



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: February 11, 2020	ITEM TIME:

FROM:	Dan Weinheimer, Deputy County Manager
TODAY'S DATE:	February 3, 2020
AGENDA TITLE:	Appointment of Interim Planning Director

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ★ ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:
 With a vacancy resulting from the resignation of Chad Phillips as Routt County Planning Director, it is necessary to appoint an Interim Planning Director to oversee the function of the department.

II. RECOMMENDED ACTION (*motion*):
 Appoint Kristy Winser as Interim Planning Director for the period needed to identify and hire a permanent Planning Director.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE (*if applicable*):
CURRENT BUDGETED AMOUNT:
PROPOSED EXPENDITURE: unknown
FUNDING SOURCE: Salary savings from budgeted amounts
SUPPLEMENTAL BUDGET NEEDED: YES NO

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):
 None



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V. BACKGROUND INFORMATION:

Chad Phillips submitted his resignation from the position of Planning Director on January 27, 2020. With this departure, Kristy Winser was named to fill the vacancy. The action today is formally naming Kristy Winser as the Interim Planning Director for a period until a permanent Director is identified and named.

The Planning Director position is empowered with numerous administrative responsibilities related to land use and permit compliance within County codes. This appointment is intended to clearly provide those administrative powers to Ms. Winser as Interim Director. As Interim Director, she will be responsible to oversee the staff and work of the Planning Department, to serve in support of the Planning Commission and Board of Adjustment, and to be responsible to the community.

The County's practice for an extended interim appointment is to provide a five percent (5%) salary differential increase for the time an individual would serve as interim. The five percent would then also apply to the salary range of the new position. Given that practice, Ms. Winser's current salary is \$51.37 an hour or Step 10 of the Assistant Director pay scale. A 5% increase would be \$53.94 an hour, that hourly rate would place her at Step 5 (\$54.17 an hour) of the Director pay scale.

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

IX. LIST OF ATTACHMENTS:

Pay scales for Assistant Planning Director and for Planning Director