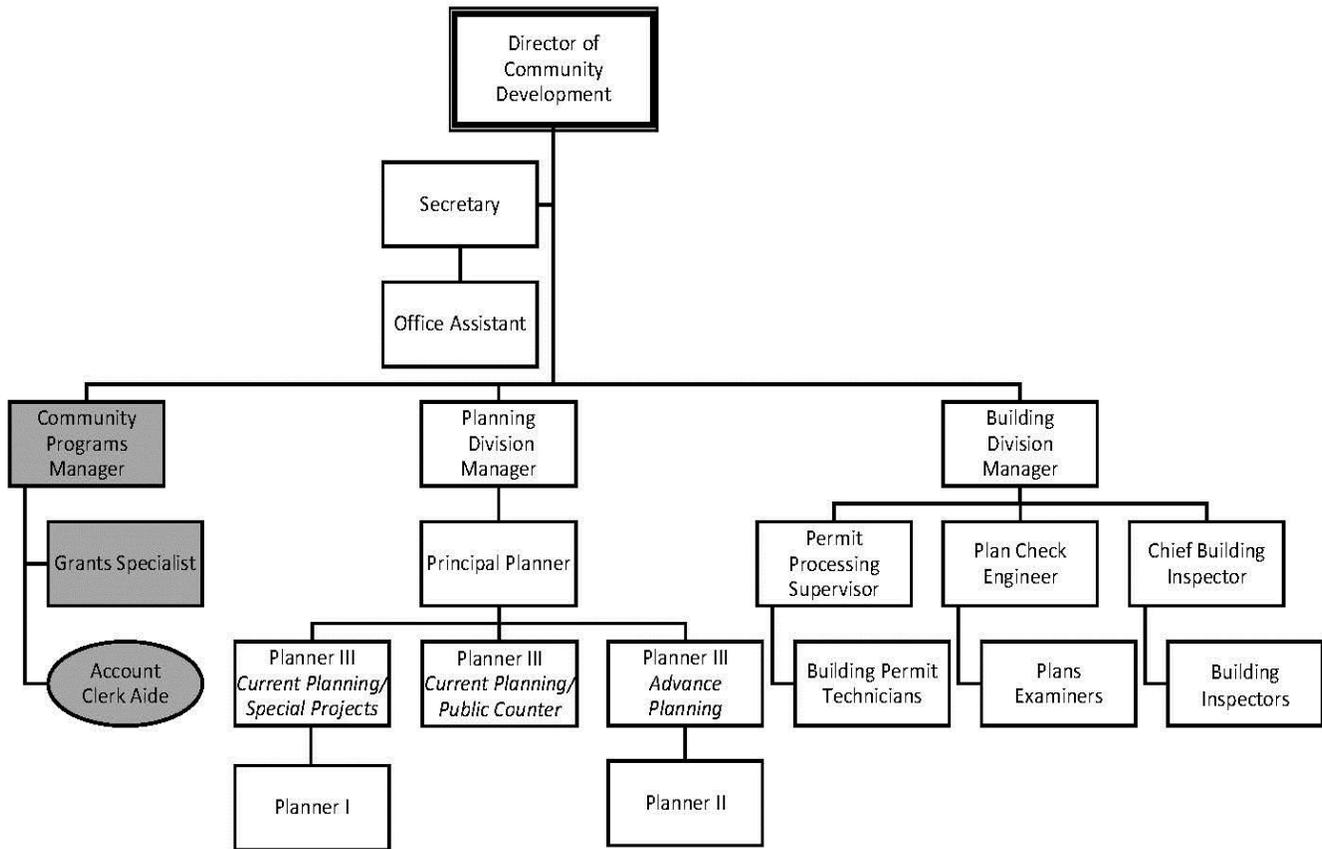


# COMMUNITY AND ECONOMIC DEVELOPMENT ORGANIZATIONAL CHART

## Community Development Department



The above organizational chart depicts full-time and part-time employees.



# COMMUNITY & ECONOMIC DEVELOPMENT

DEPARTMENT: Community Development  
 DIVISION: Planning & Building

PROGRAM: Planning & Building  
 FUND: General Fund

	Actual 2014-15	Adopted 2015-16	Year-End Estimated 2015-16	Proposed 2016-17	Proposed 2017-18
<b><u>PROGRAM EXPENSES/REVENUES</u></b>					
Salaries & Benefits	\$2,384,378	\$2,862,200	\$2,610,970	\$2,979,947	\$3,066,227
Services & Supplies	248,575	232,220	281,610	300,152	300,152
Total Operating Cost	2,632,953	3,094,420	2,892,580	3,280,099	3,366,379
Capital			45,000		
Debt Service					
Transfers				69,720	69,720
Total Cost	2,632,953	3,094,420	2,937,580	3,349,819	3,436,099
Less: Departmental Revenues	3,039,760	2,568,250	2,848,050	3,375,550	2,913,550
Net City Cost	\$ (406,807)	\$ 526,170	\$ 89,530	\$ (25,731)	\$ 522,649

