

**CITY OF SANTA BARBARA
CITY COUNCIL**

Randy Rowse
Mayor

Meagan Harmon
Mayor Pro Tempore

Kristen W. Sneddon
Ordinance Committee Chair

Eric Friedman
Finance Committee Chair

Alejandra Gutierrez
Oscar Gutierrez
Mike Jordan



Rebecca Bjork
City Administrator

Sarah J. Knecht
Acting City Attorney

City Hall
735 Anacapa Street
<http://www.SantaBarbaraCA.gov>

**DECEMBER 6, 2022, 2:00 PM
AGENDA**

IN-PERSON PUBLIC COMMENT: At the beginning of each meeting of the City Council, Finance Committee, or Ordinance Committee, any member of the public may address the City Council concerning any item not on the Council's agenda. Any person wishing to make such address should first complete and deliver a "Request to Speak" form prior to the time that public comment is taken up by the City Council. Each speaker will be given a total of 3 minutes to address the Council. Pooling of time is not allowed during general public comment. The time allotted for general public comment at the beginning of the 2:00 p.m. session is 30 minutes. Any member of the public who did not speak during the 2:00 p.m. session but who submitted a request to do so during the 2:00 p.m. 30 minute session may do so at the end of the meeting when the additional "Public Comment (If Necessary)" is announced. The City Council, upon majority vote, may decline to hear a speaker on the grounds that the subject matter is beyond their jurisdiction.

REMOTE PUBLIC COMMENT: Members of the public wishing to speak must "raise their hand" in the Zoom platform by selecting the virtual hand icon when their item is called. The keyboard shortcut for this is Alt+Y for Windows and Option+Y for Macs. City staff will activate the speaker's microphone when the speaker's name is called. The speaker will then need to unmute themselves. The keyboard shortcut for this is Alt+M for Windows or Command-Shift-A for Macs.

HOW TO REMOTELY OBSERVE AND/OR SPEAK LIVE AT A MEETING

- **Web:** https://santabarbaraca.gov.zoom.us/webinar/register/WN_BHXU9bk1SWq0ntGHplRq0Q
(Participation via Zoom)
- **Telephone:** Dial 1-669-900-6833, Enter Webinar ID: 948 7481 3299
(press *9 to raise/lower hand; press *6 to mute/unmute)
- **Online Streaming:** Council meetings are streamed live at www.SantaBarbaraCA.gov/CAP
- **TV:** Each regular City Council meeting is broadcast live in English and Spanish on City TV Channel 18 and rebroadcast in English on Wednesdays and Thursdays at 7:00 p.m. and Saturdays at 8:00 a.m., and in Spanish on Sundays at 3:00 p.m. Each televised Council meeting is closed captioned for the hearing impaired. Check the City TV program guide at www.santabarbaraca.gov/citytv for rebroadcasts of Finance and Ordinance Committee meetings.

WRITTEN PUBLIC COMMENT: Public comments may also be submitted via email to Clerk@SantaBarbaraCA.gov prior to the beginning of the Council Meeting. All public comments submitted via email will be provided to City Council and will become part of the public record.

ORDER OF BUSINESS: Regular meetings of the Finance Committee and the Ordinance Committee begin at 12:30 p.m. The regular City Council meeting begins at 2:00 p.m. in the Council Chambers at City Hall.

(CONTINUED ON NEXT PAGE)

REPORTS: Copies of the reports relating to agenda items are available for review at <http://www.SantaBarbaraCA.gov/CAP>. In accordance with state law requirements, this agenda generally contains only a brief general description of each item of business to be transacted or discussed at the meeting. Should you wish more detailed information regarding any particular agenda item, you are encouraged to obtain a copy of the Council Agenda Report (a "CAR") online at the City's website (<http://www.SantaBarbaraCA.gov/CAP>). Materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are posted to the City's website as soon as reasonably feasible.

CONSENT CALENDAR: The Consent Calendar is comprised of items that will not usually require discussion by the City Council. A Consent Calendar item is open for discussion by the City Council upon request of a Councilmember, City staff, or member of the public. Items on the Consent Calendar may be approved by a single motion. Should you wish to comment on an item listed on the Consent Agenda, after turning in your "Request to Speak" form, you should come forward to speak or raise your hand in Zoom at the time the Council considers the Consent Calendar.

SPANISH INTERPRETATION: If you need interpretation of your communications to Council from Spanish into English, please contact the City Clerk's Office at 564-5309 or by email at Clerk@SantaBarbaraCA.gov. If possible, notification of at least 48 hours will usually enable the City to make arrangements.

INTERPRETACIÓN EN ESPAÑOL: Si necesita una interpretación del español al inglés, para sus comunicaciones al Consejo, comuníquese con la Oficina del Secretario Municipal al 564-5309, o por correo electrónico a Clerk@SantaBarbaraCA.gov. Si es posible, la notificación de al menos 48 horas generalmente permitirá a la Ciudad hacer los arreglos.

AMERICANS WITH DISABILITIES ACT: If you need auxiliary aids or services or staff assistance to attend or participate in this meeting, please contact the City Administrator's Office at 564-5305 or by email at Clerk@SantaBarbaraCA.gov. If possible, notification at least 48 hours prior to the meeting will usually enable the City to make reasonable arrangements. For those who need accessibility accommodation in using the "raise hand" function and/or registering to participate in the Zoom session, please contact the Clerk's office by 5:00 p.m. the day before the meeting for assistance. Additionally, a speaker may email Clerk@SantaBarbaraCA.gov by 5:00 p.m. the day before a meeting, stating which item they wish to speak on. Specialized services, such as sign language interpretation or documents in Braille, may require additional lead time to arrange.

DECEMBER 6, 2022 AGENDA

FINANCE COMMITTEE MEETING - 12:30 P.M. IN THE DAVID GEBHARD PUBLIC MEETING ROOM, 630 GARDEN STREET (120.03)

1. Subject: Proposed State Street Outdoor Business Facility Charge (530.01)

Recommendation: That Finance Committee consider and recommend an Outdoor Business Facility Charge for use of the public right-of-way on the State Street Promenade, including the 400 and 1300 blocks of State Street, for City Council consideration.

Webinar ID: 829 7107 5993

ORDINANCE COMMITTEE MEETING - 12:30 P.M. IN THE COUNCIL CHAMBER (120.03)

1. Subject: Zoning Ordinance Amendments for Accessory Dwelling Units (640.09)

Recommendation: That Ordinance Committee consider and recommend that City Council adopt amendments to the Inland Zoning Ordinance (Santa Barbara Municipal Code Title 30) and Coastal Zoning Ordinance (Santa Barbara Municipal Code Title 28) for Accessory Dwelling Units.

Webinar ID: 832 2691 9770

REGULAR CITY COUNCIL MEETING – 2:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CEREMONIAL ITEMS

1. **Subject: Employee Recognition – Service Award Pins (120.04)**

Recommendation: That Council authorize the City Administrator to express the City's appreciation to employees who are eligible to receive service award pins for their years of service through December 31, 2022.

CHANGES TO THE AGENDA

PUBLIC COMMENT

CONSENT CALENDAR

2. **Subject: Minutes**

Recommendation: That Council waive reading and approve the minutes of the regular meeting of November 1, 2022; November 8, 2022; November 15, 2022; and the special meetings of November 1, 2022; November 8, 2022.

3. **Subject: Designation of the Sustainability and Resilience Department as the Entity Responsible for Enforcement of Municipal Code Chapters 9.150 and 9.165 [Ordinance Adoption] (630.02)**

Recommendation: That Council adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Amending Sections 9.150.070 and 9.165.050 of the Santa Barbara Municipal Code (SBMC) to Designate the Sustainability and Resilience Department as the Entity Responsible for Enforcement and Make Corresponding Changes Consistent with State Law.

4. Subject: Lease Agreement for Office Space for the Sustainability and Resilience Department at 801 Garden Street [Ordinance Introduction; Resolution; Agreement] (330.04)

Recommendation: That Council:

- A. Introduce and subsequently adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Authorizing the Sustainability and Resilience Director to Execute an Office Lease Agreement with Hayes Property Management, for the Property Located at 801 Garden Street, Suite 200, Commencing Upon the Effective Date of the Lease Agreement, January 16, 2023.
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Amending Resolution No. 22-059, Adopting the budget for Fiscal Year 2023, for costs related to the lease agreement and other one-time infrastructure and moving costs.

5. Subject: Updated Planning Commission Guidelines [Resolution] (650.03)

Recommendation: That Council adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Adopting Planning Commission Guidelines Governing the Code of Conduct for Meetings and Rescinding the Planning Commission Guidelines Adopted by City Council on July 15, 1997.

6. Subject: Acceptance of California State Library Grant, English as a Second Language [Resolution] (570.04)

Recommendation: That Council:

- A. Accept the California State Library grant for \$86,351 to support English as a Second Language (ESL) Literacy Services; and
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara amending Resolution No. 22-059, adopting the Budget for Fiscal Year 2023, to approve an increase of Revenue and Expenditure Appropriations in Fiscal Year 2023 in the Library Department Miscellaneous Grants Fund Budget in the Amount of \$86,351.

7. Subject: Acceptance of California State Library Grant, Book to Action [Resolution] (570.04)

Recommendation: That Council:

- A. Accept a grant in the amount of \$20,000 from the California State Library for the support of Adult Education programing; and
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara amending Resolution No. 22-059, adopting the Budget for Fiscal Year 2023, to approve an increase of Revenue and Expenditure Appropriations in Fiscal Year 2023 in the Library Department Miscellaneous Grants Fund Budget in the Amount of \$20,000 from the California State Library, Federal Library Services and Technology Act (LSTA) fund.

8. Subject: Acceptance of California State Library Grant, Adult and Family Literacy [Resolution] (570.04)

Recommendation: That Council:

- A. Accept a grant in the amount of \$56,215 from the California State Library for the support of Family and Adult Literacy programing; and
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara amending Resolution No. 22-059, adopting the Budget for Fiscal Year 2023, to approve an increase of Revenue and Expenditure Appropriations in Fiscal Year 2023 in the Library Department Miscellaneous Grants Fund Budget in the Amount of \$56,215 from the California State Library.

9. Subject: Acceptance of California State Library Zip Books Project Grant [Resolution] (570.04)

Recommendation: That Council:

- A. Accept a grant in the amount of \$24,628 from the California State Library to provide access to additional books.
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara amending Resolution No. 22-059, adopting the Budget for Fiscal Year 2023, to approve an increase of Revenue and Expenditure Appropriations in Fiscal Year 2023 in the Library Department Miscellaneous Grants Fund Budget in the Amount of \$24,628 from the California State Library.

10. Subject: Agreement for Independent Police Monitor Professional Advisory Services in Support of New Civilian Oversight System [Resolution; Agreement] (520.01)

Recommendation: That Council:

- A. Authorize the City Administrator to execute an agreement with The Aden Group, LLC in an amount not to exceed \$67,200 covering the period from December 6, 2022 to June 30, 2023.
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Amending Resolution 22-059, Adopting the Budget for Fiscal Year 2023, to increase appropriations in the City Administrator's Office, in the General Fund, for \$67,200.

11. Subject: Municipal Financial Advisory Services for the Police Facility Debt Issuance [Agreement] (210.01)

Recommendation: That Council authorize the Finance Director to execute an agreement with KNN Public Finance, LLC, for municipal financial advisory services in an amount not to exceed \$130,000 in connection with the debt issuance for the City's Police Facility.

12. Subject: Water and Wastewater Service Agreement for 4 Sunrise Hill Lane [Agreement] (540.06)

Recommendation: That Council:

- A. Authorize the Public Works Director to execute an agreement for provision of water and sewer service to real property located outside City of Santa Barbara limits, between the City and 109 Investors LLC, to provide City water and wastewater services to 4 Sunrise Hill Lane (APN 013-210-049); and
- B. Authorize the Public Works Director to submit an application to the Local Agency Formation Commission to approve the water and wastewater service agreement.

13. Subject: Advanced Traffic Signal Management System Replacement [Agreement] (530.05)

Recommendation: That Council authorize the Public Works Director to execute a City Professional Services Contract with McCain, Inc. in the amount of \$472,176 for an advanced traffic signal management system and traffic signal controllers.

14. Subject: Third Contract Amendment with Carollo Engineers, Inc. for Owner's Representative Services and Contract Administration Support for Operating the Charles E. Meyer Desalination Plant [Agreement] (540.1)

Recommendation: That Council authorize the Public Works Director to execute the Third Contract Amendment to the City Professional Services Agreement No. 25,222 with Carollo Engineers, Inc. in the amount of \$247,278 to provide continued owner's representative services and contract administration support for operating the Charles E. Meyer Desalination Plant.

15. Subject: Measure C Annual Accountability Report Fiscal Year (FY) 2022 (210.01)

Recommendation: That Council accept the Measure C Annual Accountability Report for the Fiscal Year Ended June 30, 2022.

16. Subject: October 2022 Investment Report (260.02)

Recommendation: That Council accept the October 2022 Investment Report.

17. Subject: Funding Recommendations for Community Arts, Organizational Development, and Events and Festivals Cultural Arts Grants (610.03)

Recommendation: That Council review and approve the City of Santa Barbara Arts Advisory Committee and Community Events and Festivals Committee grant funding recommendations for Fiscal Year 2022-2023.

18. Subject: Sole Source Purchasing Request for Downtown Parking Revenue Control Equipment, Maintenance Services, Replacement Parts, and Payment Processing (550.01)

Recommendation: That Council:

- A. Waive compliance with the formal bidding procedure pursuant to Santa Barbara Municipal Code section 4.52.070(K) and authorize the sole source purchase of SKIDATA Group parking revenue control equipment and replacement parts from SKIDATA Group for a period of five years; and
- B. Authorize five consecutive yearly purchase orders with SKIDATA Group to provide equipment maintenance services, payment processing, and spare parts for the five-year period at an annual cost of \$139,000.

19. Subject: Set a Date for Public Hearing Regarding Parks and Recreation Commission's Rejection of Tree Removal (570.08)

Recommendation: That Council:

- A. Set the date of January 31, 2023, at 2:00 p.m., for hearing the appeal filed by Allie and Chris Joyce of the Parks and Recreation Commission's rejection of tree removal; and
- B. Set the date of January 30, 2023, at 1:30 p.m., for a site visit to the property located at 2131 Red Rose Way.

This concludes the Consent Calendar.

REPORT FROM THE FINANCE COMMITTEE

REPORT FROM THE ORDINANCE COMMITTEE

CITY COUNCIL ADMINISTRATIVE AND ATTORNEY REPORTS

FINANCE DEPARTMENT

20. Subject: Appropriate Fiscal Year 2022 Preliminary General Fund Operating Surplus and Adopt Reserve Policy [Resolutions] (210.01)

Recommendation: That Council:

- A. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Amending Resolution No. 22-059, Adopting the Budget for Fiscal Year 2023, for Appropriating the Preliminary Fiscal Year 2022 General Fund Operating Surplus; and
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Establishing Policies for Reserves for the City's General Fund, Enterprise Funds, and Internal Service Funds, and Amending Resolution No. 12-066 and Rescinding Resolution No. 18-056.

MAYOR AND COUNCIL REPORTS

21. Subject: Interviews for Fire and Police Commission (140.05)

Recommendation: That Council hold interviews of applicants to the Fire and Police Commission.

22. Subject: Appointments to City Advisory Groups (140.05)

Recommendation: That Council make appointments to the City's Advisory Groups, not including Fire and Police Commission.

COUNCIL AND STAFF COMMUNICATIONS

COUNCILMEMBER COMMITTEE ASSIGNMENT REPORTS

PUBLIC COMMENT (IF NECESSARY)

ADJOURNMENT

CITY OF SANTA BARBARA
FINANCE COMMITTEE MEETING
MEETING AGENDA

DATE: December 6, 2022

TIME: 12:30 PM

PLACE: David Gebhard Public Meeting Room
630 Garden Street

Eric Friedman, Chair

Alejandra Gutierrez

Meagan Harmon

Rebecca Bjork
City Administrator

Keith DeMartini
Finance Director

Members of the public may participate in person or via Zoom. Zoom instructions are below.

- **Web:** (Participation via Zoom)
Register in advance for this webinar:
https://santabarbaraca.gov.zoom.us/webinar/register/WN_tdZO9LjeRNGcGo-t_lfbtQ

Webinar ID: 829 7107 5993

Passcode: 413950

After registering, you will receive a confirmation email containing information about joining the webinar.

- **Telephone:** Dial 1-669-900-6833, Enter Webinar ID: 829 7107 5993
(press *9 to raise/lower hand; press *6 to mute/unmute)

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ITEM FOR CONSIDERATION:

Subject: Proposed State Street Outdoor Business Facility Charge

Recommendation: That Finance Committee consider and recommend an Outdoor Business Facility Charge for use of the public right-of-way on the State Street Promenade, including the 400 and 1300 blocks of State Street, for City Council consideration.



CITY OF SANTA BARBARA

FINANCE COMMITTEE AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Finance Committee

FROM: Downtown Team Division, Public Works Department

SUBJECT: Proposed State Street Outdoor Business Facility Charge

RECOMMENDATION:

That Finance Committee consider and recommend an Outdoor Business Facility Charge for use of the public right-of-way on the State Street Promenade, including the 400 and 1300 blocks of State Street, for City Council consideration.

BACKGROUND:

On September 20, 2022, City Council took a number of actions regarding interim operations on State Street. One of those actions was directing City of Santa Barbara (City) staff to present rate options for businesses using the public right-of-way on the State Street Promenade to the Finance Committee for consideration before returning to City Council for approval of a rate structure for outdoor business facilities on State Street.

DISCUSSION:

Over the course of the past year, the State Street Interim Operations Ad Hoc Subcommittee (Subcommittee) met and engaged with community stakeholders on a wide variety of State Street interim operation topics. The Subcommittee and City staff heard from businesses and the community that the City should charge a rate for commercial activities operating in the public right-of-way. Rates would be charged on a per square foot basis at a level sufficient to generate enough revenue to pay for costs associated with ongoing maintenance of the State Street Promenade, including the 400 and 1300 blocks of State Street.

