



**CLIMATE ACTION PLAN
ASSESSOR-RECORDER
March 2012
Data Year: Fiscal Year 2010-2011**

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 2011, 41 ASR employees (approximately 27%) participated in the City's Commuter Benefits Program. We are proud to note that from FY 2009-10 to FY 2010-11, our Department's electricity use decreased by 32.4% and water usage decreased 34.7% despite an increase in the number of employees. Our total CO₂ from energy usage for FY 2010-2011 was 250.57 metric tons of CO₂e Emissions and this represents a 7% decrease from FY 2009-2010.

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.



2011-2012 Budget

The following is ASR's budget by program according to the 2011-2012 Annual Appropriation Ordinance:

Program	Uses
<i>Real Property</i>	\$7,324,618
<i>Technical Services</i>	7,009,303
<i>Personal Property</i>	2,867,656
<i>Recorder</i>	1,565,000
<i>Transfer Tax</i>	1,939,730
Total Program Uses	\$20,706,307

Employee Information

According to the 2011-2012 Annual Salary Ordinance, ASR has 164.17 FTE budgeted positions. As of March 2012, ASR had 148 employees on its payroll.

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. The Business Personal Property division and some Recorder imaging operations occupy a portion of the 3rd floor at 875 Stevenson, totaling 8,286 square feet.

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 (City Hall)

Tony Segarra, Assessment Clerk, 554-5537, tony.segarra@sfgov.org (875 Stevenson)

3. DEPARTMENTAL CARBON FOOTPRINT

3a) Facilities & Reduction Measures

The facility list and vehicle list (N/A) in Google Docs have been verified.

The following is information ASR has received regarding its FY 2010-2011 energy use and emissions. We are proud to note that our Department's electricity consumption decreased by 32.4%, water usage was reduced 34.7%, and wastewater discharge declined by 66% from FY 2009-2010 to FY 2010-11. This occurred despite an increase in the number of employees. The Department's total carbon footprint, as measured by CO₂e Emissions, decreased by 6.8%.



3a1) Energy

Electricity

- Total kWh: 740,581
- GHG's: 10.93 metric tons CO2e Emissions

Natural Gas

- Total therms: 0
- GHG's: 0

Steam

- Total steam: 2,509,026 (lbs)
- GHG's: 239.63 metric tons CO2e Emissions

Total CO2 from Energy Usage: 250.57 metric tons CO2e Emissions

Renewable Generation

ASR does not have any facilities for solar PV, micro wind or solar thermal projects.

3a2) Water

Water

- Total water usage: 749,268 (gal)