## **SUMMARY OF SERVICE PROGRAMS**

Planning	\$1,265,037	\$1,469,160	\$1,395,020	\$1,624,749	\$1,657,843
Building	1,367,916	1,625,260	1,542,560	1,725,070	1,778,256
Total Service Programs	\$2,632,953	\$3,094,420	\$2,937,580	\$3,349,819	\$3,436,099

## **SUMMARY OF POSITIONS**

### FULL-TIME

Building Division Manager	1	1	1	1	1
Building Inspector I/II	4	4	4	4	4
Building Permit Technician	2	2	3	3	3
Chief Building Inspector	1	1	1	1	1
Dir. of Community Development	1	1	1	1	1
Office Assistant I/II	1	1	1	1	1
Permit Processing Supervisor	1	1	1	1	1
Plan Check Engineer	1	1	1	1	1
Planner I/II	3	3	2	2	2
Planner III	3	3	3	3	3
Planning Division Manager	1	1	1	1	1
Plans Examiner	1	2	2	2	2
Principal Planner	0	1	1	1	1
Secretary	1	1	1	1	1
TOTAL	21	23	23	23	23

### PART-TIME

Clerk II	1	0	0	0	0
TOTAL	1	0	0	0	0

<b>GRAND TOTAL</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>
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# COMMUNITY & ECONOMIC DEVELOPMENT

**DEPARTMENT:** Community Development  
**DIVISION:** Planning & Building

**PROGRAM:** Planning & Building  
**FUND:** General Fund

	Actual 2014-15	Adopted 2015-16	Year-End Estimated 2015-16	Proposed 2016-17	Proposed 2017-18
<b><u>SUMMARY OF POSITIONS (continued)</u></b>					
<b><u>TEMPORARY (FTE)</u></b>					
Planning Commissioner	2.5	2.5	2.5	2.5	2.5
Temporary Planner	1.0	1.0	1.0	1.0	1.0
<b>TOTAL TEMPORARY (FTE)</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

## **PROGRAM DESCRIPTION**

The Community Development Department reviews all residential, commercial, and industrial projects in the City. The Planning Division writes and updates the City's General Plan consisting of eight elements, updates 15 Specific Plans, including the Downtown Specific Plan (DTSP), which was approved in 2008 and amended in 2009 and 2015. As part of the amended DTSP implementation, Community Development is taking a lead in coordinating downtown events occurring on City property as a way of continuing downtown revitalization. The Department reviews all projects for zoning compliance, processes land division applications, annexations, Sphere of Influence amendments, and all environmental assessments and reports. The Building Division reviews all building and construction plans for compliance with applicable building codes, issues permits, and inspects all buildings during construction phases. The Department also coordinates the "planned development" of the City with other City departments and agencies. The Special Projects Division, transferred to the Department in 2016, related activities are found on page C-81.

## **SUBPROGRAMS AND THEIR OBJECTIVES**

### **Planning Division**

This program is intended to promote the orderly development of the City and to maintain a high quality, business-friendly, community environment consistent with applicable State laws and the goals, policies, objectives, and programs of the General Plan, Specific Plans, and Santa Maria Municipal Code (Municipal Code). Currently, the program is comprised of 10 subprograms that include:

#### **Environmental Review (As required by State law)**

Under provisions of the California Environmental Quality Act (CEQA), most discretionary projects within the City are required to receive some level of environmental review. This review provides information regarding environmental impacts associated with particular projects and identifies mitigation measures, which may reduce or eliminate significant impacts. The objective of this subprogram is to provide environmental review in a rapid and cost-effective manner while complying with CEQA. In addition, the City monitors all construction projects for compliance with mitigation measures according to State law.

During the 2014-16 budget cycle, the environmental clearance application was incorporated into the project application and individual project numbers were discontinued. The Community Development Department increased the use of CEQA exemptions and use of previous environmental documents to significantly reduce the circulation of new environmental documents. Thirteen Initial Studies were prepared in the 2014-16 budget cycle, six Negative Declarations, five Mitigated Negative Declarations, and two Environmental Impact Reports.

#### **Subdivision Review (As required by State law)**

Many of the residential, commercial, and industrial projects reviewed and approved by the City involve the subdivision of land, creating individual lots, which can, at a later date, be sold and developed.

# **COMMUNITY & ECONOMIC DEVELOPMENT**

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**DEPARTMENT:** Community Development  
**DIVISION:** Planning & Building

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The subdivision review process involves coordination with City departments, public utilities and numerous Santa Barbara County (County) and California State agencies (State). The Planning Division provides coordination, holds Subdivision Committee meetings, generates the minutes, provides the required legal noticing, writes staff reports, and schedules subdivisions before the Planning Commission and City Council.

