

File No. 170847

Committee Item No. _____

Board Item No. 67

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: _____

Date: _____

Board of Supervisors Meeting

Date: July 25, 2017

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER

- LAFCo Resolution No. 2017-04 -
- _____
- _____
- _____
- _____

Prepared by: Lisa Lew

Date: July 20, 2017

Prepared by: _____

Date: _____

1 [Local Agency Formation Commission - Interim Administrative Officer - Clerk of the Board]

2
3 **Motion authorizing the Clerk of the Board of Supervisors to accept the appointment as**
4 **the Interim Administrative Officer to perform administrative duties on behalf of the San**
5 **Francisco Local Agency Formation Commission, commencing upon the elimination of**
6 **the 9775 Senior Community Development Specialist II position occurring through the**
7 **approval of the City and County of San Francisco's FYs 2017-2018 and 2018-2019**
8 **budget, until such time as the San Francisco Local Agency Formation Commission has**
9 **selected their Executive Officer.**

10
11 WHEREAS, The Board of Supervisors Budget and Finance Committee recommended
12 to eliminate the 9775 Senior Community Development Specialist II position that performs as
13 the Executive Officer for the San Francisco Local Agency Formation Commission
14 (SF LAFCo), through the approval of the City and County of San Francisco's FY2017-2018
15 budget; and

16 WHEREAS, On July 18, 2017, the Board of Supervisors passed on First Reading the
17 City and County of San Francisco's FYs 2017-2018 and 2018-2019 budget, and will consider
18 passage of the budget on Final Reading at the July 25, 2017, meeting; and

19 WHEREAS, Soon thereafter, the Mayor will sign and approve the FYs 2017-2018 and
20 2018-2019 budget and the 9775 Senior Community Development Specialist II position will be
21 eliminated; and

22 WHEREAS, In anticipation of the elimination of this staff position, at the July 20, 2017,
23 Regular Meeting of SF LAFCo, the Commission approved Resolution No. 2014-04, contained
24 in Board of Supervisors File No. 170847, that appointed the Clerk of the Board of Supervisors
25 as Interim Administrative Officer to perform administrative duties on behalf of SF LAFCo and

1 to reimburse the Office of the Clerk of the Board based upon costs presented and approved,
2 for such duties as clerking, video streaming, archive hosting and closed captioning,
3 accounting, budgeting, human resources, payroll, IT support and services, and risk
4 management, while exploring various options to retain Executive Officer services; and

5 WHEREAS, The duties to be performed by the Clerk of the Board shall be
6 administrative only in nature, and the Clerk will not request reimbursement from SF LAFCo on
7 the duties performed by her position; now, therefore, be it

8 MOVED, That the Board of Supervisors of the City and County of San Francisco
9 hereby authorizes the Clerk of the Board of Supervisors to accept the appointment as the
10 Interim Administrative Officer to perform administrative duties on behalf of the San Francisco
11 Local Agency Formation Commission, commencing upon the elimination of the 9775 Senior
12 Community Development Specialist II position through the approval of the City and County of
13 San Francisco's FYs 2017-2018 and 2018-2019 budget, until such time as the San Francisco
14 Local Agency Formation Commission has selected their Executive Officer.

15
16
17
18
19
20
21
22
23
24
25

1 [Appointment - Interim Administrative Officer]

2
3 **Resolution appointing an Interim Administrative Officer to perform administrative**
4 **duties on behalf of the Local Agency Formation Commission, commencing on the last**
5 **day of service of the current Executive Officer.**

6
7 WHEREAS, LAFCO approved a Fiscal Year 2017-2018 budget, which included the
8 cost of an Executive Officer provided through a City and County of San Francisco staff
9 position approved by the Board of Supervisors in 2009; and

10 WHEREAS, The Budget and Finance Committee of the Board of Supervisors
11 recommended that the Board of Supervisors eliminate the Executive Officer staff position in
12 the 2017- 2018 City and County of San Francisco budget and the Board of Supervisors is
13 scheduled to consider that recommendation in July 2017; and

14 WHEREAS, As a consequence of the actions of the Board of Supervisors, LAFCO may
15 need to implement a process to retain an independent Executive Officer through a Request
16 for Proposals process or other means; and

17 WHEREAS, LAFCO desires to appoint an Interim Administrative Officer to perform
18 administrative functions of the Executive Directors position before the LAFCO can complete
19 and appoint a new Executive Officer; now, therefore, be it

20 RESOLVED, That the Local Agency Formation Commission of the City and County of
21 San Francisco hereby appoints the Clerk of the Board of Supervisors of the City and County
22 of San Francisco as Interim Administrative Officer to perform administrative duties on behalf
23 of LAFCO if the Board of Supervisors eliminates the LAFCO Executive Officer staff position.
24 This appointment shall commence on the last day of service of the current Executive Officer.


1 LAFCO will reimburse the Office of the Clerk of the Board of Supervisors based upon costs
2 presented and approved by LAFCO; and, be it

3 FURTHER RESOLVED, That the Local Agency Formation Commission of the City and
4 County of San Francisco hereby directs its general legal counsel to provide written notice to
5 LAFCo's Executive Officer that (1) if and when the City and County of San Francisco
6 eliminates the LAFCo Executive Officer staff position, his duties with LAFCo will end, and (2)
7 LAFCo is exploring various options for retaining Executive Officer services in the future; and,
8 be it

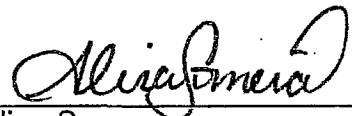
9 FURTHER RESOLVED, That the Local Agency Formation Commission of the City and
10 County of San Francisco hereby directs its general legal counsel to work with the Clerk of the
11 Board of Supervisors to fulfill the administrative functions of LAFCo, should the City and
12 County of San Francisco not authorize the Clerk of the Board of Supervisors to serve as the
13 Interim Administrative Officer for LAFCo.

14
15 On a motion by Commissioner Ronen, seconded by Commissioner Pollock, the foregoing
16 Resolution was passed and adopted by the SAN FRANCISCO LOCAL AGENCY
17 FORMATION COMMISSION, State of California, this 20th day of July, 2017, by the following
18 vote, to wit:

19 AYES: Commissioners Fewer, Pollock, and Ronen

20 
21 Sandra Lee Fewer, Chairperson
22 SAN FRANCISCO LOCAL AGENCY
23 FORMATION COMMISSION

24 ATTEST:

25 
Alisa Somera
Clerk to the San Francisco LAFCO

Print Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

Supervisor Sandra Lee Fewer

Subject:

Local Agency Formation Commission - Interim Administrative Officer - Clerk of the Board

The text is listed below or attached:

Motion authorizing the Clerk of the Board of Supervisors to accept the appointment as the Interim Administrative Officer to perform administrative duties on behalf of the San Francisco Local Agency Formation Commission, commencing upon the elimination of the 9775 Senior Community Development Specialist II position occurring through the approval of the City and County of San Francisco's FYs 2017-2018 and 2018-2019 budget.

Signature of Sponsoring Supervisor: Sandra Lee Fewer

For Clerk's Use Only: