

# SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
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**Agenda Number:**  
**Prepared on:** 11/09/04  
**Department Name:** County Administrator  
**Department No.:** 012  
**Agenda Date:** 11/23/04  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Michael F. Brown, County Administrator

**STAFF CONTACT:** Jim Laponis, Deputy County Administrator, 568-3400  
Ken Masuda, County Budget Director, 568-3411

**SUBJECT:** Structure for Evaluating the Cost of County Services

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## **Recommendation:**

That the Board of Supervisors direct the County Administrator to proceed with evaluating the cost of County services utilizing the structure contained in this report.

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

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

## **Executive Summary and Discussion:**

On July 13, 2004, while increasing the allocation of Future Local Public Safety Fund (Prop 172) monies to the Fire Department, the Board directed this office to "return with recommendations for a structure for evaluating the cost of public safety and other County services."

After researching the matter and discussing it with staff, the following is recommended: The Board would select one department per year for a Management Services Study (MSS). The MSS would typically utilize a project team approach. The project team would be comprised of staff from the County Administrator, Auditor-Controller, Human Resources, the department being reviewed and an outside consultant with expertise in performing such studies. The team would first scope the project, and then research comparable jurisdictions to identify best practices, evaluate departmental goals and standards, organizational structure, provide options for potential effectiveness, service and systems enhancements and resource optimization.

As the original Board direction on this matter emphasized public safety and was in the context of providing additional resources to the Fire Department, it is recommended that Fire be the first department studied. As part of this first study, the project team would develop a standard reporting format for this

and future MSS. Due to staff workload issues, including budget preparation, this first MSS would start in March, 2005. Upon completion of the MSS, a report and recommendations would be presented to the Board.

**Mandates and Service Levels:**

Management studies are not mandated.

**Fiscal and Facilities Impacts:**

The cost of the management consultant would be approximately \$20,000 - \$25,000 which funding is available due to salary savings in various divisions reporting to the County Administrator. There would be no facilities impacts. The management study may result in future cost savings and service level modifications.

Concurrence: John Scherrei, Fire Chief

cc: John Scherrei, Fire Chief  
Robert Geis, Auditor-Controller  
Susan Paul, Human Resources Director