



M E M O R A N D U M
COUNTY EXECUTIVE OFFICE
ADMINISTRATION
County of Placer

TO: Board of Supervisors
FROM: Todd Leopold, County Executive Officer
SUBJECT: Proposed Parks and Open Space Department

DATE: April 13, 2021

ACTION REQUESTED

Introduce an Ordinance, and waive oral reading, adding Article 2.38, "Department of Parks and Open Space" to Chapter 2 of the Placer County Code and amending Chapter 2, Article 2.08, Section 2.08.010, Chapter 12, Article 12.24, Section 12.24.010, Chapter 15, Article 15.34, Section 15.34.080, and Chapter 16, Article 16.08, Section 16.08.100 to reflect the addition of the Department of Parks and Open Space into the County's overall organizational structure.

BACKGROUND

The County Executive Office continually assesses the efficacy of the organization and seeks opportunities for organizational improvements. Over the past several months, the County Executive Office has had the opportunity to evaluate our existing Parks function as it relates to both current and anticipated future workload. Significant growth is anticipated in unincorporated western Placer in the coming years as Riolo Vineyard continues to build out, Placer Vineyards and Bickford Ranch ramp up construction activity this spring, and Regional University, Placer Ranch and the Sunset Area ready for construction soon thereafter. With this growth, along with significant development in eastern Placer, the County's parks service model must grow and evolve to provide parks, trails and open space strategy to a larger, more expansive and a more suburban/urban population than in years past.

Given the continued focus on our parks and open space operations, the County Executive Office recommends dissolving the Parks division which currently resides within the Department of Public Works, to establish an independent county department to be called the Department of Parks and Open Space. This new department will better position the County to accommodate the increasing volume of parks management responsibilities, increased service demand, and strengthen the long-term financial viability of the operations related to parks and open spaces in Placer County.

Separating the existing Parks Division from the Department of Public Works will result in the elimination of a currently vacant Public Works Deputy Director position that provided strategy direction to the division and will result in reclassifying the position in order to recruit for a Director of Parks and Open Space. This newly created position will be tasked with providing direct oversight of Parks staff, addressing the operational and fiscal management of the department, and creating and implementing detailed plans for capital improvements, operations, maintenance, and associated funding strategies. They will also be responsible for interacting with the various communities, municipalities and special districts that provide parks management services to identify opportunities for joint collaboration in trail networks, external funding opportunities or project coordination. With the County's concerted focus on capital infrastructure and operational efficiency, this effort requires a director that can be focused solely on the department's operations. The Public Works Director will continue to provide direct management oversight to existing Parks staff while a recruitment is conducted for the new director position for the department.

CEO staff is working with the Director of Public Works and Human Resources to prepare and identify staff needs and create a preliminary staffing plan for this reorganization. We anticipate those key administrative decisions will take place in the next month.

If the Board supports the recommendation, staff will request that the Board adopt the ordinance introduced today on April 27, 2021, and the Human Resources Department will propose modifications to the uncodified Schedule of Classifications and present classification specifications, including creating a new Parks Director position, at that time. Recruitment for the new Director would begin shortly thereafter. It is anticipated that a new director would be onboard prior to July 2021.

FISCAL IMPACT

No known fiscal impacts above current appropriations are anticipated with the creation of the new department. No additional staff is being requested as a direct result of the reorganization proposal being recommended. There is no fiscal impact associated with adding Article 2.38 to the Placer County Code and amending Chapter 2, Article 2.08, Section 2.08.010, Chapter 12, Article 12.24, Section 12.24.010, Chapter 15, Article 15.34, Section 15.34.080, and Chapter 16, Article 16.08, Section 16.08.100.

