



## STAFF REPORT AND FISCAL IMPACT NOTE

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**Ordinance:** O-12-19

**Title:** Department Reorganization

**Date:** April 20, 2019

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### STAFF REPORT

This ordinance proposes to reorganize the structure of City government as follows:

- Amends to the provisions in 2.12.080 pertaining to the Office of Environmental Policy by:
  - Changing the heading of Section 2.12.080 from “Office of Environmental Policy” to “Environmental Policy Advisor.”
  - Provides that there shall be an Environmental Policy Advisor who advises the Mayor, City Manager, and Department Directors on environmental policies and initiatives, including:
    - Urban forestry, reforestation, and afforestation;
    - Sustainability;
    - Land trust – conservancy board;
    - NPDES/MS4/TMDL compliance;
    - Environmental grants;
    - Stormwater management;
    - Sediment and erosion control;
    - Environmental protection;
    - Critical area matters.
  - Provides that the Environmental Policy Advisor shall administer other environmental duties and responsibilities as assigned by the Mayor or adopted by the City Council by ordinance.
- Amends Section 2.48.350 to provide that the Environmental Policy Advisor shall chair the Environmental Review Commission, a commission that comprises the Environmental Policy Advisor and the Directors of Planning and Zoning, Public Works, and Recreation and Parks.
- Removes outdated language from Section 2.48.350.
- Amends Section 3.08.010, Exempt Service, and 3.08.030, Salary to:
  - Reclassify the Director of the Office of Environmental Policy Advisor position, grade A20, to Environmental Policy Advisor, grade A17, consistent with the Human Resources Manager’s evaluation of the revised job duties, which no longer include supervisory duties and administration of an office. The Mayor is proposing to move environmental policy into the Mayor’s office.

- Add the position Director of Emergency Management, grade A20.
- Removes Economic Development Manager from section 3.08.030.B because the position will fall under 3.08.030.A. The Mayor is proposing to move economic development policy into the Mayor's Office.
- Modifies Section 3.08030.D to provide that the pay for an exempt employee who is appointed, reclassified, or reallocated to a lower grade shall not be paid an amount less than the salary the employee was paid in the former grade. If the amount the employee is paid in the former grade exceeds the maximum for the new grade, the employee shall not receive any pay increases until the maximum for the new grade exceeds the amount of the employee's pay in the former grade.
- Tasks the Environmental Policy Advisor with determining the policies governing the Clean Energy Loan Program, consistent with the current duties of the Director of the Office of Environmental Policy.
- Tasks the Environmental Policy Advisor with administering and enforcing the Styrofoam ban prohibitions in the City, consistent with the current duties of the Office of Environmental Policy.
- Amends Section 17.11.050 to provide that the Department of Planning and Zoning shall retain the Flood Insurance Rate Maps and \_\_
- Amends Section 17.11.300 to provide the Director of Planning and Zoning, not the Director of the Office of Environmental Policy, is designated as the Floodplain Administrator, consistent with current practice.
- Amends Section 17.11.720 and 17.11.730 to provide that the Director of Planning and Zoning shall make variance decisions that pertain to floodplain management, consistent with current practice.
- Amends Section 17. 22. 060 to provide that the Fire Department, not the Office of Environmental Policy, shall inspect petroleum storage facilities, consistent with current practice.

In the Mayor's proposed budget, the Environmental Policy Advisor position is moved to the Mayor's Office to bring all policy under the umbrella of the Mayor's Office. Economic Development policy is also moved into the Mayor's Office. Operations remain under the City Manager and the departments.

Attached are the current job descriptions for the Director of the Office of Environmental Policy, the Environmentalist position, and the Environmental Programs Coordinator positions, along with the proposed revised job descriptions for the Environmental Policy Advisor, the City Forester (formerly Environmentalist) position, and the Environmental Programs Coordinator position.

#### *Proposed Amendments*

The Mayor will be proposing an amendment to correct the title "Director of Emergency Management" to "Director of the Office of Emergency Management."

The Mayor will also be proposing an amendment to make the effective date of the bill July 1, 2019.

*Prepared by Teresa Sutherland, City Manager*

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### **FISCAL IMPACT**

Reclassifying the Director of the Office of Environmental Policy, grade A20, to Environmental Policy Advisor, grade 17, saves approximately \$9,000 in fiscal year 2020. The incumbent, who currently makes more than the maximum salary for grade A17, will be "redlined" with no reduction in salary. When the

maximum of the A17 pay scale exceeds the amount the incumbent is making, the incumbent would then be eligible for salary increases.

Moving the City Forester (formerly Environmentalist) position to the Department of Planning and Zoning, which is the department that administers all forest conservation, reforestation, afforestation, and regulations pertaining to trees, has no fiscal impact.

Modifying the Environmental Programs Coordinator position to perform only duties pertaining to stormwater management and moving the position to Department of Public Works, which is the department that administers all stormwater regulations, allows the position to be funded in the Watershed Protection Fund. This move reduces expenses in the General Fund by approximately \$90,000 and increases in expenses in the Watershed Restoration Fund by a like amount.

Moving economic development from the Department of Planning and Zoning to the Mayor's Office has no fiscal impact. The duties, pay grades, and exempt/civil service status of the two existing economic development positions do not change. The only change is that the Mayor, not the Director of Planning and Zoning, will appoint the Economic Development Manager position.

*Prepared by Jodee Dickinson, Finance Director*