

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 4/22/2014	(3) CONTACT/PHONE Trevor Keith, Energy Program Manager / 805-781-1431	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List for Fund Center 142 -Planning and Building to add two full-time, Limited Term Planner positions to support the emPower Energy Efficiency Program and authorize a budget adjustment in the amount of \$30,150 from unanticipated revenue. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board: 1. Approve, and direct that the Chairperson sign the resolution amending the Position Allocation Listing for the Planning and Building Department to add one limited term Planner I – III position for a period of 20 months and one limited term Planner I - III position for a period of 8 months, starting when the positions are filled 2. Authorize the attached Budget Adjustment, by a 4/5th vote, in the amount of \$30,150 to provide funding from unanticipated revenue.			
(6) FUNDING SOURCE(S) SoCal Gas	(7) CURRENT YEAR FINANCIAL IMPACT \$30,150	(8) ANNUAL FINANCIAL IMPACT \$180,902	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1314128 <input checked="" type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A    Date: <u>4/1/2014</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			



## County of San Luis Obispo

TO: Board of Supervisors

FROM: Planning and Building / Trevor Keith, Energy Program

VIA: Kami Griffin, Assistant Director

DATE: 4/22/2014

SUBJECT: Submittal of a resolution amending the Position Allocation List for Fund Center 142 - Planning and Building to add two full-time, Limited Term Planner positions to support the emPower Energy Efficiency Program and authorize a budget adjustment in the amount of \$30,150 from unanticipated revenue. All Districts.

### **RECOMMENDATION**

It is recommended that the Board:

1. Approve, and direct that the Chairperson sign the resolution amending the Position Allocation Listing for the Planning and Building Department to add one limited term Planner I – III position for a period of 20 months and one limited term Planner I - III position for a period of 8 months, starting when the positions are filled
2. Authorize the attached Budget Adjustment, by a 4/5th vote, in the amount of \$30,150 to provide funding from unanticipated revenue.

### **DISCUSSION**

On April 1, 2014, your Board approved the emPower Agreement from Santa Barbara County to deliver the emPower Energy Efficiency Program in San Luis Obispo County. The emPower program was developed by the County of Santa Barbara to help homeowners overcome obstacles to making energy saving improvements to their homes. By making home upgrade projects easier and more affordable through incentives, financing, qualified contractors and expert energy advice, emPower helps homeowners be more comfortable in their homes and lower utility bills. emPower teamed up with the statewide Energy Upgrade California and California Solar Initiative programs, which allow homeowners to take advantage of high-dollar utility rebates. The program also partnered with local Credit Unions in Santa Barbara County to offer unsecured loans with low rates and flexible terms of loan repayment in order to achieve manageable monthly costs.

On June 25, 2013, the Santa Barbara County Board of Supervisors approved two contracts with Southern California Gas Company and the County of Los Angeles totaling \$5.25 million to continue the emPower program and expand the service model to the Tri-County region (which includes Ventura, Santa Barbara and San Luis Obispo Counties). The funding for these two contracts was provided by the California Energy Commission (CEC) through Los Angeles County (\$1.55 million through March 31, 2017) and the Public Utilities Commission (PUC) through Southern California Gas Company (\$3.7 million through March 31, 2015 unless extended) in alignment with the State's goal of lowering energy use in buildings. These two funding contracts support the expansion of existing emPower services to Ventura and San Luis Obispo Counties, including access to emPower financing and funding for Ventura and San Luis Obispo

Counties for certain program delivery activities.

#### Position Request

The positions requested would support emPower program activities including:

1. Marketing, Education and Outreach: Implement a localized marketing campaign and conduct educational outreach on the principles of home performance, the whole house approach to comfort and energy efficiency projects, and safety in relation to energy efficiency. Services include community events, presentations, advertising campaigns, partnership development, web outreach, earned media, and collateral development.
2. Local Customer Service: Run a local, personal customer service experience, making team members available by phone, email, or in person for homeowners to seek guidance during upgrades. emPower will also provide designated County of San Luis Obispo staff access to a robust customer relationship management system free of charge.
3. Expert Energy Advising: Provide personalized energy advisors to the homeowners of San Luis Obispo. This will provide expert, unbiased, third party technical assistance to homeowners and contractors involved in the project.
4. Residential Rebates: Coordinate with all the Investor Owned Utility rebate programs offered including Energy Upgrade CA, CSI Solar Water Heating, CSI Solar (Photovoltaic).
5. Residential Financing: Offer San Luis Obispo homeowners the Home Upgrade Loan, developed through a partnership with CoastHills Federal Credit Union, which leverages millions in private lending capital.
6. Workforce Development/ Training: Provide free and/or discounted local trainings and assist with local contractor engagement activities. emPower also provides contractor program support and advocacy, ongoing skill mentorship, facilitation of a Contractor Input Committee, media exposure, as well as access to program marketing materials, events and other lead generation activities to support contractor sales.

This new contract will cover the cost of the in-house staff assigned (25 percent of a Senior Planner), as well as the two limited term positions for eight months. Our existing Energy Watch Partnership will provide funding for an additional 12 months for one of the limited term positions.

The Department did consider the option of using existing staff to accomplish the tasks required by the emPower program. In order to determine what the Department should be actively working on and how much staff is necessary to accomplish those tasks, the Department prepares a list of projects. These lists are presented to the Board of Supervisors on a regular basis to obtain Board direction on Department priorities. On February 18, 2014, the last time the Department brought the lists to the Board, it was estimated that in order to complete the priority projects, 92.5 FTE (full time equivalent) positions were needed. The Department currently has 92.5 FTE positions on the Position Allocation List (PAL) and at this time, four of these positions are vacant. If existing staff were to be reassigned the energy programs, it would affect the ability to complete the priority projects, as well as, the Department's ability to take on any additional work. However, having the positions be limited term positions would allow the Department to reassign the work to existing Department staff if workload changes and staff become available.

#### **OTHER AGENCY INVOLVEMENT/IMPACT**

The Administrative Office has been consulted on energy staffing options. Human Resources has reviewed the proposed duties to verify the proper classification and has prepared the resolution to amend the Position Allocation List.

## **FINANCIAL CONSIDERATIONS**

The total yearly salary and benefit cost of the proposed positions is \$180,902. The cost for fiscal year 2013-14 (May 2014 – June 2014) is \$30,150. Grant funding is available that will offset 100 percent of the cost of these positions for the first half of fiscal year 2014-15 (July 2014 – December 2014). We anticipate an extension to the emPower contract to continue funding both of these positions for an additional twelve months (January 2015 – December 2015). Should this extension not occur, Grant funding from the existing Energy Watch Partnership would be reallocated to fund the 20 month limited term position through an additional twelve months or until such time as the anticipated emPower contract extension is received.

## **RESULTS**

The intended result of this request is to improve energy efficiency in San Luis Obispo County homes. The emPower Program is consistent with the County communitywide results of “A Livable Community” and “A Well Governed Community” by providing energy retrofit programs to help meet our future energy demands.

## **ATTACHMENTS**

Exhibit A. Resolution amending the PAL for Fund Center 142