

Human Services Agency
Climate Action Plan
Fiscal Year 2011-2012

John Murray, Senior Analyst/Liaison
March 29, 2013

Human Services Agency Climate Action Plan

Fiscal Year 2011-2012

Table of Contents:

- 1. Introduction 3**
- 2. Departmental Profile 4**
- 3. Carbon Footprint 11**
 - 3a. Building Energy 12
 - 3a1. Energy Efficiency 13
 - 3a2. Renewable Energy 17
 - 3a3. Green Building 17
 - 3b. Water 17
 - 3c. Transportation & Fuel 18
 - 3c1. HACTO 18
 - 3c2. Transportation Survey 19
- 4. Other Sustainable Practices 20**
 - 4a. Zero Waste 20
 - 4b. Green Purchasing 21
 - 4c. Carbon Sequestration / Urban Forest 21
- 5. Community Wide Impact 22**
- 6. Summary & Goals 23**
 - Appendix A: HACTO Required Documents 24
 - HACTO Annual Implementation Report FY:'11-'12 24
 - HACTO Annual Plan 2012-2013 27

Human Services Agency

Climate Action Plan

Fiscal Year 2011-2012

1. Introduction

In 2002, the Board of Supervisors adopted Resolution 158-02 that called for the City to develop plans to reduce its greenhouse gas emissions to 20 percent below 1990 levels by 2012. Then 2005, the California Governor issued Executive Order S-3-05 which established statewide greenhouse gas emission reduction targets. Furthermore, through the establishment of Environment Code Chapter 9, Sec. 903 (a), the San Francisco Board of Supervisor charged the SF Department of the Environment with producing an assessment of San Francisco's environmental condition, and coordinating all departmental action plans, reports of actions taken, and their effectiveness in achieving the greenhouse gas emissions limits provided herein.

The following report attempts to provide data and information with regards to the Human Services Agency's active participation in helping to reduce greenhouse gas emissions. It highlights the Agency's ongoing commitment to the environment and consistent downward trend in energy consumption and CO² emissions. Furthermore, it documents the Agency's ongoing commitments to achieving further energy efficiencies.

The San Francisco's Human Services Agency (SF-HSA) serves the residents of San Francisco by promoting their well being and providing ways to assist them in becoming or remaining self-sufficient as well as being a responsible steward of environment. We have offices in several locations throughout the city and county in order to bring our services to the people and neighborhoods that need them most. HSA adjusts to the changing needs of our City by moving staff, opening new buildings, expanding in existing buildings and/or by closing locations, as appropriate.

2. Departmental Profile

VISION: San Francisco is a diverse community whose children, youth, families, adults and seniors are safe, self-sufficient and thriving.

MISSION: The Human Services Agency promotes well-being and self-sufficiency among individuals, families and communities in San Francisco.

About the Human Services Agency

As of July 2004, the Department of Aging and Adult Services (DAAS) and the Department of Human Services (DHS) were merged to create the Human Services Agency (HSA). Each department has its own department head and continues to report to its respective Commission. The agency is overseen by one Executive Director who is dually appointed as the head of DHS and the head of HSA. As an Agency, HSA serves more than 131,000 individuals across the city annually.

About the Department of Aging and Adult Services

The Department of Aging and Adult Services assists older adults and adults with disabilities, and their families, to maximize self-sufficiency, safety, health and independence so that they can remain living in the community for as long as possible and maintain the highest quality of life. It is the Area Agency on Aging for the City and County of San Francisco.

DAAS includes the following service components:

- Adult Protective Services
- Community Living Fund
- County Veterans Services
- In Home Supportive Services
- Long Term Care Intake and Screening
- Office on the Aging
- Public Administrator
- Public Conservator
- Public Guardian
- Representative Payee Program

Adult Protective Services

Adult Protective Services (APS) assists elders (65+) and adults with disabilities/dependent adults (18-64) who are abused or neglected, or at risk of abuse or neglect. The abuse may be physical violence, sexual assault, financial exploitation, neglect by others or self, abandonment, or emotional harassment and intimidation.

APS responds to reports of abuse 24-hours a day, 7-days a week. It provides short-term case management and crisis intervention services for victims, connecting them to the services needed to ensure their continuing safety. Services include: emergency shelter/in-home protection, counseling and practical assistance. APS charges no fees and has no income eligibility restrictions, and its services are voluntary and can be refused.

Community Living Fund

In July 2006, the Mayor and Board of Supervisors of San Francisco created a Community Living Fund (CLF). The CLF provides for home and community-based services, or a combination of equipment and services, that helps individuals who are currently, or at risk of being, institutionalized to continue living independently in their homes, or to return to community living. This program, using a two-pronged approach of coordinated case management and purchased services, provides the resources needed to support community living, not available through any other mechanism, to vulnerable older adults and younger adults with disabilities.

County Veterans Service Office

The County Veterans Service Office assists veterans and their dependents to obtain U. S. Department of Veterans Affairs' benefits and entitlements. The Office represents veterans, their dependents and

survivors during the benefits claims process and provides case management throughout the VA claims process. One of the goals of the County Veterans Service Office is to provide outreach and service to homeless veterans and veterans with disabilities.

In-Home Supportive Services

The In Home Supportive Services (IHSS) program assists over 22,000 low-income elderly, disabled and/or blind San Franciscans to live safely in their own homes, rather than in a nursing home or other group care facility. IHSS in-home workers assist IHSS consumers with household chores like cleaning, laundry, shopping, cooking, and washing dishes. They may also provide assistance with non-medical personal care, like bathing, grooming, feeding, dressing or toilet assistance. Under the direction of a licensed healthcare professional, IHSS can arrange for paramedical services, or provide transportation to and from medical and other necessary appointments.

Long Term Care Intake and Screening

Long Term Care Intake and Screening is available 24-hours a day by phone to connect older adults and adults with disabilities, and their caregivers to necessary services and resources.

Office on the Aging

The Office on the Aging works with community-based organizations and two public agencies to provide a wide range of programs and services that target frail, low income and cultural/racial/ethnic minority groups of elders (60+), including elderly lesbian, gay, bisexual and transgender persons, and adults with disabilities. These programs and services, arranged for through contracts, help keep seniors and adults with disabilities healthy and living independently in the community. Programs include nutrition programs, transportation, case management and senior centers, among others. The Office supports bilingual/bicultural services that can increase access and reduce barriers to services, including ten Resource Centers for Seniors and Adults with Disabilities that provide neighborhood access to information and assistance for a wide range of services available in the neighborhood and citywide.

