

**MEMORANDUM  
PLACER COUNTY**

**Community Development Resource Agency**

**TO:** Honorable Board of Supervisors  
**FROM:** John Marin - Community Development Resource Agency Interim Director  
**SUBJECT:** CDRA Phase III Allocation Ordinance  
**DATE:** April 18, 2006

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**ACTION REQUESTED:** Approve an allocation ordinance creating 14 additional allocations in the Community Development Resource Agency, 1 additional allocation in the County Executive Office, transfer 2 allocations from Facility Services / Special Districts and 1 allocation from the Department of Public Works to CDRA.

**BACKGROUND:** On April 4, 2006, your Board approved in concept the addition of 14 allocations in the Agency, 1 allocation in the County Executive Office, 2 allocations transferring from Facility Services/Special Districts and 1 allocation transferring from the Department of Public Works.

**JUSTIFICATIONS:**  
New Positions:

**CDRA Administration**

**Accountant Auditor**

This position will support additional duties created by absorbing Department of Public Works accounting functions for Engineering and Surveying as well as address increased cost accounting/auditing functions of the Agency.

**Secretary Journey**

This position is critical to advancing the Community Development Resource Agency's mission of streamlining the environmental review process and implementation of new process improvements. The position assists the Environmental Coordination Services in the processing and monitoring of new environmental review applications and initial study preparation. It is also responsible for maintaining status reports for negative declarations and environmental impact reports and coordinating meetings and staff input from the Environmental Review Committee.

**Account Clerk – Entry/Journey**

This position is an allocation transfer from the Department of Public Works to absorb Engineering and Surveying accounting functions previously supported by DPW.

**Engineering and Surveying**

**Assistant Director** (unfunded)

The position is requested to provide continuity in operation of the division and to provide an additional level of authority in the absence of the Director. In addition, the position will allow for the sharing of day-to-day responsibility for the multiple responsibilities of the department.

**Associate Surveyor**

Currently our review times for Minor Boundary Line Adjustments, Corner Records, Records of Survey, Parcel Maps, and Subdivision Maps is increasing. Additional staff will reduce turnaround times for all of these functions to better achieve mandated requirements. If the additional staff is not approved, our review times will continue at their present level.

**Assistant Engineer**

This position will enable us to be more timely in preparing documentation for completion of projects. Currently, our ability to create punch lists, review the release of security for improvements, and otherwise complete the documentation for developer projects is limited by a lack of staff. Not filling this position will perpetuate our difficulties in completing project releases.

**Executive Secretary**

Currently our department has three clerical staff members. This means that technical staff (Engineering positions) must spend time doing those clerical duties such as filing and routing correspondence. Not filling the position will continue that inefficient use of technical staff for clerical duties when they could be performing a higher level of work reviewing development project issues.

**Senior Civil Engineer and Engineering Tech I/II**

The transfer of these positions will allow us to come closer to the goal of being a “one stop shop” for development review. If the positions are not transferred, the work of providing conditions, improvement plan checking and construction inspection will continue to be the responsibility of the Facilities Services Department. This will result in a continued, inefficient split in the processing of development projects.

**Building Inspection**

**Executive Secretary**

This position will provide administration support to the Chief Building Official. Before the formation of the Agency, the Chief Building Official supervised the administration for the Building and Planning Departments and received secretarial support from this division. The Agency formation has created an Administration Division with expanded duties to support the entire

Agency. This leaves the Building Official without Secretarial support. The Executive Secretary will support the Chief Building Official.

**Administrative Clerk Entry/Journey (2 allocations)**

These two positions will provide administration support to the front counter services and be the first point of contact for the public as they enter the building. Some of our customers will need to be directed upstairs to CDRA Administration, Air Pollution Control, Public Works, and Placer County Redevelopment. These positions are funded by the CDRC building occupants.

**Code Enforcement Officer I/II**

With the formation of the Agency, Code Enforcement was transferred from the Planning Department to the Building Department. Three-quarters of a position was assigned to the Tahoe office. The Supervising Planner was performing these duties. At this time, this position will be assigned to the Auburn Office, but will provide Code Enforcement support in the Tahoe area as well as the rest of the County.

