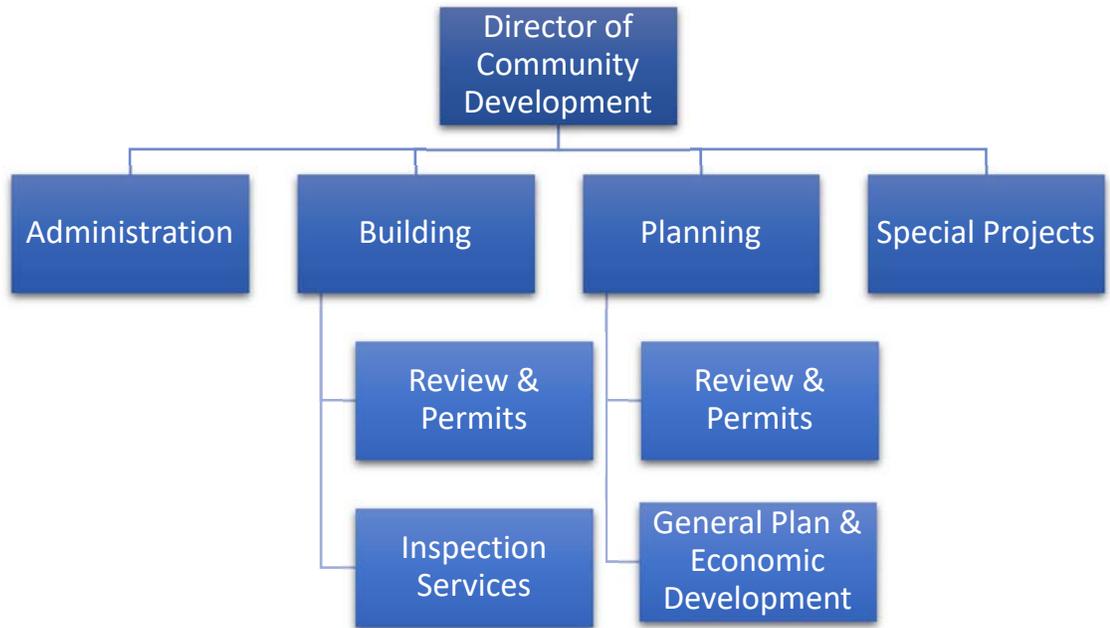


**Community Development**

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# COMMUNITY & ECONOMIC DEVELOPMENT

DEPARTMENT: Community Development  
 DIVISION: Planning & Building

PROGRAM: Planning & Building  
 FUND: General Fund

	Actual 2016-17	Adopted 2017-18	Year-End Estimated 2017-18	Proposed 2018-19	Proposed 2019-20
<b><u>PROGRAM EXPENSES/REVENUES</u></b>					
Salaries & Benefits	\$2,529,240	\$2,984,393	\$2,586,502	\$3,075,551	\$3,198,875
Services & Supplies	486,550	412,132	336,412	585,149	567,998
Total Operating Cost	3,015,790	3,396,525	2,922,914	3,660,700	3,766,873
Capital	7,840		7,156		
Debt Service					
Transfers	69,720	122,640	122,640	58,496	58,496
Total Cost	3,093,350	3,519,165	3,052,710	3,719,196	3,825,369
Less: Departmental Revenues	6,034,084	2,909,550	2,885,495	2,867,750	2,867,750
Net City Cost	\$(2,940,734)	\$ 609,615	\$ 167,215	\$ 851,446	\$ 957,619

## **SUMMARY OF SERVICE PROGRAMS**

Planning	\$1,279,910	\$1,692,580	\$1,220,288	\$1,784,625	\$1,844,167
Building	1,813,440	1,826,585	1,832,422	1,934,571	1,981,202
Total Service Programs	\$3,093,350	\$3,519,165	\$3,052,710	\$3,719,196	\$3,825,369

## **SUMMARY OF POSITIONS**

### **FULL-TIME**

Assistant Planner	0	1	1	1	1
Associate Planner	0	1	1	1	1
Building Division Manager	1	1	1	1	1
Building Inspector I/II	4	4	4	4	4
Building Permit Technician	3	0	0	0	0
Building Permit Technician I/II	0	3	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	0	0	0	0
Plan Check Engineer	1	1	1	1	1
Planner I/II	2	0	0	0	0
Planner III	3	0	0	0	0
Planning Division Manager	1	1	1	1	1
Plans Examiner	2	2	2	2	2
Principal Planner	1	1	1	1	1
Secretary	1	1	1	1	1
Senior Building Permit Technician	0	1	1	1	1
Senior Planner	0	3	3	3	3
TOTAL	23	23	23	23	23

# COMMUNITY & ECONOMIC DEVELOPMENT

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

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

**SUMMARY OF POSITIONS**

(continued)

PART-TIME

TOTAL	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>

**SUMMARY OF POSITIONS** (continued)

TEMPORARY (FTE)

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>

# **COMMUNITY & ECONOMIC DEVELOPMENT**

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

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

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## **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). 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-86.

