

DEPARTMENT: Planning

BY: Kris Schenk, Director

PHONE: 742-1216

RECOMMENDED ACTION & JUSTIFICATION:

Adopt resolution extending the time for Sarah Williams, Deputy Planning Director to utilize her accrued vacation time from December 31, 2004 to May 20, 2005.

Although the Board's previous actions to extend the time for Sarah Williams to utilize her accrued vacation time were based upon her additional responsibilities as Interim Planning Director, there remain extenuating and extraordinary issues with staffing levels and Sarah's specific job responsibilities at Mariposa Planning.

The Planning Director position was filled in early September 2004, however the Senior Planner position has been vacant since the end of July 2004, and the Associate Planner position has been vacant since mid-September 2004. These are both journey level professional positions, and Sarah has worked to cover these vacancies. During the past six months, applications for current planning projects continue to be received at higher than normal rates. During this period, Sarah also continued her key involvement in the General Plan Update process.

Sarah has reduced her accumulated vacation time since the end of June 2004. She has prepared a written plan to finally get her time to the 240 hour limit by the May time card deadline. I have approved her written plan, and believe the plan is reasonable to keep the office current planning program functioning, and the General Plan Update on-schedule. We have had a senior level contract planner since early December, and will be filling an Assistant Planner position on February 1.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors took action on June 22, 2004 to extend the time for Sarah to utilize her accrued vacation time from June 30, 2004 to December 31, 2004.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Deny requested action. Employee will forfeit about 40 hours of accrued vacation time.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$		Attachments: _____
Additional Funding Needed: \$		_____
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:

COUNTY ADMINISTRATIVE OFFICER:

Res. No.: 05-28 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 Minute Order Attached No Action Necessary

_____ 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: _____