



**City and County of San Francisco
Juvenile Probation Department**

William P. Siffermann, Chief Probation Officer

2012 Climate Action Plan

Submitted by:

Catherine McGuire, Finance Director
Sheila Layton, Contract and Program Analyst
375 Woodside Avenue, #206
San Francisco, CA 94127
Phone: 415.753.7562
Email. sheila.layton@sfgov.org
April 30, 2013

Table of Contents

1: Introduction	Pg 3
2: Departmental Profile	Pg 3
3: Carbon Footprint	Pg 6
3A: Building Energy	Pg 7
3A1: Energy Efficiency	Pg 8
3A2: Renewable Energy	Pg 10
3A3: Green Building	Pg 10
3B: Water	Pg 11
3C: Transportation & Fuel	Pg 11
3C1: HACTO	Pg 12
3C2: Transportation Survey	Pg 12
4: Other Sustainable Practices	Pg 13
4A: Zero Waste	Pg 13
4B: Green Purchasing	Pg 14
4C: Carbon Sequestration/Urban Forestation	Pg 14
5: Communitywide Impact	Pg 15
6: Summary & Goals	Pg 15
Appendices	Pg 16

1. INTRODUCTION

The Juvenile Probation Department has taken part in the City's efforts to abide by the rules set forth in the Greenhouse Gas Emissions Targets and Departmental Climate Action Plan Ordinance (Environment Code Chapter 9). SEC. 902. Greenhouse gas emissions limit states by 2017 reduce greenhouse gas emissions by 25 percent below 1990 levels.

Since FY 08-09 the Juvenile Probation Department (JPD) has reduced electricity emissions from 35.66 to 0, natural gas emissions from 1,283.9 to 1,248.78 and CNG 4.77 to 3.3. From FY 08-09 to FY 11-12 there was an increase in Gasoline emissions from 29.72 to 44. From FY09-10 to FY 11-12 Propane emissions increased from 82.34 to 96.34. Diesel emissions were 7.37 for FY 09-10. JPD's goal is to continue to decrease emissions in all categories as well as to make sure increases take place in the areas where increases took place.

The San Francisco Juvenile Probation Department (JPD) is supportive of the City's endeavors to track its greenhouse gas (GHG) emissions and reduce carbon footprint. Due to citywide budget constraints, JPD is unable to achieve total compliance. During FY09-10 facility maintenance funds were \$200,000 and FY10-11 and FY 11-12 funds were \$330,000. Past and present budget limitations impact department-wide efforts to conduct facility maintenance and upgrades. Given the age of the facilities and equipment, there is great potential for energy conservation. However, JPD's ability to implement energy capital projects is dependent on the funds allocated annually by the citywide Capital Improvement Program, as well as competing needs to provide for the health and safety of JPD staff and the youth in JPD's care.

Despite limited funds, JPD has managed to implement environmentally friendly practices. JPD has continued to use grant funding to run green programs at the Log Cabin Facility (Log Cabin Ranch). It is also standard practice to use the Virtual Warehouse for furniture and equipment. JPD re-purposes items, purchases locally produced vegetables (from a vendor who partners with local farms who practice sustainable agriculture to protect the land and environment). A regular section on the environment and going green is included in the department's newsletter.

2. DEPARTMENTAL PROFILE

The San Francisco Juvenile Probation Department (JPD) serves youth who are in the juvenile justice system by administering programs that focus on rehabilitation within the sound framework of public safety. JPD investigates referrals for youth who are alleged to have committed a crime. JPD provides assessment, supervision services, and custodial care for youth who are wards of the court or who have been deemed in need of such services by the Juvenile Division of the Superior Courts.

JPD also operates two 24-hour residential facilities: the Juvenile Justice Center (where the county juvenile detention facility Juvenile Hall is located) and the Log Cabin Ranch School (a residential program for adjudicated youth located in La Honda, California).

Mission Statement

It is the mission of the San Francisco Juvenile Probation Department to serve the needs of youth and families who are brought to our attention with care and compassion; to identify and respond to the individual risks and needs presented by each youth, to engage fiscally sound and culturally competent strategies that promote the best interests of the youth; to provide victims with opportunities for restoration; to identify and utilize the least restrictive interventions and placements that do not compromise public safety; to hold youth accountable for their actions while providing them with opportunities and assisting them to develop new skills and competencies; and contribute to the overall quality of life for the citizens of San Francisco within the sound framework of public safety as outlined in the Welfare & Institutions Code.

Vision Statement

It is the vision of the San Francisco Juvenile Probation Department that effective models of intervention with youth are created in partnership with all Juvenile Justice Stakeholders, thereby leading to reductions in juvenile delinquency. Youth and families involved with the juvenile justice system are strengthened to become more self-sufficient as a result of their contact with the Juvenile Probation Department. Victims and communities affected by juvenile crime are given opportunities to be heard and experience satisfaction through their active participation in the juvenile justice process. Our communities are safer due to continual reductions in juvenile crime and recidivism rates.

Department Budget

The Fiscal Year 2012-2013 budget is approximately \$35.6 million.

Number of Employees

There are 238 budgeted full-time equivalent positions and 226 filled full-time equivalent positions.

Facilities

JPD operates two campuses which house multiple facilities.

1. 375 Woodside Avenue, (San Francisco), CA: Commonly known as the Youth Guidance Center (YGC), the “campus” houses the Administration Building, Juvenile Hall (which is a short-term youth detention facility for the City and County of San Francisco) and several cottages (which were residences that were converted into office spaces for partner city departments and nonprofits). The total square footage of the campus is approximately 209,640 square feet. The Administration Building houses multiple partner agencies including the Superior Courts, the Public Defender’s Office, the District Attorney’s Office and community based organizations which provide services to JPD youth.

