

LOCAL AGENCY FORMATION COMMISSION
AGENDA PACKET CONTENTS LIST*

Memo re Report on Status and Authorize the Executive Officer
to hire two staff positions for CCA Implementation, Coordination,
and Outreach.

Resolution to Authorize the Interim Executive Director to fill
CCA staff positions as needed

Exceeds 20 pages; see file to review
Available for review at City Hall, Room 244

Completed by: Linda Wong Date: January 21, 2009

***This list reflects the explanatory documents provided**

San Francisco Local Agency Formation Commission

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TO: LAFCO Commissioners

FROM: Nancy C. Miller, Interim Executive Officer

DATE: January 23, 2009

SUBJECT: Item 8: Report on Status and Authorize the Executive Officer to hire two staff positions for CCA Implementation, Coordination, and Outreach.
(Continued from November 21, 2008)(Discussion and Possible Action Item)

At the LAFCO hearing held September 12, 2008, staff presented two position descriptions for LAFCO staff members to assist with the development and implementation of the CCA Program. After reviewing these position descriptions, the Commission requested that staff work with the SFPUC and bring additional information back to the Commission at its next hearing.

Based on the Commission's direction, staff presented revised position descriptions for the proposed staff members and additional information regarding LAFCO's authority to hire additional staff to assist with CCA Program development and implementation at the October 24, 2008, Commission hearing.

In December, 2008, SF LAFCO was contacted by the Budget Analyst's Office for additional information on the proposed CCA positions. This item will be reviewed by the Government Audit and Oversight Committee at its next hearing. Unfortunately, there is not yet a Government Audit and Oversight Committee hearing on calendar for 2009.

Staff recommends that the Commission direct the Executive Officer to move forward with hiring CCA staff if the Government Audit and Oversight Committee and the Board of Supervisors authorize the addition of the two positions. The Executive Officer will work with the SFPUC to ensure that any new CCA staff will complement the staff recently hired by the SFPUC, and will not duplicate the work being performed at the SFPUC.

Report on Status and Authorize the Executive Director to hire two staff positions for
CCA Implementation, Coordination, and Outreach
January 23, 2009
Page 2 of 2

The Executive Officer will exercise her discretion, and will only fill the authorized positions at such time as it is necessary. The Executive Officer wants to ensure that any additional CCA staff will add value to the ongoing CCA effort, and increase the efficiency of the Program.

At this time, the Executive Officer expects that the addition of CCA staff will result in a reduction of legal costs, as many of the Executive Officer's CCA duties will be transferred to the new CCA staff.

RESOLUTION NO. 2009-0

1 [LAFCO Resolution to Authorize the Interim Executive Director to fill CCA staff positions as
2 needed.]

3 **Resolution of the Local Agency Formation Commission of the City and County of**
4 **San Francisco to Authorize the Interim Executive Officer to Hire CCA Staff as needed.**

5
6 WHEREAS, under Ordinance 0146-07, the Board of Supervisors has directed SF
7 LAFCO to assist with the startup of the CCA Program and to advise the Board of Supervisors,
8 SFPUC, and other agencies regarding all aspects of development, implementation, operation,
9 and management of the CCA Program; and

10 WHEREAS, by adopting Resolution number 2007-01 on September 28, 2007, LAFCO
11 accepted responsibility to provide monitoring and advice to the Board of Supervisors, SFPUC,
12 and other agencies regarding the CCA Program; and

13 WHEREAS, the SFPUC has agreed to provide LAFCO with up to \$2.1 million in funds
14 between 2007 and 2010 for its role in the CCA Program; and

15 WHEREAS, at its hearings held on September 12, 2008, and November 21, 2008, the
16 Commission heard presentations on two proposed positions for LAFCO staff members to
17 assist with the development and implementation of the CCA Program, including an
18 Administrative Assistant/Community Liaison and a Senior Program Officer; and

19 WHEREAS, at its next hearing, the Government Audit and Oversight Committee for
20 the City and County of San Francisco will review the proposal to add two LAFCO staff
21 members to assist with the development and implementation of the CCA program; and

22 WHEREAS, should these positions be approved by the Board of Supervisors for the
23 City and County of San Francisco, the Interim Executive Officer, with the assistance and
24 cooperation of the San Francisco Public Utilities Commission (SFPUC), would fill these
25 positions as needed; and

1 WHEREAS, the Interim Executive Officer would only fill these positions should she
2 determine, in cooperation with the SFPUC, that these positions would complement any staff
3 recently hired by the SFPUC, and would not duplicate the work being performed by that
4 agency;

5 THEREFORE BE IT RESOLVED, that the Local Agency Formation Commission of the
6 City and County of San Francisco authorizes the Interim Executive Officer, with the
7 assistance and cooperation of the SFPUC, to fill these two positions as needed in the event
8 that they are approved by the San Francisco Board of Supervisors or the Government Audit
9 and Oversight Committee.

10

11 On a motion by _____, seconded by _____, the foregoing
12 Resolution was passed and adopted by the SAN FRANCISCO LOCAL AGENCY
13 FORMATION COMMISSION, State of California, this ____ day of _____, 2009, by the
14 following vote, to wit:

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AYES:

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NOES:

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ABSTAIN:

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ABSENT:

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Ross Mirkarimi, Chairperson
SAN FRANCISCO LOCAL AGENCY
FORMATION COMMISSION

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22

ATTEST:

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24

Nancy Miller
Interim Executive Officer

25

Supervisor Mirkarimi
Local Agency Formation Commission