

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

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 12/9/2014	(3) CONTACT/PHONE Trevor Keith, Division Manager / 805-781-1431 Tami Douglas-Schatz, Director of Human Resources	
(4) SUBJECT Request to approve: 1) a contract change order to the emPower Program Contract for \$239,522 to extend through calendar year of 2015; 2) a resolution amending the Position Allocation Listing for Fund Center 142 -Planning and Building to add a Limited Term Administrative Assistant I-III position for 12 months and extend a Limited Term Planner I-III position for 12 months; and 3) a request to authorize a corresponding budget adjustment in the amount of \$70,160 for FY 2014-15. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board of Supervisors: <ol style="list-style-type: none"> 1. Authorize the attached contract change order for \$239,522 and Budget Adjustment, by a 4/5th vote, in the amount of \$70,160; 2. 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 Administrative Assistant I-III position for a period of 12 months; and 3. Authorize the extension of a Limited Term Planner I-III position for 12 months. 			
(6) FUNDING SOURCE(S) Grant	(7) CURRENT YEAR FINANCIAL IMPACT \$239,522	(8) ANNUAL FINANCIAL IMPACT \$239,522	(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 checked="" 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: 1415061 <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>April 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: Trevor Keith, Division Manager, Policy and Programs

VIA: James Bergman, Director of Planning and Building

DATE: 12/9/2014

SUBJECT: Request to approve: 1) a contract change order to the emPower Program Contract for \$239,522 to extend through calendar year of 2015; 2) a resolution amending the Position Allocation Listing for Fund Center 142 -Planning and Building to add a Limited Term Administrative Assistant I-III position for 12 months and extend a Limited Term Planner I-III position for 12 months; and 3) a request to authorize a corresponding budget adjustment in the amount of \$70,160 for FY 2014-15. All Districts.

RECOMMENDATION

It is recommended that the Board of Supervisors:

4. Authorize the attached contract change order for \$239,522 and Budget Adjustment, by a 4/5th vote, in the amount of \$70,160;
5. 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 Administrative Assistant I-III position for a period of 12 months; and
6. Authorize the extension of a Limited Term Planner I-III position for 12 months.

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. emPower was developed by the County of Santa Barbara to help homeowners countywide 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 Coast Hills Federal Credit Union in San Luis Obispo 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 supported the expansion of existing emPower services to Ventura and San Luis Obispo Counties, including access to emPower financing and funding to Ventura and San Luis Obispo Counties for certain program delivery activities.

Contract for Program Cycle 2015

In the 2013-2014 program cycle, the County was the administrator of the emPower Program in San Luis Obispo County which provided activities including the following elements:

1. **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.
2. **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.
3. **Residential Rebates:** Coordinate with all the Investor Owned Utility rebate programs offered including Energy Upgrade CA, CSI Solar Water Heating, CSI Solar (Photovoltaic).
4. **Residential Financing:** Offer San Luis Obispo homeowners the Home Upgrade Loan, developed through a partnership with Coast Hills Federal Credit Union, which leverages millions in private lending capital.
5. **Workforce Development/ Training:** 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.

Our goals for the emPower Program for the 2014 calendar year was to launch the program in San Luis Obispo County, increase homeowner demand for energy efficiency upgrades, train contractors to be able to participate in the Energy Upgrade California and emPower programs, and build upon Santa Barbara's emPower program model to delivery effective energy services in San Luis Obispo County. We met each of our 2014 goals. Our goals for the 2015 calendar year are to:

- Host or participate in 24 community outreach events
- Engage 1,200 attendees to participate in community events
- Coordinate 4 professional training or certification opportunities for local building professionals
- Instruct 60 local building professionals through training opportunities.
- Advise 100 homeowners through the Energy Coach Service

For the calendar year cycle of 2015, the San Luis Obispo County Planning and Building will receive \$239,522 from Santa Barbara County to administrator the emPower Program for San Luis Obispo County and continue the activities listed above. This additional funding will run through the last six months of Fiscal Year 2014-2015 and the first six months of Fiscal Year 2015-2016 ending December 31, 2015. The additional funding will allow the extension of the Planner I-III position. In addition, we are requesting an Administrative Assistant I-III position to assist with the customer service and marketing duties to fulfill the increase demand the emPower program. This position would be covered by the emPower funding. By making this staffing addition, it will allow us to meet our customer service and outreach goals for the 2015 calendar year.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel has reviewed and approved the contract as to legal form and content. 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 current contract agreement is being increased by \$239,522 and extended through December 31, 2015. These additional funds are to be expended to support the following emPower program activities:

Administration:	\$18,754
Workforce Education & Training:	\$63,160
Marketing, Education and Outreach:	\$146,280
<u>Loan Loss Reserve Credit Enhancement Implementation:</u>	<u>\$11,328</u>
Total:	\$239,522

Of this amount, a budget adjustment for the six month total salary and benefit costs of one Planner I-III position and one Administrative Assistant I-III position is required for FY2014-15 (January 2015 - June 2015). These costs will be offset by unanticipated revenue. The balance of the contract increase and extension will be budgeted in FY2015-16. The total annual salary and benefit cost of the proposed Administrative Assistant is \$58,936.

RESULTS

The contract change order will allow the Department to complete our on-going obligations to the emPower Program contract. These programs will educate and assist our residents on energy efficiency in our County through the calendar year of 2015. These limited term positions will run concurrently with the emPower Program contract. By extending the Planner position and the addition of the Administrative Assistant position, it will allow us to meet our outreach and customer service goals for the emPower Program. 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

1. Exhibit A: emPower Program Contract Change Order
2. Exhibit B: PAL Resolution