

Title: Child Support Services Climate Action Plan

Data Year: Fiscal Year 2011-2012

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1. Introduction

The Department of Child Support Services 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 four (4) vehicles. Energy consumption includes electricity and fuel for our fleet. We do not consume any natural gas or steam.

For Fiscal Year 2011-2012, 602,698 (kWh) of electricity was consumed. 459 gallons of unleaded gasoline was used, resulting in 4.04 tons of CO₂, the highest contributor to our total carbon footprint. Compared to last fiscal year, we have reduced our electricity consumption by 10,252 (kWh) and we have reduced our gasoline consumption by 86 gallons. The Department of Child Support Services would like to continue to realize similar trends of reductions in these areas in the coming year.

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 2011/2012 was approximately \$13,478,059.00 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: 106

Filled: 99.5

-Facilities

Our main office located at 617 Mission Street occupies 4 floors and a basement area totaling approximately 34,000 square feet. We have 99.5 staff assigned to our main office.

We are co-located at the Superior Court located at 400 McAllister Street with 1 staff three days per week. We also co-locate with Human Services Agency at 170 Otis Street with 1 staff three days per week, and 3120 Mission Street with 1 staff 2 days per week.

We retain the lease on space at 1315-19 Evans which is currently sub-leased to the Adult Probation Department.

-Vehicles

We have four (4) vehicles in our fleet - 1 Ford Windstar as a delivery van and 3 Toyota Prius vehicles. Vehicles are used for messenger/courier duties, as well as for the business-related travel needs of staff. All vehicles are less than 10 years old and have relatively low mileage. Our current vehicle fleet inventory represents a 43% reduction compared to last year.

-Departmental Contact Information

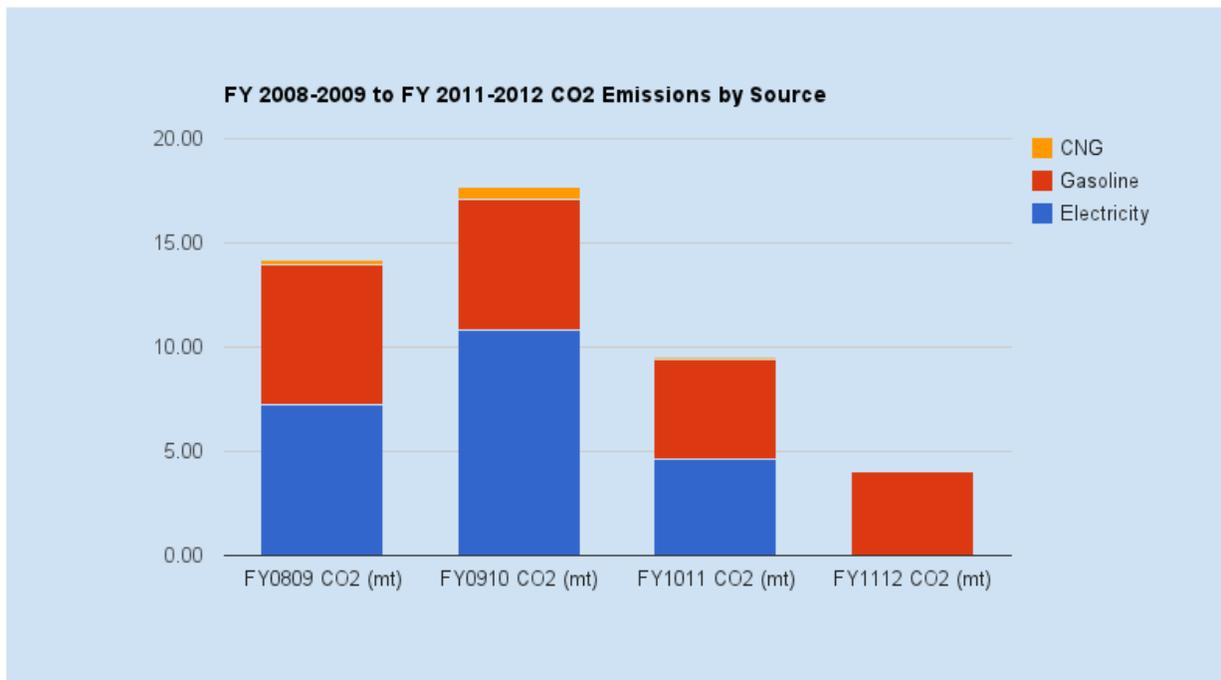
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3. Carbon Footprint

Over the last three years Child Support Services has shown a significant reduction in energy consumption. The amount of electricity used has been reduced from 624,195 (kWh) during FY 2009-2010 to 602,698 (kWh) during FY 2011-2012. We have also reduced the consumption of gasoline from 709 gallons in FY 2009-2010 to 459 gallons in FY 2011-2012. We have reduced CNG from 100 (GGE) to 0 (GGE). Reducing our vehicle fleet, being mindful of our electricity use, and targeting our outreach efforts to reduce car trips and fuel consumption have allowed us to conserve energy resources.



