

**FISCAL YEAR 2023-24 ANNUAL WORK PROGRAM
PLANNING AND ENVIRONMENTAL REVIEW
DEPARTMENT**



**Final
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FISCAL YEAR 2023-24 ANNUAL WORK PROGRAM
PLANNING AND ENVIRONMENTAL REVIEW DEPARTMENT

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EXECUTIVE SUMMARY

Introduction and Purpose

This FY 2023-24 Annual Work Program summarizes projects and programs proposed for the Planning and Environmental Review Department for the upcoming fiscal year, considering both ongoing, existing commitments and potential new projects. It is intended to provide the City Council with an overview of the current work of the Department and an opportunity to consider and give direction concerning the Department's future work. The Annual Work Program creates a regular mechanism for Council to share ideas for new work efforts and discuss the Department's work priorities. It encompasses the work of the two main Divisions, the Advance Planning Division and the Current Planning Division, as well as the Department's Sustainability and Affordable Housing Implementation Programs and the Administration Division. Because the focus is on discretionary work, the Annual Work Program does not include Building & Safety Services, which are currently contracted out to Willdan based on building permits processed and not discretionary.

The Annual Work Program considers how the work of the Planning and Environmental Review Department proposed for the upcoming year will support the City's Mission Statement and Core Values, as articulated in the City's Strategic Plan. It furthermore is intended to serve as a basis for budget plan development.

Generalized project schedules with deliverables and tentative completion dates are included in the Annual Work Program for important projects and programs. These schedules are intended as a conceptual tool for project management. They are subject to change due to any number of factors and should not be taken as a fixed commitment.

Estimates of staff time for each project or program are inherently rough and somewhat imprecise. However, cumulatively, they give a roughly accurate depiction of workload and how it relates to staffing for each Division.

In addition to full-time staff, the Department relies on consultants and contracted services to assist in its work. The Annual Work Program shows estimates of consultant cost by project, program, Division and the Department as a whole. Consultant time and cost estimates are in addition to full-time staff. Staff has attempted to estimate the value of the consultant services in terms of staff equivalents to demonstrate the value of such services. Full Time Equivalents (FTE) for consultant/contract staff assistance are estimated based on cost estimates by Division/Program using average hourly rates. For purposes of FTE equivalency calculations, consultant costs are based on fiscal year expenditures, where possible. Where not available, consultant contract totals are used.

Department Staffing and Organizational Structure

Recent Changes

In FY 2022-23, the PER Department has returned to in-person work in City offices. Where duties allow, certain PER staff may continue to work remotely from home for a certain number of days each pay period, consistent with the City's telecommuting policy. The Department's transition to electronic permit application and plan submittal and review, via the Magnet Permit Tracking System, allows flexibility in work location. Public counters are open for in-person service for two mornings each week and by email, phone and in-person appointment for all remaining regular business hours.

Although it has faced vacancies due to retirements and staff turnover, the PER Department is now fully staffed, except for one vacancy. In particular, in the current fiscal year, the Department was able to fill the following vacant positions: Sustainability Manager, Senior Planner and Code Compliance Officers in the Current Planning Division.

Current Staffing

Available staff capacity is a fundamental constraint on the work that the Planning and Environmental Review Department can undertake at any given time. Given this constraint, the Annual Work Program compares workload, both current project commitments and potential new projects, with available staffing. Many projects are multi-year efforts, which are still in process and require a continued commitment of resources. Taking on new projects is possible only to the extent that staff capacity becomes available through the completion of existing commitments or new staffing resources are dedicated.

As a basic principle, the Annual Work Program seeks to utilize City staff fully first and to rely on consultants and contract planning services only when City staff capacity is completely committed. The Annual Work Program also recognizes that use of consultants and contractors may be appropriate to meet workload demands generated by projects of a one-time or short-term nature that exceed available capacity of full-time City staff. The use of outside consultants to assist the Department is constrained by Department budget and also by the finite capacity of managers to manage consultant work in addition to full-time staff.

The Annual Work Program is preliminary to the City's two-year budget plan adoption. It assumes a total of 19.50 full-time equivalent positions (FTEs) available, consisting of 3.0 FTEs in Advance Planning, 10.50 FTEs in Current Planning, 2.0 FTEs in the Sustainability Program, 1.0 FTE in the Affordable Housing Implementation Program and 3.0 FTE in the Administration Division. In addition to full-time staff, the Department is supported by consultant and contract services. The summary below does not count interns or fellowship program participants.