Wastewater

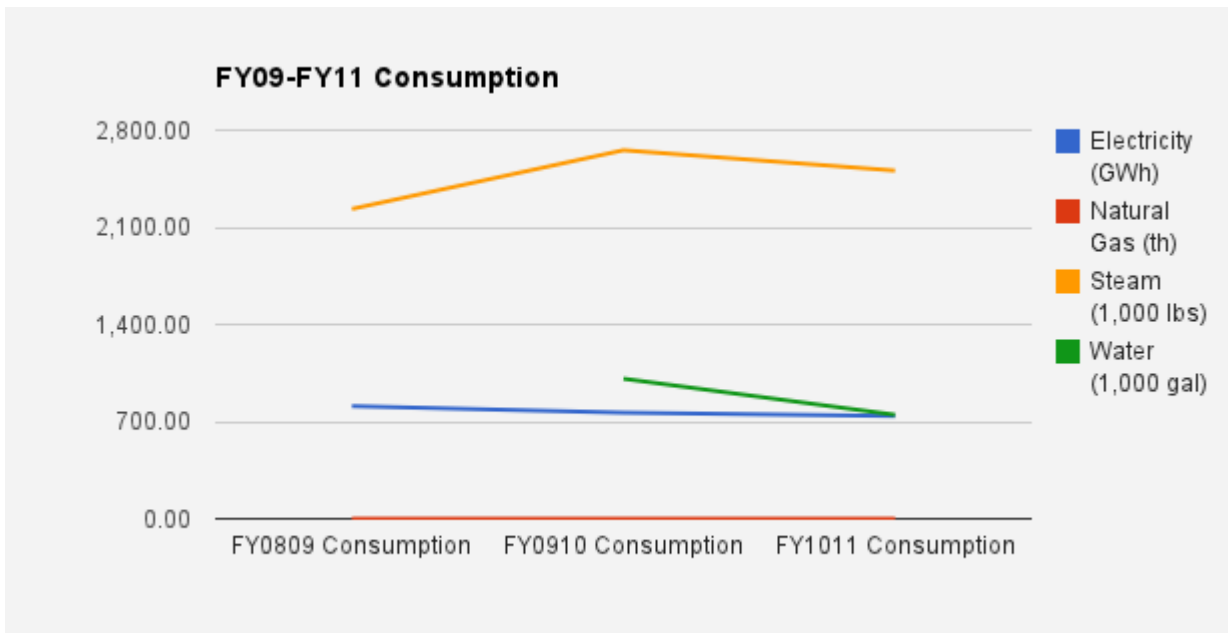
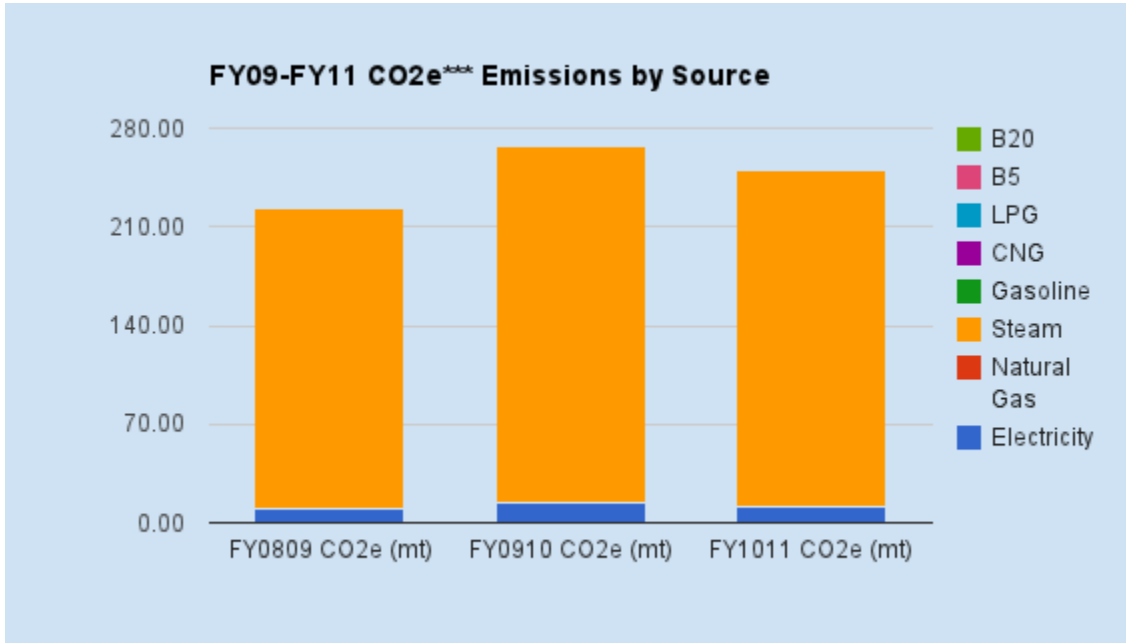
- Total wastewater discharge: 436,853 (gal)

3b) Fleet – Fuel Use & Reduction Measures

Not applicable - ASR has no fleet of vehicles.



3c) Historical Analysis





4. OTHER SUSTAINABLE PRACTICES

4a) Zero Waste

Completed Waste Assessment Questionnaires for both ASR's City Hall and 875 Stevenson locations are attached.

- 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) Transportation Options

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. Currently, 44 employees participate in the City's Commuter Benefits Program. In March 2012, 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 plans on requesting additional presentations to its remaining divisions.

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

- forwarding emails from the Clean Air and Transportation Program to employees
- 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

4c) Green Purchasing

The Department's Buy Green Scorecard is attached.

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

ASR has added the SF Approved Catalog website (www.DOEnvironment.org/sfapproved) to its Payment & Encumbrance forms/software.

4d) Information Technology



ASR's IT Department is responsible for ensuring that the following IT energy conservation measures are being followed on all of the Department's computers.

- All PCs and monitors must be labeled with "energy conservation reminder – turn off when not in use"
- Set all PC's automatically to go into hibernation or standby mode after 20 minutes of inactivity
- 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) 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.