3a. Building Energy

The list of facilities used by SF Environment to calculate the FY 2011-2012 Departmental carbon footprint has been verified by the Department of Child Support Services to be accurate and complete.

The Department of Child Support Services occupies a rental location at 617 Mission Street. We have worked with the building management to install composting and recycling processes. 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 direct those materials to recycling.

For Fiscal Year 2011-2012, 602,698 (kWh) of electricity was consumed. The Department of Child Support Services does not use any natural gas or steam energy sources. Compared to fiscal year 2008-2009, we have reduced our electricity consumption by 80,507 (kWh).

3a1. Energy Efficiency

The Department of Child Support Services operates as a tenant in a leased facility that is privately owned and managed. The Department of Child Support Services has reduced its energy consumption by 1.6% compared to FY 2010-2011 (612,950 (kWh) compared to 602,698 (kWh)) and overall by 11.8% compared to FY 2008-2009.

3a2. Renewable Energy

Not applicable to the Department of Child Support Services.

3a3. Green Building

Not applicable to the Department of Child Support Services.

3b. Water

The Department of Child Support Services operates as a tenant in a leased facility that is privately owned and managed. The building's management through our lease is responsible for the water usage and monitoring. CSS does not have access to the water bills. In an effort to assist with water conservation, low flow toilets and urinals are in place in the restroom facilities.

3c. Transportation & Fuel

The list of vehicles and the Department of Child Support Services' fuel totals used by SF Environment to calculate the FY 2011-2012 Departmental carbon footprint has been verified by the Department of Child Support Services to be accurate and complete.

In FY 2011-2012, CSS reduced its vehicle fleet by 43%. This reduction allowed the Department to completely eliminate the use of CNG fuels and reduce gasoline consumption by 15.7% (545 gallons in FY 2010-2011 compared to 459 gallons in FY 2011-2012). Compared to FY 2008-2009, the Department has reduced gasoline consumption by 40% (766 gallons in FY 2008-2009 compared to 459 gallons in FY 2011-2012).

3c1. HACTO

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

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

In order to comply with the Healthy Air and Clean Transportation Ordinance, the Department of Child Support Services encourages employees to walk or use public transit for off-site meetings. We offer MUNI tokens to make public transit accessible. When public transit is not an option, staff is encouraged to car pool using one of our agency vehicles. Staff is also encouraged to drive the shortest possible route to conserve fuel resources.

The Department of Child Support Services encourages employees to commute sustainably to work by promoting participation in the Pre-Tax Commuter Benefits Program or carpooling.

The Department of Child Support Services manages three (3) Toyota Prius electric/gasoline hybrid cars and one (1) Ford light duty van. We have reduced our vehicle fleet by 43% compared to FY 2010-2011 by transferring vehicles to other CCSF departments. We conduct regular daily business at the Superior Court located at 400 McAllister Street. We have modified our transportation procedures from staff being driven by auto to using public transit for daily trips to Court.

We also continue with our past reduction of daily interdepartmental mail runs that are performed by our Messenger clerk. Last period, mail runs were reduced from four runs per day to two. Staff utilizes a City vehicle for these transports.

The Department of Child Support Services' HACTO Report for FY 2011-2012 and HACTO Plan for FY 2012-2013 are attached to this DepCAP as Appendix A.

3c2. Transportation Survey

This year, the City conducted its biannual survey of 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 and others to each department and division.

Child Support ran the survey from December 1 through December 31, 2012. Out of our 106 employees, 81 employees completed the survey – a 76.42% response rate. Each employee received information to fill out the survey by email. From the data results specific to our department, there were three interesting observations:

- 75.25% of staff respondents said that they currently take public transit as their main form of transportation to work.
- 55.13% of staff respondents are currently enrolled in the pre-tax commuter benefits program.
- 54.32% of staff respondents were not aware of the emergency ride home program. This presents an opportunity for Child Support Services to educate our staff regarding this resource.

To increase awareness and education, we will send out an e-mail communication to the entire department explaining how staff can utilize the emergency ride home program.

4. Other Sustainable Practices

The Department has implemented recycling and compost stations on each floor of our building located at 617 Mission Street and staff is continually encouraged to sort their trash and recycle or compost as often as possible.

4a. Zero Waste

In an effort to reduce waste that is diverted to landfill, we have introduced additional recycling and composting bins throughout our agency. In previous years, recycling and composting bins were contained to the employee break and lounge/kitchen areas. We have now expanded access to recycling and composting bins by adding additional bins throughout each of the four floors that we occupy in our leased office space. This will encourage staff to be more mindful of their trash and encourage proper disposal of items that can be recycled or composted.

