



# San Francisco Rent Board



San Francisco Residential Rent Stabilization and Arbitration Board

## Climate Action Plan Fiscal Year 2011-2012

(Data Year 2010-2011)  
March 30, 2012

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# San Francisco Rent Board Climate Action Plan (DepCAP)

## 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, nor does it manage its own facilities (due to its relatively small size, it leases its offices from the Department of Real Estate), our goals reflect areas in which the department can make a difference, including purchasing supplies and technology, as well as improving its carbon footprint regarding its employee commute.

## 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 175,000 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.

## **Departmental Budget**

The department's proposed budget for FY2012-2013 is \$5,917,780.

## **Number of Employees**

The department's proposed budget for FY2012-2013 has 29 FTE positions.

## **Facilities**

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

## **Vehicles: Fleets & Fuel**

The department does not have a vehicle fleet.

## **DepCAAP Implementation Contact**

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](mailto:robert.collins@sfgov.org).

## Departmental Carbon Footprint & Historical Analysis

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. However, since the department's facilities are managed by the Department of Real Estate and lack separate meters, the data regarding energy used are the total for the facility divided by the square footage the department occupies.

### Electricity and Natural Gas

Electricity Use	FY08-09	FY09-10	FY10-11
Total kWh	84,409.27	119,580.7	115,771.3
Emissions	1.1	2.16	1.71
Natural Gas	FY08-09	FY09-10	FY10-11
Total therms	665.96	389.2	468.42
Emissions	3.54	2.07	2.49
Total Emissions (electricity and natural gas)	4.64	4.23	4.2

### Steam, Gasoline, CNG, LPG, B5 & B20

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

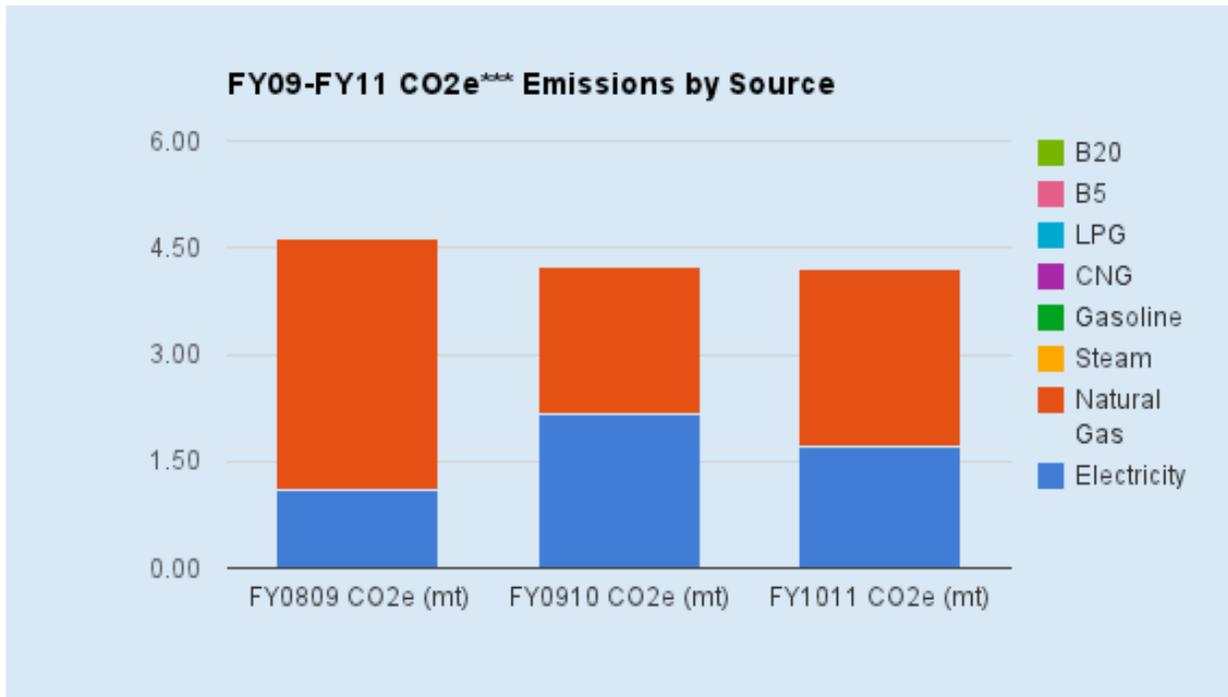
### Water and Wastewater

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 facility divided by the square footage the department occupies.