Public Administrator

The Office of the Public Administrator administers the estates of deceased San Francisco residents when no family members are able or willing to act, when required by the California Probate Code and when appointed by the Superior Court. The California Probate Code obligates the Public Administrator to search for family members and wills, to arrange for disposition of remains, and to locate and secure estate assets. The Attorney for the Public Administrator oversees the filing of petitions and other documents with the Superior Court and provides ongoing legal support. The Public Administrator, upon appointment, manages all assets, monitors creditor claims, reviews taxes and provides all services necessary to administer each estate through distribution to heirs/beneficiaries.

Public Conservator

The Public Conservator provides mental health conservatorship services for San Francisco residents who are gravely disabled (unable to provide for food, clothing, or shelter) due to mental illness and found by the Court unable or unwilling to accept voluntary treatment. The Public Conservator operates under the authority and direction of the California Welfare and Institutions Code and the Superior Court. Mental health conservatorship is a legal procedure that appoints a conservator of the person to authorize psychiatric treatment of a person of any age who has been referred by a psychiatric hospital. The PC provides investigation reports to the Court and reports for placement, psychosocial evaluations, medical consents, psychiatric medication consents, supervision of treatment, advocacy, placement and case management of conserved persons placed outside of San Francisco County. Conservatorships are generally time limited.

Public Guardian

The Public Guardian provides probate conservatorship services for San Francisco's seniors and adults with disabilities who are substantially unable to provide for their own personal needs of food, clothing, shelter or medical care and/or are unable to manage finances or resist fraud or undue influence. The Public Guardian operates under the authority and direction of the California Probate Code and the Superior Court to provide conservatorship of person and estate. Responsibilities of the Public Guardian conservator include: developing a care plan for immediate and long-term care; collaborating, conferring

and advocating on behalf of the conserved person; managing finances; and marshalling and protecting assets. Public Guardianships are typically appointed for life.

Representative Payee Program

The Representative Payee program manages money adults and elderly individuals with physical and/or mental impairments who cannot manage their own funds. It ensures that their funds are allocated so that daily living needs are met, safeguarding their well-being and independence. This program is voluntary and each participant must have a case manager to be eligible.

About the Department of Human Services

The San Francisco Department of Human Services provides its services through the following programs and initiatives:

- California Work Opportunity and Responsibility to Kids (CalWORKS)
- County Adult Assistance Program (CAAP)
- Care Not Cash
- Cash Assistance Program for Immigrants (CAPI)
- Child care
- Family and Children's Services
- Food Stamps
- Housing and Homeless Programs
- Jobs NOW!
- Lifeline FastPass
- Medi-Cal
- Workforce Development Services
- SSI Advocacy Services

California Work Opportunity and Responsibility to Kids

The California Work Opportunity and Responsibility to Kids (CalWORKs) program provides income support and welfare to work services for low-income households with children. Parents receive financial aid and an array of services to help them become self-sufficient. Formulated through an individualized case plan, the parents' services may include job preparation, vocational assessment, training, education, counseling, treatment and job search. CalWORKs can also provide subsidized child care and transportation assistance, and CalWORKs families receive Food Stamps and Medi-Cal. Once a parent finds a job and no longer qualifies for financial aid, CalWORKs can still provide post-employment services to help them retain their jobs and increase their skills so that they can qualify for better-paying jobs. In some cases, children may be qualified to receive financial aid even when the adult(s) in the family do not, such as when the parent is receiving federal disability benefits.

County Adult Assistance Programs

In San Francisco, the State-mandated, county cash aid program for adult residents without minor children, who have no other means of support (General Assistance) was re-organized in 1998. Three new independent county funded programs, in addition to the General Assistance program, were created by local ordinance to better meet the needs of low-income adult San Francisco residents. These programs are Personal Assisted Employment Services, Cash Assistance Linked to Medi-Cal and Supplemental Security Income Pending. The four programs comprise the County Adult Assistance Programs (CAAP), San Francisco's cash aid program for adults without dependent children.

Personal Assisted Employment Services (PAES) is for employable adults. PAES provides cash grant, training, and supportive services necessary to gain lasting employment and become self-sufficient. PAES is similar to CalWORKs, but not identical. The services available through PAES were created to specifically meet the needs of the PAES population. PAES employment services are limited to 27 months with a possible extension of 6 months, if such additional services are likely to lead to employment.

General Assistance (GA) In exchange for the cash grant, all able-bodied recipients are required to perform up to 6 hours per week of workfare, or an acceptable substitute. Workfare is community service performed for San Francisco non-profits or for city agencies in exchange for a grant.

Cash Assistance Linked to Medi-Cal (CALM) is for individuals who are receiving Medi-Cal benefits

because they are either aged or disabled, but do not qualify for SSI or the Cash Assistance Program for Immigrants due to immigration status. CALM applications are accepted and processed at Medi-Cal Health Connections locations.

The *Supplemental Security Income Pending (SSIP)* is for individuals who have medical verification that they have a disability which either has lasted or will likely to last at least 12 consecutive months. SSIP recipients are required to apply for Supplemental Security Income (SSI) assistance from the federal government. Because of SSI's superior grant amount, the long-term nature of SSI, and the fact that SSI is federally funded, all CAAP participants who claim to have a disability are screened for SSI eligibility at the time of application. Every client who reports a disability is screened for appropriate services and accommodations, including SSI advocacy services.

Care Not Cash

The Care Not Cash (CNC) program was created by voter initiative in 2002 and implemented in spring 2004. CNC aims to reduce homelessness and improve the health and welfare of homeless indigent adults receiving cash assistance through permanent housing opportunities and enhanced services. Pursuant to Care Not Cash, homeless CAAP clients receive a reduced cash grant but are offered housing/shelter and supportive services that are paid for using funds that would otherwise have gone toward cash aid.

Cash Assistance Program for Immigrants

Cash Assistance Program for Immigrants is a state-funded program that pays cash benefits to lawful noncitizens over 65, blind, or disabled, who do not qualify for SSI/SSP solely due to immigration status. CAPI applications are accepted and processed at Medi-Cal Health Connections locations. All applicants to the locally funded CALM program are required to apply to CAPI, if eligible.

Child Care

SF-DHS works with other city departments and community based organizations to improve the affordability, accessibility and quality of child care.

To ensure affordability, SF-DHS contracts with community based organizations to provide child care subsidies for CalWORKs recipients, homeless and other low-income families, and foster children. The parents select a child care provider who is paid directly on behalf of the family. Depending on income, some parents may have to pay fees directly to the provider as well.

To improve the quality of child care, SF-DHS developed Wages Plus, a living wage initiative that provides hourly wage supplements to staff working in participating centers and family child care homes that serve low income children. As a result, low-income parents have increased options for high quality child care providers.

