



**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

**Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, Yosemite Room
San Francisco, CA 94102**

Monday, February 25, 2013 - 9:00 AM

Regular Meeting

1. Call to Order and Roll Call

Seat 1 Holly Kaufman
Seat 2 Kevin Cheng, Chair
Seat 3 Karen Donovan
Seat 4 Larry Liederman
Seat 5 Vacant
Seat 6 Emily Brownlow
Seat 7 John Ummel, Vice Chair

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee (RBOC) on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Bay Area Water Supply & Conservation Agency (BAWSCA) Update: January 16, 2013, "Comments on Proposed Budget and Schedule Revisions to the Water System Improvement Program" (Discussion) (Attachment)

4. Chair's Report:

- A. San Francisco Public Utilities Commission (SFPUC) Staff Report: WSIP Update. (Discussion)
- B. San Francisco Public Utilities Commission (SFPUC) Staff Report: Update on Wastewater Bond Sale. (Discussion)
- C. San Francisco Public Utilities Commission (SFPUC) Staff Report: Status Report of SFPUC WSIP Audits. (Discussion)

- D. RBOC Account Statement and Review/Approval of Invoices for Ongoing Approved Engagements.
 - 1. Approval of Invoice - RW Block Consulting, Inc. **(For period ending 1/31/13)**
 - 2. Approval of Invoice - RW Block Consulting, Inc. **(For period ending 2/20/13)**
(Discussion and Action) (Attachment)
- 5. **Update (Vice-Chair Ummel): Progress of RBOC Evaluation of WSIP by RW Block Consulting, Inc., and (CS-254).** (Discussion)
- 6. **RBOC 2012 Annual Report.** (Discussion and Action) (Attachment)
- 7. **Approval of RBOC Minutes of January 28, 2013.** (Discussion and Action) (Attachment)
- 8. **Announcements, Comments, Questions, and Future Agenda Items.** (Discussion and Action)
- 9. **Adjournment.**

Agenda Item Information

Each item on the agenda may include: 1) Department or Agency cover letter and/or report; 2) Public correspondence; 3) Other explanatory documents. For more information concerning agendas, minutes, and meeting information, such as this document, please contact RBOC Committee Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102 – (415) 554-5184.

Audio recordings of the meeting of the Revenue Bond Oversight Committee are available at:
http://sanfrancisco.granicus.com/ViewPublisher.php?view_id=97

For information concerning San Francisco Public Utilities Commission please contact by e-mail bondoversight@sfwater.org or by calling (415) 487-5245.

Public Comment

Public Comment will be taken before or during the Committee's consideration of each agenda item. Speakers may address the Committee for up to three minutes on that item. During General Public Comment, members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on the agenda.

Disability Access

RBOC meetings will be held at the Public Utilities Commission, 525 Golden Gate Avenue, San Francisco, CA. The Committee meeting room is wheelchair accessible. The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information about MUNI accessible services, call (415) 701-4485.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Mike Brown at (415) 487-5223 to make arrangements for the accommodation. Late requests will be honored, if possible.

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Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact by mail: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; phone at (415)554-7724; fax at (415) 554-7854; or by email at sotf@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 37 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/sunshine>.

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The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 581-3100; fax (415) 252-3112; web site www.sfgov.org/ethics.

BAWSCA

Bay Area Water Supply & Conservation Agency

January 16, 2013

The Honorable Art Torres, President
San Francisco Public Utilities Commission
525 Golden Gate Avenue
San Francisco, CA 94102

SUBJECT: Comments on Proposed Budget and Schedule Revisions to the Water System Improvement Program

Dear President Torres:

On December 21, 2012, the San Francisco Public Utilities Commission (SFPUC) notified the Bay Area Water Supply and Conservation Agency (BAWSCA) that it would be considering proposed changes to the Water System Improvement Program (WSIP). The documents supporting the proposed budget and schedule revisions to the WSIP have been reviewed extensively by BAWSCA.

BAWSCA understands that the information provided as part of the Notice of Change (Notice) dated December 21, 2012 was necessarily limited. This letter states BAWSCA's concerns based a review of the Notice and other information, and offers ten specific recommendations for the Commission's consideration prior to its action on the Notice of Change on January 22nd and subsequent actions later this year.

SCOPE AND BUDGET ISSUES: The Notice of Change addresses increasing the scope for the Calaveras Dam Replacement Project (Calaveras Project) and resulting increases in costs. Because project cost impacts are still being evaluated, the Notice was unable to include a complete financial picture of the project, impacts on the budget for the WSIP as a whole, or the ability for the SFPUC to complete the WSIP within the existing budget.

Given the current estimates of the cost impacts to this project, it appears that completing the WSIP within budget may not be possible unless major cost containment actions are taken immediately by the SFPUC. BAWSCA is aware that the WSIP Director has initiated new cost controls which may include some or all of the recommendations in this letter.

The proposed actions cited in the Notice represent temporary solutions, as they anticipate a second project revision "that will reflect the terms of the negotiated change order and will incorporate the additional soft costs and construction contingency required to complete the project." BAWSCA understands the SFPUC's strategy of moving forward with an increased budget authorization at this time to allow a continuation of work on the Calaveras Project while the SFPUC staff complete negotiation of the change order with the contractor.

That said, commitments should be made, or clear direction provided, to ensure all costs are identified, including revised project contingencies; sources of funding within the exiting WSIP

budget are identified or created; and that the information be available prior to the Commission's consideration of a second project revision later this year.

The SFPUC's contractor has estimated the newly identified work on the Calaveras Project to cost up to \$133M. The SFPUC has conducted its own independent cost estimate which shows a significantly lower cost. At the December 13 Commission meeting, it was stated that funding this work would require the remaining contingency budget for this project as well as the entire \$117M balance of the Program Reserve.

Because the project is only 30 percent complete, the size of a contingency budget for the remaining 70% of construction work will need to be determined, and funding located and committed for these purposes.