## **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 12 subprograms that include:

#### **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, 2016-18, the Division processed 18 conditional use permits, 35 planned development permits, seven (7) zone text amendments, nine (9) General Plan Amendments/Rezoning, two (2) Specific Plan amendments, one (1) development agreement, 151 Downtown Specific Plan development review permits, and 11 time extensions.

#### **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.

The subdivision review process involves coordination with City departments, public utilities, and numerous Santa Barbara County (County) and California State (State) agencies. The Planning Division provides coordination, holds Subdivision Committee meetings, generates meeting minutes, provides the required legal noticing, writes staff reports, and schedules proposed 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, 2016-18, this Division processed eleven (11) tentative parcel maps, five (5) lot line adjustments, and two (2) lot mergers.

# **COMMUNITY & ECONOMIC DEVELOPMENT**

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

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

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## 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.

The Community Development Department continues to process routine CEQA exemptions and utilizes previous environmental documents to significantly reduce the circulation of new environmental documents. Eight (8) Initial Studies were prepared in the 2016-18 budget cycle, four (4) Negative Declarations, four (4) Mitigated Negative Declarations, and no Environmental Impact Reports were completed within this budget cycle.

## General Plan and Long-Range Planning

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 and 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 is currently beginning to conduct outreach efforts for a comprehensive General Plan update which includes a public visioning process. Much of the last budget cycle saw the completion and implementation of the Downtown Specific Plan and the drafting of a Downtown Multi-modal Streetscape Plan, in collaboration with the Department of Public Works. The plan also includes an Economic Development Element.

This 2018-20 budget cycle will focus on a city-wide outreach effort to define what the land use of the City will look like for the next 20 years and set a vision with focused objectives. Departments will be asked to identify needs such as parks and expanded infrastructure to meet growth. In addition, the City will look into a potential Broadway Corridor planning effort, and a technical analysis of the existing zoning areas, such as commercial square footage, to better understand market trends in an effort to get ahead of having to deal with underutilized properties that are not up to current standards.

## Zoning Code Amendments

The Planning Division works on zoning code amendments to address emerging issues or to comply with changing statutes. Amendments to the Municipal Code/zoning ordinance included topics of drought-tolerant landscaping, massage business standards, shopping cart containment regulations, and Accessory Dwelling Unit standards. The Planning Division works closely with the City Attorney's Office to ensure that proposed amendments are consistent with local, State, and Federal regulations, as well as with the City's General Plan.

## 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 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.

## **COMMUNITY & ECONOMIC DEVELOPMENT**

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

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

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In the last two-year budget cycle, 2016-18, the Planning Commission held 21 study sessions and 31 evening meetings.

### 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 the 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 provides the opportunity for developers to submit building plans for preliminary plan check during the planning process. While the developer submits at his or her own risk, it can save up to two months of review time 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, 2016-18, the Planning Division reviewed approximately 2,500 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. 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, 2016-18, approximately 158 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 posted on the City's website, Planning Commission agendas and minutes, and handout materials. During the 2016-18 budget cycle, staff continued to refine and upgrade the Department's webpages, including public access to all staff reports, environmental documents, and other important reports. The Division will work with the City's Public Information Manager on the use of social media to communicate with the public, in particular, as the City embarks on the comprehensive General Plan Update.

Additionally, the Department continues to facilitate 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 recently initiated a sign-in sheet at its public counter to more accurately identify trends and numbers of customers at the front counter.

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.

# **COMMUNITY & ECONOMIC DEVELOPMENT**

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

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

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## 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 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 e-mail contact to easily obtain project information. Project and 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 project and permit tracking, conversion of planning files into electronic format is a major objective for the Planning Division, including the imaging, storage and retrieval of documents. Staff has been preparing project files to be ready for digital scanning. The scanned documents will then be tied to the Trak-iT system and WebExtender 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 coordinates the incorporation of bikeway facilities into the design of private development plans. The City's Bikeway Master Plan was adopted in November 2009 and is currently being reviewed for update by the Department of Public Works. The Department continues to coordinate with Public Works staff to ensure that bikeway segments are constructed according to the Master Bikeway Plan when private development occurs along the proposed routes, as well as provide assistance as needed with the application of grant funding.

