

2014 OFFICE OF THE ASSESSOR-RECORDER CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

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DATE: APRIL 4, 2014

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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.

2. DEPARTMENTAL PROFILE

2A. DEPARTMENTAL 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 for the City and County, 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.

2B. DEPARTMENTAL BUDGET

The following is ASR's budget by program according to the FY 2013-14 Annual Appropriation Ordinance:

Program	Uses
<i>Real Property</i>	\$8,097,010
<i>Technical Services</i>	\$6,796,969
<i>Personal Property</i>	\$3,124,644
<i>Recorder</i>	\$2,367,599
<i>Transfer Tax</i>	\$1,208,358
Total Program Uses	\$21,594,580

2C. NUMBER OF EMPLOYEES

According to the FY 2013-14 Annual Salary Ordinance, ASR has 177.37 FTE budgeted positions. As of March 2014, ASR had 149 employees on its payroll and all employees have computer workstations.

2D. 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. ASR also has space at 711 Van Ness, which it shares with the Department of Emergency Management, and at 1155 Market St, 5th Floor. 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. It is the plan of the department to renew the lease for another year until April 2015. The Office of the Assessor-Recorder only occupies space managed by the Real Estate Division.

2E. VEHICLES

ASR has no fleet of vehicles.

2F. DEPARTMENTAL CONTACT INFORMATION

Main Contact

Edward McCaffrey, Communications Director, 554-5231, Edward.Mccaffrey@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)

