



SAN FRANCISCO RENT BOARD



Climate Action Plan

San Francisco Residential Rent Stabilization and Arbitration Board

March 29, 2013

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Introduction

The San Francisco Rent Board is a department of the City and County of San Francisco. The department is deeply committed to help achieve the city's environmental goals. Although it does not have a vehicle fleet, and its offices are located in a facility managed by Department of Real Estate, our goals reflect areas in which the department can make a difference, including purchasing supplies and technology, recycling and composting, as well as improving its carbon footprint by making eco-friendly commuting choices available to its employees.

Departmental Profile

Mission

To protect tenants from excessive rent increases and unjust evictions while assuring landlords of fair and adequate rents; provide fair and even-handed treatment for both tenants and landlords through efficient and consistent administration of the rent law; and promote the preservation of sound, affordable housing and enhance the ethnic and cultural diversity that is uniquely San Francisco.

The San Francisco Rent Ordinance (SF Administrative Code, Chapter 37) was enacted in 1979 by the Board Of Supervisors and signed by

the Mayor as emergency legislation to alleviate the city's housing crisis. The Ordinance created the Residential Rent Stabilization and Arbitration Board "in order to safeguard tenants from excessive rent increases and, at the same time, to assure landlords fair and adequate rents consistent with Federal Anti-Inflation Guidelines." The Ordinance applies to approximately 171,000 rental units in the city and, among other things, places limits on the amount of rent increases which can be charged by the landlord and on the reasons for evicting a tenant.

Budget

The department's proposed budget for FY2013-2014 is \$6.2 million. The department is entirely funded by the Rent Board Fee and is not supported by the General Fund.

Number of Employees

The department's proposed budget for FY2012-2013 has 28.53 FTE positions. The department currently has 25 full time staff and 3 part time staff.

Facilities

The department has one physical office located at 25 Van Ness Ave., Ste. 320, San Francisco, CA. The office consists of approximately 7,528 square feet located in a facility managed by the Department of Real Estate. The contact person for the facilities occupied by the department is: John Updike, Real Estate, 415 554-9860 or john.updike@sfgov.org.

Vehicles: Fleets & Fuel

The department does not have a vehicle fleet.

Climate Liaison

The lead person responsible for implementing the department's Climate Action Plan is Robert Collins, Deputy Director. He can be reached at (415) 252-4628 or robert.collins@sfgov.org.



Carbon Footprint

The San Francisco Public Utilities Commission (SFPUC) is the electricity and water provider for all City departments, and the City's lead agency for energy data tracking and billing, reporting energy use data to its customers in City departments, and reporting utility electricity data to regulatory agencies. The Rent Board's facilities are managed by the Department of Real Estate and lack separate meters, and therefore the data regarding energy used are the total for the facility divided by the square footage the department occupies.

Building Energy

The Rent Board's total carbon footprint includes consumption of energy (electricity and natural gas) at the sole facility the department occupies. The proceeding sections describe each component in detail based on estimates arrived at by dividing total building energy consumption by the square footage occupied by the department. The facility listed and square footage used by the department of the environment to calculate the FY2011-2012 carbon footprint has been verified by the department and is accurate.

For Fiscal Year 2011-2012, 1.19 metric tons (or Tonnes) of CO₂ emissions were produced as a result of energy used for the facilities the department occupies. Total carbon emissions have fluctuated since Fiscal Year 2008-2009, but overall, emissions have decreased by 77% from 4.51 metric tons in Fiscal Year 2008-2009 to 1.19 metric tons in Fiscal Year 2011-2012.

Electricity Use and Emissions	FY08-09	FY09-10	FY10-11	FY11-12
Total kWh	85,786.00	119,562.0	115,771.0	106,416.0
CO ₂ Emissions (mt)	0.98	2.07	0.87	0.00
Natural Gas and Emissions	FY08-09	FY09-10	FY10-11	FY11-12
Total therms	666	408	468	223
Emissions (mt)	3.53	2.16	2.49	1.19
Total Emissions (electricity and natural gas) (mt)	4.51	4.23	3.36	1.19

As the San Francisco Department of the Environment (SF Environment) explains that a significant factor for the decline in CO₂ emissions produced by the department is that the San Francisco Public Utilities Commission (SFPUC) is the electricity provider for City and County of San Francisco municipal facilities.