To improve the accessibility of child care, SF-DHS is engaged in several initiatives to expand capacity and accessibility of the city's child care network.

Family and Children's Services

The Family and Children's Services (FCS) division investigates reports of suspected child maltreatment, supports vulnerable families to prevent entry or re-entry to the child welfare system, and when necessary, finds children and youth alternative permanent homes. FCS also funds community-based organizations to provide family support programs, such as family resource centers and counseling for parents under stress; and partners with the CalWORKs programs to help prevent families from entering the child welfare system.

A few of the noteworthy FCS initiatives are highlighted below.

Differential Response: to act early in collaboration with community partners to reduce re-referrals and re-entries into the child welfare system

Residentially Based Services (RBS) Reform: a multi-year pilot project designed to help children and youth that have the most severe and complex emotional and behavioral needs to spend less time in congregate care. The law mandates key changes for some group home placements, including short term portable intensive treatment, linkages to community based services to help prepare families for

the child's return, aftercare services to support family stability following reunification, and improvements in the service delivery decision-making pathway.

- *WRAP Around Services (SB163)*: support to families that allow children to remain safely in their own homes.
- *Family-to-Family*: Shortening the length of time to reunification by engaging families in TDMs (Team Decision-making Meetings, enhanced visitation practices and after care support services in the community, self evaluation, and foster parent recruitment and retention.
- *Permanency Planning*: Ensuring that there is a concurrent plan for every child to have stability in his or her placement and an opportunity for adoption or guardianship if reunification is not an option.
- *The Transitional Housing Placement Program Plus (THP+)* program provides state-funded transitional housing for emancipated foster youth between the ages of 18 and 24 years of age.
- *San Francisco's California Connected by 25 Initiative*, a collaboration between SF-HSA and private philanthropic entities, focuses on connecting foster and emancipated foster youth with employment services through the One Stop system. An additional component to the program provides foster youth with the opportunity to establish Individual Development Accounts, which encourages youth to develop savings toward college, housing or other appropriate goals.
- *SFCANDO* is a joint effort of SF-HSA and Communities of Opportunity to develop and test the effectiveness of community-based, resident-driven circles of support and family teaming models in reducing child maltreatment. Additional goals include reducing entries into foster care, increasing permanent connections between children and youth and committed adults, reducing duplication of services among CBOs, and coordinating case management functions across city departments.
- *Incarcerated Parent Visitation* is a foundation-funded initiative that coordinates training, support and supervision for child welfare workers to better meet the unique needs of foster children with incarcerated parents, and to build bridges with community agencies that can provide additional support for these families.

Food Stamps

The federally enabled Food Stamps program provides benefits to low-income households not receiving CalWORKs, improving their food security by providing access to a nutritious diet.

Eligibility for Food Stamps is established by meeting income, resource and non-financial eligibility standards. Families enrolled in CalWORKs program are categorically eligible for Food Stamps. Individuals applying for CAAP benefits are required to simultaneously apply for Food Stamps. The federal government funds the total cost of Food Stamp benefits for children and elderly immigrants and those immigrants who are disabled, refugees, veterans, or immigrants who have worked 40 quarters. The State funds Food Stamp benefits for certain adult immigrants who recently arrived in the United States.

Housing and Homeless Services

The Department's Division of Housing and Homeless Programs funds a range of services to assist homeless persons and families to secure and maintain housing. In partnership with community-based agencies, the Department funds early intervention and prevention services, rental subsidies, emergency shelter, transitional housing, permanent supportive housing, case management, access to food and follow up services for families, youth and adults. The Department works closely with other city agencies, the non-profit and private sectors, advocates and consumers to coordinate the design, funding and successful implementation of innovative programs serving very low-income families and adults with special needs.

Jobs Now!

The San Francisco Human Services Agency (SF-HSA) provides funds to expand subsidized employment opportunities through its JOBS NOW! program.

The primary objectives of the JOBS NOW! program are to provide an immediate source of income for low-income families and to stimulate local economic recovery. JOBS NOW! builds upon several successful transitional jobs programs already in place at SF-HSA, which were designed to help unemployed individuals address barriers to employment, develop soft skills, gain work experience and progress toward self-sufficiency. JOBS NOW! Participants will exit the program with stable employment history, leaving them better positioned to obtain an unsubsidized job when the stimulus period ends. The JOBS NOW! program benefits local employers by providing referrals of qualified workers and by subsidizing their wages.

Lifeline Fast Pass

The Human Services Agency, in partnership with MUNI, sells and distributes Lifeline Fast Passes. Lifeline Fast Passes are discounted MUNI fast passes for qualified low-income San Francisco residents. Qualified low-income individuals include persons currently receiving public assistance through one of the following San Francisco County assistance programs: CAAP, CalWORKs, Food Stamps, and/or MediCal. Individuals who have received either a Federal Earned Income Tax Credit or the local Working Families Tax Credit or enrolled in a financial assistance program through a utility company may also be eligible pending proof of eligibility.

Medi-Cal Health Connections

Medi-Cal Health Connections provides free and low-cost health care coverage to over 48,000 San Franciscans. Most people who qualify for free coverage are enrolled in a local health plan (Blue Cross or the San Francisco Health Plan). The Medi-Cal Health Connections staff helps people who don't qualify for free Medi-Cal connect with other forms of free or low-cost health coverage, including share-of-cost Medi-Cal, Community Health Network, Healthy Families, Healthy Kids, and Healthy San Francisco.

Children (under 21), aged and disabled people, people in skilled nursing facilities, pregnant women, and many parents may qualify for free or low-cost coverage. Medi-Cal covers doctor's visits, hospital care, long term care, and pregnancy-related treatment. For many beneficiaries the program also pays for prescription drugs, dental services, and vision care. Medi-Cal is one of the few public services available to undocumented immigrants, who are eligible for emergency and pregnancy-related coverage.

CalWORKs participants receive free Medi-Cal coverage along with cash benefits, and the coverage usually continues for at least six months after a family or individual goes off aid.

Medi-Cal Health Connections workers accept applications at the Medi-Cal office, at local hospitals, clinics and community agencies, by mail, internet, and telephone. The program has cooperated with the Department of Public Health and local health clinics to implement a simplified, automated, one-stop enrollment process offering access to all types of publicly funded free and low-cost health coverage and other benefits and services offered through DPH and HSA.

Workforce Development Division

The Agency's Workforce Development Division (WDD) staff work closely with primary case-workers in the PAES and CalWORKs programs to ensure that clients are receiving employment-related services and training consistent with their welfare-to-work plans. This is a critical part of the Agency's strategy for providing comprehensive workforce development services to CalWORKs clients in order meet new federal work participation requirements, which will determine program funding. These services include, but are not limited to: Orientation to CalWORKs, a comprehensive Vocational Assessment, Job Readiness Training, Job Clubs, Job Placement and Job Development, and Group Employment Preparation Services (GEPS) for PAES clients.

