



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

### ADMINISTRATIVE IMPACT STATEMENT

**Date:** 9/17/19

**Ordinance/Resolution No. 2019-249:** [establish a commercial property assessed clean energy program]

**Patron:** Larson

**Legislative History:** Introduced September 9, 2019

**Administrative Staff Presenting:**  
Alicia Zatcoff, Sustainability Manager

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**Impact Statement Summary:** [*One sentence summarizing impact*]

**Staff Position:** [*Support, oppose, further discussion needed*]  
Oppose. Further discussion needed.

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#### **Administrative Impact Statement of draft Ordinance/Resolution No. 2019-249:**

- The ordinance impacts city services and efficiencies because:
  - it prescribes the city to one particular model for establishing its PACE program and that is not necessarily the best model; and
  - there are a number of troublesome provisions that require revisions:
    - 11-192: Qualifying improvements
    - 11-194: Program arrangements
    - 11-195: Loan agreements
    - 11-196: Voluntary Special Assessment
    - 11-197: Limitation of Liability
- The ordinance impacts project timelines because the effective date does not provide adequate time to develop administrative procedures or conduct a procurement process for a third party program administrator should the city decide to do so

- The ordinance impacts existing projects because a C-PACE program is one of the potential strategies to be included in the comprehensive RVAgreen 2050 climate action planning process that launches in early 2020 and it is not a separate one-off strategy.
- The fiscal impact of the ordinance is not accurately stated.
- The ordinance impacts budget, costs and staffing because it fails to provide for funding to pay for additional staff to support a new PACE program. In the 2016 City Administration Report submitted per Resolution 2016-R20, the Administration’s recommendation called for:
  - o 1 new FTE-procurement process, program development and implementation, city code development, inter-agency coordination, etc.
  - o 1 new FTE-educate city staff, educate and work with potential PACE customers, community outreach, etc.
  - o \$25,000 annual funding for education and community outreach
  - o Conduct a procurement process to select a third-party administrator for the program

**Fiscal Impacts**

Description	Estimated Impact in \$
1 new FTE	\$83,000 annually + benefits
1 new FTE	\$70,000 annually + benefits
Program funding	\$25,000 annually