The objectives of this subprogram are to process subdivision applications in a timely and organized manner and to ensure that subdivisions coming before the Planning Commission and City Council are consistent with the goals and objectives of the General Plan, as required by the State Subdivision Map Act.

In the last two-year budget cycle, 2014-16, this Division processed three tentative parcel maps, five final maps, two parcel maps, nine lot line adjustments, and two lot mergers.

### Discretionary Project Review (As required by local, County and State law)

This subprogram provides the information, review, and processing necessary to ensure projects comply with City, County and State development regulations. The Planning Division works closely with property owners, developers, design staff, and the interested public during the review phase of a project.

During the review process, the division requests input from City departments and various County and State agencies. After receiving this input, the Division works with the applicant to resolve any remaining issues. The Division schedules the project on the Planning Commission agenda, notices the public, and generates a staff report to be considered by the Planning Commission.

The objective of this subprogram is to provide a timely, efficient, and thorough review process, which ensures projects coming before the Planning Commission and City Council are of high quality, consistent with the City's development regulations, while not generating adverse impacts.

During the last two-year budget cycle, 2014-16, the Division processed 37 conditional use permits, 11 planned development permits, 82 special projects, seven zone text amendments, nine General Plan Amendments/Rezoning, one General Plan Element amendment, two Specific Plan amendments, three development agreements, three Downtown Specific Plan development review permits and 22 time extensions. Amendments to the Municipal Code/zoning ordinance included topics of drought-tolerant landscaping, sign area calculations, expanded areas to be advertised on freeway towers, cottage food industry regulations, exemption of height regulations related to "superior design," and regulation of medical cannabis.

During the 2014-16 fiscal years, the City adopted several ordinances to facilitate new development while simultaneously preserving public convenience and public health and safety. Key ordinances include: revisions to definitions to define the term "agriculture use" as directed by the City Council following adoption of the ordinance pertaining to barbed wire fencing; revision to the Airport Service II zoning district to allow more land uses and conditionally permitted uses as incidental uses within a hotel or motel; revisions to the sign ordinance prohibiting sandwich board, temporary, and bow/feather signs; revisions to the zoning code to facilitate the moving of buildings within the City, allowing the development of Efficiency Units, and considering requests for Development Agreements.

### Planning Commission Support

The Planning Division provides comprehensive staff support to the Planning Commission, which includes staff reports, legal noticing, recording of the Planning Commission minutes, and scheduling Planning Commission study sessions, public hearings and two joint workshops with the City Council.

The objective of this subprogram is to provide support and information to the Planning Commission so that duties and responsibilities of the Planning Commission may be carried out in an informed and organized manner consistent with applicable regulations and laws.

In the last two-year budget cycle, the Planning Commission held 33 study sessions and 35 evening meetings.

# **COMMUNITY & ECONOMIC DEVELOPMENT**

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**DEPARTMENT:** Community Development  
**DIVISION:** Planning & Building

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## Building Permit Application Plan Check

This subprogram provides a plan checking service at the time building and grading plans are submitted to the Department for building permits. The Planning Division reviews building and grading plans to ensure that the plans are consistent with the Municipal Code and conditions of approval placed by discretionary projects, as approved by the Planning Commission and City Council.

This process is performed concurrently with the Building Division's plan check in order to minimize the total time required for the plan check. In order to expedite large projects and provide enhanced customer service, the Director has allowed developers to submit building plans for preliminary plan check during the planning process. While the developer submits at his own risk, it can save over two months in the linear development process.

The objective of this subprogram is to ensure that building and grading plans comply with Planning Commission and City Council conditions of approval and the Municipal Code and State building codes. This process partially implements the State law relative to environmental mitigation measure monitoring. In the last two-year budget cycle, 2014-16, the Planning Division reviewed approximately 3,500 building and grading plans.

## Sign Review

This subprogram provides an information and plan checking function. Information regarding City sign regulations is provided to members of the business community, sign companies, and architects. Sign applications are reviewed by Planning Division staff to ensure that future signs will be consistent with adopted City sign standards. Major changes to the sign plan were adopted during 2014-16 such that sandwich board signs in the Downtown Specific Plan area were not extended beyond the sunset clause as codified in the zoning code, and bow-feather signs were officially banned. These actions have resulted in a much more vibrant streetscape throughout the City.

The objective of this subprogram is to encourage an attractive and safe business and industrial environment by ensuring that signs comply with the City's sign standards.

In the last two-year budget cycle, 2014-16, approximately 150 sign permits were reviewed and approved.

