DEPARTMENT: Planning

BY: Kris Schenk, Director

PHONE: 209-742-1216

RECOMMENDED ACTION:

Adopt Resolution approving Professional Service Agreement with Jon Johnson, to assist Mariposa Planning Department meet its responsibilities to process permit applications and accept new applications; and approve a Budget Adjustment in the amount of $45,000.00 from Salaries and Benefits #001-0249-575-0150 to Professional Services #001-0249-575-0418.

BACKGROUND AND JUSTIFICATION FOR BOARD ACTION:

- Mariposa Planning is attempting to meet a heavy demand for current planning project reviews with a staff that is 2 positions short of fully budgeted strength. A continuous recruitment for Assistant/Associate/Senior Planner is currently ongoing. Personnel has received 10 or 12 applications for Assistant Planner, but almost none for the Associate or Senior levels. It is estimated that it now takes 4 to 5 months to process a land division, and numerous new major development proposals are on the short-term horizon.

- In October, after the departure of Patricia Nicholson, staff was able to hire Jon Johnson on an emergency, extra-help basis to alleviate the immediate current planning staffing crisis. Mr. Johnson, a planning consultant living in Nipomo, CA, was persuaded to work for Mariposa Planning provided that the County would subsequently increase his hourly compensation commensurate with the monetary value that full-time employees realize through the County’s generous benefit package.

- Staff has explored the costs of hiring professional consultants to perform the current planning work assignments. Planning consultants are not leaping at the opportunity to work in Mariposa, unfortunately. The few who have expressed a willingness to come here, to assist the department with permit processing workloads, have indicated minimum hourly work rates of $80. to $95., plus transportation, living, and per diem charges.

- Jon Johnson, during the 6 weeks that he has been employed on an extra help basis, has demonstrated an ability to adapt and accept increasingly complex planning assignments within a challenging work environment. We request that the Board of Supervisors approve a Professional Services Agreement with Mr. Johnson, (see attachment) at the rate of $40.00 per hour, for a period of up to 6 ½ months (for as long as his services are needed), to allow the Planning Department to continue to meet its statutory responsibility to permit applicants. The proposed hourly rate is the approximate equivalent of salary and benefits for a Senior Planner.

- This requested action can be financed, at no net County increase in budgeted costs, by transferring the amount of $45,000. from Salary/Benefits #001-0249-575-0150 (Savings from Fiscal Year 2004-05 position vacancies) to #001-0249-575-0418, Professional Services. The purpose of the budget transfer is to use funds that are not currently being spent, due to staff vacancies, to accomplish the work for which they were intended.
ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Staff has discovered no practical alternative to address the mounting workload of current applications. The available alternatives involve hiring contract employees, experienced in rural county current planning processing, at substantially higher or prohibitive salary rates, to perform the necessary work. This staffing and workload crisis is anticipated to continue until the (2) regular staff positions have been filled and the new employees are trained and familiar with County planning procedures.

Negative action is likely to increase permit processing time; increase public frustration with planning requirements; and drain the (already limited) capability of existing planning staff to address advance planning matters of concern, such as the General Plan adoption, ordinance revisions, and community and town plans.

Financial Impact? ( ) Yes ( X ) No  
Current FY Cost: $45,000.  
Annual Recurring Cost: $

Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded

Amount in Budget:  
Additional Funding Needed:  
Source:  
Internal Transfer  
Unanticipated Revenue  
Transfer Between Funds  
Contingency  
( ) General  ( ) Other

List Attachments, number pages consecutively

1. Professional services Agreement  
2. Budget Action Form

CLERK’S USE ONLY:  
Res. No.: Ord. No.  
Vote – Ayes: Noes:  
Absent:  
Approved  
Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: ____________________________

Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: ____________________________  
Deputy

COUNTY ADMINISTRATIVE OFFICER:  
Requested Action Recommended  
( ) No Opinion

Comments: ____________________________
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**TRANSFER BETWEEN FUNDS**

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**ACTION REQUESTED:** (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies;

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories with a budget unit;

**JUSTIFICATION:** Continuous recruitment for Assistant/Associate/Senior have not resulted in adequate applicants. Mr. Johnson is the only Planning consultant that has agreed to work in Mariposa County until the recruitment has been filled. (See Agenda Action Form)

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.**

**CLERK**

**DATE**

**AUDITOR’S USE ONLY**

**BA#**