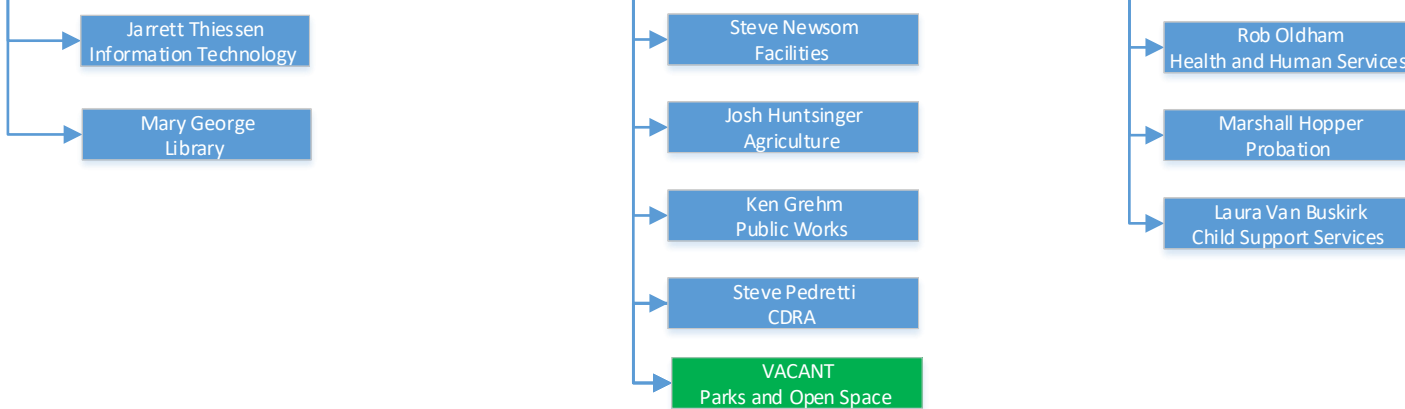
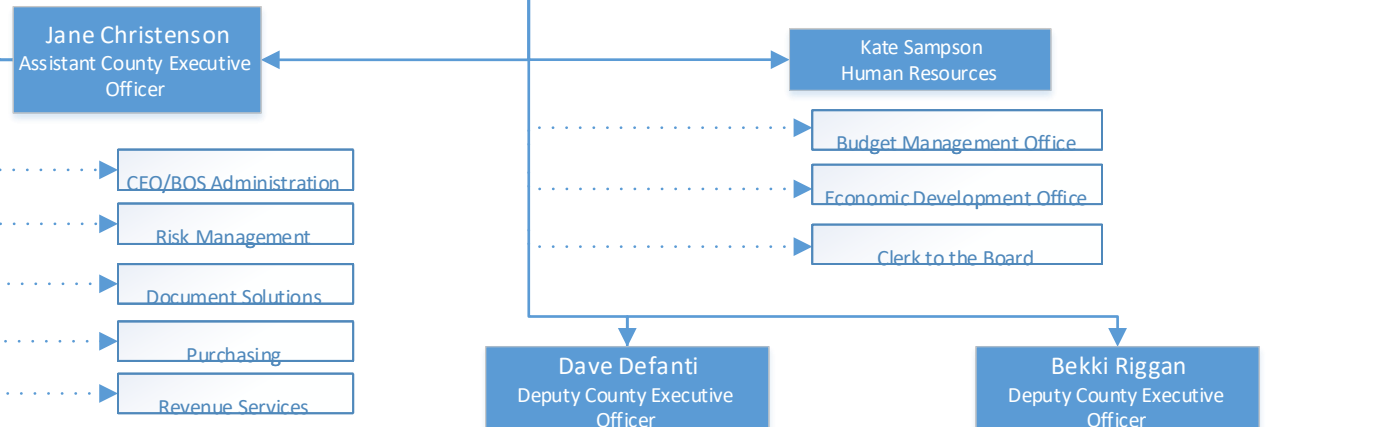
ATTACHMENTS

1. Organization Chart
2. Ordinance

Placer County, California

April 13, 2021

Elected Officials	
Ryan Ronco Clerk and Recorder	Andrew Sisk Internal Auditor
Kristen Spears Assessor	Jenine Windeshausen Treasurer
Devon Bell Sheriff Office	Morgan Gire District Attorney



