

COUNTY OF SACRAMENTO
CALIFORNIA

For the Agenda of:
January 30, 2007
3:30 p.m.

To: Board of Supervisors

From: Office of Municipal Services Agency Administrator

Subject: Request For Authority To Issue A Request For Proposal For An External Review Of Planning and Environmental Processes

Contact: Steve Pedretti, Deputy Administrator Municipal Services Agency
Municipal Services Agency, 874-1657

Overview

The County Executive requests authorization for the issuance of a Request for Proposal (RFP) to obtain a consultant or consultants to perform a comprehensive review of the County's planning and environmental review process. The purpose of this review is to identify best practices and benchmarks to improve the efficiency of the delivery of these services from an external, objective perspective, while continuing to meet the business needs of the County and the constituents who rely on the services.

Recommendation

Authorize the issuance of a RFP for a consultant or consultants to perform a comprehensive review of the County's planning and environmental review process.

Measures/Evaluation

The development of improved business practices, and possible cost savings, for the County departments and outside constituents who rely on the services. This review will also measure customer satisfaction levels.

Fiscal Impact

The anticipated cost of this study was included in the Recommended Proposed Budget for Fiscal Year 2006-07, preliminarily estimated to be \$300,000, funded from the General Fund.

BACKGROUND:

In accordance with the Board's direction to conduct routine performance audits of County departments, a Request for Proposals for review of the Department of Planning and Community Development and the Department of Environmental Review and Assessment processes has been prepared.

The processes of both departments are interrelated and serve both internal and external clients. A comprehensive review of these services is proposed to determine best practices and increase efficiency where indicated.

DISCUSSION:

The focus of this review of services is being proposed as follows, and as further detailed in the RFP:

- Interviews/meetings with appropriate staff, political appointees, elected officials and applicants to identify key issues, trends, goals, expectations, objectives, procedures and service delivery goals.
- Development of process descriptions including a detailed narrative, an organizational structure, management systems and procedures, including reporting, decision-making, coordination with other departments and functions, workloads, staffing, turn around times, performance standards and use of technology.
- Review of “best practices” and benchmarks of comparable agencies.
- Evaluation of efficiency and effectiveness through a review of the work process and products to measure against the performance standards and benchmarks. The review address any duplication of effort, consistency in interpretation and application of rules and regulations, adequacy of management control systems, optimization of the staff, equipment and facilities.
- Assessment of the interrelation and coordination of departments within MSA and departments outside the agency including:
 - Neighborhood Services and Planning
 - Cartography, GIS and MIS
 - Planning, DERA and Economic Development and Intergovernmental Affairs Department
 - Relationship of the performance Audit with the ongoing Development Streamlining Process
- Evaluation of the Departments’ cost of service model used for determining the fees charged for specific activities.

A team comprised of representatives from the Municipal Services Agency and the Chief Financial/Operations Officer will provide project oversight. The Chief Financial Office/Operations Officer will be the project sponsor and the Municipal Services Agency Deputy Administrator will be the project manager. Following authorization from your Board, an RFP to acquire these consulting services will be issued.

FINANCIAL ANALYSIS:

The financial impact of the cost of this review will not be known until the actual cost of consulting services is determined; however, \$300,000 is the proposed budget for the review project. To ensure that consulting services will be affordable, the RFP will assert the County’s right to accept all or a portion of the recommended consultant’s proposal. The consultant’s fee will be funded by a General Fund allocation included in the Fiscal Year 2006-07 Recommended Proposed Budget.

Respectfully submitted,

APPROVED:

STEVE PEDRETTI, Deputy Administrator
Municipal Services Agency

TERRY SCHUTTEN
County Executive