## Public Information

This subprogram is intended to provide information to the public regarding the City's General Plan, Specific Plans, development standards, bi-annual development lists, and monthly Building Activity Reports. Information is communicated through meetings, telephone calls, e-mails, information placed on the City's website, Planning Commission agendas and minutes, and handout materials. During the 2014-16 budget cycle Staff has continued to refine and upgrade the Department's webpages, including public access to all staff reports, environmental documents and other important reports produced by the Community Development Department. Additionally, in 2015, the Department initiated the Director's Development Advisory Council (D2AC), working with members who possess development experience, to address issues that impede development-related public service, including plan check review. This venue is a sounding board for new ideas being considered for implementation. Further, the Department in 2015 initiated a customer service survey at its public counter to cultivate feedback and identify trends and areas for improvement. Feedback for the first year has resulted in near-perfect customer service ratings based on 109 completed surveys.

## **COMMUNITY & ECONOMIC DEVELOPMENT**

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**DEPARTMENT:** Community Development  
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**PROGRAM:** Planning & Building  
**FUND:** General Fund

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A number of basic information handouts have been developed describing all zoning district regulations and the conditional use permit, planned development, and subdivision processes. By providing these handouts, less staff time is required to explain City development regulations and processes, which allows applicants to have readily available access to these standards. In early 2014, the Department launched substantially reconfigured webpages containing enhanced and archived development information, and refined the web-pages in early 2016. This includes multiple resources that help identify larger development activities occurring, approved, or being reviewed in the City. The Department continues to refine and post online applications. In addition, all 15 Specific Plans are available on the City's website. The Entrada Specific Plan update began in 2012-14, and will be completed during the next budget cycle. This 1976 Plan was the first one approved in the City and requires more time to update.

The Department continues to research methods to computerize historical information on City properties. This program would enable staff, property owners, and the public to easily retrieve such details as past approvals, restrictions, and special conditions. The first step in the process is to provide a limited number of staff reports and environmental documents for projects that are listed on the City-Wide Development Map on the City website.

The objective of this subprogram is to increase the effectiveness of pertinent information available to the public; thereby, improving the public's knowledge of the City's development policies and reducing staff and public time in providing and obtaining the information. This also will be of assistance to the City's goals of economic development and continued revitalization efforts in the downtown.

### General Plan

The objective of this subprogram is to maintain and update the City's General Plan so that the goals, policies and implementation measures are current and reflect the existing and future needs of the City as required by State law. Subdivision maps, Specific Plans, capital projects and various land use permits must be consistent with an up-to-date, adopted General Plan.

State law mandates cities to maintain a current General Plan with the following mandated elements: Land Use; Circulation; Noise; Housing; Safety; Open Space; and Conservation. The City's General Plan complies with State law but has combined the mandated Open Space and Conservation elements into a Resource Management Element, which includes optional elements for the Recreation and Parks Department and public facilities and services.

The City continued to update General Plan elements during the 2014-16 budget cycle. The most significant updates were with the DTSP, which was completely revised to focus more on developing activities in the downtown area. The first implementation of the revised plan included "Downtown Fridays" a Farmer's Market-based activity that includes food vendors, children's activities, live music, and a beer and wine tent, coordinated by a local entrepreneur. Other revisions during this budget cycle included adoption of the 2015 Housing Element, along with the Enos Ranchos and Entrada Specific Plans.

### Computer Support

The objective of this subprogram is to provide the public, staff, the Planning Commission, and City Council with quick and accurate information to make informed decisions that are responsive to the needs of the City.

The Planning Division's support of the City's computer system involves four functions: (1) fiscal impact and analysis, (2) geographic information systems (GIS), (3) project and permit tracking, and (4) document imaging, storage and retrieval. The City's award-winning (Helen Putnam Award from the League of California Cities) "Integrated Project Assessment Model" (IPAM) has been used to evaluate the fiscal impacts of large scale projects such as Bradley Square, east of U.S. 101. Because IPAM has not been used for several years, some of its data inputs and methodology will need to be updated with current socioeconomic data. To the degree that future development projects such as Bradley Ranch will be proposed to the City, an updated IPAM program will assist in their evaluation. The Department's GIS will need minor upgrades to better coordinate with the City-wide GIS mapping efforts. The Department has improved the City-Wide Development Map by providing links from the projects shown on the map to the staff planner's email contact to easily obtain project information. Project and

# **COMMUNITY & ECONOMIC DEVELOPMENT**

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**DEPARTMENT:** Community Development  
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permit tracking is an ongoing administrative task that involves updating the status of development information, which is summarized in the preparation of current development activity lists. In addition to the project and permit tracking, conversion of planning files into electronic format is a major objective for the Planning Division. The final program which began in 2013-14, is the imaging, storage and retrieval of documents. Staff has been cleaning and preparing project files to be ready for digital scanning. The scanned documents will then be tied to the Trak-IT system for retrieval. Given the large volume of projects files in storage, this will be a multi-year project.

