

RESOLUTION NO. 72-2007

Adopted June 19, 2007

APPROVING A FISCAL YEAR 2007-2008 BUDGET FOR THE BAYVIEW HUNTERS POINT PROJECT AREA COMMITTEE IN AN AMOUNT NOT TO EXCEED \$175,000, SUBJECT TO APPROPRIATIONS BY THE BOARD OF SUPERVISORS, AND AUTHORIZING A FIRST AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH BUSINESS DEVELOPMENT, INC., A CALIFORNIA CORPORATION, TO EXTEND THE TERM OF THE CONTRACT FOR ONE YEAR FROM JULY 1, 2007 TO JUNE 30, 2008 IN AN AMOUNT NOT TO EXCEED \$175,000, FOR A TOTAL AGGREGATE AMOUNT NOT TO EXCEED \$305,000, TO PROVIDE FISCAL AGENT AND ADMINISTRATIVE SUPPORT SERVICES TO THE PROJECT AREA COMMITTEE; BAYVIEW HUNTERS POINT REDEVELOPMENT PROJECT AREA

BASIS FOR RESOLUTION

1. In accordance with Community Redevelopment Law, the Bayview Hunters Point Project Area Committee ("PAC") provides public input to the Redevelopment Agency of the City and County of San Francisco ("Agency") on its activities in the Bayview Hunters Point Redevelopment Project Area ("Project Area"). Since 1997, PAC activities have included holding monthly public meetings, working with Agency staff on redevelopment documents and programs, disseminating public documents, and conducting public outreach. To facilitate these activities, the Agency has funded fiscal agent, administrative, and meeting support services for the PAC, as well as informational and outreach services (collectively "Support Services") through a fiscal agent or an administrative coordinator under a personal services contract ("Contract") with the Agency or directly by Agency project management and finance staff.
2. Following a solicitation process as required by the Agency's Interim Purchasing Policy and Procedures, on March 22, 2006, the Agency issued a Request for Proposals ("RFP") for Support Services for the PAC. On August 1, 2006, by Resolution No. 104-2006, the Commission authorized a ten-month Contract and operating budget in the amount of \$130,000 with Business Development, Inc., a California corporation ("BDI"), to provide Support Services to the PAC. The PAC's full fiscal year 2006-2007 budget included \$20,000 authorized by the Commission to keep the previous PAC administrator under contract until its successor was in place.
3. Since August 2006, BDI has provided ongoing and generally satisfactory support to the PAC and its members, assisted on most of the Agency's Project Area efforts, and is not in default of its Contract terms.

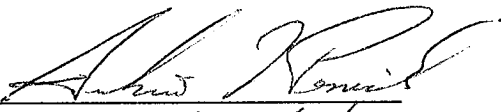
4. Following the execution of the requested first amendment to the Contract ("First Amendment"), BDI will provide the agreed upon Support Services. BDI will act as the PAC's fiscal agent, providing services that include, keeping financial records of all transactions and administering the PAC budget. BDI will also serve as the PAC's administrative support, providing services such as operating the PAC office and providing staffing for the PAC's meetings and communications.
5. For fiscal year 2007-2008, Agency staff and the PAC have proposed a \$25,000 budget increase over 2006-2007 fiscal year's \$150,000 budget for the PAC. The increases are primarily in the Administrative Staff and Technical Services line items and will enable BDI to maintain longer and more consistent PAC office hours, overhaul the PAC's website, and assist with the preparation of a PAC newsletter.
6. If approved, the proposed Contract amount of \$175,000 will be funded by \$155,000 in tax increment funds and \$20,000 in previously allocated funds that are remaining in the existing Project Area budget. Under the Contract, payments will be made on a monthly basis.
7. Authorized PAC expenses total \$155,000, including \$46,500 for ordinary, recurring administrative expenses such as office rent, meeting room rental and refreshments, custodial service, telephone/fax/internet service, office supplies and equipment, stationery and other printed materials, mailings, advertising and contingencies; \$9,000 for technical services such as a webmaster, bookkeeper and miscellaneous office support; and \$20,000 for the fiscal agent service fee. In addition, \$99,500 will be allocated to fund administrative staff to be provided through the BDI Contract. The administrative staff will provide meeting coordination and support services, as well as office assistance, newsletter production, and outreach assistance.
8. Agency staff discussed the proposed BDI Contract and the fiscal year 2007-2008 budget with the PAC at numerous subcommittee and full PAC meetings in 2006, and the PAC endorsed the Contract and budget at its full PAC meeting in January 2007. Except for \$20,000 in carryover funds, funding is contingent on approval of the Agency's fiscal year 2007-2008 budget by the Board of Supervisors.
9. Approval of a 2007-2008 fiscal year budget for the PAC and authorization of the First Amendment to the BDI Contract are not California Environmental Quality Act projects. Administrative activities of the Agency related to the provision of administrative support and outreach and information services to the PAC will not independently result in a physical change in the environment.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that subject to appropriations by the San Francisco Board of Supervisors, the Executive Director is authorized to:

1. Approve a 2007-2008 fiscal year budget for the Bayview Hunters Point Project Area Committee in an amount not to exceed \$175,000 for fiscal agent service fees and administrative support and operations services.
2. Execute a First Amendment to the Personal Services Contract with Business Development, Inc., a California corporation, to provide fiscal agent and administrative support services for the Bayview Hunters Point Project Area Committee, for a one-year period from July 1, 2007 to June 30, 2008 in an amount not to exceed \$175,000 for the 2007-2008 fiscal year.

APPROVED AS TO FORM:


for James B. Morales 6/14/07
Agency General Counsel