Promenade-related expenditures in Fiscal Year 2023 are estimated to be approximately \$600,000, including daily, weekly, and monthly cleaning, as well as quarterly deep cleaning, staffing, contracting, and equipment. For the current fiscal year, the Downtown Parking Operating Fund, along with \$300,000 from the one-time American Rescue Plan Act funds, is paying all costs associated with the State Street Promenade, including the 400 and 1300 blocks of State Street. Noting the current rate of inflation and impacts on costs and services, and the need for additional equipment, expenditures for Fiscal Year 2024 are expected to be approximately \$675,000. This could include the cost associated

with employing a half-time code compliance officer, or similar, to provide regular enforcement of ADA requirements and, if needed, design requirements throughout the State Street Promenade, including the 400 and 1300 blocks of State Street and citywide parklets. As of now, only ADA requirements are enforced on outdoor dining facilities and parklets.

Rate Structure Option: Uniform Charge per Square Foot

In developing rate options, City staff continue to account for various attrition rates, understanding that several of the roughly 45 businesses with in-street outdoor business facilities will likely opt out of the program or reduce the size of their outdoor business facility. Currently, approximately 14,000 square feet of public right-of-way is used for in-street outdoor business facilities, with approximately 9,500 square feet representing space immediately in front of businesses and an additional 4,500 square feet reaching beyond business frontages. Assuming an overall attrition rate of 25 percent, the estimated total of remaining in-street outdoor business facilities would be approximately 7,125 square feet of frontage space and 3,375 square feet of additional space. The proposed rate presented to City Council on September 20, 2022, was a graduated rate based on square footage starting at \$5.00 per square foot per month.

Businesses that expand beyond the width of their business frontage (property line) should be subject to a higher rate for use of the additional public space, as well as receive formal approval from the adjacent tenant(s) and property owner(s). City staff recommended a graduated rate for the use of space beyond a business' frontage as follows:

Proposed Rate: \$5.00 per square foot for all space within property frontage (from one to 100 percent)

- Estimated Monthly Revenue: \$35,625 (\$5.00 per square foot x 7,125 square feet).
- Estimated Annual Revenue: \$427,500.

Proposed Rates for Additional Space Beyond Business Frontage:

- From >100 to 200 percent beyond the primary frontage: \$7.50 per square foot
- From >200 percent and beyond the primary frontage: \$10.00 per square foot
 - Estimated Monthly Revenue: \$25,300 (\$7.50 per square foot x 3,375 square feet).
 - Estimated Annual Revenue: \$303,750.

The combined annual total at a graduated rate starting at \$5.00 per square foot is estimated to be \$731,250 per year.

Additional rate options using a strictly per square foot basis including the resulting monthly and annual revenue estimates can be found in the two charts below:

At 75% of current total square footage (sq. ft.)				
Sq. Ft. of Frontage	Revenue	\$5 per sq. ft.	\$4.50 per sq. ft.	\$4 per sq. ft.
7,125	Monthly Revenue	\$35,625	\$32,063	\$28,500
	Annual Revenue	\$427,500	\$384,750	\$342,000
Additional Space	Revenue	\$7.50 per sq. ft.	\$6.75 per sq. ft.	\$6.00 per sq. ft.
3,375	Monthly Revenue	\$25,313	\$22,781	\$20,250
	Annual Revenue	\$303,750	\$273,375	\$243,000
Total Annual Revenue		\$731,250	\$658,125	\$585,000

At 75% of current total square footage (sq. ft.)			
Sq. Ft. of Frontage	Revenue	\$3.50 per sq. ft.	\$3 per sq. ft.
7,125	Monthly Revenue	\$24,938	\$21,375
	Annual Revenue	\$299,250	\$256,500
Additional Space	Revenue	\$5.25 per sq. ft.	\$4.50 per sq. ft.
3,375	Monthly Revenue	\$17,719	\$15,188
	Annual Revenue	\$212,625	\$182,250
Total Annual Revenue		\$511,875	\$438,750

Rate Structure Option: Variable Fees Based on Facility Design

At the September 20, 2022, meeting, Council members mentioned possible rate structures based on the block on which businesses are located (different blocks pay different rates), the type of business (restaurant, brewery, coffee house, etc.), and annual revenue generated based on business tax returns. Noting the many complications involved with pursuing some of the various rate options and the desire to provide a business environment that encourages businesses to include outdoor business facilities as part of their business model, City staff developed a rate option based on the type of outdoor facility the business decides to develop. This model provides each individual business the opportunity to develop the outdoor business facility based on their particular needs.

The rate option presented below is based on the type of facility used by the business. The rates are graduated and provide lower price points for outdoor business facilities that are portable and at-grade, meaning they do not have a platform. A portable facility is one that can be completely removed from the street with 24 hours' notice without the use of mechanized equipment. Portability allows for more regular cleaning by the business as well as through the City's quarterly deep cleaning program. The more complex or permanent the structure, the higher the associated per square foot rate. The following

tables represent a proposed rate option for consideration by the Finance Committee that is based on the type of structure being used by the business:

Standard Rate (not portable, platform, roof)	
\$5.00 per square foot	up to 100%
\$7.50 per square foot	100-200%
\$10.00 per square foot	200%+

Rate for No Roof (not portable, with platform)	
\$4.50 per square foot	up to 100%
\$6.75 per square foot	100-200%
\$9.00 per square foot	200%+

Rate for Portable (with platform, no roof)	
\$4.00 per square foot	up to 100%
\$6.00 per square foot	100-200%
\$8.00 per square foot	200%+

Rate for On Grade (portable, no platform, no roof)	
\$3.00 per square foot	up to 100%
\$4.50 per square foot	100-200%
\$6.00 per square foot	200%+

Based on this rate structure and a review of the various structures currently on the State Street Promenade, the estimated annual revenue is approximately \$610,000. In addition to the estimated additional revenue generated from outdoor business facilities located on the 400 and 1300 blocks of State Street, City staff anticipates estimated revenues to be approximately \$650,000, which is nearly enough to cover the estimated costs associated with maintenance and operation of the State Street Promenade and the 400 and 1300 blocks of State Street.

BUDGET/FINANCIAL INFORMATION:

Proposed rates would be charged on a per square foot per month basis at a level sufficient to generate enough revenue to pay for costs associated with ongoing maintenance of the State Street Promenade, including the 400 and 1300 blocks of State Street. Expenditures are estimated to be approximately \$600,000 in Fiscal Year 2023 and approximately \$675,000 in Fiscal Year 2024, including daily, weekly, and monthly cleaning, as well as quarterly deep cleaning, staffing, contracting, and equipment. For the current fiscal year (Fiscal Year 2023), the Downtown Parking Operating Fund, along with one-time American Rescue Plan Act funds of approximately \$300,000, is paying all costs associated with the State Street Promenade, including the 400 and 1300 blocks of State Street. Once Council approves of the charge, it will be added to the City’s master fee schedule. The revenue

generated from the charge will be recorded and budgeted in the Downtown Parking Operating Fund in FY2023 and in future fiscal years.

PREPARED BY: Brian J. Bosse, Downtown Team Manager/nv

SUBMITTED BY: Clifford M. Maurer, P.E., Public Works Director

APPROVED BY: City Administrator's Office

CITY OF SANTA BARBARA

ORDINANCE COMMITTEE MEETING

MEETING AGENDA

DATE: December 6, 2022
TIME: 12:30 p.m.
PLACE: Council Chambers

Kristen W. Sneddon, Chair
Oscar Gutierrez
Mike Jordan

Office of the City
Administrator

Office of the City
Attorney

Nicole Grisanti
Supervisor, City Administrator's Office

Sarah J. Knecht
Acting City Attorney

PUBLIC COMMENT: Members of the public wishing to speak must “raise their hand” in the Zoom platform by selecting the virtual hand icon when their item is called. When persons are called on to speak, their microphone will be activated by City staff and the speaker will be notified that they can now unmute themselves in order to begin speaking. The speaker will then need to unmute themselves by selecting the ‘mute/unmute’ icon or pressing Option+Y for MAC users or Alt+Y for Windows users on their keyboard.

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Please click the link below to join the webinar:

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or +1 253 205 0468 or +1 253 215 8782 or +1 507 473 4847 or +1 564 217 2000 or +1
646 931 3860 or +1 689 278 1000 or +1 929 436 2866 or +1 301 715 8592 or +1 305
224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347
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Webinar ID: 832 2691 9770

International numbers available: <https://santabarbaraca-gov.zoom.us/j/83226919770?pwd=NG5hcEk3WVU5Q2dZMXIFbEQvdVVCdz09>

ITEM FOR CONSIDERATION

SUBJECT: Zoning Ordinance Amendments for Accessory Dwelling Units

RECOMMEDATION: That the Ordinance Committee consider and recommend that City Council adopt amendments to the Inland Zoning Ordinance (Santa Barbara Municipal Code Title 30) and Coastal Zoning Ordinance (Santa Barbara Municipal Code Title 28) for Accessory Dwelling Units.



CITY OF SANTA BARBARA

ORDINANCE COMMITTEE REPORT

AGENDA DATE: December 6, 2022

TO: Ordinance Committee

FROM: Planning Division, Community Development Department

SUBJECT: Zoning Ordinance Amendments for Accessory Dwelling Units

RECOMMENDATION:

That Ordinance Committee consider and recommend that City Council adopt amendments to the Inland Zoning Ordinance (Santa Barbara Municipal Code Title 30) and Coastal Zoning Ordinance (Santa Barbara Municipal Code Title 28) for Accessory Dwelling Units.

EXECUTIVE SUMMARY:

New state legislation intended to increase production of Accessory Dwelling Units (ADUs) necessitates updating the City's zoning regulations. Assembly Bill (AB) 2221 and Senate Bill (SB) 897, which both take effect on January 1, 2023, include numerous changes to the state ADU laws. The changes proposed by the new state laws include an increase to the maximum building height limit and a number of technical changes intended to make ADUs easier to build.

In addition to amendments required for compliance with State Law, staff is recommending several changes to further facilitate production of ADUs, consistent with the City's Draft 2023–2031 Housing Element program recommendations regarding conversion of commercial portions of mixed-use buildings to ADUs and construction of two ADUs (double-ADUs) on existing multi-unit properties.

DISCUSSION:

Amendments are proposed for both the Inland Zoning Ordinance and Coastal Zoning Ordinance.¹ After adoption by City Council, the Title 28 amendments would be submitted to the California Coastal Commission as a stand-alone Local Coastal Program amendment.

¹ Title 30 Section 30.185.040 Accessory Dwelling Units (Attachment 3), and the Coastal Zoning Ordinance, Title 28 Chapter 28.86 Accessory Dwelling Units (Attachment 4).

The proposed amendments fall into three categories:

- **Local Standards.** New or changed content intended to facilitate the production of ADUs and consistent with the City's Draft 2023–2031 Housing Element. These changes are discussed below and summarized in Table 1.
- **State Requirements.** New or changed content necessitated by Senate Bill (SB) 897 and Assembly Bill (AB) 2221, effective January 1, 2023. Please refer to Attachment 2.
- **Clean-Up Items.** Minor changes to wording, formatting, or location within the Ordinance for clarification. May include minor content change for ease of use, provided that changes maintain the intent of the previously adopted ordinances. Please refer to Attachment 1.

The Planning Commission reviewed the proposed amendments on November 17, 2022, and forwarded a recommendation to City Council for adoption.

The discussion in this report focuses on the proposed amendments to the local standards with new or changed content, and on the state requirements that amend the maximum height for ADUs. All of the other changes are considered minor and are discussed in the attachments included with this report.

Types of Accessory Dwelling Units Allowed

The City allows three different types of ADUs: Standard ADUs, Special ADUs, and Junior ADUs. An ADU is defined as an attached or a detached residential unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residential unit. ADUs are allowed in any zone that allows residential use on a lot developed or proposed to be developed with one or more residential unit(s). Current standards for each category of ADU is provided below.

Standard ADUs:

- Only one ADU allowed per lot
- May be attached to, or located within, the proposed or existing primary unit, including attached garages, or an accessory structure
- 850 to 1,200 square-feet, if detached
- Maximum 50 percent of existing primary unit floor area, if attached
- Height must match existing height, or 17 feet, whichever is greater. In some cases, up to 30 feet in height is allowed if constructed over a garage.

Special ADUs:

- One or more may be allowed on a lot
- Must be a new or detached unit or conversion of existing floor area
- Maximum 800 square-feet, if detached

- Maximum height is 16 feet
- On single-unit lots, one detached new unit, plus one JADU is allowed
- On multi-unit lots, may convert non-livable areas up to 25% of existing units; or two detached ADUs.
- Only one ADU allowed on lots within the Extreme Foothill and Foothill High Fire Areas

Junior ADUs:

- A unit within the walls of an existing or proposed home
- 500 square-foot maximum
- Owner Occupied
- Own or share a bathroom
- Exterior entrance

Recommendation of Local Standards Changes

A summary of amendments proposed to local standards is included below in Table 1. State Law (Gov. Code, §65852.2) allows local jurisdictions to impose certain standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, and maximum size of a unit. Although the majority of the City's ADU regulations are mandated by State Law, City staff included for discussion some local standards that are unique to our community. The proposed amendments to local standards are informed from five years of reviewing permit applications for ADUs and staff observations of minor improvements intended to help remove barriers to ADU construction and development.

Open Yard Reduction. The current ADU Ordinance allows an ADU to encroach into the minimum open yard area for single-unit and two-unit residential development. The ordinance allows this same open yard reduction for an ADU built over a new 500-square-foot garage.

Staff has received requests from ADU applicants for an additional open yard reduction for a small utility area that serves the primary residence. However, if there is not enough open yard area, the only way to accommodate a small utility area is through a zoning modification. Staff proposes allowing a small 150-square-foot addition to encroach into the open yard area, along with a new ADU built over a two-car garage, to reduce the number of projects that need to request a zoning modification.

Greater Flexibility for Double-ADUs. Under the current rules, if the owner of a multi-unit development wants to build two new ADUs, the double-ADU must either be new construction, or the lot must be currently developed with eight existing dwelling units. This is because the law only allows 25 percent of the existing number of units to be converted from existing floor area. Staff is recommending an amendment to the local standards for a double-ADU to allow up to two ADUs—instead of one—to be converted from existing

floor area. This will facilitate the conversion of an existing garage or basement to two ADUs rather than requiring the garage be demolished to build new construction.

Convert Upper-Floor Commercial Areas to ADUs. State law allows residential floor area to be converted to ADUs—but it does not allow commercial floor area such as retail or office to be converted. Amendments to the City’s local ordinance would allow upper-floor commercial spaces to be converted to ADUs and provide more flexibility and adaptive reuse of existing buildings. Allowing upper-floor commercial spaces to be converted to ADUs promotes mixed-use development while providing more flexibility and the adaptive reuse of existing buildings. Staff recommends only the upper-floor areas, not the ground floor commercial spaces, be allowed to convert to an ADU to support and maintain mixed-use development along commercial corridors and activation on the street.

LOCAL STANDARDS
Open Yard Reduction for ADU Over Detached Garage – Revised the open yard encroachments to allow an additional 150-square-foot area for a staircase or laundry/storage.
Converted Non-Livable Space – Allows up to two – rather than just <i>one</i> – special ADUs on lots with existing multi-unit development to be converted from existing non-livable floor area (garage, basement etc.).
Configuration – Two-Unit, Multi-Unit or Mixed-Use Lots – Allows existing upper-floor <i>commercial</i> floor area in a mixed-use development – rather than just floor area of an existing <i>residential</i> structure – to be converted to one or more special ADUs.
Maximum Height and Bedrooms – In response to the state-mandated height increase from 16 feet to 18 feet, newly constructed special ADUs may not exceed two bedrooms and a maximum of one story.

Summary of ADU Building Height Changes

A significant change made to the state ADU law pertains to maximum building height. The City’s current ADU height regulations are less restrictive than state law for standard ADUs, and are the same as state law for special ADUs. The City’s proposed amendments attempt to balance the concerns of the community to ensure ADUs are compatible with existing residential development while incorporating the state-mandated changes intended to facilitate new housing construction.

Local agencies must allow ADUs taller than 16 feet in the following circumstances:

- If located within a half-mile of a major transit stop or high-quality transit corridor, a detached ADU on a lot with a single-unit or multi-unit dwelling may be up to 18 feet in height by right, and up to two feet taller (for a maximum of 20 feet) if necessary to match the roof pitch to the main house.
- If a detached ADU is on a lot with an existing or proposed multistory, multi-unit dwelling, the ADU may be up to 18 feet in height (again, by right), regardless of how close it is to transit.

- An attached ADU may be up to 25 feet in height or as tall as the primary dwelling, whichever is lower; however, a city may still limit the ADU to two stories.

Staff recommends increasing the maximum height for a standard detached ADU from 17 to 18 feet and for a special detached ADU from 16 to 18 feet to be consistent with state law. Allowing an 18-foot height maximum for standard and special ADUs regardless of the ADU's proximity to a major transit stop or high-quality transit corridor, or location on a lot developed with a multi-unit development, creates a uniform measure that is easier to implement and understand. Since a significant portion of the City is located within a half-mile of a major transit stop or high-quality transit corridor, staff recommends the height increase be applied citywide.

Due to the state-mandated height increase from 16 feet to 18 feet, staff also recommends not allowing newly constructed special ADUs to exceed two bedrooms and a maximum of one story citywide. This recommendation is made to limit the density/intensity of ADUs in fire prone neighborhoods whose residents often must evacuate on narrow, winding roads in emergencies.

The proposed amendments to ADU building height are shown in Table 2 below. The changes from existing are shown as underlined text.

