



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: David Jarrell, City Manager

Date: May 7, 2020

Subject: CA-1-20: Deputy City Manager for Resilience and Sustainability

This Charter Amendment will establish the position of Deputy City Manager (DCM) for Resilience and Sustainability, including defining the qualifications and responsibilities and providing terms of employment and compensation and lines of authority.

The following provisions are added to Charter Article VI – Operations.

1. There shall be a DCM for Resilience and Sustainability in the Office of the Mayor.
2. The DCM shall be a direct subordinate of the City Manager.
3. The DCM shall be appointed by the City Manager with approval from the Mayor, and shall be confirmed by the City Council.
4. The DCM may be removed from office by the City Manager with the approval of the Mayor.
5. The compensation of the DCM shall be set by the City Manager with approval from the Mayor, and shall be in accordance with the pay plan adopted by the City Council.
6. If the DCM position becomes vacant, the City Manager with approval from the Mayor shall promptly designate a qualified person to serve as Acting DCM.

The DCM shall have the following powers and duties:

1. Develops sustainability, resilience and land conservation plans and works with city offices and departments to implement programs and initiatives to further those plans.
2. Advises the City Manager, Mayor, and City Council on resilience and sustainability alternatives and opportunities, and provides input and guidance on related programs and initiatives.
3. Serves as the City's point person for all groups and issues involved in sustainability, resilience and environmental compliance.

4. Ensures that public education and outreach requirements of the City's MS4 permit are met.
5. Shepherds watershed restoration projects through the City's review and permitting process.
6. Works with City offices and departments and a broad range of stakeholders to develop and implement resilience and sustainability initiatives.
7. Ensures that the sustainability, resilience, and environmental policies adopted by the Mayor, City Council, and City Manager are fully implemented.
8. Reviews select development projects to ensure the City's environmental regulations are being fully utilized to meet resilience, sustainability, and social equity goals.
9. Coordinates department efforts to prepare the City for the impacts of sea level rise and climate change.
10. Coordinates the City's public education and grant writing efforts related to resilience and sustainability.
11. Meets with, makes presentations to, and develops resilience and sustainability materials for City staff, City Council, committees, boards and commissions, non-profit organizations, and the public.
12. Staffs the City's Environmental Matters Committee, Environmental Commission and Waterways Cabinet.
13. Supervises the work of the environmental programs coordinator.
14. Seeks grants for sustainability, resilience and environmental initiatives.

Prepared by David Jarrell, City Manager