

**Title: Department of Child Support Services Climate Action Plan**  
**Data Year: Fiscal Year 2010-2011**  
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### **1. Introduction**

The Department of Child Support Service operates as a tenant in a leased facility that is privately owned and managed. Our department's carbon footprint includes the consumption of energy in the single facility that we occupy at 617 Mission Street along with a fleet of seven (7) vehicles. Energy consumption includes electricity and fuels for our fleet. We do not consume any natural gas or steam.

For Fiscal Year 2010-2011, 612,950 (kWh) of electricity was consumed, resulting in 10.10 gallons of CNG creating 0.06 tons of CO<sub>2</sub>; and 545 gallons of unleaded gasoline was used, resulting in 4.80 tons of CO<sub>2</sub> the highest contributors to our total carbon footprint. These are reductions compared to prior fiscal years. The Department of Child Support Service would like to continue to realize similar trends of reductions in these areas in the coming year.

The information contained in the Google Docs has been reviewed. The carbon footprint spreadsheets, list of facilities, list of vehicles and the energy and fuel consumption information all appear to be accurate and complete.

### **2. Departmental Profile**

#### **-Departmental Mission**

To empower parents to provide economic support for their children by furnishing child support services in the form of location of parents, establishment of paternity and support obligations and enforcement of support obligations, thereby contributing to the well-being of families and children.

#### **-Departmental Budget**

The CSS budget for FY 2010/2011 was approximately \$14,800,000.00 million dollars. All funding is from State and Federal sources. The Department receives an allocation of 34% State and 66% Federal funding. The Department does not receive City and County general funds.

### **-Number of Employees**

Budgeted: 117

Filled: 106

### **-Facilities**

- Main office located at 617 Mission Street occupying 4 floors with a basement area; approximately 34,000 square feet. 100 staff at the Main Office.
- We are co-located at the Courthouse on McAllister with 1 staff, 170 Otis with 2 staff and 3120 Mission St with 1 staff 3 days a week. These locations are controlled by the Court, HSA and State EDD.

We retain the lease on unoccupied space at 1315-19 Evans. We are in the process of sub-leasing this space to Adult Probation department.

### **-Vehicles**

Currently we have 7 vehicles in our fleet. We have 1 Ford Windstar as a delivery van, 5 Toyota Prius and 1 Toyota Camry CNG fuel sedan. All these vehicles are less than 10 years old and have relatively low milage. We are in the process of reducing our fleet to 4 vehicles; the three vehicles will be transferred to other CCSF departments.

### **-Departmental Contact Information**

- Paul Camarillo, IT and Facilities Manager at #415 356-2760
- Paul.Camarillo@sfgov.org CSS IT and Facilities

## **3. Departmental Carbon Footprint & Historical Analysis**

*Over the last three years Child Support Service has shown a reduction in energy consumption. The amount of electricity used had been reduced from 683,205 (kWh) to 612,950 (kWh). We have also reduced the consumption of gasoline from 765 gallons in FY0809 to 545gallons in FY1011. We have also reduced CNG from 34.8 to 10.10(GGE). We have changed some practices within the Department that reduced this consumption. Examples of these would be the use of public transit for staff going to Court. Staff used to be driven to Court. We have also changed our practice associated with our Outreach process. We used to attend many district fairs and meetings. We now work with groups and community center to have a more targeted audience; we travel less but have better Outreach possibilities.*

### **3a. Facilities & Reduction Measures**

*The information contained in the Google Docs has been reviewed. The list of facilities, list of vehicles and the energy and fuel consumption information all appear to be accurate and complete. Per Google Docs the Department of Child Support Services used 612,950 (kWh) of electricity which resulted in 4.80 tons of CO2. There was an additional 10.10 gallons of CNG creating 0.06 tons of CO2. The department used 0.00 (th) natural gas and 0.00 (lbs) steam.*

### **3a1. Energy**

#### **Fiscal Year 2010-2011 Carbon Footprint from Consumption of Electricity, Natural Gas and Steam**

The amount of electricity used had been reduced from 683,205 (kWh) to 612,950 (kWh). The Department of Child Support Services does not utilize natural gas or steam energies.