The Planning and Environmental Review Department staff is currently organized into six main divisions as follows: Advance Planning, Current Planning, Building & Safety, Sustainability, Affordable Housing Implementation and Administration.

Advance Planning

FULL-TIME POSITIONS	FULL-TIME EQUIVALENT (FTE)
Advance Planning Manager	1.0
Senior Planners	2.0
TOTAL FTEs	3.0

CONSULTANT / CONTRACT SERVICES	
Consultant – RRM	Title 17 Zoning and Local Coastal Program support services
Consultant – Robert Brown Engineers	Ellwood Onshore Facility, 421 Piers, and Platform Holly onshore connections work.
Consultant - JDL Mapping	GIS data and Mapping services
Consultant - ICF	General Plan
Consultant - Storrer Environmental Services	Environmental, oil and gas project, beach hazards removal monitoring and other projects as needed
Consultant – Johnson Aviation	Airport Land Use Planning
Consultant – John Douglas & Associates	Housing Element related services
Consultant – RRM	Objective Design Standards Users Guide
Consultant - CSI Magnet	Permit Tracking System

Current Planning

FULL-TIME POSITIONS	FULL-TIME EQUIVALENT (FTE)
Current Planning Manager	1.0
Supervising Senior Planners	2.0
Senior Planner	1.0
Assistant-Associate Planners	3.0
Planning Technician	1.0
Code Compliance Officer	2.0
Office Assistant	0.5
TOTAL FTEs	10.5

CONTRACT SERVICES
Contract Services- Ordinance work only
Contract Services- Project Planning (various)

Building & Safety

The employees listed below work for Willdan, a consultant that provides Building and Safety Services under contract to the City.

CONTRACTED FULL-TIME POSITIONS (WILLDAN)	FULL-TIME EQUIVALENT (FTE)
Building Official	1.0
Building Inspector	1.0
Building Technician	1.5
Assistant Plan Checker	1.0
TOTAL EFFECTIVE FTEs	4.5

Sustainability Program

FULL-TIME POSITIONS	FULL-TIME EQUIVALENT (FTE)
Sustainability Manager	1.0
Sustainability Management Assistant	1.0
TOTAL EFFECTIVE FTEs	2.0

Affordable Housing Implementation

FULL-TIME POSITION	FULL-TIME EQUIVALENT (FTE)
Senior Housing Analyst	1.0
TOTAL EFFECTIVE FTEs	1.0

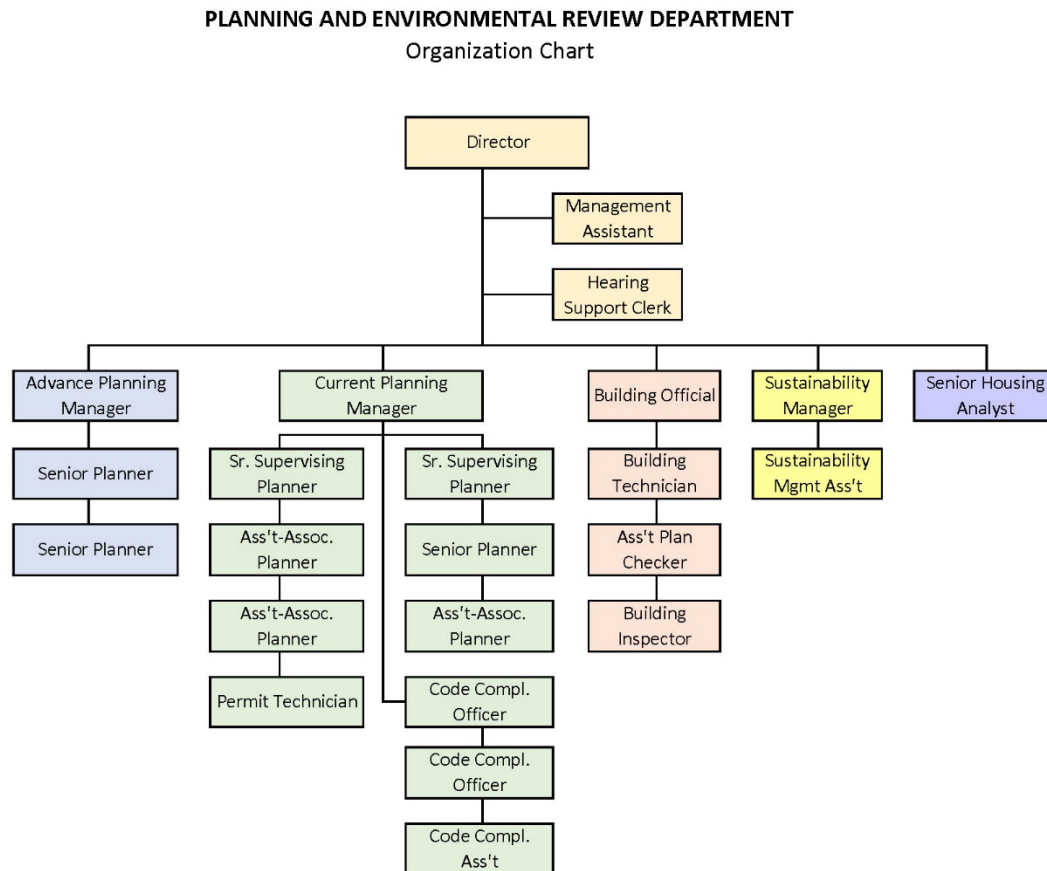
Department Administration

FULL-TIME POSITIONS	FULL-TIME EQUIVALENT (FTE)
Department Director	1.0
Management Assistant	1.0
Hearing Support Clerk	1.0
TOTAL EFFECTIVE FTEs	3.0

Department Total: 19.5 regular City employees + 4.5 Building & Safety Willdan employees (23 FTE total).

Other contract and consultant services capacity = approximately 4.0 FTE

Figure 1: Planning and Environmental Review Department Structure



Workload Considerations

The Advance Planning Division continues to be engaged with several important work efforts, including statutorily mandated General Plan and Title 17 amendments, using-related regulation updates, Airport Land Use Compatibility Plan implementation, and Local Coastal Program. The Housing and Safety Elements updates, new Environmental Justice policies, Local Coastal Program, new State housing law regulatory updates to Title 17, and Airport Land Use Compatibility Plan implementation are statutorily mandated, while the Objective Design Standards and Users Guide are needed in response to the new requirements of SB 330 and SB 35. The Division also oversees Climate Action Plan and Sea Level Rise / Coastal Hazards Adaptation studies as part of the Local Coastal Program land use planning efforts. The Division also continues implement the Beach Hazards Removal Project and to monitor and participate in a multi-year effort by the State Lands Commission to remove two wells, pier, and other infrastructure at Haskell’s Beach (421 Piers), Platform Holly decommissioning, and the Ellwood Onshore Oil and Gas Facility operations.

The Current Planning Division has seen an uptick in new permit applications, including for a number of large projects. Headway on the close-out of old permit files, delayed by remote work, has now resumed following staff ‘s return to the physical office. The Historic

Resources/Cultural Resources Ordinance was adopted on April 5, 2022 and implementation is underway (i.e., training of staff; preparation of educational materials, handouts, and forms; establishment of the Historic Preservation Commission). The hiring of a second full-time Code Compliance Officer is helping to manage the Code Compliance case load.

The Sustainability Program continues to work through an ambitious list of projects of citywide importance. The Program recently completed the City's first municipal solar photovoltaic energy project at City Hall and is finalizing preparations for the installation of electric vehicle charging stations at City Hall, including securing grant funding, as part of the City's Strategic Energy Plan implementation. The program is also implementing the newly adopted plastic pollution reduction ordinance and conducting community outreach, pursuing adoption of a building electrification Reach Code, and exploring multiple community programs including a bikeshare pilot program and a home solar and battery storage program in coordination with regional partners.

The Affordable Housing Implementation Program, in addition to its core responsibilities of managing the existing affordable housing inventory, assuring new affordable unit policy compliance, and administering tenant protection programs, is completing a formal affordable housing policy framework and providing technical assistance to affordable housing projects. Development of a Tenant Protection Ordinance and Comprehensive Affordable Housing Finance Plan (CAHFP) will follow this effort.