Because other projects may need additional funds, identifying sufficient funding for the Calaveras Project may be difficult, if not impossible. The risk section of the September 2012 WSIP Regional Projects Quarterly Supplemental Report identified the Top 10 WSIP risks with a "most likely" cost of about \$45 million. An allowance for the cost of these risks is not covered in the approved WSIP budget, and to the degree these costs materialize, additional funding would need to be found. While a portion of the \$45M is associated with possible risks on the Calaveras Project, it is in addition to the amounts cited above for the Calaveras Project.

For these reasons, possible cost savings should be identified in all WSIP projects. Decreasing project scopes should be avoided unless there are compelling reasons to do so. In no event should the \$4.6B program budget be increased or project scopes changed to the extent that the Levels of Service Goals cannot be attained.

BAWSCA recommends that the Commission direct staff to:

- Soft Cost*
1. Immediately implement a cost saving plan aimed at slowing the expenditure of contingency funds and soft costs so that all available funds can be used for completing the WSIP within the approved budget.
 2. Re-evaluate the forecast cost at completion for individual projects and for the WSIP as a whole.
 3. Identify potential project cost reductions or savings to fund the remaining estimated costs, and identify any budget shortfall.
 4. Provide this information as part of the Notice of Change that is anticipated following the final negotiation of the Calaveras Project change order but no later than the Commission's March 19, 2013 meeting.
 5. Report back to the Commission by February 26, 2013 on the progress made on each of these recommended actions.

BAWSCA is aware that SFPUC staff has already initiated some activities related to our recommendations. For example, we support Ms. Labonte's directive to staff and consultant's that all contracts be reviewed for phase out as early as possible. Over the last quarter, soft costs for the entire WSIP were being spent at an average rate of \$9M per month and all other costs at \$50 million per month. BAWSCA's recommendations are made to ensure that this information is developed and implemented now before it is too late to capture any possible cost savings.

SCHEDULE ISSUES: The currently approved completion date for the WSIP is July 29, 2016. The Notice of Change proposes to extend the completion of the Calaveras Project to August 31, 2018, an increase of 25 months.

The Notice cites the technical basis for the change and the impacts to construction schedule and costs. The significance to water customers of the proposed delay, which is not cited in the Notice, is that the Calaveras Project is one of the major WSIP projects designed to provide drought year water supply reliability.

The Calaveras Project is essential for SFPUC to meet its Level of Service goal of limiting rationing to no more than 20% system-wide in any given year. Deferral of this project extends the period during which water customers that rely on the San Francisco Regional Water System are vulnerable to significant drought shortages.

The Calaveras Dam project is not the only project with schedule risks. The proposed Revised WSIP and Notice of Change fail to address all WSIP projects with forecast project completion dates beyond approved project completion dates.

Separate from the Calaveras Project, the September Quarterly Report identified five projects with forecast completion dates from one to 11 months beyond the approved completion dates for those projects. Based on project issues presented in the quarterly report, there are four projects that have potential to impact the existing July 29, 2016 completion date of the overall WSIP: Regional Groundwater, Bioregional Habitat Restoration, Peninsula Pipelines Seismic Improvements, and Upper Alameda Creek Filter Gallery.

These schedule issues should be addressed as part of the second Change Notice to be brought to the Commission later this year. In this way the State's review regarding the significance of schedule changes with respect to public health and safety can look at the aggregated impacts of these changes.

The possible need to extend the completion of the Calaveras Project should not lead to extensions for other projects. It is important for the water customers that the schedule for attaining the Levels of Service goals for reliable supply of water not be affected by anything other than the completion of the Calaveras Project. All other projects, including water supply agreements or other measures not managed by the WSIP team, should be completed on their current schedules.

BAWSCA recommends that the Commission direct staff to:

1. Review and present schedules for all remaining WSIP projects. ✓
2. Review and present schedules for completing other activities related to achieving the Levels of Service goals. *level of service goals*
3. Present a plan to the Commission for keeping all projects and activities except the Calaveras Project on schedule for completion by the end of July, 2016.
4. Prepare and implement a plan to terminate all unnecessary WSIP organizational components by July 31, 2016, except for the Calaveras Dam Replacement Project.
5. Provide the above information to the Commission as part of the second Notice of Change, but not later than March 19, 2013.

President Torres, SFPUC
January 16, 2013
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The SFPUC is at a critical point in time in the implementation of the WSIP. Decisions made today will dramatically impact San Francisco's ability to deliver the WSIP on schedule and within the approved budget.

These efforts must be given the highest priority and be implemented immediately. BAWSCA appreciates the helpful discussions with SFPUC staff and their actions to date to address budget and schedule issues and this Notice.

Sincerely,



Arthur R. Jensen
Chief Executive Officer/General Manager

cc: Harlan L. Kelly, Jr., SFPUC General Manager
Julie Labonte, SFPUC Program Director, WSIP
BAWSCA Board of Directors
BAWSCA Water Management Representatives

