

# SANTA BARBARA COUNTY BOARD AGENDA LETTER



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

**Agenda Number:**  
**Prepared on:** 7/11/02  
**Department Name:** Planning and Development  
**Department No.:** 053  
**Agenda Date:** 8/6/02  
**Placement:** Administrative  
**Estimate Time:** n/a  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** John Patton, Director  
ext 2085

**STAFF CONTACT:** Steve Mason, Deputy Director, Administration  
ext 2070

**SUBJECT:** Planning and Development staffing changes.

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## **Recommendation(s):**

That the Board of Supervisors approve the attached personnel resolutions effective August 19, 2002 to accomplish the following position changes.

### Comprehensive Planning Division:

- Delete 0.50 Planner III (Range 581) (\$4,399-\$5,370)
- Add 0.65 Planner III (Range 581) (\$4,399-\$5,370)

Effective August 19, 2002

### Administration Division:

- Delete 0.50 Planning Process Analyst-Program (Range 611) (\$5,109-\$6,237)
- Add 1.0 Planning Process Analyst-Program (Range 611) (\$5,109-\$6,237)

Effective August 19, 2002

## **Alignment with Board Strategic Plan:**

These recommendations are primarily aligned with Goal 1, An Efficient Government Able to Anticipate and Respond Effectively to the Needs of the Community; and Goal 3, A Strong, Professionally Managed County Organization.

## **Executive Summary and Discussion:**

Planning and Development proposes to restore the Planning Process Analyst position from one half time to full-time and slightly increase a part-time Planner III. The Planning Process Analyst was adjusted to half time approximately 2 years ago to accommodate a long-term employee. The incumbent regrettably resigned

in June 2002. The reduction of the Planning Process Analyst to part time required the department to distribute some Planning Process Analyst duties to planning staff, thereby reducing time spent on permit processing and permit revenues. Funding for these proposed changes will be provided by salary savings provided by another recent resignation of a part-time planner; and an increase of permit revenues by shifting non-revenue related activities from planning staff back to the Planning Process Analyst. These staffing changes were not included in our FY 02/03 budget because the resignations that precipitated these staffing changes followed the submittal of the budget.

**Mandates and Service Levels:**

None

**Fiscal and Facilities Impacts:**

The cost of changing these positions is approximately \$33, 000, which will be offset with \$28,000 by not filling a half-time Planner II and additional permit revenues of \$5,000. The salary costs are included in Planning and Development's adopted 02/03 budget in the Administration and Comprehensive Planning divisions on pages D-258 and D-262.

**Special Instructions:**

Please send one copy of the approved resolution to Susan Kean, Human Resources Department.

**Concurrence:** County Administrator and Human Resources Department