

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
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Agenda Number:

Prepared on: December 1, 2005
Department Name: Planning & Development
Department No.: 053
Agenda Date: December 13, 2005
Placement: Administrative
Estimated Time: 60 minutes on 1/24/06
Continued Item: No
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TO: Board of Supervisors

FROM: Ron Cortez, Deputy County Executive Officer

STAFF CONTACT: Dianne Meester, Assistant Director 568-2086
Planning and Development Department

SUBJECT: Set hearing to receive second quarterly report on Process Improvement Plan for the Planning and Development Department

Recommendation:

That the Board of Supervisors set a hearing for January 24, 2006 to receive the second quarterly report on the Process Improvement Plan 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 & Development Department began a process improvement effort over two years ago and, early in 2005, an Oversight Committee was formed with staff and community members involved in the development review process. On May 24, 2005 your Board set criteria and priorities for the department's process improvement efforts. The department has been working with the Oversight Committee on priority items. At the Board meeting of October 18, 2005, the first of a series of ordinance amendments was approved.

The Board also received the Department's Operational Review report at your meeting on July 12, 2005, which included a number of recommendations. The first quarterly report on the department's process improvement efforts and other improvements included in the operations

review report was provided to the Board on October 18, 2005. On January 24, 2006, staff will present the second quarter update on process improvement efforts as well as the status of the recommendations from the department's operations review.

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 most of the items identified in this quarterly report is budgeted in the Planning Support program in the Administration Division of Planning and Development on page D-290 of the adopted 2005-06 fiscal year budget. We are monitoring the budget closely and are working closely with the CEO's office to ensure appropriate funding.