Table 2: Amendments to ADU Building Height	
CURRENT HEIGHT	PROPOSED HEIGHT
Standard ADU	Standard ADU
The greater of: <ul style="list-style-type: none"> • Height of the primary residential unit; or • Number of stories of the primary residential unit; or • 17 feet; or • If ADU is over a garage—maximum height or number of stories allowed in the zone; or • With discretionary approval—maximum height or number of stories allowed in the zone 	The greater of: <ul style="list-style-type: none"> • Height of the primary residential unit; or • Number of stories of the primary residential unit; or • <u>18 feet; with an additional two feet in height if necessary to match the roof pitch and height of the primary residential unit;</u> or • <u>25 feet for an attached unit;</u> or • If the ADU is over a garage—maximum height or number of stories allowed in the zone; or • With discretionary approval—maximum height or number of stories allowed in the zone
Special ADU	Special ADU
<ul style="list-style-type: none"> • 16 feet 	<ul style="list-style-type: none"> • <u>18 feet; with an additional two feet in height if necessary to match the</u>

	<u>roof pitch and height of the primary residential unit; and maximum one-story</u>
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NEXT STEPS:

Following Ordinance Committee review of the draft ADU ordinance amendments and associated recommendation to City Council, Title 30 and Title 28 amendments will be presented to City Council for introduction and adoption. The Title 30 amendments are effective 30 days after adoption. For applicants who have submitted an ADU application but have not yet been issued a building permit by the effective date of the new ordinance, staff recommends a 60-day time limit from the effective date of the new ordinance for applicants to choose to either continue ADU application review under state law regulations or to apply the new regulations.

The Title 28 amendments are not effective until after certification by the California Coastal Commission (CCC). Following adoption, Title 28 amendments will be submitted as a Local Coastal Program Amendment to the CCC. The CCC staff will review the submittal and determine if it is a minor (*de minimis*) amendment or requires a public hearing. As required by state law, the adopted Title 30 and Title 28 amendments will also be submitted to the Department of Housing and Community Development for review within 60 days after adoption.

ENVIRONMENTAL REVIEW:

Under California Public Resources Code Section 21080.17, the California Environmental Quality Act (CEQA) does not apply to the adoption of an ordinance by a city or county implementing the provisions of Section 65252.2 and 65852.22 of the Government Code, which is the state Accessory Dwelling Unit law.

- ATTACHMENTS:**
1. Proposed Title 30 and Title 28 Clean-Up Items
 2. Proposed Title 30 and Title 28 State Requirements
 3. Proposed Amendments to SBMC Title 30 Related to Accessory Dwelling Units
 4. Proposed Amendments to SBMC Title 28 Related to Accessory Dwelling Units

PREPARED BY: Jillian Ferguson, Assistant Planner

SUBMITTED BY: Elias Isaacson, Community Development Director

APPROVED BY: City Administrator's Office

Summary of Accessory Dwelling Unit (ADU) Ordinance Amendments

CLEAN-UP ITEMS

High Fire - Corrected terminology for High Fire Hazard Areas.	Throughout
Parking Terminology - Unified garage and parking terminology.	Throughout
Rental Terms - Clarifies that rental terms (30+ days) applies to both primary and accessory units	SBMC §30.185.040.D.4 / §28.86.035.D
Coastal Discretionary Approval - Removed reference to “ministerial approval” in the Coastal Zone because most ADUs require discretionary approval of a Coastal Development Permit per updated guidance from Coastal Commission.	Inland N/A / SBMC §28.86.080.A.3
Residential Elements - Deleted “fire-rated door” – not required on JADUs	SBMC §30.185.040.F.4 / §28.86.050.C
Unit Configuration - Designates the primary residential unit when there are multiple units or attached units	SBMC §30.185.040.C & K / §28.86.030.C.2 & §28.86.085
High Fire Hazard Area Parking - Simplified parking exemption for studio units – replaces the ambiguous statement “one per unit or bedroom, whichever is less”	SBMC §30.185.040.K.5 / Coastal Zone N/A
Development Standards for Special ADUs - Corrected error to allow both newly constructed <i>and converted</i> detached special ADUs to be combined with JADUs	SBMC §30.185.040.L.2.d / §28.86.090.B.4
Change in Occupancy - Clarifies Certificate of Occupancy/Final Inspection may not occur on ADU until after Certificate of Occupancy/Final Inspection for primary unit occurs	SBMC §30.185.040.M.4.b / §28.86.100.E.2

Summary of Accessory Dwelling Unit (ADU) Ordinance Amendments

STATE REQUIREMENTS

<p>Building Permit Required - Building permit clarifications: ADU not considered a change in occupancy; City must provide written corrections when an ADU application is disapproved; limits the City from disapproving an ADU due to unrelated pre-existing violations.</p>	<p>SBMC §30.185.040.M.1 & 2 & 3 / §28.86.100.B & C & D</p>
<p>Fire Sprinklers - The construction of an ADU does not require fire sprinklers in the primary residential unit.</p>	<p>SBMC §30.185.040.F.4 / §28.86.050.D</p>
<p>Maximum Height - Building height maximum altered from 16 feet (special ADUs) and 17 feet (standard ADUs) to 18 feet.</p>	<p>SBMC §30.185.040.H.7 / §28.86.060.G and throughout. See Table 2 in staff report for clarification on height changes.</p>
<p>Development Standards - Revised the “state-exempt” ADU description to eliminate the 16-foot height maximum and allow front setback reductions.</p>	<p>SBMC §30.185.040.G.1.d & §30.185.040.L.6/ §28.86.055.A.4 & §28.86.090.F</p>
<p>Objective Design Standards - Clarified language regarding screening and design style to be objective.</p>	<p>SBMC §30.185.040.H.8 & 9/ §28.86.060.H & I</p>
<p>Combined Permits - Allows a demolition permit for a garage to be combined with a permit for a new ADU.</p>	<p>SBMC §30.185.040.M.4/ §28.86.100.E.1</p>
<p>Posted Sign - Eliminates a “posted sign” requirement for the demolition of a detached garage that is to be replaced with an ADU, unless the property is located within an architecturally and historically significant historic district.</p>	<p>SBMC §30.185.040.M.6/ §28.86.100.G.4</p>

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AN ORDINANCE OF THE COUNCIL OF THE CITY OF
SANTA BARBARA AMENDING THE SANTA BARBARA
MUNICIPAL CODE BY AMENDING SECTION 30.185.040,
PERTAINING TO REGULATIONS FOR ACCESSORY
DWELLING UNITS

THE CITY COUNCIL OF THE CITY OF SANTA BARBARA DOES ORDAIN AS
FOLLOWS:

SECTION 1. Section 30.185.040 of Chapter 30.185 of Title 30 of the Santa
Barbara Municipal Code is amended to read as follows:

30.185.040 Accessory Dwelling Units.

Accessory dwelling units and junior accessory dwelling units shall be located,
developed, and occupied subject to the following provisions:

A. **Purpose.** The purpose of this Section is to:

1. Expand opportunities in the City to create additional housing to suit the
spectrum of individual lifestyles and space needs, allow more efficient use of existing
housing stock and public infrastructure, and provide a range of housing opportunities.

2. Allow accessory dwelling units or junior accessory dwelling units as an
accessory use to a primary residential unit, consistent with California Government
Code Section 65852.2 or 65852.22, as applicable.

3. Promote accessory dwelling units or junior accessory dwelling units
with high-quality designs that are compatible with the surrounding neighborhood, historic
resources, and historic districts; preserve the City's visual resources; promote long-term
sustainability; and contribute to a desirable living environment.

B. **Definitions.** For the purposes of this Section, the following words and
phrases shall have the following meanings:

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1. **Accessory Dwelling Unit.** An attached or a detached residential unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residential unit. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation and be located on the same parcel that the primary residential unit is or will be situated. The following categories of accessory dwelling units are subject to specific development standards:

a. *Special Accessory Dwelling Unit.* These are specific types of smaller accessory dwelling units and junior accessory dwelling units with certain size, height, and setback standards described in subsection L, Development Standards for Special Accessory Dwelling Units. Special accessory dwelling units allow for more than one accessory dwelling unit on a lot.

b. *Standard Accessory Dwelling Unit.* These are typically larger accessory dwelling units with size, height, and setback standards generally described in subsection G, Development Standards for Standard Accessory Dwelling Units. Standard accessory dwelling units do not allow for more than one accessory dwelling unit on a lot.

An accessory dwelling unit also includes the following:

a. An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

b. A manufactured home, as defined in Section 18007 of the Health and Safety Code.

2. **Efficiency Kitchen.** A kitchen that includes at a minimum:

a. Appliances for cooking food and refrigeration, either built-in or countertop.

b. A sink for food preparation greater than 12 inches by 12 inches, excluding the sink located in the bathroom.

c. A food preparation counter.

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3. **Existing Floor Area.** A legally permitted building constructed on the site with a final inspection or certificate of occupancy as of the date of application submittal, that conforms to current zoning standards or is legal nonconforming as to current zoning standards.

4. **Junior Accessory Dwelling Unit.** A unit that is no more than 500 square feet in size and contained entirely within the structure of an existing or proposed single residential unit. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing or proposed single residential unit and includes an efficiency kitchen.

5. **Passageway.** A pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

6. **Primary Residential Unit.** The existing or proposed residential unit on a lot on which an accessory dwelling unit or junior accessory dwelling unit is permitted. The primary residential unit shall comprise one of the residential housing types described in Section 30.295.020.A (i.e., single-unit residential, two-unit residential, multi-unit residential) or mixed-use development.

7. **Principal Place of Residence.** The residence where a property owner actually lives for the greater part of time, or the place where the property owner remains when not called elsewhere for some special or temporary purpose and to which the property owner returns frequently and periodically, as from work or vacation. There may be only one “principal place of residence,” and where more than one residence is maintained or owned, the burden shall be on the property owner to show that the primary residential unit, or accessory dwelling unit, or junior accessory dwelling unit is the property owner’s principal place of residence as evidenced by qualifying for the homeowner’s tax exemption, voter registration, vehicle registration, or similar methods that demonstrate owner-occupancy. If multiple persons own the property as tenants in common or some other form of common ownership, a person or persons representing at least 50% of the ownership interest in the property shall reside on the property and maintain the property as a principal place of residence. Any person or persons who qualify for the homeowner’s

tax exemption under the California State Board of Equalization rules, may qualify as an owner occupant.

C. Where Permitted.

1. **Accessory Dwelling Unit.** An accessory dwelling unit may be permitted in any zone that allows residential use, located on a lot developed or proposed to be developed with one or more residential units, except as prohibited below.

2. **Junior Accessory Dwelling Unit.** A junior accessory dwelling unit may be permitted in any zone that allows residential use and shall be located on a lot developed with an existing or proposed single residential unit.

3. **Prohibited Locations.** No standard accessory dwelling unit shall be permitted on a lot located within the Foothill or Extreme Foothill High Fire Hazard Areas (Very High Fire Hazard Severity Zone) (Extreme Foothill and Foothill), or as may be subsequently retitled in the future as the "Very High Fire Hazard Severity Zone," as defined in the City's Community Wildfire Protection Plan adopted by City Council.

a. **Exception for Special Accessory Dwelling Units.** Accessory dwelling units permitted in accordance with all the configuration, standards, and special procedures outlined in subsection L. Development Standards for Special Accessory Dwelling Units, may be permitted on any lot, including lots located within any the Foothill or Extreme Foothill High Fire Hazard Areas (Very High Fire Hazard Severity Zone) (Extreme Foothill and Foothill), or as may be subsequently retitled in the future as the "Very High Fire Hazard Severity Zone," as defined in the City's Community Wildfire Protection Plan adopted by City Council, if the lot is zoned to allow for residential use and contains an existing or proposed primary residential unit.

D. Unit Configuration.

1. Only one accessory dwelling unit or junior accessory dwelling unit shall be permitted on a lot in addition to the primary residential unit in the configuration set forth in subsections D.2 and 3, below. However, multiple accessory units may be permitted in

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accordance with all the configuration, standards, and special procedures outlined in subsection L, Development Standards for Special Accessory Dwelling Units.

2. An accessory dwelling unit may be permitted in the following configurations:

a. Incorporated entirely within an existing or proposed primary residential unit;

b. Incorporated entirely within an existing accessory building, including garages, located on the same lot as the primary residential unit;

c. Attached to or increasing the size of an existing primary residential unit or accessory building located on the same lot as the primary residential unit; or

d. Detached from and located on the same lot as the existing or proposed primary residential unit. An accessory dwelling unit that is attached to another detached accessory building, but not the primary residential unit, or is attached by a breezeway or porch, is considered detached.

3. A junior accessory dwelling unit must be incorporated entirely within the existing floor area of an existing or proposed single residential unit or attached garage.

4. One primary residential unit shall be designated and maintained on a lot on which an accessory dwelling unit or junior accessory dwelling unit is permitted. In the case when multiple residential units are existing or proposed on a lot, there shall be only one primary residential unit. When an accessory dwelling unit is to be attached to a residential unit, the residential unit the accessory dwelling unit is attached to shall be the designated primary residential unit.

E. Sale, Rental, and Occupancy Terms. All accessory dwelling units and junior accessory dwelling units shall be subject to the following sale, rental, and occupancy terms:

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1. **Not to Be Sold Separately.** An accessory dwelling unit or junior accessory dwelling unit shall not be sold separately from the primary residential unit.

2. **Rental Terms.** ~~The accessory dwelling unit or junior accessory dwelling unit may be rented separately from the primary residential unit; however, if~~ rented, rental terms for the primary residential unit, accessory dwelling unit, or junior accessory dwelling unit shall not be less than 31 consecutive days, nor shall rental terms allow termination of the tenancy prior to the expiration of at least one 31-day period occupancy by the same tenant.

3. **Owner Occupancy.** The following types of projects are subject to an owner occupancy requirement:

a. All lots developed with junior accessory dwelling units; except that owner occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.

b. Any accessory dwelling unit located in an RS zone submitted on or after January 1, 2025, unless otherwise prohibited by State law, or upon repeal of Government Code Section 65852.2 (a)(~~6~~ 8)(B) removing the state-imposed prohibition of an owner occupancy requirement, whichever occurs first.

4. **Owner's Unit.** If owner occupancy is required, the property owner shall reside in and maintain either the primary residential unit or the accessory dwelling unit/junior accessory dwelling unit, as the property owner's principal place of residence ("owner's unit"). Owners of lots developed with an accessory dwelling unit/junior accessory dwelling unit shall live on the lot as long as the lot is developed with an accessory dwelling unit/junior accessory dwelling unit. Owners may re-designate the primary residential unit or the accessory dwelling unit/junior accessory dwelling unit as the owner's unit upon written notice to the Community Development Director and written approval of the re-designation by the Community Development Director, which approval shall not be denied unreasonably. If owner occupancy is required, ~~the~~ the property owner shall not rent or lease both the primary residential unit and the accessory dwelling unit/junior accessory dwelling unit simultaneously.

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5. **Hardship Waiver.** If owner occupancy is required, in the event of a hardship, such as the death or disability of the property owner, job transfer, or similar significant personal situation which prevents the property owner from occupying one of the units as the owner's unit, a property owner or estate representative may apply for a temporary waiver of the owner-occupation requirement for a specific time period to allow the owner's unit to be occupied by a non-property owner pending disposition of the property through probate or non-probate transfer to a new owner, or the cessation of the circumstances preventing the property owner from occupying the owner's unit on the property. The Community Development Director shall review applications for a hardship waiver. Any such waiver shall specify the period of time for which it is granted, provided that no such waiver may be granted for a period longer than three years.

6. **Removal of Recorded Owner Occupancy Requirement.** With the exception of owner occupancy covenants required to permit a junior accessory dwelling unit, the Community Development Director will, in a form acceptable to the City Attorney, release an owner occupancy requirement recorded against the property prior to ~~adoption of this ordinance~~ January 1, 2020, upon the request of the property owner. No other covenants required pursuant to this section, and contained in the agreement recorded against the property, shall be released.

F. **Required Features.** Each accessory dwelling unit and junior accessory dwelling unit shall contain, at a minimum, the following features:

1. **Residential Elements.** Permanent provisions for separate residential occupancy must be provided as follows within the contiguous livable floor space of the accessory dwelling unit or junior accessory dwelling unit and must be independent from the primary residential unit:

a. A kitchen, consisting of a sink, cooking appliance, and refrigeration facilities. A junior accessory dwelling unit may utilize an efficiency kitchen.

b. A bathroom consisting of a toilet, sink, and bathtub or shower. A junior accessory dwelling unit may share sanitation facilities with the existing or proposed single residential unit.

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- c. A separate living room.
- d. A separate sleeping room, except in studio residential units, where a living room is considered a sleeping room.

2. **Minimum Floor Area.** Notwithstanding the dwelling unit minimum described in Section 30.140.150, Residential Unit, the minimum floor area for a newly constructed accessory dwelling unit is as follows:

- a. *Efficiency Unit:* 150 square feet.
- b. *Studio Unit:* 220 square feet.
- c. *All Other Units:* 400 square feet.

Such usable floor area shall be exclusive of open porches, garages, basements, cellars, and unfinished attics. The minimum floor area for accessory dwelling units that are created by converting existing structures is 150 square feet and must meet the definition of an efficiency unit.

3. **Exterior Access.** Exterior access to the unit, that is independent from the primary residential unit, must be provided. An interior connection consisting of one **fire-rated** lockable door between the primary residential unit and an accessory dwelling unit or junior accessory dwelling unit may be provided.

4. **Fire Sprinklers.** Fire sprinklers are required only if they are required for the primary residential unit. The construction of an accessory dwelling unit shall not trigger a requirement for fire sprinklers to be installed in the existing primary residential unit.

5. **Permanent Foundation.** Attached and detached units shall be constructed with an approved permanent foundation.

6. **Property Addresses.** Addresses identifying all residential units on the lot, with minimum three- and one-half-inch numbers plainly visible from the street or road fronting the property shall be provided.

7. **Public Sewer.** Accessory dwelling units and junior accessory dwelling units shall be connected to a public sewer. If public sewer connection is not available, approval of a new or expanded onsite wastewater treatment system shall be required in accordance with the procedures from the code of the County of Santa Barbara California prior to issuance of a building permit.

8. **Water Meter.** Accessory dwelling units shall comply with the water metering requirements of Title 14, Section 14.08.150 E.

9. **Passageway.** No passageway is required in conjunction with the construction of an accessory dwelling unit or junior accessory dwelling unit.