“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.

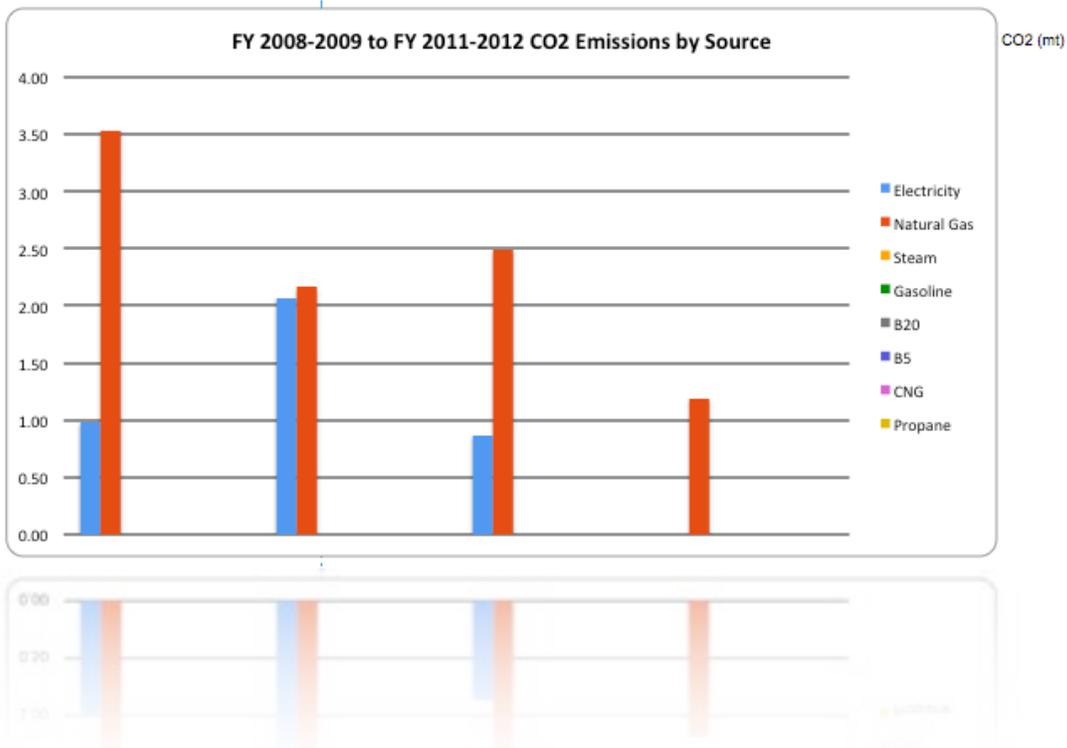
SFPUC has not yet reported its Power Content Label for calendar year 2012. However, the GHG emissions associated with SFPUC-supplied electricity in 2012 are currently expected to be zero.”

- San Francisco Department of the Environment



The department has insufficient information as to other possible factors that led to this significant decline in CO2 emissions from natural gas in its operations.

The table below shows the department’s emissions by source (only electricity and natural gas are used in its operations).



Costs estimates attributable to electricity and natural gas use are shown on the next table:

The dollar amounts below reflect cost of the associated energy use and may not reflect the actual amount paid by a department.

Electricity and Natural Gas Cost				
	FY2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012
Electricity	\$9,449	\$12,261	\$8,461	\$7,725
Natural Gas	\$597	\$380	\$438	\$191

Natural Gas	\$597	\$380	\$438	\$191
Electricity	\$9,449	\$12,261	\$8,461	\$7,725

Fuel - Gasoline, CNG, LPG, B5 & B20

The department does not use these energy sources in its operations.