4D

RBOC Account Summary February 2013

Funding Sources (\$)				
<u>Series</u>	<u>5W Water</u>	<u>5C Wastewater</u>	<u>5T Hetchy Power</u>	<u>Total</u>
2006 A Bonds	223,310	-	-	223,310
2008 CREBS	-	-	3,163	3,163
2009 A Bonds	236,598	-	-	236,598
2009 B Bonds	206,000	-	-	206,000
2010 A Bonds	28,473	23,525	-	51,998
2010 B Bonds	208,860	96,258	-	305,118
2010 D Bonds	35,680	-	-	35,680
2010 E Bonds	172,100	-	-	172,100
2010 F Bonds	90,480	-	-	90,480
2010 G Bonds	175,735	-	-	175,735
2011 A Bonds	301,358	-	-	301,358
2011 B Bonds	14,488	-	-	14,488
2011 C Bonds	16,798	-	-	16,798
2011 QECBS	-	-	4,150	4,150
2012 NCREBs	-	-	3,300	3,300
2012A Bonds	295,805	-	-	295,805
2012B Bonds	8,260	-	-	8,260
A Subtotal Sources - All	2,013,943	119,783	10,613	2,144,338
Charges Against Budget (\$)				
Actual Charges				
WSIP Expenditures & CP (2006)	59,370	-	-	59,370
Financial Review of WSIP (2007)	92,050	-	-	92,050
WSIP Sunset Reservoir (2009)	71,890	-	-	71,890
CSA Controller's Audit (2011/2012)	86,219	29,750	-	115,969
Independent Review Panel (IRP) (2011/2012)	116,010	-	-	116,010
LADWP for IRP (2011/2012)	11,489	-	-	11,489
IBBS Consulting for IRP (2011/2012)	47,000	-	-	47,000
CSA Audit - Final Bill Q3 12	29,625	-	-	29,625
B Subtotal Actual Charges	513,654	29,750	-	543,403
A - B Available Funds Before Pending Charges	1,500,289	90,033	10,613	1,600,935
Pending Charges				
RW Block Nov 2012 Progress Pmt (\$285,240 NTE)	66,770	-	-	66,770
RW Block Dec 2012 Progress Pmt (\$285,240 NTE)	75,830	-	-	75,830
C Subtotal Pending Charges	142,600	-	-	142,600
A - B - C Available Funds After Pending Charges	1,357,689	90,033	10,613	1,458,335

* No change from prior month

PROFESSIONAL SERVICES INVOICE

Project Description:

COST AND SCHEDULE AT COMPLETION ANALYSIS

To: San Francisco Public Utilities Commission Contract Administration Bureau - Centralized Invoice Processing Unit 525 Golden Gate Ave, 8th Floor San Francisco CA 94102 Contract #: CS-254 Task Order #:		Sequential Statement No.: 3 Consultant's Invoice No.: SFRBOC-0113-03 Consultant's Project No.: 1/31/13 Date Prepared: 2/8/13 Date Revisited: PO#					
From: R. W. Block Consulting, Inc. 871 Outer Road, Suite B Orlando, FL 32814		Payable To: (Show if Different From Left)					
LS/NITE	PHASE/COMPONENT	CONTRACT AMOUNT	TOTAL % COMPLETE	TOTAL BILLED TO DATE	PREVIOUSLY BILLED TO DATE	\$ AMOUNT BILLED THIS PERIOD	\$ BALANCE REMAINING
NITE	Professional Fees						
	Cost and Schedule at Completion Analysis	\$ 285,240.00	68.05%	\$ 194,095.00	\$ 142,600.00	\$ 51,495.00	\$ 91,145.00
	Professional Services	\$ 285,240.00		\$ 194,095.00	\$ 142,600.00	\$ 51,495.00	\$ 91,145.00
	SUBTOTAL	\$ 285,240.00	68.05%	\$ 194,095.00	\$ 142,600.00	\$ 51,495.00	\$ 91,145.00
	Less Previously Billed		48.89%	\$ 142,600.00			
	TOTAL AMOUNT DUE		18.05%	\$ 51,495.00		\$ 51,495.00	

David Bernasich
 Name: David Bernasich, R/WBC, Executive Vice President
 Company: R. W. Block Consulting, Inc.

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ATTACHMENT TO PROFESSIONAL SERVICES INVOICE
 SUMMARY TIMESHEET FOR NOT-TO-EXCEED SERVICE FEES
 PERIOD ENDING: 31-JAN-2013

INVOICE # SFRBOC-0113-03

PROJECT: COST AND SCHEDULE AT COMPLETION ANALYSIS
 CONSULTANT: R W BLOCK CONSULTING, INC.

	Total Labor Hours to Date	Labor Hours Previously Billed	Labor Hours Billed This Period	Hourly Rate	Total Billed This Period
Roy Block, Principal	355.00	258.00	97.00	\$ 215.00	\$ 20,855.00
David Benouaich, Project Lead	117.00	64.00	53.00	\$ 190.00	\$ 10,070.00
Steve Gardner, Project Lead	0.00	0.00	0.00	\$ 190.00	\$ -
Sandi Roneker, Sr. Associate	334.00	256.00	78.00	\$ 170.00	\$ 13,260.00
Dean Fojo, Sr. Associate	44.00	32.00	12.00	\$ 170.00	\$ 2,040.00
Laurel Kokaska, Sr. Associate	31.00	0.00	31.00	\$ 170.00	\$ 5,270.00
Gill Girard, Sr. Associate	153.00	153.00	0.00	\$ 170.00	\$ -
TOTAL	1034.00	763.00	271.00		\$ 51,495.00

ATTACHMENT TO PROFESSIONAL SERVICES INVOICE
 SUMMARY TIMESHEET FOR NOT-TO-EXCEED SERVICE FEES
 PERIOD ENDING: 31-JAN-2013

INVOICE # SFRBOC-0113-03

PROJECT: COST AND SCHEDULE AT COMPLETION ANALYSIS
 CONSULTANT: R W BLOCK CONSULTING, INC.

	TASK 1 - CONTRACT ADMINISTRATION	TASK 2 - DATA REVIEW AND ANALYSIS	TASK 3 - FIELD VALIDATION AND INTERVIEWS	TASK 4 - REPORT PREPARATION	TOTAL
Roy Block, Principal	12.00	0.00	49.00	36.00	97.00
David Benouaich, Project Lead	0.00	53.00	0.00	0.00	53.00
Steve Gardner, Project Lead	0.00	0.00	0.00	0.00	0.00
Sandi Roneker, Sr. Associate	0.00	40.00	38.00	0.00	78.00
Dean Fojo, Sr. Associate	0.00	12.00	0.00	0.00	12.00
Laurel Kokaska, Sr. Associate	0.00	31.00	0.00	0.00	31.00
Gill Girard, Sr. Associate	0.00	0.00	0.00	0.00	0.00
TOTAL	12.00	136.00	87.00	36.00	271.00