G. Development Standards for Standard Accessory Dwelling Units.

1. **Development Standards Generally.** The development standards listed in this section apply to standard accessory dwelling units and junior accessory dwelling units, except for those units permitted in accordance with all the configuration, standards, and special procedures outlined in subsection L, Development Standards for Special Accessory Dwelling Units.

a. The reductions and exceptions to the development standards normally applicable to residential development allowed in this section are for the express purpose of promoting the development and maintenance of an accessory dwelling unit on the lot. If for any reason the accessory dwelling unit is not maintained on the lot in conformance with this section, the lot shall be brought into compliance with all of the requirements for the residential development, or with the legal nonconforming condition of the lot prior to the development of the accessory dwelling unit, including, but not limited to, the requirements for open yard, setbacks, and covered parking.

b. Except as otherwise specified in this subsection, projects developed in accordance with this section shall otherwise comply with the development

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standards applicable to an attached or detached accessory building for the housing type and the base zone in which the lot is located.

c. One primary residential unit shall be designated on a lot on which an accessory dwelling unit or junior accessory dwelling unit is permitted.

d. ~~Notwithstanding the size limit of an attached accessory dwelling unit based on a percentage of the proposed or existing primary unit, or lot coverage, floor area ratio, open yard, and minimum lot size standards for an attached or detached accessory dwelling unit, an 800-square-foot, 16-foot high attached or detached accessory dwelling unit may be constructed in compliance with all other development standards for standard accessory dwelling units. A maximum 800-square-foot attached or detached standard accessory dwelling unit with four-foot interior setbacks may be constructed in compliance with all other development standards for standard accessory dwelling units, notwithstanding size based on a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, front setback, and minimum lot size.~~

2. **Maximum Floor Area.** The maximum floor area for a standard accessory dwelling unit and junior accessory dwelling unit is as follows:

a. *Attached Accessory Dwelling Unit.* An accessory dwelling unit that is attached to, and increasing the size of, the primary residential unit shall not exceed 50% of the living area of the existing primary residential unit.

b. *Converted Accessory Dwelling Unit.* An accessory dwelling unit that is incorporated entirely within an existing primary residential unit, or within an existing accessory building, is not limited in size except that it shall not exceed the footprint of the existing structure.

c. *Detached Accessory Dwelling Unit.* An accessory dwelling unit that is detached from the primary residential unit and may or may not be attached to another detached accessory building, including detached garages, shall not exceed the following maximum floor area based on lot size and number of bedrooms:

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i. Lots up to 14,999 square feet and developed with one-bedroom or studio units: 850 square feet.

ii. Lots up to 14,999 square feet and developed with two or more-bedroom units: 1,000 square feet.

iii. Lots 15,000 square feet or larger: 1,200 square feet.

d. *Junior Accessory Dwelling Unit.* The maximum floor area of a junior accessory dwelling unit shall be 500 square feet.

3. ***Building Separation.*** The minimum separation between the primary residential unit and a detached accessory dwelling unit shall be five feet.

4. ***Open Yard.*** No open yard areas are required for accessory dwelling units or junior accessory dwelling units. ~~The minimum area, dimensions, and location of the required open yard pursuant to Section 30.140.140.C, Open Yards, for the existing or proposed primary residential unit on lots developed with single-unit or two-unit residential, may be reduced as follows in order to construct a standard accessory dwelling unit pursuant to this subsection, or to construct an accessory dwelling unit proposed over a new or reconstructed maximum 500 square foot garage, provided all other open yard requirements are met: A new standard accessory dwelling unit may encroach into the open yard required pursuant to Section 30.140.140.C, Open Yards, for the existing or proposed primary residential unit on lots developed with single-unit or two-unit residential, provided all other open yard requirements are met, and the following minimum area and dimensions are provided:~~

a. *Minimum Area.*

i. Lots less than 6,000 square feet: 500 square feet.

ii. Lots 6,000 up to 7,999 square feet: 800 square feet.

iii. Lots 8,000 square feet up to 9,999 square feet: 1,000 square feet.

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iv. Lots 10,000 square feet or greater: 1,250 square feet.

b. *Minimum Dimensions.* 15 feet long and 15 feet wide.

c. *Location in Driveways and Turnarounds.* Notwithstanding Section 30.140.140.E.6.a, Vehicle Areas, the required open yard may be located in driveways and turnarounds, but not parking areas, in order to allow the construction of a new accessory dwelling unit.

d. *Accessory Dwelling Unit Over A Detached Garage: A standard accessory dwelling unit constructed entirely over a new or reconstructed detached garage may also encroach into the required open yard as described above, provided that the area of the garage does not exceed a maximum of 500 square feet, plus up to 150 square feet may be allowed for other uses such as an enclosed stairway, storage, workshop, or laundry area, which may be used for either unit. Garage and accessory areas shall comply with all other development standards, such as setbacks and maximum floor area, applicable to a detached accessory building for the housing type and the base zone in which the lot is located.*

5. **Setbacks.** The following setbacks shall apply to new and converted standard accessory dwelling units approved pursuant to this subsection:

a. *New Construction.* Newly constructed accessory dwelling units shall comply with the following setback standards:

i. **Front Setback:** Meet the minimum front setback for residential structures in the zone, unless further limited by subsection H.8, Front Yard Location, below.

ii. **Interior Setback:** Four feet.

b. *Conversion.* No setback is required to convert the existing, legally permitted, floor area of a main or accessory building to an accessory dwelling unit. Improvements to existing nonconforming buildings, including conforming additions, are

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allowed pursuant to Chapter 30.165, Nonconforming Structures, Site Development, and Uses.

c. *Substantial Redevelopment.* No setback is required when an existing main or accessory building is substantially redeveloped and converted to an accessory dwelling unit, provided that the new building is reconstructed in the same location and with the same dimensions and floor area as the existing building.

i. Exception for Small Conforming Additions. One small 150-square-foot conforming first floor addition may be permitted on a substantially redeveloped and converted nonconforming accessory building.

d. *New Construction Combined with Replacement of a Nonconforming Garage.* The construction of an accessory dwelling unit may be combined with the demolition and replacement of a nonconforming detached garage if all of the following requirements are met:

i. The new garage is reconstructed in the same location and with the same dimensions as the existing garage; or

iii. The new garage is enlarged or altered in size only as necessary to provide the same number of parking spaces and to meet the dimension requirements of the City of Santa Barbara Access and Parking Design Standards, but located no closer to the property line as the existing garage; and

iii. The accessory dwelling unit is constructed above or attached to the reconstructed garage; and

iv. Any additions, which may include ~~the~~ the accessory dwelling unit and or any additions to the garage for other structures or uses shall conform with current setbacks and other development standards of this Title;

v. The new structure shall comply with all applicable height and building story limitations, and all other development standards are met.

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e. *Setback Encroachments.* Setback encroachments allowed pursuant to Section 30.140.090, Encroachments into Setbacks and Open Yards, may be permitted for accessory dwelling units or junior accessory dwelling units.

H. **Architectural Review.** All accessory dwelling units or junior accessory dwelling units shall be subject to the following architectural design criteria as applicable to either new construction or exterior alterations, which shall be reviewed ministerially by the Community Development Director. For purposes of this section, portions of a building or site considered to be the accessory dwelling unit shall include all of the contiguous interior livable floor area of the accessory dwelling unit and any exterior alterations directly attached to, and integral to, the livable floor area of the accessory dwelling unit.

1. **Prohibition of Shiny Roofing and Siding.** New roofing and siding materials that are shiny, mirror-like, or of a glossy metallic finish are prohibited.

2. **Roof Tile.** Where a new clay tile roof is proposed, the use of two-piece terra cotta (Mission “C-tile”) roof is required and “S-tile” is prohibited, unless necessary to match the S-tile roof materials of the existing primary residential unit.

3. **Skylights.** New skylights shall have flat glass panels. “Bubble” or dome type skylights are not allowed.

4. **Glass Guardrails.** New glass guardrails are not allowed, unless necessary to match the glass guardrails of the existing primary residential unit.

5. **Garage Conversion.** If a garage is converted to an accessory dwelling unit, the garage door opening shall be replaced with exterior wall coverings, or residential windows and doors, to match the existing exterior garage wall covering and detailing.

6. **Grading.** No more than 250 cubic yards of grading (i.e., cut and/or fill under the main accessory dwelling unit building footprint and outside the main building footprint to accommodate the accessory dwelling unit) is proposed in the Hillside Design District or on lots in other parts of the City with a slope of 15% or greater.

7. **Height.** Building heights shall not exceed the maximum height or number of stories allowed for a detached or attached accessory building in the zone and are limited in accordance with Section 30.140.170, Solar Access Height Limitations. In addition, tThe construction of an accessory dwelling unit shall not exceed the following, whichever is greater:

- a. Height of the primary residential unit; or
- b. Number of stories of the primary residential unit; or
- c. 178 feet for a detached standard or special accessory dwelling unit; an additional two feet in height is allowed if necessary to match the roof pitch and height of the primary residential unit; or
- d. 25 feet for an attached standard accessory dwelling unit; or
- e. Up to the maximum height allowed in the zone for a standard accessory dwelling unit constructed entirely over a new or reconstructed detached garage, that meets all of the criteria in subsection 30.185.040.G.4.d, above.

~~This height limitation is not applicable to an accessory dwelling unit constructed above a garage, however, in no event shall the resulting building exceed the maximum height or number of stories allowed for a detached or attached accessory building in the zone.~~

8. **Front Yard Location.** The construction of a new detached accessory dwelling unit located in the front yard shall be subject to all of the following:

- a. The new accessory dwelling unit must be located a minimum of 20 feet back from all front lot lines or meet the minimum front setback for the zone in which the lot is located, whichever is greater.

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b. Unless constructed entirely over an existing, new, or reconstructed detached garage that meets all of the criteria in subsection 30.185.040.G.4.d, above, the new unit shall be:

i. No more than one-story; and

ii. Less than 178 feet in height; an additional two feet in height is allowed if necessary to match the roof pitch and height of the primary residential unit; and

iii. Screened ~~from the street~~ by topography, location, or landscape, ~~in a manner designed to blend into the surrounding architecture or landscape,~~ so as to minimize visibility of the accessory dwelling unit to the casual observer as viewed from the street.

9. ***Design Style.*** New detached or attached accessory dwelling units ~~shall be compatible with the design of the primary residential unit regarding style, fenestration, materials, colors, and details~~ shall be constructed using the same architectural style, roof pitch, exterior building materials, colors, and finishes as the primary unit if the accessory dwelling unit meets any of the following:

a. Attached to, or if any portion of the accessory dwelling unit is located within 20 feet of, the primary residential unit;

b. Located in the Hillside Design District and 20% or greater average slope;

c. Two or more stories tall, or 178 feet or taller in building height;

d. Located on a site on which there is a historical resource as follows:

(1) Listed on the National Register of Historic Places or the California Register of Historic Resources;

(2) Designated as a City of Santa Barbara Landmark or Structure of Merit; or

(3) Located in a designated historic district.

e. Located in the front yard.

10. **Privacy Standards.** The construction of an accessory dwelling unit where any portion of the proposed construction is either: two or more stories tall or ~~178~~ feet or taller in building height, shall comply with the following:

a. Upper story unenclosed landings, decks, and balconies greater than 20 square feet, that face or overlook the adjoining property, shall be located a minimum of 15 feet from the interior lot lines.

b. Upper story unenclosed landings, decks, and balconies, that do not face or overlook the adjoining property due to orientation or topography, may be located at the minimum interior setback line if an architectural screening element such as enclosing walls, trellises, awnings, or perimeter planters with a five-foot minimum height is incorporated into the unenclosed landing, deck, or balcony.

c. Upper story windows that face or overlook the adjoining property, located within 15 feet of the interior lot lines, shall be installed a minimum of 42 inches above finish floor.

11. **Exceptions.** Discretionary applications for design review may be requested in the following circumstances:

a. An applicant may propose an accessory dwelling unit that does not meet these design criteria subject to approval by the Single Family Design Board, Architectural Board of Review, or Historic Landmarks Commission, as appropriate.

b. Discretionary design review may be required for any exterior alterations to the project site or main buildings that are not an integral part of the

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accessory dwelling unit but are proposed in conjunction with the accessory dwelling unit, if required pursuant to Chapter ~~22.68, 22.69, or 28.86~~ 30.220 of this Code.

I. **Protection for Historic Resources.** No accessory dwelling unit or junior accessory dwelling unit shall be permitted if the proposal would cause a substantial adverse change in the significance of a historical resource listed on the National Register of Historic Places or the California Register of Historical Resources, designated as a City of Santa Barbara Landmark or Structure of Merit, or located in a designated historic district. The Community Development Director shall make this determination by reviewing the proposal for compliance with appropriate Secretary of Interior's *Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*.

J. **Parking Standards.** No automobile parking spaces are required for accessory dwelling units or junior accessory dwelling units. The required parking for the existing residential units on site may be reduced or replaced as follows to construct an accessory dwelling unit:

1. **No Replacement Parking Required.** When an existing garage, carport, or other covered parking structure is converted to an accessory dwelling unit or demolished in order to construct an accessory dwelling unit, those off-street parking spaces for the existing residential unit are not required to be replaced.

2. **Optional Parking Standards.** If optional new or replacement parking spaces are proposed for either the primary residential unit or the accessory dwelling unit, those spaces may be provided as covered, uncovered, in a mechanical lift, or in a tandem configuration pursuant to subsection J.2.f below. The new or replacement spaces shall meet all of the following:

a. Covered parking shall meet the development standards applicable to the primary residential unit within the zone in which the lot is located.

b. All parking spaces must meet the minimum dimensions and development standards consistent with the City Parking Access and Design Standards and Section 30.175.090, Parking Area Design and Development Standards.

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c. In order to maintain visibility for adjacent driveways and intersections, uncovered parking spaces shall comply with Section 30.140.230, Visibility at Driveways and Intersections.

d. New or Rreplacement uncovered parking spaces may be allowed in a front or interior setback, provided all uncovered parking spaces are contained within the area of an existing paved driveway and no increase to paved areas occurs in the setbacks.

e. New uncovered parking spaces that are not ~~replacement parking spaces within an existing paved driveway~~, as described above, may be located in a new paved area three feet from any interior lot line, provided a minimum of three feet in width of planting area is provided for the length of the paved parking area along the interior lot line, if the paved parking area is parallel to the interior lot line.

f. Tandem parking configuration shall meet all the following:

i. No more than two automobiles shall be placed one behind the other.

ii. Both automobile parking spaces parked in tandem shall be assigned to the same residential unit. ~~Tandem parking shall not create any traffic safety issues.~~

iii. Vertical or stackable tandem parking, provided by means of mechanical lifts, is subject to approval by the Public Works Director. Mechanical lifts shall be fully enclosed within a structure and shall require a recorded maintenance agreement, pursuant to Chapter 30.260, Recorded Agreements.

iv. Tandem parking in multi-unit and commercial zones is subject to approval by the Public Works Director. ~~Tandem parking shall not create traffic safety issues.~~

v. Tandem parking shall not create traffic safety issues as determined by the Public Works Director.

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K. **High Fire Hazard Area Standards.** All accessory dwelling units or junior accessory dwelling units located in any High Fire Hazard Area including the Coastal, Coastal Interior, Foothill and Extreme Foothill Areas, as defined in the City's Community Wildfire Protection Plan or as may be subsequently retitled in the future as a ("High" or "Very High Fire Hazard Severity Zone") ~~as defined in the Community Wildfire Protection Plan adopted by City Council~~, shall comply with the following standards as applicable to new construction or parking:

1. **No Tandem Parking.** No parking space shall be developed in a tandem configuration.

2. **High Fire Construction.** The accessory dwelling unit shall be designed to meet high fire construction standards adopted or enforced by the City, as determined by the Chief Building Official or the Fire Code Official.

3. **No Variance or Modification.** No variance or modification to any Fire Code requirements or high fire construction standards shall be permitted.

4. **Defensible Space.** The site must meet defensible space requirements, pursuant to Chapter 8.04 of this Code, prior to occupancy and those requirements must be maintained.

5. **Parking.** ~~No parking is required for studio units; One covered or uncovered automobile parking space per unit or bedroom, whichever is less is required for all other accessory dwelling units, unless the unit is exempt from parking per one of the exceptions outlined below. Parking spaces shall~~ meeting all of the same parking standards required for the primary residential unit as described in subsection J.2, Parking Standards, ~~shall be required for an accessory dwelling unit.~~

a. **Parking Exceptions for Certain Accessory Dwelling Units.** Automobile parking is not required for an accessory dwelling unit, in any of the following instances:

i. The accessory dwelling unit is located within a walking distance of one-half mile of a public transit stop, such as a bus stop or train station.

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ii. The accessory dwelling unit is located within an architecturally and historically significant historic district. For purposes of this provision, El Pueblo Viejo Landmark District, Brinkerhoff Avenue Landmark District, Riviera Campus Historic District, and the El Encanto Hotel Historic District, constitute architecturally and historically significant historic districts within the City and any district hereafter created deemed to be architecturally and historically significant.

iii. The accessory dwelling unit is contained entirely within the permitted floor area of the existing primary residential unit or an existing accessory building.

iv. When on-street parking permits are required but not offered to the occupant(s) of the accessory dwelling unit.

v. When there is a “carshare vehicle” as defined in Chapter 10.73 of this Code, located within a walking distance of 500 feet of the accessory dwelling unit.

L. Development Standards for Special Accessory Dwelling Units.

1. ***Development Standards Generally.*** The development standards listed in this section apply to specific types of small accessory dwelling units and junior accessory dwelling units with certain size, height, and setback standards that, if followed, allow for an accessory dwelling unit to be permitted on lots in a Fire Hazard Area, or more than one accessory dwelling unit on a lot, and allows additional reductions and exceptions to development standards for open yard and maximum floor area. Applications utilizing the special standards described in this section may not utilize the less restrictive configuration, size, and height standards allowed under another section to achieve a larger unit or more than one unit.

a. Any reductions and exceptions in this section are for the express purpose of promoting the development and maintenance of a special accessory dwelling unit or junior accessory dwelling unit on the lot. If for any reason the special accessory dwelling unit or junior accessory dwelling unit is no longer maintained on the lot, the lot shall be brought into compliance with all of the requirements for the remaining

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residential development, or with the legal nonconforming condition of the lot prior to the development of the accessory dwelling unit or junior accessory dwelling unit.

b. Except as otherwise specified in this section, projects developed in accordance with this chapter shall otherwise comply with the development standards applicable to the housing type and base zone in which the lot is located.

