

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
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Agenda Number:

Prepared on: April 18, 2006
Department Name: Planning & Development
Department No.: 053
Agenda Date: May 2, 2006
Placement: Administrative
Estimated Time: 15 minutes on 5/23/06
Continued Item: No
If Yes, date from:
Document File Name:

TO: Board of Supervisors

FROM: Dianne Meester, Assistant Director
Planning and Development Department

STAFF CONTACT: Steve Mason, Administration Deputy Director 568-2070

SUBJECT: Set hearing to receive a report on the maintenance of the Specialty Consultants List

Recommendation:

That the Board of Supervisors set a hearing for May 23, 2006 to receive a report on the maintenance of the Specialty Consultants List for the Planning and Development Department.

Alignment with Board Strategic Plan: The recommendations are primarily aligned with Goal No. 1, An Efficient Government Able to Respond Effectively to the Needs of the Community; Goal No. 4, A Community that is Economically Vital and Sustainable; Goal No. 5, A High Quality of Life for All Residents; and Goal No. 6, A County Government that is Accessible, Open, and Citizen-Friendly.

Executive Summary and Discussion: The Planning and Development Department maintains a list of specialty consultants who are qualified by issue area to complete special studies for development and planning projects. This hearing will present an updated procedure for staff to follow in the maintenance and use of this list.

The new procedures will include guidelines for qualifying a consultant for placement on the list, removal of consultants from the list, requiring regular updates from consultants on their qualifications, and contract management procedures for staff and applicants using these consultants.

Mandates and Service Levels: This work is not mandated. It will increase service levels to applicants, other departments and County residents.

Fiscal and Facilities Impacts: Funding for this work is provided in the Planning Support Services program on page D-290 of the adopted 2005-06 Fiscal Year budget.

Special Instructions: None

Concurrence: None