## Bikeways

The objective of this subprogram is to facilitate the development of bikeways in accordance with the City's adopted Master Bikeway Plan.

The Planning Division develops grant applications, conceptual bikeway designs and improvement plans. The Division coordinates the incorporation of bikeway facilities into the design of private development plans. The City's Bikeway Master Plan, adopted in November 2009, meets the growing needs of the City and coordinates with the County's planning efforts to design a Master Bikeway Plan that links the valley from north to south. The Master Bikeway Plan provides a true, non-motorized alternative to motorized vehicles. With approval in 2012 of the Area 9 Specific Plan, the bikeway will ultimately link to the western boundaries of the City's Bikeway Plan. The Department continues to coordinate with the Public Works Department to ensure that bikeway segments are constructed according to the Master Bikeway Plan when private development occurs along the proposed routes.

## Building Division

The Building Division is responsible for the administration and enforcement of those State and local codes, ordinances, and regulations pertaining to construction, alteration, maintenance, and use of privately owned structures, appurtenances, and land. These regulations include: building; housing; dangerous building; mechanical; electrical; plumbing; swimming pool; sign codes; City moving, demolition, disabled access requirements, and State-mandated energy regulations. In services, this Division provides a plan check service, issues building permits, and acts as a resource to the community by providing inspections, information, and advice to the public, contractors, and designers on building matters. Currently the program is comprised of eight subprograms that include:

### Processing

Division staff transmit all necessary plans and documents to the appropriate parties in the most expeditious and accurate manner possible while maintaining effective control of all project plans and documents during processing and plan review. The Division strives, per City Council directive, to provide a 14-21 working day, Express Plan-Check implemented for projects where the applicant is willing to pay more to have plans evaluated more quickly.

### Plan Review

All plans are reviewed as quickly as possible, without compromising public safety, to ensure conformance with applicable regulations. Staff confers with and assists designers and builders in achieving compliance with applicable regulations in the most cost-effective way possible.

### Fee Collection

Permit Technicians ensure that all fees, lawfully due to the City, are accurately determined, assessed, collected, identified by account, and forwarded to the City's Finance Department. The Division is seeing a steady increase in revenue due to the improving economy, expanding development, as well as an increase in Express Plan-Checks.

# **COMMUNITY & ECONOMIC DEVELOPMENT**

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**DEPARTMENT:** Community Development  
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## Permit Issuance

The Division ensures that permits are issued at the earliest possible time to those persons legally authorized to obtain permits pursuant to the State of California Business and Professions Code and State Contractor's License Law. All permits and plans are processed using computer-based TrakiT software. Additionally, the plans, permits, and paperwork are electronically scanned after project completion to provide easy access to staff and the public via WebExtender.

## Inspection Services

The Division's Building Inspectors ensure that all buildings and structures, within the City limits, are constructed in conformance with approved plans and the minimum standards of applicable regulations. The inspectors provide information and assistance to builders, whenever possible, and through conscientious and fair application of building regulations, provide for the safeguarding of life, health, property, and the public welfare. The Building Official oversees the adoption of new codes and regulations for each tri-annual update cycle and adopts and implements new building codes and proposes City amendments where appropriate.

## Water Meters

Water meter applications and fees are received by this Division and the customer is asked to fill out a signature portion stating that the customer will be responsible for the utility bill. Once fees are collected, the information is forwarded to the Finance Department and a copy of the application is forwarded to the Utilities and Public Works Departments to facilitate the scheduling of the water meter installation and inspection.

## Business Licenses

Business license applications are received and reviewed for compliance with the Municipal Code. To verify compliance with health and safety regulations, a building inspection is scheduled for commercial locations. Fees for zoning, Certificate of Occupancy, and inspection are collected.

## Historical Information

The objective of this subprogram is to provide computerized historical permit information to assist various City departments in several ways. Many new permit submittals require historical data to properly plan check the submittal. As an example, the City's Code Compliance staff will need to determine what has been permitted on a particular site when they suspect a violation such as an unpermitted building addition. Also, the public utilizes this information for a variety of reasons. Realtors can use the information in preparing sales packets for properties where historical development information is available to potential buyers. Also, a homeowner can check to see if additions from prior owners were done legally. Staff continually updates and digitizes hard copy information to allow direct public access to City records. The public is able to view records independently; thereby, requiring less staff time to research these records. Digitizing this information relieves the need for large storage areas and saves time in information retrieval.

