

**FISCAL YEAR 2025-26 ANNUAL WORK PROGRAM
PLANNING AND ENVIRONMENTAL REVIEW
DEPARTMENT**



Adopted March 4, 2025

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EXECUTIVE SUMMARY

Introduction and Purpose

This FY 2025-26 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.

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

The PER Department is once again now fully staffed. In the current fiscal year, the Department was able to fill the following vacant positions: Code Compliance Officer in the Current Planning Division. In the Administrative Division, the PER Commission Clerk position created in the last budget cycle is being shifted to the City Clerk's Office and the PER Department will be seeking budget approval to hire a ½-time administrative assistant to perform required noticing work.

Current Staffing

Available staff capacity is a fundamental constraint on the work that PER can undertake at any given time. 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 20.0 full-time equivalent positions (FTEs) available, consisting of 4.0 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 2.5 FTE in the Administration Division. In addition to full-time staff, the Department is supported by consultants and contract services. The summary below does not count interns or fellowship program participants.

PER 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
Supervising Senior Planner	1.0
Senior Planner	1.0
Assistant Planner	1.0
TOTAL FTEs	4.0

CONSULTANT / CONTRACT SERVICES	
Consultant – RRM	Title 17 Zoning and Local Coastal Program support services
Consultant – Robert Brown Engineers	Ellwood Onshore Facility, and Platform Holly onshore facilities inspection and monitoring services.
Consultant – JDL Mapping	GIS data and mapping services
Consultant – ICF	General Plan technical editing and formatting services
Consultant – Storrer Environmental Services	Environmental monitoring and compliance services for oil and gas projects, beach hazards removal monitoring and other projects as needed
Consultant – Johnson Aviation	Aviation consulting services for Airport impact analysis and planning document review
Consultant – Veronica Tam and Associates	Housing policy and planning services
Consultant – CSI Magnet	Permit Tracking System
Consultant – De Novo	Environmental Justice Policy and General Plan State Law Updates
Consultant – Bay Area Economics (BAE)	Housing Element Implementation

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 Analyst	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
Administrative Assistant	0.5
TOTAL EFFECTIVE FTEs	2.5

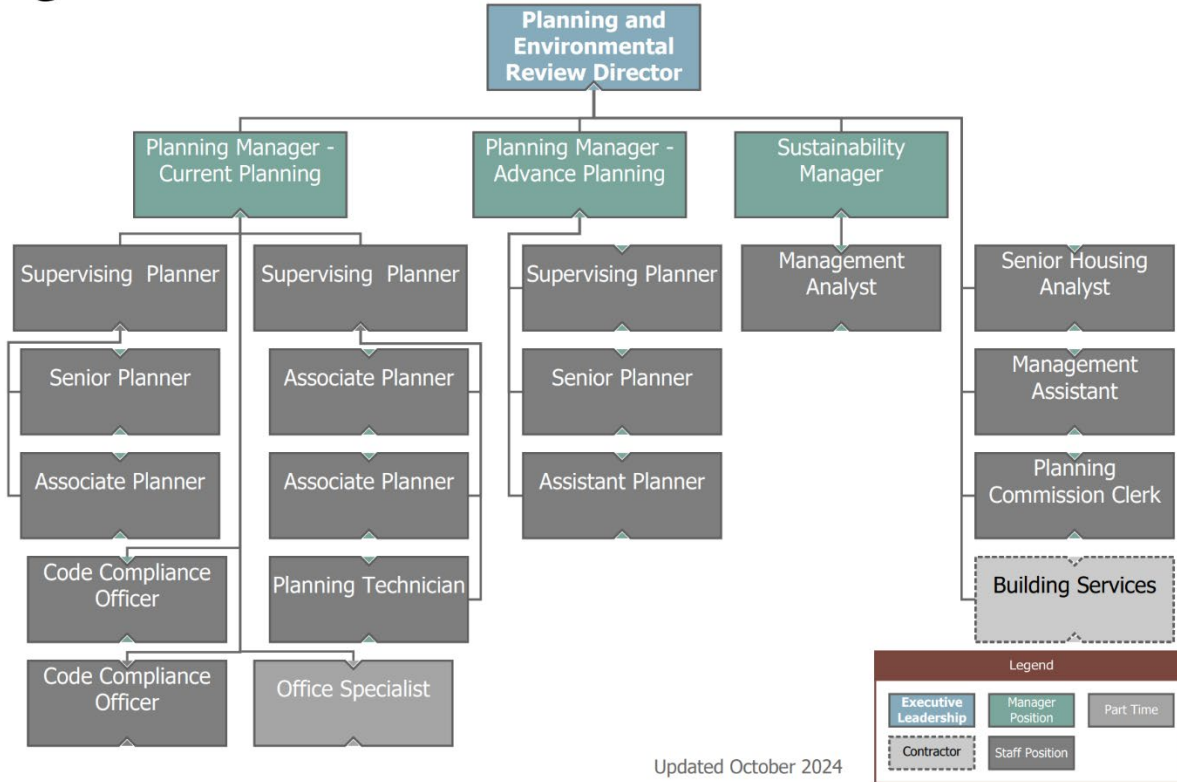
Department Total: 20.0 regular City employees + 4.5 Building & Safety Willdan employees (25 FTE total).