2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

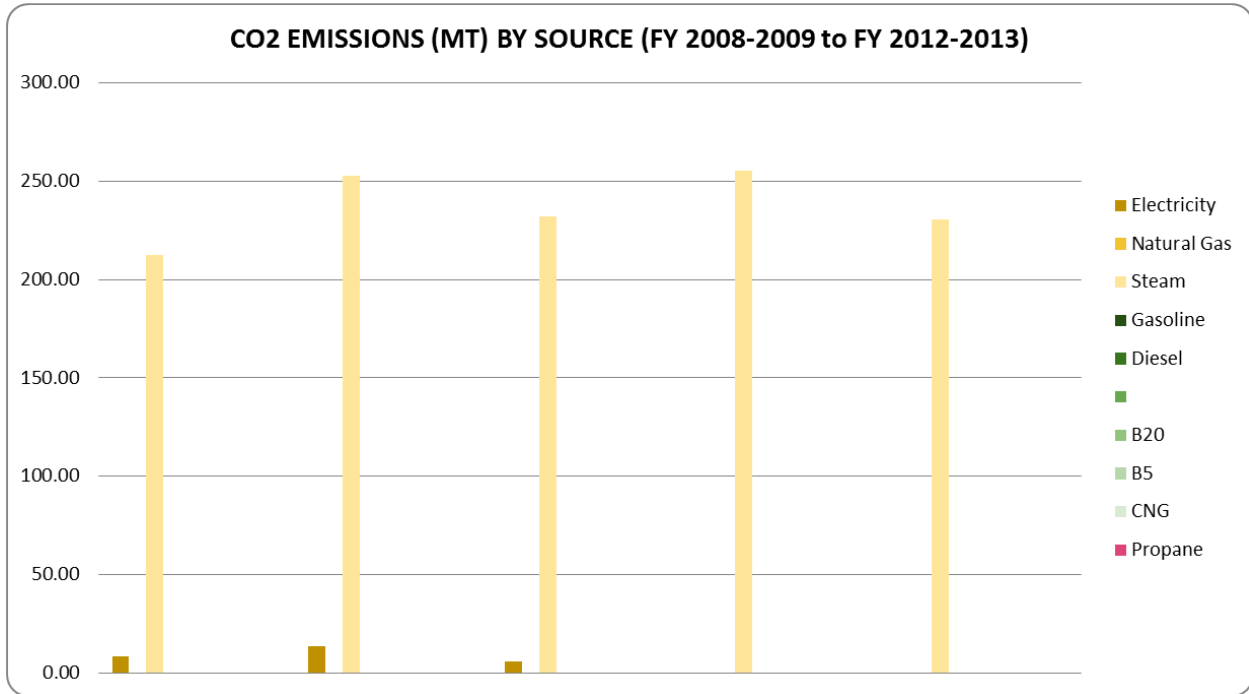
N/A

3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

ASR's total carbon footprint for FY 2012-13 includes the consumption of energy in two locations: City Hall and 1155 Market, 5th floor. Its carbon footprint is composed of its electricity use and steam. ASR has no fleet, so there is no liquid fuels component contributing to its carbon footprint. For FY 2012-13, ASR's CO2 use declined 9.62% from FY 2011-12.

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)	221.20	266.25	237.45	255.28	230.73



3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by SF Environment to calculate the FY 2012-13 Departmental carbon footprint has been verified by ASR to be incomplete. The current list of ASR facilities listed by the Department of Environment excludes the 711 Van Ness space. As indicated above, the 711 Van Ness space covers 2,600 sq ft.

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

Electricity

- Total kWh: 709,158
- GHG's: 0.0 metric tons CO2e Emissions

Natural Gas

- Total therms: 0
- GHG's: 0

Steam

- Total steam: 2,691,415 (lbs)
- GHG's: 278.0 metric tons CO2e Emissions

Total CO2 from Energy Usage: 230.73 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. 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.

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

ASR's total departmental facilities energy consumption decreased in 2012-13 by 5.95%. This creates a positive trend for the department since from 2010-11 to 2011-12 the total consumption increased 11.26%. With regard to the CO2 emissions from ASR, we saw a substantial decline of 9.62% over the last year. Again, this activity contributes to a positive trend for the department as the year before (2011-12) there was an increase of 7.51% from 2010-11.

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)	811,668	764,576	740,581	697,414	709,158
Natural Gas (th)	0	0	0	0	0
Steam (lbs)	2,232,623	2,655,740	2,509,026	2,918,193	2,691,415

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	8.53	13.28	5.55	0.00	0.00
Natural Gas	0.00	0.00	0.00	0.00	0.00
Steam	212.67	252.97	231.90	255.28	230.73
Total Facilities Energy CO2 (mt)	221.20	266.25	237.45	255.28	230.73

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

Not applicable as ASR has no fleet of vehicles.

FY 2008-2009 to FY 2012-2013 Departmental Fuel Consumption
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Fuel Type (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline (gal)	0.0	0.0	0.0	0.0	0.0
Diesel (or equivalent) (gal)	0.0	0.0	0.0	0.0	0.0
B100 equivalent (gal)	0.0	0.0	0.0	0.0	0.0
B20 (gal)	0.0	0.0	0.0	0.0	0.0
B5 (gal)	0.0	0.0	0.0	0.0	0.0
CNG (GGE)	0.0	0.0	0.0	0.0	0.0
Propane (gal)	0.0	0.0	0.0	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	0.0	0.0	0.0	0.0	0.0
Diesel (or equivalent)	0.0	0.0	0.0	0.0	0.0
B100 equivalent	0.0	0.0	0.0	0.0	0.0
B20	0.0	0.0	0.0	0.0	0.0
B5	0.0	0.0	0.0	0.0	0.0
CNG	0.0	0.0	0.0	0.0	0.0
Propane	0.0	0.0	0.0	0.0	0.0
Total Mobile Fuel CO2 (mt)	0.0	0.0	0.0	0.0	0.0

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4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

The Office of the Assessor-Recorder only occupies space managed by the Real Estate Division. We do not own any buildings.

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

The Office of the Assessor-Recorder only occupies space managed by the Real Estate Division. We do not own any buildings.

Facility Type	# of Facilities Benchmarked for Department X per Facility Type	Page Number(s) in Benchmarking Report

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

The Office of the Assessor-Recorder only occupies space managed by the Real Estate Division. We do not own any buildings.