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ADVANCE PLANNING DIVISION

Role of the Division

The Advance Planning Division is primarily responsible for projects and programs to update and implement the City’s General Plan, Local Coastal Program, Housing Element, and Zoning Regulations. As part of implementing the General Plan and as part of the LCP development, the Division is responsible for the preparation of the Community Wildfire Protection Plan, Climate Action/Resiliency Plan, and Coastal Hazards Adaptation Plan/Sea Level Rise Study. The division oversees energy/oil and gas project planning and geographic information systems. Important responsibilities for this division include addressing and complying with legal planning and zoning mandates, acting as liaison to the Santa Barbara County Association of Governments and other agencies in regional planning efforts, and maintaining current General Plan policy and zoning regulations.

Projects & Programs

Significant Advance Planning Division accomplishments in 2022-23 are listed in Table 1.

Table 1. Advance Planning, Key Accomplishments and Project Milestones FY 2022-23

Project	Status
Adoption of the Housing Element 2023-2031 and submittal to the State Housing and Community Development (HCD)	Completed
Council initiation of General Plan Amendments for the Airport Land Use Compatibility Plan (ALUCP)	Completed
2022 General Plan/Coastal Land Use Plan Progress Report and submittal to the State Office of Planning & Research and HCD.	Completed
Adoption of Title 17 Amendments to Accessory Dwelling Unit Regulations Pursuant to State Law Changes.	Completed
Adoption of Title 17 Zoning Round 3 Amendments for Minor Revisions and State Law Consistency	Completed
Adoption of Title 17 Amendments for Electronic Changeable Copy Signs	Completed
Adoption of Title 17 Amendments to include Objective Design Standards	Completed
Adoption of a Regional Broadband Strategic Plan in Coordination with SBCAG	Completed
Participation and technical support for adoption of an ALUCP by SBCAG	Completed
Beach Hazards Removal activities in coordination with the State Lands Commission	Projected March 2023
Monitoring and coordination with State Lands Commission during 421 Pier decommissioning and negotiation regarding Component 1 (pier access road and associated infrastructure) removal	Projected May 2023

Water, Wastewater, Recycled Water, and Stormwater Municipal Service Review preparation and submittal to the Santa Barbara County Local Agency Formation Commission	Completed
Santa Barbara Airport (SBA) Coordination and Workshop to address aircraft noise	Completed
Review and comment on Airport, County, UCSB projects: SBA Master Plan, SBA Minimum Standards Requirements, SBA Aircraft Noise, Santa Barbara County Housing Element, and UCSB Sea Level Rise Adaptation Strategy	Completed

The Advance Planning Division expected day-to-day staff responsibilities for FY 2023-24 are listed in Table 2 below.

Table 2: Advance Planning Division, Day-to-Day Staff Responsibilities for FY 2023-24

Administrative	
	Interdepartmental coordination and support
	Supervision
	Performance evaluations
	Budgeting
	Grant writing and management
	Contract management
	Other public workshops and outreach
	Respond to public inquiries regarding General Plan, etc.
Required Services	
	Maintain General Plan and Title 17 Zoning Regulations
	General Plan Annual Report (prior to April each year)
	Department of Finance and HCD Annual Housing Survey Forms
	Department of Finance Annual Boundary/Annexation Survey in June each year
	CIP - Required General Plan Conformity Annual Report (prior to Budget Adoption)
	Maintain, coordinate, and manage GIS System to implement regulations, policy programs and maps
	Intergovernmental relations/ coordinate with State Lands Commission, UCSB, LAFCO, County, City, Airport, Goleta Water District, and Goleta Slough Management Committee on projects/future growth and planning issues
	Comment on other agency documents that affect the City
	SBCAG liaison
	ALUCP revisions to Council for review and transmittal to SBCAG
Energy/Oil and Gas Programs	
	Monitor and coordinate State Lands Commission work at EOF, 421, and Platform Holly, including decommissioning planning ¹
	Oversee air monitoring station permitting
	Permit and oversee removal of remnant oil and gas beach hazards
	Pier 421 removal plan, environmental document, and monitoring oversight
	Miscellaneous oil and gas projects
General Plan Amendments	
	Coordinate the initiation and processing of City-initiated GPA's
Zoning Regulations and Ordinances	
	Coordinate Title 17 interpretations and track potential Title 17 Amendments

¹ Transfer of Platform Holly and 421 well permitting work related to plugging and abandonment was transferred to the State Lands Commission under a memorandum of understanding in FY 2018-19.

