

DEPARTMENT: Planning

BY: Kris Schenk  
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07-144

**RECOMMENDED ACTION AND JUSTIFICATION:** Because of the continuing high volume of planning applications and assignments and a shortage of professional planning staff, Mariposa Planning has been seeking outside contract planning assistance. Applicants with major private projects pending have expressed strong interest in paying increased application fees if they know that their staff reports will be "outsourced" to a knowledgeable planner on contract to the County.

Patricia Nicholson, currently a private planning consultant who lives in Merced, previously worked for the Planning Department in 2003 and 2004. She is familiar with the Subdivision Map Act, CEQA, LAFCo, and Mariposa County's planning regulations. Pursuant to the attached Professional Services Agreement, Patricia would be available to work, on an as-needed basis up to 20 or 25 hours per week, to help immediately with the permit processing workload. She would also be available for other planning priorities, such as a community or town plan, or a LAFCo proposal, if there were a budget account for the work. Her hourly rate would be \$65, billed to the appropriate project application or account.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** In March of 2006, the Board of Supervisors authorized the Planning Department to "outsource" certain types of projects, particularly those major applications which are charged fees on a "time and materials" basis. (The South Shore and Deerwood proposals in the Lake Don Pedro area are two examples of major projects that could be assigned to an appropriate outside planning contractor.) Mariposa Planning staff have been actively recruiting one or more contract planner(s) who could meet our outsourcing criteria, including:

- Being available on relatively short notice for site visits, for conferences with applicants, neighbors or commenting agencies, and for staff report presentations to the Planning Commission and Board of Supervisors;
- Having sufficient local knowledge, continuity with projects and communities, and independence to not require extensive training or supervision from Planning Department managers;
- Being immediately available to take on project assignments at an affordable consulting rate;
- Providing senior-level assistance and resources for existing staff that will directly address the pending major project workload; and
- Not being encumbered with other clients or contracts that might create conflicts of interest for applicants or the County.

In staff's judgment, Patricia Nicholson meets these criteria.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:** The consequences of not being able to locate qualified senior staff resources or to outsource major projects will potentially result in increased processing time for important Planning Department projects and assignments.

Financial Impact? (X) Yes ( ) No Current FY Cost: \$

Annual Recurring Cost: \$

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

Amount in Budget: \$ 13,000

List Attachments, number pages consecutively

Additional Funding Needed: \$ 0

1. Professional Services Agreement with Patricia Nicholson

Source:

Internal Transfer

Unanticipated Revenue 4/5's vote

Transfer Between Funds 4/5's vote

Contingency 4/5's vote

( ) General ( ) Other

CLERK'S USE ONLY:

Res. No.: 07-144 Ord. No. \_\_\_\_\_

Vote - Ayes: 3 Noes: \_\_\_\_\_

Approved Absent: \_\_\_\_\_

( ) Minute Order Attached ( ) No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended

No Opinion

Comments:

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

CAO:

*[Handwritten Signature]*