



Town of Atherton

Discussion – Sustainability Coordinator Staffing

City Council – Regular Agenda
January 20, 2021

Sustainability Efforts – Town Wide

- Town-wide sustainability efforts.
 - ❖ Community education and outreach on sustainable practices,
 - ❖ Providing programs aimed at reducing the Town's carbon footprint and resource reduction
 - ❖ Implementation of the adopted Climate Action Plan (CAP)
 - ❖ Regular attendance at regional sustainability meetings sponsored by the Regional Climate Action Planning Suite (RICAPS) program
 - ❖ Responding to any sustainability related regional and/or state proposals and legislation.
 - Reporting to Council on local, regional and/or state efforts to the Council.
 - Preparing any related Atherton Municipal Code (AMC) or policy document amendments.

Sustainability Efforts - EPC

- Environmental Programs Committee (EPC).
 - ❖ Staff liaison to EPC.
 - Attend bi-monthly meetings and additional ad-hoc subcommittee meetings.
 - ❖ EPC related efforts:
 - Annual Earth Day event.
 - Development of implementation programs of Greenhouse Gas (GHG) Reduction measures per adopted CAP.
 - Annual workplan efforts to further strengthen and enhance Town efforts.
 - Public education and outreach efforts.
 - Monitoring, reporting and updating CAP.
 - Council directed sustainability efforts and/or research.

Current Sustainability Staffing

- Contract Planning staff provides sustainability staffing.
 - ❖ Estimated at ~\$61,000 for FY 20/21.
 - ❖ Anticipated to increase next fiscal year.
- Challenging to effectively implement sustainability efforts (in detail and time) within budget under existing staffing resources.

Sustainability Coordinator Staffing

- Consideration of possible Sustainability Coordinator staffing
 - ❖ Would increase amount of staffing resources and budget dedicated to Town-wide sustainability efforts as directed by Council.
- Consultant or Town Employee at full time (40 hours/week) or part-time (~20 hours/week) basis.
- Scope of duties and competitive process could be identified.
- Other jurisdictions:
 - ❖ Average annual salaries ~\$97,000 - \$179,000.
 - ❖ Some positions as “Management Analysts” – 50% of time dedicated to sustainability efforts.
 - ❖ Most positions managed under City Managers office.

Request

- Direction as to whether or not to move forward in evaluating a Sustainability Coordinator staffing position.