

Climate Action Plan FY 2011-2012

Office of the Treasurer & Tax Collector

Tajel Shah, Deputy Director
Monica Nichelson, Executive Secretary

City and County of San Francisco
Edwin M. Lee, Mayor



Table of Contents:

1. Introduction.....	2
2. Departmental Profile	2
3. Carbon Footprint	3
3a. Building Energy	3
3a1. Energy Efficiency	3
3a2. Renewable Energy	4
3a3. Green Building.....	4
3b. Water	4
3c. Transportation & Fuel	4
3c1. HACTO	4
3c2. Transportation Survey.....	5
4. Other Sustainable Practices.....	5
4a. Zero Waste	5
4b. Green Purchasing	6
4c. Carbon Sequestration / Urban Forest	6
5. Community Wide Impact.....	6
6. Summary & Goals	6
7. Addenda (HACTO Report and Plan).....	7

1. INTRODUCTION

The Office of the Treasurer & Tax Collector (TTX) serves as the banker, collection agent, and investment officer for the government of San Francisco, the only combined City and County in the State of California. The Treasurer, an elective office created by the City Charter in 1850, supervises a department of ten sections that receives over \$20 million annually.

Historically, TTX has a low carbon footprint. TTX's Greenhouse and Emissions Targets are to improve its output percentages annually. Chapter 9 of the San Francisco Environmental Code entitled "Greenhouse Gas Emissions Targets and Departmental Action Plans" lays the groundwork and objectives for Departmental Climate Action Plans, and TTX is committed to its goals.

The key element to our Climate Action Plan is education. In analyzing the data reported in the Google doc FY 2008-2009 to FY 2011-2012 Emissions by Energy Source, we've become aware that the primary source hampering our goals is lack of information given to employees. TTX is committed to making positive changes toward information distribution, especially in the areas of employee transportation options, and green purchasing.

2. DEPARTMENTAL PROFILE

SECTION 1: MISSION

The mission of the Office of the Treasurer & Tax Collector is comprised of the following three components:

- To facilitate voluntary compliance with the tax laws of the City and County of San Francisco by simplifying all processes and procedures and by providing efficient customer service;
- To collect all taxes and fees due to the City; and
- To provide safekeeping for all City funds, prudently investing the monies to achieve maximum yield with low risk and high liquidity.

NUMBER OF EMPLOYEES AND BUDGET NUMBERS

Five Year Historical Overview of Departmental Budget (\$ in millions)

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
GF	13.5	12.8	11.2	11.3	11.3
NGFS	11.5	12.6	16.4	15.6	15.5
Total	25.0	25.4	27.6	26.9	26.8

Five Year Historical Overview of Departmental Staffing Levels

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY11-12
Budgeted & Funded FTE	207.89	212.47	220.48	210.68	208.18

FACILITIES

TTX occupies one half of the first floor of City Hall, and two floors at 1155 Market St.