WDD also works directly with San Franciscans who are not on aid, to help them access training, education and career guidance. Many WDD services are provided through contract with community organizations that tailor their training to meet the needs of specific target populations or industries. The WDD staff also includes Business Account Representatives who work to develop employment opportunities for clients in local business.

SSI Advocacy Services

Where appropriate, SF-HSA programs assist clients in applying for federally-funded Social Security

benefits. These services involve screening to identify good candidates for SSI, providing assistance in completing SSI applications, scheduling necessary assessment (therapeutic and medical) appointments, doing outreach to insure that people get to appointments, obtaining the necessary documentation to support an application, and appealing denials. SSI Advocacy Services are provided in the CAAP, CalWORKs and Foster Care Programs.

Departmental Budget

Original budget for FY 2012-2013: \$ 703,528,690.00

Number of Positions

Budgeted positions for FY 2012-2013: 1913

Facilities

The following table provides an overview of the various facilities which HSA staff occupy.

LOCATION	# OF HSA FLRS	FLR	OCCUPANTS/OPERATIONS	# OF OCC.
Van Ness, 25	1	6	FCS (Court Offices)	12
Van Ness, 27 B	1	1	CVSO (veterans' services)	3
Jones, 39	1	1	WDD One Stop Center	8
South Van Ness, 160	2			63
		1-2	Investigations	
Otis Street, 170 and basement	8			520
		B	Parking Garage, Car Desk,	
		1	AFDC Intake, Mailroom, Supplies, CalWorks, EIC	
		2	CalWorks, ESS	
		3	CalWorks	
		4	FCS	
		5	Support Services, FCS (Adoptions, Licensing)	
		6	FCS, Foster Care, WDD	
		7	FCS	
		8	Administration, Finance & Policy	
Valencia, 225 and basement	2		B - storage	46
		1	FCS - ILSP	
		2	FCS - ILSP	
		B	storage of youths' belongings	
Potrero, 995	1	B	FCS	24
Potrero, 1001	1	5	MediCal (occasional use)	1
Mission Street, 1235	5			426
		B	Records, ARC unit	
		1	CAAP, CalFresh, Triage, Distribution, Reception, Finger-imaging, ADA staff, Waiting area	
		2	PAES, WDD, CalFresh, classrooms	
		3	CAAP, CalFresh, meeting rooms	
		4	CAAP, CalFresh, QA staff	
Harrison, 1440	3		SEE BELOW	178
		1	Medi-Cal	
		2	Medi-Cal,	
		3	Medi-Cal	
Mission Street, 1640 & 77 Otis	1	1	H.S.A DOC IHSS reception (77 Otis)	2
Mission Street, 1650	5			550

		2	IT, CalWIN, Personnel, Adult Services IHSS	
		3	Contracts, Accounting, IHSS, Payroll, Housing & Homeless	
		4	Public Conservator, IHSS	
		5	DAAS	
Oakdale, 1800	2	1	Rms 1, 2, 9, 119, 120, 121, 122 and 123	44
		2	CalWorks and Workforce Development	
Oakdale, 1800		3	new - no one assigned yet (currently used for public meetings)	
Mission Street, 3119	1	1	FCS visiting room/managed by Seneca	-
Mission Street, 3120 Mission Street, 3125	1	1	One Stop: CalFresh, FCS, CalWorks and partners. Note: training rooms are located at 3125; staff roves from 3120	112
Mission Street, 3127	1	1	WDD training and class rms (3120 staff teach)	
Third Street, 3801	1	2	FCS	57
Woodside, 375	1	1	FCS	1

Vehicles

The Human Services Agency currently has a fleet of 96 vehicles, including 9 vehicles to be turned in against vehicles purchased. Therefore, HSA will only have 87 vehicles by the end of FY 2012-2013.

Departmental Contact Information

John Murray, D210
Senior Analyst
Human Services Agency
170 Otis
San Francisco, CA 94103

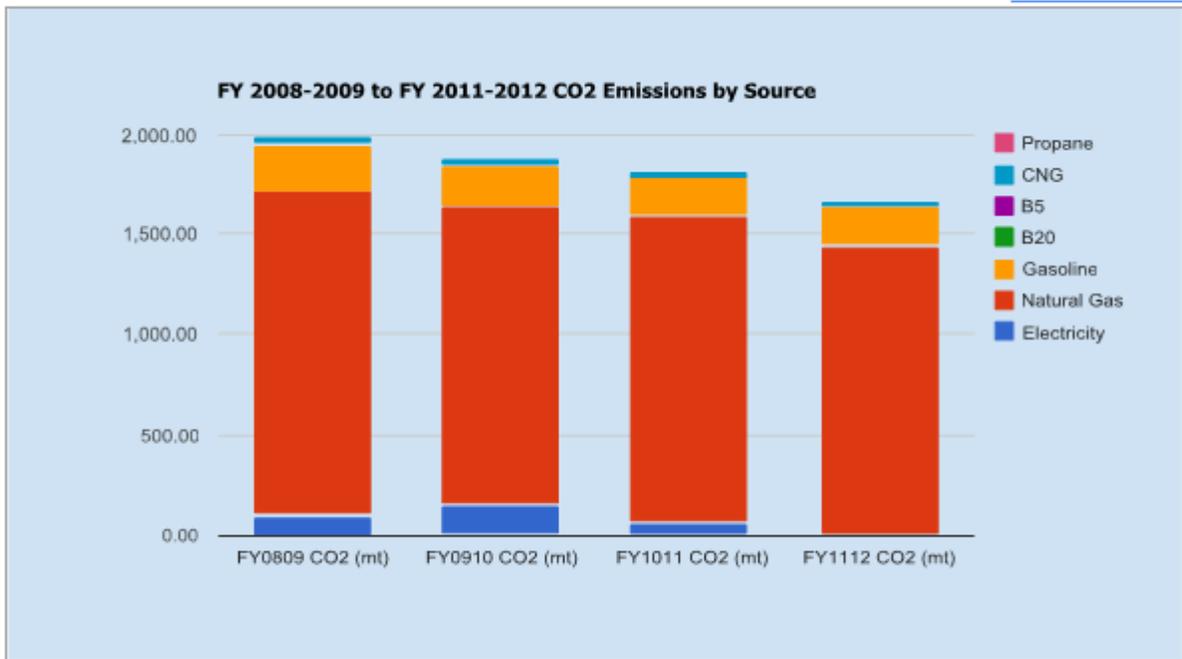
415/557-6425

John.Murray@sfgov.org

3. Carbon Footprint

The Human Services Agency's total carbon footprint reflects the consumption of energy in our facilities that we occupy (electricity, natural gas and steam) and liquid fuels from our fleet. The proceeding sections will describe each component in detail.

