

2014 DEPARTMENT OF CHILD SUPPORT SERVICES CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

PREPARED BY: FREDA RANDOLPH GLENN

DATE: APRIL 4, 2014

1. INTRODUCTION 3

2. DEPARTMENTAL PROFILE 3

| | |
|--|---|
| 2a. Departmental Mission | 3 |
| 2b. Departmental Budget | 3 |
| 2c. Number of Employees | 3 |
| 2d. Facilities | 3 |
| 2e. Vehicles | 3 |
| 2f. Departmental Contact Information | 3 |
| 2g. Other Sustainability or Environmental Plan | 4 |

3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT 4

| | |
|--|---|
| 3a. Facilities List Verification Statement | 5 |
| 3b. Fiscal Year 2012-2013 Facilities Energy Consumption and Carbon Emissions | 5 |
| 3c. 5-Year Historical Analysis of Facilities Energy Consumption and Carbon Emissions | 5 |
| 3d. Vehicle List and Fuel Data Verification Statement | 6 |
| 3e. Fiscal Year 2012-2013 Vehicle Fuel Consumption and Carbon Emissions | 6 |
| 3f. 5-Year Historical Analysis of Vehicle Fuel Consumption and Carbon Emissions | 6 |

4. EFFORTS IN FACILITIES ENERGY REDUCTION 8

| | |
|--|---|
| 4a. Energy Efficiency & Retrofit Projects | 8 |
| 4b. Energy Benchmarking & Compliance with the Energy Performance Ordinance | 8 |
| 4c. Compliance with the Commercial Lighting Efficiency Ordinance | 8 |
| 4d. Information Technology | 8 |
| 4e. Renewable Energy | 8 |
| 4f. Green Building | 8 |

5. EFFORTS IN WATER USE REDUCTION 9

| | |
|--|-------------------------------------|
| 5a. Water Data Verification Statement | Error! Bookmark not defined. |
| 5b. Fiscal Year 2012-2013 Water Consumption and Wastewater Discharge | 9 |
| 5c. 4-Year Historical Analysis of Water Consumption and Wastewater Discharge | 9 |
| 5d. Water Conservation | 9 |

6. EFFORTS IN VEHICLE FUEL REDUCTION 9

| | |
|--|----|
| 6a. Compliance with the Healthy Air and Clean Transportation Ordinance | 9 |
| 6b. Transit First Campaign | 9 |
| 6c. Biodiesel | 10 |

7. OTHER SUSTAINABLE PRACTICES 11

| | |
|---|----|
| 7a. Zero Waste | 11 |
| 7b. Carbon Sequestration / Urban Forest | 11 |
| 7c. Community Wide Impact | 11 |
| 7d. Resiliency and Adaptation | 11 |

8. REPORT SUMMARY AND CLIMATE ACTION GOALS 11

APPENDICES 11

1. INTRODUCTION

In 2008, the City and County of San Francisco began to track its greenhouse gas (GHG) emissions and create climate action plans at the City department level per direction by the Board of Supervisors. This work is captured in Department Climate Action Plans (DepCAPs).

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 vehicle 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 2012-2013, 636,608 (kWh) of electricity was consumed. 354 gallons of unleaded gasoline was used, resulting in 3.12 tons of CO₂, the highest contributor to our total carbon footprint. Compared to last fiscal year, we have increased our electricity consumption by 33,910(kWh) and we have reduced our gasoline consumption by 105 gallons. The Department of Child Support Services will work towards reducing our electricity consumption and will make efforts to maintain or further reduce our gasoline consumption in the coming year.

2. DEPARTMENTAL PROFILE

2A. DEPARTMENTAL MISSION

The mission of the San Francisco Department of Child Support Services is 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.

2B. DEPARTMENTAL BUDGET

The CSS budget for FY 2012/2013 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.

2C. NUMBER OF EMPLOYEES

FY 2012/2013 Budgeted Positions: 104 ; Filled Positions: 92

2D. FACILITIES

Our main office located at 617 Mission Street occupies 4 floors and a basement area totaling approximately 34,000 square feet. We have 92 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-located 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.