PROFESSIONAL SERVICES INVOICE

Project Description: COST AND SCHEDULE AT COMPLETION ANALYSIS

<p>To:</p> <p>San Francisco Public Utilities Commission Contract Administration Bureau - Centralized Invoice Processing Unit 525 Golden Gate Ave, 8th Floor San Francisco CA 94102 Contract #: CS-254 Task Order #:</p>	<p>Sequential Statement No.: 4</p> <p>Consultant's Invoice No.: SFRBOC-0213-04</p> <p>Consultant's Project No.: 2/20/13</p> <p>Date Prepared: 2/21/13</p> <p>Date Revised:</p> <p>PO#</p>
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From: R. W. Block Consulting, Inc.
 871 Outer Road, Suite B
 Orlando, FL 32814

(Show if Different From Left)

LS/NITE	PHASE/COMPONENT	CONTRACT AMOUNT	TOTAL % COMPLETE	TOTAL BILLED TO DATE	PREVIOUSLY BILLED TO DATE	\$ AMOUNT BILLED THIS PERIOD	\$ BALANCE REMAINING
NITE	Professional Fees						
	Cost and Schedule at Completion Analysis	\$ 285,240.00	87.39%	\$ 249,275.00	\$ 194,095.00	\$ 55,180.00	\$ 35,965.00
	Professional Services	\$ 285,240.00		\$ 249,275.00	\$ 194,095.00	\$ 55,180.00	\$ 35,965.00
	SUBTOTAL	\$ 285,240.00	87.39%	\$ 249,275.00	\$ 194,095.00	\$ 55,180.00	\$ 35,965.00
	Less Previously Billed		68.05%	\$ 194,095.00			
	TOTAL AMOUNT DUE		19.35%	\$ 55,180.00		\$ 55,180.00	



Name: David Benoulich, RWBC, Executive Vice President
 Company: R. W. Block Consulting, Inc.

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ATTACHMENT TO PROFESSIONAL SERVICES INVOICE
SUMMARY TIMESHEET FOR NOT-TO-EXCEED SERVICE FEES
PERIOD ENDING: 20-FEB-2013

INVOICE # SFRBOC-0213-04

PROJECT: COST AND SCHEDULE AT COMPLETION ANALYSIS
CONSULTANT: R W BLOCK CONSULTING, INC.

	Total Labor Hours to Date	Labor Hours Previously Billed	Labor Hours Billed This Period	Hourly Rate	Total Billed This Period
Roy Block, Principal	473.00	355.00	118.00	\$ 215.00	\$ 25,370.00
David Benouaich, Project Lead	159.00	117.00	42.00	\$ 190.00	\$ 7,980.00
Steve Gardner, Project Lead	37.50	0.00	37.50	\$ 190.00	\$ 7,125.00
Sandi Roneker, Sr. Associate	402.00	334.00	68.00	\$ 170.00	\$ 11,560.00
Dean Fojo, Sr. Associate	50.00	44.00	6.00	\$ 170.00	\$ 1,020.00
Laurel Kokaska, Sr. Associate	43.50	31.00	12.50	\$ 170.00	\$ 2,125.00
Gill Girard, Sr. Associate	153.00	153.00	0.00	\$ 170.00	\$ -
TOTAL	1318.00	1034.00	284.00		\$ 55,180.00

ATTACHMENT TO PROFESSIONAL SERVICES INVOICE
 SUMMARY TIMESHEET FOR NOT-TO-EXCEED SERVICE FEES
 PERIOD ENDING: 20-FEB-2013

INVOICE # SFRBOC-0213-04

PROJECT: COST AND SCHEDULE AT COMPLETION ANALYSIS
 CONSULTANT: R W BLOCK CONSULTING, INC.

	TASK 1 - CONTRACT ADMINISTRATION	TASK 2 - DATA REVIEW AND ANALYSIS	TASK 3 - FIELD VALIDATION AND INTERVIEWS	TASK 4 - REPORT PREPARATION	TOTAL
Roy Block, Principal	0.00	18.00	0.00	100.00	118.00
David Benouach, Project Lead	0.00	34.00	0.00	8.00	42.00
Steve Gardner, Project Lead	0.00	37.50	0.00	0.00	37.50
Sandi Roneker, Sr. Associate	0.00	60.00	0.00	8.00	68.00
Dean Fojo, Sr. Associate	0.00	6.00	0.00	0.00	6.00
Laurel Kokaska, Sr. Associate	0.00	12.50	0.00	0.00	12.50
Gill Girard, Sr. Associate	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	168.00	0.00	116.00	284.00

FEBRUARY 15, 2013

2012 ANNUAL REPORT OF THE SAN FRANCISCO PUBLIC UTILITIES REVENUE BOND OVERSIGHT COMMITTEE

The Public Utilities Revenue Bond Oversight Committee (RBOC) was created as a result of the passage of Proposition P (November 2002) adding Sections 5A.30 through 5A.36 to the San Francisco Administrative Code and was formed in November 2003. The RBOC has the responsibility of reporting publicly to the Mayor, San Francisco Public Utilities Commission (SFPUC) and the Board of Supervisors regarding the SFPUC's expenditure of revenue bonds on the repair, replacement and expansion of the City's water, power, and wastewater facilities. The San Francisco Board of Supervisors extended the sunset date of the RBOC to January 1, 2016.

The RBOC is required to issue annual reports on the results of its activities. This 2012 Annual Report is RBOC's eighth report since its formation.