Other contract and consultant services capacity = approximately 4.0 FTE

Figure 1: Planning and Environmental Review Department Structure



City of Goleta Organizational Chart
 Planning and Environmental Review Department
 Fiscal Year 2024-25



Updated October 2024

Workload Considerations

The Advance Planning Division continues to be engaged with several important work efforts, including statutorily mandated General Plan and Title 17 amendments and the Local Coastal Program. Additionally, Advance Planning staff continues to oversee and implement 2023-2031 Housing Element programs. Advance Planning staff tracks and prepares statutorily mandated General Plan updates, including amendments to the Safety Element and Open Space Element, and new Environmental Justice policies. The Division also prepared the Climate Action Plan, Coastal Hazards Vulnerability Assessment, Community Wildfire Protection Plan, Ellwood Mesa Open Space Plan, and Creek and Watershed Management Plan, all of which support the Local Coastal Program certification efforts. The Division continues to implement the Beach Hazards Removal Project and to oversee Platform Holly and Ellwood Onshore Facility decommissioning. Division staff participate in regional planning work efforts and comment on other agency project environmental documents, an important role as the City’s neighboring jurisdictions build out, affecting the Goleta community.

The Current Planning Division has seen an uptick in new permit applications, including for a number of large projects. With the lifting of the water moratorium by Goleta Water District and the adoption of the Housing Element, Current Planning expects to receive

and begin processing a number of permit applications for new housing projects. Progress on the close-out of old permit files continues as staff works on this task while continuing with regular assignments. The new Historic Preservation Commission is now seated and meeting regularly.

The Sustainability Program continues to work through an ambitious list of projects of citywide importance. The Program is focused on the City's Strategic Energy Plan implementation, including installation of electric vehicle (EV) charging stations at City Hall and other City facilities, research and adoption of building and energy Reach Codes, and evaluating City facilities for renewable energy generation and storage to increase climate resiliency. The program is also implementing the City's comprehensive plastic pollution reduction ordinance (Plastic Free Goleta) and conducting additional public outreach to further sustainability education and awareness throughout the community through "Go Green Goleta".

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, expects to complete Density Bonus Procedures and is working to revise a Tenant Protection Ordinance and continues to provide technical assistance to affordable housing projects. Development of a Comprehensive Affordable Housing Finance Plan (CAHFP) is next on deck.

ADVANCE PLANNING DIVISION

Role of the Division

Advance Planning is responsible for the development and maintenance of the City’s General Plan, Local Coastal Program, Housing Element, and zoning regulations. The Division oversees the City’s oil and gas planning, climate action planning, environmental programs, and geographic information systems/spatial data. Important to this division are regional planning efforts with other cities, agencies, neighborhoods, businesses, and civic groups.

Programs/Ongoing Work Efforts

Table 1 below lists the ongoing responsibilities, work efforts, and programs that the Advance Planning Division carries out on a day-to-day basis. The table also does not reflect any work efforts associated with responding to and managing unplanned or emergency events.