The #1 item that the Department of Child Support Services will work towards eliminating from trash bins is paper towels. Staff has been encouraged to place their used paper towels in the composting or recycling bins instead of their general trash bins.

Facility Name	Address	#1 Trash Item	Action to eliminate it from landfill
Department of Child Support Services	617 Mission Street	Paper towels	Compost or recycle

4b. Green Purchasing

San Francisco Environment Code Chapter 2 requires all City departments to buy green products listed as SF Approved at <http://www.sfapproved.org>. The Department of Child Support Services operates as a tenant in a leased facility that is privately owned and managed. The cleaning products used in our Main office are provided by the Building Management and are part of the lease. 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 primarily purchase office supplies thru the citywide Staples account and Give Something Back contracts.

4c. 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

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 provide outreach services that are specific to Child Support. Internally, we post in our lobby and kitchen areas to encourage recycling and composting.

6. Summary & Goals

The Department of Child Support Services has made improvements towards becoming a cleaner and greener agency. We have reduced our vehicle fleet by 43%, reduced our consumption of CNG fuel to zero, and reduced our electricity consumption. We have expanded on our efforts to promote recycling and composting and we will continue to promote business practices that support the City's goal of reducing waste.

Appendices

HACTO Report for FY 2011-2012

HACTO Plan for FY 2012-2013

HACTO Annual Implementation Report FY: 2011-2012

Department *	Child Support Services
Name of Person Preparing Report *	Freda Randolph Glenn
Title of Person Preparing Report *	Operations Manager
Email of Person Preparing Report *	freda.randolph@sfgov.org
Name of Department Head *	Karen M. Roye
Email of Department Head *	karen.roye@sfgov.org
Referring back to the HACTO or DepCAP plan submitted for FY 2011-12, please include your Transit-First Plan and policies below: *	Our plan for FY 2011-12: "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."
Below, please report on the success of the abovementioned policies in reducing single-occupancy motor vehicle use for work-related trips: *	We have completed the reduction of our vehicle fleet as planned. We currently maintain 3 Toyota Prius vehicles and one Ford Windstar van for departmental use.
Does your department manage any of its own vehicles? *	Yes
As reported in your 2011 HACTO report, how many vehicles were subject to HACTO? *	7
As reported in your 2011 HACTO report, how many vehicles were planned to be removed from service? *	3
As of June 30, 2012, how many vehicles have actually been removed from service? *	3
Please attach a copy of the Vehicle Turn-In Request of each vehicle taken out of service. If there is more than one - please scan all reports as one document.	 vehicle_turnin_receipts_42612.pdf 169.80 KB - PDF
Based on the above data, which is true: *	The number of vehicles actually removed from the fleet equaled the planned number
Please provide an explanation of the difference. *	N/A
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? *	Yes

Please explain why your department was not able to comply. * N/A

Did your department purchase new vehicles that were justified by an increase in workload? * No

HACTO Annual Plan FY: 2012-2013

Department *	Child Support Services
Name of Person Preparing Report *	Freda Randolph Glenn
Title of Person Preparing Report *	Operations Manager
Email of Person Preparing Report *	freda.randolph@sfgov.org
Name of Department Head *	Karen M. Roye
Does your department promote or plan to promote employees to use public transit for work-related travel? *	Yes
What resources will your department offer? *	Tokens
What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *	Other
Other: *	Department policy
If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:	It is the policy of the Department of Child Support Services to encourage the use of public transit by providing MUNI tokens to all employees when they are required to travel within the city's limits for work-related purposes.
Does your department offer or plan to offer employees access to a bicycle for work-related travels? *	No
Would your department like to make a request for more bikes? *	No
Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *	No
Is your department able or have plans to host a tele-conference call? *	No
Is your department able or have plans be able to host a video-conference call? *	Yes
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
If applicable, please use this space to describe in	The Department of Child Support Services has plans to implement video conferencing

greater detail all of your department's Transit-First programs related to at work travel:	with the Unified Family Court. Once implemented, this capability will allow greater flexibility for staff and customers of our agency when court appearances are necessary.
A. 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
What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? *	Department Newsletter E-mail Blast
B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? *	Yes
How will you promote bike-commuting? *	Provide indoor/safe bike storage
What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? *	Department Newsletter E-mail Blast
C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? *	Yes
How will you promote Carpool and/or Vanpool? *	Encourage registration in the 511-matching program
What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? *	Department Newsletter E-mail Blast
D. Does your department offer or plan to offer tele-commuting? *	No
Bonus: How will you promote the Great Race for Clean Air?	E-mail blast Posters/Flyers
Does your department manage any of its own vehicles? *	Yes
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." *	7
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. *	0.35

How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June 30, 2012)? *

3

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? *

0

How many vehicles is your department *planning to* remove from service in FY12-13 (July 1, 2012-June 30, 2013)? *

0

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

Equal to the number needed to be compliant.

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