EXECUTIVE MANAGEMENT

DEPARTMENTS

PROPOSED REORGANIZATION

Before the Board of Supervisors County of Placer, State of California

In the matter of:

An Ordinance adding Article 2.38, "Department of Parks and Open Space" to Chapter 2 of the Placer County Code and amending Chapter 2, Article 2.08, Section 2.08.010, Chapter 12, Article 12.24, Section 12.24.010, Chapter 15, Article 15.34, Section 15.34.080, and Chapter 16, Article 16.08, Section 16.08.100 to reflect the addition of the Department of Parks and Open Space into the County's overall organizational structure.

Ordinance No.: _____

Introduced: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held on _____, by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,
DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Article 2.38, "Department of Parks and Open Space" is added to Placer County Code Chapter 2 as follows:

2.38.010 Created

There is created in the county a department of parks and open space.

2.38.020 Functions – Generally

The department of parks and open space shall be responsible for planning, developing, operating, and maintaining parks, open space, trails, and beaches in unincorporated Placer County, including vegetation management, landscaping, and grounds maintenance on county owned or operated properties.

2.38.050 Duties and services generally

The duties and services to be furnished and performed by the department of parks shall include the following:

A. Operation and Maintenance. Operate and maintain parks, open space, trails, and beaches in unincorporated Placer County, landscaping and grounds maintenance for facilities, rights of way, and properties owned or operated by the county. Provide vegetation management on county owned or operated properties.

B. Acquisition and Development. Acquire and develop property for park, open space, trail, recreational facilities, and related purposes.

C. Supervise Special Districts. Supervise and administer special districts having department of parks and open space functions, in coordination with other departments when district functions overlap with other department functions.

D. Perform Other Services as Directed. Perform any and all other services of a department of parks and open space that may be ordered by the board of supervisors and county executive.

2.38.060 Director of parks

A. Qualifications. The director of parks and open space shall be a person who in the opinion of the board of supervisors has had broad and considerable experience in administration and parks and open space management and operation.

B. Administrative Head of Department. The director of parks and open space shall be the administrative head of the department of parks and open space.

C. Reports Directly to County Executive. The director of parks and open space shall report directly to the county executive in all administrative matters and shall be under the control of the county executive and through the county executive to the board of supervisors.

D. Powers and Duties—Generally. The director shall administer the department and carry out the general policies of the board in conformity with the estimate of expenditures fixed in the budget as finally adopted by the board as/or thereafter revised by appropriate action of the board.

E. Powers and Duties—Employment of Assistants. The director shall employ such assistants and employees as may be necessary in conformity with the budget and county policies and procedures with respect to personnel and subject to the approval of the board of the salary or other compensation to be paid.

F. Powers and Duties—Supervision of Personnel. The director shall have sole supervision and jurisdiction over personnel and over the assignments of personnel engaged in department work.

G. Powers and Duties—Rental and Purchases of Equipment. The director may purchase, lease, or hire such equipment as may be necessary to perform the necessary functions of the department of parks in conformity with the budget and policies of the county with respect to purchase and rentals and subject to approval of the board as to price and rental.

H. Powers and Duties—Preparation of Budget—Action on Budget by Board of Supervisors. The director shall each year prepare a tentative budget covering all proposed expenditures for the ensuing fiscal year for county parks purposes. The director shall submit the same as the recommended budget to the board of supervisors at the same time as other county departments submit their recommended budgets. The board of supervisors shall hold public hearings on the proposed parks and open space budget at the same time as the general county budget is considered and after like notice. In adopting the budget such board may make such changes and revisions as it considers will serve the public interest.