Table 1: Day-to-Day Staff Responsibilities

Administrative	
	Interdepartmental coordination and support
	Supervision
	Performance evaluations
	Budgeting
	Facilitate interdepartmental monthly meetings for housing and GIS
	Grant writing and management
	Contract management
	Website management
	Respond to public inquiries regarding General Plan, etc.
Required Services	
	Maintain General Plan and Title 17 Zoning Regulations ¹
	Track planning legislation and State guidance documents
	General Plan Annual Progress 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 - Annual General Plan Conformity Determination (prior to budget adoption)
	Coordinate and manage GIS to implement regulations, policies, and maps
	Intergovernmental relations and coordination with Coastal Commission, State Lands Commission, UCSB, LAFCO, County, City of Santa Barbara, Airport, and special districts on projects/future growth and planning issues
	Comment on other agency documents and projects that affect the City
	SBCAG liaison

¹ Round 6 Title 17 amendments will address State law changes, including SB 450 amending SB 9, SB 1123 ministerial review for certain subdivisions, AB 2553 major transit stop definition, AB 2904 noticing requirements, SB 1395 low barrier navigation center definition, AB 2085 community clinic regulations, and other cleanups.

Energy/Oil and Gas Programs	
	Platform Holly and EOF decommissioning, coordination with State Lands Commission and other resource agencies. Coordinate EOF permitting and decommissioning with City staff, property owner, and the EOF Decommissioning Interagency Working Group.
	Permit, oversee, and coordinate with State Lands Commission for the removal of remnant oil and gas beach hazards
	Miscellaneous oil and gas projects
General Plan Amendments	
	Initiate and process City-initiated GPA's
Zoning Regulations and Ordinances	
	Coordinate Title 17 interpretations, track potential Title 17 revisions, and process amendments

Key Accomplishments and Milestones

Over the past fiscal year, the Advance Planning Division can point to several complete and near-complete significant project accomplishments as shown in Table 2 below.

Table 2. Key Accomplishments & Project Milestones FY 2024-25

Project	Status
2024 General Plan/Coastal Land Use Plan Progress Report and submittal to the State Office of Planning & Research and HCD	Completed
Adoption of Title 17 Zoning Round 5 Amendments for Housing Element Implementation, Minor Revisions, and State Law consistency	Completed
Adoption of General Plan and Title 17 Amendments for Housing Element Implementation	Completed
Adoption of Title 17 Amendments for ADU (Urgency and Regular Ordinances)	Completed
Ellwood Onshore Facility ownership transfer, decommissioning planning, and interagency coordination	Completed
Santa Barbara Airport (SBA) Aircraft Noise Reduction Action Plan coordination	Completed
Santa Barbara LAFCO Municipal Service Review for Parks, Recreation, and Library Services	Completed
Santa Barbara LAFCO Sphere of Influence Boundary Change Initiation	Completed
Monitoring of County Long-Range Planning (Housing Element, Ag Enterprise Ordinance)	Completed
State Law-Required General Plan Amendments – Safety Element, Open Space Element, New Environmental Justice Policies and Title 17 Amendments	Projected August 2025

Add food markets/bodegas as allowed use in I-BP (per Council direction on 10/15/24). Expected to be completed with the Environmental Justice Policy Amendments.	Projected August 2025
Housing Element Implementation for Short-term Vacation Rentals, Underused Housing Stock, Local Housing Preference, Affordable Housing Design	Projected October 2025

Division Projects for FY 2025-26

The Advance Planning Division projects for FY 2025-26 are listed in Table 3 below.

Table 3: Fiscal Year 2025-26 Projects

Projects	
1	Local Coastal Program development and amendments to the General Plan and the Goleta Municipal Code
2	Implement Required Housing Element Programs
3	STVR Research and Ordinance Amendments
4	LAFCO Sphere of Influence Boundary Change application
5	Santa Barbara Airport (SBA) Aircraft Noise Reduction Action Plan

Long-Range Projects Contingent on Staff Capacity

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

Table 4: Long-Range Projects Contingent on Staff Capacity

6	Battery Storage Comprehensive Approach
7	Visual Resource Policy Objective Standards
8	Update Climate Action/Resiliency and Coastal Hazards/Sea Level Rise Plans
9	Transportation Element Update
10	Tree Protection Ordinance
11	Citywide Design Guidelines
12	South Kellogg Industrial Area Evaluation (LU-IA-6)
13	Revisit General Plan Amendment (GPA) Initiation Process
14	Transfer of Development Rights Ordinance (General Plan LU-IA-5)
15	S. La Patera Specific Plan
16	Ekwil St. Extension Rezone
17	Transportation Element GPA to address truck routes per AB 98 by 1/1/28
18	Safety Element GPA to address extreme heat per AB 2684 (2028)
19	Old Town Visioning Process

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 in 2022 and implementation is underway with the formation of the City’s Historic Preservation Commission (HPC). The HPC has already reviewed a number of proposed projects involving historic resources.

