



Office of the City Manager

CONSENT CALENDAR  
April 27, 2021

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Subject: Appointment of Planning and Development Department Director

RECOMMENDATION

Adopt a Resolution confirming the appointment of Jordan Klein as the Director of the Planning and Development Department effective May 3, 2021 at an annual salary of \$194,765.

FISCAL IMPACTS OF RECOMMENDATION

The salary and benefits for the Director of Planning and Development are included in the Fiscal Year 2021 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 \$16,230.

CURRENT SITUATION AND ITS EFFECTS

Timothy Burroughs directed the Planning Department from April 2018 through June 2020. Upon his resignation Jordan Klein was appointed Acting Director while a search for a new director was conducted.

The City retained The Hawkins Company, an executive search firm, to conduct a comprehensive 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 Jordan Klein for appointment to the Director position, to be appointed with a monthly salary of \$16,230. Per this council item, confirmation of the appointment is requested so that Mr. Klein may be formally offered this regular at-will benefited department head position, to become effective no later than May 3, 2021.

BACKGROUND

The Planning and Development Department has a budget of \$24.5 million with 103 budgeted full time positions. The department consists of the following divisions: Administration, Land Use Planning, Building and Safety, Office of Energy & Sustainable Development, and the Toxics Management Division. 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 Building & Safety Division provides building plan review, inspection services, Building Code information, issues permits for several City departments, 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 city council priorities per 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 comprehensive search for the Director of Planning and Development. The Hawkins Group discussed the position with over 150 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 29 applications were received. Screening interviews were conducted and a final pool of six applicants were interviewed by two separate interview panels: a staff interview panel made up of City Department Directors from various departments, and a stakeholder interview panel consisting of technical experts and community partners. Final interviews with the top two candidates were conducted by the City Manager and Deputy City Managers, and based upon the results of that process, I am pleased to recommend that the Council confirm the appointment of Mr. Klein.

Mr. Klein has skillfully and collaboratively led the Planning department as interim director for nine months. He has over 18 years of experience in the field of planning and community development in the Bay Area, including 12 years of increasingly responsible experience in City government in Berkeley and San Francisco. He has worked for the City of Berkeley since 2014, holding the positions of Economic Development Manager and Economic Development Project Coordinator. Prior to that he was a Senior Project Manager for the City and County of San Francisco and a Neighborhood Economic Development Planner.

During his tenure as acting Planning Director Mr. Klein has worked diligently with staff to support critical council priorities. Under his leadership the Planning Department has advanced critical new climate action such as residential parking policy reform and a building electrification strategy; finalized and secured City Council adoption of new land use policies, including the Adeline Corridor Plan; responded ably and deftly to a crisis situation following a construction fire at 2067 University Avenue; pursued important customer service improvements, including an expansion of online payments at the Permit Service Center; and maintained a high level of service while processing thousands of permits and inspections amidst the challenges of the pandemic.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Dee Williams-Ridley, City Manager, City Manager's Office (510) 981-7000

Attachments:

1: Resolution

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

CONFIRMING THE APPOINTMENT OF JORDAN KLEIN AS DIRECTOR OF THE  
PLANNING AND DEVELOPMENT DEPARTMENT

WHEREAS, Mr. Klein has 12 years of increasingly responsible public sector experience and five years of nonprofit experience with expertise in planning, economic development philanthropy and staff management; and

WHEREAS, Mr. Klein received a Bachelor's Degree from Northwestern University and a Master's Degree in Planning from UC Berkeley; and

WHEREAS, Mr. Klein has served exceptionally well as the acting Planning director for the past nine months.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that it hereby confirms the City Manager's appointment of Jordan Klein as the Director of the Planning and Development department with an annual salary of \$194,765, on the same terms and conditions as other regular at will employees, to be effective no later than May 3, 2021.