4D. INFORMATION TECHNOLOGY

In addition to the 150 workstations located at ASR employees' desks, there are 30 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 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
- All servers have been upgraded with Climate Savers Gold or Energy Star servers
- All servers that can be virtualized have been virtualized
- 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

4E. RENEWABLE ENERGY

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

5. EFFORTS IN WATER USE REDUCTION

5A. WATER DATA VERIFICATION STATEMENT

The water verification was completed.

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

The following is information ASR has received regarding its FY 2012-13 water and wastewater usage.

Water

- Total water usage: 738,910 (gal)

Wastewater

- Total wastewater discharge: 373,266 (gal)

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

FY 2008-2009 to FY 2012-2013 Annual Water Consumption and Wastewater Discharge				
	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Water (gal)	1,009,164	749,268	835,576	738,910
Wastewater Discharge (gal)	725,118	530,448	549,788	373,266

5D. WATER CONSERVATION

Over the last year, ASR worked hard to limit the general water and wastewater discharge. There was a 12% drop in water usage from 2011-12 to 2012-13. With regard to wastewater discharge, we dropped to 32.1% in 2012-13 from the previous year. The department will work to continue this positive trend.

Additionally, there was a 'call to conserve' by the SFPUC asking customers to voluntarily reduce water use by 10%. ASR asked staff to be mindful of water usage at the workplace and at home as the State was experiencing one of the driest winters in recorded California history.

6. EFFORTS IN VEHICLE FUEL REDUCTION

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

Office of the Assessor-Recorder is compliant with this year's Healthy Air and Clean Transportation Ordinance requirements.

HACTO Submission Forms 2013

#103

Department *

Office of the Assessor-Recorder

Name of Person Preparing Report * Edward McCaffrey

Title of Person Preparing Report * Director of Communications

Email of Person Preparing Report * edward.mccaffrey@sfgov.org

Name of Department Director * Carmen Chu

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? * No

What resources will your department offer? * N/A

Other: * N/A

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: * Issue was not addressed in last year's HACTO Plan.

What are the reasons for not encouraging or planning to encourage employees to use public transit for work-related travel? * Due to time constraints and workload, ASR appraisers are asked to use the City's car-share program when doing site visits. ASR staff is encouraged to carpool whenever possible and to plan their filed work visits so as to minimize the time spent driving their personal vehicles.

Does your department offer employees access to bicycles for work-related travels? * No

Are they part of the CityCycle program? * No

How many bicycles are available? * 0

How many locations have CityCycle bikes? * 0

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycles for work-related travel: ASR did not address the issue in last year's HACTO Plan.

What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? * Due to time constraints and workload, ASR appraisers are asked to use the City's car-share program when doing site visits. ASR staff is encouraged to carpool whenever possible and to plan their filed work visits so as to minimize the time spent driving their personal vehicles.

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

What are the reasons for not encouraging or planning to encourage employees to use car-sharing for work-related travel? * ASR communicates regularly with the Dept. of Building Management to obtain updates that are relevant to car-sharing so that the necessary divisions can be informed on a timely basis.

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting car-sharing for work-related travel: * We've not experienced any challenges. We update our employees about new standards and regulations that are administered by City Hall Building Management.

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? * Yes

What are the reasons for not encouraging or planning to encourage employees to use tele-conferencing or video-conferencing? * Video-conferencing is not in agreement with department policy.

Please use this space to describe in greater The Office of the Assessor-Recorder belongs to the City Hall vehicle pool

detail all of your department's Transit-First programs related to at work travel: *

share. This vehicle pool share is managed & administered by City Hall Building Services.

Our department 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.

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

Other: *

n/a

What are the reasons for not encouraging or planning to encourage employees to use public transit for travel to/from work? *

ASR plans to share the results for the transportation survey results when they become available and highlight any ways that employees can improve their transit habits and inform them of programs or resources that are available to them.

