

# 2014 DEPARTMENTAL CLIMATE ACTION PLAN

## DATA YEAR: FISCAL YEAR 2012-2013

### PREPARED BY: SHAWN EWING

### DATE: MARCH 28, 2014

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## 1. INTRODUCTION

DCYF staff have made progress towards reducing their carbon footprint and getting to zero waste. Samples of items appropriate for composting vs. recycling vs. waste have been affixed above the bins in the kitchen and meeting rooms. The focus this year is on Public Transit First and getting everyone enrolled in the [Pre-Tax Commuter Benefits Campaign](#). DCYF leases office space from Transwestern, Inc. at 1390 Market St. This building is LEED Certified.

## 2. DEPARTMENTAL PROFILE

To improve the well-being of San Francisco's children and youth by ensuring the wise investment of resources in comprehensive services, community building, promoting public policies and creating strategic partnerships to achieve positive outcomes for children, youth and their families.

- Departmental Budget: \$144,000,000
- Number of Employees: 40 full time
- Facilities: one leased office space
- Vehicles: none
- Contact information and title of lead staff member to oversees the implementation of this DepCAP:  
Shawn Ewing, Primary Zero Waste Coordinator, 554-8776, [sewing@dcyf.org](mailto:sewing@dcyf.org), 1390 Market St., Ste.

### 3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

The DCYF carbon footprint cannot be calculated due to a lack of information on energy and water consumption. DCYF leases office space from Transwestern, Inc. at 1390 Market St. No facility energy use available despite multiple attempts.

#### 3A. FACILITIES LIST VERIFICATION STATEMENT

DCYF leases one suite (900) at 1390 Market Street.

### 4. EFFORTS IN FACILITIES ENERGY REDUCTION

1390 Market St. is a LEED Certified building. For specific information on this facility, please refer to the San Francisco Department of Real Estate.

#### 4D. INFORMATION TECHNOLOGY

- ✓ DCYF only purchases EPEAT Gold standard IT products. Most servers are virtualized with a SAN storage infrastructure to minimize energy use and cooling requirements.
- ✓ All PCs and monitors are labeled with “energy conservation reminder – turn off when not in use”.
- ✓ All PC’s automatically to go into hibernation or standby mode after 20 minutes of inactivity
- ✓ Obsolete servers have been replaced or consolidated with new EPEAT Gold standard blade servers or virtualized.

### 5. EFFORTS IN WATER USE REDUCTION

- ✓ DCYF has two kitchens, each of which has a “US Pure Water” system attached to the tap water. This is an ecological alternative to bottled water. Water data is not available for the leased space DCYF occupies at 1390 Market St. All staff have been notified to comply with the Mayor’s Executive Directive of February 10, 2014 requiring a 10% reduction in water use.

### 6. EFFORTS IN VEHICLE FUEL REDUCTION

DCYF uses the City Hall vehicle/bicycle pool and has one of the highest employee usage rates of public transit of any City department (as evidenced by the Transportation Award won by DCYF last year). DCYF does not own/lease any vehicles. The approved HACTO Plan is included in the Appendix. Please note: DCYF staff now use the City Hall Bicycle pool. This access was granted after the HACTO Plan was already submitted. As part of our Transit First Campaign we are promoting enrollment in the Pre-tax Commuter Benefits Program.

### 7. OTHER SUSTAINABLE PRACTICES

- ✓ DCYF funds over 400 community-based organizations serving children, youth and their families throughout San Francisco.

## 8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

- ✓ DCYF starts this year with a low baseline of carbon emissions due to our high use of public transit and the City Hall vehicle/bicycle pool. This year we will focus on the goal of getting more employees enrolled in the [Pre-Tax Commuter Benefits Campaign](#).

## APPENDIX

DCYF Carbon Footprint Report

DCYF Approved HACTO Plan

Please note: DCYF HACTO report was submitted to the Dept. of the Environment ([HACTO@sfgov.org](mailto:HACTO@sfgov.org)) on 1/22/14 by the DCYF Dept. Director. After the HACTO plan was submitted, DCYF has since been granted access to the City Hall bicycle pool for work-related travel.