2E. VEHICLES

We have four (4) vehicles in our pool - 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. Most vehicles are less than 10 years old and have relatively low mileage. Our current vehicle pool inventory is the same as it was last year, which represents a 43% reduction compared to FY 2011/2012.

2F. DEPARTMENTAL CONTACT INFORMATION

Freda Randolph Glenn, Operations Manager

(415) 356-2901

Freda.Randolph@sfgov.org

2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

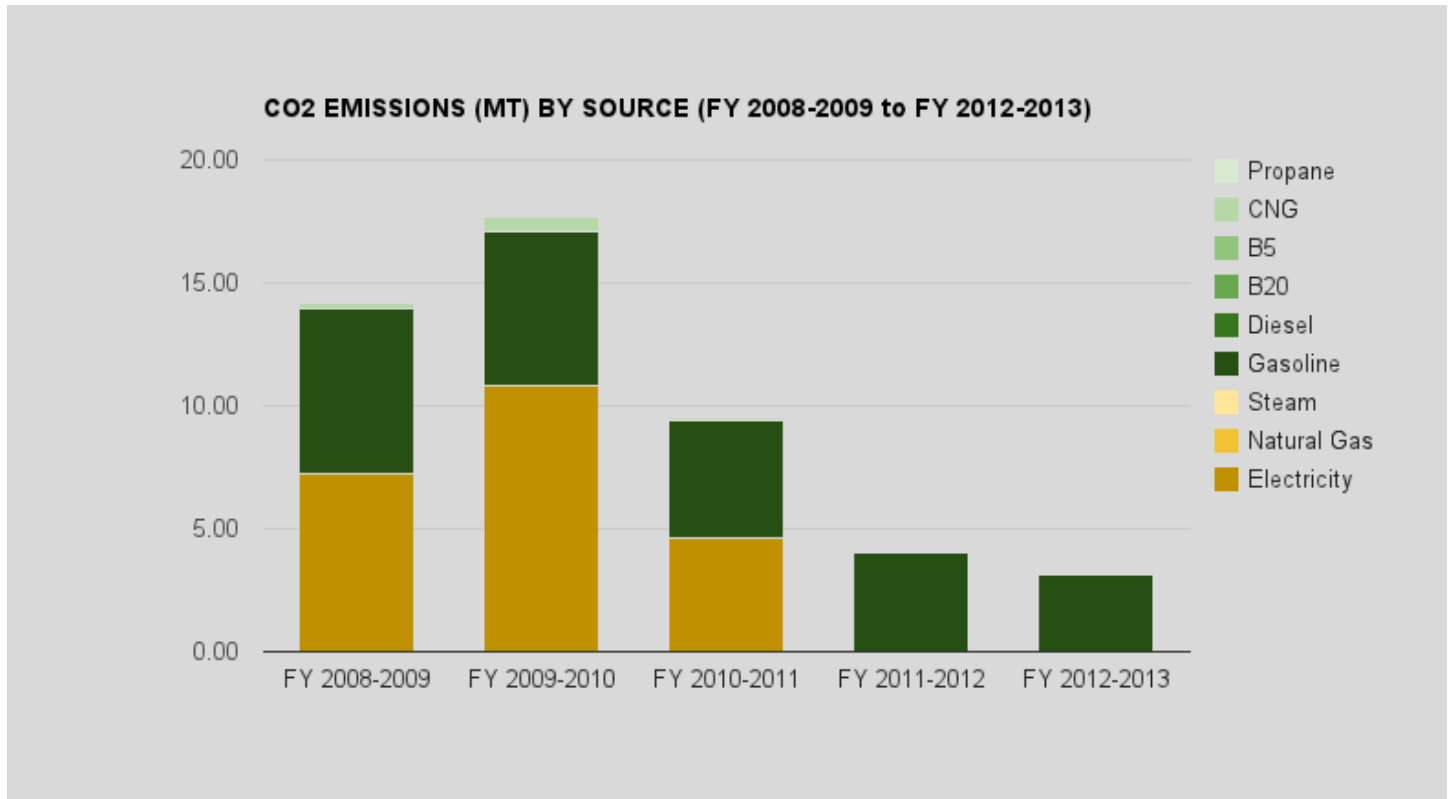
The Department of Child Support Services does not have any other sustainability or environmental plans.