<b>PERFORMANCE/WORKLOAD MEASURES</b>	<b>ACTUAL 2012-14</b>	<b>ESTIMATED 2014-16</b>	<b>PROJECTED 2016-18</b>
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## **PLANNING**

### **DEMAND/WORKLOAD**

Subdivision Maps and related actions	34	24	24
Permits, Amendments, and Time Extensions	243	725	700
Legislative Actions	13	13	13
Building Permits and Business Licenses	3,701	4,251	4,100
Departmental and Agency Reports/Assistance	91	82	85

# **COMMUNITY & ECONOMIC DEVELOPMENT**

**DEPARTMENT:** Community Development  
**DIVISION:** Planning & Building

**PROGRAM:** Planning & Building  
**FUND:** General Fund

<b>PERFORMANCE/WORKLOAD MEASURES</b>	<b>ACTUAL 2012-14</b>	<b>ESTIMATED 2014-16</b>	<b>PROJECTED 2016-18</b>
<b><u>BUILDING</u></b>			
<b>DEMAND/WORKLOAD</b>			
Construction Valuation	\$205,100,000	\$220,000,000	\$225,000,000
Building Permits	2,672	4,100	4,000
Construction Inspections	12,277	28,000	26,000
Business License Applications	447	650	600

## **GOALS AND OBJECTIVES**

- Ensure that the development of Enos Ranchos remains the Department's highest priority project for review and approval of discretionary and ministerial permits, because upon completion, property and sales tax revenues for the City will be enhanced.
- Work with County agencies to assist with the development of H-2A housing on properties located within the County and near the City, and closer to the areas being farmed.
- Work toward integrating more online services for applications, permit review, inspection requests and obtaining results information.
- Utilize a \$20,000 grant from the Santa Barbara Foundation to conduct a Public Spaces workshop followed by implementation of the recommendations, and as part of the program, determine how the Santa Maria Arts Council can participate in providing public art.
- Utilize the Department's involvement with the Chamber and Economic Development Commission to identify ways to improve the local economy and attract higher paying jobs.
- Ensure that the recently-adopted landscape conservation ordinance, pertaining to landscaping and irrigation, is implemented in consultation with other departments to achieve improved water conservation Citywide while maintaining desired aesthetics.
- Train Permit Tech staff on the administration/fee input portions of computer based permitting software (TRAKiT). Cross train plans examiners to use software to calculate permit fees to speed up backend processing of permits, and to back fill counter staff as needed to serve the public.
- Continue ongoing training of all Building Division staff to allow them to successfully pass the exams for the various types/levels of certifications within their disciplines, establish specific goals for upward employment mobility, and to create a succession plan.
- Introduce building codes on electronic media via tablets or another portable device to eliminate the need for carrying up to 15 code books per vehicle/inspector, subject to availability of funds.
- Lead an interdepartmental team in using stencils to paint addresses at selected commercial properties to proactively improve public safety responses.

## **NOTEWORTHY BUDGET HIGHLIGHTS**

- Starting in 2016-17, administrative oversight of the Special Projects Division is being re-assigned to the Community Development Department. This is part of a wider restructuring for operational and organizational efficiencies that will be initiated in July 2016, resulting in the shift of the Information Technology Division and the Special Projects Division to two different departments.
- During this new budget cycle, staff will continue to support the efforts to revitalize the downtown area through oversight of all requests to use City property and common use areas for events. These include the new

# COMMUNITY & ECONOMIC DEVELOPMENT

DEPARTMENT: Community Development  
DIVISION: Planning & Building

PROGRAM: Planning & Building  
FUND: General Fund

“Downtown Friday Night” event at Town Center West, which is a component of the City Council-adopted DTSP. The event is a partnership of the City and a local entrepreneur. Downtown Fridays are designed to give people more activities and events to do so they spend more time downtown. A picture depicting one of the Friday night events is below.

- The strengthening economy is resulting in improving planning and construction activity for residential and commercial projects, and improved permit revenues. Much of the construction taking place was permitted prior to the Great Recession and due to the improving economy is now being built. This is resulting in significantly more inspections and permits being issued. As a result, the Community Development Department resumed its regular hours for the public counter in late 2015. Counter hours were reduced in 2008 due to the recession and mandatory budget reductions. Service levels are being maintained despite staff being down one permit technician and one planner.
- The introduction of smart phones to the field inspectors, in the Building Division, has increased their efficiencies and effectiveness by providing access to the various code sections found in 15 code books. The inspectors can also take pictures of problematic inspections and send the pictures back to the office where the Building Official and Plan Check Engineer can review and offer advice. Final permit sign-offs can avoid a trip back to the office if builders can scan approval certificates and the field inspectors review their email to confirm that the permits are ready to approve.
- \$55,000 in 2016-17 and in 2017-18 have been proposed to pay for outside consultant services for plan reviews as well as to monitor special permit processing under the Express Plan Check program. Staff anticipates that a corresponding amount of revenue will offset these expenses.