DCYF

## Department of Children, Youth & Their Families

**NO FACILITY ENERGY USE AVAILABLE DESPITE MULTIPLE ATTEMPTS  
(NO CO2 INFO CAN BE ESTABLISHED FOR THIS DEPARTMENT)**

Carbon Footprint Report

<b>Climate Liaisons</b>	<b>Phone</b>	<b>E-mail</b>	<b>Liaison Profile Status</b>
Shawn Ewing	415-554-8776	sewing@dcyf.org	COMPLETE
<b>Fleet Manager</b>	<b>Phone</b>	<b>E-mail</b>	
Nahel Simon		Nahel.Simon@sfgov.org	
<b>Building Manager Fox Plaza</b>	<b>Phone</b>	<b>E-mail</b>	
Tammy Liang	(415) 503-1984	Tammy.Liang@transwestern.net	
<b>Zero Waste Coordinators</b>	<b>Phone</b>	<b>E-mail (or fax if no e-mail)</b>	<b>Division - Address</b>
Shawn Ewing	415-554-8776	sewing@dcyf.org	1390 Market St, Ste. 900, Fox Plaza
Joanne Wan	415-554-8421	joanne.wan@dcyf.org	1390 Market St, Ste. 900, Fox Plaza
<b>Buy Green Leader</b>	<b>Phone</b>	<b>E-mail</b>	<b>Position</b>
Shawn Ewing	415-554-8776	sewing@dcyf.org	Attended 1/10/13 Meeting Yes

**From:** [Maria Su](#)  
**To:** [HACTO@sfgov.org](mailto:HACTO@sfgov.org)  
**Cc:** [Ewing, Shawn](#); [Emily Davis](#)  
**Subject:** FW: HACTO Submission Forms 2013  
**Date:** Wednesday, January 22, 2014 8:14:27 PM  
**Importance:** High

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To Whom it May Concern,

Please find my APPROVED HACTO Plan for the Department of Children, Youth and Their Families (DCYF).

## HACTO Submission Forms 2013

Department *	DCYF
Name of Person Preparing Report *	Shawn Ewing
Title of Person Preparing Report *	IT Manager
Email of Person Preparing Report *	<a href="mailto:sewing@dcyf.org">sewing@dcyf.org</a>
Name of Department Director *	Maria Su
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 • Tokens
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: *	DCYF has one of the best track records for low-emissions travel. Most staff take public transit for both commuting and work-related travel.
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? *	No space is available for storing the City bikes. We have asked officials at City Hall for use of their space, but they have not allowed us to use any space in City Hall.
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: *	Yes, some staff check-out vehicles from the City pool parked next to City Hall.
Is your department able or have plans to host a tele-conference call? *	Yes
Is your department able or have plans to be able to host a video-conference call? *	No
What are the reasons for not encouraging or planning to encourage employees to use tele-conferencing or video-conferencing? *	Old wiring in the leased space at Foxplaza limits the practical use of video-conferencing.
Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: *	DCYF Program Officers use MUNI tokens. Clipper Card posters are hung throughout the office. Numerous e-mail reminders to take public transit are sent throughout the year.
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
Does your department promote or plan to promote the use of bicycles for commuting to/from work? *	Yes
How will you promote bicycle commuting? *	<ul style="list-style-type: none"> <li>• Other</li> </ul>
Other: *	Most staff have space to store their personal bicycles next to their cubicle.
These bicycle-friendly resources are available at: *	My department only has one location
Does your department plan to promote the use of ridesharing for commuting to/from work? *	Yes
How will you promote ridesharing? *	Encourage registration in the 511-matching program
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work: *	While most staff take public transit, occasionally they will casual carpool. The mode of transit is often influenced by their "lifestage" -- i.e. whether they need to drop-off/pickup infants, toddlers at childcare facilities or school.
D. Does your department offer or plan to offer tele-commuting? *	Yes

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

All staff can use the Virtual Private Network (VPN) for accessing work files/email remotely. Most staff use both the VPN and Office365 (web-based email) on a daily basis. Whether or not individual staff can work remotely on a regular basis is determined by the individual's supervisor on a case-by-case basis.

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

DCYF has won awards in previous years for the highest level of public transit usage by City staff. We are committed to promoting more use of public transit as well as the use of bicycles, car/van pools, MUNI, and BART.

Campaign Options \*

4. Pre-Tax Commuter Benefits Program

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: \*

Equal to or more than the number needed to be compliant.

No vehicles owned by DCYF. Not applicable. You have completed this section of HACTO. Thank You.

Thanks,  
--Maria

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Maria Su, Psy.D.  
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