

# PACKET MATERIALS

DATE September 25, 2009

Item No. 9

## LOCAL AGENCY FORMATION COMMISSION AGENDA PACKET CONTENTS LIST \*

- ☒ Memorandum from Jason Fried, Sr. Community Development Specialist
- ☒ Resolution 2009-05
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- ☐ Exceeds 20 pages; see file to review  
Available for review at City Hall, Room 244

Completed by: Alisa Somera

Date: September 22, 2009

\* This list reflects the explanatory documents provided.

# **San Francisco Local Agency Formation Commission**

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TO: LAFCo Commissioners

FROM: Jason Fried

DATE: September 25, 2009

SUBJECT: Item 9: Report to Authorize the Executive Officer to hire a Community Development Assistant [9770] for CCA Monitoring, Coordination, and Outreach. (Discussion and Possible Action Item)

The Senior Community Development Specialist [9775] position has been filled and the Commission desired to wait and fill the second position for a Community Development Assistant at the appropriate time. This second position would be needed to make sure LAFCo obligations are met to ensure a successful launch of the CCA program.

During the course of receiving the authorization from the Department of Human Resources for the Senior Community Development position we requested and received authorization for one position in class 9770 Community Development Assistant to fulfill the second position for LAFCo when the Commission chose to take this action.

This position would report to the Senior Community Development Specialist. The position will administer the office of the LAFCo Commission; administer public information, education and outreach programs to the general public for monitoring of the CCA activities. This position may supervise the design and production of publicity for LAFCo activities, and may work in conjunction or coordinate information and material with the Clean Power SF program of the San Francisco Public Utilities Commission.

Staff recommends that the Commission direct the Executive Officer to move forward with hiring the second CCA staff position. The Executive Officer will work with the SFPUC to ensure that any new CCA staff will complement the staff hired by the SFPUC, and will not duplicate the work being performed at the SFPUC.

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 a Community**  
5 **Development Assistant [9770].**  
6

7 WHEREAS, under Ordinance 0146-07, the San Francisco Board of Supervisors has  
8 directed the Local Agency Formation Commission of the City and County of San Francisco  
9 (LAFCO) to assist with the startup of the Community Choice Aggregation (CCA) Program and  
10 to advise the Board of Supervisors, the San Francisco Public Utilities Commission (SF PUC),  
11 and other agencies regarding all aspects of development, implementation, operation, and  
12 management of the CCA Program; and

13 WHEREAS, by adopting Resolution No. 2007-01 on September 28, 2007, LAFCO  
14 accepted responsibility to provide monitoring and advice to the Board of Supervisors, SFPUC,  
15 and other agencies regarding the CCA Program; and

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

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

22 WHEREAS, at its March 16, 2009 hearing, the Government Audit and Oversight  
23 Committee for the City and County of San Francisco approved the proposal to add two  
24 LAFCO staff members to assist with the development and implementation of the CCA  
25 program; and

1 WHEREAS, by Ordinance No. 50-09, on file with the Clerk of the Board of Supervisors,  
2 the Board of Supervisors, authorized the Interim Executive Officer, with the assistance and  
3 cooperation of the SFPUC, to fill these positions as needed; and

4 WHEREAS, the Interim Executive Officer would only fill these positions should it be  
5 determined, in cooperation with the SFPUC, that these positions would complement any staff  
6 recently hired by the SFPUC and would not duplicate the work being performed by that  
7 agency; and

8 WHEREAS, on August 10, 2009 the Senior Community Development position was  
9 filled as a limited term position and the public outreach on this program will be starting with the  
10 release of the RFP for the program; now, therefore, be it

11 RESOLVED, that the Local Agency Formation Commission of the City and County of  
12 San Francisco authorizes the Interim Executive Officer, with the assistance and cooperation  
13 of the San Francisco Public Utilities Commission, to hire a Community Development Assistant  
14 consistent with the Policies and Procedures of the City and County of San Francisco. The  
15 position will be a limited term position not to exceed three (3) years.

16  
17 On a motion by\_\_\_\_\_, seconded by\_\_\_\_\_, the foregoing  
18 Resolution was passed and adopted by the SAN FRANCISCO LOCAL AGENCY  
19 FORMATION COMMISSION, State of California, this \_\_\_\_ day of \_\_\_\_\_, **2009**, by the  
following vote, to wit:

20 AYES:

21 NOES:

22 ABSTAIN:

23 ABSENT:  
24  
25

1 \_\_\_\_\_  
2 Ross Mirkarimi, Chairperson  
3 SAN FRANCISCO LOCAL AGENCY  
4 FORMATION COMMISSION

5  
6 ATTEST:

7 \_\_\_\_\_  
8 Nancy Miller  
9 Interim Executive Officer  
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