

PACKET MATERIALS

DATE April 27, 2012

Item No. 6

LOCAL AGENCY FORMATION COMMISSION AGENDA PACKET CONTENTS LIST *

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** Exceeds 20 pages; see file or e-version to review
Available for review at City Hall, Room 244

Completed by: Alisa Miller

Date: April 24, 2012

* 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: April 27, 2012

SUBJECT: Item 6: Extension of Terms of Two Staff Positions:
Senior Program Officer 9775
Community Development Assistant 9770
(Discussion and Possible Action Item)

Background: Under Ordinance 0146-07, the Board of Supervisors directed SF LAFCo to assist with the implementation of the Community Choice Aggregation Program (Clean Power SF). The Board of Supervisors also adopted Ordinance 0147-07, which directed SF LAFCo to make expenditures from budgeted amounts for all purposes relating to the implementation of Clean Power SF, including staff costs, support services costs, and administrative costs such as office space, equipment, and supplies.

SF LAFCo accepted responsibility to provide monitoring and advice to the Board of Supervisors, the SFPUC, and other agencies regarding Clean Power SF. (LAFCo Resolution No. 2007-01.) SF LAFCo further authorized the Executive Officer to hire and/or independently contract for personnel to assist LAFCo with its Clean Power SF responsibilities. (LAFCo Resolution No. 2007-03.)

In April 2009, SFPUC confirmed that certain reserves were set aside in SFPUC accounts specifically for reimbursement of LAFCo Clean Power SF activities. SF LAFCo directed the Executive Officer to seek reimbursement from the SFPUC from the reserve funds “through the ordinary and usual processes utilized by the City and County of San Francisco for the transfer of funds between departments.” (LAFCo Resolution No. 2007-03.) The SFPUC and SF LAFCo entered into a Memorandum of Understanding (“MOU”) on April 17, 2009 to transfer the funds between the SFPUC and the SF LAFCo.

SF LAFCO set up a process through the Clerk of the Board’s office and the SFPUC utilizing the ordinary and usual process for the transfer of funds from one

department of the City to another. The Clerk's office is the department that administers SF LAFCo, as per SF LAFCo policies and procedures.

The Commission added two staff positions of 9775 Senior Program Officer and 9770 Community Development Assistant to provide the functions of Clean Power SF implementation consistent with findings by the Human Resources Department for the CCSF.

Jason Fried was hired as the 9775 Senior Community Development Specialist II in August of 2009. His term is set to expire in August 2012. We have sufficient funding from the SFPUC MOU to continue the funding of the position for an additional fiscal year to end June 30, 2013. The second staff position of 9770 Community Development Assistant position is not currently filled and it is not intended to be filled at this time. However the Commission may determine to fill the position at a future date. We have sufficient funds for such a position through Fiscal Year 2012/2013.

RECOMMENDATION:

Staff recommends that the Commission extend the staff terms as requested and authorize the Interim Executive Officer to request in coordination with the SFPUC and the CCSF the extension of the term of the 9775 Senior Community Development Specialist II position and the 9770 Community Development Assistant position through June 30, 2013.