



Office of the City Manager

CONSENT CALENDAR
March 27, 2018

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: LaTanya Bellow, Director of Human Resources
 Subject: Appointment of Director of Planning and Development

RECOMMENDATION

Adopt a Resolution confirming the appointment of Timothy Burroughs as Director of Planning and Development effective no later than April 8, 2018.

FISCAL IMPACTS OF RECOMMENDATION

The salary and benefits for the Director of Planning and Development are included in the Fiscal Year 2018 Planning Department budget. The position is paid from the General Fund budget code 010-8301-463-1101 and the Permit Service Center Fund budget code 833-8301-463-1101. The monthly salary is \$16,415.

CURRENT SITUATION AND ITS EFFECTS

In May 2017, the former Director of Planning, Carol Johnson, resigned and Timothy Burroughs, Assistant to the City Manager was appointed the Acting Director while the City conducted a search for a new director.

The City retained The Hawkins Company, an executive search firm, to conduct a nationwide search for a new Director of Planning and Development.

In accordance with the City Charter, Section 28(b) of Article VII, I am submitting my selection for the Director of Planning and Development to the City Council for confirmation. I have selected Timothy Burroughs for appointment to the Director position, to be appointed with a monthly salary of \$16,415. I am requesting confirmation of this appointment so that I may formally offer this regular at-will benefited department head position to Mr. Burroughs to be effective no later than April 8, 2018.

BACKGROUND

The Planning and Development Department has a budget of \$20 million and consists of 90 employees. Planning consists of the following divisions: Administration, Land Use Planning, Building and Safety, Sustainable Energy, Toxics Management, and the Permit Service Center. The Land Use Planning Division administers Zoning regulations, reviews development projects and assists the community in its efforts to plan for the City's physical, cultural, environmental, and socio-economic future. The Permit Service Center issues permits for Building and Safety, Zoning, Engineering, Fire, and the Health

Department. Permit records for current and completed projects are available for review. The Building & Safety Division provides building plan review, inspection services, Building Code information, and administers hazard mitigation programs. The Toxics Management Division regulates hazardous materials and waste, responds to chemical emergencies, manages contaminated sites, and provides other environmental services. The Office of Energy & Sustainable Development leads the City's sustainability efforts through the Climate Action Plan and oversees the Building Energy Savings Ordinance (BESO).

The Director of Planning and Development provides overall leadership, policy development and management for the Department; manages the Department's fiscal activities including budgeting, accounting payroll, purchasing and billings to external funders. The Director's primary responsibility is to work closely with City leadership, key public and private partner agencies and the community to ascertain the community's needs and lead implementation of programs and equitable service delivery that responds to and addresses the community's needs.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The City retained The Hawkins Group, an executive search firm, to conduct a nationwide search for the Director of Planning and Development. The Hawkins Group discussed the position with over 65 thought leaders, executives from various professional associations, potential candidates and other sources to identify and recruit candidates for the Director of Planning. A total of 38 applications were received between October and December 2017. Screening interviews were conducted and a final pool of eight applicants were interviewed by an internal interview panel (made up of City Leadership from various departments) and an external interview panel (consisting of technical experts and community partners).

Three finalists were invited to interview with the City Manager's interview panel which included the Deputy City Manager. Based upon the results of that process I am recommending that the Council confirm the appointment of Mr. Burroughs.

Mr. Burroughs received a Bachelor's Degree in Philosophy from Mount Saint Mary's College in Emmitsburg, MD and a Master's Degree in Global Environmental Policy from American University in Washington, DC.

He has ten years of increasingly responsible experience with the City of Berkeley. He is currently the Interim Planning Director of the Planning Department. His experience prior to his current appointment includes over five years of professional staff management and a sustained focus on innovation, continuous improvement of City

operations and services, and integration of environmental sustainability and racial and social equity into urban planning.

Since his interim appointment he has worked quickly to invest in staff by providing new, sustained customer service training; directing improvements to the application checklists and permit guidance provided to community members; and securing new technologies to enable more user-friendly ways of communicating permit requirements, parcel and permit-history information. He is also working with internal and external partners to revise, clarify and improve the City's Zoning Ordinance and to design services and assistance specifically tailored to the needs of the small businesses on which our local economy depends. His goal is for the Berkeley Planning Department to be the agency that other cities look to for best practices in efficiency, effectiveness and user-friendly permit application review.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Dee Williams-Ridley, City Manager, 981-7000
LaTanya Bellow, Director of Human Resources, 981-6807

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONFIRMING THE APPOINTMENT OF TIMOTHY BURROUGHS AS DIRECTOR OF
PLANNING AND DEVELOPMENT

WHEREAS, Timothy Burroughs has over ten years of increasingly responsible experience in the public sector in the areas of strategic planning, environmental sustainability, program development, and staff management with the City of Berkeley, where he is employed as the Interim Director of Planning; and

WHEREAS, Mr. Burroughs previously served as Assistant to the City Manager, where he managed the development of the City's first citywide strategic plan as well as managed the Office of Energy & Sustainable Development (OESD) Division; and

WHEREAS, Mr. Burroughs received a Bachelor's Degree in Philosophy from Mount Saint Mary's College and a Master's Degree in Global Environmental Policy from American University.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that it hereby confirms the City Manager's appointment of Timothy Burroughs as the Director of Planning and Development with a monthly salary of \$16,415 on the same terms and conditions as other, regular at will employees to be effective no later than April 8, 2018.