

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 7

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TO: Valley Clean Energy Alliance Board of Directors

FROM: Regina Espinoza, Sustainability Manager, Yolo County  
Harriet Steiner, Davis City Attorney  
Eric May, Yolo County Deputy County Counsel

SUBJECT: Approval of Interim General Manager

DATE: July 25, 2017

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RECOMMENDATIONS

1. Approve attached Interim General Manager responsibilities
2. Approve City of Davis designation of Mitch Sears to serve as VCEA Interim General Manager under the existing VCEA – City of Davis Cooperation Agreement

BACKGROUND & DISCUSSION

On June 27, 2017 the Board directed staff to coordinate with the City of Davis and Yolo County under existing cooperative agreements to designate an interim project manager to evaluate the VCEA staffing over the next several months. The Board asked that the City of Davis consider designating Mitch Sears as interim project manager.

Based on Board direction staff have prepared the attached responsibilities for an Interim General Manager (IGM) through the end of 2017. The draft job responsibilities document was vetted by the Board ad hoc members (Chair, Vice Chair, Board Member Stallard), which supported the description. In summary, the recommended job responsibilities focus on the near term activities related to analysis of program implementation options. The IGM is tasked with program oversight responsibilities and managing a team of VCEA member agency staff and consultants to deliver a recommendation on program implementation leading to launch of service in Yolo, Woodland, and Davis in 2018. If approved, the IGM will serve the remainder of 2017 or until the Board identifies a permanent Executive Officer.

The City of Davis has reviewed the draft job responsibilities and at the request of the VCEA Board has assigned Mitch Sears, City of Davis Sustainability Manager, to serve in the IGM role. The City of Davis has provided VCEA with the attached memorandum agreeing to the VCEA request to provide Interim General Manager services under the existing VCEA - City of Davis Cooperation Agreement. City of Davis staff have reviewed the salaries of other clean energy CEO positions. The nine agencies reviewed have salaries that range from \$174,403 to \$307,216. The City then looked for a total compensation amount that would fall in this range and settled on \$208,297. This amount is roughly an entry to mid-

level amount for a General Manager position. This translates to a cost of up to \$5786 per month per partner, or approximately \$33 per hour per partner (\$100/hr total). The actual cost will be prorated based on actual time spent by the staff person on VCEA efforts. As a reimbursable cost, the additional costs will not have an impact on VCEA's start-up budget adopted by the Board in January which included \$100,000 for VCEA staff salaries.

Attachments:

- Interim General Manager – Responsibilities
- City of Davis Memorandum – Agreeing to the VCEA request to provide Interim General Manager services and assigning staff.

## VCEA Interim General Manager – Responsibilities

### Description

Consistent with the City of Davis/VCEA Cooperation Agreement, implement VCEA Board direction to guide and advance program design and position program to launch in 2018. The Interim General Manager shall have the general authority and responsibilities set forth in Section 3.4 (Executive Officer) of the Joint Exercise of Powers Agreement relating to and creating the Valley Clean Energy Alliance (VCEA).

### Term

VCEA Board Appointment July 25, 2017 – December 31, 2017 (end date TBD)

### Primary Responsibilities/Timing

Responsibility	Timing/Term
1. Design program consistent with the adopted VCEA Mission Statement and purposes outlined in the VCEA Joint Exercise of Powers Agreement.	Ongoing
2. Maintain oversight of the VCEA program, including VCEA Board meetings, program implementation work plan, budget, representation of VCEA at meetings/conferences, and communication with member agencies, potential new members, and key stakeholders.	Ongoing
3. Develop, put into place, and oversee a VCEA implementation team to plan, recommend, and execute a work plan leading to program launch in 2018. The VCEA implementation team includes: member agency staff as identified in member agency Cooperation Agreements with VCEA, VCEA consultant team, outside legal counsel, and program Service vendors upon selection by the VCEA Board.	July 2017
4. Create and oversee VCEA administration team to support VCEA Board, VCEA Advisory Committee, and implementation team activities (e.g. scheduling, meeting administration support, public outreach support, etc.)	July 2017
5. Oversee the creation of an initial VCEA web site to provide basic program information.	July 2017
6. Work with the VCEA Board Subcommittee and VCEA implementation team to negotiate and finalize a service vendor team recommendation for VCEA Board action.	August 2017
7. Oversee the development of a Draft Program Implementation Plan for submission to the CPUC, including initial power supply mix and power product options.	October 2017
8. Oversee and assign VCEA implementation team staff as necessary to facilitate the function of the VCEA Advisory Committee.	Ongoing
9. Oversee the continued tracking and response to mission critical regulatory and legislative activities.	Ongoing

### Administration

The Interim General Manager shall receive direction from the VCEA Board of Directors consistent with the December 20, 2016 City of Davis/VCEA Cooperation Agreement. The Board of Directors may empower a Board of Directors Subcommittee to oversee the work the Interim General Manager.



July 19, 2017

TO: VCEA Board

FROM: Dirk Brazil, City Manager

RE: Mitch Sears

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Based on the request of the Valley Clean Energy Alliance (VCEA) Board to make available a Davis staff person to provide Interim General Manager services to VCEA, I have designated Mitch Sears, the City of Davis Sustainability Coordinator, on a special assignment to assist the newly formed Joint Powers Authority with several start-up activities until the JPA is able to hire a General Manager. His responsibilities will include assisting the Board in their search for a permanent General Manager, managing and providing advice on potential service contracts to implement the CCA, putting in place administrative procedures for the new JPA, handling administrative duties as needed by the Board and providing outreach for the JPA and other tasks as the VCEA may request of the City. I also understand the Board is approving a description for the Interim General Manager services, which will provide details as to the functions and the expectations for Interim General Manager services.

The assignment is expected to last until the JPA is able to determine its administrative staffing structure, which I understand is anticipated to take six months or less.

Mr. Sears will continue to report to the City of Davis in his current reporting structure to the Assistant City Manager and the City Manager and remain fully a City of Davis employee during the period of this special assignment.