Energy Efficiency & Retrofit Projects

The department does not own its own building. It leases office space from the Department of Real Estate.

Information Technology

The department adheres to Executive Directive (08-01), which indicates that all personal computers must meet the Electronic Product Environmental Assessment Tool (EPEAT) Gold standard. The department has purchased computers that are very energy efficient and consume a maximum of between 85-110 Watts, but only 10-13 Watts when idle depending on the model. The department will continue to purchase only the most energy efficient machines it can procure for its operations. In addition, all computers which are not required to be run for “always on” functions are set to go to “display sleep” after a period of 20 minutes of inactivity. Unfortunately, due to a constraint in the way the department’s database functions, they can not go into full hibernation/sleep mode while accessing the database. The display is set to sleep and the computers are turned off after the nightly backup process is executed. The department will continue to adhere to Executive Directive (08-01) when making its computer purchases, and will continue to consider energy usage as a high priority when making all information technology decisions.

The department’s computers do not have an energy conservation reminder, since they are set to display sleep within 20 minutes of inactivity and are automatically turned off after a backup is performed after the office is closed. The department will continue to look for ways to make full sleep/hibernate functions work correctly with its database.

The department’s two servers were manufactured prior to the Climate Savers Gold or Energy Star Servers ratings. The department has been working with the Department of Technology to ascertain whether virtualizing its servers or replacing them is the best course of action based on the department’s information technology needs.



Help Conserve Water Remainder

Water

The department’s facilities are managed by the Department of Real Estate and lack separate meters, the data regarding water & waste water are the total for the building divided by the square footage the department occupies.

Annual Water Consumption (gal)		
FY 2009-2010	FY 2010-2011	FY 2011-2012
78,909	61,665	84,150
Annual Wastewater Discharge (gal)		
FY 2009-2010	FY 2010-2011	FY 2011-2012
70,638	55,460	75,697
Total Cost (Service Fee + Consumption + Wastewater)		
FY 2009-2010	FY 2010-2011	FY 2011-2012
\$26,595	\$22,017	\$31,031

Based on the square footage occupied by the department, water consumption for FY2011-2012 was 84,150 gallons. Wastewater discharge was 75,697 gallons. The estimated costs for the departments water use and wastewater discharge can be found in the table above.

Transportation

The department does not have a vehicle fleet.

Healthy Air and Clean Transportation Ordinance (HACTO)



The vast majority of the department's work-related trips occur within the Civic Center area, no more than four blocks from the department's offices. However, when a work trip needs to be made outside of the immediate area, the department has been very successful in limiting the use of single-occupancy motor vehicles for work-related trips. The department provides employees MUNI tokens to use when needed for these trips. Only in instances when it is impractical to use public transportation due to location or because materials are being transported, are work-related trips carried out in single-occupancy motor vehicles. Please see the attached HACTO Report for Fiscal Year 11-12 and the HACTO Plan for Fiscal Year 12-13 attached as appendices.

Transportation Survey

The department continues to conduct outreach to its employees regarding the wide variety of commute alternatives. As the Department of the Environment points out, transportation has a major impact on air quality in the city. The department actively promotes the programs DOE's Clean Air and Transportation Program offers including:

The Commuter Benefits Program: A federal program where the IRS allows employees to deduct money from their paycheck for transit passes and vanpool expenses.

The 25 Van Ness Ave. Bike Room: Employees who work in 25 Van Ness Ave. can store their bikes in a secure room at 1 South Van Ness (across the street).

Rideshare Matching Assistance: This free online system helps commuters find potential rideshare partners who live and work near them.

Emergency Ride Home Program: If an employee has a personal emergency and used alternative transportation to commute work that day, they can take a taxi, rent a car, or use transit to deal with the emergency and the employee will be reimbursed for the trip.

The Rent Board continues to promote these alternative transportation incentives to its employees. This is

done by: forwarding emails from the Clean Air and Transportation Program to employees; by including material from the Clean Air and Transportation Program into new employee folders or by having new employees attend Department of Human Resource's New Employee Orientations; posting flyers and promotional items from the Clean Air and Transportation Program in the department's Breakroom.