For Fiscal Year 2011-2012, 1442.66 metric tons of CO2 emission are from building energy, and 219.12 metric tons are from liquid fuels from our fleet. Total carbon emissions have fluctuated since the Fiscal Year 2008-2009, but overall, emissions have decreased since Fiscal Year 2008-2009 by 19.4%. The following chart details in which specific categories emission reductions occurred.



3a. Building Energy

Facilities Verification

In reviewing the energy use for the listed facilities, the following was noted:

The Human Services Agency no longer occupies the following buildings:

30 Van Ness
 1428 Bush Street
 150 Otis

The Human Services Agency only owns the land at 850 Broderick and not the building. The building is owned by a non-city agency with a land lease.

The following facilities are additional facilities in which HSA operates:

27 South Van Ness
 995 Potrero
 1001 Potrero
 1640 Mission
 77 Otis
 1800 Oakdale
 3125 Mission

Obviously, the addition of these facilities will most likely increase HSA's energy use for FY 2012-2013.

Fiscal Year 2011-2012 Carbon Footprint From Consumption of Electricity, Natural Gas and Steam

The following two tables provide a summary of HSA's energy usage and CO² emissions by fiscal year since FY 2008-2009. In general, HSA has reduced its energy consumption and emissions by nearly 16% across energy/emission source. See table for more details.

FY 2008-2009 to FY 2011-2012 Emissions by Energy Source				
ANNUAL DEPARTMENTAL CO2 EMISSIONS (mt)				
Emission Source Detail:	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity	95.07	145.25	60.38	0
Natural Gas	1,620.84	1,485.61	1,532.20	1,442.66
Steam				
Total Building Energy CO2 (mt)	1,715.91	1,630.86	1,592.59	1,442.66
Gasoline	231.29	207.9	189.35	189.52
Diesel				
B20	0.26	0.61	0	0
B5	0	0	0	0
CNG	36.99	31.51	37.19	29.59
Propane	0	0	0	0.01
Total Mobile Fuel CO2 (mt)	268.54	240.02	226.54	219.12
Total CO2 (mt)	1,984.45	1,870.88	1,819.13	1,661.78
FY 2008-2009 to FY 2011-2012 Consumption				
ANNUAL DEPARTMENTAL CONSUMPTION				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity (kWh)	9,303,977	8,366,843	8,108,991	7,760,197
Natural Gas (th)	305,472	279,987	288,768	271,891
Steam (lbs)				
Water (gal)		23,242,424	20,276,933	19,727,300
Wastewater Discharge (gal)		20,917,639	18,235,762	17,743,639
Gasoline (gal)	26,261	23,605	21,499	21,519
Diesel (gal)				
B20 (gal)	32	76	0	0
B5 (gal)	0	0	0	0
CNG (GGE)	6,059	5,162	6,092	4,847
Propane (gal)	0	0	0	2
Notes				
The CO2 emission calculations are in metric tons, and exclude CH4 and N2O.				

Some possible reason for these reductions over time is improved energy efficiency measures at the employee level (e.g. having computers shift to hibernation mode after a period of inactivity), installation of sensors to regulate lights, upgraded restroom facilities and the ongoing effects of completed energy efficiency and conservation projects previously noted in last year's plan.

3a1. Energy Efficiency

Energy Efficiency & Retrofit Projects

The following provides an update on projects previously reported in last year's Climate Action Plan.

SFPUC Projects

1440 Harrison

Scope:

- Replace suspended metal halide indirect fixtures with suspended direct-indirect T-8 fixtures, lamps and ballasts
- Replace incandescent Exit Signs with LED

- Retrofit two lamp linear fluorescent fixtures
- Retrofit T-12 strip fixtures
- Retrofit parabolic louver T-8 boxes
- Replace two and three foot T-8 fixtures in south elevator with single three lamp T-8 fixture, high lumen lamps and reduced light output instant start ballast
- Retrofit all other four foot T-8 lamps with high lumen lamps and reduced light output instant start ballast
- Install occupancy controls for lighting in all private offices, conference rooms and other appropriate locations

Estimated savings:

- Total kWh: 234,306
- Cost: \$ 205,760
- GHGs: 156,000

Construction:

- To start Winter 2012

Status/Comments: Is still in progress and will complete before the end of FY 2012-2013.

1235 Mission - lighting

Estimated savings:

- Total kWh 264,912
- Cost: \$ 220,376

Status/Comments: This is being rolled over to FY 2014-2015.

1235 Mission – HVAC

Estimated savings:

- Total kWh 64,307
- Therms 4,196
- Cost: \$ 147,821

Status/Comments: This is being rolled over to FY 2014-2015.

3120 Mission – audits pending

- Lighting
- HVAC

Status/Comments: The audit has been scheduled to happen within FY 12-13 with potential work to be completed within FY 13-14.

170 Otis – audit pending

- Replacement of one chiller
- Upgrading of controls

Status/Comments: In progress.

Pending HSA Projects

Project Description	Status
installation of automatic flush-o-meters at 170 Otis as work is done on each restroom	Done
Replacement of one HVAC unit at 160 South Van Ness. Unit supports approximately one third (1/3) of building.	Expected to be completed by September 2013. Boiler to also be replaced by August 2013.
Replacement of three heating systems at 100 Whitney Young Child Care Center.	1 completed and 2 to be completed by close of FY 2012-2013.
We have begun document imaging of client cases. The end result when expanded to all HSA programs could be a significant reduction in paper usage as client documents will be	CalWORKS, WDD and Medi-Cal programs completed. CAAP in progress. Admin, FCS &

scanned rather than copied and electronically available to all HSA programs. Currently each program a client is or has been involved in has a separate paper folder with copies of those documents.	IHSS in planning phase.
will continue to design for motions sensors in conference rooms and offices in all remodeling projects.	1440 Harrison complete. 170 to be completed by June 2013.
Installation of bike rack at 1235 Mission scheduled for March 2012	Completed August 2012.
We will fully support all RED energy saving measures implemented in the buildings we co-occupy	Ongoing

Not reported in last year's report, but planned or completed projects related to energy efficiency include:

- Replacement of fluorescent desk lamps with LED desk lamps at 170 Otis (going out for bid)
- Replacement of HVAC controls at Multi-Service Center North (completed in FY 2012-2013)
- Replacement of chiller at Multi-Service Center North (completed in FY 2012-2013)

Compliance with the Existing Commercial Buildings Energy Performance Ordinance

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

- verifying the department's list of facilities
- verifying the existing data for each facility (such as street address, year built, gross square footage, and building type), and
- 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 14 Human Services Agency 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
Education Earl P Mills Community Center Sojourner Truth Child Center MLK Child Care Center Shorey Children Center	4	17
Health & Human Services Multi Service Center South Multi Service Center North Mission Neighborhood Resource Center Hamilton Family Shelter	4	18
Offices HSA Headquarters – 170 Otis Investigations – 160 SVN Social Services – 1235 Mission Medi-Cal – 1440 Harrison Seneca First Stop Visit Center	5	19
Incomplete Meter Data Workforce Development Service	1	27

The Human Services Agency reviewed the list of its facilities, which are sorted in the report by building type and listed in order of Energy Use Intensity (EUI)—the total annual energy use of the facility (in BTUs) divided by square feet of building area.

