

PACKET MATERIALS

DATE June 15, 2012

Item No. 5

LOCAL AGENCY FORMATION COMMISSION AGENDA PACKET CONTENTS LIST *

- Memo from the Interim Executive Office
- Proposed LAFCo Resolution
- _____
- _____
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- _____
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- _____
- _____

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

Completed by: Linda Wong

Date: June 12, 2012

* This list reflects the explanatory documents provided.

San Francisco Local Agency Formation Commission

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. 415.554.5184
Fax. 415.554.5163

TO: LAFCO Commissioners

FROM: Nancy C. Miller, Interim Executive Officer

DATE: June 15, 2012

SUBJECT: Item 5: Authorization to Extend Two LAFCo Staff Positions:
Senior Program Officer 9775
Community Development Assistant 9770
(Discussion and Possible Action Item)

Background: At your hearing on April 27, 2012, staff requested that the Commission extend the term of employment for the two positions referenced above through June 30, 2012. At your April meeting the Commission approved the extension of these two positions by motion. Rather than taking this action by motion, staff should have requested that the Commission approve a resolution reflecting this action. Therefore, the proposed resolution attached hereto approves the extension of the staff terms, as requested, and authorizes the Interim Executive Officer to request, in coordination with the SFPUC and the CCSF, the extension of the terms.

As staff explained during the April meeting, in January 2009, LAFCo authorized the interim Executive Director to move forward with hiring two staff members to work on CCA matters, a Senior Community Development Specialist, and a Community Development Assistant. This authorization was contingent on authorization of these two positions by the Government Audit and Oversight Committee and the Board of Supervisors.

In March 2009, the Board of Supervisors for the City and County of San Francisco passed Ordinance No. 141-08, amending the annual salary ordinance to include two additional staff positions for SF LAFCo. In April 2009, the SFPUC and SF LAFCo entered into an MOU to transfer funds from SFPUC to SF LAFCo.

As a result, Jason Fried, the Senior Community Development Specialist was hired in August 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, 2012. The second staff position, the Community

Authorize the Executive Director to extend two LAFCO staff positions
June 15, 2012
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Development Assistant, 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, and sufficient funds are available to fund this position through Fiscal Year 2012/2013.

Recommendation: Staff recommends that the Commission approve the proposed resolution to extend the time for the appointment of the two CCA staff members through June 30, 2013, and authorizing the Interim Executive Officer to request, in coordination with the SFPUC and the CCSF, the extension of these terms.

The duties and responsibilities of the two staff members will be continue to be assigned by the Interim Executive Officer and the Commission, and will not necessarily be limited to Clean Power SF related tasks.

RESOLUTION NO. 2012-0

1 [LAFCO Resolution to Authorize the Interim Executive Director to extend the term of LAFCO
2 staff positions for one fiscal year.]

3 **Resolution of the Local Agency Formation Commission of the City and County of**
4 **San Francisco to Authorize the Interim Executive Officer to Extend the Term of**
5 **Employment for LAFCO Staff by One Fiscal Year.**

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

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

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

16 WHEREAS, at its hearings held January 23, 2009, the Commission authorized Interim
17 Executive Director to move forward with hiring an Administrative Assistant/Community Liaison
18 and a Senior Program Officer if the Government Audit and Oversight Committee and the
19 Board of Supervisors authorized the addition of the two positions;

20 WHEREAS, in March 2009, the Board of Supervisors for the City and County of San
21 Francisco passed Ordinance No. 141-08, amending the annual salary ordinance to include
22 two additional staff positions for SF LAFCO to assist with the development and
23 implementation of the CCA program; and

24 WHEREAS, while these positions were initially established as short-term positions,
25 given the current status of the CCA program, the Interim Executive Director has

1 recommended a one-year extension of both positions through June 30, 2013, utilizing the
2 funding currently available.

3 THEREFORE BE IT RESOLVED, that the Local Agency Formation Commission of the
4 City and County of San Francisco hereby extends the term of these two positions, and
5 authorizes the Interim Executive Officer to request, in coordination with the SFPUC and the
6 CCSF, the extension of the term of the 9775 Senior Community Development Specialist II
7 position and the 9770 Community Development Assistant position through June 30, 2013.

8
9 On a motion by _____, seconded by _____, the foregoing
10 Resolution was passed and adopted by the SAN FRANCISCO LOCAL AGENCY
11 FORMATION COMMISSION, State of California, this ____ day of _____, 2012, by the
12 following vote, to wit:

13 AYES:

14 NOES:

15 ABSTAIN:

16 ABSENT:

17
18 _____
19 David Campos, Chairperson
20 SAN FRANCISCO LOCAL AGENCY
21 FORMATION COMMISSION

22 ATTEST:

23 _____
24 Nancy Miller
25 Interim Executive Officer