The new Juvenile Hall is a state of the art facility, which opened in January of 2007 and has the capacity to provide residential services for 150 youth in a secure setting, 24-hours a day, 7 days a week. The Administrative Building is not slated for replacement in the City’s 10-Year Capital Plan; it is over 60 years old and is reaching the end of its useful life, with poor insulation and substandard heating and electrical systems. Any capital and facilities maintenance projects must take into consideration the asbestos in the walls, ceilings and pipes. The cottages are in the process of being dissolved, due deterioration and poor conditions on-site.

2. 500 Log Cabin Road (LCR), La Honda (San Mateo County), CA: Located on 613 acres of coastal mountain range, Log Cabin Ranch is a twenty-four hour residential treatment camp operated by JPD for post-adjudicated males from the City. With the staff capacity to serve 30 youth, the existing structures were constructed in the late 1940’s with a ranch-like and open environment. In addition to the seven separate buildings on the main campus which total approximately 35,000 square feet, there is a nursery, swimming pool, a small lake, and water and wastewater treatment facilities. Hidden Valley Ranch is located adjacent to the Log Cabin Ranch site and was formerly a secure detention facility for juveniles. However, only the gymnasium is being used and there are no plans to re-open the other parts of Hidden Valley Ranch.

Vehicles

Currently, JPD has a total of 30 vehicles, maintained by Central Shops and are broken down as follows:

By Fuel Type

- 1 (3%) Electric
- 2 (7%) Hybrid
- 11 (37%) CNG
- 16 (50%) Petroleum

By Make

- 19 cars
- 3 Pickups
- 6 Vans
- 1 Tractor
- 1 Golf Cart

Two pickups are primarily used at Log Cabin Ranch. One pickup is assigned to Youth Guidance Center for buildings and grounds maintenance and upkeep. Three passenger vans are assigned to Log Cabin Ranch. One passenger van is assigned to Youth Guidance Center and is used to transport youth. The two remaining vans are used to transport items. Cars are primarily used by JPD employees in the course of the following probation tasks: transport youth to out of home placements and other jurisdictions, visit youth in out of home placements, conduct business between JPD sites, City Hall and other city locations including medical facilities, and do other home visits/inspections.

JPD Departmental Contact Information

JPD's key partners are the Superior Courts, the Public Defender's Office, the District Attorney's Office, the San Francisco Unified School District (SFUSD) and the Department of Public Health (DPH). SFUSD and DPH are located at both campuses, while other partners are located at YGC. As a result of the Trial Court Funding Act of 2002, 12% of equity of the Administration Building was transferred to the Administrative Office of the Courts (AOC), a state entity that manages all court facilities, for their exclusive use and management in January 2010. Any major capital project will require the AOC's consent as they are obligated to share facilities maintenance costs associated with defined common space. By the same token, facilities maintenance decisions that the AOC undertakes will also have ramifications on energy conservation (i.e., the building has only one electric and gas meter) and waste reduction. Nonprofit partners also occupy space on both campuses and will need to be the target of outreach to understand JPD's Climate Plan goals.

JPD's Environmental Conservation Liaisons are Catherine McGuire, the Director of Finance, who manages Building Maintenance, Purchasing and Fleet Management staff (contact information is (415) 753-7560 or Catherine.McGuire@sfgov.org and Sheila Layton, Contract and Program Analyst (contact information is (415) 753-7562 or Sheila.Layton@sfgov.org). They will be working with the following staff and their divisions to oversee implementation of the JPD's Climate Plan:

- i) Allison Magee (Deputy Director) works with the senior management team to assess ways to reduce waste department-wide. She also oversees the IT staff and will identify "e-projects" that reduce reliance on paper through higher utilization of technology options. She has also identified and requested additional funding from various grantors to bring conservation/green projects to Log Cabin Ranch. Contact information is Allison.Magee@sfgov.org and (415) 753-7817.

- ii) Sal Martinez (Building Superintendent) develops and implements facilities and capital projects to improve energy efficiency where possible at both main facilities. Contact information is Salvador.Martinez@sfgov.org and (415) 753-7586.
- iii) Louise Houston (Human Resource Director) leads the employee commute benefit outreach work including assessing the feasibility of implementing flexible schedules and telecommuting to decrease the number of commute days. Contact information is Louise.Houston@sfgov.org and (415) 753-7772.
- iv) Mussa Lema (Custodial Services Supervisor) oversees recycling efforts and waste reduction strategies. He also monitors purchasing of green products as it relates to cleaning products. Contact information is Mussa.Lema@sfgov.org and (415) 753-7589.

Other Sustainability or Environmental Plan

This report is the only environmental plan in place for the Juvenile Probation Department.