This year the City conducted its biannual survey of City employee commuting and at-work travel behavior. The 2012 CCSF Transportation Survey was administered by the Department of Environment's CommuteSmart team and distributed through Climate Liasons to each department. 24 employees participated in the 2012 transportation survey.

The Rent Board ran the survey during December 2012. Twenty four employees filled out the survey, a response rate of 83%. From the data collected, some interesting observations:

Employees were asked about the number of trips taken, and the main form of transportation used. Interestingly, about 52% of trips were taken on public transit, 27% by automobile, 15% by carpool/vanpool, and 6% by bicycle.

When asked if they were enrolled in the pre-tax commuter benefits program, 32% of respondents indicated they were.

To continue to increase awareness, the department will continue to send information to all employees that explains the different programs available

Zero Waste

The Rent Board shares the commitment that the City and County of San Francisco has envisioned, to be a leader in environmental initiatives, including recycling and waste reduction. The department's Zero Waste Coordinator is Cathy Helton. The "culture" of the department is one of promoting these goals, and the department is proud of the many climate champions it has within its staff. The department is committed to play its part in all possible ways to achieve the goal of zero waste by 2020.

Since the department does not manage its own facilities, its sphere of influence and control is somewhat more limited than larger departments that have their own facilities. However, it adheres to the various policies that have been put in place to reach the ambitious goals of eliminating waste such as the Resource Conservation Ordinance (the RCO) and the Universal Recycling and Composting Ordinance. In accordance

with the RCO, the department has defaulted to double sided printing and copying, has appointed a Recycling Coordinator, and has purchased products with recycled content, such as office paper with 100% post-consumer recycled content. The Universal Recycling and Composting Ordinance became effective on October 21st, 2009, and requires San Francisco departments to separate refuse properly into recyclables, compostables and trash. The department has worked with the Department of Real Estate to offer composting available to employees and visitors.



As previously mentioned, the department has many climate champions, who question and try to reduce or eliminate waste and conserve resources. It initiated recycling programs many years ahead of any directive mandating it, and continues to look for ways to minimize its environmental footprint. This year's focus will be on clarifying that paper towels can and need to be composted so they do not end up in the landfill.

Facility Name	Address	#1 Trash Item	Action to eliminate it from landfill
Offices	25 Van Ness Ave., Rm. 320	Paper Towels	Send reminder emails and use DOE's sign maker tool to create a compost sign as a visual reminder.

Green Purchasing

San Francisco Environment Code 2 requires that all City departments buy green products listed at SF Approved, at <http://www.sfapproved.org>. The department's has arranged and conducted training with DOE for the department's employees responsible for ordering supplies and purchasing materials so that every employee is aware of the City's commitment to and guidelines for purchasing green products. It has conducted training with DOE to insure employees who order supplies are aware of what supplies are not allowable, and what supplies can only be ordered in very limited circumstances.

In calendar year 201

Percent of Green Products*
Batteries: No data from vendors
Cleaners: No data from vendors
Computers/servers: 100%
Light bulbs: No data from vendors
*products listed in SFApproved.org

Communitywide Impact

The Rent Board's role in this area is limited. The public does see signage and makes use of composting services for paper towels in the building's bathrooms.

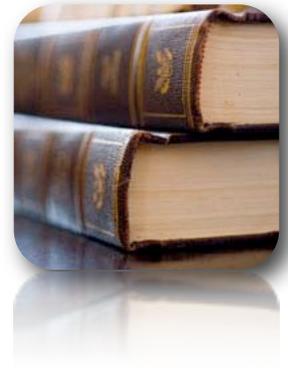


Summary and Goals

The department does not have a vehicle fleet, and its offices are located in a facility managed by Department of Real Estate, so our goals reflect areas in which the department can make a difference, including purchasing supplies and technology, recycling and composting, as well as improving its carbon footprint by making eco-friendly commuting choices available to its employees.