FLEET VEHICLES

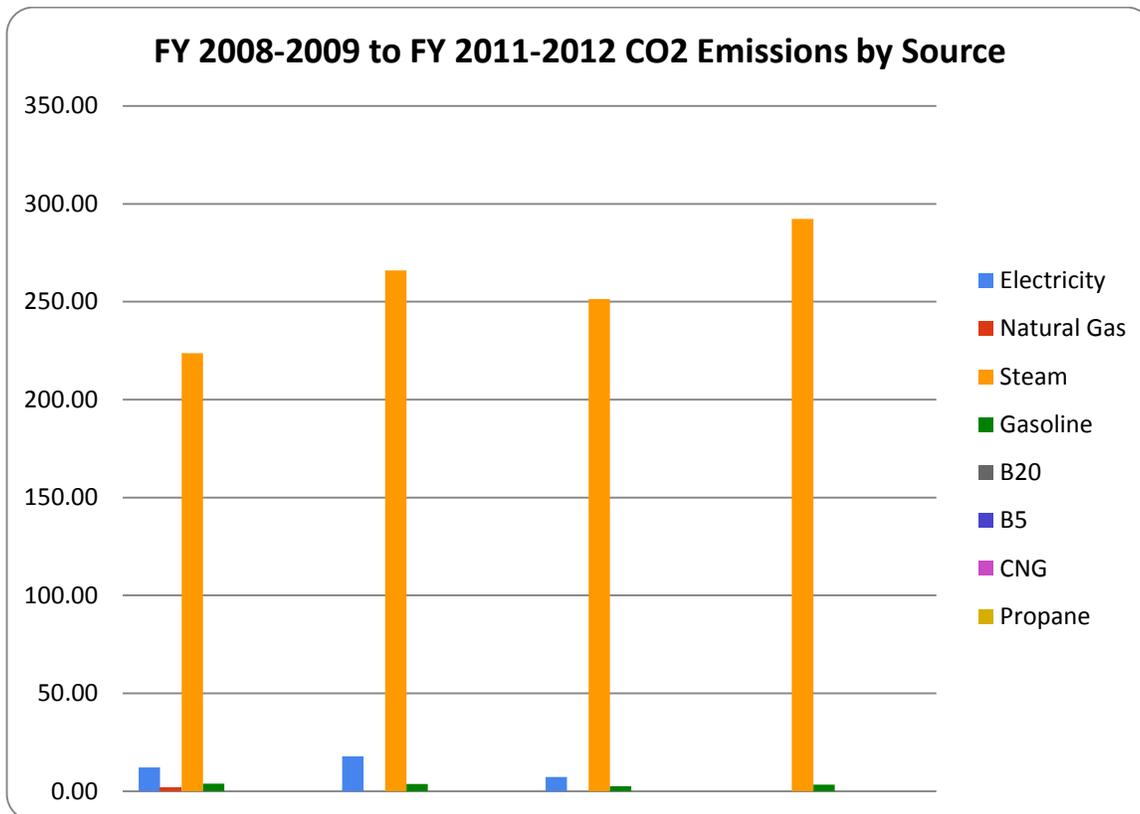
TTX has one van. Lead usage data verified by TTX on Google documents within the FY 2008-2009 to FY 2011-2012 Emissions by Energy Source.

DEPARTMENTAL CONTACT INFORMATION

Tajel Shah, Deputy Director
415-554-4506
Tajel.shah@sfgov.org

Monica Nichelson, Executive Secretary
415-554-7870
monica.nichelson@sfgov.org

3. CARBON FOOTPRINT



3a. Building Energy

The list of facilities used by SF Environment to calculate the FY 2011-2012 Departmental carbon footprint has been verified by TTX to be accurate and complete. Building energy information is noted in The Google doc FY 2008-2009 to FY 2011-2012 Emissions by Energy Source. These figures are estimated by dividing the building's total emissions by TTX's square footage. TTX operates two large customer service areas, including rest rooms heavily used by the public.

3a1. Energy Efficiency

TTX has launched several IT efforts to improve energy conservation and reduce emissions. The following are the efforts currently in place.

- Tax Filings - Tax filings are online and no paper forms are mailed to taxpayers. Taxes included are: Payroll; Business Registration; Hotel Occupancy Tax; and Tourism Improvement District.
- Online payments - All taxes are available to be paid online; thus decreasing taxpayer usage of paper, envelopes and postal services
- Business Process Management - Tax workflow processes are managed through an electronic Business Process Management system, which eradicates the need to make copies of papers for review and processing.
- Paperless banking - Acquisition of Treasury Workstation has moved all interactions with banks and trading entities electronic.
- Scanning and imaging - TTX also has implemented a Digital Mailroom Efficiency Project that directly opens and scans all incoming mail. In addition, TTX has all of its 3rd Party Software parties that work with us on debt collection image all documents and index to the accounts; thus minimizing paper and copying production.