3. CARBON FOOTPRINT

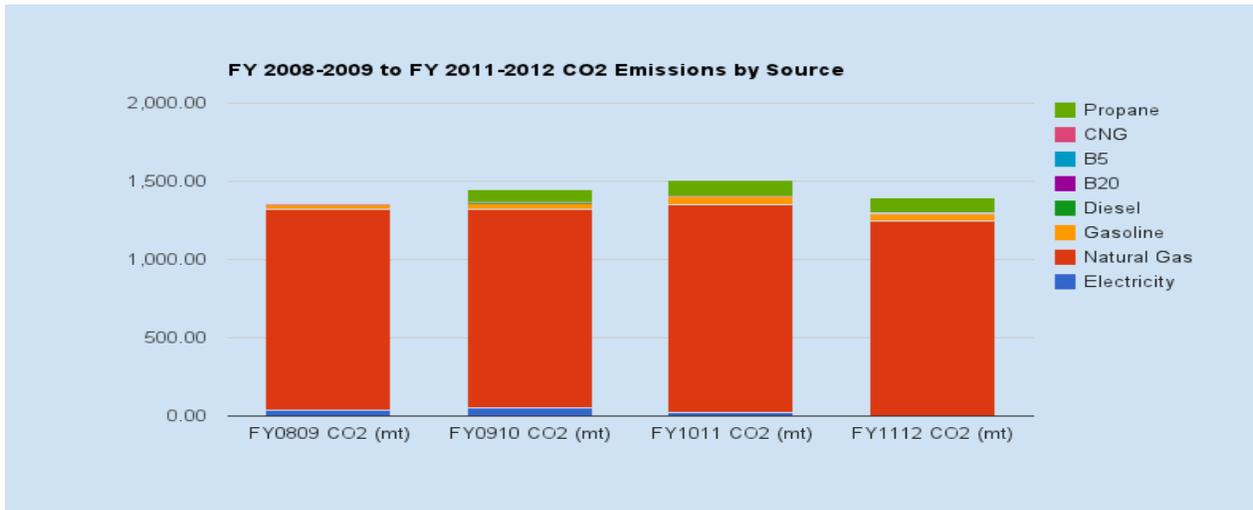
Youth Guidance Center uses electricity and natural gas supplied by PG&E and municipal water. Energy sources at Log Cabin Ranch include electricity supplied by PG&E, and propane gas supplied by a local vendor and distributed from on-site tanks. Log Cabin Ranch makes its own freshwater from a local creek or groundwater wells and treats its own wastewater.

Over the course of the past 4 years JPD has worked on several different projects to improve facilities at both the Youth Guidance Center and Log Cabin Ranch. Some projects have been completed, while others are still in process or require funds.

From Fiscal Year 08-09 to Fiscal Year FY 11-12 the usage of electricity decreased by 15%, natural gas usage decreased by 3%, CNG usage decreased by 31% and gasoline usage increased by 48%. From Fiscal Year 09-10 to Fiscal Year FY 11-12 water usage decreased by 10% and propane usage increased by 17%.

Decreased usage of electricity, natural gas and water may be explained by capital improvements. Many trends have been consistent over the year to decrease usage of consumption. JPD has increased use of a more efficient boiler from 50% to 90% of the time. The decrease in water usage may be attributed to the efficient boiler. CNG usage decreased because work related trips that require the use of gasoline vehicles increased. Staff use gasoline vehicles to travel long distances and CNG vehicle are not able to accommodate staff on these tasks.

Propane is used for heating and cooking at Log Cabin Ranch. There is a possibility that propane usage increased because of the seasonal climate. As temperatures are colder, more propane is needed to heat the buildings at Log Cabin Ranch. However we anticipate that a new water heater we recently installed at Log Cabin Ranch will help decrease use of propane. The aforementioned trends will be furthered discussed in the following sections 3A through 3C.



3A. BUILDING ENERGY

FACILITIES VERIFICATION

The facilities SF Environment used to calculate JPD’s FY11-12 carbon footprint have been verified by JPD’s Climate Liaison.

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

Building Energy Consumption

Energy Type	FY08-09	FY09-10	FY10-11	FY11-12
Electricity (kWh)	3,259,064	3,157,596	3,099,886	2,776,714
Natural Gas (Therms)	241,971	238,094	250,337	235,353

Building Energy Emissions

Energy Type	FY08-09 CO2e (mt)	FY09-10 CO2e (mt)	FY10-11 CO2e (mt)	FY11-12 CO2e (mt)
Electricity	35.66	54.43	22.60	0
Natural Gas	1,283.90	1,263.33	1,328.29	1,248.78
Total CO2e (mt)	1,354.05	1,442.40	1,503.94	1,392.43

During FY11-12, JPD decreased Electricity consumption and emission (by 482,350 kWh and 0 Metric Tons of CO2e). Natural Gas consumption and emission decreased (by 6,618 Therms and 35.12 Metric Tons of CO2e) for FY11-12. JPD does not purchase steam.

Since Fiscal Year 08-09 JPD has made several changes to infrastructure, as of Fiscal Year 11-12 some of these changes have helped to decrease the usage of electricity at our sites by 15% from 3,259,064 kWh to 2,776,714 kWh. The replacement of old outdated infrastructure, with newer and more energy efficient material has allowed JPD to experience reductions in electricity usage. JPD has worked on projects to replace old boilers, windows and lighting, as wells as rebuild radiators/heating systems in Youth Guidance Center Administration building.

3A1. ENERGY EFFICIENCY

ENERGY EFFICIENCY RETROFIT PROJECTS

I. Incandescent Light Replacement Project

Facility Name and Address: Youth Guidance Center 375 Woodside Avenue, San Francisco CA 94127

Ownership Status: Owned

Estimated Savings: We estimate electricity use decreased by 5%

Participation and Role of Other Departments: SFPUC

Project Status: The project has been completed

Challenges and Successes:

When possible, JPD takes efforts to incorporate energy conservation projects but cost has often been prohibitive. This project was successful because JPD because the project was funded by SFPUC. The facilities maintenance staff replaced approximately 100% of incandescent lights at the Youth Guidance campus with energy efficient fluorescents. Originally, there was a goal to have all facilities outfitted with fluorescent lights with some motion-sensor in place as of 2012, however not all areas of the facility were outfitted with motion sensors. JPD worked with SFPUC to complete this project in early 2013.