Two of the fourteen HSA's buildings are rated in the top 25% for similar buildings nationwide in terms of their Energy Star rating:
Social Services at 1235 Mission
Medi-Cal at 1440 Harrison

Of the fourteen, 5 of the buildings are noted as having a greater than 10% increase EUI:
Earl P Mills Community Center
Sojourner Truth Child Center
Shorey Children Center
Hamilton Family Shelter
Workforce Development Services Center

The most likely reason for the increase EUI in these facilities is an increase in public usage of the community and service centers given the weather and increase service needs.

Compliance with the Commercial Lighting Efficiency Ordinance

All buildings owned by the Human Services Agency are compliant with the requirements outlined in the Commercial Lighting Efficiency Ordinance (SF Building Code Chapter 13D).

Information Technology

The following summarizes HSA's efforts to mitigate the impact that use of personal computers have upon energy consumption.

Area:	Status:
-------	---------

Energy conservation reminders	Computers have an instant reminders to power down when not in use and auto settings for screen locks for security and energy savings.
Automatic hibernation mode settings	HSA had previously implemented a 20 minute automatic hibernation mode setting; however, as staff often deal with clients in crisis and clients with language access barriers. It is common to take 20 to 30 minutes to work with a client in the middle of an application system. The hibernation / standby mode caused a disconnect from many applications beyond our technical control. As a result, staff had to log on to the application repeatedly and reenter work that had been lost. Therefore, HSA has implemented a screen saver lock out set at 20 minutes. This meets security requirements as well as reducing power consumption and does not cause the loss of connectivity to application systems.
Replacement of obsolete servers with Climate Savers Gold or Energy Star servers	HSA has 4-5 year replacement cycle for servers. As servers are replaced, they will be replaced with the appropriate energy star equipment.
Virtualized servers	HSA is over 70% virtualized for our servers.

3a2. Renewable Energy

The Human Services Agency does not have any concrete activities for renewable energy at this time. However, HSA will be supporting and encouraging staff to participate in the SF Solar Program this upcoming year.

3a3. Green Building

The Human Services Agency has no Green Building activities to report at this time.

3b. Water

The water usage data shows a consistent downward trend from FY 2009-2010 through FY 2011-2012 (see table below). This decrease in water consumption and discharge can in part be do to the closing of 150 Otis and the benefits of extensive repairs to three Child Care Centers.

HSA continues to monitor its water bills to identify spikes that may be the result of leaks and or faulty plumbing. Site Managers report problems promptly and Stationary Engineers do regular maintenance checks and repairs of leased and owned buildings.

	FY 2009-2010	FY 2010-2011	FY 2011-2012
Annual Water Consumption (gal)	23,242,424	20,276,933	19,727,300
Annual Wastewater Discharge (gal)	20,917,639	18,235,762	17,743,639

Total Cost (Service Fee + Consumption + Wastewater)	\$423,380	\$386,499	\$405,941
--	-----------	-----------	-----------

3c. Transportation & Fuel

The following table provides a year to year summary of HSA's fuel consumption and CO² emissions from FY 2008-2012. What is strikingly obvious in reviewing the table is that HSA's fuel consumption and CO² emissions are both down across fuel types. This is in part due to HSA's effort in replacing older vehicles with alternative fuel or hybrid vehicles. This past year, HSA has replaced 21 vehicles and plans on replacing another 12 next year.

Fuel Information Fuel Type	Fuel Consumption				CO2 Emissions (mt)			
	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Gasoline (gal)	26,261	23,605	21,499	21,519	231.29	207.9	189.35	189.52
Diesel (gal)								
B20 (gal)	32	76	0	0	0.26	0.61	0	0
B5 (gal)	0	0	0	0	0	0	0	0
CNG (GGE)	6,059	5,162	6,092	4,847	36.99	31.51	37.19	29.59
Propane (gal)	0	0	0	2	0	0	0	0.01

HSA currently has a fleet of 96 vehicles. This includes 18 CNG, 2 electric, 46 hybrids and 30 gas vehicles. It should be noted that within the 96 vehicles are 9 vehicles that will be turned in to Central Shop as part of a vehicle replacement deal. This will then leave HSA with only 87 vehicles by the end of the year.

3c1. HACTO

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

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

HSA encourages employees to walk or use public transit for meetings, when appropriate and feasible. We offer tokens and fastpasses to make public transit easier to use. This year, we will be looking into acquiring Clipper Cards so that employees will be encouraged to use public transit for meetings outside of the City. Employees are also encouraged to join carpools and vanpools when public transit is not an option.

HSA encourages employees to commute sustainably to work by offering secure bike-parking and promoting participation in the Pre-Tax Commuter Benefits Program. This year, we will continue to promote rideshare match programs, online public transit trip planners like 511.org and encourage membership in programs like City Carshare and ZipCars as a means of reducing the number of personal vehicles.

HSA currently manages 96 passenger vehicles and light-duty trucks. Nine of these vehicles will be turned in as part of a vehicle replacement plan; thus leaving HSA with 85 vehicles.

To comply with HACTO, by the end of this fiscal year we need to reduce the fleet by 4 vehicles. The following provides a list of all HSA fleet vehicles removed as part of HSA's HACTO Vehicle Reduction Plan since its inception.