## Landmark Committee Support

The purpose of the Landmark Committee is to promote the general and economic welfare of the City by preserving and protecting those places, sites, buildings, structures, works of art, and other objects having a special historical, cultural or aesthetic character or interest for the use, education and view of the general public, and to remind all residents of this City and visitors of the historical backgrounds of the City. Currently, the Community Development Director attends Landmark Committee meetings and provides staff support. This responsibility was transferred to the Community Development Department from the City Manager's Office in February 2018 to facilitate coordination of various land use issues and activities.

## 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 (8) 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 timetable of 14 to 21 working days, Express Plan-Check implemented for projects where the applicant is willing to pay more for the direct costs of having plans evaluated more quickly.

# **COMMUNITY & ECONOMIC DEVELOPMENT**

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

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

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## 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 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.

## 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 Division 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.

# COMMUNITY & ECONOMIC DEVELOPMENT

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

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

PERFORMANCE/WORKLOAD MEASURES	ACTUAL 2014-16	ESTIMATED 2016-18	PROJECTED 2018-20
<b><u>PLANNING</u></b>			
<b>DEMAND/WORKLOAD</b>			
Subdivision Maps and related actions	19	28	25
Permits, Amendments, and Time Extensions	1,016	800	800
Legislative Actions	25	17	20
Building Permits and Business Licenses	4,597	3,700	4,000
Departmental and Agency Reports/Assistance	139	90	90
<b><u>BUILDING</u></b>			
<b>DEMAND/WORKLOAD</b>			
Construction Valuation	\$368,357,133	\$406,000,000	\$385,700,000
Building Permits	5,348	5,000	5,000
Construction Inspections	39,893	39,000	37,000
Business License Applications	966	900	900

## **GOALS AND OBJECTIVES**

- Begin the multi-year process of a comprehensive update to the City's General Plan, including resident and stakeholder outreach, and begin to identify adequate land inventory for residential growth and economic development, and chart potential new areas for annexations, to proactively guide growth patterns within the City's vision. Work with the appropriate departments on General Plan elements beyond land use, including circulation, public safety, open space, infrastructure, and others.
- Begin research into a potential Broadway Corridor planning effort, due to a changing retail landscape and shifts in consumer purchasing behaviors, and conduct an analysis of existing zoning districts to ensure that land use designations meet economic realities and demands. This effort would also consider street design and potential enhancements to increase vibrancy for the corridor.
- Complete the review and adoption of the Downtown Streetscape plan.
- Develop an annexation strategy to provide land for economic development, housing, medical facilities, and educational development.
- Work with Recreation and Parks and Public Works staff on a proposed, combined landscape design document that would include standards and guidelines that ensure the installation of high quality landscaping throughout the City.
- Continue to work with the development community in implementing efficient processes for development review, including the use of a development review committee for the purpose of effective communication with developers and applicants.
- Collaboratively research regulations about H-2A housing with the City Attorney's Office to determine appropriate guidelines for such housing within the City and to draft an ordinance for the proper regulation of the use.
- 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.

## **COMMUNITY & ECONOMIC DEVELOPMENT**

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

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

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- Implement the update to the City's TRAKiT permitting software to improve efficiency in permit processing, plan review and inspection procedures, including the use of tablets for building code publications and electronic media.

### **NOTEWORTHY BUDGET HIGHLIGHTS**

- The portion of the Citywide General Fund budget reduction target for the Community Development Department is \$67,042 in 2018-19 and \$74,417 in 2019-20. To achieve the reduction target the Department will unfund a full-time Senior Planner position. The Department will continue with necessary long-range efforts, such as the City's comprehensive General Plan update, to ensure a set vision for the future, and to ensure land use inventory for future growth, including housing and other community amenities, and employers and retailers.
- During this new budget cycle, staff will begin the comprehensive update to the City's General Plan. This will be an opportunity set a vision for the future, with goals and policies guiding the future physical development of the City for the next 20 to 25 years. The General Plan update will meet statutory requirements and include mandatory elements covering not just land use, but also public safety, circulation, open space, and others. An expansion of the City's sphere of influence and boundary may be considered as part of this update, with accompanying research, public and stakeholder outreach, and environmental review.
- Staff will continue to support the efforts to revitalize the downtown area. These include the "Downtown Fridays" events at Town Center West, which is a component of the Downtown Specific Plan, and is a partnership of the City and local entrepreneurs. Downtown Fridays are designed to give people more activities and events to do so they spend more time downtown. Staff will also continue to work with property owners on potential development opportunities, such as the applicant for the mixed-use building approved on the northwest corner of Main and Broadway, as well as other City-owned properties in downtown.
- Planning staff may begin efforts on a corridor plan for other segments of Broadway outside of the downtown area, as the retail landscape changes due to shifts in consumer behaviors, such as online shopping. There is concern for older shopping centers along South Broadway leading to discussions on a renewed focus on keeping Broadway economically viable and vibrant.
- The Department continues to identify opportunities for plan review and permit issuance efficiency. Staff is working with Information Technology staff on the update to TRAKiT permitting software, which would ultimately create a customer-friendly user interface and allow for the potential of online permit submittals. Internally, the software update would allow for better process flow and coordination among staff in different departments and divisions.
- Advancements in technology will also assist field inspectors and achieve efficiencies. They currently are able to access various code sections found in 15 code books through their tablets or smart phones. 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 e-mail to confirm that the permits are ready to approve.
- Building permit valuations declined following the completion of Enos Ranch commercial development and opening of businesses there in late 2017 and early 2018. The City anticipates building permits in 2018-19 for the apartments within that development.