II. Window Replacement Project

Facility Name and Address: Youth Guidance Center 375 Woodside Avenue, San Francisco CA 94127

Ownership Status: Owned

Estimated Savings: Electricity consumption was 3,157,596 kWh in FY09-10 and decreased to 2,776,714kWh in FY11-12. It is likely that the decrease in consumption was the result of staff reducing the use of personal space heaters and fans, and using new fully operable windows.

Participation and Role of Other Departments: DPW

Project Status: The project has been completed

Challenges and Successes:

The single pane windows replacement project in the Administration Building began in November, 2010 and was completed Fall 2011. Funding for the project has been a challenge, since funds are limited, the remaining windows will be upgraded on an as needed basis. Windows were upgraded in half off the Administrative Buildings. They were retrofitted to energy efficient double glazed windows. We are unsure if we will install the remaining half of the windows because of budget constraints.

III. Burner Replacement

Facility Name and Address: Youth Guidance Center 375 Woodside Avenue, San Francisco CA 94127

Ownership Status: Owned

Estimated Savings: Uncertain

Participation and Role of Other Departments: None

Project Status: The project has been completed

Challenges and Successes:

The burner on the existing boiler in the service building at YGC was replaced during 2012. The entire boiler was slated for replacement to adhere to BAAQMD requirements, but at a cost of over \$500,000 was infeasible. This burner replacement meets standards and was less costly.

IV. Fire Pump Installation

Facility Name and Address: Log Cabin Ranch 500 Log Cabin Road La Honda, CA

Ownership Status: Owned

Estimated Savings: This has decreased energy usage to 64%.

Participation and Role of Other Departments: None

Project Status: The project has been completed

Challenges and Successes:

After new installation of a fire pump, the system is able to operate automatically to maintain normal system pressure. The new main pump will activate only when water is needed while the old system operated on a continuous basis to maintain system pressure.

V. HVAC System Replacement

Facility Name and Address: Log Cabin Ranch 500 Log Cabin Road La Honda, CA

Ownership Status: Owned

Estimated Savings: Uncertain

Participation and Role of Other Departments: None

Project Status: The project has been completed

Challenges and Successes:

The Heating, Ventilation, and Air Conditioning (HVAC) system was replaced at Log Cabin Ranch dormitories. One challenge has been that the remainder, approximately 2/3 of the system, is scheduled to be replaced if and when funds are allocated for this project.

VI. Boiler Replacement

Facility Name and Address: Log Cabin Ranch 500 Log Cabin Road La Honda, CA

Ownership Status: Owned

Estimated Savings: Uncertain

Participation and Role of Other Departments: None

Project Status: The project has been completed

Challenges and Successes:

The boiler in the Recreation Hall at Log Cabin Ranch was replaced with a key pump. One success is the boiler will be more energy efficient and will allow for cooling when it is hot. The previous system runs on propane which was more expensive, the new system will run on electricity which will be cheaper and efficient.

COMPLIANCE WITH THE EXISTING COMMERCIAL ENERGY PERFORMANCE ORDINANCE

In order to comply with the Existing Commercial Buildings Energy Performance Ordinance (Ord 17-11, SF Environment Code Chapter 20), our department assisted the SFPUC in producing the 2011 Energy Benchmarking Report for San Francisco Municipal Buildings by:

- Verifying our department's list of facilities.
- Verifying the existing data for each facility (such as street address, year built, gross square footage, and building type).
- Providing data specific to the primary EPA ENERGY STAR building category (such as weekly operating hours, number of workers on main shift, and if applicable, additional information on the facility, subspaces, and parking areas).

The 2011 Energy Benchmarking Report is available at:

<http://www.sfwater.org/modules/showdocument.aspx?documentid=2938>

The following JPD facilities were benchmarked (refer to the document Benchmarking list BY DPT 12-4-2012.pdf):

Facility Type	# of Facilities Benchmarked for Department X per Facility Type	Page Number(s) in Benchmarking Report
Youth Guidance Center	1	22

JPD reviewed the facility listed on the 2011 Energy Benchmarking Report. From 2010 to 2011 Energy Use Intensity (EUI) decreased by 4.2%.

Compared to other correctional facilities such as San Francisco County Jail, San Bruno Facility which increased EUI to 4.9% from 2010 to 2011 and County Jail #1 and #2 which decreased EUI by 6.1% from 2010 to 2011, the Youth Guidance Center had a decent decrease in EUI. The decrease in EUI is likely due to boiler replacement and window replacement projects that took place over the previous years.

COMPLIANCE WITH THE LIGHTING EFFICIENCY ORDINANCE

A recent project funded by the PUC improved all of JPD's lighting efficiency. To the best of JPD's knowledge it is compliant with the requirements outlined in the Commercial Lighting Efficiency Ordinance (SF Building Code Chapter 13D).

