



# MARIPOSA COUNTY

Planning • 209-966-5151



## RESOLUTION - ACTION REQUESTED 2019-283

MEETING: May 28, 2019  
TO: The Board of Supervisors  
FROM: Sarah Williams, Planning Director  
RE: Approve New Planning Technician Allocation in the Planning Department

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**RECOMMENDATION AND JUSTIFICATION:** Authorize the addition of one full-time Planning Technician allocation in the Mariposa County Planning Department effective June 11, 2019, to assist with Code Compliance work. The current workload for Code Compliance is no longer manageable by one person. There is substantial office, communication and permit research work that could be done by this new staff, to support the current Code Compliance staff person.

The expansion of cooperation between the Code Compliance staff person and other County agencies such as the Building Department, Sheriff's Office, Child Protective Services, Adult Protective Services, Assessor's Office, Tax Office and Environmental Health has created a more efficient system of handling complaints, which routinely involve multiple violations. Finding and correcting violations as early as possible increases the success rate for and time taken to achieve compliance. Active presence (and success) of Code Compliance has increased the public's awareness of the resource and thus increased the number of complaints received. This cooperation and awareness have caused a steady increase in the number of phone calls and requests for inspection.

There are currently approximately 259 open active code compliance cases (this number does not include approximately 200+ "cold cases" that show as open in the county's filing program, however the exact status of these cases has not been verified). The average number of new cases per week has increased from 1-2 per week in 2017 to 5-7 per week in 2019, with as many as 10 per week during marijuana grow season (March through October).

Success in achieving compliance is directly related to the management of each case. The ongoing management of cases includes continued contact with the property owner until compliance is achieved. This includes emails, telephone calls, letters, meetings and periodic re-inspections and abatement plan creation. Ongoing management takes significant time, and must occur and continue until compliance is achieved. The additional staff person will significantly assist the current staff person with these ongoing management tasks, needed for compliance.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** Changes to the employee

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allocation schedule require Board approval. The Board has approved allocation changes that will ultimately increase the level and quality of services provided to the County.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:** Do not approve the allocation of one new Planning Technician position. The County's Code Compliance staff will struggle to respond to continuing submissions of Requests for Investigation, and compliance rates will be impacted.

**FINANCIAL IMPACT:**

**The total cost of adding this position for the time period between June 11 and June 30, 2019, within the current 18/19 FY would be \$3,575.97. Planning has salary savings to cover these costs. The annual cost of a new Planning Technician beginning at Step 1 for the 19/20 FY would be \$67,755.24. Planning has requested funding for this position in the proposed FY 19/20 budget. It may be possible to use Building Permit violation fees (from permits issued to rectify violation cases) to supplement General Fund funding for this position.**

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey