



CITY OF MOUNTAIN VIEW

MEMORANDUM

City Manager's Office

DATE: June 12, 2018**TO:** City Council**FROM:** Daniel H. Rich, City Manager**SUBJECT:** Environmental Sustainability Updated Recommendations**BACKGROUND**

Environmental Sustainability is one of four Major Council Goals. There are 13 projects under way to further that goal, as part of the 70 total approved projects for the four goals. The City is in the midst of implementing the third Council-approved Environmental Sustainability Action Plan (ESAP-3), and the second community Environmental Sustainability Task Force (ESTF-2) is currently finishing up its work and recommendations, which will be presented to Council in a Study Session on June 26.

Public speakers at the Narrative Budget Study Session, many of whom were members of the ESTF-2, expressed concern that the City is not achieving its greenhouse gas reduction targets or conducting enough community outreach, and requested increased staffing and budget, led by a new, department-head-level position.

Speakers stated a belief that additional resources are needed to carry out a more ambitious environmental sustainability work plan and a higher-level position is needed to provide strategic leadership, coordinate across departments, and elevate the priority of environmental sustainability in City decision-making.

At the meeting, Council made it clear that environmental sustainability is a high priority and that additional focused attention to it is desired. After considerable discussion, Council directed staff to add a limited-period 0.5 FTE position to provide more capacity to assist with high-priority sustainability efforts in the short term. Council indicated it wanted to see, analyze, and prioritize the recommendations of the ESTF-2 before determining long-term resource allocations. Staff indicated that midyear allocations would be possible.

DISCUSSION

The proposed budget includes funding of \$94,000 for a 0.5 FTE Limited-Period Analyst I/II as a placeholder.

Staff believes that the specific actions requested by members of the public at the Narrative Budget Study Session is one way, but is not necessarily the only or the best way, to communicate the City's commitment to, and invest in the success of, environmental sustainability.

Upon further consideration, and numerous internal conversations across departments, staff is not sure the 0.5 FTE Analyst I/II is the best short- or long-term solution. As such, staff recommends a different approach at this time.

Staff believes that additional information and a professional assessment is needed to inform the appropriate amount and type of resources and the most effective staffing and organizational structure for the City's Environmental Sustainability Program.

- The information needed includes:
 - The completion of the ESTF-2's work and a cost-benefit assessment of its recommendations to identify priority City strategies with the highest potential for success.
 - A better articulation of current City strategies and coordination across departments that support environmental sustainability, including the identification of any specific issues where greater coordination is required.
 - An understanding of the cross-departmental resource constraints that may limit pursuit of environmental sustainability priorities as well as the potential tradeoffs with other Council priorities.
 - Identification of regional efforts and opportunities to better leverage them.
 - Assessment of sustainability program resources and effectiveness.
 - Articulation of the most effective role and responsibilities of the City relative to other agency and funding sources.
 - Creation of a strategic plan to implement environmental sustainability goals.

These items could not be quickly accomplished within the existing capacity given staff's current workload implementing the ESAP-3, nor does the addition of a 0.5 FTE Analyst I/II provide the range of experience needed for such a task.

Consequently, the near-term recommendation is to change the Limited-Period 0.5 FTE Analyst I/II position to a lower-level 0.5 FTE Limited-Period Administrative Aide focused primarily on outreach and include a placeholder appropriation of \$150,000 in the 2018-19 Fiscal Year Budget to **hire a consulting firm with expertise in environmental sustainability**, municipal operations, and organizational best practices who will be tasked with the responsibility of working with staff to assess current staffing and operations in order to provide options of structures and staffing levels going forward, and develop a strategic plan for the program. This would allow current staffing resources to focus on completing ESAP-3 and other current environmental sustainability priority projects, including outreach. Staff has reached out to firms in this space and may need to update the price, scope, or timeline depending on proposals received.

The total budget request at this time is: \$225,000.

The goal would be to bring the following deliverables to Council in a phased approach, as the different elements are completed. A desired timeline would be:

- Review and analyze ESTF-2 recommendations (by staff): Summer/Fall 2018
- Recommendations for priority projects and mid-year funding: Late 2018/Early 2019
- Sustainability program assessment: Q1 2019
- Draft ESAP-4 Q1 2019
- Sustainability Strategic Plan: Spring 2019
- Funding allocation: Fiscal Year 2019-20 Budget

While this is taking place, and in light of current staffing constraints in the Community Development Department, the Environmental Sustainability Program staff would report through the City Manager's Office under the supervision of the Assistant City Manager. This will help ensure continued interdepartmental coordination and the highest possible levels of leadership and support.

DHR/PJK/5/MGR

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