Information Technology

- There is no notice to turn off computers because IT needs PCs in sleep mode to receive patches and updates during off hours.
- Personal computers are programmed to go into hibernation or standby mode after 20 minutes of inactivity.
- IT staff adhere to City policy and purchase "Energy Star" efficient computers and insure that all personal computers must meet the Electronic Product Environmental Assessment Tool (EPEAT) Gold standard. Used computers and monitors are recycled.
- JPD has virtualized servers; JPD is currently running on Microsoft Hyper-V environment.
- Budget limitations have made it difficult to replace outdated desktops. Some PCs are over 8 years old. However, JPD has received funding in the current year and is replacing these oldest PCs.
- The Information Technology Division has deployed a re-write of a new web-based Juvenile Justice Information System. End users can access information online, eliminate paper reports, and complete and save forms electronically. This has reduced the printing and duplication of documents.
- To promote efficiency and reduce paper consumption, JPD's IT staff have continued to identify ways to shift from a paper-driven system to an electronic process. JPD's IT has also worked to ensure that personal computers meet the standards set by the Committee on Information Technology.
- The number of printed copies of JPD's newsletter "The Peeks" was reduced by 50% and is now available online on the Department's website.
- During FY 13 to FY 14, JPD well to implement a Web-based Case Management System. This system will make case management seamless and decrease the use of paper files.

3A2. RENEWABLE ENERGY

There are currently no projects or proposals for renewable energy generation at any JPD facilities, partly because of age and budget limitations.

3A3. GREEN BUILDING

At this time JPD has no Green Buildings or plans LEED certification. While JPD takes efforts to implement green practices and energy conservation, none of the buildings JPD maintains have LEED certification.

3B. WATER

FISCAL YEAR 2011-2012 WATER CONSUMPTION

Annual JPD Consumption

	FY10-11	FY11-12
Water (gallons)	5,896,484	4,910,620

JPD’s water consumption for Fiscal Year 11-12 was 4,910,620 gallons, a decrease of 985,864 gallons from the previous year. From Fiscal Year 09-10 to Fiscal Year 11-12 JPD water usage decreased from 5,446,936 to 4,910,620, which is a decrease of 10%. The result of the decrease may be due to decreased use of boilers as well as repairing leaks.

WATER EFFICIENCY AND CONSERVATION

JPD’s new Building Superintendent Sal Martinez has worked with SFPUC’s Water Conservation Section to inquire into the various programs for city departments. JPD is aware of the following resources: free water evaluations, financial incentives for high-efficiency toilets and urinals, grants for water efficient landscaping and recycled water projects, free devices such as faucet aerators and showerheads. JPD will begin to pursue these options to fund projects that reduce water use.

3C. TRANSPORTATION & FUEL

Fuel and Vehicle Verification

JPD has verified the list of vehicles and JPD’s fuel totals used by SF Environment to calculate the FY 11-12 Departmental carbon footprint. December 2012 JPD removed an SUV from our fleet. The SUV will be replaced by a more energy efficient hybrid.

Fiscal Year 2011-2012 Carbon Footprint from Mobile Combustion of Fuel

FY11-12 Carbon Footprint Fuel Consumption

Fuel Type	FY08-09 Liquid Fuels Consumed	FY09-10 Liquid Fuels Consumed	FY10-11 Liquid Fuels Consumed	FY11-12 Liquid Fuels Consumed
Unleaded Gasoline (Gals)	3,375	4,345	5,719	4,996
CNG (GGE)	782	661	639	541

FY11-12 Carbon Footprint Fuel Emissions

Fuel Type	FY08-09 Liquid Fuel Tonnes CO2 Produced (mt)	FY09-10 Liquid Fuel Tonnes CO2 Produced (mt)	FY10-11 Liquid Fuel Tonnes CO2 Produced (mt)	FY11-12 Liquid Fuel Tonnes CO2 Produced (mt)
Unleaded Gasoline	29.72	38.27	50.38	44
CNG	4.77	4.03	3.90	3.30
Total CO2	34.49	42.30	54.28	47.30

In FY11-12, JPD consumed 4,996 gallons of Unleaded Gasoline and 541 gasoline gallon equivalents (GGE) of Compressed Natural Gas. JPD’s FY11-12 Unleaded Gasoline emission was 44 Metric Tons of CO2 and Compressed Natural Gas emission was 3.30 Metric Tons of CO2.

The decrease in CNG usage may be associated to JPD staff using vehicles less often for trips within San Francisco. CNG vehicles are predominately used for shorter trips within San Francisco, and it is likely staff used the vehicle less often in FY11-12 than they did in FY08-09. The change in gasoline usage is attributed to an increase in staff visits to Log Cabin Ranch and visits to other long distance locations within California. JPD staff use vehicles that require unleaded gasoline for long distance trips because CNG vehicles in the fleet are not able to accommodate these types of trips.

3C1. HACTO

The Healthy Air and Clean Transportation Ordinance (HACTO) addresses:

- Transit First – At Work
- Transit First – Commuting
- Vehicle reduction

In an effort to comply with the Healthy Air and Clean Transportation Ordinance JPD has made attempts to encourage employees to make use of public transportation as well as ride shares.

We encourage employees to use public transportation for off-site duties that do not require a vehicle. These activities have been encouraged by department newsletter, e-mail blast, posters and flyers. Over the course of the next year we will acquire clipper cards in order to make public transport more convenient for work related trips.

JPD promotes the use of public transit for commuting to and from work. JPD encourage participation in the Pre-Tax Commuter Benefits program by notifying employees by the following methods: Department Newsletter, E-mail, New Employee Orientation, Posters and Flyers

JPD would like to implement the use of carpooling for commuting to and from work. JPD is planning to solicit help from SF Environment in order to put a plan in place.

Due to the nature of work, Juvenile Probation staff is often required to use vehicles to complete tasks such as home visits and youth transport. Unfortunately JPD is not able to make drastic decreases to our fleet. As a result JPD submitted a waiver request for 12-13.