~~c. One primary residential unit shall be designated on a lot on which an accessory dwelling unit or junior accessory dwelling unit is permitted. In the case when multiple residential units are existing on a lot, there shall be only one primary residential unit.~~

2. **Configuration – Single Unit Lots.** A lot developed with only one existing or proposed single-unit residence, may permit one of the following types of special accessory dwelling units:

a. *Converted Portion of Main Building.* Only one accessory dwelling unit or junior accessory dwelling unit contained entirely within the existing, legally permitted, fully enclosed livable floor area of the existing or proposed primary residential unit; or

b. *Converted Accessory Building.* Only one accessory dwelling unit contained entirely within the existing, legally permitted, fully enclosed floor area of a garage or other accessory building on the same lot as the primary residential unit, plus one 150-square-foot conforming first floor addition, if the expansion is limited to accommodating ingress and egress; or

c. *One Unit – New Construction.* One newly constructed accessory dwelling unit, detached from any other main or accessory building; or

d. *Two Units – Combination.* One junior accessory dwelling unit contained entirely within the existing, legally permitted, fully enclosed livable floor area of the existing or proposed primary residential unit, plus one newly constructed or converted special accessory dwelling unit, ~~detached from any other main or accessory building.~~

3. **Configuration – Two-Unit~~or~~, Multi-Unit, or Mixed-Use Lots.** A lot developed with two or more existing or proposed residential units, or one or more existing or proposed residential units in a mixed-use development, may permit one of the following types of special accessory dwelling units:

a. *Converted Non-Livable Space.* ~~At least one~~ Up to two accessory dwelling units, ~~and or~~ up to 25% of the existing number of residential units on a lot, whichever is greater, may be converted on a lot if contained entirely within portions of existing, legally permitted, fully enclosed floor area of a residential or mixed-use structure, or detached accessory structure, that is not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, upper-floor commercial areas, attached or detached carports, or garages; or

b. *Two Units – New Construction.* No more than two newly constructed accessory dwelling units, detached from the main or accessory building.

c. *Two Unit – Combination.* One accessory dwelling unit contained entirely within the existing, legally permitted, fully enclosed non-livable floor area of a residential or mixed-use structure, or detached accessory structure; plus, one newly constructed accessory dwelling unit, detached from any other main or accessory building.

4. **Maximum Floor Area.**

a. *Detached Accessory Dwelling Unit.* The maximum floor area of any detached, new construction, special accessory dwelling unit approved pursuant to this subsection is 800 square feet; and each unit shall have no more than two bedrooms.

b. *Converted Accessory Dwelling Unit.* An accessory dwelling unit that is incorporated entirely within portions of existing floor area, approved pursuant to this subsection, is not limited in size.

c. *Junior Accessory Dwelling Unit.* The maximum floor area of a junior accessory dwelling unit shall not exceed 500 square feet.

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5. **Maximum Height – Detached Accessory Dwelling Unit.** The maximum building height of a detached, new construction, special accessory dwelling unit approved pursuant to this subsection is ~~16 feet.~~ 18 feet and one story; an additional two feet in height is allowed if necessary to match the roof pitch and height of the primary residential unit.

6. **Exempt from Other Size and Location Limitations.** A special accessory dwelling unit or junior accessory dwelling unit approved pursuant to in compliance with this subsection is exempt from ~~any~~ other size or location limitations in this title, based on a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open yard, front setback, and minimum lot size.

~~7. **Exempt from Open Yard.** No open yard is required for a special accessory dwelling unit or junior accessory dwelling unit approved pursuant to this subsection. Open yard for any existing residential units on a lot may be reduced or eliminated entirely in order to permit a special accessory dwelling unit meeting all the standards and criteria in this subsection.~~

M. **Building Permit Required.** All accessory dwelling units and junior accessory dwelling units shall comply with applicable state and local building codes and shall require approval of a building permit.

~~1. **Combined Permits.** An accessory dwelling unit or junior accessory dwelling unit permit shall not be combined with a permit for other proposed construction on the site unrelated to the accessory dwelling unit or junior accessory dwelling unit. If a permit application for an accessory dwelling unit or junior accessory dwelling unit is submitted at the same time as a permit application for a new single-unit dwelling, review of the permit for the accessory dwelling unit or junior accessory dwelling unit application shall be delayed until the permit for the single-unit dwelling has been approved.~~

1. **Change in Occupancy.** The construction of an accessory dwelling unit shall not constitute a Group R occupancy change, as described in Section 310 of the California Building Code (Title 24 of the California Code of Regulations), unless the Building Official finds that the construction of the accessory dwelling unit could have a

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specific, adverse impact on public health and safety. This clause does not apply when changing the occupancy code of a space that was unhabitable space or was only permitted for nonresidential use and was subsequently converted for residential use.

2. **Review of Applications.** Applications for a permit to create an accessory dwelling unit or junior accessory dwelling unit shall be processed pursuant to Chapter 30.205, Common Procedures, and the specific requirements of this section. The City shall ministerially approve or disapprove a complete building permit application for an accessory dwelling unit or junior accessory dwelling unit in compliance with time periods established by state law. If the City disapproves an application for an accessory dwelling unit or junior accessory dwelling unit, the City shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.

3. **Pre-Existing Violations.** The City shall not disapprove an application to create an accessory dwelling unit or junior accessory dwelling unit solely due to the correction of nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety and are unrelated to the construction of the accessory dwelling unit or junior accessory dwelling unit. However, any approvals granted under this section shall not constitute authorization for continuation of the violation, or waiver of or estoppel against any future enforcement action.

4. **Combined Permits.** An accessory dwelling unit or junior accessory dwelling unit permit shall not be combined with a permit for other proposed construction on the site unrelated to the accessory dwelling unit or junior accessory dwelling unit; except that:

a. Demolition permits for a detached garage that is to be replaced with an accessory dwelling unit may be reviewed with the application for the accessory dwelling unit and issued at the same time; and

b. A permit application for an accessory dwelling unit or junior accessory dwelling unit may be submitted at the same time as a permit application for a

new primary residential unit; however, approval of the permit for the accessory dwelling unit or junior accessory dwelling unit application shall be delayed until the permit for the primary residential unit has been approved and issued. A certificate of occupancy/final inspection for an accessory dwelling unit shall not be issued before a certificate of occupancy/final inspection is issued for the primary residential unit.

25. Modifications and Minor Zoning Exceptions for Accessory Dwelling Units or Junior Accessory Dwelling Units. An accessory dwelling unit or junior accessory dwelling unit that is not in compliance with the development standards of this section may be granted a modification or minor zoning exception if all the required findings can be met, pursuant to the procedures outlined in Chapter 30.250, Modifications, or Chapter 30.245, Minor Zoning Exceptions.

36. Posted Sign. Within five calendar days after submitting an initial building permit application to the City, the property owner shall install a public notice in the form of a posted sign on the property in a manner deemed acceptable by the Community Development Director. ~~as follows: The sign shall remain posted until a building permit is issued, or the application expires or is withdrawn. At the time of application submittal, the applicant shall sign an affidavit stating that he or she will post the required sign per this subsection. The validity of the permit shall not be affected by the failure of any property owner, resident, or neighborhood or community organization to receive this notice.~~

a. The sign shall remain posted until a building permit is issued, or the application expires or is withdrawn.

b. At the time of application submittal, the applicant shall sign an affidavit stating that the required sign will be posted per this subsection.

c. The validity of the permit shall not be affected by the failure of any property owner, resident, or neighborhood or community organization to receive this notice.

d. The requirement for a posted sign does not apply to a project that only includes the demolition of a detached garage that is to be replaced with an

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accessory dwelling unit, unless the property is located within an architecturally and historically significant historic district.

N. **Recorded Agreement.** Before obtaining a building permit for an accessory dwelling unit or junior accessory dwelling unit, the property owner shall execute an agreement, pursuant to Chapter 30.260, Recorded Agreements, containing a reference to the deed under which the property was acquired by the present owner which outlines the requirements regarding the sale, rental, and owner occupancy of lots developed with accessory dwelling units and junior accessory dwelling units as specified in subsection E of this section.

O. **Residential Density.** An accessory dwelling unit or junior accessory dwelling unit is a residential use that is consistent with the existing General Plan designations and zoning for lots within the allowable residential zones. Any accessory dwelling unit or junior accessory dwelling unit permitted pursuant to this section does not exceed the allowable density for the lot upon which the accessory dwelling unit or junior accessory dwelling unit is located.

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AN ORDINANCE OF THE COUNCIL OF THE CITY OF
SANTA BARBARA AMENDING THE SANTA BARBARA
MUNICIPAL CODE BY AMENDING CHAPTER 28.86,
PERTAINING TO REGULATIONS FOR ACCESSORY
DWELLING UNITS

THE CITY COUNCIL OF THE CITY OF SANTA BARBARA DOES ORDAIN AS
FOLLOWS:

SECTION 1. Chapter 28.86 of Title 28 of the Santa Barbara Municipal Code is amended to read as follows:

28.86.010 Purpose.

The purpose of this chapter is to:

- A. Expand opportunities in the City to create additional housing to suit the spectrum of individual lifestyles and space needs, allow more efficient use of existing housing stock and public infrastructure, and provide a range of housing opportunities.
- B. Allow accessory dwelling units or junior accessory dwelling units as an accessory use to a primary residential unit, consistent with California Government Code Section 65852.2 or 65852.22 and the California Coastal Act, as applicable.
- C. Promote accessory dwelling units or junior accessory dwelling units with high-quality designs that are compatible with the surrounding neighborhood, historic resources, and historic districts; preserve the City's coastal resources; promote long-term sustainability; and contribute to a desirable living environment.

28.86.020 Definitions.

As used in this chapter, the following words and phrases shall have the following meanings:

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A. **ACCESSORY DWELLING UNIT.** An attached or a detached residential unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residential unit. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation and be located on the same parcel that the primary residential unit is or will be situated. The following categories of accessory dwelling units are subject to specific development standards:

1. **Special Accessory Dwelling Unit.** These are specific types of smaller accessory dwelling units and junior accessory dwelling units with certain size, height, and setback standards described in Section 28.86.090, Development Standards for Special Accessory Dwelling Units. Special accessory dwelling units allow for more than one accessory dwelling unit on a lot.
2. **Standard Accessory Dwelling Unit.** These are typically larger accessory dwelling units with size, height, and setback standards generally described in Section 28.86.055, Development Standards for Standard Accessory Dwelling Units. Standard accessory dwelling units do not allow for more than one accessory dwelling unit on a lot.
3. An accessory dwelling unit also includes the following:
 - a. An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.
 - b. A manufactured home, as defined in Section 18007 of the Health and Safety Code.

B. **CARSHARE VEHICLE.** A motor vehicle that is operated as part of a regional fleet by a public or private car sharing company or organization which provides hourly or daily car sharing service to its members.

C. **EFFICIENCY KITCHEN.** A kitchen that includes at a minimum:

1. Appliances for cooking food and refrigeration, either built-in or countertop.

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2. A sink for food preparation greater than 12 inches by 12 inches, excluding the sink located in the bathroom.
3. A food preparation counter.

D. **EXISTING FLOOR AREA.** A legally permitted building constructed on the site with a final inspection or certificate of occupancy as of the date of application submittal, that conforms to current zoning standards or is legal nonconforming as to current zoning standards.

E. **JUNIOR ACCESSORY DWELLING UNIT.** A unit that is no more than 500 square feet in size and contained entirely within the existing floor area of an existing or proposed single residential unit. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing or proposed single residential unit and includes an efficiency kitchen.

F. **PASSAGEWAY.** A pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

G. **PRIMARY RESIDENTIAL UNIT.** The existing or proposed residential unit on a lot on which an accessory dwelling unit or junior accessory dwelling unit is permitted. The primary residential unit shall comprise one unit in either a single residential unit, two-residential unit, multiple residential unit, or mixed use development (as those terms are defined in Section 28.04.020 of this title).

H. **PRINCIPAL PLACE OF RESIDENCE.** The residence where a property owner actually lives for the greater part of time, or the place where the property owner remains when not called elsewhere for some special or temporary purpose and to which the property owner returns frequently and periodically, as from work or vacation. There may be only one "principal place of residence," and where more than one residence is maintained or owned, the burden shall be on the property owner to show that the primary residential unit, or accessory dwelling unit, or junior accessory dwelling unit is the property owner's principal place of residence as evidenced by qualifying for the homeowner's tax exemption, voter registration, vehicle registration, or similar methods that demonstrate owner-occupancy. If multiple persons own the property as tenants in

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common or some other form of common ownership, a person or persons representing at least 50% of the ownership interest in the property shall reside on the property and maintain the property as a principal place of residence. Any person or persons who qualify for the homeowner's tax exemption under the California State Board of Equalization rules, may qualify as an owner occupant.

28.86.030 Where Permitted.

A. ACCESSORY DWELLING UNIT. An accessory dwelling unit may be permitted in any zone that allows residential use, located on a lot developed or proposed to be developed with one or more residential units, except as prohibited below.

B. JUNIOR ACCESSORY DWELLING UNIT. A junior accessory dwelling unit may be permitted in any zone that allows residential use, and shall be located on a lot developed with an existing or proposed single residential unit.

C. PROHIBITED LOCATIONS.

1. No accessory dwelling unit shall be permitted in a location that would conflict with the coastal resource protection policies of the City's Coastal Land Use Plan.

2. No accessory dwelling unit shall be permitted on a lot located within the Foothill or Extreme Foothill High Fire Hazard Area (~~Extreme Foothill and Foothill~~) or ~~as subsequently amended for consistency with state-level~~ (Very High Fire Hazard Severity Zone) ~~mapping terminology~~ as defined in the City's Community Wildfire Protection Plan adopted by City Council.

a. Exception for Special Accessory Dwelling Units. Accessory dwelling units permitted in accordance with all the configuration, standards, and special procedures outlined in Section 28.86.090, Development Standards for Special Accessory Dwelling Units, may be permitted on any lot, including lots located within ~~any High Fire Hazard Area (~~ the Foothill and Extreme Foothill High Fire Hazard Areas) ~~or as subsequently amended for consistency with state-level~~ (Very High Fire Hazard Severity Zone) ~~mapping terminology as defined in the~~

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~~City's Community Wildfire Protection Plan adopted by City Council~~, if the lot is zoned to allow for residential use and contains an existing or proposed primary residential unit.

28.86.035 Unit Configuration.

- A. Only one accessory dwelling unit or junior accessory dwelling unit shall be permitted on a lot in addition to the primary residential unit, pursuant to this chapter. However, multiple accessory dwelling units may be permitted in accordance with all the configuration, standards, and special procedures outlined in Section 28.86.090, Development Standards for Special Accessory Dwelling Units.
- B. An accessory dwelling unit may be permitted in the following configurations:
1. Incorporated entirely within an existing or proposed primary residential unit.
 2. Incorporated entirely within an existing accessory building, including garages, located on the same lot as the primary residential unit.
 3. Attached to or increasing the size of an existing primary residential unit or accessory building located on the same lot as the primary residential unit.
 4. Detached from and located on the same lot as the existing or proposed primary residential unit. An accessory dwelling unit that is attached to another detached accessory building, but not the primary residential unit, or is attached by a breezeway or porch, is considered detached.
- C. A junior accessory dwelling unit must be incorporated entirely within the existing floor area of an existing or proposed single residential unit or attached garage.
- D. One primary residential unit shall be designated and maintained on a lot on which an accessory dwelling unit or junior accessory dwelling unit is permitted. In the case when multiple residential units are existing or proposed on a lot, there shall be only one primary residential unit. When an accessory dwelling unit is to be attached to a

residential unit, the residential unit the accessory dwelling unit is attached to shall be the designated primary residential unit.

28.86.040 Sale, Rental, and Occupancy Terms.

All accessory dwelling units and junior accessory dwelling units shall be subject to the following sale, rental, and occupancy terms:

A. NOT TO BE SOLD SEPARATELY. An accessory dwelling unit or junior accessory unit shall not be sold separately from the primary residential unit.

B. RENTAL TERMS. ~~The accessory dwelling unit or junior accessory dwelling unit may be rented; however, If rented,~~ rental terms for the primary residential unit, accessory dwelling unit, or junior accessory dwelling unit shall not be less than 31 consecutive days, nor shall rental terms allow termination of the tenancy prior to the expiration of at least one 31-day period occupancy by the same tenant.

C. OWNER OCCUPANCY. The following types of projects are subject to an owner occupancy requirement:

1. All lots developed with junior accessory dwelling units; except that owner occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.

2. Any accessory dwelling unit located in a One-Family Residence Zone submitted on or after January 1, 2025, unless otherwise prohibited by state law, or upon repeal of Government Code Section 65852.2 (a)(~~6~~ 8)(B) removing the state-imposed prohibition of an owner occupancy requirement, whichever occurs first.

D. OWNER'S UNIT. If owner occupancy is required in accordance with subsection C, Owner Occupancy, the property owner shall reside in and maintain either the primary residential unit or the accessory dwelling unit/junior accessory dwelling unit as the property owner's principal place of residence ("owner's unit"). Owners of lots developed with an accessory dwelling unit/junior accessory dwelling unit shall live on the lot as long as the lot is developed with an accessory dwelling unit/junior accessory dwelling

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unit. Owners may re-designate the primary residential unit or the accessory dwelling unit/junior accessory dwelling unit as the owner's unit upon written notice to the Community Development Director and written approval of the re-designation by the Community Development Director, which approval shall not be denied unreasonably. If owner occupancy is required, The property owner shall not rent or lease both the primary residential unit and the accessory dwelling unit/junior accessory dwelling unit simultaneously.

