



**ASSESSOR-RECORDER
CLIMATE ACTION PLAN
March 29, 2013
Data Year: Fiscal Year 2011-2012**

1. INTRODUCTION

The Office of Assessor-Recorder (ASR) strives to be as environmentally friendly as possible in its day-to-day operations. All departmental facilities currently provide on-site recycling and ASR purchases copy paper that is made from 100% post-consumer waste. Our Department strongly encourages its employees to use mass transit whenever feasible and, as of December 2012, over 75% of our staff's commuting was via public transit, walking, biking, or carpooling. We are proud to note that from FY 2010-11 to FY 2011-12, our Department's electricity use (kWh) decreased by 5.8%. Our total CO2 from energy usage for FY 2011-12 was 278 metric tons (mt) of CO2e Emissions.

2. DEPARTMENTAL PROFILE

Departmental Overview and Mission

ASR establishes an annual taxable value for all property subject to taxation under the laws and regulations promulgated by the California Revenue & Taxation Code. This responsibility requires ASR to maintain an inventory of all taxable property, including secured and unsecured real property, business personal property, marine vessels, aircrafts, and leases, as well as apply legal exemptions and exclusions mandated by law. The determination of a taxable value includes a review of all changes in ownership and new construction that occur in the City and County of San Francisco, along with the performance of annual audits to comply with state mandates. In addition, ASR maintains the parcel map for the City and County of San Francisco and updates it as required for changes including lot merges or splits, and the creation of new subdivisions.

ASR maintains the official public records of the City, and collects fee revenue from the recording and copying of documents. One integral component of this function involves the review of deeds and other recordings that may involve conveyances of real property. This review requires a thorough understanding of the transaction, and the appropriate application of state and local laws pertaining to real property transfer tax in order to determine whether the collection of the tax is required.

ASR has a firm commitment to providing outstanding customer service with a focus on fair and equitable treatment of all taxpayers. Taxpayers should receive prompt issue resolution, courteous multi-lingual service, and a guided explanation of their assessed value. Some ASR outreach programs have included annual notices of assessed value for property owners, including tenants in common; referral services for homeowners in mortgage default and/or foreclosure; public service information for tenants facing eviction; and tax relief programs for homeowners who experience a decline in their property value.



FY 2012-13 Budget

The following is ASR's budget by program according to the FY 2012-13 Annual Appropriation Ordinance:

Program	Uses
<i>Real Property</i>	\$7,257,028
<i>Technical Services</i>	\$6,514,062
<i>Personal Property</i>	\$2,996,239
<i>Recorder</i>	\$3,389,611
<i>Transfer Tax</i>	\$1,051,644
Total Program Uses	\$21,208,584

Employee Information

According to the FY 2012-13 Annual Salary Ordinance, ASR has 165.64 FTE budgeted positions. However, less attrition, the number of budgeted FTE for FY 2012-13 was 149.04. As of March 2013, ASR had 145 employees on its payroll and all employees have computer workstations.

Facilities

ASR's headquarters are located at City Hall, occupying 18,670 square feet of space on the main floor and 8,300 square feet in the mezzanine areas. For FY 2011-12, the Business Personal Property (BPP) division and some Recorder imaging operations occupied a portion of the 3rd floor at 875 Stevenson, totaling 8,286 square feet. In January 2013, ASR vacated its location at 875 Stevenson and BPP moved to 1155 Market St, 5th Floor. Also in FY 2012-13, ASR moved into 9,800 sq ft of leased office space located at 711 Van Ness that it shares with the Department of Emergency Management. ASR's share of the 711 Van Ness office space is 2,600 sq ft and its occupancy of this space is temporary with the lease dating from August 2012 to April 2014.

Vehicles

ASR has no fleet of vehicles.