The department has worked with the Department of Real Estate to institute recycling and composting, and is now actively working at ironing out issues on the correct use of these services, such as paper towels being thrown in the "landfill" container. It will send out emails to employees, reminding them that paper towels are compostable. The department has paid to continue to recycle batteries and techno trash to make every effort to avoid toxic items ending up in landfill. The department will also conduct more internal outreach to its staff regarding the eco-friendly commuting choices that are available and their respective benefits.

Appendix A - HACTO Report for Fiscal Year 11-12



HACTO Annual Implementation Report FY:'11-'12

Department *	Rent Board
Name of Person Preparing Report *	Robert Collins
Title of Person Preparing Report *	Deputy Director
Email of Person Preparing Report *	robert.collins@sfgov.org
Name of Department Head *	Delene Wolf
Email of Department Head *	delene.wolf@sfgov.org

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

Employee Commute: Greenhouse Gas Reduction Measures

The department continues to conduct outreach to its employees regarding the wide variety of commute alternatives. As DOE points out, transportation has a major impact on air quality in the city. The department actively promotes the programs DOE's Clean Air and Transportation Program offers including:

The Commuter Benefits Program: A federal program where the IRS allows employees to deduct money from their paycheck for transit passes and vanpool expenses.

The 25 Van Ness Ave. Bike Room: Employees who work in 25 Van Ness Ave. can store their bikes in a secure room at 1 South Van Ness (across the street).

Rideshare Matching Assistance: This free online system helps commuters find potential rideshare partners who live and work near them.

Emergency Ride Home Program: If an employee has a personal emergency and used alternative transportation to commute work that day, they can take a taxi, rent a car, or use transit to deal with the emergency and the employee will be reimbursed for the trip.

To further promote these programs during the coming year, the department has carried out the following activities:

Department of the Environment Outreach

The Rent Board and staff from the Department of the Environment's Clean Air and Transportation Program came to a staff meeting to present commute alternatives. Afterwards, the Department of the Environment conducted a question and answer session with specific employees to answer their individual questions and concerns regarding the various commute alternative programs.

Internal Outreach

The Rent Board continues to promote these alternative transportation incentives to its employees. This is done by: forwarding emails from the Clean Air and Transportation Program to employees; 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 in the department's Breakroom.

Below, please report on the success of the abovementioned policies in reducing single–occupancy motor vehicle use for work–related trips: *	The department has been very successful in limiting the use of single–occupancy motor vehicles for work–related trips. The department provides employees MUNI tokens to use when needed for work–related trips. Only in very rare instances are work–related trips carried out in single–occupancy motor vehicles.
Does your department manage any of its own vehicles? *	No

Appendix B - HACTO Plan for Fiscal Year 12-13



HACTO Annual Plan

Department *	Rent Board
Name of Person Preparing Report *	Robert Collins
Title of Person Preparing Report *	Deputy Director
Email of Person Preparing Report *	robert.collins@sfgov.org
Name of Department Head *	Delene Wolf
Does your department promote or plan to promote employees to use public transit for work-related travel? *	Yes
What resources will your department offer? *	<ul style="list-style-type: none"> • Tokens
What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *	<ul style="list-style-type: none"> • E-mail Blast • Poster / Flyers
<p>If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:</p> <p>The vast majority of the department's work-related trips occur within the Civic Center area, no more than four blocks from the department's offices. However, when a work trip needs to be made outside of the immediate area, The department has been very successful in limiting the use of single-occupancy motor vehicles for work-related trips. The department provides employees MUNI tokens to use when needed for work-related trips. Only in very rare instances are work-related trips carried out in single-occupancy motor vehicles, and then only when it is impractical to use public transportation due to location or materials being transported.</p>	
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? *	No
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
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? *	<ul style="list-style-type: none"> • 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? *	<ul style="list-style-type: none"> • E-mail Blast
B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? *	No
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? *	Yes
Bonus: How will you promote the Great Race for Clean Air?	<ul style="list-style-type: none"> • 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: *	<ul style="list-style-type: none"> • CommuteSmart brochures specific to CCSF employees