Projects & Programs

Table 5: Current Planning Division, Day-to-Day Staff Responsibilities for FY 2025-26

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

Significant Current Planning Division accomplishments in 2024-25 are listed in Table 6:

Table 6: Key Accomplishments and Project Milestones FY 2024-25

Projects	Status
Processing of permit applications for numerous development projects. Highlights include the Sandpiper Golf Course EIR consultant selection and Notice of Preparation; planning consultations for Housing Element sites; SB Humane Zoning Clearances; Heritage Ridge condition compliance; Los Carneros GPA: Sywest industrial building	Completed
Code Compliance implementation and effective resolution of high-profile Zoning Enforcement and Compliance cases.	Completed
SB 379 Solar Permitting Compliance	Completed

Magnet - Blue Beam Integration Contract	Completed
AB 1332 ADU Pre-approved Plans	Completed
Substantial progress on South Kellogg Industrial Area Compliance Program (59 Depot Rd.)	Completed

The Current Planning Division projects for FY 2025-26 are listed in Table 7 below.

Table 7: Current Planning Division, Fiscal Year 2025-26 Projects

Projects	
1	South Kellogg Industrial Area Compliance Program
2	Update CEQA Guidelines

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	Story Pole Guidelines/visual sim procedures per GP VH-IA-3
4	Update of CEQA Thresholds of Significance
5	Development of a Permit Procedures Manual
6	VMT Sketch Planning Tool Update (following PW traffic model update)

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

The Sustainability Program expected day-to-day staff responsibilities for FY 2025-26 are listed in Table 9 below.

Table 9: Sustainability Program, Day-to-Day Staff Responsibilities for FY 2025-26

Administrative	
	Supervision Budgeting City Council Energy/Green Issues Standing Committee Liaison Grant Writing and Management Contract Management RFPs for Sustainability Projects Equitable Outreach through Public Engagement Channels
Projects	
	Participation in Santa Barbara County Regional Climate Collaborative (including new position on the Steering Committee) and Central Coast Community Energy work groups
	Staff liaison to Green Business Program & Green Business Program Alliance (Steering Committee Member), Southern California Regional Energy Network, Tri-County Regional Energy Network, Central Coast Sustainability Summit (Steering Committee Member)
	State/federal programs including CivicWell National Service Program Partnership, Beacon Program, and regulatory updates
	Statewide and National Membership Participation including Local Government Sustainable Energy Coalition, Green Cities California (Steering Committee Member), Urban Sustainability Directors Network, & U.S. Green Building Council
	Strategic Energy and 100% Renewable Electricity Plan Implementation
	Administration of SCE Charge Ready Program grant for electric vehicle charging infrastructure deployment at City Hall (~\$250,000 value)
	Administration of APCD Grants for EV Chargers
	Administration of Central Coast Community Energy incentives & rebates
	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)

	Provide updated information to the public on building electrification rebates and incentives
	Provide outreach and education opportunities to the public through tabling events, workshops, and “lunch ‘n learns”

Key Sustainability Program major accomplishments in 2024-25 are listed in Table 10 below.

**Table 10: Sustainability Program, Key Accomplishments and Project Milestones
FY 2024-25**

Projects	Status
Adoption of EV Reach Code	Completed
Adoption of EV Reach Code Amendment – Hospital Exemption	Completed
Explore Shared Micro-mobility (Bikeshare) Feasibility	Completed
City Hall Green Business Re-certification	Completed
City Hall EV charging station infrastructure project construction	Completed
New Construction Building Electrification: Evaluate Reach Code Options & Policy Development	Completed
Building Electrification - Energy Performance Reach Code Adoption	Projected May 2025
Existing Building Electrification: Permit Fee Waiver Program Adoption by City Council	Projected June 2025

The Sustainability Program projects for FY 2025-26 are listed in Table 11 below.