# COMMUNITY & ECONOMIC DEVELOPMENT

DEPARTMENT: Community Development  
DIVISION: Planning & Building

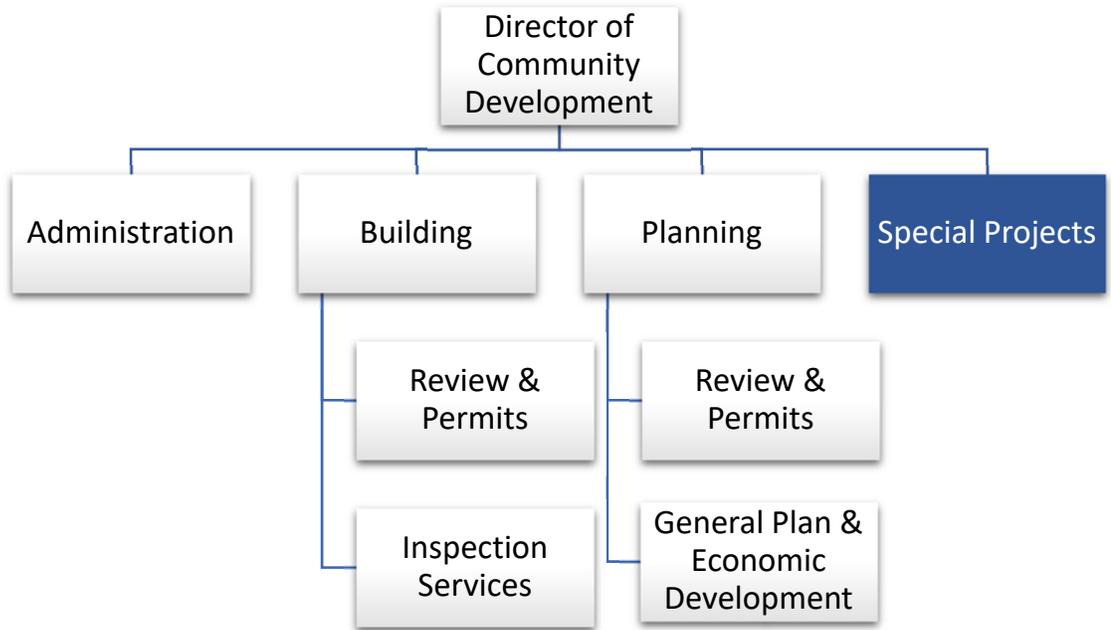
PROGRAM: Planning & Building  
FUND: General Fund



Community Workshops always prove popular as an exchange of ideas

**Special Projects**

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# COMMUNITY & ECONOMIC DEVELOPMENT

DEPARTMENT: Community Development  
 DIVISION: Special Projects

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

	Actual 2016-17	Adopted 2017-18	Year-End Estimated 2017-18	Proposed 2018-19	Proposed 2019-20
<b><u>PROGRAM EXPENSES/REVENUES</u></b>					
Salaries & Benefits	\$ 208,290	\$ 249,418	\$ 217,988	\$ 270,127	\$ 286,452
Services & Supplies	45,930	43,635	42,274	46,225	46,675
Total Operating Cost	254,220	311,740	260,262	316,352	333,127
CDBG & HOME Programs	592,378	1,070,250	979,420	1,259,355	1,259,355
Debt Service					
Transfers	445,296	267,560	267,560	305,463	305,463
Total Cost	\$1,291,894	\$1,630,863	\$1,507,242	\$1,881,170	\$1,897,945
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>					
Community Development: Special Projects	\$1,291,894	\$1,630,863	\$1,507,242	\$1,881,170	\$1,897,945
Total Service Programs	\$1,291,894	\$1,630,863	\$1,507,242	\$1,881,170	\$1,897,945
<b><u>SUMMARY OF POSITIONS</u></b>					
<b><u>FULL-TIME</u></b>					
Community Programs Manager	1	1	1	1	1
Grants Specialist I/II	1	1	1	1	1
TOTAL	2	2	2	2	2
<b><u>PART-TIME</u></b>					
Account Clerk Aide	1	1	1	1	1
TOTAL	1	1	1	1	1
<b>GRAND TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

# **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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## **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.

