



**CORRECTION TO REVISED STAFF REPORT DATED OCTOBER 2, 2019
O-18-19: DEPARTMENT OF THE ENVIRONMENT**

To: Mayor Gavin Buckley
From: Teresa Sutherland
Date: November 27, 2019
Subject: Correction to O-18-19: Department of the Environment

In my October 2, 2019, revised staff report, I advised you that Environmentalist position currently in the Office of Environment Policy could absorb the duties related to “Trees in Development Areas” that would transfer from the Department of Planning and Zoning (P&Z) to the Department of the Environment under O-18-19 as proposed. These duties include:

- Review and approval of landscape plans;
- Protection of trees before, during, and after construction;
- Administering tree replacement and mitigation requirements, including forest preservation plans;
- Administering additional standards for limited development areas, resource conservation areas, and the critical area;
- Administering local policies and programs for tree cultural operations in the critical area to ensure the policies and programs are consistent with the City’s Critical Area program;
- Administering natural and landscape buffer requirements;
- Administering landscape standards;
- Administering easement provisions;
- Conducting inspections to ensure compliance with landscaping plans; and
- Administering waiver, modification, and enforcement provisions.

The Director of the Office of Environmental Policy (OEP), Jacqueline Guild, has advised me that my assertion that the Environmentalist can absorb these duties is incorrect. She advised me that while the Environmentalist collaborates with P&Z staff on tree planting and mitigation in the critical area, and the Chief of Current Planning consults with the Environmentalist on landscape design, the Environmentalist has neither the time to absorb nor the expertise to perform the duties listed above as he is not a Landscape Architect. The Environmentalist has completed required course work that makes him eligible to obtain the State certification required to review and approve Forest Stand Delineation and Forest Conservation Plans.

I asked Acting Director of Planning and Zoning, Dr. Sally Nash, what additional staff the new Department of the Environment would need to perform these duties that are currently performed by P&Z.

She advised that she believes the new department would need one Planner and one mid-level administrative position. Tricia Hopkins, Human Resources Manager, advised me a Planner position is grade A13, and mid-level administrative position would be an Office Associate III (grade A6) or Office Associate IV (grade A7).

Position Summary

The new Department of the Environment would need the following staff to execute the duties assigned to it pursuant to O-18-19 as proposed. *This includes two additional positions that were not identified in my Revised Staff Report dated October 2, 2019.*

- Director of the Department of the Environment - offset by the elimination of the Director of the Office of Environmental Policy (both grade A20)
- Environmentalist – transfer from the Office of Environmental Policy
- Environmental Programs Coordinator – transfer from Office of Environmental Policy
- Stormwater Management Engineers – two positions – transfer from the Department of Public Works
- Environmental Compliance Inspector – transfer from the Department of Public Works
- *Planner - additional position - grade A13*
- *Office Support Assistant III or IV - additional position - grade A6 or A7, respectively*

Additionally, as described in my Revised Staff Report dated October 2, 2019, the new department would take over the Floodplain Administrator duties currently performed by P&Z. The Environmental Programs Coordinator estimates this would take approximately 30% of her time, a cost that would have to be charged to the General Fund, not the Watershed Restoration Fund where her position is currently funded. Also, to free up the Environmental Programs Coordinator's time for floodplain administration, someone else would have to take on 30% of her existing duties. If existing staff could not absorb this work, the department would require additional staff.

Please see Finance Director Jodee Dickinson's Corrected Fiscal Impact Note for the fiscal impact of the two additional positions, the impact on the General Fund of shifting the Floodplain Administrator duties to the Environmental Programs Coordinator position, and the potential additional cost if additional staff is required to perform 30% of the duties the Environmental Programs Coordinator currently performs.

Prepared by Teresa Sutherland, City Manager