



Legislation Details (With Text)

File #: 24-1089 **Version:** 1

Type: Agenda Item **Status:** Department Matters

File created: 6/6/2024 **In control:** Board of Supervisors

On agenda: 8/20/2024 **Final action:** 8/20/2024

Title: Planning and Building Department, Economic Development and Administration Division, recommending the Board:
 1) Receive and file a presentation updating the Board on Resolution 014-2024, Improvements to the County's Development Review Process; and
 2) Provide feedback and direction to staff if necessary.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Planning & Building Process Improvements Presentation, 2. B - PBD Process Improvement Roles and Responsibilities, 3. C - PBD Process Improvement Gantt Chart, 4. D - Resolution No. 014-2024

Date	Ver.	Action By	Action	Result
8/20/2024	1	Board of Supervisors	Received and Filed	

Planning and Building Department, Economic Development and Administration Division, recommending the Board:
 1) Receive and file a presentation updating the Board on Resolution 014-2024, Improvements to the County's Development Review Process; and
 2) Provide feedback and direction to staff if necessary.

FUNDING: N/A

DISCUSSION / BACKGROUND

On February 6, 2024, Legistar File 24-0260, the Board approved revised Resolution 014-2024, Improvements to the County's Development Review Process. The objectives of the Planning and Building Department (Department), Economic Development and Administration Division (Division), are to oversee, manage, track, develop, and implement departmental process improvements, including TRAKiT implementation improvements. This includes streamlining operations, creating efficiencies, and spearheading the new County Economic Development Strategy, developing and directing the implementation of goals, objectives, work standards, and policies and procedures. The objective is also to involve continuous monitoring and evaluation of the efficiency and effectiveness of service delivery methods and procedures, and assessing and monitoring work distribution, support systems, and internal reporting relationships.

This presentation and accompanied attachments summarize the Department's plan for Process Improvements.

The Division intends to report back in February of 2025 with a comprehensive report on the

assessment of the development review process, a description of the meaningful metrics the Department intends to use to measure progress, recommendations for process, policy, organizational, leadership, and cultural improvements necessary for better program delivery, any changes or accomplishments made, and progress towards new goals using our metrics. Following this report, the Department intends to report to the Board on our continued progress with updates in August 2025 and February 2026.

ALTERNATIVES

N/A

PRIOR BOARD ACTION

On January 23, 2024, Legistar File 23-2157, the Board recommended various changes to Resolution 014-2024 and directed staff to return to the Board with a revised Resolution.

On February 06, 2024, Legistar File 24-0260, the Board approved and authorized the Chair to sign Resolution 014-2024.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Chief Administrative Office

CAO RECOMMENDATION / COMMENTS

Receive presentation as recommended.

FINANCIAL IMPACT

There is no change to Net County Cost associated with this item.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Thriving Economy: Streamline and Increase Transparency of Projects and Permit Processing
Strategic Innovation: Promote a Culture of Creativity; Identify Challenges and Constraints Solvable by Innovative Solutions.

CONTACT

Kyle Zimbelman
Deputy Director, Economic Development and Administration Division
Planning and Building Department