over the last fiscal year has also provided technical support to Public Defender staff that have experienced difficulties with accessing their commuter benefits

6C. Biodiesel

The department does not have any vehicles that use diesel fuel.

7. Other Sustainable Practices

7A. Zero Waste

I have scheduled a training session for the Public Defender's office with the Zero Waste Coordinator. The annual Waste Assessment Survey is attached.

Additionally, all materials for the Public Defender's office are printed on 100% recycled content paper. Staff responsible for printing materials distributed to the public use the recycled logo provided by the Department of the Environment.

7B. Carbon Sequestration/Urban Forest

The Public Defender's office does not work in the areas of carbon sequestration or urban forestry.

7C. 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. These programs have the following impacts:

- 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.
- Partner with the Willie Mayes Boys & Girls Club and other organizations that operate community gardens and promote healthy eating and nutrition.

7D. Resiliency and Adaption

The Public Defender's office provides information to clients who experience food insecurity. Social workers provide information on how clients can obtain assistance from SNAP, food banks and kitchens. Additionally, the office prints out for the public information from www.freeprintshop.org that lists comprehensive information about food, medical and housing services available throughout San Francisco.

8. Report Summary and Departmental Climate Action Goals

The Public Defender's office made progress in reducing its consumption of water, electricity, CNG and gasoline in FY 2012-13. Again, the SFPUC's lighting retrofit program as well as the replacement of older vehicles in the department's vehicle fleet made contributions to these positive outcomes. However, staff efforts to conserve water and electricity were also critical.

Additionally, 555 7th Street was able to cut its use of Recology landfill services from 4 yards per week to 3 yards in FY 2012-13. Composting has also been increased from two 64 gallon totters a week to 1.5 yards per week.

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

- 1) Continuing education for staff, so it consistently recycles and composts. In 2008, 10 yards of landfill were picked up each week from 555 7th Street yet today the office needs only 3 yards per week.
- 2) Improve the percentage of Public Defender staff who utilize commuter benefits, and who are aware of how the program works through training(s), intranet posts and office wide email communication.
- 3) Improve the options for bicycle parking at 555 7th Street. The Public Defender's office has identified two parking spaces that can be given up for new bike parking in the garage.

- 4) Reduce electricity consumption at 555^{7th} Street by reminding both staff and janitorial to turn off all lighting when it is not in use, and to continue to discourage use of non-essential appliances.
- 5) Work to successfully implement Mayor Ed Lee's directive to all City agencies to reduce water consumption by at least 10%. Ms. Julie Ortiz from the SFPUC is providing the office with new stickers and flyers that will be posted in all restrooms and shower rooms to encourage staff to cut water consumption. These will replace the more improvised signs that went up after the February 10, 2014 Executive Order. Additionally, the Climate Liaison will work with the Real Estate Department to compile an accurate list of all water fixtures so these offices can be successfully retrofitted with low flow water fixtures.

FY 13/14 HACTO Form Submission Work Sheet

We are using an application that requires you to complete the entire the Online Reporting Form in one login. This work sheet is provided as a tool to assist departments in filling out the form. After you have completed this form you can cut and paste any information directly into the form.

Department Name	Public Defender
Contact Person / Phone	John Dunbar/415-515-5212

HACTO Base Fleet Confirmation

SF Environment has sent out an email with your department's HACTO Base Fleet information. Please acknowledge the status of the information provided to you.

Acknowledgement

- I acknowledge that the information provided is accurate.
- I disagree with the information provided.
- As the email noted, my department does not have any vehicles subject to HACTO.

TRANSIT FIRST

1. 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

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

Yes

No

If Yes:

What resources will your department offer? Choose as many as apply

Clipper Card **Yes**

Communal FastPass

Tokens **Yes, the agency has requested them from the SFMTA**

Reimbursement

Other

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

In the success category the department has done a thorough job of promoting the Commuter Benefits program to all employees. The office applied for a received from the Department of the Environment a CityCycle bicycle. Following the District Attorney's Office lead, the department is supporting efforts to apply for a grant to pay for a Hall of Justice shuttle to the Civic Center BART station. In collaboration with the Real Estate Department, the Sheriff's Office the department is preparing to convert two parking spaces at 555 7th Street new, onsite bicycle parking.

If No:

What are the reasons for not encouraging or planning to encourage employees to use public transit for work-related travel?

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

CityCycle is a program offered through SF Environment. 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. Approximately 250 bikes have been distributed in the past 8 years. This year we are not accepting new requests.

Does your department offer employees access to bicycles for work-related travels?

- Yes
- No

If Yes:

Are they part of the CityCycle program?

- Yes
- No
- Not sure

How many bicycles are available? One

How many locations have CityCycle bikes?

The department has a CityCycle bike at 555 7th Street.

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

This echoes larger social trends, each year more staff use bicycles as their primary way to travel. However, there is a major obstacle approximately 90 felony attorneys have, and that is many of their clients are housed at the San Bruno jail. There are not good public transportation options available to travel to the San Bruno jail. Here is how a San Francisco journalist described public transportation options to and from the San Bruno jail:

One of the more troubling problems with having a main county jail in San Bruno is that it's hard to get to – particularly on public transportation. From my house in Bernal Heights, 511.org shows that a trip to the Sneath Ridge facility costs \$9.25, involves three different transit systems and connections (Muni, BART, and Sam Trans) and takes at least an hour and a half, if all the connections are perfect. In reality, it's more like a couple of hours.