3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

During FY 2012/2013, Child Support Services consumed 636,608 (kWh) of electricity. Gasoline consumption during this period was 3.12 (mt). Although our electricity consumption represents an increase of 33,910 (kWh) compared to last year, we have reduced our gasoline consumption by 105 gallons, or 23%.

The five year summary of Child Support Services' annual operational CO2 emissions is summarized in the table and chart below. A 5-year historical analysis is provided in detail in the sections below.

| FY 2008-2009 TO FY 2012-2013 ANNUAL DEPARTMENTAL CO2 EMISSIONS (MT) | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|
| | FY 2008-2009 | FY 2009-2010 | FY 2010-2011 | FY 2011-2012 | FY 2012-2013 |
| Total CO2 (mt) | 14.18 | 17.70 | 9.48 | 4.04 | 3.12 |



3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by the Department of the Environment to calculate the FY 2012-2013 Departmental carbon footprint has been verified by Child Support Services to be accurate and complete.

3B. FISCAL YEAR 2012-2013 FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

Total Facilities Electricity in FY 2012/2013: 636,608 kWh consumed, 3.12 metric tons of CO2 (mobile fuel CO2).

Total Facilities Natural Gas in FY 2012/2013: 0 therms consumed.

None of Child Support Services' facilities uses steam.

3C. 5-YEAR HISTORICAL ANALYSIS OF FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

The tables below summarize Child Support Services' annual facilities energy consumption and associated GHG emissions for the past five fiscal years.

| FY 2008-2009 to FY 2012-2013 Departmental Facilities Energy Consumption | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|
| Emission Source (Units): | FY 2008-2009 | FY 2009-2010 | FY 2010-2011 | FY 2011-2012 | FY 2012-2013 |
| Electricity (kWh) | 683,205 | 624,195 | 612,950 | 602,698 | 636,608 |
| Natural Gas (th) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Steam (lbs) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| FY 2008-2009 to FY 2012-2013 CO2 Emissions from Facilities Energy | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|
| Emission Source (mt): | FY 2008-2009 | FY 2009-2010 | FY 2010-2011 | FY 2011-2012 | FY 2012-2013 |
| Electricity | 7.23 | 10.84 | 4.62 | 0.00 | 0.00 |
| Natural Gas | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Steam | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Facilities Energy CO2 (mt) | 14.18 | 17.70 | 9.48 | 4.04 | 3.12 |

Total GHG emissions from Building Energy use has decreased since Fiscal Year 2008-2009. This is primarily due to campaigns to increase staff awareness, as well as attrition in our staffing levels.

3D. VEHICLE LIST AND FUEL DATA VERIFICATION STATEMENT

The list of vehicles and Child Support Services' fuel totals used by the Department of the Environment to calculate the FY 2012/2013 Departmental carbon footprint has been verified by Child Support Services to be accurate and complete.

3E. FISCAL YEAR 2012-2013 VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

In FY 2011/2012, Child Support Services reduced its vehicle pool by 43%. This reduction allowed the Department to completely eliminate the use of CNG fuels. In FY 2012/2013, the Department consumed a total of 354 gallons of gasoline (3.12 metric tons of CO2) to fuel its pool of 4 vehicles.

3F. 5-YEAR HISTORICAL ANALYSIS OF VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

Compared to FY 2008/2009, the Department has reduced gasoline consumption by 54% (766 gallons in FY 2008/2009 compared to 354 gallons in FY 2012/2013).