Attached as Appendix A to this DepCAP are the following documents:

- HACTO Report for Fiscal Year 11-12
- HACTO Plan for Fiscal Year 12-13
- Waiver Request for 12-13

3C2. TRANSPORTATION SURVEY

TRANSPORTATION SURVEY

TOTAL NUMBER OF EMPLOYEES	TOTAL NUMBER OF SURVEY PARTICIPANTS	SURVEY PARTICIPATION	TOTAL NUMBER OF EMPLOYEE TRIPS MADE IN A WEEK *
238	41	17.23%	405

The Juvenile Probation Department took part in the biannual transportation survey the City conducted.

The survey gathers info on City employee commuting and at-work travel behavior. The 2012 CCSF Transportation Survey was administered through the Department of Environment's CommuteSmart team and distributed through Climate Liaisons at each department.

JPD ran the survey from November 20th through December 31, 2012. Of our 238 employees, 41 employees filled out the survey – a 17% response rate. Each employee received information to fill out the survey in their work inboxes and flyers were posted on-site. However, many employees do not have workstations available to them at work.

From the data results specific to our department, there are the following observations:

- Respondents stated that for 70.6% of trips to and from work they drive alone
- Respondents stated that for 4.4% of trips to and from work they carpool/vanpool
- Respondents stated that for 24.7% of trips to and from work they use public transportation
- 26.4% respondents stated if more comfortable, convenient, or reliable transit options were available they would be discouraged from driving alone
- 30.6% respondents stated an alternate work schedule, or being able to work from home would discourage them from driving alone

Based on the aforementioned observations, it appears that staff rely heavy on driving to work alone. There may be room for improvement in order to encourage staff to make better use of public transportation and carpool/vanpool. JPD we will send out an e-mail communication to the entire department explaining the Pre-Tax Commuter Benefits Program. We will also work with the SF Department of the Environment to try to implement a Carpool/Vanpool in order to encourage employees to drive to work together instead of driving alone.

4. OTHER SUSTAINABLE PRACTICES

JPD has taken part in the following projects:

- JPD purchases locally produced vegetables from FreshPoint. FreshPoint partners with local farms that practice sustainable agriculture to protect the land and environment.
- JPD has an agreement with the San Francisco Conservation Corps (SFCC) to establish on-site project based learning opportunities for the youth at Log Cabin Ranch. Focus is on the green sector and uses ongoing capital improvements or other resources available in the unique surroundings of Log Cabin Ranch as learning opportunities for the youth. JPD is also working with the San Francisco Unified School District so that classroom curriculum may compliment and reinforce the work of the SFCC.
- JPD has contracted with Urban Sprouts via the Department of Environment to oversee the Kitchen Gardening Project at Log Cabin Ranch. It creates learning opportunities for Log Cabin Ranch residents that focus on organic growing, nutrition, cooking and composting.

4A. Zero Waste

The SF Department of the Environment Zero Waste Team recommended that JPD, improve recycling and implement composting programs in Juvenile Hall.

Over the course of the last year JPD has implemented composting throughout our facility. JPD has implemented the following measures in order to improve recycling and composting efforts:

- Scrap metal and cardboard are recycled by building maintenance staff at both sites.

- Recycling is now part of the service provided by the scavenger company that services Log Cabin Ranch.
- Yard trimmings are taken to the Recology Facilities for composting.
- Composting options are now available to all employees and youth. Green waste is collected at YGC Administration Building and Juvenile Hall. Compost will be collected at Log Cabin Ranch when local infrastructure is put in place to retrieve it.
- In lieu of making hard copies more staff save electronic copies and share electronic versions of documents.
- Hair clips that were originally purchased for use at Juvenile Hall have been re-purposed as paper clips. Note: hair clips are no longer used by the girl detainees due to safety concerns.
- The Virtual Warehouse is regularly checked for any needed items.
- Batteries are disposed of in designated areas.
- Toner cartridges are returned to vendors.
- Paper shredding is conducted.

Zero Waste Survey

Facility Name	Address	#1 Trash Item	Action to eliminate it from landfill
Youth Guidance Center	375 Woodside Ave SF, CA	Not Available	Not Available

JPD’s Recycling Coordinator is Mussa Lema the Custodial Services Supervisor. He has just recently filled the position that Jose Lemus held. Our new coordinator is becoming familiar with Zero Waste and Green practices.

4B Green Purchasing

San Francisco Environment Code Chapter 2 requires all City departments to buy green products listed at SF Approved, at <http://www.sfapproved.org>

In calendar year 2011, JPD had the following record:

Percent of Green Products*
Batteries: No data from vendors
Cleaners: No data from vendors
Computers/servers: No data from vendors
Light bulbs: 0%
*products listed in SFAproved.org

When JPD purchases new appliances energy efficiency is a top priority, items must be Energy Star equipment. JPD also purchases 100% recycled paper products, utilizes cleaning products on the DOE list of approved products when possible, and uses re-chargeable batteries. In order to improve green purchasing at JPD the Climate Liaison will meet with the new Custodial Services Supervisor to discuss green products that can be used by custodial employees. However, due to budget constraints many products are unavailable to JPD.

4C. Carbon Sequestration/Urban Forest

JPD has not recently planted trees, but would be interested in working with Urban Forest to increase the number of trees at Log Cabin Ranch. JPD does work to maintain trees and other plant life that are present on JPD property.

5. COMMUNITY WIDE IMPACT

5. Community Wide Impact

In addition to the other sustainable practices listed above, JPD's work with youth at Log Cabin Ranch exposes them to a new perspective, to nature and to a new way of thinking, all of which have significant environmental component. JPD has also posted extra signs near compost bins in the restrooms.