EXECUTIVE SUMMARY

The main achievements of RBOC for 2012 were:

- Developing a scope of work and selecting a consultant to examine the SFPUC's forecasting methods and remaining soft costs for the WSIP (Water System Improvement Program)
- Working with WSIP staff to improve status reports to RBOC
- Examining whether RBOC should create its own pool of independent consultants

RBOC's work efforts in 2012 primarily dealt with the development of a scope of work, issuance of a RFP (Request for Proposals), and selection of a consultant to undertake RBOC's most ambitious review of the WSIP program to-date. A sub-committee of RBOC worked closely with WSIP staff in the first half of the year to complete the scope/RFP which was advertised in August among the Controller's pool of pre-qualified consultants. From a dozen potential firms, three responded: KPMG, Faithful and Gould and RW Block Consulting with RW Block receiving the highest ranking. A \$285,000 contract with RW Block was approved by RBOC on October 1, 2012, and

work commenced with a kick-off meeting on October 30th. As of the writing of this annual report, this review is 70% complete and will culminate in a final report in March 2013.

RBOC's most current review was predicated on a previous report initiated by RBOC in 2011. That report, conducted by the SFPUC's independent review panel (IRP), found that while construction management aspects of the WSIP program were well-managed there was some concern regarding the clarity of progress reports - primarily concerning schedule. As such, the IRP report recommended that RBOC conduct a more thorough review of the SFPUC's forecasting methods. RW Block was tasked with examining the five largest, most critical WSIP projects and, based on this review, determining the likelihood of the SFPUC completing these five projects (and the overall WSIP program) on time and on budget based on current projections.

In addition to the task involving an examination of WSIP forecasting methods, RBOC and WSIP Director, Julie Labonte, agreed to have RBOC's consultant review all forecasted delivery (soft) costs remaining to complete the WSIP, including costs associated with program and project management, planning, engineering, environmental review and permitting, construction management, engineering support during construction, and other City staffing costs. With WSIP construction activities peaking in late 2012, the SFPUC can move to further reduce consulting and/or SFPUC staffing resources in support of WSIP. Thus, this second task involves verifying that these remaining costs reflect the phasing out of resources as the WSIP program nears completion. To the extent that RW Block can identify activities that can be "wound down" faster than currently planned, an opportunity exists to generate additional cost savings that can then be used to offset higher construction costs among those projects facing budget shortfalls (e.g, Calaveras Dam).

FURTHER ACCOMPLISHMENTS DURING 2012

Other work efforts completed or initiated by RBOC during the year included:

Examining whether RBOC should establish its own consultant pool or utilize the Controller's list of prequalified consultants. In order to maintain its independence, RBOC seriously considered establishing its own pool of consultants. To create its own pool, however, RBOC would still need to comply with a myriad of contracting requirements, including Civil Service. Furthermore, it was recommended that in order to get the pool "up and running" as quickly as possible, RBOC should hire someone to oversee its development. Ultimately, RBOC chose to access the already established Controller's pool of independent consultants.

Accepting the final report prepared by the Independent Review Panel regarding the WSIP's construction management processes. This report, whose findings and recommendations were summarized in RBOC's 2011 Annual report, provided the basis for RBOC's work plan in 2012; culminating in a scope of work and the eventual award of contract with RW Block.

Accepting a final report by RBOC's independent consultant, Dr. William Ibbs, regarding the Independent Review Panel (IRP) report. After the IRP presented its final report and recommendations, RBOC asked Dr. William Ibbs to opine on the report's findings and recommendations. Though Dr. Ibbs largely agreed with the report (i.e., to further examine the SFPUC's forecasting methods), he did identify several issues that were either overlooked or not fully explored by the IRP. For example, he noted that there was a communication gap between the SFPUC and RBOC on WSIP; that certain reports and graphs were difficult to read. This prompted the WSIP team to develop more user-friendly reports that have helped RBOC to better understand trends and risks, forecasts at completion, and the use of the construction contingency and management reserve.

Accepting the final audit report prepared by the City Services Auditor (CSA) concerning project expenditures. This independent audit examined the expenditure of bond proceeds involving the Lake Merced Pump Station, BDPI Pipeline Reliability, and Mission and Vernon Sewer Improvement projects. These separate audits, commissioned by RBOC, found no major issues and were more fully addressed in the 2011 Annual Report.

Accepting the final audit report prepared by the City Services Auditor (CSA) concerning program management (PM) costs. This independent audit examined those PM costs associated with the Harry Tracy Long Term Improvements and Pulgas Balancing Reservoir projects. These separate audits, commissioned by RBOC, found no major issues and were more fully addressed in the 2011 Annual Report

Welcoming two new RBOC members. Holly Kaufman, environmental consultant, and Karen Donovan, legal counsel for EBMUD, were appointed to the RBOC during 2012.

Coordinating with the SFPUC's internal audit group to ensure separate audits contemplated by the SFPUC do not overlap with those conducted by RBOC. As part of its annual work plan, the office of Assurance and Internal Controls (AIC) often oversees audits for various SFPUC programs and projects, including capital (WSIP) projects. To maximize resources, RBOC regularly interfaces with AIC to ensure similar-type audits are not duplicated, and, when such audits are performed, AIC interfaces

with RBOC to see if there are issues important to RBOC that could be entertained in AIC's scopes of work.

FUTURE ACTIVITIES

RBOC's efforts to date have concentrated on the Water Enterprise's WSIP program. RBOC will continue to audit that program in 2013. Furthermore, while the report-in-progress by RW Block may identify additional audit activities involving WSIP, WSIP construction activity has largely peaked. Thus, RBOC will begin to turn its attention to the Waste Water and Power Enterprise's capital programs in 2013. This will culminate in orchestrating several audits and/or developing a list of potential audits that will be the focus of RBOC's review efforts going forward. Finally, RBOC hopes to improve its outreach to the public and coordinate with the PUC Citizen Advisory and General Bond Oversight Committees to ensure greater public awareness and input related to the many critical aspects of the SFPUC's expenditure of revenue bonds.

ADDITIONAL INFORMATION ABOUT RBOC

Background

The purpose of the RBOC is to monitor the expenditure of revenue bond proceeds related to the repair, replacement, upgrading, and expansion of the City's water collection, power generation, water distribution, and wastewater treatment facilities. The goal of the RBOC is to make certain public dollars are spent according to authorization and applicable laws. Its purpose is to facilitate transparency and accountability in connection with the expenditure of revenue bond proceeds. The General Public is invited and welcomed to attend RBOC meetings and to provide input. (Specifics regarding RBOC's establishment and purpose can be found in Appendix 1.)