Designated Climate Action Plan Liaison

Mark McLean, Senior Administrative Analyst, 554-5539 or mark.mclean@sfgov.org

Zero Waste Coordinators

Feliciano Payumo, Account Clerk, 554-5506, feliciano.payumo@sfgov.org (Rm 190, City Hall)

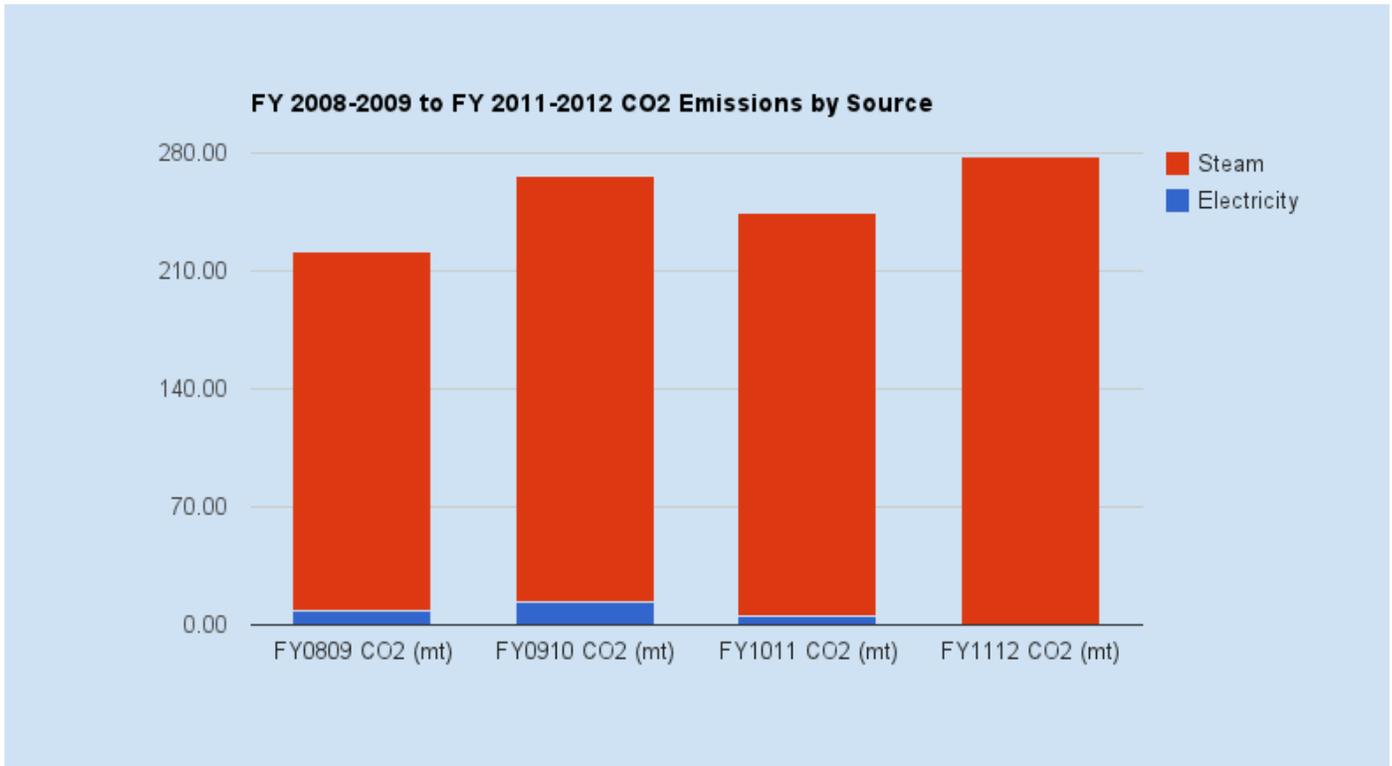
Tony Segarra, Assessment Clerk, 554-5537, tony.segarra@sfgov.org (1155 Market St, 5th Fl)

3. DEPARTMENTAL CARBON FOOTPRINT

ASR's total carbon footprint for FY 2011-12 includes the consumption of energy in two locations: City Hall and 875 Stevenson, 3rd Floor. Its carbon footprint is composed of its electricity use and steam. Both electricity and steam are used in City Hall while 875 Stevenson uses only electricity. ASR has no fleet so



there is no liquid fuels component contributing to its carbon footprint. For FY 2011-12, its electricity use declined 5.8% and is down 14.1% from FY 2008-09. Its steam use, determined as a share of overall City Hall use, increased by 16.3% from FY 2010-11 to FY 2011-12 and is up 30.7% from FY 2008-09.



3a) Building Energy

Facilities Verification

The list of facilities used by SF Environment to calculate the FY 2011-12 Departmental carbon footprint has been verified by ASR to be accurate and complete. For FY 2012-13, there were two changes that we anticipate will affect the total energy use for FY 2012-13. In August 2012, ASR leased space at 711 Van Ness and in January 2013, the BPP Division of ASR moved from 875 Stevenson to 1155 Market St.

