



## COUNTY OF SONOMA

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

### SUMMARY REPORT

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**Agenda Date:** 10/15/2019

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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

**Supervisory District(s):** All

**Title:**

Department Head Personal Services Agreement- Permit Sonoma

**Recommended Action:**

Authorize the Chair of the Board to execute the second amendment to the Personal Services Agreement with J. Tennis Wick as Director of Permit Sonoma, extending the term of the agreement from November 12, 2019 to November 11, 2022, 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:**

Salary and benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting. Further, an oral summary of the salary and benefits recommended action 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 Resource Management for a three-year term, from November 12, 2013 through November 12, 2016. A first amendment to the Agreement was executed for a three-year term from November 12, 2016 through November 11, 2019. The recommended action extends the term of the current agreement for an additional three years, through November 11, 2022.

**Discussion:**

The Director of Permit Sonoma reports to the Board of Supervisors through 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 four divisions; planning, engineering and construction, administration and the fire division. In more recent years, the department has played a key role for fire victims to rebuild their homes. Permit Sonoma is also heavily involved in Cannabis permitting and code enforcement, and has absorbed the Fire Marshall function.

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. This second amendment to the Personal Services Agreement continues Mr. Wick's current salary at the "I" Step of the salary range, which is \$191,639.38 annually, with a term of November 12, 2019 to November 11, 2022, and includes all other benefits and compensation as prescribed in the County's Salary Resolution 95-0926.

**Prior Board Actions:**

- October 18, 2016: Board authorized Chair to execute first amendment to the Personal Services Agreement.
- November 5, 2013 Board authorized Chair to execute initial Personal Services Agreement.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 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:**

Ongoing annualized salary and benefit costs associated with existing positions had been incorporated into the Permits Sonoma department's budget. These actions do not increase any budget appropriations.

<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>

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**Agenda Date:** 10/15/2019

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

None.

**Attachments:**

- A. Second Amendment of the Personal Services Agreement, Director of Permit and Resource Management

**Related Items “On File” with the Clerk of the Board:**

- A. November 12, 2013 Initial appointment, Director of Permit and Resource Management
- B. November 12, 2016: First amendment to the Personal Services Agreement