If No:

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

C. Vehicle Pool & Car-sharing

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

- Yes The Investigations Unit at the Public Defender's office shares vehicles to conduct almost 2700 investigations annually.
- No

If Yes:

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

Again, the Investigations Unit has done an excellent job of sharing vehicles and coordinating travel. Legal casework and trial preparation is stressful. Attorneys work in a time constrained environment. Coordinating travel to and from the San Bruno jail with colleagues is not always an option.

If No:

What are the reasons for not encouraging or planning to encourage employees to use car-sharing for work-related travel?

D. Video- and Tele-Conferencing

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

Yes

No

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

Yes

No

If No:

What are the reasons for not encouraging or planning to encourage employees to use tele-conferencing or video-conferencing?

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

At employee orientation staff detailed information about the tax free commuter benefit program. With assistance from the Department of the Environment, staff trainings have been provided how to enroll in the program and use the ClipperCard program. Literature about the program is posted on bulletin boards. All email from the Department of the Environment that promotes this program as well as other transportation initiatives is forwarded to all staff.

2. Transit First – Commuting

How does your department encourage its employees to use sustainable modes of transportation to get to/from work?

A. Public Transit

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

Yes In addition to promoting Commuter Benefits, the department is supporting an initiative from the District Attorney's office to apply for a grant to launch an employee shuttle to and from the Hall of Justice to the Civic Center BART station.

No

If Yes:

How will you promote public transit? Choose as many as apply

Encourage participation in the Pre-Tax Commuter Benefits program

Offer a shuttle to nearby transit

Other

If No:

What are the reasons for not encouraging or planning to encourage employees to use public transit for travel to/from work?

B. Commuting by bicycle

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

Yes Yes, 555 7th Street has indoor bicycle parking that is available to staff. Additionally, the building is scheduled to have new indoor bicycle parking, and the Real Estate Department is working on installing it. Together with the Sheriff's Office two automobile parking spaces at 555 7th Street will be converted to new bicycle parking.

No

If Yes:

How will you promote bicycle commuting? Choose as many as apply

Provide indoor/safe bike storage

Offer on-site showers and/or lockers

Other

These bicycle-friendly resources are available at:

All locations, 555 7th Street. The office maintains a Juvenile Division at 375 Woodside Drive, San Francisco that is managed by the Juvenile Probation Department.

Some locations

My department only has one location

If No:

What are the reasons for not encouraging or planning to encourage employees to use bicycles for travel to/from work?

C. Ridesharing (Carpool & Vanpool)

Does your department plan to promote the use of ridesharing for commuting to/from work?

Yes. The office encourages by email registration in the 511 –matching program

No

If Yes:

How will you promote ridesharing? Choose as many as apply

Reserved parking carpool and vanpool vehicles

Encourage registration in the 511-matching program

Other

The reserved space(s) are available at:

All locations

Some locations

My department only has one location

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work:

Staff that live relatively close to each other do share rides, however, family obligations can limit full use of this transportation choice.

If No:

What are the reasons for not encouraging or planning to encourage employees to use ridesharing for travel to/from work?

D. Tele-commuting

Does your department offer or plan to offer tele-commuting?

Yes

No

If Yes:

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting tele-commuting:

If No:

What are the reasons for not encouraging or planning to encourage employees to use tele-commuting?

The principle job of a Public Defender is to represent clients in court. The 6th Amendment places enormous value in our justice system in trial by jury. Effective advocacy in a courtroom is not possible by tele-commuting in 2014.

Summary

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

A) The department aggressively promotes use of the Commuter Benefit program.

- B) Working together with the Real Estate Department and the Sheriff's Office, 555 7th Street is scheduled to receive new bicycle parking
- C) The department is supporting the District Attorney's Office efforts to secure a grant to re-launch the Civic Center BART to Hall of Justice shuttle service

3. Transit First Campaigns

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

<http://www.sfenvironment.org/download/menu-of-transit-first-campaign-options>

The department has chosen public transit campaign #4.

FLEET REDUCTION REPORT

This section of your report is based on the fleet data outlined in the November 20, 2013 letter you received from the Department of the Environment.

You will need to only provide two pieces of information as part of the report.

The number of vehicles classified as, "Removed from Service for Credit" you plan to change to "Removed from Service without Replacement" by June 30, 2014.	0
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The number of vehicles you plan to physically "Removed from Service without Replacement" by June 30, 2014.	1
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"Soko Made City Government
Zero Waste Assistant "
<no-reply@wufoo.com>

03/27/2014 03:48 PM

Please respond to
soko.made@sfgov.org

To John.Dunbar@sfgov.org

cc

bcc

Subject Departmental Zero Waste Assessment Survey

Thank you for completing this year's Departmental Zero Waste Assessment Survey. Here is a copy of your form for your records.

Departmental Zero Waste Assessment Survey

Name *	John Dunbar
Department Name *	Public Defender
Department Division /Branch/Station *	Public Defender
Address *	555 7th Street San Francisco, CA 94103 United States
Phone Number *	(415) 553-9682
Email *	John.Dunbar@sfgov.org
Have you attended an annual workshop before ? (these are either held at the end of January or beginning of February) *	Yes
If YES, how many times have you attended ?	2012
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 challenges? *	In 2013, the Public Defender's office increased its compost pickup each week to 1.5 yards from 1 yard, and reduced its landfill pickup 4 yards to 2 yards. Over the last 5 years, the department has decreased its landfill use from 10 yards per week to 3 yards.
Date *	Thursday, April 24, 2014
Time: *	2:00 PM
Date *	Friday, April 25, 2014
Time: *	2:00 PM
Date *	Monday, April 28, 2014
Time: *	2:00 PM
Does your department distribute memorandums , handouts, flyers, brochures, etc *	Yes
I confirm that I will work to complete the above actions *	<ul style="list-style-type: none"> • I agree