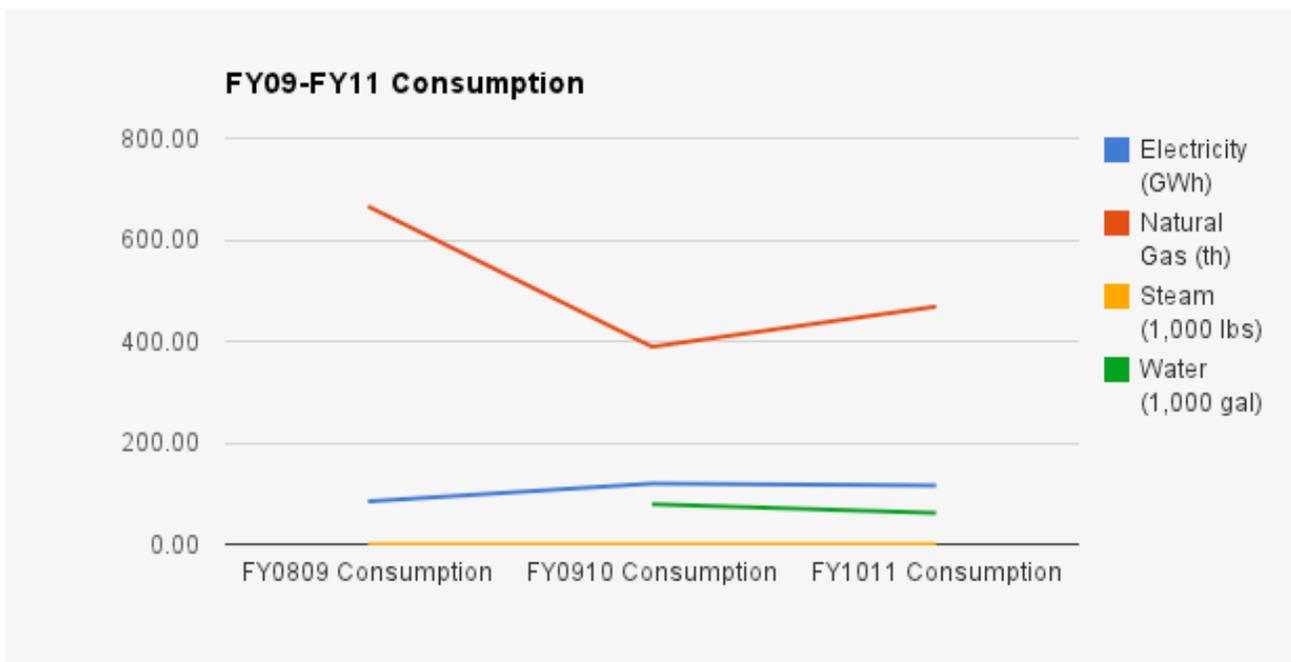
Water and Waste Water	FY09-10	FY10-11
Water (gal)	78,909.4	61,664.9
Wastewater Discharge (gal)	70637.75	50325.12

### Total CO2 From Energy Use

Total CO2 from Energy Usage was 4.2 metric tonnes. Total emissions from energy usage have



decreased over the past three years, from 4.64 metric tonnes in FY 08-09, and 4.2 metric



tonnes in FY 09-10.

The preceding chart shows the department's CO2 emissions by source for the past three fiscal years. Overall emissions are down, but the combination of the source of energy use and emissions has shifted over the past three fiscal years. The consumption preceding chart shows how closely emissions track the department's consumption by energy source for the same three fiscal years.

## **Energy Efficiency and Conservation**

The department's offices are within a facility managed by the Department of Real Estate (Real Estate CAP) which the department rents. As such, the department does not undertake Capital Improvement projects on the facilities it occupies. However, the Department of Real Estate is currently retrofitting light fixtures which will help conserve electricity in the entire building where the department's offices are located. The department has put signage in the area it manages to help remind its employees that of the need to conserve water.

## **Renewable Generation**

The department's offices are within a facility managed by the Department of Real Estate (Real Estate CAP). As such, the department can not assist DOE in identifying potential facilities for solar PV, micro wind, or thermal projects on the facilities it occupies but does not manage.

## **Information Technology**

The department follows Executive Directive (08-01), which indicates that all personal computers must meet the Electronic Product Environmental Assessment Tool (EPEAT) Gold standard. Recent computer purchases have been of very energy efficient computers, which consume a maximum of 35 Watts, and only 7 Watts when in "sleep" mode, compared to many times that consumption by older equipment. 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 "sleep" after a period of 20 minutes of inactivity. Furthermore, these computers are turned off after the nightly backup

process is executed. However, the functions that turns off the computers at night has become erratic, and the department is looking at other alternatives to more reliably turn off its computers. 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 informaiton technology decisions.

## Green Building

The department's offices are within a facility managed by the Department of Real Estate (Real Estate CAP), and the department has no plans to move out of such facilites. As such, the department is not involved in LEED certification standards for the property it occupies.

## 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 (accross 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.

## 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 "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. The department is proud of helping the city achieve and surpass its goal of diverting 75% of our waste from landfill by the end of the calendar year, 2010 (77% was diverted last year).

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, to the greatest extent possible, 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. Please see the attached Waste Assessment Questionnaire completed by the department's Zero Waste Coordinator, Cathy Helton in Appendix A.

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.

## **Green Product Purchasing**

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. Its purchasing practices follow SF Approved 99% of the time, with only a couple of remaining non-rechargeable batteries comprising the other 1%. Please see the department's "Buy Green Scorecard" in appendix B.

## **Carbon Sequestration**

The department has no activities in this area.

## **Urban Forestry**

The department has no activities in this area.

## **Community Wide Emissions**

The department has no current plans in this area.