FY 2011-12 Carbon Footprint from Consumption of Electricity, Natural Gas and Steam

The following is information ASR has received regarding its FY 2011-12 energy use and emissions.

Electricity

- Total kWh: 697,414
- GHG's: 0.0 metric tons CO2e Emissions

The San Francisco Public Utilities Commission (SFPUC) is the electricity provider for City and County of San Francisco municipal facilities and other retail customers. The SFPUC's generation portfolio includes hydroelectric power from the Hetch Hetchy Power System as well as in-city solar



and biogas generation. In calendar year 2011 (the most recent year reported), electricity supplied to SFPUC municipal and retail customers had a greenhouse gas (GHG) emissions factor of zero. The SFPUC's GHG-free, renewable power supplies for 2011 are detailed on SFPUC's Power Content Label, submitted annually to the California Energy Commission (http://www.energy.ca.gov/sb1305/labels/2011_labels/SFPUC_PCL.pdf). The California Renewable Energy Resources Act of 2011 established updated rules related to the State's Renewables Portfolio Standard (RPS). In accordance with those RPS rules (in particular Public Utilities Code Section 399.30), SFPUC now procures renewable resources to meet any electricity demand unsatisfied by its hydroelectric generation in any given year. SFPUC has not yet reported its Power Content Label for calendar year 2012. However, the GHG emissions associated with SFPUC-supplied electricity in 2012 are currently expected to be zero.

Natural Gas

- Total therms: 0
- GHG's: 0

Steam

- Total steam: 2,918,193 (lbs)
- GHG's: 278.0 metric tons CO₂e Emissions

Total CO₂ from Energy Usage: 278.0 metric tons CO₂e Emissions

3a1) Energy Efficiency

Information Technology

ASR has approximately 200 computer workstations. In addition to the 150 workstations located at ASR employees' desks, there are 22 laptops, 11 kiosks workstations, and approximately 20 other computers located at scanning workstations, cashiering stations, mapping workstations, conference rooms, and at ASR's front counters. ASR realizes that power consumption associated with personal computers is the City's single largest use of energy for IT operations and is mitigating this energy use by enacting the following measures:

- All servers have been upgraded with Climate Savers Gold or Energy Star servers
- All servers that can be virtualized have been
- Printers have the ability to print double-sided and employees are strongly encouraged to make this their default setting
- Whenever possible, intra-office communication is conveyed electronically via email rather than by paper documents
- All PCs and monitors are being labeled with "energy conservation reminder – turn off when not in use"
- Set all PC's to automatically go into hibernation or standby mode after 20 minutes of inactivity

3a2) Renewable Energy



ASR has no renewable energy system and no plans to install such a system.

3b) Water

FY 2011-12 Water Consumption and Wastewater Discharge

The following is information ASR has received regarding its FY 2011-12 water and wastewater usage.

Water

- Total water usage: 835,576 (gal)
- Water usage down 17.2% from FY 2009-10 to FY 2011-12

Wastewater

- Total wastewater discharge: 549,788 (gal)
- Wastewater discharge down 24.2% from FY 2009-10 to FY 2011-12

3c) Transportation and Fuel

Not applicable - ASR has no fleet of vehicles.

3c1) Healthy Air and Clean Transportation Ordinance (HACTO)

ASR promotes participation in the Commuter Benefits Program to all of its employees. The program is explained, and participation encouraged, to all new hires during employee orientation. Additionally, all employees are made aware of the City Hall's Bike Room and encouraged to bike to work or use mass transit whenever feasible. Last Spring, one of ASR's divisions welcomed a presentation by the Department of Environment on the various transportation options and programs available to its employees. This presentation was very well-received and ASR will be requesting additional presentations to its remaining divisions.

ASR will continue to internally promote alternative transportation incentives to our employees. This will be done by:

- including material from the Clean Air and Transportation Program into new employee folders or by having new employees attend DHR's New Employee Orientations
- posting flyers and promotional items from the Clean Air and Transportation Program throughout the department building and in the Breakroom
- forwarding emails from the Clean Air and Transportation Program to employees

For additional details regarding ASR's efforts to promote sustainable transportation options, please see ASR's completed HACTO Plan submitted in January 2013 that is attached as Appendix A to this DepCAP (Departmental Climate Action Plan).

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.