**Building Inspector I/II**

This position is for the Tahoe Office to provide additional help with the Tahoe Regional Planning Agency and Building Department workloads.

**Planning**

**Senior Planner (3 allocations)**

These three positions are being added to address current workload issues, support succession planning efforts, and initiate Tahoe Zoning Administration hearings. One position is funded 1/3 by the Redevelopment Agency to support TRPA Pathway 2007 activities.

**County Executive Office**

**Administrative Secretary- C**

This CEO support position (Tahoe) is being funded 1/2 by CDRA, 1/4 by CEO, and 1/4 by the Redevelopment Agency, to support Tahoe Land Development and Administration.

**FISCAL IMPACT**

The implementation of the Phase III process improvements and position allocations will increase the 2006-07 CDRA budget by \$1.47 million. The expenditure increase is offset by an estimated fee increase of \$1.05 million. The fee increase, in conjunction with Tahoe Land Development Processing Improvements, and coordinated program efficiencies countywide (Environmental Review, Mandatory Pre-development Review) provide a complete land-use / Development / Resource Agency. The creation of the Agency has resulted in a County cost of just over \$500,000

annually. The total number of positions in the Community Development Resource Agency will be 168 allocations with a total budget of \$22,764 million.

**RECOMMENDATION**

Approve the following action:

1. Adopt Attachment A, approving 14 additional allocations in CDRA, 1 allocation in the County Executive Office, and transfer 2 allocations from Facility Services/Special Districts and 1 allocation from the Department of Public Works/Administration.

Attachment: A) Chapter 3 Allocation Ordinance

cc: Tom Miller, County Executive Officer  
Nancy Nittler, Personnel Director

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

In the matter of: An ordinance amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1, relating to the departments of Community Development Resource Agency, County Executive Office, Facility Services, and Public Works.

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

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

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, 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:**

That Placer County Code, Chapter 3, Section 3.12.010, Appendix 1, is hereby amended as indicated on the attached: (Additions to ordinance shown in bold/underline, deletions shown with strike-through.)

Effective the first day of the pay period thirty days after the second reading.

*Chapter 3, Section 3.12.010, Appendix 1:*  
 COMMUNITY DEVELOPMENT/RESOURCE AGENCY

(a) Administration			
<u>Account Clerk Entry/Journey</u>	<u>1</u>		
<u>Accountant Auditor I/II</u>	<u>1</u>		
<u>Secretary - Entry/Journey</u>	<u>1</u>		
		17	<u>20</u>
(b) Building Inspection			
Administrative Clerk - Entry/Journey	<u>2 4</u>		
Building Inspector I/II	17 <u>18</u>		
Code Enforcement Officer I/II	<u>2 3</u>		
<u>Executive Secretary</u>	<u>1</u>		
		48	<u>53</u>
(c) Engineering and Surveying			
<u>Assistant Director of Surveying and Engineering</u>	<u>1</u>		
Civil Engineer - Senior	4 <u>5</u>		
Engineer/Junior Engineer - Assistant	<u>8 9</u>		
Engineering Technician I/II	14 <u>15</u>		
<u>Executive Secretary</u>	<u>1</u>		
Surveyor - Associate	<u>3 4</u>		
		45	<u>51</u>
(d) Planning			
Planner - Senior	7 <u>10</u>		
		42	<u>45</u>
TOTAL - COMMUNITY DEVELOPMENT/RESOURCE AGENCY			152 <u>169</u>
COUNTY EXECUTIVE OFFICE			
(a) Administrative Secretary - C	<u>3 4</u>		
		33	<u>34</u>
TOTAL - COUNTY EXECUTIVE OFFICE			58 <u>59</u>
FACILITY SERVICES			
(h) Special District Services			
Civil Engineer - Senior	1		
Engineering Technician I/II	4 <u>3</u>		
		44	<u>42</u>
TOTAL - FACILITY SERVICES			249 <u>217</u>
PUBLIC WORKS			
(a) Public Works Administration			
Account Clerk - Entry/Journey	<u>3 2</u>		
		44	<u>13</u>
TOTAL - PUBLIC WORKS			248 <u>217</u>
	FULL TIME	2,743	<u>2,757</u>
	PART-TIME	56	56
TOTAL ALLOCATED POSITIONS		2,799	<u>2,813</u>

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