

Planning & Development

Planning and Development (P&D) plans and promotes reasonable, productive and safe long-term uses of the land which fosters economic and environmental prosperity in the unincorporated areas of the County. The department provides quality planning, permitting and inspection services through an efficient, thoughtful, professional and courteous public process under the policy direction of the Board of Supervisors and the Planning Commission.

The project identified in this Capital Improvement Program (CIP) is for the acquisition of a new permit tracking system that will fold in the workflows of several County departments involved in the permit review process onto a single permitting system. This consolidation will increase efficiency and accountability by facilitating communication between County departments involved in the permit review process, while also increasing the accessibility of information for the public.

For more information about the department you may access our website by visiting www.sbcountyplanning.org.

Permit Tracking System Replacement

Function: Community Resources & Public Fac.

Department: Planning & Development

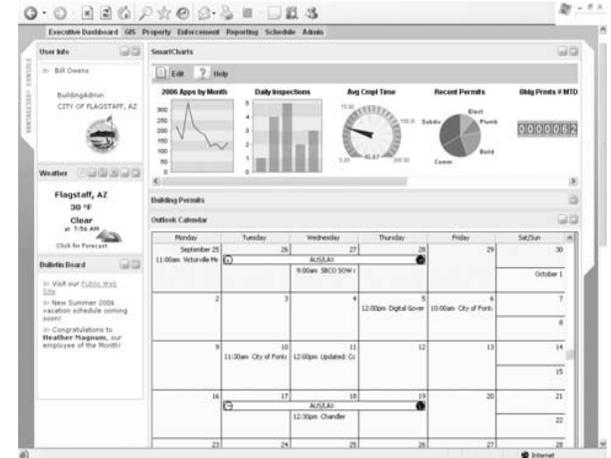
StartDate: 12/1/2007

EndDate: 12/1/2008

Description

This project is for the acquisition and upgrade of permit tracking system software used in Planning and Development. The existing system was installed for over six years ago and is not being upgraded by the vendor. The new software system will provide extensive new features including multiple departmental workflow tracking, automatic email notifications to applicants on status, as well as automatic email notifications to staff on upcoming deadlines and work assignments. The new features will provide better project management and enhance efficiency and service to the public.

Acquisition costs and funding details have not been finalized. The department has secured an interest-free loan from the strategic reserve to finance this project. Technology fees from permit revenues will provide funds for ongoing maintenance costs as well as fund payments toward the loan.



Status

The department is currently engaged in contract negotiations. Contract is scheduled to go to the Board of Supervisors for contract approval in January 2008.

Net Impact on Operating Budget

First year maintenance costs total approximately \$85,000. Annual maintenance thereafter will be increased by the Consumer Price Index. Ongoing maintenance costs will be funded by the technology fees received from permit revenues.

Estimated Project Costs

Construction Costs		Annual O & M Costs	
Preliminary	0	Utilities	0
Design	0	Maintenance	99
Acquisition	0	Personnel	0
Construction	0	Other	0
Other	682		
Total Cost	682	Total Cost	99

Source of Funds	Fund	Prior Year(s) Expense	Est Act 2007-08	Proposed 2008-09			Projected Requirements					Five Year Total	Future Years	Project Total
				Carry Forward	New Funding	Year 1 Total	Year 2 2009-10	Year 3 2010-11	Year 4 2011-12	Year 5 2012-13				
Permit Fees	0001		341	341		341						341		682
Totals			341	341		341						341		682
Operating & Maintenance Costs for Fund 0001					Year 1 Impact:	85	85	88	92	95	99	459		

Major Maintenance - Fully Funded