Committee Membership

The RBOC is comprised of seven appointed members: two by the Mayor, two by the Board of Supervisors, one by the City Controller, one by the Bay Area Water User's Association (BAWUA) under the auspices of the Bay Area Water Supply and Conservation Agency (BAWSCA). The seventh member is the Budget Analyst or his/her representative. At a minimum, the members appointed by the Mayor and the Board shall, individually or collectively, have expertise, skills and experience in economics, the environment, construction, and project management. The member appointed by the Controller shall have background and experience in auditing, accounting, and project finance. RBOC members serve no more than two consecutive terms, and upon their initial appointment, three members are assigned by lot to an initial term of two years and

the remaining four members have an initial term of four years. Thereafter, each RBOC member shall serve a four-year term. At the end of 2012, one seat was vacant.

The members and officers of the RBOC who served during the past calendar year can be found in Appendix 2.

2012 Meetings

The RBOC held 11 meetings in 2012, the substance of which are briefly described in Appendix 3. Full agendas and minutes for each meeting are available on WWW.SFWATER.ORG. In addition to meetings held by the full RBOC, a subcommittee ("*Contracting Working Group*") met five times. This subcommittee was responsible for developing guidelines for RBOC's use of consultants, coming up with a list of potential consultant task assignments, identifying options for getting the work done; providing preliminary input into potential scopes of work, and reviewing preliminary consultant work products.

Budget

Pursuant to Proposition P, the RBOC receives 1/20th of 1% of gross revenue bond proceeds to fund the cost of retaining the services of "outside auditors, inspectors and necessary experts" to perform independent reviews. As of December 31, 2012, RBOC had a pending account balance of \$1,458,335 with actual expenditures to-date (including encumbrances) of \$686,003. A complete accounting of RBOC funds as of December 31, 2012 can be found in Appendix 4.

Acknowledgements

The RBOC would like to acknowledge and express appreciation to the SFPUC staff and others for facilitating the tasks of the Committee. Specifically, we want to acknowledge WSIP Director Julie Labonte, Jeet Bajwa and John Kinneen (WSIP); Deputy City Attorney Mark Blake; Deputy CFO Charles Perl; and Mike Brown and Pauson Yun from the SFPUC. From the Board of Supervisors, the RBOC wishes to thank Assistant Clerk Victor Young for his work in support of the meetings. The RBOC also expresses its appreciation for the participation of members of the public and various stakeholders.

2013 Meeting Schedule

Regularly scheduled meetings of the RBOC meet monthly on the following dates beginning at 9:00 A.M. at the SFPUC Building located at 525 Golden Gate Avenue, in San Francisco, unless otherwise specified. Meeting agendas of the RBOC will be posted on WWW.SFWATER.ORG and at the SF Main Library, 5th Floor. Public participation is always welcome.

Monday, January 28, 2013

Monday, February 25, 2013

Monday, March 18, 2013

Monday, April 15, 2013

Monday, May 13, 2013

Monday, June 17, 2013

Monday, July 15, 2013

Monday, August 12, 2013

Monday, September 16, 2013

Monday, October 21, 2013

Monday, November 18, 2013

Monday, December 16, 2013

Appendix 1

In furtherance of its purpose, the RBOC may:

1. Inquire into the disbursement and expenditure of the proceeds of the Commission's revenue bonds authorized by the bond resolutions and other applicable laws. This information may be obtained by receiving any and all published reports, financial statements, correspondence, or other documents and materials related to the expenditure of revenue bond funds from the San Francisco Public Utilities Commission;
2. Hold public hearings to review the disbursement and expenditure of the proceeds of revenue bonds;
3. Inspect facilities financed with the proceeds of revenue bonds;
4. Receive and review copies of any capital improvement project proposals or plans developed by the Commission relating to the Commission's water, power or wastewater infrastructure which are to be financed in whole or in part with revenue bonds;
5. Review the efforts by the Commission to maximize revenue bond proceeds by implementing cost saving measures, including, but not limited to;
 - a. Mechanisms designed to reduce the costs of professional fees, site preparation and project design,
 - b. Recommendations regarding the cost-effective and efficient use of core facilities,
 - c. The development and use of alternative technologies, and
 - d. The use of other sources of infrastructure funding, excluding bond refunding; and
6. Commission review and evaluation of the disbursement and expenditure of the proceeds of such revenue bonds by independent consultants and experts. The RBOC may comment to the Board of Supervisors on the development and drafting of proposed legislation pertaining to Commission revenue bonds prior to a Board determination of whether to submit the measure for voter approval, or authorizing the issuance of revenue bonds if voter approval is not otherwise required.

In addition, after reviewing materials provided by the Commission, the RBOC, after conducting its own independent audit, and after consultation with the City Attorney, may determine that proceeds of a revenue bond program were utilized for purposes not authorized in accordance with the authorizing bond resolution. It may be further determined that this surmounts to an illegal expenditure or waste of such revenue bonds within the interpretation of applicable law specific to the RBOC. By majority vote,

the RBOC may prohibit the issuance or sale of authorized public utility revenue bonds which have yet to be issued or sold. The RBOC's decision to prohibit the sale of authorized, unsold revenue bonds may be appealed and overturned, or lifted, upon a two-thirds vote of all the members of the Board of Supervisors, if the SFPUC, in response to the report of the RBOC, provides evidence of corrective measures satisfactory to the Board of Supervisors.