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting public transit for commuting to/from work: *

Department website / intranet / All-staff Meeting

Does your department promote or plan to promote the use of bicycles for commuting to/from work? *

Yes

How will you promote bicycle commuting? *

Provide indoor/safe bike storage

Other: *

These bicycle-friendly resources are available at: * Some locations

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycling for commuting to/from work: * We've experienced no challenges. We will continue to promote bicycling for commuting to/from work throughout our department

What are the reasons for not encouraging or planning to encourage employees to use bicycles for travel to/from work? * ASR values the impact using bicycles for travel to work has on the environment. ASR will encourage the behavior by promoting "Bike To Work Day" in hopes of making staff aware of the benefits.

Does your department plan to promote the use of ridesharing for commuting to/from work? * Yes

How will you promote ridesharing? * Encourage registration in the 511-matching program

Other: * N/A

The reserved space(s) are available at: * City Hall

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work: * We've experienced no challenges. We will continue to promote ridesharing for commuting to/from work throughout our department

What are the reasons for not encouraging or planning to encourage employees to use ridesharing for travel to/from work? * ASR promotes ridesharing because of the simple fact that it protects the environment and saves money. Depending on your travel route, it may also save time as you and your riders might be able to use the HOV lane.

D. Does your department offer or plan to offer tele-commuting? * No

From looking at last year's HACTO Plan, please Not applicable as ASR did not address this issue in last year's HACTO plan.

describe the successes and challenges of promoting tele-commuting: *

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

ASR is a Tier 1 department, which means that we are interfacing with taxpayers through a number of channels on a daily basis. It is important that our staff be in office to address inquiries.

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 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.

Campaign Options *

2. Poster & e-communications campaign

Other

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.

6B. TRANSIT FIRST CAMPAIGN

ASR reviewed the results of the 2012 CCSF Transportation Survey and noted that ASR has 57% of its employees taking public transit every day to work. This percentage, although being positive, indicated that there was room for growth. ASR chose the Poster & E-communication campaign for the Transit First Campaign. ASR consists of almost 150 employees and currently communicates updates and policy changes to staff via email and division meetings. The use of the posters will be an excellent tool to reinforce the Transit First Campaign updates.

An area of improvement for ASR in the following year is in the number of employees that travel alone, which according to the transportation survey is 22.68%. ASR plan to share the results of the travel survey and highlight benefits to taking public transportation and ridesharing. It will be important for the appropriate staff to follow-up with mention of the transit first campaign when possible in division meetings to reinforce the message.

6C. BIODIESEL

Not applicable - ASR has no fleet of vehicles.

7A. ZERO WASTE

ASR is working to ensure that both Zero Waste Coordinators are communicating regularly with the Climate Action Plan main contact. In years past, ASR has faced issues such as improving signage around recycle containers, setting all PC's to automatically go into hibernation or standby mode after 20 minutes of inactivity, and widespread updates encouraging all divisions to use public transportation. We've solved these issues by determining what is important to staff and providing the ZW Coordinators and CAP main contact with the necessary support to be successful. It is also equally as important to update staff on conversations that take place at meetings run by the Department of Environment to make sure that ASR is in compliance with the City's policies.

7B. CARBON SEQUESTRATION / URBAN FOREST

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

7C. 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.

8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

It is clear from the data above that ASR worked over the last year (April 2013 – March 2014) to reduce annual greenhouse gas (GHG) emissions from their operations. In internal meetings, ASR staff has referred to Climate Action Plan reports from years past to indicate identifiable trends with the use of CO₂ and water, while determining areas that can be improved. ASR also truly values the information that is communicated by the Department of Environment, as it is passed along to staff.

Over the next year, ASR will continue to encourage the use of mass transit whenever possible, purchase "approved" products for office supplies, and continue to communicate to staff through as many channels possible the educational resources that are available to them to ensure ASR becomes more environmentally friendly.

APPENDICES