

RESOLUTION NO. 56-2008

Adopted June 3, 2008

APPROVING A FISCAL YEAR 2008-2009 BUDGET FOR THE BAYVIEW HUNTERS POINT PROJECT AREA COMMITTEE IN AN AMOUNT NOT TO EXCEED \$250,000, SUBJECT TO APPROPRIATIONS BY THE BOARD OF SUPERVISORS, AND AUTHORIZING A THIRD 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, 2008 TO JUNE 30, 2009 IN AN AMOUNT NOT TO EXCEED \$250,000, FOR A TOTAL AGGREGATE AMOUNT NOT TO EXCEED \$583,750, TO PROVIDE FISCAL AGENT AND ADMINISTRATIVE SUPPORT SERVICES TO THE PROJECT AREA COMMITTEE; BAYVIEW HUNTERS POINT REDEVELOPMENT PROJECT AREA

BASIS FOR RESOLUTION

1. Since 1997, the 21-member Bayview Hunters Point ("BVHP") Project Area Committee ("PAC") has served as the public advisory body to the Redevelopment Agency of the City and County of San Francisco for redevelopment activities in the BVHP Project Area (the Redevelopment Plan for BVHP was adopted in June 2006). To support the PAC's advisory function, the Agency has provided for an annual budget that has primarily been utilized to secure a consultant to staff a site office in BVHP and provide administrative support to the PAC and information and outreach services to the broader BVHP community (collectively "Support Services"). The current fiscal year 2008-2009 budget supports the retention of a contractor, Business Development, Inc. ("BDI") to provide these Support Services.
2. Following a solicitation process as required by the Agency's Interim Purchasing Policy and Procedures, on August 1, 2006 by Resolution No. 104-2006, the Commission authorized a ten-month Personal Services Contract (the "Contract") and operating budget in the amount of \$130,000 with BDI to provide Support Services to the PAC. On June 19, 2007, by Resolution No. 72-2007, the Commission authorized a first amendment to the Contract to extend the term of the Contract by one year, with a fiscal year 2007-2008 budget of \$175,000. On February 19, 2008, by Resolution No. 4-2008, the Commission authorized a second amendment to the Contract (the "Second Amendment") mid-year to increase the scope of services, as well as the budget by \$28,750, for total fiscal year 2007-2008 budget of \$203,750.
3. The Second Amendment enabled BDI to take on a number of new initiatives, including creating better systems to manage the PAC office, producing the PAC's first quarterly newsletter, improving the PAC's annual report detailing the PAC's

work and accomplishments over the previous year, regularly updating the PAC website (<http://bvhp-pac.org>) and beginning a major overhaul of the website aimed at increasing its usability and functionality, creating an electronic-mail ("e-mail") contacts database which now includes over 200 email addresses, and cleaning up and increasing the mailing list to over 2,000 addresses (collectively, "Enhanced Support Services"). The increased funding has also enabled BDI to increase its staffing level to assist with these activities.

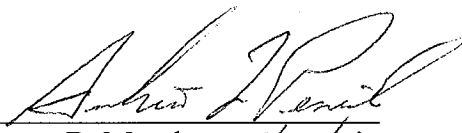
4. The third amendment to the Contract (the "Third Amendment") increases the Agency's funding commitment to a full year and continues the Agency's support of the initiatives underway in BVHP. The fiscal year 2008-2009 budget enables BDI to maintain improved and new communications and office systems, respond to more frequent public inquiries due to heightened public awareness, better coordinate with the PAC chairpersons regarding agenda setting and meeting material distribution, complete a major overhaul of the website aimed at increasing its usability and functionality, maintaining and distributing a quarterly newsletter, increasing the number of mailings, and maintaining a generally increased workload.
5. The Third Amendment includes an increase of \$46,250 for a third year budget amount not to exceed \$250,000. The budget contains \$150,391 for Personnel; \$32,609 for BDI's 15% Administrative Fee; \$36,000 for Community Outreach & Public Participation which include the costs associated with the PAC meetings, the PAC newsletter and annual report, postage, and website maintenance; and \$31,000 for Direct Costs which include costs for the telephones, internet, office supplies, the copier, office equipment replacement and repairs, and custodial services (see Attachment B, Revised Budget and Schedule of Payments).
6. The PAC endorsed the Third Amendment and budget at its full PAC meeting in January 2008. Funding is contingent on approval of the Agency's fiscal year 2008-2009 budget by the Board of Supervisors.
7. Approval of the fiscal year 2008-2009 budget and authorization of the Third Amendment are not projects as defined by the California Environmental Quality Act Guidelines Sections 15378(b)(4) and 15378(b)(5). Administrative activities of the Agency related to the provision of administrative support and outreach and information services to the BVHP PAC and the funding of such services 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 2008-2009 fiscal year budget for the Bayview Hunters Point Project Area Committee in an amount not to exceed \$250,000 for fiscal agent service fees and administrative support and operations services.
2. Execute a Third 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, 2008 to June 30, 2009 in an amount not to exceed \$250,000 for the 2008-2009 fiscal year, for a total aggregate amount not to exceed \$583,750, substantially in the form lodged with the Agency General Counsel.

APPROVED AS TO FORM:


for James B. Morales 5/27/08
Agency General Counsel