3a2. Renewable Energy

N/A

3a3. Green Building

N/A

3b. Water

TTX's FY2011-2012 Water Consumption: 878,640 Gallons.

Total water use for TTX has fluctuated since FY 2008-2009 with a 17% decrease in overall water use since FY 2009-2010.

ANNUAL DEPARTMENTAL CONSUMPTION AS TENANTS				
Emission Source Detail (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Water (gal)		1,061,457	787,884	878,640

3c. Transportation & Fuel

As noted above, TTX operates one van. The list of vehicles and TTX's fuel totals used by SF Environment to calculate the FY 2011-2012 Departmental carbon footprint has been verified by TTX to be accurate and complete. As noted in 3a., TTX operates two large customer service areas, including rest rooms heavily used by the general public. We are only partially able to control water consumption in these areas.

3c1. HACTO

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

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

In order to comply with the Healthy Air and Clean Transportation Ordinance, TTX reported on the successes of its Transit First programs and plans for improvement and growth. TTX encourages employees to walk or use transit for meetings. Employees are also encouraged to join the City Hall Vehicle Pool for the times when transit is not an option. TTX encourages employees to commute

sustainably to work by offering secure bike-parking and promoting participation in the Pre-Tax Commuter Benefits Program.

*TTX manages only one passenger van. Because TTX complied with HACTO through vehicle reduction in FY2010-11, no further reduction was necessary. Please see HACTO report and plan as addenda to this report.

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.

TTX ran the survey from December 1 through December 31, 2012. Out of our 209 employees, 72 employees filled out the survey – a 34% response rate. Each employee received information to fill out the survey in their work email and was reminded about the survey at staff meetings. From the data results specific to our department, there were three interesting observations:

29% of the survey responses said that they don’t participate in the Pre-Tax Commuter Benefits Program because they don’t know about it.

This stands out because it means that there’s a great opportunity for education, and that the more people who know about it the more will participate.

14% of our staff use their personal vehicles for work. If we can reduce the need for this, then employees won’t be forced to drive to work. There is one employee who uses a personal bike to conduct business. TTX has a CityCycle bike from the Department of Environment and our staff do have access to this option.

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. We will also remind employees of the CityCycle bike and its use for work-related trips.

4. OTHER SUSTAINABLE PRACTICES

4a. Zero Waste

TTX has set all copiers to double-sided copying and printing. TTX has work orders with City Hall Building to have our recycling bins picked up as well as contracted with one of the new scanning vendors for our archival of historical documents.

Facility Name	Address	#1 Trash Item	Action to Eliminate it from Landfill
City Hall	1 Dr. Carlton B. Goodlett Pl	Paper Towels	Send out email reminder about how to properly sort recyclable materials.
875 Stevenson	875 Stevenson	Paper Towels	Send out email reminder about how to properly sort recyclable materials.

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>. TTX will follow the Green Purchasing Environment Code.

We will:

1.) Remind all staff about City purchasing requirements by including the following message in newsletters, purchasing form, and staff handbook: "City staff must purchase only approved green, less-toxic products to comply with City ordinances (Env. Code, Chapt. 2). Visit SFAproved.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.) Rate green products on SFAproved.org at SFAproved.org/Log-in for at least four of the following product categories: Cleaning products, automotive products (brake cleaners, parts washers, refillable can sprayers, shop towel laundering service), hand dryers, lubricants/oils (building/vehicle repair), or moving services/ boxes.

4c. Carbon Sequestration / Urban Forest

N/A

5. Community Wide Impact

TTX is in the process of implementing all of the below in order to decrease emissions.