| FY 2008-2009 to FY 2012-2013 Departmental Fuel Consumption | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|
| Fuel Type (Units): | FY 2008-2009 | FY 2009-2010 | FY 2010-2011 | FY 2011-2012 | FY 2012-2013 |
| Gasoline (gal) | 766 | 709 | 545 | 459 | 354 |
| Diesel (or equivalent) (gal) | 0 | 0 | 0 | 0 | 0 |

| | | | | | |
|-----------------------|----|-----|----|---|---|
| B100 equivalent (gal) | 0 | 0 | 0 | 0 | 0 |
| B20 (gal) | 0 | 0 | 0 | 0 | 0 |
| B5 (gal) | 0 | 0 | 0 | 0 | 0 |
| CNG (GGE) | 35 | 100 | 10 | 0 | 0 |
| Propane (gal) | 0 | 0 | 0 | 0 | 0 |

| FY 2008-2009 to FY 2012-2013 CO2 Emissions from Mobile Fuel | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|
| Emission Source (mt): | FY 2008-2009 | FY 2009-2010 | FY 2010-2011 | FY 2011-2012 | FY 2012-2013 |
| Gasoline | 6.74 | 6.25 | 4.80 | 4.04 | 3.12 |
| Diesel (or equivalent) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| B100 equivalent | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| B20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| B5 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CNG | 0.21 | 0.61 | 0.06 | 0.00 | 0.00 |
| Propane | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Mobile Fuel CO2 (mt) | 6.95 | 6.86 | 4.86 | 4.04 | 3.12 |

All departments that own and operate fleets are required to implement the fleet maintenance methods and educate their departments on the best practices listed in Chapter 4 of the Environment Code Healthy Air and Smog Prevention Ordinance (unless exemption by SFE has been granted).

4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

Not applicable - Child Support Services occupies a rental location at 617 Mission Street that is managed by the Real Estate Division of the City and County of San Francisco.

4B. ENERGY BENCHMARKING & COMPLIANCE WITH THE ENERGY PERFORMANCE ORDINANCE

Not applicable - Child Support Services occupies a rental location at 617 Mission Street that is managed by the Real Estate Division of the City and County of San Francisco.

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

Not applicable - Child Support Services occupies a rental location at 617 Mission Street that is managed by the Real Estate Division of the City and County of San Francisco.

4D. INFORMATION TECHNOLOGY

Child Support Services conserves energy by encouraging staff to turn off lights when conference rooms and office spaces are not in use. Computers, printers, monitors, and copy machines are set to go into hibernation/standby mode after intervals of inactivity. Computer equipment is upgraded and maintained in accordance with policies established by the State of California Department of Child Support Services.

4E. RENEWABLE ENERGY

Not applicable - Child Support Services occupies a rental location at 617 Mission Street that is managed by the Real Estate Division of the City and County of San Francisco.

4F. GREEN BUILDING

Not applicable - Child Support Services occupies a rental location at 617 Mission Street that is managed by the Real Estate Division of the City and County of San Francisco.

5. EFFORTS IN WATER USE REDUCTION

Child Support Services operates as a tenant in a leased facility that is privately owned and managed by the Real Estate Division of the City and County of San Francisco. The list of water accounts used by CSS to calculate annual departmental water use has been reviewed. CSS does not have access to the water bills and water usage data. In an effort to assist with conservation, low flow toilets and urinals are in place in the restrooms.

5B. FISCAL YEAR 2012-2013 WATER CONSUMPTION AND WASTEWATER DISCHARGE

Child Support Services operates as a tenant in a leased facility that is privately owned and managed by the Real Estate Division of the City and County of San Francisco. CSS does not have access to the water bills and water usage data.

5C. 4-YEAR HISTORICAL ANALYSIS OF WATER CONSUMPTION AND WASTEWATER DISCHARGE

Child Support Services operates as a tenant in a leased facility that is privately owned and managed by the Real Estate Division of the City and County of San Francisco. CSS does not have access to the water bills and water usage data.

5D. WATER CONSERVATION

Child Support Services encourages employees to be mindful of their water use and to conserve when possible. Low flow toilets and urinals are in place in public and employee restrooms. CSS works closely with the property manager to report leaks and inefficiencies related to plumbing and water fixtures so that repairs and replacements can be completed as needed with as little water waste as possible.