6. SUMMARY & GOALS

6. Summary & Goals

Summary

Many of the facilities JPD owns are old and in need of work in order to become more energy efficient. The Juvenile Hall building is the only facility that is updated. The remaining facilities at 375 Woodside and Log Cabin Ranch are being updated on an on-going basis to implement environmentally friendly practices. A major difficulty to improving the locations and making them more energy efficient is the JPD's limited budget. Some of the highlights of JPD DECAP are as follows:

- Incandescent Light Replacement Project
- Window Replacement Project
- Burner Replacement
- Fire Pump Installation
- HVAC System Replacement
- Boiler Replacement
- Composting Implemented

Goals

Even though JPD has limited funds to work on major capital projects there are some smaller plans JPD would like to put in place. The following are several major goals JPD will work on in order to reduce our carbon footprint:

- Improve employee transit habits to/from work. JPD we will send out an e-mail communication to the entire department explaining the Pre-Tax Commuter Benefits Program. We will also work with the SF Department of the Environment to try to implement a Carpool/Vanpool in order to encourage employees to drive to work together instead of driving alone.
- As older vehicles are phased out JPD will work to replace older vehicles with more energy efficient hybrids if a hybrid vehicle is a viable option. Since some vehicles are needed for long trips we will need to look for options that are compatible with JPD's needs.
- In order to improve green purchasing at JPD, the Climate Liaison will meet with the new Custodial Services Supervisor to discuss green products and request he meet with the SF Department of the Environment in order to become better familiar with Green Purchasing.
- Add timer lighting in some areas of Juvenile Hall.
- Change fixtures to LED for outside areas.

APPENDICES

- HACTO Report for Fiscal Year 11-12
- HACTO Plan for Fiscal Year 12-13
- Waiver Request for Fiscal Year 12-13

HACTO Annual Plan

#46

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 *

Juvenile Probation Department

Name of Person Preparing Report *

Sheila Layton

Title of Person Preparing Report *

Contract and Program Analyst

Email of Person Preparing Report *

Sheila.Layton@sfgov.org

Name of Department Head *

William Siffermann

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:

We will encourage employees to use public transportation for off-site duties that do not require a vehicle.

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:

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:

Due to the nature of work many staff at Juvenile Probation staff are required to use vehicles to complete tasks such as home visits and youth transport. However when there are tasks that don't require the use of a vehicle staff will be encouraged to use public transportation.

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:

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

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

Elcott, Liore

From: Wufoo [no-reply@wufoo.com]
Sent: Tuesday, December 04, 2012 5:05 PM
To: Elcott, Liore
Subject: HACTO Annual Implementation Report FY:'11-'12 [#45]

Department * Juvenile Probation Department

Name of Person Pico Junior

Preparing

Report *

Title of Person Fleet Manager/Coordinator

Preparing

Report *

Email of Person Pico.Junior@Sfgov.org

Preparing

Report

Name of Chief William Siffermann

Department

Head *

Email of William.Siffermann@Sfgov.org

Department

Head *

Referring back to the HACTO or DepCAP plan submitted for FY 2011–12, please include your Transit–First Plan and policies below: *

JPD is reliant on vehicles to complete many work duties. JPD is unable to rely upon walking, bike and transit to complete most work duties. Since probation officers often need to use vehicles to transport youth and conduct other off site business, we will need to maintain our current fleet. However, as older vehicles in the fleet become obsolete, JPD is committed to purchasing alternative fuel vehicles if an alternative option is available in the vehicle type that is required. In FY 11–12, JPD will be receiving two vehicles intended to replace two similar vehicles that are more than 15 years old.

Below, please report on the In an effort to limit staff usage of vehicles to complete administrative tasks at City Hall, we have an employee who makes errand runs downtown once a week. This limits staff use of vehicles for

success of the administrative tasks.
abovementioned
policies in
reducing single-
occupancy
motor vehicle
use for work-
related trips: *

Does your department manage any of its own vehicles? *

Yes

As reported in your 2011 HACTO report, how many vehicles were subject to HACTO? *

24

As reported in your 2011 HACTO report, how many vehicles were planned to be removed from service? *

2

As of June 30, 2012, how many vehicles have actually been removed from service? *

0

Based on the above information, which is true? * The number of vehicles actually removed from the fleet was less than the planned number

Please provide an explanation of the difference. * After JPD is able to finalize the purchase of 2 vehicles, JPD will relinquish the 2 vehicles planned for removal.

Each department is required to reduce 5% of their light-duty truck and passenger vehicle fleet. Based on the above data, was your department in compliance? *

No

Please explain why your department was not able to comply. * JPD will be in compliance and return the 2 vehicles, after JPD is able to finalize the purchase of 2 newer more fuel efficient vehicles.

Did your department purchase new vehicles that were justified by an increase in workload? *

No

HACTO Waiver Form – FY 2012–13

#9

Department *	Juvenile Probation Department
Name of Person Preparing Report *	Sheila Layton
Title of Person Preparing Report *	Contract and Program Analyst
Email of Person Preparing Report *	Sheila.Layton@sfgov.org
Name of Department Head *	Chief William Siffermann
Email of Department Head *	William.Siffermann@sfgov.org

Number of Vehicles Subject to HACTO * 20

The waiver(s) your department wishes to request are: * Full Fleet Waiver(s)

Partial Fleet
The number of fleet sections for which you are requesting waivers: *

Full Fleet 1
The number of fleets sections in your departmental fleet subject to HACTO: *