E. **HARDSHIP WAIVER.** If owner occupancy is required in accordance with subsection C, Owner Occupancy, in the event of a hardship, such as the death or disability of the property owner, job transfer, or similar significant personal situation which prevents the property owner from occupying the owner's unit, a property owner or estate representative may apply for a temporary waiver of the owner-occupation requirement for a specific time period to allow the owner's unit to be occupied by a non-property owner pending disposition of the property through probate or non-probate transfer to a new owner, or the cessation of the circumstances preventing the property owner from occupying the owner's unit on the property. The Community Development Director shall review applications for a hardship waiver. Any such waiver shall specify the period of time for which it is granted, provided that no such waiver may be granted for a period longer than three years.

F. **REMOVAL OF RECORDED OWNER OCCUPANCY REQUIREMENT.** With the exception of owner occupancy covenants required to permit a junior accessory dwelling unit, the Community Development Director will, in a form acceptable to the City Attorney, release an owner occupancy requirement recorded against the property prior to adoption of the ordinance codified in this chapter, January 1, 2020, upon the request of the property owner. No other covenants required pursuant to this section, and contained in the agreement recorded against the property, shall be released.

28.86.050 Required Features.

Each accessory dwelling unit and junior accessory dwelling unit shall contain, at a minimum, the following features:

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A. RESIDENTIAL ELEMENTS. Permanent provisions for separate residential occupancy must be provided as follows within the contiguous livable floor space of the accessory dwelling unit or junior accessory dwelling unit and must be independent from the primary residential unit:

1. A kitchen, consisting of a sink, cooking appliances, and refrigeration facilities. A junior accessory dwelling unit may utilize an efficiency kitchen.
2. A bathroom consisting of a toilet, sink, and bathtub or shower. A junior accessory dwelling unit may share sanitation facilities with the existing or proposed single residential unit.
3. A separate living room.
4. A separate sleeping room, except in studio residential units, where a living room is considered a sleeping room.

B. MINIMUM FLOOR AREA. Notwithstanding the dwelling unit minimum described in Section 28.87.150, Dwelling and Other Occupancies, the minimum floor area for a newly constructed accessory dwelling unit is as follows:

1. Efficiency Unit: 150 square feet.
2. Studio Unit: 220 square feet.
3. All Other Units: 400 square feet.

Such usable floor area shall be exclusive of open porches, garages, basements, cellars, and unfinished attics. The minimum floor area for accessory dwelling units that are created by converting existing structures is 150 square feet and must meet the definition of an efficiency unit.

C. EXTERIOR ACCESS. Exterior access to the unit, that is independent from the primary residential unit, must be provided. An interior connection consisting of one ~~fire-~~

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~~rated~~ lockable door between the primary residential unit and an accessory dwelling unit or junior accessory dwelling unit may be provided.

D. FIRE SPRINKLERS. Fire sprinklers are required only if they are required for the primary residential unit. The construction of an accessory dwelling unit shall not trigger a requirement for fire sprinklers to be installed in the existing primary residential unit.

E. PERMANENT FOUNDATION. Attached and detached units shall be constructed with an approved permanent foundation.

F. PROPERTY ADDRESSES. Addresses identifying all residential units on the lot, with minimum three- and one-half-inch numbers plainly visible from the street or road fronting the property shall be provided.

G. PUBLIC SEWER. Accessory dwelling units and junior accessory dwelling units shall be connected to a public sewer. If public sewer connection is not available, approval of a new or expanded onsite wastewater treatment system shall be required in accordance with the procedures from the Code of the County of Santa Barbara California prior to issuance of a building permit.

H. WATER METER. Accessory dwelling units shall comply with the water metering requirements of Title 14, Section 14.08.150.E.

I. PASSAGEWAY. No passageway is required in conjunction with the construction of an accessory dwelling unit or junior accessory dwelling unit.

28.86.055 Development Standards for Standard Accessory Dwelling Units.

A. DEVELOPMENT STANDARDS GENERALLY. The development standards listed in this section apply to standard accessory dwelling units and junior accessory dwelling units, except for those units permitted in accordance with all the configuration, standards, and special procedures outlined in Section 28.86.090, Development Standards for Special Accessory Dwelling Units.

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1. The reductions and exceptions to the development standards normally applicable to residential development allowed in this section are for the express purpose of promoting the development and maintenance of an accessory dwelling unit on the lot. If for any reason the accessory dwelling unit is not maintained on the lot in conformance with this section, the lot shall be brought into compliance with all of the requirements for the residential development, or with the legal nonconforming condition of the lot prior to the development of the accessory dwelling unit, including, but not limited to, the requirements for open yard, setbacks, and covered parking.

2. Except as otherwise specified in this section, projects developed in accordance with this chapter shall otherwise comply with the development standards applicable to an attached or detached accessory building for the housing type and base zone in which the lot is located.

3. One primary residential unit shall be designated on a lot on which an accessory dwelling unit or junior accessory dwelling unit is permitted.

4. ~~Notwithstanding the size limit of an attached accessory dwelling unit based on a percentage of the proposed or existing primary unit, or lot coverage, floor area ratio, open yard, and minimum lot size standards for an attached or detached accessory dwelling unit, an 800-square-foot, 16-foot high attached or detached accessory dwelling unit may be constructed in compliance with all other development standards for standard accessory dwelling units. A maximum 800-square-foot attached or detached standard accessory dwelling unit with four-foot interior setbacks may be constructed in compliance with all other development standards for standard accessory dwelling units, notwithstanding size based on a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, front setback, and minimum lot size.~~

B. MAXIMUM FLOOR AREA. The maximum floor area for a standard accessory dwelling unit and junior accessory dwelling unit is as follows:

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1. Attached Accessory Dwelling Unit. An accessory dwelling unit that is attached to, and increasing the size of, the primary residential unit shall not exceed 50% of the living area of the existing primary residential unit.
2. Converted Accessory Dwelling Unit. An accessory dwelling unit that is incorporated entirely within an existing primary residential unit, or within an existing accessory building, is not limited in size.
3. Detached Accessory Dwelling Unit. An accessory dwelling unit that is detached from the primary residential unit and may or may not be attached to another detached accessory building, including detached garages, shall not exceed the following maximum floor area based on lot size and number of bedrooms:
 - a. Lots up to 14,999 square feet:
 - i. One-bedroom or studio units: 850 square feet.
 - ii. Two or more-bedroom units: 1,000 square feet.
 - b. Lots 15,000 square feet or larger: 1,200 square feet.
4. Junior Accessory Dwelling Unit. The maximum floor area of a junior accessory dwelling unit shall not exceed 500 square feet.

C. RELATIONSHIP TO OTHER FLOOR AREA LIMITATIONS. The floor area of an accessory dwelling unit or junior accessory dwelling unit is included in any other floor area limitation in this title that is applicable to an attached or detached accessory building for the housing type and in the base zone in which the lot is located.

1. Exception. The floor area of a detached accessory dwelling unit shall be excluded from the aggregate maximum floor area allowed for other detached accessory buildings, such as work or storage sheds, pursuant to Section 28.87.160 of this title.

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D. BUILDING SEPARATION. The minimum separation between the primary residential unit and a detached accessory dwelling unit shall be five feet.

E. OPEN YARD. No open yard areas are required for accessory dwelling units or junior accessory dwelling units. ~~The minimum area, dimensions, and location of the required open yard pursuant to Sections 28.15.060.C and 28.18.060.C of this title for the existing or proposed primary residential unit may be reduced to the area identified below in order to construct a standard accessory dwelling unit, or to construct an accessory dwelling unit proposed over a new or substantially redeveloped maximum 500 square foot garage or other conforming accessory structure, in the One-Family and Two-Family Residence Zones, provided all other open yard requirements are met: A new standard accessory dwelling unit may encroach into the required open yard, pursuant to Sections 28.15.060.C and 28.18.060.C of this title, for the existing or proposed primary residential unit on lots developed with single-unit or two-unit residential, provided all other open yard requirements are met, and the following minimum area and dimensions are provided:~~

1. Minimum Area.
 - a. Lots less than 6,000 square feet: 500 square feet.
 - b. Lots 6,000 up to 7,999 square feet: 800 square feet.
 - c. Lots 8,000 square feet up to 9,999 square feet: 1,000 square feet.
 - d. Lots 10,000 square feet or greater: 1,250 square feet.
2. Minimum Dimensions. 15 feet long and 15 feet wide.
3. Location in Driveways and Turnarounds. Notwithstanding Section 28.15.060.C.1.c.ii Setback and Open Yard Requirements of this title, the required open yard may be located in driveways and turnarounds, but not required parking areas, in order to allow the construction of a new accessory dwelling unit.

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4. Accessory Dwelling Unit Over A Detached Garage. A standard accessory dwelling unit constructed entirely over a new or reconstructed detached garage may also encroach into the required open yard as described above, provided that the area of the garage does not exceed a maximum of 500 square feet, plus up to 150 square feet may be allowed for other uses such as an enclosed stairway, storage, workshop, or laundry area, which may be used for either unit. Garage and accessory areas shall comply with all other development standards, such as setbacks and maximum floor area, applicable to a detached accessory building for the housing type and the base zone in which the lot is located.

F. SETBACKS. The following setbacks shall apply to new and converted standard accessory dwelling units approved pursuant to this section:

1. New Construction. Newly constructed accessory dwelling units shall comply with the following setback standards:
 - a. Front Setback: Meet the minimum front setback for residential structures in the zone, unless further limited by Section 28.86.060.H, Front Yard Location, below.
 - b. Interior Setback: Four feet.
2. Converted. No setback is required to convert the existing, legally permitted, floor area of a main or accessory building to an accessory dwelling unit. Improvements to existing nonconforming buildings, including conforming additions, are allowed pursuant to Section 28.87.030.D, Nonconforming Buildings of this title and the policies of the City's Coastal Land Use Plan.
3. Demolished and Converted. No setback is required when an existing main or accessory building is demolished or substantially redeveloped and converted to an accessory dwelling unit, provided that the new building is reconstructed in the same location and with the same dimensions and floor area as the existing building.

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- a. Exception for Small Conforming Additions. One small 150-square-foot conforming first floor addition may be permitted on a substantially redeveloped and converted nonconforming accessory building.

4. New Construction Combined with Replacement of a Nonconforming Garage. The construction of an accessory dwelling unit may be combined with the demolition and replacement of a nonconforming detached garage if all of the following requirements are met:
 - a. The new garage is reconstructed in the same location and with the same dimensions as the existing garage; or
 - b. The new garage is enlarged or altered in size only as necessary to provide the same number of parking spaces and to meet the dimension requirements of the City of Santa Barbara Access and Parking Design Standards, but located no closer to the property line as the existing garage; and
 - c. The accessory dwelling unit is constructed above or attached to the reconstructed garage; and
 - d. Any additions, which may include ~~the~~ accessory dwelling unit ~~and or~~ any additions to the garage for other structures or uses, shall conform with current setbacks and other development standards of this Title; and
 - e. The new structure shall comply with all applicable height and building story limitations, and all other development standards are met.

5. Encroachments. Encroachments allowed pursuant to Section 28.87.062, Setback, Open Yard, Common Outdoor Living Space, and Distance Between Main Buildings Encroachments, may be permitted for accessory dwelling units or junior accessory dwelling units. However, no setback encroachment shall be located closer than three feet from any property line, except roof eaves, which may be located as close as two feet from any property line.

28.86.060 Architectural Review.

All accessory dwelling units or junior accessory dwelling units shall be subject to the following architectural design criteria as applicable to either new construction or exterior alterations, which shall be reviewed ministerially by the Community Development Director. For purposes of this section, portions of a building or site considered to be the accessory dwelling unit shall include all of the contiguous interior livable floor area of the accessory dwelling unit and any exterior alterations directly attached to, and integral to, the livable floor area of the accessory dwelling unit.

- A. PROHIBITION OF SHINY ROOFING AND SIDING. New roofing and siding materials that are shiny, mirror-like, or of a glossy metallic finish are prohibited.
- B. ROOF TILE. Where a new clay tile roof is proposed, the use of two-piece terra cotta (Mission “C-tile”) roof is required and “S-tile” is prohibited, unless necessary to match the S-tile roof materials of the existing primary residential unit.
- C. SKYLIGHTS. New skylights shall have flat glass panels. “Bubble” or dome type skylights are not allowed.
- D. GLASS GUARDRAILS. New glass guardrails are not allowed, unless necessary to match the glass guardrails of the existing primary residential unit.
- E. GARAGE CONVERSION. If a garage is converted to an accessory dwelling unit, the garage door opening shall be replaced with exterior wall coverings, or residential windows or doors, to match the existing exterior garage wall covering and detailing.
- F. GRADING. No more than 250 cubic yards of grading (i.e., cut or fill under the main accessory dwelling unit building footprint and outside the main building footprint to accommodate the accessory dwelling unit) is proposed in the Hillside Design District or on lots in other parts of the City with a slope of 15% or greater.
- G. HEIGHT. Building heights shall not exceed the maximum height or number of stories allowed for a detached or attached accessory building in the zone and are limited in accordance with Section 30.140.170, Solar Access Height Limitations. In

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~~addition, t~~The construction of an accessory dwelling unit shall not exceed the following, whichever is greater:

1. Height of the primary residential unit; ~~or~~
2. Number of stories of the primary residential unit; or
3. ~~178~~ feet for a detached standard or special accessory dwelling unit; an additional two feet in height is allowed if necessary to match the roof pitch and height of the primary residential unit; or
4. 25 feet for an attached standard accessory dwelling unit; or
5. Up to the maximum height allowed in the zone for a standard accessory dwelling unit constructed entirely over a new or reconstructed detached garage, that meets all of the criteria in subsection 28.86.055.E,4, above.

~~This height limitation is not applicable to an accessory dwelling unit constructed above a garage; however, in no event shall the resulting building exceed the maximum height or number of stories allowed for a detached or attached accessory building in the zone.~~

H. FRONT YARD LOCATION. The construction of a new detached accessory dwelling unit located in the front yard shall be subject to all of the following:

1. The new accessory dwelling unit must be located a minimum of 20 feet back from all front lot lines, or meet the minimum front setback for the zone in which the lot is located, whichever is greater.
2. Unless constructed entirely over a new or reconstructed detached garage that meets all of the criteria in subsection 28.86.055.E,4, above, the new unit shall be:
 - a. No more than one-story and less than ~~178~~ feet in height; an additional two feet in height is allowed if necessary to match the roof pitch and height of the primary residential unit; and

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b. Screened ~~from the street~~ by topography, location, or landscape, ~~in a manner designed to blend into the surrounding architecture or landscape,~~ so as to minimize visibility of the accessory dwelling unit to the casual observer as viewed from the street.

I. DESIGN STYLE. New detached or attached accessory dwelling units ~~shall be compatible with the design of the primary residential unit regarding style, fenestration, materials, colors, and details~~ shall be constructed using the same architectural style, roof pitch, exterior building materials, colors, and finishes as the primary unit if the accessory dwelling unit meets any of the following:

1. Attached to, or if any portion of the accessory dwelling unit is located within 20 feet of, the primary residential unit;
2. Located in the Hillside Design District and 20% or greater average slope;
3. Two or more stories tall, or 178 feet or taller in building height;
4. Located in the front yard.
5. Located on a site on which there is a historical resource as follows:
 - a. Listed on the National Register of Historic Places or the California Register of Historic Resources;
 - b. Designated as a City of Santa Barbara Landmark or Structure of Merit; or
 - c. Located in a designated historic district.

J. PRIVACY STANDARDS. The construction of an accessory dwelling unit where any portion of the proposed construction is either: two or more stories tall or 178 feet or taller in building height, shall comply with the following:

1. Upper story unenclosed landings, decks, and balconies greater than 20 square feet, that face or overlook the adjoining property, shall be located a minimum of 15 feet from the interior lot lines.

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2. Upper story unenclosed landings, decks, and balconies, that do not face or overlook the adjoining property due to orientation or topography, may be located at the minimum interior setback line if an architectural screening element such as enclosing walls, trellises, awnings, or perimeter planters with a five-foot minimum height is incorporated into the unenclosed landing, deck, or balcony.

3. Upper story windows that face or overlook the adjoining property, located within 15 feet of the interior lot lines, shall be installed a minimum of 42 inches above finish floor.

K. EXCEPTIONS. Discretionary applications for design review may be requested in the following circumstances:

1. An applicant may propose an accessory dwelling unit that does not meet these ministerial design criteria subject to approval by the Single Family Design Board, Architectural Board of Review, or Historic Landmarks Commission, as appropriate.

2. Discretionary design review may be required for any exterior alterations to the project site or main buildings that are not an integral part of the accessory dwelling unit, but are proposed in conjunction with the accessory dwelling unit, if required pursuant to Chapter ~~22.22, 22.68, or 22.69~~ 30.220 of this Code.

28.86.070 Protection for Historic Resources.

No accessory dwelling unit or junior accessory dwelling unit shall be permitted if the proposal would cause a substantial adverse change in the significance of a historical resource that is listed on the National Register of Historic Places or the California Register of Historical Resources, designated as a City of Santa Barbara Landmark or Structure of Merit, or located in a designated historic district. The Community Development Director shall make this determination by reviewing the proposal for compliance with appropriate Secretary of Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings.

28.86.080 Parking Standards.

Consistent with the requirements of the City's Coastal Land Use Plan Policies, sufficient off-street parking must be provided for any new development and substantial redevelopment so as to avoid significant adverse impacts to public access to the shoreline and coastal recreation areas. Automobile parking, therefore, must be provided consistent with the Zoning Ordinance for lots developed with accessory dwelling units or junior accessory dwelling units located in the coastal zone, as follows:

A. PRIMARY RESIDENTIAL UNIT. Automobile parking for the primary residential unit shall be provided in compliance with Chapter 28.90, except as provided below.

