



A Tradition of Stewardship
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Agenda Date: 10/15/2013

Agenda Placement: 10A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Nancy Watt - County Executive Officer
County Executive Office

REPORT BY: Molly Rattigan, PRINCIPAL MANAGEMENT ANALYST - 253-4112

SUBJECT: Appointment of Interim Director of Planning, Building and Environmental Services

RECOMMENDATION

County Executive Officer and Director of Human Resources request the following:

1. Adoption of a resolution appointing Peter Parkinson as the interim Director of Planning, Building and Environmental Services to serve at the will of the Board of Supervisors, effective October 19, 2013; and
2. Adoption of a resolution for exception to the 180 day wait period as defined in Government Code Sections 7522.56 and 21221 (h) to appoint Peter Parkinson to the critically needed position of Director of Planning, Building and Environmental Services.

EXECUTIVE SUMMARY

Hillary Gitelman has resigned as the Director of Planning, Building and Environmental Services, effective October 18, 2013, to take a position as Planning Director of the City of Palo Alto. In the interim, the County Executive Officer and Human Resource Director are recommending the appointment of Peter Parkinson as the interim Director of Planning, Building and Environmental Services. The request today is to adopt two resolutions making the appointment and certifying the critical need for the appointment per Government Code Sections 7522.56 and 21221 (h).

Mr. Parkinson recently retired from Sonoma County as the Director of the Permit and Resource Management Department. Mr. Parkinson brings a wealth of experience from a comparable agency with a similar agricultural and tourist-based economy, similar natural resources, similar planning issues, and similar interest groups and stakeholders.

PROCEDURAL REQUIREMENTS

1. Staff reports.
2. Public comments.
3. Motion, second, discussion and vote on the item.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Planning, Building and Environmental Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County must have an interim Director of Planning, Building and Environmental Services pending the recruitment and appointment of a permanent Director. The appointment of Peter Parkinson as the interim Director of Planning, Building and Environmental Services will be shared equally between the General Fund and the Building Fund. The cost will be absorbed in the Fiscal Year 2013-2014 since the position is already included in the budget. The annual cost for the Director of Planning, Building and Environmental Services is approximately \$240,000. The cost to bring Mr. Parkinson on extra-help is not expected to exceed \$50,000 and should generate salary and benefit savings for the Department.
Is the general fund affected?	Yes
Future fiscal impact:	None
Consequences if not approved:	If this item is not approved, the Department of Planning, Building and Environmental Services will be without an interim Director. Staff would need to develop an alternative plan.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Hillary Gitelman has resigned as the Director of Planning, Building and Environmental Services, effective October 18, 2013, to take a position as the Planning Director of the City of Palo Alto.

Pending recruitment and appointment of a Director of Planning, Building and Environmental Services, the County has a critical need to appoint an interim Director of Planning, Building and Engineering Services. The County Executive Officer and the Director of Human Resources are recommending the interim appointment of Peter

Parkinson as the Director of Planning, Building and Environmental Services.

Peter Parkinson served as the Director of the Sonoma County Permit and Resource Management Department (PRMD) from 2002 until his recent retirement. With a full time staff of 102, PRMD is the consolidated development services and planning agency responsible for all aspects of development and construction permitting, land use planning and code enforcement in the unincorporated areas of Sonoma County. Mr. Parkinson has worked as a professional planner and manager for nearly 30 years. After coming to Sonoma County in 1996, he was appointed as the Deputy Director in charge of PRMD's Planning Division. In that capacity he managed a wide variety of projects including the new Infineon Raceway Master Plan process and the first-ever state certification of the County's Housing Element. Mr. Parkinson coordinated extensively with other County agencies, including Transportation and Public Works, Regional Parks and the Sonoma County Water Agency. He also worked with regional agencies and the incorporated cities in Sonoma County on issues of mutual concern such as housing, land use, transportation and climate change. Before coming to Sonoma County, Mr. Parkinson was the Environmental Coordinator and manager of the Development Review division for the Santa Cruz County Planning Department.

Mr. Parkinson's experience as the director of a comparable agency (Sonoma County) with a similar agricultural and tourist-based economy, similar natural resources, similar planning issues, and similar interest groups and stakeholders will be of great benefit to Napa County. It is critically necessary that Napa County have an experienced leader with direct and relevant experience at the helm of the Department of Planning, Building and Environmental Services because the Department's programs and services touch literally thousands of residents and businesses through the County each year, and because the preservation of Napa County's agricultural landscape is entrusted to the Department's staff and Director. This is a critical time for the Department for two reasons. First, with the recession over, there are growth pressures that need to be confronted and managed, and both the Planning Commission and the Board of Supervisors need to have someone they can turn to for wise counsel. Second, the recent reorganization of the Department of Planning, Building and Environmental Services is starting to bear fruit in terms of improved efficiencies. Mr. Parkinson's experience leading a comparable agency will help refine ongoing operational changes and support staff in all of the Department's professional disciplines, including planning, building, engineering, environmental health and code enforcement.

It is anticipated that this interim appointment will last for a four to six month period.

SUPPORTING DOCUMENTS

- A . Resolution GC 7522.56 & 21221(h)
- B . Resolution Interim Director Appointment

CEO Recommendation: Approve

Reviewed By: Helene Franchi