The Advance Planning Division projects for FY 2023-24 are listed in Table 3 below.

Table 3: Advance Planning Division, Fiscal Year 2023-24 Projects

Projects	
1	Housing Element 2023-2031 HCD Certification (possible GPAs)
2	ALUCP Airport Overlay GPA and Title 17 Amendment
3	Objective Design Standards Users Guide
4	State Law-Required General Plan Amendments – Safety Element, Open Space Element, New Environmental Justice Element/Policies and Title 17 Amendments
5	Local Coastal Program development

The Advance Planning Division potential long range projects are listed in Table 4 below.

Table 4: Advance Planning, Long Range Projects Contingent on Staff Capacity

6	STVR Ordinance Amendments
7	Implement Required Housing Element Programs (Parking Standards, Beneficial Projects, Underused Housing Stock Research, Local Housing Preference Regulations, Affordable Housing Design Research)
8	Battery Storage Comprehensive Approach
9	Title 17 Nighttime Recreations (Outdoor Sports Field) Lighting Amendments
10	Old Town Visioning Process
11	Tree Protection Ordinance
12	Revisit General Plan Amendment (GPA) Initiation Process
13	Update Climate Action/Resiliency and Coastal Hazards/Sea Level Rise Plans
14	Citywide Design Guidelines
15	South Kellogg Industrial Area Evaluation (LU-IA-6)
16	Transportation Element Update
17	Transfer of Development Rights Ordinance (General Plan LU-IA-5)

CURRENT PLANNING DIVISION

Role of the Division

The Current Planning Division has primary responsibility for the processing of permit applications, both ministerial and discretionary, for current development project proposals. It is tasked with carrying out these permit processes in an efficient, fair, consistent, and timely manner, supported by the best currently available technology.

The Current Planning Division has successfully completed the permitting of several high-profile projects this past year. The Historic Preservation ordinance was adopted, as anticipated, and implementation is underway with the formation of the City’s Historic Preservation Commission.

Projects & Programs

Significant Current Planning Division accomplishments in 2022-23 are listed in Table 5:

Table 5: Current Planning, Key Accomplishments and Project Milestones FY 2022-23

Projects	Status
Processing of permit applications for numerous development projects. Highlights include the Heritage Ridge project, Goleta Energy Battery Storage condition compliance, Goleta Valley Cottage Hospital Aquatic Center condition compliance.	Completed
Code Compliance implementation and effective resolution of high-profile Zoning Enforcement and Compliance cases.	Completed
Historic Resources/Cultural Resources Ordinance	Completed
Historic Resources Commission set-up and kick-off	Projected February 2023

The Current Planning Division expected day-to-day staff responsibilities for FY 2023-24 are listed in Table 6 below.

Table 6: Current Planning Division, Day-to-Day Staff Responsibilities for FY 2023-24

Required Services/Administrative	
	Design Review Board Secretary
	Plan and permit scanning
	Magnet Permit Tracking System management
	Supervision
	Performance Evaluations
	Budgeting
Development Services and Project Permitting	
	Project Permitting (Ministerial and Discretionary)
	Code Compliance

The Current Planning Division projects for FY 2023-24 are listed in Table 7 below.

Table 7: Current Planning Division, Fiscal Year 2023-24 Projects

Projects	
1	Development of a Permit Procedures Manual
2	Update of CEQA thresholds of significance

The Current Planning Division potential long range projects are listed in Table 8 below.

Table 8: Current Planning, Long Range Projects Contingent on Staff Capacity

3	South Kellogg Industrial Area Compliance Program
4	Story Pole Guidelines/visual sim procedures per GP VH-IA-3

SUSTAINABILITY PROGRAM

Role of the Program

The City's Sustainability Program strives to create a healthy, resilient, and sustainable city by addressing a range of special projects and programs intended to further goals of sustainability, especially with respect to renewable energy and climate resiliency.

Projects & Programs

Key Sustainability Program major accomplishments in 2022-23 are listed in Table 9 below.