6. EFFORTS IN VEHICLE FUEL REDUCTION

6A. COMPLIANCE WITH THE HEALTHY AIR AND CLEAN TRANSPORTATION ORDINANCE

The Healthy Air and Clean Transportation Ordinance (HACTO) is a mandate that all City employees and departments should use sustainable transportation such as public transit, walking, ridesharing or biking to minimize single-occupancy vehicle transportation as much as possible and, when it is not, to use green vehicles. To implement this ordinance, each department is required to develop a Transit First plan outlining how your department will implement the various sustainable options to reduce vehicle usage and a Transit First report on implementation. For departments that manage their own fleet of vehicles, fleet size must be reduced by 5% annually.

Child Support Services is compliant with this year's Healthy Air and Clean Transportation Ordinance requirements, and the "HACTO Submission Forms – FY 1314" is attached as Appendix A to this document.

Child Support Services promotes Transit-First programs by encouraging use of public transportation by providing MUNI tokens and vehicle sharing for work related travel. Staff are encouraged to drive the shortest, most efficient route when using vehicles to reduce emissions and fuel usage. CSS encourages staff to carpool or use public transportation when commuting to and from work. Staff are encouraged to enroll in Commuter Benefit programs to take advantage of pre-tax benefits for commute costs. CSS employees have informally arranged ridesharing amongst staff who reside in close proximity to each other. In times of severe commute hardships, such as a BART strike, staff are encouraged to make ridesharing arrangements.

6B. TRANSIT FIRST CAMPAIGN

CSS has chosen the Emergency Ride Home program as its Transit First Campaign. This campaign was chosen because the 2013 Transportation Survey revealed that 54.32% of CSS employees were not

aware of the Emergency Ride Home program. In order to promote the program, informational emails were sent to all staff and everyone was provided with brochures on the program. Postings were also distributed to each team in the agency for future reference and assistance with accessing the program.

6C. BIODIESEL

Not applicable – CSS does not operate any vehicles fueled by biodiesel.

7. OTHER SUSTAINABLE PRACTICES

7A. ZERO WASTE

CSS has completed the annual Waste Assessment Survey. We have increased our efforts to promote recycling and composting throughout our agency by increasing the number of waste bins that are designated for recyclable and compostable material. Additional bins have been added to all four floors of our agency with signage indicating which bins are to be used for which type of waste to encourage staff to continuously consider their trash and recycle or compost when possible.

7B. CARBON SEQUESTRATION / URBAN FOREST

Not applicable to Child Support Services.

7C. COMMUNITY WIDE IMPACT

Not applicable to Child Support Services.

7D. RESILIENCY AND ADAPTATION

Not applicable to Child Support Services.

8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

The Department of Child Support Services operates as a tenant in a leased facility that is privately owned and managed by the Real Estate Division. During FY 2012/2013, Child Support Services consumed 636,608 (kWh) of electricity. Gasoline consumption during this period was 3.12 (mt). Although our electricity consumption represents an increase of 33,910 (kWh) compared to last year, we have reduced our gasoline consumption by 105 gallons, or 23%. Compared to FY 2008/2009, the Department has reduced gasoline consumption by 54% (766 gallons in FY 2008/2009 compared to 354 gallons in FY 2012/2013).

CSS uses energy-efficient computers, printers, and photocopiers to assist with conserving energy. Child Support Services is compliant with this year's Healthy Air and Clean Transportation Ordinance Requirements and have chosen the Emergency Ride Home program as our Transit First Campaign. CSS has completed the annual Waste Assessment Survey and have increased our efforts to promote recycling and composting throughout our agency

APPENDICES

Appendix A: HACTO Submission Forms – FY1314

Randolph, Freda (CSS)

From: Confirmation Message <no-reply@wufoo.com>
Sent: Friday, January 10, 2014 9:37 AM
To: Randolph, Freda
Subject: HACTO Submission Forms 2013

Thank you for submitting your HACTO Plan.

The next step in the compliance process is to receive approval from your Department director. To do this, please forward this email to him/her. Your director must then send an email to HACTO@sfgov.org with "APPROVED" in the body of the email.

