

**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: 06/22/05
Department: CEO
Budget Unit: 012
Agenda Date: 07/12/05
Placement: Departmental
Estimate Time: 90 mins
Continued Item: No

TO: Board of Supervisors

FROM: Michael F. Brown, Chief Executive Officer
Dianne Meester, Assistant Director of Planning and Development

STAFF CONTACT: Ronald Cortez, Deputy Chief Executive Officer – 568-2243

SUBJECT: CEO 90 Day Status Report on Planning and Development/Departmental Operations Presentation

RECOMMENDATION :

Receive a 90 Day Status Report on Planning and Development/ Departmental Operations presentation.

ALIGNMENT WITH BOARD STRATEGIC PLAN:

The recommendation is primarily aligned with Goal No. 1, An Efficient Government Able to Anticipate and Respond Effectively to the Needs of the Community.

EXECUTIVE SUMMARY & DISCUSSION :

The Chief Executive Office and the Planning and Development department will present a review of efforts to assist the department. The report will provide an overview of the department (organization, spans of control, key services, budgeted positions and a description of staff and their credentials) and its basic management measurements. The measurements will be described in the format of the “Balanced Scorecard” approach, which is a set of measures that provide managers with a comprehensive view of their business. “Balanced” refers to four types of measures (learning and growth, process, customer and financial) and how they support one another.

Based on this comprehensive examination of the Department’s basic management measurements, several key process improvement projects will be recommended. Additionally, staff will discuss the next steps in moving the Process Improvement Team efforts forward.

MANDATES & SERVICE LEVELS:

No change in programs or service level.

FACILITIES AND FISCAL IMPACT:

None with this action.