



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Department Name: CEO  
Department No.: 012  
For Agenda Of: October 1, 2019  
Placement: Administrative  
Estimated Time:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Department Director(s) Mona Miyasato, County Executive Officer  
Contact Info: Dennis Bozanich, Deputy County Executive Officer

**SUBJECT:** Amendment No. 1 to the Agreement for Services of Independent Contractor with KPMG LLP to Perform Department Financial, Organizational, and Operational Reviews

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute Amendment No. 1 to the Agreement for Services of Independent Contractor with KPMG LLP to perform department financial, organizational, and operational reviews to add services and increase funding in the amount of \$35,000 for a total contract amount not to exceed \$1,235,000; and
- b) Determine that the proposed actions are administrative activities that will not result in direct or indirect physical changes in the environment, and are therefore not a project as defined by State California Environmental Quality Act Guidelines section 15378(b)(5).

**Summary Text:**

KPMG LLP will expand the depth of the review of the Planning and Development department to perform an assessment of the cannabis permitting process to document and provide recommendations for ways to improve the processes efficiency, reduce permitting time, and help prepare the County for permit renewals.

The purpose of the review is to document and assess the County cannabis permitting process, identify strengths, opportunities and weaknesses, compare with similar jurisdictions, as well as identify baseline and enhanced levels of service and recommend evidence based best practices for implementation.

**Background:**

This review will be in addition to Board Contract BC19212 wherein KPMG LLP was contracted to perform financial, organizational and operational performance reviews of County departments to assist the Board of Supervisors in identifying its budgetary priorities and allocations and operational effectiveness opportunities. The total KPMG contract (\$1.2 million) is providing Department Review reports for the County Executive, General Services, Human Resources, Public Health, Planning and Development, Sheriff, Public Defender, District Attorney and Probation departments. Attachment B provides the overall scope of the contract of which this additional contracted service is one portion. It is the CEO's intent to have all departments reviewed over a four-year period. Findings and recommendations will be brought to the Board at the appropriate intervals.

The CEO is undertaking this additional assessment by KPMG LLP to broaden the depth of understanding of the Planning and Development process and help address the current, and eliminate the future, backlog of cannabis permits.

**Fiscal and Facilities Impacts:**

Budgeted: Yes **Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 35,000.00		\$ 35,000.00
State			
Federal			
Fees			
Other:			
<b>Total</b>	<b>\$ 35,000.00</b>	<b>\$ -</b>	<b>\$ 35,000.00</b>

Narrative: Funding for Amendment No. 1 was appropriated through the FY 2019-20 County Budget Process.

**Special Instructions:**

Please send one copy to Wesley Welch.

**Attachments:**

Attachment A: Amendment No. 1 to the Agreement for Services of Independent Contractor with KPMG LLP

Attachment B: Agreement for Services of Independent Contractor with KPMG LLP

Attachment C: Schedule of Department Reviews – May 2019 to July 2020

**Authored by:**

Wesley Welch, Business Manager