HSA Vehicles HACTO'd

169-096	1993 Ford Tempo	Sedan
169-124	1989 Chevy Celebrity	Sedan
169-143	1998 Ford Taurus	Sedan
169-207	2002 Honda Civic	Sedan
169-221	2005 Toyota Prius	Sedan
169-518	1998 Dodge Mini-van	Mini-van
169Y233	2007 Toyota Prius	Sedan
170P018	1999 Ford Taurus	Sedan
169-130	1989 Chevrolet Corsica	Sedan
169-008	1999 Ford Taurus	Sedan
169-003	2002 Toyota Prius	Sedan
169-178	2000 Toyota Camry	Sedan

HACTO also requires CCSF Departments to remove from service all passenger vehicles and light duty trucks from the municipal fleet that are older than 12 years beginning no later than July 1, 2015. Out of the 96 HSA vehicles currently in operations, 52 of the vehicles will need to be removed from service to be in compliance.

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

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.

The Human Services Agency conducted the survey from December 1 through December 31, 2012. Out of the 1909 employees, 660 employees filled out the survey – a nearly 35% response rate. Each employee received an email requesting them to fill out the survey and was reminded periodically to complete the survey during the timeframe.

From the data, three interesting observations are:

- more than 71% of our staff use a main form of transportation other than driving alone (e.g. walking, biking, public transportation, carpooling, etc.)
- better than 50% of the respondents are informed about the emergency ride home program
- nearly 41% of the survey participants responded that they participate in the Commuter Benefit Program

The results are interesting in that it suggest they that a significant percentage of the staff are informed about alternative programs to driving alone. The results also suggest that there is still some room for further education, as 109 respondents indicated that they were not familiar with the Pre-Tax Commuter Benefit program and 298 never heard about the Emergency Ride Home program. This stands out has a great opportunity for education and potentially to increase.

To increase awareness and education, we will send out an e-mail communication to the Agency explaining how commuters can save up to 40% on their commute through the Pre-Tax Commuter Benefits Program and can plan trips using online resources like 511.org to use public transportation.

4. Other Sustainable Practices

4a. Zero Waste

The following provides the specific Zero Waste Recommendations for the Human Services Agency based upon responses to the annual Waste Assessment Survey which was to be completed by the Zero Waste Coordinators at each facility.

Fiscal Year 2011-2012 Zero Waste			
Zero Waste Recommendation for your Department:	Reduce internal deskside landfill containers and facilitate annual zero waste training for staff		
Table Summarizing #1 Trash Item*			
*#1 item that can be recycled or composted that the Zero Waste Coordinator finds in the trash (landfill) bin in your department's office/facility, per Zero Waste Survey			
Department Division/Branch/Station	Address	#1 Recyclable or Compostable Item Found in Landfill Bin	Action to Eliminate #1 Item
INVESTIGATIONS DIVISION	160 SOUTH VAN NESS AVENUE	POST ITS/PAPER	Send reminders to our division reminding them of items that can be recycled or composted.
Investigations Division	160 South Van Ness Aven	Paper Towels, still	A lot of signage should be replaced. I am going to create one sign devoted to the Landfill Bin that states: NO PAPER TOWELS - Place in Compost Bin. There used to be one there, and I see that it has disappeared. Also intend to bring the issue up at the division's supervisors' meeting, and also follow up with emails to staff.
Budget & Operations	170 Otis St	paper towels	With 4 months left in the fiscal year, I can commit to - beginning a program of (re)education of staff on the mandatory recycling and composting program, starting with top tier managers - confirming Staff Development includes a segment on the 4 R's and the Zero Waste mandate in the orientation training of new staff - creating a contact list for scheduling mini presentations at staff meetings

In reviewing the responses, it is immediately obvious that not all Zero Waste Coordinators at each of our facilities completed the annual survey. Upon further investigation, it is also apparent that due to staffing changes that not all facilities still have a designated Zero Waste Coordinators. Therefore, the Human Services Agency will work to identify new Zero Waste Coordinators for each facilities and to educate the Coordinators about their role.

Despite the lackluster response rate to the annual survey, it is worth noting that HSA has a long history in diverting waste from landfills. The following highlights some of the Agency's efforts.

In 1998/99 HSA entered into a contract with The ARC to put developmentally disabled adults to work as part of our Resource Conservation unit. The original task was emptying client file folders of confidential papers, cleaning up the outside of the folders for re-use and straightening the metal fasteners used to hold the paperwork so those fasteners could also be reused. The scope of the contract has increased over the years with most of the tasks related to resource conservation. This program has been extremely successful, saving HSA hundreds of thousands of dollars and removing untold tons of material from our waste stream.

In 2001 the resource program expanded its focus on the reuse of furniture. The Resource Conservation unit began an active outreach program to obtain used office cubicles and other items in order to upgrade some of our buildings. HSA began reaching out to BOMA and to the public storage units in and around the City. This outreach resulted in hundreds of office cubicles and other items that would have ended up in someone's waste stream being put to use by HSA. At the same time we reached out to schools and non-profits with items that we no longer needed but were not needed by another City Dept. Since the inception of the virtual warehouse we have been an active participant, posting items available to other City Departments and selecting items from the warehouse for our use.

In response to the Zero Waste mandates we have composting in all of our office locations and in our child care centers.

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, The Human Services Agency had the following record:

Percent of Green Products*
Batteries: No data from vendors
Cleaners: No data from vendors
Computers/servers: 100%
Light bulbs: 0%
*products listed in SFApproved.org

In calendar year 2013, the Human Services Agency commits to :

- 1.) Remind all staff about City purchasing requirements by including the following two messages in our newsletters and on purchasing forms:
 - a. City staff must purchase only approved green, less-toxic products to comply with City ordinances (Env. Code, Chapt. 2).
 - b. Visit SFApproved.org/citystaff for products tested by City staff in City term contracts.
- 2.) Order Buy Green Pledges at <http://bit.ly/buy-green-recycle> and post them in staff workspaces and in strategic locations (e.g., lunchroom) to remind staff of green purchasing requirements.
- 3.) When appropriate, will rate green products on SFApproved.org at SFApproved.org/Log-in for products utilized by the Human Services Agency.

4c. Carbon Sequestration / Urban Forest

Only two HSA office locations have space for any outdoor plants. HSA has not planted any new trees or bushes at either of these locations during FY 2011-2012.

5. Community Wide Impact

Though the Human Services Agency does not have a direct role in reducing community wide emissions, it does ensure that the resource conservation codes are invoked in all contracts. Furthermore, the Agency does have policies in place that encourages and supports the City's Transit First policies, recycling programs, green purchasing practices and a fleet reduction plan. Furthermore, the Agency cooperates in supporting other Department initiatives like the Department of Environment's SF SunShares solar power program by getting the word out to our staff.