- a) Increasing online and via phone tax payments to decrease paper utilization by taxpayers as well as travel to City Hall
- b) Reduce printing materials to taxpayers and increasing utilization of information dissemination via the website
- c) Increase capacity to do in-house printing rather than outside vendors in order to increase use of recycled paper
- d) Decrease the number of trips made by TTX vehicle and encourage use of the TTX CityCycle bike.
- e) Increase awareness of the City's Pre-Tax Commuter Benefits Program

6. Summary & Goals

Each year we learn more from the process of reviewing and reporting on our Climate Action Plan results, we are pleased to find that TTX's carbon footprint has improved over the reported years. TTX must strengthen its efforts to educate its staff to employ greener methods of working, and properly recycle its refuse. We are committed to an increase of participants in the Transit First program, and educating staff on the benefits of the City's Pre-Tax Commuter Benefits Program. We will commit to being more proactive with Green Purchasing by reminding all TTX staff who place orders to first use the SFAproved.org website.

7. ADDENDA: HACTO Report (and) Plan Submissions

From: Confirmation Message [<mailto:no-reply@wufoo.com>]

Sent: Tuesday, June 04, 2013 4:57 PM

To: Nichelson, Monica

Subject: HACTO Annual Implementation Report FY:'11-'12

Thank you for submitting your HACTO Report.

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 Bill Zeller at william.zeller@sfgov.org with "APPROVED" in the body of the email.

Thank you

HACTO Annual Implementation Report FY:'11-'12

Department *	Treasurer & Tax Collector (TTX)
Name of Person Preparing Report *	Monica Nichelson
Title of Person Preparing Report *	Executive Secretary
Email of Person Preparing Report *	monica.nichelson@sfgov.org
Name of Department Head *	José Cisneros
Email of Department Head *	jose.cisneros@sfgov.org

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

In order to comply with the Healthy Air and Clean Transportation Ordinance, TTX reported on the successes of its Transit First programs and plans for improvement and growth. TTX encourages employees to walk or use transit for meetings. Employees are also encouraged to join the City Hall Vehicle Pool for the times when transit is not an option. TTX encourages employees to commute sustainably to work by offering secure bike–parking and promoting participation in the Pre–Tax Commuter Benefits Program.

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

TTX manages only one passenger van. Because TTX complied with HACTO through vehicle reduction in FY2010-11, no further reduction was necessary.

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

As reported in your 2011 HACTO report, how many vehicles were subject to HACTO? * 1

As reported in your 2011 HACTO report, how many vehicles were planned to be removed from service? * 0

As of June 30, 2012, how many vehicles have actually been removed from service? * 0

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

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

Did your department purchase new vehicles that were justified by an increase in workload? * No

From: Confirmation Message [mailto:no-reply@wufoo.com]
Sent: Tuesday, June 04, 2013 5:19 PM
To: Nichelson, Monica
Subject: HACTO Annual Plan

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 Bill Zeller at william.zeller@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 Annual Plan

Department *	Treasurer & Tax Collector (TTX)
Name of Person Preparing Report *	Monica Nichelson
Title of Person Preparing Report *	Executive Assistant
Email of Person Preparing Report *	monica.nichelson@sfgov.org
Name of Department Head *	José Cisneros
Does your department promote or plan to promote employees to use public transit for work-related travel? *	Yes
What resources will your department offer? *	Other
Other: *	Currently none.

What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *	Department Website / Intranet E-mail Blast New Employee Orientation
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? *	Yes
How many bicycles will be available? *	1
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 E-mail Blast
Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *	No
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

What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? * E-mail Blast
New Employee Orientation

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 promote the use of carpooling for commuting to/from work? * No

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

Bonus: How will you promote the Great Race for Clean Air? E-mail blast

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." * 1

Your 5% fleet reduction is calculated from 0
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. *

How many vehicles did your department 0
remove from service during FY 11–12
(July 1, 2011–June 30, 2012)? *

In FY12–13 (July 1, 2012–June 30, 2013), 0
how many vehicles must be removed from
service to be compliant with HACTO's
reduction mandate? *

How many vehicles is your department 0
planning to remove from service in FY12–
13 (July 1, 2012–June 30, 2013)? *

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

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
CityCycle flyers & signs