ASR ran the survey from December 1 through December 31, 2012. Out of our 148 employees, 88 employees filled out the survey – a nearly 60% response rate. Each employee received information to fill out the survey in their work inboxes and was reminded about the survey with multiple follow-up emails.

From the data results specific to our department, there were three interesting observations:

- 77% of the commuting trips made by survey responders were done via walking, biking, carpooling, or public transit
- 50% said that they had not heard of the Emergency Ride Home Program
- 40% of respondents are enrolled in the Pre-Tax Commuter Benefits Program

The high rate of commuting done in a sustainable fashion is laudable. However, the fact that half of the respondents didn't know about the Emergency Ride Home Program means that there's a great opportunity for education since more widespread knowledge and use of this program will reduce the number of people driving themselves to work. Lastly, given that 60% of respondents said that they take public transit, but only 40% are enrolled in the Commuter Benefits Program means that some people are missing an opportunity to save money. To increase awareness and education, we will send out an e-mail communication to the entire department explaining how commuters can save up to 40% on their commute through the Pre-Tax Commuter Benefits Program.

4. OTHER SUSTAINABLE PRACTICES

4a) Zero Waste

ARS completed online Waste Assessment Survey for both ASR's City Hall and 875 Stevenson locations. The #1 item that ASR is aiming to eliminate from its trash bins based on the completed surveys is plastic materials. This will be accomplished by improving the signage around recycle containers to be sure that materials are placed in the correct bin and a departmental-wide communication encouraging employees to reduce their use of plastics overall. Additional ASR actions to promote Zero Waste include:

- All departmental facilities currently provide on-site recycling.
- ASR purchases copy paper that is made from 100% post-consumer waste.

ASR's compliance with the City's recycling policies was covered by the Mandatory Compliance Letter submitted by the RED to the Mayor's Office. Both ASR Offices (City Hall and 875 Stevenson) are located in RED managed facilities.

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>. To promote Green Purchasing, ASR has added the SF Approved Catalog website to its Payment & Encumbrance forms/software.

ASR's designated green purchasing representative is Feliciano Payumo, 554-5506.



4c) Carbon Sequestration & Urban Forestry

ASR does not have any oversight or responsibility for the City's urban forest.

5. COMMUNITY WIDE IMPACT

ASR's appraisers are encouraged to be as efficient as possible whenever they are performing field work with respect to their driving patterns in an effort to reduce the Department's overall impact on community wide emissions. Appraisers are reminded to carpool whenever possible and to plan their field work visits so as to minimize the time spent driving their personal vehicles.



Appendix A – ASR Climate Action Plan FY 2011-12

HACTO Annual Plan – submitted January 9, 2013

Department *	Assessor-Recorder
Name of Person Preparing Report *	Mark McLean
Title of Person Preparing Report *	Senior Administrative Analyst
Email of Person Preparing Report *	mark.mclean@sfgov.org
Name of Department Head *	Zoon Nguyen
Does your department promote or plan to promote employees to use public transit for work-related travel? *	No
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? *	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	ASR belongs to the City Hall vehicle pool share. This vehicle pool share



to provide metrics for these programs. How will you track the implementation of these programs? * is managed & administered by City Hall Building Services. They are in the midst of transitioning to a new asset management system which will allow them, and by extension ASR, to track our Department's vehicle pool usage.

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: ASR's auditors/appraisers are instructed to be as efficient as possible whenever they are performing field work with respect to their driving patterns in an effort to reduce the Department's overall impact on community wide emissions. Appraisers are also encouraged to carpool whenever possible and to plan their field work visits so as to minimize the time spent driving their personal vehicles.

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 Website / Intranet
E-mail Blast
New Employee Orientation
Brown bag lunch / Presentation

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? *

E-mail Blast
New Employee Orientation

C. Does your department promote or plan to

Yes



promote the use of carpooling for commuting to/from work? *

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
E-mail Blast
New Employee Orientation
Brown bag lunch / Presentation

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

No

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work:

To reduce vehicular usage by its staff, ASR communicates to its employees the various sustainable commuting programs available to them through the City. ASR does this via email, new employee orientation, and its own intranet page. Additionally, ASR invited Dept of Env staff to give a sustainable commuting programs presentation to some of its staff in 2012. The presentation was well-received and informative

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

Department Website / Intranet
E-mail blast

Does your department manage any of its own vehicles? *

No

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: *

Pre-Tax Commuter Benefits flyers & guides
Presentation (tabling, brown bag lunch...) at your office