

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: 10/14/03
Department Name: Planning & Development
Department No.: 053
Agenda Date: 11/4/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Valentin Alexeeff, Director
Planning and Development

STAFF CONTACT: Steve Mason x2070
Administrative Deputy Director

SUBJECT: Professional Consulting Services Contract with Thomas Frutchey

Recommendation(s):

That the Board of Supervisors:

Approve and execute a professional services contract in the amount of \$100,000 with Thomas Frutchey to continue his work with Planning and Development's process improvement efforts and staff development, for the period of November 4, 2003 through June 30, 2004, increasing the original Purchase Order (No. 8350862) for a total amount Not-To-Exceed \$200,000.

The consultant, Mr. Frutchey is not a local vendor. Mr. Frutchey was selected so his ongoing work with Planning and Development's process improvement efforts and staff development would not be interrupted.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

Executive Summary and Discussion:

Planning and Development has undertaken an extensive Process Improvement Program to revamp permit processing timelines, outcomes and costs; customer interaction; public information; zoning ordinances and staff retention. Mr. Frutchey has been instrumental in facilitating customer, public and staff teams in the Process Improvement Program. Execution of this contract will provide for a continuation of Mr. Frutchey's work in the department's Process Improvement Program. This contract will also allow P&D to strengthen training for supervisors and managers involved in the permit process. P&D utilized

approximately 75% of the original purchase order contract during a 4-5 month recruitment for the Development Review South Division Manager. During this recruitment period, Mr. Frutchey's management and leadership expertise was crucial in guiding the operations of Development Review South Division. This additional work has driven the need for this requested contract expansion. Additional information regarding our process improvement efforts is available in staff reports for Board hearings of July 22, and September 23, 2003.

Mandates and Service Levels:

This effort is not mandated. Service levels are expected to increase as a result of implementation of Process Improvement recommendations.

Fiscal and Facilities Impacts:

Funding for this contract is budgeted in the Development Review North and South subdivisions within the Permitting and Compliance programs on pages D-290 and D-294 of the adopted FY 03/04 budget.

Special Instructions:

Clerk of the Board will forward a copy of the Minute Order to Planning and Development, Accounting.

Concurrence:

Risk Management
County Counsel
Auditor-Controller