For resources on developing and implementing your Transit First plan, please be in touch with the CommuteSmart team at commutesmart@sfgov.org or go to the designated City employee page: www.sfenvironment.org/ccsfcommute

Thank you

HACTO Submission Forms 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 Director * | Karen M. Roye |
| Acknowledgement * | I acknowledge that the information provided is accurate. |
| Does your department promote or plan to promote employees to use public transit for work-related travel? * | Yes |
| What resources will your department offer? * | Tokens |
| From looking at last year's HACTO Plan, please | CSS has successfully promoted the use of public transit for work-related |

describe the successes and challenges of promoting transit for work-related travel: *

travel. Our agency provides staff with MUNI tokens to encourage the use of public transit and this has been very effective for us. On a daily basis, we have staff who are required to travel between our agency and the Superior Court for work-related purposes and they consistently utilize the MUNI tokens to access public transit options.

Does your department offer employees access to bicycles for work-related travels? *

No

What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? *

Due to the nature of our work and the need to transport materials, documents, court files, etc., bicycle transit is not a feasible option for us.

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

No

What are the reasons for not encouraging or planning to encourage employees to use car-sharing for work-related travel?

Our agency does not belong to a City vehicle pool or car-sharing program however, employees are encouraged to carpool when using our City-assigned vehicle fleet. When multiple employees are traveling to the same off-site meeting or to meetings located near or en-route to other meetings, carpooling is encouraged to reduce emissions and conserve resources.

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? *

No

What are the reasons for not encouraging or planning to encourage employees to use tele-conferencing or video-conferencing? *

Our department is not currently able to host video or tele-conference calls however, when such meetings are hosted by other agencies and we are provided with log-in/dial-in information, we will attend the meeting via video or tele-conference. Whenever po

Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: *

Child Support Services promotes Transit-First programs by encouraging use of public transportation by providing MUNI tokens and vehicle sharing for work related travel. Staff are encouraged to drive the shortest, most efficient route when using vehicles to reduce emissions and fuel usage.

| | |
|--|--|
| Does your department promote or have plans to promote the use of public transit for commuting to/from work? * | Yes |
| How will you promote public transit? * | Encourage participation in the Pre-Tax Commuter Benefits program |
| Does your department promote or plan to promote the use of bicycles for commuting to/from work? * | No |
| What are the reasons for not encouraging or planning to encourage employees to use bicycles for travel to/from work? * | Per the 2012 CCSF Transportation Survey, 75.25% of CSS staff currently use public transit as their main form of transportation to work. We have very few staff who reside in San Francisco and for whom bicycle travel to/from work would be a reasonable mode |
| Does your department plan to promote the use of ridesharing for commuting to/from work? * | No |
| What are the reasons for not encouraging or planning to encourage employees to use ridesharing for travel to/from work? * | CSS employees have informally arranged ridesharing amongst staff who reside in close proximity to each other. In times of severe commute hardships, such as a BART strike, staff are encouraged to make ridesharing arrangements. |
| D. Does your department offer or plan to offer tele-commuting? * | No |
| From looking at last year's HACTO Plan, please describe the successes and challenges of promoting tele-commuting: * | CSS does not participate in tele-commuting options. |
| What are the reasons for not encouraging or planning to encourage employees to use tele-commuting? * | Due to the nature of our work, tele-commuting is not an option for CSS employees. |
| Please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: * | CSS encourages staff to carpool or use public transportation when commuting to and from work. Staff are encouraged to enroll in Commuter Benefit programs to take advantage of pre-tax benefits for commute costs. |
| Communications Campaign Options | Poster campaign |

Transit First – Commuting Campaign Options Emergency Ride Home

Transit First – At Work Campaign Options Public Transit

**How many vehicles is your department
*planning to remove from service in FY13–14
(July 1, 2013–June 30, 2014)? **** 0

**How many vehicles is your department
*planning to change the status of vehicles
turned in for credit toward your vehicle
reduction requirement in FY13–14 (July 1,
2013–June 30, 2014)? **** 0

**The number of vehicles your department plans
to remove is: *** Equal to or more than the number needed to be compliant.

You have completed this section of HACTO. Thank You.