### 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 by assisting commercial or industrial businesses in training and technical-assistance programs for low and moderate income persons.

Administer the Commercial Façade Rebate/Loan Program.

Assist with downtown revitalization efforts.

### 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 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.

# COMMUNITY & ECONOMIC DEVELOPMENT

DEPARTMENT: Community Development  
 DIVISION: Special Projects

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

PERFORMANCE/WORKLOAD MEASURES	ACTUAL 2014-16	ESTIMATED 2016-18	PROJECTED 2018-20
<b>DEMAND/WORKLOAD</b>			
CDBG Capital Projects*	16	12	14
Commercial Façade Project Applications/Projects	1	1	2
Grants Reports Generated (including CDBG, HOME, NSP & HRPP grants)	6	7	7
Minor Home Repair Applications/Projects**	25	25	30
Tenant Based Rental Assistance Applications	95	75	60
<b>EFFICIENCIES/EFFECTIVENESS</b>			
Community Workshops (Needs, Pre-Application, Homebuyer, Foreclosure, Fair Housing)	6	6	6
Interdepartmental Grant Assistance Provided	3	3	2
Subrecipient Programs Managed/Monitored	60	49	42
Newsletters	24	12	24
Host "Brown Bag" Collaboration Meetings	8	6	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 is managed by CAPSLO (subrecipient).

## GOALS AND OBJECTIVES

- Seek and secure new grants and outside funding sources to address public safety, downtown and neighborhood revitalization, and youth development needs in the community.
- Offer the CDBG application and subrecipient management process electronically.

## NOTEWORTHY BUDGET HIGHLIGHTS

- The City will be re-entering the HOME Consortium during the FY 2018-2020 Budget Cycle. During FY 2015-16, the City withdrew from the Santa Barbara County HOME Consortium 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. As a result, the County of Santa Barbara agreed to accept the City of Santa Maria back as a member of the HOME Consortium starting July 1, 2018.
- The City Council-appointed Block Grants Advisory Committee received a total of 32 applications requesting well over \$1.4 million in CDBG funds for 2018-19. However, the City is only expecting to receive \$1.3 million 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 to 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

## **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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will be allocated to the renovation of Russell Park. Russell Park also received \$234,000 from the State of California's Housing and Community Development Department under its Housing Related Parks Program.

- The City began offering the Minor Home Repair Program during 2013-14 with the assistance of CDBG funding and the non-profit agency, Community Action Partnership of San Luis Obispo County (CAPSLO). The program took the place of a City-funded residential rehabilitation loan program. During 2012-14, only two loans were offered under that residential rehab program, Once City's residential rehab program ended in 2014, CAPSLO's Minor Home Repair Program took over, offering more opportunities and funding to get assistance to residents. As a result, since 2014, the City has seen an increase in the number of home repairs. Because the minor home repair program is funded through CDBG, the agency must reapply every year and take part in a competitive application process. As a result, projected numbers of minor home repair projects in the coming years are subject to the funding that is allocated to the project.



### **Malhotra Commercial Façade:**

Under the City of Santa Maria's Commercial Façade Rebate/Loan Program, \$10,000 of CDBG funding was awarded for improvements on the Malhotra Office Building, which is located on one of the City's main streets: Broadway. The project involved improvements to the exterior of the building, specifically the installation of triple pane windows, faux windows with decorative tile, stone veneer, and landscaping and irrigation.

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### **Cook Street Triplex Rehabilitation**

The property, located in the 600 block of West Cook Street, was purchased by the City through the Neighborhood Stabilization Program (NSP) at the height of the recession and was successfully rehabilitated. The rehabilitation costs of more than \$400,000 were paid for through CDBG funding. Asbestos abatement, the removal of stucco and drywall, and extensive framing are just a few of the many upgrades that occurred. All the electrical, plumbing, roofing, and insulation had to be replaced, as well as doors, hardware, flooring, windows, and appliances. The structure now serves as three affordable housing units (two-bedroom, one-bathroom) operated by Good Samaritan Shelter. The families occupying the units pay \$1,000 per month in rent.