1. Special Procedures for Conversion or Demolition of Existing Covered Parking to an Accessory Dwelling Unit. When an existing garage, carport, or other covered parking structure is converted to an accessory dwelling unit or junior accessory dwelling unit or demolished in conjunction with the construction of an accessory dwelling unit, the required covered parking spaces that are displaced by the conversion or demolition shall be replaced on the same lot as the primary residential unit in order to satisfy the automobile parking requirement of the existing residential unit. ~~The replacement spaces may be covered, uncovered, in a mechanical lift, or in a tandem configuration. The replacement spaces shall meet all of the following:~~

2. Parking Standards. If optional new or replacement parking spaces are proposed for either the primary residential unit or the accessory dwelling unit, those spaces may be provided as covered, uncovered, in a mechanical lift, or in a tandem configuration. The new or replacement spaces shall meet all of the following:

- a. Covered parking shall meet the development standards applicable to a residential unit within the zone in which the lot is located.
- b. All parking spaces must meet the minimum dimensions and development standards consistent with the City of Santa Barbara Access and Parking Design Standards and Section 28.90.045.

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c. In order to maintain visibility for adjacent driveways and intersections, uncovered parking spaces shall not obstruct the sightlines required for the safe operation of motor vehicles, as determined by the Public Works Director.

d. ~~Required New or replacement~~ uncovered parking spaces may be allowed in a front or interior setback, provided the uncovered parking space is contained within the area of an existing paved driveway and no increase to paved areas occurs in the setbacks.

~~e. New uncovered parking spaces that are not within an existing paved driveway, as described above, may be located in a new paved area three feet from any interior lot line, provided a minimum of three feet in width of planting area is provided for the length of the paved parking area along the interior lot line, if the paved parking area is parallel to the interior lot line.~~

~~e. No more than two automobiles shall be placed one behind the other. Tandem parking shall not create any traffic safety issues.~~

~~f. Tandem parking configuration shall meet all the following:~~

~~i. No more than two automobiles shall be placed one behind the other.~~

~~f. ii. Both automobile parking spaces parked in tandem shall be assigned to the same residential unit.~~

~~iii. Vertical or stackable tandem parking, provided by means of mechanical lifts, is subject to approval by the Public Works Director. Mechanical lifts shall be fully enclosed within a structure and shall require a recorded maintenance agreement.~~

~~g. iv. Tandem parking in multi-unit and commercial zones is subject to approval by the Public Works Director.~~

~~v. Tandem parking shall not create traffic safety issues, as determined by the Public Works Director.~~

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~~h. Vertical or stackable tandem parking, provided by means of mechanical lifts, is subject to approval by the Public Works Director. Mechanical lifts shall be fully enclosed within a structure and shall require a recorded maintenance agreement.~~

~~2.3.~~ Nonconforming Conditions. If the accessory dwelling unit or junior accessory dwelling unit is developed in accordance with all the requirements of this chapter, ~~and is eligible for ministerial approval,~~ the provision in Section 29.90.001.B, Existing Parking Space, that requires nonconforming parking to be brought up to current standards if an enlargement of more than 50% of the existing net floor area is proposed, shall not apply if the new floor area consists solely of a new accessory dwelling unit.

B. JUNIOR ACCESSORY DWELLING UNITS. No automobile parking is required for junior accessory dwelling units, since they are not anticipated to increase parking demand generated by the development.

C. NO PARKING REQUIRED FOR CERTAIN ACCESSORY DWELLING UNITS. The following types of accessory dwelling units are not anticipated to increase parking demand generated by the development and therefore automobile parking is not required for the accessory dwelling unit if it meets all of the following criteria:

1. Outside Key Public Access Areas. The accessory dwelling unit is not located in a key public access parking area (West Beach, Lower State, and East Beach Component Areas) as delineated in Figure 3.1-2 of the Coastal Land Use Plan; and
2. On a Lot Developed with a Single Residential Unit. The accessory dwelling unit is located on a lot developed, or proposed to be developed with, only one single residential unit on the lot; and
3. Measures to Reduce Demand. The accessory dwelling unit meets at least one of the following measures that will sufficiently reduce the demand for off-street parking:

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- a. The accessory dwelling unit is located within a walking distance of one-half mile of a public transit stop, such as a bus stop or train station; or
- b. The accessory dwelling unit is located within an architecturally and historically significant historic district. For purposes of this provision, El Pueblo Viejo Landmark District constitutes an architecturally and historically significant historic district and any district hereafter created deemed to be architecturally and historically significant; or
- c. The accessory dwelling unit is contained entirely within the permitted floor area of the existing primary residential unit or an existing accessory building; or
- d. When on-street parking permits are required but not offered to the occupants of the accessory dwelling unit; or
- e. When there is a carshare vehicle located within a walking distance of 500 feet of the accessory dwelling unit.

D. ALL OTHER UNITS. All other accessory dwelling units shall provide a minimum of one uncovered automobile parking space meeting all of the same parking standards required for the primary residential unit as described in subsection A, above.

~~E. OPTIONAL PARKING SPACES. If new parking spaces are proposed, but are not required, for either the primary residential unit or the accessory dwelling unit, those optional parking spaces shall comply with the development standards applicable to a residential unit within the zone in which the lot is located. Uncovered parking spaces may be located three feet from any interior lot line, provided a minimum of three feet in width of planting area is provided for the length of the paved parking area along the interior lot line.~~

28.86.085 Fire Hazard Area Standards.

All accessory dwelling units or junior accessory dwelling units located in any High Fire Hazard Area including the Coastal, Coastal Interior, Foothill and Extreme Foothill Areas,

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~~as defined in the City's Community Wildfire Protection Plan or as may be subsequently retitled in the future as a ("High" or "Very High Fire Hazard Severity Zone") as defined in the Community Wildfire Protection Plan adopted by City Council~~, shall comply with the following standards as applicable to new construction or parking:

- A. NO TANDEM PARKING. No parking space shall be developed in a tandem configuration.
- B. HIGH FIRE CONSTRUCTION. The accessory dwelling unit shall be designed to meet high fire construction standards adopted or enforced by the City, as determined by the Chief Building Official or the Fire Code Official.
- C. NO VARIANCE OR MODIFICATIONS. No variance or modification to any Fire Code requirements or high fire construction standards shall be permitted.
- D. DEFENSIBLE SPACE. The site must meet defensible space requirements, pursuant to Chapter 8.04 of this Code and the policies of the Coastal Land Use Plan, prior to occupancy and those requirements must be maintained.

28.86.090 Development Standards for Special Accessory Dwelling Units.

A. DEVELOPMENT STANDARDS GENERALLY. The development standards listed in this section apply to specific types of small accessory dwelling units and junior accessory dwelling units with certain size, height, and setback standards that, if followed, allow for an accessory dwelling unit to be permitted on lots in a Fire Hazard Area, or more than one accessory dwelling unit on a lot, and allows additional reductions and exceptions to development standards for open yard and maximum floor area. Applications utilizing the special standards described in this section may not utilize the less restrictive configuration, size, and height standards allowed under another section to achieve a larger unit or more than one unit.

- 1. Any reductions and exceptions in this section are for the express purpose of promoting the development and maintenance of a special accessory dwelling unit or junior accessory dwelling unit on the lot. If for any reason the accessory dwelling

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unit or junior accessory dwelling unit is no longer maintained on the lot, the lot shall be brought into compliance with all of the requirements for the remaining residential development, or with the legal nonconforming condition of the lot prior to the development of the accessory dwelling unit or junior accessory dwelling unit.

2. Except as otherwise specified in this section, projects developed in accordance with this chapter shall otherwise comply with the development standards applicable to the housing type and base zone in which the lot is located.

B. **CONFIGURATION – SINGLE RESIDENTIAL UNIT LOTS.** A lot developed with only one existing or proposed single residential unit, may permit one of the following types of special accessory dwelling units:

1. **Converted Portion of Main Building.** Only one accessory dwelling unit or junior accessory dwelling unit contained entirely within the existing, legally permitted, fully enclosed livable floor area of the existing or proposed primary residential unit; or

2. **Converted Accessory Building.** Only one accessory dwelling unit contained entirely within the existing, legally permitted, fully enclosed floor area of a garage or other accessory building on the same lot as the primary residential unit, plus one 150-square-foot conforming first floor addition, if the expansion is limited to accommodating ingress and egress; or

3. **One Unit – New Construction.** One newly constructed accessory dwelling unit, detached from any other main or accessory building; or

4. **Two Units – Combination.** One junior accessory dwelling unit contained entirely within the existing, legally permitted, fully enclosed livable floor area of the existing or proposed primary residential unit, plus one newly constructed or converted special accessory dwelling unit, ~~detached from any other main or accessory building.~~

C. **CONFIGURATION – TWO-UNIT, MULTI-UNIT, OR MIXED-USE LOTS.** A lot developed with two or more existing or proposed residential units, or one or more

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existing or proposed residential units in a mixed-use development, may permit one of the following types of special accessory dwelling units:

1. Converted Non-Livable Space. At least one-Up to two accessory dwelling unit s, and or up to 25% of the existing number of residential units on a lot, whichever is greater, may be converted on a lot if contained entirely within portions of existing, legally permitted, fully enclosed floor area of a residential or mixed-use structure, or detached accessory structure, that is not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, upper-floor commercial areas, attached or detached carports, or garages; or
2. Two Units – New Construction. No more than two newly constructed accessory dwelling units, detached from any other main or accessory building.
3. Two Unit – Combination. One accessory dwelling unit contained entirely within the existing, legally permitted, fully enclosed non-livable floor area of a residential or mixed-use structure, or detached accessory structure; plus, one newly constructed accessory dwelling unit, detached from any other main or accessory building.

D. MAXIMUM FLOOR AREA.

1. Detached Accessory Dwelling Unit. The maximum floor area of any detached, new construction, special accessory dwelling unit, approved pursuant to this section, is 800 square feet; and each unit shall have no more than two bedrooms.
2. Converted Accessory Dwelling Unit. An accessory dwelling unit that is incorporated entirely within portions of existing floor area, approved pursuant to this section, is not limited in size.
3. Junior Accessory Dwelling Unit. The maximum floor area of a junior accessory dwelling unit shall not exceed 500 square feet.

E. MAXIMUM HEIGHT – DETACHED ACCESSORY DWELLING UNIT. The maximum building height of a detached, new construction, special accessory dwelling

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unit approved pursuant to this section is ~~16 feet.~~ 18 feet and one story; an additional two feet in height is allowed if necessary to match the roof pitch and height of the primary residential unit.

F. EXEMPT FROM OTHER SIZE AND LOCATION LIMITATIONS. A special accessory dwelling unit or junior accessory dwelling unit approved pursuant to in compliance with this section is exempt from ~~any~~ other size or location limitations, based on a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open yard, front setback, and minimum lot size. ~~including, but not limited to, the aggregate maximum floor area allowed for detached accessory buildings pursuant to Section 28.87.160 of this title, or the Maximum Net Floor Area (Floor to Lot Area Ratio) for One-Family Residence Zones per Section 28.15.083 of this title, or the provision in Section 28.90.001.B, Existing Parking Space, that requires nonconforming parking to be brought up to current standards if an enlargement of more than 50% of the existing net floor area is proposed.~~

~~G. EXEMPT FROM OPEN YARD. No open yard is required for a special accessory dwelling unit or junior accessory dwelling unit approved pursuant to this section. Open yard for any existing residential units on a lot may be reduced or eliminated entirely in order to permit a special accessory dwelling unit meeting all the standards and criteria in this section.~~

28.86.100 Permits and Processing.

All accessory dwelling units and junior accessory dwelling units shall comply with applicable state and local building codes and shall require approval of Coastal Development Permit and a building permit if required. The City shall ministerially approve or disapprove a complete building permit application for an accessory dwelling unit or junior accessory dwelling unit in compliance with time periods established by State law, following any applicable discretionary coastal permit approvals.

~~A. COMBINED PERMITS. An accessory dwelling unit or junior accessory dwelling unit permit shall not be combined with a permit for other proposed construction on the site unrelated to the accessory dwelling unit or junior accessory dwelling unit. If a permit~~

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~~application for an accessory dwelling unit or junior accessory dwelling unit is submitted at the same time as a permit application for a new single-unit dwelling, review of the permit for the accessory dwelling unit or junior accessory dwelling unit application shall be delayed until the permit for the single-unit dwelling has been approved.~~

~~B. CHANGE IN OCCUPANCY. The construction of an accessory dwelling unit shall not constitute a Group R occupancy change, as described in Section 310 of the California Building Code (Title 24 of the California Code of Regulations), unless the Building Official finds that the construction of the accessory dwelling unit could have a specific, adverse impact on public health and safety. This clause does not apply when changing the occupancy code of a space that was uninhabitable space or was only permitted for nonresidential use and was subsequently converted for residential use.~~

~~C. REVIEW OF APPLICATIONS. Applications for a permit to create an accessory dwelling unit or junior accessory dwelling unit shall be processed pursuant to Chapter 30.205, Common Procedures, and the specific requirements of this section. The City shall ministerially approve or disapprove a complete building permit application for an accessory dwelling unit or junior accessory dwelling unit in compliance with time periods established by state law. If the City disapproves an application for an accessory dwelling unit or junior accessory dwelling unit, the City shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.~~

~~D. PRE-EXISTING VIOLATIONS. The City shall not disapprove an application to create an accessory dwelling unit or junior accessory dwelling unit solely due to the correction of nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety and are unrelated to the construction of the accessory dwelling unit or junior accessory dwelling unit. However, any approvals granted under this section shall not constitute authorization for continuation of the violation, or waiver of or estoppel against any future enforcement action.~~

~~E. COMBINED PERMITS. An accessory dwelling unit or junior accessory dwelling unit permit shall not be combined with a permit for other proposed construction on the site unrelated to the accessory dwelling unit or junior accessory dwelling unit; except that:~~

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1. Demolition permits for a detached garage that is to be replaced with an accessory dwelling unit may be reviewed with the application for the accessory dwelling unit and issued at the same time; and

2. A permit application for an accessory dwelling unit or junior accessory dwelling unit may be submitted at the same time as a permit application for a new primary residential unit; however, approval of the permit for the accessory dwelling unit or junior accessory dwelling unit application shall be delayed until the permit for the primary residential unit has been approved and issued. A certificate of occupancy/final inspection for an accessory dwelling unit shall not be issued before a certificate of occupancy/final inspection is issued for the primary residential unit.

BE. MODIFICATIONS. An accessory dwelling unit or junior accessory dwelling unit that is not in compliance with the development standards of this chapter may be granted a modification if all the required findings can be met, pursuant to the procedures outlined in Section 28.92.110, Modifications, of this title.

CG. POSTED SIGN. Within five calendar days after submitting an initial permit application to the City, the property owner shall install a public notice in the form of a posted sign on the property in a manner deemed acceptable by the Community Development Director, as follows: The sign shall remain posted until a building permit is issued, or the application expires or is withdrawn. At the time of application submittal, the applicant shall sign an affidavit stating that he or she will post the required sign per this subsection. The validity of the permit shall not be affected by the failure of any property owner, resident, or neighborhood or community organization to receive this notice.

1. The sign shall remain posted until a building permit is issued, or the application expires or is withdrawn.

2. At the time of application submittal, the applicant shall sign an affidavit stating that the required sign will be posted per this subsection.

3. The validity of the permit shall not be affected by the failure of any property owner, resident, or neighborhood or community organization to receive this notice.

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4. The requirement for a posted sign does not apply to a project that only includes the demolition of a detached garage that is to be replaced with an accessory dwelling unit, unless the property is located within an architecturally and historically significant historic district.

DH. RECORDED AGREEMENT. Before obtaining a building permit for an accessory dwelling unit or junior accessory dwelling unit, the property owner shall execute an agreement, containing a reference to the deed under which the property was acquired by the present owner which outlines the requirements regarding the sale, rental, and owner occupancy of lots developed with accessory dwelling units and junior accessory dwelling units as specified in Section 28.86.040 of this chapter.

EI. RESIDENTIAL DENSITY. An accessory dwelling unit or junior accessory dwelling unit is a residential use that is consistent with the existing Coastal Land Use Plan designation and zoning for lots within the allowable residential zones. Any accessory dwelling unit or junior accessory dwelling unit permitted pursuant to this section does not exceed the allowable density for the lot upon which the accessory dwelling unit or junior accessory dwelling unit is located.



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: City Administrator's Office

SUBJECT: Employee Recognition – Service Award Pins

RECOMMENDATION:

That Council authorize the City Administrator to express the City's appreciation to employees who are eligible to receive service award pins for their years of service through December 31, 2022.

DISCUSSION:

The City appreciates the loyalty to the community and the dedication to public service that are demonstrated by City employees throughout the organization every day. Since 1980, the City Employees' Recognition Program has recognized length of City Service. Service award pins are presented to employees for every five years of service. Those employees achieving 25 years of service or more are eligible to receive their pins in front of the City Council.

Attached is a list of those employees who will be awarded pins for their service through December 31, 2022.

ATTACHMENT(S): December 2022 Service Awards

PREPARED BY: Talhia Dorado, Administrative Specialist

SUBMITTED BY: Rebecca Bjork, City Administrator

APPROVED BY: City Administrator's Office

December 2022 SERVICE AWARDS

December 6, 2022 Council Meeting

5 Years

Daniel Hentschke, Assistant City Attorney IV, City Attorney's Office Department
Shelly Cone, Community Engagement officer/PIO, City Administrator's Office Department
Greta Walters, Administrative Assistant-Confidential, Community Development Department

10 YEARS

Christopher Braden, Fire Services Specialist, Fire Department
Laura Arrol, Police Records Specialist, Police Department
Christi Velasquez, Administrative Analyst III, Public Works Department

15 YEARS

Adam Daniels, Custodian, Public Works Department

20 YEARS

Kathleen Kennedy, Project Planner, Community Development Department

25 Years

Stanley Macias, Painter, Airport Department

30 Years

Douglas Wilson, Plumber, Public Works Department



CITY OF SANTA BARBARA CITY COUNCIL MINUTES

REGULAR MEETING NOVEMBER 1, 2022 COUNCIL CHAMBERS, 735 ANACAPA STREET

CALL TO ORDER

Mayor Randy Rowse called the meeting to order at 2:01 p.m. (The Finance Committee met at 12:30 p.m. The Ordinance Committee, which normally meets at 12:30 p.m., did not meet on this day.)