Table 9: Sustainability Program, Key Accomplishments and Project Milestones FY 2022-23

Projects	Status
Construction of City Hall microgrid-ready, solar photovoltaic project and finalized Energy Services Agreement	Completed
Central Coast Community Energy transition	Completed
Polystyrene Foam & Single Use Plastic Reduction Ordinance Adoption	Completed
Development of outreach plan and materials to implement Plastic Pollution Reduction Ordinance's associated community outreach	Completed
Home Solar and Battery Storage Citywide PPA Program evaluation	Projected May 2023
Electric vehicle charging station infrastructure project planning, RFP process, and contract management, including securing grant and rebate funding	Projected April 2023
Reach Code Building Electrification Ordinance outreach and adoption	Projected May 2023
City Hall Green Business Re-certification	Projected June 2023

The Sustainability Program expected day-to-day staff responsibilities for FY 2023-24 are listed in Table 10 below.

Table 10: Sustainability Program, Day-to-Day Staff Responsibilities for FY 2023-24

Administrative	
	Supervision Budgeting City Council Energy/Green Issues Standing Committee Liaison Grant Writing and Management Contract Management Equitable Outreach through Public Engagement Channels
Projects	
	Participation in Santa Barbara County Regional Climate Collaborative and Central Coast Community Energy work groups
	Staff liaison (Green Business Program & Green Business Program Alliance, Southern California Regional Energy Network, Tri-County Regional Energy Network, Central Coast Sustainability Summit, UCSB Sustainable Transportation Committee)
	State/federal programs (CivicWell National Service Program Partnership, Beacon Program, regulatory updates)
	Statewide and National Membership Participation (Local Government Sustainable Energy Coalition, Green Cities California, Urban Sustainability Directors Network, U.S. Green Building Council)
	Strategic Energy and 100% Renewable Electricity Plan Adoption & Implementation
	Administration of SCE Charge Ready Program grant for electric vehicle charging infrastructure deployment at City Hall (~\$250,000 value)
	Provide updated information to the public on Electric Vehicles and EV Charger incentives and rebates
	Implementation of Plastic Pollution Reduction Ordinance and associated community outreach (Plastic Free Goleta)

The Sustainability Program projects for FY 2023-24 are listed in Table 11 below.

Table 11: Sustainability Program, Fiscal Year 2023-24 Projects

Projects	
1	Shared Micro-mobility (Bikeshare)
2	Develop EV Infrastructure Reach Code
3	Blue Cities Network Certification
4	EV Fleet Transition and Charging Station Needs Plan
5	Transition Plan to 50% Renewable Energy for Municipal Electricity by 2025

The Sustainability potential long-range projects are listed in Table 12 below.

Table 12: Sustainability Program, Long Range Projects Contingent on Staff Capacity

6	Microgrid at City Hall
7	Climate Action & Adaptation Plan (including Climate Vulnerability Analysis and Strategic Energy Plan update)
8	Resilient Energy Infrastructure Planning
9	Solar and Battery Storage Infrastructure at City Facilities
10	GHG Emissions Inventory 2020 (municipal) and 2025 (community and municipal)

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AFFORDABLE HOUSING IMPLEMENTATION PROGRAM

Role of the Program

The Affordable Housing Implementation Program provides dedicated focus on meeting the City's responsibilities with respect to affordable housing. While the Advance Planning Division plans high-level housing policy and how the City should accommodate its share of regional housing needs in the Housing Element, this Program implements housing policy to create and maintain affordable housing units in the City. It also ensures consistent application of affordable housing deed restrictions and covenants and enforces tenant rights and protections.

In particular, important duties of the Program include (1) managing and monitoring the inventory of existing affordable housing units, including rental housing units, (2) overseeing the creation and sale or rental of new affordable units to assure fair and consistent application of City rules, (3) annually updating in-lieu fee amounts, managing in-lieu housing funds, and preparing a Housing Trust Fund and Comprehensive Affordable Housing Finance Plan (CAHFP) to guide how funds will be applied to create or preserve affordable units, and (4) enforcing tenant protections, including Fair Housing Act provisions and rental housing mediation.

Projects & Programs

Current projects and required affordable housing implementation services are listed below along with recommendations for potential new projects for the new Division to undertake.

Development and adoption of an Affordable Housing Implementation Policy Resolution has taken longer than anticipated but should be completed in the current fiscal year. This document is intended to specify consistent protocols and requirements for the conditioning and monitoring of affordable housing units in the City by covenant, agreement, and deed restriction. Work on the next priority project, a Tenant Protections Ordinance, has already begun.