Table 11: Sustainability Program, Fiscal Year 2025-26 Projects

Projects	
1	Implement Energy Performance Reach Code
2	Existing Building Electrification: Develop & Implement Heat Pump Permit Fee Waiver Program
3	Update Reach Code for the 2025 Building Code Cycle
4	Identify & Pursue City's EV Charging Station Opportunities
5	Evaluate Microgrid and Solar Opportunities and Feasibility at City Facilities (Community Center, City Hall, Library)

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

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

6	Develop Public-Facing Sustainability & Climate Action Progress Report
7	Develop Climate Action & Adaptation Plan (including Climate Vulnerability Analysis and Strategic Energy Plan update)
8	GHG Emissions Inventory (2025 data, community and municipal)
9	Go Green Goleta Public Education Series
10	Collaborate with Environmental Services on climate change planning as part of Goleta's Creeks and Management Program

AFFORDABLE HOUSING IMPLEMENTATION PROGRAM

Role of the Program

The Affordable Housing Implementation Program provides a dedicated focus on meeting the City's long-term responsibilities with respect to affordable housing. While the Advance Planning Division develops high-level housing policy and long-range plans such as how the City should accommodate its share of regional housing needs in the Housing Element, this Program implements the housing policy to create, maintain, and enforce the affordability of housing units in the City. It also ensures consistent application of and compliance with affordable housing regulations and informs tenants and landlords of 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 and publishing: housing in-lieu fee amounts, non-residential affordable housing development impact fee amounts, household income limits, maximum sale prices for deed-restricted ownership units, and maximum rent amounts for deed-restricted rental units, (4) managing the City's Affordable Housing Trust Fund deposits and expenditures and preparing a Comprehensive Affordable Housing Finance Plan (CAHFP) to guide how funds will be applied to create or preserve below-market units, and (5) promoting 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 Program staff to undertake.

The development and adoption of an Affordable Housing Policies and Procedures Manual was completed in the prior fiscal year. The City also adopted a Tenant Protections Urgency Ordinance in December 2023, and we anticipate receiving direction from the Ordinance Review Standing Committee on future ordinance revisions before the end of the fiscal year.

The Affordable Housing Implementation Program expected day-to-day staff responsibilities for FY 2025-26 are listed in Table 13 below.

Table 13: Affordable Housing Implementation Program, Day-to-Day Staff Responsibilities for FY 2025-26

Administrative
Interdepartmental coordination and support
Budgeting
Contract management
Regional housing communication and coordination
Required Services
Respond to public inquiries regarding housing programs, fair housing, etc.
Provide reviews, comments, and conditions on pending development projects
Calculate project requirements per City inclusionary policy and state density bonus law
Maintain an affordable housing interest list
Maintain/update inventory of existing affordable housing units
Manage/report on Affordable Housing Trust Fund for creation and preservation of affordable housing units
Implement housing-related required programs in the adopted Housing Element
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/renegeotiate existing housing covenants to preserve affordable housing
Oversee income documentation, eligibility calculations, and public housing lotteries
Review/approve purchases, sales, and refinances of new and existing affordable housing units
Mobile Home Park Preservation: enforce rent-increase protections; assist park residents with researching financing options and review annual rental reports (Rancho Estates Mobile Home Park)
Fair Housing & Tenant Protections
Provide information on fair housing and tenant rights under federal, State, and local regulations, including anti-discrimination laws
Rental housing mediation of landlord-tenant disputes via City of Santa Barbara contract services

Significant Affordable Housing Implementation Program accomplishments in 2024-25 are listed in Table 14 below.

Table 14: Affordable Housing Implementation Program, Key Accomplishments and Project Milestones FY 2024-25

Project	Status
Implementation of the Rancho Goleta Mobile Home Park Development Agreement	Projected May 2025
Density Bonus Procedures and Timelines adoption.	Projected May 2025
Resolution of Notice of Default (for out of compliance property owner overcharging low-income tenants)	Projected May2025
Housing Element Program Implementation	Ongoing

The Affordable Housing Implementation Program projects for FY 2025-26 are listed in Table 15 below.

Table 15: Affordable Housing Implementation Program, Fiscal Year 2025-26 Projects

Projects	
1	Local Housing Preference Policy Implementation
2	Tenant Protection Ordinance Amendments

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	Prepare a Housing Trust Fund and Comprehensive Affordable Housing Finance Plan (CAHFP)
4	Update to Mobile Home Rent Control Ordinance
5	Draft Covenant Templates (Agreement to Provide Affordable Housing, Regulatory Agreement, Resale)
6	Development of Informational Materials for City Housing Requirements

ADMINISTRATION DIVISION

Role of the Division

The PER Administration Division includes three existing positions (Department Director, Management Assistant and 1/2-time Administrative Assistant, 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 Administrative Assistant 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. The Administration Division expected day-to-day staff responsibilities for FY 2025-26 are listed in Table 17 below.

Table 17: Administration Division, Day-to-Day Staff Responsibilities for FY 2025-26

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)	