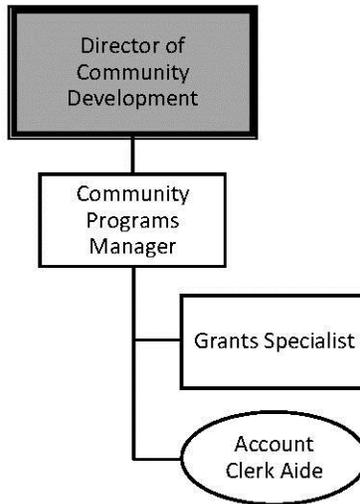
Downtown Friday Nights is the place to be for families, fun, and community camaraderie. The weekly event features a certified farmer’s market, live music, food booths, food trucks, arts and crafts, kids’ activities, novelty items, and a beer and wine tent.



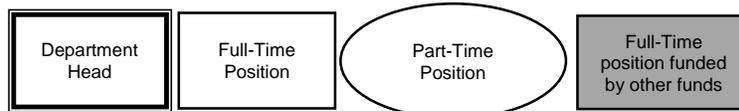
# COMMUNITY AND ECONOMIC DEVELOPMENT ORGANIZATIONAL CHART

## Special Projects

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The above organizational chart depicts full-time and part-time employees.



# **COMMUNITY & ECONOMIC DEVELOPMENT**

**DEPARTMENT:** Community Development  
**DIVISION:** Special Projects

**PROGRAM:** Block Grant/Special Project Services  
**FUND:** CDBG & General Fund

	<b>Actual 2014-15</b>	<b>Adopted 2015-16</b>	<b>Year-End Estimated 2015-16</b>	<b>Proposed 2016-17</b>	<b>Proposed 2017-18</b>
<b><u>PROGRAM EXPENSES/REVENUES</u></b>					
Salaries & Benefits	\$ 213,829	\$ 258,100	\$ 255,320	\$ 265,565	\$ 271,231
Services & Supplies	51,332	53,640	36,880	53,530	53,530
Total Operating Cost	265,161	311,740	292,200	319,095	324,761
CDBG & HOME Programs	600,161	1,050,260	2,003,060	1,070,250	1,070,250
Debt Service					
Transfers	247,870	265,800	265,800	267,560	267,560
Total Cost	\$1,113,192	\$1,627,800	\$2,561,060	\$1,656,905	\$1,662,571

## **SUMMARY OF SERVICE PROGRAMS**

Administrative Services:					
Special Projects	\$1,113,192	\$1,627,800	\$2,561,060	\$1,656,905	\$1,662,571
Total Service Programs	\$1,113,192	\$1,627,800	\$2,561,060	\$1,656,905	\$1,662,571

## **SUMMARY OF POSITIONS**

### FULL-TIME

Community Programs Manager	1	1	1	1	1
Grants Specialist	1	1	1	1	1
Grants Specialist I/II	0	0	0	1	1
TOTAL	2	2	2	2	2

### PART-TIME

Account Clerk Aide	0	1	1	1	1
TOTAL	0	1	1	1	1

### **GRAND TOTAL**

<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
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## **PROGRAM DESCRIPTION**

The Special Projects Division administers the Federal Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program and other related Federal and State grant programs. The division implements many special projects and programs related to affordable housing, public services, public and non-profit facilities, economic development and downtown revitalization. The division provides support to the City departments in applying for grants to secure outside funding sources.

## **SUBPROGRAMS AND THEIR OBJECTIVES**

### CDBG Program

Administer the CDBG Program, in close coordination with the U.S. Department of Housing and Urban Development (HUD), including the supervision of a variety of programs and projects designed to build a stable economic environment, maintain suitable living conditions, and expand the supply of decent, affordable housing.

# **COMMUNITY & ECONOMIC DEVELOPMENT**

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**DEPARTMENT:** Community Development  
**DIVISION:** Special Projects

**PROGRAM:** Block Grant/Special Project Services  
**FUND:** CDBG & General Fund

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## Public Services

Annually, assist approximately 15 to 20 non-profit agencies in providing public services that prevent homelessness and address critical emergency, housing, health care and service needs of persons and families living in poverty, elderly, frail elderly, persons with mental, physical, and developmental disabilities, and persons living with AIDS.

Support and develop social services that prevent crime and provide positive educational and youth development opportunities needed by at-risk youth and families to achieve success.

## Economic Development

Encourage and expand economic development opportunities in the community by assisting commercial or industrial businesses in creating or retaining jobs and supporting occupational training programs for low- and moderate-income persons.

Administer the Commercial Façade Rebate/Loan Program.

Assist with downtown revitalization efforts, including the façade program.

## Affordable Housing

Develop and support programs and projects to increase the supply of affordable housing for low- and moderate-income households, and maintain and upgrade existing low- and moderate-income neighborhoods.

Administer a residential rehabilitation (minor home repair) program to preserve the affordable housing stock in the City.

Administer the Tenant Based Rental Assistance (TBRA) program to facilitate permanent housing for very low income households.

