



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Community Services  
Department  
**Department No.:** 057  
**For Agenda Of:** October 6, 2015  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department George Chapjian, Community Services Director  
Director(s) (805) 568-2467

Contact Info: Angie Hacker, Division Chief, Energy and Sustainability Initiatives  
(805)-568-3515

**SUBJECT:** CivicSpark Service Agreement

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

Other Concurrence: Risk

**Recommended Actions:** That the Board of Supervisors:

- A. Approve and authorize the Chair of the Board to execute an Agreement for Services of Independent Contractor with the Local Government Commission (“Agreement”) in an amount not to exceed \$23,400.00 for capacity-building services related to Energy and Climate Action Plan implementation through the CivicSpark program, effective October 26, 2015 through October 31, 2016 (Attachment A);
- B. Determine that the recommended actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), as the actions are organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment, and direct staff to file a Notice of Exemption (NOE) (Attachment B).

**Summary Text:**

Launched in 2014, CivicSpark is an AmeriCorps program, administered by the Local Government Commission. The program is designed to build capacity for local governments in California to pursue clean energy, reduce greenhouse gas emissions and implement sustainable community strategies through an 11-month placement of trained CivicSpark Members. The recommended action is to approve the Agreement (Attachment A), which will allow the Energy and Sustainability Initiatives Division to bolster its capacity for achieving the County's emissions reduction goals by hosting a CivicSpark member who will provide dedicated, affordable support on targeted research, planning or implementation projects. Additional benefits include stronger state-local partnerships, increased community volunteerism and providing young professionals hands-on experience in the industry.

**Background:**

Launched in 2014, CivicSpark is a new statewide Governor's Initiative for AmeriCorps that is being administered by the Local Government Commission (LGC), a nonprofit organization, in partnership with the State of California through the Governor's Office of Planning and Research and California Volunteers. The program leverages the strengths of the AmeriCorps service model specifically for climate change capacity building.

LGC trains and manages the Members, who provide high-quality, technical support to local and regional governments, helping California communities pursue clean energy, reduce greenhouse gas emissions, safeguard against climate change impacts, and implement sustainable community strategies. CivicSpark Members are affiliated with the federal AmeriCorps program operated by the Corporation for National and Community Service (CNCS), a federal agency.

According to CivicSpark, local governments have been identified by the State as essential to meeting its ambitious climate change goals. The aim of the CivicSpark program is to help the State meet those goals, and prevent significant negative impact to the economy, by helping local governments, often dealing with budget constraints and limited resources, expand their capacity to manage the new climate-related responsibilities they have taken on.

Among the many benefits to the partnering local governments are: direct, affordable support for climate-related initiatives, stronger state-local partnerships, and increased volunteerism within the local community. CivicSpark Members work with local governments to conduct targeted research, planning or implementation projects, while also supporting volunteer engagement within the community.

In its first year, the program placed 48 Members across nine regions in California. Members provided over 60,000 hours of service to communities throughout California, and helped 88 local governments build capacity to address and respond to climate change. Highlights from the program's inaugural year include conducting a vulnerability assessment to develop recommendations for strengthening climate resiliency and adaptation policy in Sacramento, as well as the reduction of GHG emissions in eight Central Coast communities by increasing adoption of small-scale solar photovoltaic and providing energy efficiency education to the communities.

The Energy and Sustainability Initiatives Division (ESI) seeks the assistance of a CivicSpark Member for various climate related projects and programs, including monitoring performance data associated with the County’s Energy and Climate Plan adopted in June 2015. Their proposed scope of work is included in Exhibit B to the Agreement (Attachment A). By entering into a contract with LGC, the County will pay \$23,400.00 for the services of a CivicSpark Member to consult with ESI full-time for 11 months. The CivicSpark Member will not be a County employee.

**Fiscal and Facilities Impacts:**

If the Agreement is approved, staff would shift existing appropriation from Salaries and Benefits to Services and Supplies with an administrative budget revision requiring CEO approval. While the recruitment for a permanent staff position is currently in progress, the program will utilize accumulated salary savings to pay for costs under this agreement. No additional General Fund funding will be necessary for this agreement at this time.

The CivicSpark Member will work on site in existing ESI Division office space.

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>FY 16-17 Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 15,400.00	\$ 8,000.00	\$ 23,400.00
State			
Federal			
Fees			
Other:			
<b>Total</b>	<b>\$ 15,400.00</b>	<b>\$ 8,000.00</b>	<b>\$ 23,400.00</b>

The projected cost for an 11-month commitment of a CivicSpark Member is \$23,400.00 through October 31, 2016. This is based on a projection of 1,300+ hours at \$18/hr. The source of funds is a General Fund appropriation made by the Board to the Community Services Department to support centralized coordination of County ECAP and sustainability implementation efforts.

**Key Contract Risks:**

Risks are largely mitigated by a provision that allows the County to terminate the Agreement with 30 days notice.

**Staffing Impacts:**

There are no staffing impacts. The CivicSpark Member is not considered a County employee and is intended to temporarily supplement the workload of permanent staff, particularly as new staff are in the process of being hired.

**Special Instructions:** Please send one copy of the signed Agreement and minute order to Angela Hacker.

**Attachments:**

Attachment A: Agreement for Services of Independent Contractor with the Local Government Commission

Attachment B: CEQA Notice of Exemption (NOE)

**Authored by:**

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Marisa Hanson, Program Specialist, Energy and Sustainability Initiatives