Fleet Section Name * Juvenile Probation Vehicles

Number of vehicles included in the waiver. * 28

Type of vehicles included in the waiver. *

- Passengar Car
- Van
- Pick-up

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

The daily workload for staff at Juvenile Probation Department (JPD) can be demanding and on some occasions staff is required to be present at different locations on short notice, in addition to the scheduled daily duties staff must complete. The Staff at JPD need vehicles to have the ability to transport youth and/or family members at a moment's notice. Further, JPD employees need to be mobile at any time to respond to needs or concerns in the community. Transport includes locations within and outside San Francisco of employees, youth, and family members. The tasks that JPD's Probation Officers complete are as follows based on vehicle type:

Regular Passenger Vehicles
(which includes gas, cng and hybrids):

- Conduct home visits with youth and family/guardians
- Attend meetings at school and Conduct School visits
- Attend meetings with case workers at non-profits or other City agencies providing services to youth
- Conduct checks on youth to ensure compliance with terms of probation.
- Transport youth to receive psychiatric evaluations
- Out of home placement visits
- Conduct surveillance

Passenger Vans:

- Transport youth from Log Cabin Ranch to organized activities
- Transport youth to doctors' appointments
- Transport youth and staff to Camp Mather
- Transport large groups of staff to meetings, site visits and trainings

Trucks:

- Hauling equipment and supplies to, from and around Log Cabin Ranch property
- Hauling equipment and supplies to and from hardware stores and other suppliers
- Traverse rough terrain to inspect, repair and sample at source water pump for drinking water operations

Youth transport and visits to youth in placements or at their homes is a frequent and State and Federally mandated activity conducted by our Probation Officers. It would be impossible for JPD staff to walk, bike or use public transportation in order to conduct these activities, because of the locations of many of these visits both in and out of San Francisco, many times not located near public transit or requiring many modes of public transit to reach the destination. Further, transport of youth in City vehicles ensures youth, employee, and public safety. Although JPD does not travel far with many vehicles, making odometer readings low, most days all vehicles are out at some point. A decrease in JPD's fleet would make it very difficult for JPD to complete daily functions.

Additionally, JPD has two sites that are difficult to reach by transit, walking or biking. Log Cabin Ranch is located in a rural setting in the Santa Cruz Mountains, South and East of Half Moon Bay. The other site, at 375 Woodside Ave on the backside of Twin Peaks at the top of a steep hill, is also difficult and/or inefficient to walk, bike or take transit from/to.

It is impractical to carry supplies to and from Log Cabin Ranch via public transportation. Trucks are needed to haul supplies to Log Cabin Ranch and to ensure that property is kept in good condition.

Would you like to request a waiver for No
another fleet section? *

Fleet Section Name *

Number of vehicles included in the
waiver. *

Type of vehicles included in the
waiver. *

Describe what operational
requirements or work will not be met
if these vehicles are removed from
your department's fleet and why
Transit First options cannot meet
these requirements. Please be

specific by vehicle type. *

Would you like to request a waiver for another fleet section? *

Fleet Section Name *

Number of vehicles included in the waiver. *

Type of vehicles included in the waiver. *

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

Would you like to request a waiver for another fleet section? *

Fleet Section Name *

Number of vehicles included in the waiver. *

Type of vehicles included in the waiver. *

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

Would you like to request a waiver for another fleet section? *

5 Fleet Section Name *

Number of vehicles included in the waiver. *

Type of vehicles included in the waiver. *

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be

specific by vehicle type. *

Would you like to request a waiver for another fleet section? *

Fleet Section Name *

Number of vehicles included in the waiver. *

Type of vehicles included in the waiver. *

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

Would you like to request a waiver for another fleet section? *

Fleet Section Name *

Number of vehicles included in the waiver. *

Type of vehicles included in the waiver. *

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

Would you like to request a waiver for another fleet section? *

Fleet Section Name *

Number of vehicles included in the waiver. *

Type of vehicles included in the waiver. *

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

Would you like to request a waiver for another fleet section? *

Fleet Section Name *

Number of vehicles included in the waiver *

Type of vehicles included in the waiver *

Describe what operational requirements or work will not be met if these vehicles are removed from your department's fleet and why Transit First options cannot meet these requirements. Please be specific by vehicle type. *

How many vehicles would be subject to HACTO if the waiver(s) are approved? *

What is 10% of the number above? *

How many vehicles does your department plan to remove? *

The number of vehicles planned for removal is: *

I understand that my department plans to remove fewer than required number of vehicles that must be removed in order to be compliant. *

Please attach the spreadsheet of underutilized vehicles with justification for vehicles that consumed less than 200 gallons of fuel or were driven fewer than 3,000 miles in a year. *



[fy13_vehicle_pool.xlsx](#)

13.95 KB · XLSX

Which transit first tools are being employed at your department? *

- Public Transit

Other: *

If you would like, please use this space to explain in further detail what your department will do to reduce dependency on vehicles.

JPD is committed to take part in the Transit-First plan, currently employees combine trips and errands to Civic

Center as often as they can, on these trips staff are encouraged to use public transport. JPD has a staff member dedicated to make a weekly errand run to city hall. This staff uses public transport and decreases the need for other staff to take trips to city hall during the week. Unfortunately, JPD is not able to incorporate the transit first plan in all aspects of duty. Since probation officers often need to use vehicles to transport youth, have the ability to transport youth when conducting visits and probation checks, and go to rural, distant or remote locations, we will need to maintain our current fleet. However, as older vehicles in the fleet become obsolete, JPD will purchase alternative fuel vehicles, as available, in the vehicle type that is required.

Created 14 Mar 2013 4:49:25 PM	208.121.64.2 IP Address
PUBLIC	