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Larry Liederman	Board of Supervisors' Appointment Appointed on 06/14/11 Term expires on 11/12/13	Finance and accounting professional who serves and has served as Controller for several Bay area companies. Board Member and Audit Committee Chair for the Child Welfare League of America.
Vacant	Controller's Appointment	
Ian Hart	Budget Analyst or his/her representative Appointed on 12/2/10	Senior Analyst at the BOS Budget and Legislative Analyst's Office. Conducted analyses of the SFPUC's annual budget and WSIP Revenue Bond-related legislation. Previously served as Communications Director for water resources think-tank.
John Ummel, Vice Chair	Bay Area Water Users Association Appointed on 10/15/10 Term expires on 11/12/13	Senior Administrative Analyst Emeritus for the Bay Area Water Supply and Conservation Agency (BAWSCA).

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Appendix 3

Meeting Dates	Key Activities
January 23, 2012	<ul style="list-style-type: none"> • City Services Auditor Report: Program Management Cost; Lake Merced Pump Station Essential Upgrade • Construction Management Independent Review Panel Report • Ibbs Consulting Group Inc.- Review of Ind. Review Panel Report
February 13, 2012	<ul style="list-style-type: none"> • SFPUC Update – Construction Phase and Forecasting Stage 1 • City Services Auditor Report: Program Management Cost; Lake Merced Pump Station Essential Upgrade • RBOC Annual Report – 2011 Review
March 19, 2012	<ul style="list-style-type: none"> • SFPUC Update – Construction Phase and Forecasting Stage 2 • Update on Controller's Consulting Pool – Construction Contract Audit and Project Consulting • City Services Auditor Report: Bay Division Pipeline reliability Upgrade; Mission and Mount Vernon Street Sewer Improvement
April 16, 2012	<ul style="list-style-type: none"> • SFPUC Update – WSIP Construction Management • SFPUC Update – Comparison of Initial Construction Risk Assessment versus Actual Realized Changes • SFPUC Update – Construction Contingency • Ibbs Consulting Group Inc.- Final Report regarding SFPUC's Construction Management Report/Systems
May 21, 2012	<ul style="list-style-type: none"> • SFPUC Update – WSIP • RBOC Discussion of possible audit activities for 2012 • Scope of Work for Estimate at Completion and Schedule at Completion Review
June 18, 2012	<ul style="list-style-type: none"> • SFPUC Update – City Services Auditor Work Plan for Audits concerning the SFPUC • SFPUC UPDATE – Debt Issuance • Scope of Work for Estimate at Completion and Schedule at Completion Review
July 16, 2012	<ul style="list-style-type: none"> • SFPUC Report – WSIP • Review of Request for Proposal – Evaluation of the WSIP Program
August 20, 2012	<ul style="list-style-type: none"> • SFPUC Report – Ratepayer Assurance Policy and Technology Policy • SFPUC Report – WSIP • Request for Proposal – Evaluation of the Water System Improvement Program
September 12, 2012	<ul style="list-style-type: none"> • SFPUC Report – WSIP and Calavera Dam Update
October 1, 2012	<ul style="list-style-type: none"> • Consideration of contract for "RBOC Evaluation of WSIP
November 19, 2012	<ul style="list-style-type: none"> • SFPUC Report – WSIP and Bioregional Habitat Restoration • SFPUC Report – Wastewater Revenue Bonds • Update – RW Block Consulting, Inc., on RBOC Evaluation of WSIP
December 19, 2012	<ul style="list-style-type: none"> • Update – RW Block Consulting, Inc., on RBOC Evaluation of WSIP

Appendix 4

RBOC Account Statement as of December 31, 2012

Funding Sources (\$)	<u>5W Water</u>	<u>5C</u>	<u>5T Hetchy</u>	<u>Total</u>
Series		<u>Wastewater</u>	<u>Power</u>	
2006 A Bonds	\$223,310	-	-	\$223,310
2008 CREBS	-	-	\$3,163	\$3,163
2009 A Bonds	\$236,598	-	-	\$236,598
2009 B Bonds	\$206,000	-	-	\$206,000
2010 A Bonds	\$28,473	\$23,525	-	\$51,998
2010 B Bonds	\$208,860	\$96,258	-	\$305,118
2010 D Bonds	\$35,680	-	-	\$35,680
2010 E Bonds	\$172,100	-	-	\$172,100
2010 F Bonds	\$90,480	-	-	\$90,480
2010 G Bonds	\$175,735	-	-	\$175,735
2011 A Bonds	\$301,358	-	-	\$301,358
2011 B Bonds	\$14,488	-	-	\$14,488
2011 C Bonds	\$16,798	-	-	\$16,798
2011 QECBS	-	-	\$4,150	\$4,150
2012 NCREBs	-	-	\$3,300	\$3,300
2012A Bonds	\$295,805	-	-	\$295,805
2012B Bonds	\$8,260	-	-	\$8,260
A Subtotal Sources - All	\$2,013,943	\$119,783	\$10,613	\$2,144,33
Charges Against Budget (\$)				
Actual Charges				
WSIP Expenditures & CP (2006)	\$59,370	-	-	\$59,370
Financial Review of WSIP (2007)	\$92,050	-	-	\$92,050
WSIP Sunset Reservoir (2009)	\$71,890	-	-	\$71,890
CSA Controller's Audit (2011/2012)	\$86,219	\$29,750	-	\$115,969
Independent Review Panel (IRP) (2011/2012)	\$116,010	-	-	\$116,010
LADWP for IRP (2011/2012)	\$11,489	-	-	\$11,489
IBBS Consulting for IRP (2011/2012)	\$47,000	-	-	\$47,000
CSA Audit – Final Bill Q3 12	\$29,625	-	-	29,625
B Subtotal Actual Charges	\$513,654	\$29,750	-	\$543,403
A-B Available Funds Before Pending Charges	<u>\$1,500,289</u>	<u>\$90,033</u>	<u>\$10,613</u>	<u>\$1,600,93</u>

	<u>5W Water</u>	<u>5C Wastewater</u>	<u>5T Hetchy Power</u>	<u>Total</u>
Pending Charges				
RW Block Nov 2012 Progress Pmt (\$285,240 NTE)	\$66,770	-	-	\$66,770
RW Block Dec 2012 Progress Pmt (\$285,240 NTE)	\$75,830	-	-	\$75,830
Subtotal Pending Charges	\$142,6000	-	-	\$142,600