## Public and Non-Profit Facilities Program

Ensure funding to expand and upgrade City-owned public and non-profit facilities and improvements that benefit low- and moderate-income persons and neighborhoods in the community.

## Grant Coordination

Seek and secure new grants and outside funding sources for the City to reduce financial burdens on General Fund departments. In addition, provide technical assistance to City departments in grant writing and management.

<b>PERFORMANCE/WORKLOAD MEASURES</b>	<b>ACTUAL 2012-14</b>	<b>ESTIMATED 2014-16</b>	<b>PROJECTED 2016-18</b>
<b>DEMAND/WORKLOAD</b>			
CDBG Capital Projects*	8	7	10
Commercial Facade Project Applications/Projects	2	2	10
Grants Reports Generated (including ARRA-Funded Projects)	22	15	10
Residential Rehabilitation Loan Applications/Projects**	2	n/a	n/a
Minor Home Repair Applications / Projects	17	30	30
Homebuyer Down Payment Assistance Applications	18	n/a	15
Tenant Based Rental Assistance Applications	184	100	100

# **COMMUNITY & ECONOMIC DEVELOPMENT**

**DEPARTMENT:** Community Development  
**DIVISION:** Special Projects

**PROGRAM:** Block Grant/Special Project Services  
**FUND:** CDBG & General Fund

<b>PERFORMANCE/WORKLOAD MEASURES</b>	<b>ACTUAL 2012-14</b>	<b>ESTIMATED 2014-16</b>	<b>PROJECTED 2016-18</b>
<b>EFFICIENCIES/EFFECTIVENESS</b>			
Community Workshops (Needs, Pre-Application, Homebuyer, Foreclosure, Fair Housing)	6	6	6
Interdepartmental Grant Assistance Provided	4	4	4
Subrecipient Programs Managed/Monitored	54	44	40
Host Grant Writing & Management Workshops	0	0	2
Newsletters	19	24	24
Host "Brown Bag" Collaboration Meetings	4	8	8
Conduct Subrecipient Training Workshops	2	2	2

*\*Some CDBG capital projects are multi-year projects and may not be completed in the same year of funding.*

*\*\*This program was discontinued and replaced with the Minor Home Repair Program managed by CAPSLO (subrecipient).*

## **GOALS AND OBJECTIVES**

- Seek and secure new grants and outside funding sources to address public safety, neighborhood revitalization and youth development needs in the community, including the need for more soccer facilities.
- Apply for HOME funding through the State of California's Department of Housing and Community Development to provide first-time homebuyer assistance or new affordable rental housing opportunities
- In conjunction with Public Works and Recreation and Parks, identify City projects that could be assisted with CDBG capital funding.
- Provide training on grant writing and grant management to other City departments.

## **NOTEWORTHY BUDGET HIGHLIGHTS**

- Starting in 2016-17, administrative oversight of the Special Projects Division is being re-assigned to the Community Development Department. This is part of a wider restructuring for operational and organizational efficiencies, initiated in July 2016 resulting in the shift of the Information Technology division and the Special Projects division to two different departments.
- The City withdrew from the Santa Barbara County HOME Consortium in 2015-16 and submitted a request to the U.S. Department of Housing and Urban Development (HUD) for qualification as an entitlement jurisdiction. HUD responded with a determination that the City would not qualify as a HOME direct grantee at this time. However, the City can now apply for HOME funding through the State Department of Housing and Community Development. Staff will prepare an application and, if successful, the City would receive approximately 2.5 percent in administrative funds and five to six percent to cover activity delivery costs. Under the Santa Barbara County HOME Consortium the City received no administrative funding.

## **COMMUNITY & ECONOMIC DEVELOPMENT**

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**DEPARTMENT:** Community Development  
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- The City Council-appointed Block Grants Advisory Committee received 27 applications requesting \$1.5 million in CDBG funds for 2016-17. However, the City will only receive \$1,337,810 in CDBG funding. It is anticipated that this process will continue to be very competitive particularly with the loss of funding from the State and private foundations to many non-profit agencies. The proposed budget will have a positive impact on the community by providing funds to help the community's neediest, preserve the City's housing stock, improve the community's public facilities and infrastructure, and stimulate the local economy. The City is able to provide CDBG funding on an annual basis to local non-profit agencies that provide human services and facilities in the community that help relieve pressures on the City's General Fund and reduce government costs.
- In accordance with the City Council's priorities, future CDBG capital funding will be directed to City-owned facilities and improvements. During this two-year budget cycle, the majority of available CDBG capital funding will be allocated to the renovation of Buena Vista Park.



About \$600,000 in Community Development Block Grants were invested, among other sources, to major renovations Oakley Park on the City's northwest side. Improvements include two new Little League fields, one soccer field, a paved parking lot, trees, landscaping, and irrigation, lighting, and a restroom and concession stand

