



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 11/8/2022

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**To:** Sonoma County Board of Supervisors

**Department or Agency Name(s):** County Administrator, Human Resources

**Staff Name and Phone Number:** Sheryl Bratton, 565-3578 Christina Cramer, 565-2988

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Department Head Personal Services Agreement Amendment - *Permit Sonoma*

**Recommended Action:**

Authorize the Chair of the Board of Supervisors to execute the Third Amendment to the Personal Services Agreement with J. Tennis Wick, Director of *Permit Sonoma*, the Permit and Resource Management Department, extending the term of the agreement from November 12, 2022 to November 11, 2025, continuing at the "I" step in the position's salary range, and maintaining eligibility for other County benefits in accordance with Salary resolution 95-0926.

**Executive Summary:**

The salary and fringe benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting, and an oral summary of the recommended action to be taken on the salary and benefits must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956)

J. Tennis Wick was initially appointed as the Director of Permit and Resources Management Department for a three-year term, from November 12, 2013 through November 12, 2016. The First Amendment to the Agreement was executed for an additional three-year term from November 12, 2016 through November 11, 2019. The Second Amendment to the Agreement was executed for another three-year term from November 11, 2019 to November 11, 2022. The recommended action extends the term of the current agreement for three years through November 11, 2025.

**Discussion:**

The Director of *Permit Sonoma* reports to the County Administrator and is responsible for ensuring services are provided to the community to ensure safe building, construction, and environmental development. The Director oversees six divisions: 1) code enforcement, 2) customer service and administration, 3) engineering and construction, 4) fire prevention and hazardous materials, 5) natural resources, and 6) planning, which includes cannabis program zoning and permits. In the last few years, the department has played a key role for fire victims to rebuild their homes.

Staff has been working with a consultant to review Permit Sonoma's operational processes and organizational structures. The consultant's report, which will include recommendations and a road map for process improvements in key service areas, will be presented to the Board in late January of next year. At that time,

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staff will seek the Board's direction and expectations on which recommended changes the Permit Sonoma Director will implement.

Following a nationwide recruitment, Mr. Wick was initially appointed to the position for a three-year term, from November 12, 2013 through November 12, 2016. A First Amendment to the Personal Services Agreement was executed on November 12, 2016 through November 11, 2019, and a Second Amendment on November 12, 2016 through November 11, 2019. This Third Amendment to the Personal Services Agreement continues Mr. Wick's current salary at the "I" Step of the salary range, which is \$207,230.16 annually, with a term of November 12, 2022 to November 11, 2025, and includes all other benefits and compensation as prescribed in the County's Salary Resolution 95-0926.

**Strategic Plan:**

N/A

**Prior Board Actions:**

- November 5, 2013: Board authorized Chair to execute the initial Personal Services Agreement
- October 18, 2016: Board authorized Chair to execute a First Amendment to the Personal Services Agreement
- October 15, 2019: Board authorized Chair to execute a Second Amendment to the Personal Services Agreement

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 22-23 Adopted</b>	<b>FY23-24 Projected</b>	<b>FY 24-25 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

There is no anticipated fiscal impact to the *Permit Sonoma* budget for approving the recommended action. The salary and benefit costs of the Director are already included in the adopted departmental budget.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>


**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Third Amendment of the Personal Services Agreement - Director of Permit and Resources Management Department

**Related Items "On File" with the Clerk of the Board:**

1. November 12, 2013: Initial appointment, Director of Permit and Resource Management
2. November 12, 2016: First Amendment to the Personal Services Agreement
3. November 12, 2019: Second Amendment to the Personal Services Agreement