#### **Energy Efficiency & Conservation**

The Department of Child Support Services occupies a rental location at 617 Mission Street. We have worked with the building management to install a composting process. We divert waste that used to be sent to the black bins into the green bins. We are required to have a records destruction process in place based on the confidential nature of our business. We work with a certified records company to comply with State and Federal guidelines. For the non-confidential trash – mostly paper we use the recycling bins placed by the building management to have those materials directed to recycling.

#### **Green Building**

This does not apply to Child Support Services as we are tenants. We also do not envision any construction projects in our future.

#### **Renewable Generation**

Child Support Services does not have any.

### **3a2. Water**

#### **Fiscal Year 2010-2011 Water Consumption**

For our 617 Mission Street location, the building management thru our lease is responsible to the water usage and monitoring. CSS does not have access to the water bills.

#### **Water Efficiency & Conservation**

The restroom facilities here at 617 Mission Street have low flow toilets and urinals. These are installed and maintained by the building management as CSS is a tenant.

### **3b. Fleet & Fuel Reduction Measures**

The information contained in the Google Docs has been reviewed. The list of fleet vehicles and the energy and fuel consumption information all appear to be accurate and complete.

#### **3b1. Fuel**

##### **Fiscal Year 2010-2011 Carbon Footprint from Mobile Combustion of Fuel**

Per Google Docs the Department of Child Support Services used 545 gallons of unleaded gasoline which resulted in 4.80 tons of CO<sub>2</sub>. There was an additional 10.10 gallons of CNG creating 0.06 tons of CO<sub>2</sub>.

#### **3b2. Fleet**

##### **Healthy Air and Clean Transportation Plan for Fiscal Year 2011-2012**

We are reducing our fleet by transferring vehicles to other CCSF departments. This will be a 43% reduction in fleet.

We conduct regular daily business at the Family Courts in San Francisco's Civic Center. We have changed our transportation habits from being driven by auto to using public transit for staff going to Court.

Our daily interdepartmental mail runs performed by our Messenger clerk have been reduced from four runs to two. Staff utilizes a City vehicle for these transports.

**Biodiesel Fuel**

Not applicable as CSS does not have any diesel vehicles.

**3c. Historical Analysis**

Over the last three years Child Support Service has reflected a trend towards lowered energy and fuel consumption.

**4. Other Sustainable Practices**

We have a composting process in place at 617 Mission - Staff has been instructed to place compostable item in the appropriate bins. The building janitorial service places them in the Green Bin for overnight pickup.

We have transitioned to purchasing and using 100% recycled copy paper made of 100% post-consumer fiber in our printers and copiers.

**4a. Zero Waste**

Facility Name	Address	Commitment
Child Support Services	617 Mission Street	Post useful information such as flyers and notices regarding waste prevention and recycling benefits on bulletin boards.

**4b. Transportation Options**

The Department forwards every notice to staff received from the Department of the Environment regarding commuting, alternate transportation and the various initiatives sponsored by DOE. We have links to DOE on our internal Website for the various benefit and programs.

**4c. Green Purchasing**

We are aware of the Green Purchase catalogue. We do not purchase many of the items included in that catalogue as we occupy rental space. We service our vehicles thru Central Shops. We mainly purchase office supplies thru the Citywide Staples and Givesomethingback contracts. The cleaning products used in our Main office are provided by the Building Management and are part of the lease.

**4d. Information Technology**

We do not purchase desktop equipment directly. We operate using desktops and printers provided by the State of California Department of Child Support Services. They adhere to the Gold Star energy process. We have set our black and white printers to default to duplex printing. It is our departmental policy to turn off workstations and monitors at the end of the business day. We have been using the Virtual Warehouse to transfer surplus workstations to other CCSF departments. These workstations are usable and do result in diversion from electronic waste accumulation.

**4e. Carbon Sequestration / Urban Forest**

Child Support Services does not participate in a carbon sequestration process nor do we own any land suitable for urban forestry.

## **5. Community Wide Impact**

We do post recycling posters in our lobby and kitchen areas. The unique nature of our departmental outreach is directed to our service and mission- delivery of Child Support Services. We are directed by State and Federal mandates and guidelines to specifically deal with Child Support.

## **Appendices**

Waste Assessment Questionnaire – 2011

Buy Green Scorecard