Significant Affordable Housing Implementation Program accomplishments in 2022-23 are listed in Table 13 below

Table 13: Affordable Housing Implementation Program, Key Accomplishments and Project Milestones FY 2022-23

Project	Status
Affordable Housing Implementation Policy Resolution	Projected May 2023
Implementation of the Rancho Goleta Mobile Home Park Development Agreement	Projected May 2023

The Affordable Housing Implementation Program expected day-to-day staff responsibilities for FY 2023-24 are listed in Table 14 below.

Table 14: Affordable Housing Implementation Program, Day-to-Day Staff Responsibilities for FY 2023-24

Administrative
<u>Interdepartmental coordination and support</u>
<u>Budgeting</u>
<u>Contract management</u>
<u>Regional housing communication and coordination</u>
Required Services
Respond to public inquiries regarding housing programs, fair housing, etc.
Provide reviews, comments, and conditions on pending development projects
Calculate/apply project requirement under state density bonus law
Maintain affordable housing interest list
Maintain/update inventory of existing affordable housing units
Manage/report on housing in-lieu funds, non-residential development impact fees, and incentive programs
Support for purchases and sales of existing affordable units
Housing Administration/Preservation
Ensure new affordable units meet City requirements via covenant/deed restriction
Conduct compliance monitoring of affordable rental housing units
Manage consultant for compliance monitoring of affordable ownership housing units
Manage contract for first-time homebuyer downpayment assistance loans
Monitor/renew existing housing covenants to preserve affordable housing inventory
Oversee income eligibility calculations and public housing lotteries

Support for purchases, sales, and refinances of new and existing affordable housing units
Mobile Home Park Preservation: assist park tenants with purchase of units, conduct income surveys, and review annual rental reports
Fair Housing & Tenant Protections
Enforce and provide information on Fair Housing Act and tenant rights under State and federal anti-discrimination laws
Rental housing mediation of landlord-tenant disputes with City of Santa Barbara contract services

The Affordable Housing Implementation Program projects for FY 2023-24 are listed in Table 15 below.

Table 15: Affordable Housing Implementation Program, Fiscal Year 2023-24 Projects

Projects	
1	Tenant Protection Ordinance
2	Prepare a Housing Trust Fund and Comprehensive Affordable Housing Finance Plan (CAHFP)

The Affordable Housing Implementation Program potential long-range projects are listed in Table 16 below.

Table 16: Affordable Housing Implementation Program, Long Range Projects Contingent on Staff Capacity

3	Update to Mobilehome Rent Control Ordinance
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ADMINISTRATION DIVISION

Role of the Division

The PER Administration Division includes three existing positions (Department Director, Management Assistant and Hearing Support Clerk), which carry Department-wide duties and responsibilities. The Division is chiefly tasked with departmental management responsibilities and support functions, including overall Department direction and coordination, agenda management and calendaring, budgeting, and invoicing, personnel matters, departmental representation, and public outreach. As time allows and Departmental needs require, the Department Director, Management Assistant and/or Hearing Support Clerk may also take on special, department-wide projects or assist other Department divisions or the City Manager with special projects and assignments.

Projects, Programs & Services

The table below lists projects, programs and services currently being undertaken or provided by the Administrative Division. It provides an estimate of the staff time per project, program, or service in the current fiscal year.

The Administration Division expected day-to-day staff responsibilities for FY 2023-24 are listed in Table 17 below.

Table 17: Administration Division, Day-to-Day Staff Responsibilities for FY 2023-24

Administrative and Required Services	
	Planning Commission Hearing Support Recording Clerk/Minutes/Commission support
	Historic Preservation Commission and Design Review Board Hearing Support Recording Clerk/ Minutes/Commission and Board support
	Zoning Administrator
	Interdepartmental and interdivision coordination
	Department supervision and direction
	Annual Work Program
	Personnel and performance evaluations
	Budgeting and invoicing
	Agenda management and calendaring
	Contract management
	Departmental support functions, file management
	Department representation to Council and other agencies
	Noticing of public hearings
	Other public outreach
	Response to public inquiries
	Developer Accounts support
Special Projects (as assigned)	

The Administration Division potential long range projects are listed in Table 16 below.

Table 18: Administration Division, Long Range Projects Contingent on Staff Capacity

1	18-month Organizational Transition Plan
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