Section 2. Placer County Code Chapter 2, Article 2.08, Section 2.08.010 is amended as follows:

In addition to those officers specifically established by the Placer County Charter, these officers are created:

- A. Administrative assistant to the board of supervisors.
- B. LAFCO executive officer.
- C. Director of health and human services.
- D. Agricultural commissioner/sealer of weights and measures.
- E. Clerk of the board of supervisors.
- F. Director of library services.
- G. Chief probation officer.
- H. Chief building official.
- I. Chief information officer.
- J. Director of human resources.
- K. Director of facilities management.
- L. Director of public works/road commissioner.
- M. Farm advisor.
- N. County surveyor.
- O. Planning director.
- P. Public guardian.
- Q. Director, community development/resource agency.
- R. Zoning administrator.
- S. County fire warden.
- T. Public health officer, also identified in this code as the county health officer or health officer.
- U. Purchasing agent.
- V. Director of parks and open space**

Section 3. Placer County Code Chapter 12, Article 12.24, Section 12.24.010 is amended as follows:

A. The Placer County department of ~~facility services~~ **parks and open space** is authorized to adopt and enforce rules and regulations consistent with this article. Behavior in conflict with the regulations specified herein is unlawful.

B. The enforcement official shall be the director of the Placer County department of ~~facility services~~ **parks and open space** for county owned or managed public recreation areas (PRA), or the person designated by the governing body of non-county owned PRAs. The enforcement official may designate an individual to discharge specific duties herein.

C. The board of supervisors, by resolution, shall designate PRAs to be subject to the provisions of this article. This article shall also apply to public recreation areas owned and/or managed by public agencies other than the county of Placer when requested or supported in writing by that public agency, and as specified by resolution of the board of supervisors.

Section 4. Placer County Code Chapter 15, Article 15.34, Section 15.34.080 is amended as follows:

E. Credit against this fee obligation for the construction of any private recreational improvements by the project proponent, shall be considered, and if determined appropriate by the county executive officer or designee, shall be granted against the fees owed by that project proponent. Such credit, if any, shall be calculated by the county ~~facility services~~ **parks and open space** director. The county ~~facility services~~ **parks and open space** director shall determine the basis for calculating the amount of credit for other improvements (such as buildings, etc.), if any. For all improvements such credit shall be limited to a maximum of fifty (50) percent of the amount of fee that would otherwise be imposed pursuant to this article, except as provided under the provisions for reimbursement set forth above.

Section 5. Placer County Code Chapter 16, Article 16.08, Section 16.08.100 is amended as follows:

As a condition to the approval of a final subdivision/or parcel map, a portion of such land shall be dedicated for park or recreational purposes, or a fee paid in lieu thereof, or a combination of both, subject to the provisions of this section.

5. Upon concurrence of the subdivider and the county, the subdivider may construct public recreational facilities in lieu of fees required. The credit given to the subdivider for design and construction of the public recreational facilities shall be equivalent to an engineer estimate for the cost of such improvements approved by the county. Phasing of park improvements to coordinate with the phasing of residential improvements by the subdivider shall be appropriately considered by agreement between the county department of ~~facility services~~ **parks and open space** and the subdivider.

Section 6. This ordinance shall take effect and be in full force thirty (30) days after the date of its passage. The Clerk is directed to publish this ordinance, or a summary thereof, within fifteen (15) days in accordance with Government Code section 25124.

2. The fee required shall be five hundred thirty-three dollars (\$533.00) per resulting parcel on land zoned to permit single-family residences, three hundred eighty-nine dollars (\$389.00) per dwelling unit, on lands zoned for multifamily residential use, and three hundred fifty-one dollars (\$351.00) per dwelling unit, on lands zoned for age-restricted senior use.

3. Annual Adjustment. All fees hereunder shall be adjusted each July 1st in accordance with the United States Bureau of Labor Statistics Consumer Price Index, for Urban Wage Earners and Clerical Workers, San Francisco-Oakland, all items, said adjustment to be made by adjusting the amounts according to the following formula:

4. The adjustment in each fee will be calculated based on the difference between the most currently available index and the index amount for the same month of the previous year. The resulting figure to be rounded downward to the nearest five dollars (\$5.00).

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