6. Summary & Goals

The following are list of Agency goals for FY 2012-2013:

1. Continue to make progress on listed energy efficiency related projects listed in section 3a1: Energy Efficiency
2. Work with the Department of the Environment to improve energy consumption and emission data reporting of current facilities by making sure all HSA facilities are documented accurately
3. Continue to replace outdated servers with Energy Star certified replacement servers
4. Support the SF Solar Program through hosting meetings and sending out announcements
5. Continue to highlight transportation programs like Pre-Tax Commuter Benefits and online trip planners like 511.org
6. Identify and train Zero Waste Coordinators for each of our facilities
7. Improve the Agency's position in green purchasing by providing additional information about green purchasing to Agency purchaser as well as rating various products as appropriate.

Appendix A: HACTO Required Documents

HACTO Annual Implementation Report FY:'11-'12

Department * Human Services Agency

Name of Person Preparing Report * Roxanne Hansen

Title of Person Preparing Report * Supervisor, Operations

Email of Person Preparing Report

* roxanne.hansen@sfgov.org

Name of Department Head * Trent Rhorer

Email of Department Head * trent.rhorer@sfgov.org

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

The Human Services Agency will promote reducing our vehicle usage, however it must be noted that the vast majority of miles we put on our vehicles are to transport clients, as mandated by the courts, or to conduct home visits. Both situations bring with them concerns for staff safety and make the use of public transportation very limited. That being said HSA will encourage using alternative methods of transportation in the following ways:

Education campaign: By keeping the benefits associated with reducing the use of motor vehicles in front of our staff the hope is we will motivate staff to participate and support our efforts. Ways to do this include notices on bulletin boards in all buildings, posting our transit-first plan on the dhsintranet, additional notices to staff about the commuter benefits program and asking Program Directors to include discussions about the transit first policy in some of their staff meetings.

Walking: Several HSA office buildings are within one half mile of each other and City Hall. HSA will use the Shape Up San Francisco campaign to make staff aware of the benefits of walking between these locations whenever time constraints are not a factor.

Biking: Quite a few HSA staff already ride bicycles to work, to travel between buildings or for exercise on their lunch breaks. HSA is supportive of our cycling staff and will install additional bicycle racks for staff use at two locations this year. We will work with Program Managers to identify any interest in obtaining bicycles for use by their staff during the work day. We also have bicycles for use by our Dept. Operations Center staff as part of our disaster response plan.

MUNI, BART: For years HSA has provided tokens and shared Fast Passes for the use of social workers doing home visits whenever safety concerns are not an issue. We will explore the possibility of expanding the use of these tokens and Clipper cards for attendance at meetings.

Optimize vehicle use: The installation of GPS in all of our vehicles has provided us with a new tool to assess the usage by vehicle, by program and by staff duties and responsibilities. Over the next year we will use this data as one of our tools to make changes in the allocation of vehicles to different programs. Additionally, our Planning division is looking into the possible savings in staff time and vehicle usage if changes could be made in the way certain case loads are assigned. HSA has been working to optimize the use of our vehicles for several years. Case in point, HSA has a heavy duty truck, 2002 Ford E450, which we use for big moves taking place in our Agency. This past year we realized our use of this vehicle has decreased significantly. The truck has been moved to Central Shops to make it available to other City Departments when we are not using it.

Below, please report on the success of the abovementioned policies in reducing single-occupancy motor vehicle use for work-related trips: *

The Human Services Agency is and will continue to promote reduction of single-occupancy vehicle transportation, however, to reiterate Nancy Bliss' report above, the vast majority of single occupancy vehicle transportation is used to fulfill court mandates and state regulations to transport clients and make home visits, often out of the city. Success is visible in the following changes:

Education

- Fliers are posted on bulletin boards in each of the H.S.A. lobbies
- A Brown Bag lunch was held in Born Auditorium on Commuter Benefits with many H.S.A. workers in attendance
- A link is provided on the department's intranet to the document "Clean Air Transportation Resource Sheet" which contains program and contact information
- Email reminders are sent quarterly

Walking

H.S.A. staff is reminded of benefits of walking to meetings at H.S.A. and other city departments located within one-half mile of their building, by posted notices and regular emails from our Wellness planner.

Biking

- The number of staff requesting access to departmental bike storage has increased
- Additional bike racks have been installed at 170 Otis and 1235 Mission. Many workers utilize bike storage cage at 1650 Mission
- Emergency Response team is reviewing the possibility of offering usage of their emergency bikes to staff during work hours, for meetings or lunch time outings

MUNI and BART

HSA provides tokens and Fast Passes to workers attending meetings within the city and DAAS social workers for many home visits. The agency Planning program is developing an education plan to encourage more workers to use public transit to go to meetings in the city.

Optimize vehicle use

HSA is testing various methods of reserving vehicles online through which social workers and social work techs may communicate directly with each other on scheduling the use of one vehicle, versus using several.

Does your department manage any of its own vehicles? * Yes

As reported in your 2011 HACTO report, how many vehicles were subject to HACTO? * 94

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

5

As of June 30, 2012, how many vehicles have actually been removed from service? * 7

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.

turninrequest.pdf

431.74 kB · pdf

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

Please provide an explanation of the difference. * The additional two vehicles had extensive body damage. Decision was made to turn in under HACTO compliance rather than repair or request credit.

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. * The Human Services did comply by turning in 7 vehicles, two more than required for compliance.

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

Please attach a document with a table providing details of those vehicles. Please include:

- New Vehicle Budget # or City Vehicle #

- Make

- Model.

vehiclesreplacementoct2012.xls

19.00 kB · xls

HACTO Annual Plan 2012-2013

Department * Human Services Agency
Name of Person Preparing Report * John Murray
Title of Person Preparing Report * Senior Analyst
Email of Person Preparing Report * John.Murray@sfgov.org
Name of Department Head * Trent Rhorer

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

What resources will your department offer? *

Communal FastPass

Tokens

What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *

Other: * Notifications within units/meetings

Does your department offer or plan to offer employees access to a bicycle for work-related travels? * Yes

Is it / will it be a CityCycle bike? * No

How many bicycles will be available? * 8

Would your department like to make a request for more bikes? * No

What forms of communications will you use to promote employees to use BICYCLES for work-related trips? *

Department Website / Intranet

Department Newsletter

Posters / Flyers

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

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

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

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?

Offer a shuttle to nearby transit

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

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 Website / Intranet

Department Newsletter

E-mail Blast

New Employee Orientation

Posters / Flyers

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 Website / Intranet

Department Newsletter

E-mail Blast

Posters / Flyers

D. Does your department offer or plan to offer tele-commuting? * Yes

Bonus: How will you promote the Great Race for Clean Air?

Department Website / Intranet

Department Newsletter

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." * 96

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. * 4.5

How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June 30, 2012)? *
7

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? * 4.25

How many vehicles is your department planning to remove from service in FY12-13 (July 1, 2012-June 30, 2013)? *
4

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