A – B – C Available Funds After Pending Charges	<u>\$1,357,689</u>	<u>\$90,033</u>	<u>\$10,613</u>	<u>\$1,458,335</u>
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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CITY AND COUNTY OF SAN FRANCISCO
MINTUES - Draft**

**Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, Yosemite Room
San Francisco, CA 94102**

January 28, 2013 - 9:00 AM

Regular Meeting

1. Call to Order and Roll Call (00:00:00 - 00:01:15)

- Seat 1 Holly Kaufman
- Seat 2 Kevin Cheng, Chair
- Seat 3 Karen Donovan
- Seat 4 Larry Liederman
- Seat 5 Vacant
- Seat 6 Ian Hart
- Seat 7 John Ummel, Vice Chair

The meeting was called to order at 9:14 a.m. On the call of the roll all members were noted present.

2. Public Comment: (00:01:15 - 00:04:30)

Francisco Da Costa (Environmental Justice Advocacy Group); expressed concern over public access and transparency of the work performed by the Revenue Bond Oversight Committee.

Charles Perl (SFPUC); responded to the comments of Francisco Da Costa.

3. Chair's Report:

A. San Francisco Public Utilities Commission (SFPUC) Staff Report: WSIP Construction Management Update. (00:04:30 - 00:037:30)

Julie Labonte and Male Speaker (SFPUC); provided a report on the Water System Improvement Program (WSIP).

Public Comment: Francisco Da Costa (Environmental Justice Advocacy Group); expressed various concerns.

- B. RBOC Account Statement and Review/Approval of Invoices for Ongoing Approved Engagements.** (00:37:50 - 00:40:00)
- I. Invoice – December 4, 2012 – RW Block Consulting, Inc.
(For period ending 11/30/12)
 - II. Invoice – January 10, 2013 – RW Block Consulting, Inc.
(For period ending 12/31/12)

Mike Brown (SFPUC); provided an update on the RBOC Account Statement.

Member Liederman, seconded by Member Ummel, moved to authorize payment of the December 4, 2012, and January 10, 2013, invoices from RW Block Consulting, Inc., (CS-254).

The motion passed by the following vote:

Ayes: Kaufman, Cheng, Donovan, Liederman, Hart, and Ummel.
Noes: None.

Public Comment: None

4. **Update: Progress of RBOC Evaluation of WSIP by RW Block Consulting, Inc., (CS-254).** (00:40:00 - 01:21:30)

Roy W. Block provided an update on the progress of the RBOC Evaluation of WSIP (CS-254)

Julie Labonte and Male Speaker; (SFPUC); provided information and responded to questions raised throughout the discussion.

Public Comment: Francisco Da Costa (Environmental Justice Advocacy Group); expressed concerns over the Jobs Audit and non-compliance.

5. **Election of Officers for the RBOC - 2013.** (01:21:30 - 01:25:00)

Member Liederman, seconded by Member Hart, moved to appoint Kevin Cheng as Chair and John Ummel as Vice-Chair of the San Francisco Public Utilities Revenue Bond Oversight Committee.

The motion passed by the following vote:

Ayes: Kaufman, Cheng, Donovan, Liederman, Hart, and Ummel.
Noes: None

6. **RBOC 2012 Annual Report.** (01:25:00 - 01:27:30)

Chair Cheng presented a draft of the RBOC 2012 Annual Report and request that other members of the RBOC review the report and provide comments to the clerk of the RBOC.

Continued to the next meeting of the RBOC.

Public Comment: None.

7. **Approval of RBOC Minutes of December 19, 2012.** (01:27:30)

Member Ummel, seconded by Member Kaufman, moved to approve the RBOC December 19, 2012, meeting minutes as amended.

The motion passed by the following vote:

Ayes: Kaufman, Cheng, Donovan, Liederman, Hart, and Ummel.

Noes: None

Public Comment: None.

8. **Announcements, Comments, Questions, and Future Agenda Items.**

Appointments to the vacant seat on the RBOC

Member Hart announced that he will be resigning from the Budget and Legislative Analyst's Office and introduced his replacement, Emily Brownlow

The RBOC plans to hold a joint meeting with the Citizens Advisory Committee

Request a report from Nancy Hom (SFPUC) concerning potential reports/projects that will affect the RBOC

Request the research of the possibility of Ian Hart filling the Controller's seat on the RBOC

Public Comment: None.

9. **Adjournment.**

The meeting adjourned at 10:54 a.m.

Agenda Item Information

Each item on the agenda may include: 1) Department or Agency cover letter and/or report; 2) Public correspondence; 3) Other explanatory documents. For more information concerning agendas, minutes, and meeting information, such as these document, please contact RBOC Committee Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102 – (415) 554-5184.

Audio recordings of the meeting of the Revenue Bond Oversight Committee are available at:
http://sanfrancisco.granicus.com/ViewPublisher.php?view_id=97

For information concerning San Francisco Public Utilities Commission please contact by e-mail bondoversight@sfgov.org or by calling (415) 487-5245.

Public Comment

Public Comment will be taken before or during the Committee's consideration of each agenda item. Speakers may address the Committee for up to three minutes on that item. During General Public Comment, members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on the agenda.

Disability Access

RBOC meetings will be held at the Public Utilities Commission, 525 Golden Gate Avenue, San Francisco, CA. The Committee meeting room is wheelchair accessible. The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information about MUNI accessible services, call (415) 701-4485.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Mike Brown at (415) 487-5223 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact by mail: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; phone at (415)554-7724; fax at (415) 554-7854; or by email at sotf@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 37 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/sunshine>.

Cell Phones, Pagers and Similar Sound-Producing Electronic Devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 581-3100; fax (415) 252-3112; web site www.sfgov.org/ethics.