PLEDGE OF ALLEGIANCE

Mayor Rowse.

ROLL CALL

Councilmembers present: Eric Friedman, Alejandra Gutierrez, Oscar Gutierrez, Meagan Harmon, Mike Jordan, Kristen W. Sneddon, Mayor Rowse.

Councilmembers absent: None.

Staff present: City Administrator Rebecca Bjork, Acting City Attorney Sarah Knecht, Deputy City Clerk Niko Lopez.

CEREMONIAL ITEMS

1. **Subject: Employee Recognition – Service Award Pins (120.04)**

Recommendation: That Council authorize the City Administrator to express the City's appreciation to employees who are eligible to receive service award pins for their years of service through November 30, 2022.

Action: City Administrator Rebecca Bjork read the names of employees receiving service award pins.

CHANGES TO THE AGENDA

PUBLIC COMMENT

Members of the Public: Aron Ashland.

CONSENT CALENDAR (Items 2 – 7)

The titles of the Resolutions and Ordinances were read.

Motion:

Councilmembers A. Gutierrez/Friedman to approve the Consent Calendar as recommended.

Vote:

Unanimous roll call vote.

2. Subject: Minutes

Recommendation: That Council waive reading and approve the minutes of the regular meeting of October 11, 2022.

Action: Approved the recommendation.

3. Subject: Single Family Design Board Membership Criteria and Quorum Requirements [Ordinance Adoption] (140.02)

Recommendation: That Council adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Amending Santa Barbara Municipal Code Section 22.69.010 to Revise the Membership of the Single Family Design Board.

Action: Approved the recommendation; Ordinance No. 6091.

4. Subject: Amendment to the Single Family Design Board Guidelines [Resolution] (140.02)

Recommendation: That Council adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Amending the Single Family Design Board General Design Guidelines and Meeting Procedures to Change the Membership Requirements and Adopt Rosenberg's Rules of Order.

Action: Approved the recommendation; Resolution No. 22-116 (November 1, 2022 Council Agenda Report and any attachments).

5. Subject: Approval of Benefits Administration Contract [Agreement] (430.06)

Recommendation: That Council Authorize the City Administrator to enter into an agreement with Benefit Coordinators Corporation for employee benefits administration services effective November 1, 2022.

Action: Approved the recommendation; Agreement No. 28,213 (November 1, 2022 Council Agenda Report and any attachments).

6. Subject: Reschedule a Date for Public Hearing Regarding Single Family Design Board's Project Design Approval for 691 Hope Ave (640.07)

Recommendation: The public hearing previously scheduled for November 1, 2022 and the site visit scheduled for October 31, 2022 regarding the appeal of the Single Family Design Board's March 28, 2022 decision to grant Project Design Approval of 691 Hope Ave has been continued to a public hearing on January 24, 2023 and a site visit on January 23, 2023 pursuant to an agreement by the parties.

Action: Approved the recommendation.

7. Subject: Set a Date for Public Hearing Regarding Planning Commission's Project Design Approval for 2315 Edgewater Way (640.07)

Recommendation: That Council:

- A. Set the date of February 7, 2023, at 2:00 p.m. for hearing the appeals filed by Mahesh Balakrishnan and Jill Ryan of the Planning Commission's Approval of a Coastal Development Permit for a new single-unit residence and Accessory Dwelling Unit at 2315 Edgewater Way and
- B. Set the date of February 6, 2023, at 1:30 p.m. for a site visit to the property located at 2315 Edgewater Way.

Action: Approved the recommendations.

This concluded the Consent Calendar.

REPORT FROM THE FINANCE COMMITTEE

Ordinance Committee Chair Friedman reported that the Committee discussed two items. The first item was a discussion on restructuring the South Coast Housing Inc. loan Holiday Mobile Home Park at 1212 Punta Gorda Street, and the Committee supported the staff recommendation. The second item was a discussion on how to appropriate Fiscal Year 2022 preliminary General Fund operating surplus.

CITY COUNCIL ADMINISTRATIVE AND ATTORNEY REPORTS

PUBLIC WORKS DEPARTMENT

8. Subject: Capital Improvement Projects Status Report (530.01)

Recommendation: That Council receive this status report regarding recently completed Capital Improvement Program projects, as well as projects currently in design or construction.

Documents:

- November 1, 2022 Council Agenda Report and any attachments
- PowerPoint Presentation prepared and made by staff

Speakers:

- Staff: City Engineer Brian D'Amour, Public Works Director Cliff Maurer.
- Members of the Public: None.

Discussion:

- Councilmembers' questions were answered.

COUNCILMEMBER COMMITTEE ASSIGNMENT REPORTS

Councilmember Friedman reported on their attendance or made the following comment(s): 1. Mayor's breakfast; 2. Coastal Housing Coalition housing conference; 3. Central Coast water authority; 4. Rock the Block downtown party; 5. Jody House fundraiser; 6. Local government Coastal Coalition working group; 7. San Marcos High School Apple Academy Day of Caring.

Councilmember O. Gutierrez reported on their attendance or made the following comment(s): 1. Mayor's breakfast; 2. Attended SB Housing Conference at Carrillo Recreation Center; 3. SB County e-bike meeting; 4. SB ACT homelessness collaborative meeting; 5. Santa Barbara hospitality career fair; 6. Events and Festivals Committee; 7. Ribbon cutting of Fusion Academy; 8. Rock the Block party; 9. Jody House Fundraiser; 10. CommUnify board retreat; 11. SB PAL trunk-or-treat; 12. Acknowledged the deaths of Richard Bernard Pico, and Colonel Thomas Ruben Hidalgo.

Councilmember Sneddon reported on their attendance or made the following comment(s): 1. Creek's Committee; 2. Mayor's breakfast; 3. Olive Mill roundabout community meeting; 4. County affordable housing taskforce; 5. Downtown Rock the Block block party; 6. Jody House fundraiser; 7. Happy birthday to Holly Perea.

Mayor Rowse reported on their attendance or made the following comment(s): Mayor's breakfast; 2. Housing and financing conference; 3. Jody House fundraiser; 4. Summit for Danny.

MAYOR AND COUNCIL REPORTS

9. Subject: Interviews for City Advisory Groups (140.05)

Recommendation: That Council:

- A. Hold interviews of applicants to various City Advisory Groups (Est. time 4:00 p.m.); and

- B. Continue interviews of applicants to November 8, 2022 (Est. time 4:00 p.m.) and November 15, 2022 (Est. time 6:00 p.m.).

Documents:

- November 1, 2022 Council Agenda Report and any attachments
- PowerPoint Presentation prepared and made by staff

Speakers:

- Staff: Deputy City Clerk Niko Lopez
- Members of the Public: None.

RECESS

3:44 p.m. – 4:02 p.m.

Applicant Speakers:

Paul Bowen
Topaz Grabman
Peter Ivory
Karen Kahn
Julian Sarafian
Henry Freund
Barbara Hershberg

Dennis Doordan
Amber Caldwell
Lucille Boss
Jaime Limon
Ken Sorgman
Jonathan Ziegler
Joseph Moticha
Kathryn Gerpheide
Hillary Blackerby

Kathleen Rodriguez

Committee:

Airport Commission
Airport Commission
Airport Commission
Airport Commission
Citizens' Oversight Committee
Civil Service Commission
County of Santa Barbara Library
Advisory Committee
Historic Landmarks Commission
Library Board
Planning Commission
Sign Committee
Sign Committee
Sign Committee
Single Family Design Board
Single Family Design Board
Transportation and Circulation
Committee
Transportation and Circulation
Committee

Conrad Metzenberg applied for the Transportation and Circulation Committee but requested to be considered for the Harbor Commission instead. They interviewed for the Harbor Commission and were added for consideration.

Jonathan Ziegler applied and interviewed for the Sign Committee and Harbor Commission, but requested to be considered for the Single Family Design Board. They will be added for consideration to the Single Family Design Board.

Discussion:

- Councilmembers' questions were answered.

COUNCIL AND STAFF COMMUNICATIONS

PUBLIC COMMENT (IF NECESSARY)

ADJOURNMENT

Mayor Rowse adjourned the meeting at 5:05 p.m.

Approved and adopted by the City Council of the City of Santa Barbara on December 6, 2022.

SANTA BARBARA CITY COUNCIL

SANTA BARBARA
CITY CLERK'S OFFICE

RANDY ROWSE
MAYOR

ATTEST: _____
SARAH GORMAN
CITY CLERK SERVICES MANAGER



CITY OF SANTA BARBARA CITY COUNCIL MINUTES

**REGULAR MEETING
NOVEMBER 8, 2022
COUNCIL CHAMBERS, 735 ANACAPA STREET
320-A WEST ORTEGA STREET, SANTA BARBARA, CA 93101;
1030 CACIQUE STREET, SANTA BARBARA CA 93103**

CALL TO ORDER

Mayor Randy Rowse called the meeting to order at 2:00 p.m. (The Finance Committee and Ordinance Committee, which ordinarily meet at 12:30 p.m., did not meet this day.)

PLEDGE OF ALLEGIANCE

Mayor Rowse.

ROLL CALL

Councilmembers present: Eric Friedman, Alejandra Gutierrez, Oscar Gutierrez, Meagan Harmon, Kristen W. Sneddon, Mayor Rowse.

Councilmembers absent: Mike Jordan.

Staff present: City Administrator Rebecca Bjork, Acting City Attorney Sarah Knecht, City Clerk Services Manager Sarah Gorman.

CEREMONIAL ITEMS

- 1. Subject: National Law Enforcement Records and Support Services Day (120.04)**

Action: Proclamation received by Police Chief Kelly Gordon and Police staff.

CHANGES TO THE AGENDA

PUBLIC COMMENT

Members of the public: Kerri Burns, Kim Dewitt, Dean Noble.

CONSENT CALENDAR (Items 2 – 9)

The titles of the Resolutions and Ordinances were read.

Motion:

Councilmembers Friedman/O. Gutierrez to approve the Consent Calendar as recommended.

Vote:

Unanimous roll call vote.

2. Subject: Minutes

Recommendation: That Council waive reading and approve the minutes of the regular meeting of October 18, 2022; and the two special meetings of October 18, 2022.

Action: Approved the recommendation.

3. Subject: Restructure of South Coast Housing Inc. Loan (Holiday Mobile Home Park) 1212 Punta Gorda Street [Ordinance Introduction] (660.04)

Recommendation: That City Council introduce and subsequently adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Approving a Restated Loan Agreement with South Coast Housing, Inc. a California Nonprofit Public Benefit Corporation, Secured by a Restated Deed of Trust, and New Ninety-Year Affordability Control Covenant Imposed on Real Property Located at 1212 Punta Gorda; and Authorizing the Community Development Director to Execute Such Agreements, Subject to Approval as to Form by the City Attorney, as necessary.

Action: Approved the recommendation (November 8, 2022 Council Agenda Report and any attachments; Proposed Ordinance).

4. Subject: Acceptance of Homeland Security Grant [Resolution; Agreement] (520.04)

Recommendation: That Council:

- A. Accept a grant for \$78,992 for the procurement of law enforcement equipment; and
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Amending Resolution No. 22-059, Adopting the Budget for Fiscal Year 2023, to Approve an Increase of Revenue and Expenditure Appropriations in Fiscal Year 2023 in the Police Department Miscellaneous Grants Fund Budget in the Amount of \$78,992.

Action: Approved the recommendation; Resolution No. 22-117; Agreement No. 28,214 (November 8, 2022 Council Agenda Report and any attachments).

5. Subject: Community Promotion Agreement with Old Spanish Days [Agreement] (180.02)

Recommendation: That Council authorize the City Administrator to execute a community promotion agreement with Old Spanish Days in an amount of \$100,977, covering the period from July 1, 2022 to June 30, 2023.

Action: Approved the recommendation; Agreement No. 28,215 (November 8, 2022 Council Agenda Report and any attachments).

6. Subject: Contract with the Santa Barbara South Coast Chamber of Commerce to Support Visitor Information Center Operations [Agreement] (180.02)

Recommendation: That Council authorize the City Administrator to execute an annual community promotion contract with the Santa Barbara South Coast Chamber of Commerce in an amount of \$59,500.

Action: Approved the recommendation; Agreement No. 28,216 (November 8, 2022 Council Agenda Report and any attachments).

7. Subject: Approval of a Mills Act Historic Property Tax Reduction for 401 East Pedregosa Street [Agreement] (610.01)

Recommendation: That Council:

- A. Grant exception to the Mills Act contract threshold for assessed property valuation, pursuant to Santa Barbara Municipal Code §30.157.145.C.4.m., for a designated Structure of Merit at 401 East Pedregosa Street (APN 025-393-012); and
- B. Authorize the Community Development Director to execute the Mills Act historic property contract.

Action: Approved the recommendation (November 8, 2022 Council Agenda Report and any attachments).

8. Subject: Approval of Banking Services and Custodial Agreements [Agreement] (210.03)

Recommendation: That Council approve the Fifth Amendment to Agreement No. 25036 with MUFG Union Bank for banking and trust custodial services, executing

a 12-month extension at a net cost estimated at \$1,600 per month for the banking services and \$3,000 for the trust custodial services.

Action: Approved the recommendation; Agreement No. 25,036.5 (November 8, 2022 Council Agenda Report and any attachments).

9. Subject: Self Insured Workers' Compensation Program Annual Report (350.01)

Recommendation: That Council receive the Annual Self Insured Workers' Compensation Program Annual Report for the year ended June 30, 2022.

Action: Approved the recommendation (November 8, 2022 Council Agenda Report and any attachments).

This concluded the Consent Calendar.

CITY COUNCIL ADMINISTRATIVE AND ATTORNEY REPORTS

PUBLIC HEARINGS

10. Subject: 2022 California Building and Fire Codes Adoption [Ordinance Introduction] (640.04)

Recommendation: That Council:

- A. Introduce, and subsequently adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Amending Chapter 22.04 of the Municipal Code and Adopting by Reference the 2022 Edition of the California Building Code, Volumes 1 and 2; the 2022 Edition of the California Residential Code; the 2022 Edition of the California Electrical Code; the 2022 Edition of the California Mechanical Code; the 2022 Edition of the California Plumbing Code; the 2022 Edition of the California Energy Code; the 2022 Edition of the California Historical Building Code; the 2022 Edition of the California Existing Buildings Code; the 2022 Edition of the California Green Building Standards Code; the 2022 Edition of the California Referenced Standards Code; and the 2021 International Property Maintenance Code; Adopting Local Revisions to Those Codes; and Repealing Ordinance Number 5919; and
- B. Introduce, and subsequently adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Amending Chapter 8.04 of the Municipal Code and Adopting by Reference the 2021 Edition of the International Fire Code, Including Appendix Chapter 4 and Appendices B, BB, C, CC, and H of That Code, and the 2022 California Fire Code with Local Amendments to Both Codes.

Documents:

- November 8, 2022 Council Agenda Report and any attachments
- PowerPoint Presentation prepared and made by staff
- Proposed Ordinances.

Speakers:

- Staff: City Building Official Christina Dye; Fire Marshal Ryan DiGiulio; Assistant City Attorney John Doimas; Administrative Analyst Marck Aguilar.
- Members of the Public: Roy Harthorn; Cassandra Ensberg.

Discussion:

- Councilmembers' questions were answered.

Motion:

Councilmembers Friedman/ O. Gutierrez for the staff recommendation with staff direction to determine process to resolve light issue in line with other staff priorities.

Vote:

Unanimous roll call vote (Absent: Councilmember Jordan).

COUNCIL AND STAFF COMMUNICATIONS

COUNCILMEMBER COMMITTEE ASSIGNMENT REPORTS

Councilmember O. Gutierrez reported on their attendance or made the following comment(s): 1. Sister Cities board meeting; 2. Day of the Dead event at Ortega Park; 3. CommUnify board meeting; 4. SBACT Collective Gratitude event at Alameda Park; 5. Elected Leaders' Forum; 6. PAL event; 7. Olive Mill Roundabout construction kickoff; 8. Ken Williams Barbeque at Mesa Park; 9. Salute to Teachers at Music Academy; 10. Hispanic Chamber Mariachi fundraiser.

Councilmember Sneddon reported on their attendance or made the following comment(s): 1. Met with mom and pop property owners; 2. Elected Leaders' Forum; 3. CCRB; 4. 700 block of State Street outreach efforts; 5. Riviera Association meeting.

Councilmember Friedman reported on their attendance or made the following comment(s): 1. PAL event; 2. Salute to Teachers; 3. BEACON meeting.

Mayor Rowse reported on their attendance or made the following comment(s): 1. Zoo partners' breakfast; 2. Habitat for Humanity event; 3. Olive Mill Roundabout construction kickoff; 4. Alzheimer's Association walk.

PUBLIC COMMENT (IF NECESSARY)

The meeting recessed to closed session at 3:06 p.m.

Councilmember A. Gutierrez was excused from the meeting at 3:06 p.m.

CLOSED SESSIONS

13. Subject: Conference with City Attorney – Existing Litigation – Gov. Code §54956.9(d)(1) (160.03)

Recommendation: That Council hold a closed session to consider pending litigation pursuant to subsection (d)(1) of section 54956.9 of the Government Code and take appropriate action as needed.

The pending litigation is John Williams v. City of Santa Barbara WCAB Case Nos.: ADJ12512037, ADJ10611043, ADJ14212159, ADJ unassigned.

Scheduling: Duration 15 mins; anytime

Report: None anticipated

Document:

- November 8, 2022, report from the Acting City Attorney

Time:

- 3:06 p.m.– 3:13 p.m.

No report made.

Councilmember A. Gutierrez returned to the meeting at 3:13 p.m.

Councilmember Harmon was excused from the meeting at 3:13 p.m.

12. Subject: Conference with Labor Negotiator (440.02)

Recommendation: That Council hold a closed session pursuant to the authority of Government Code Section 54957.6 to consider instructions to City negotiator Wendy Levy, Human Resources Director, Sam Ramirez, Labor Relations Manager, John Doimas, Assistant City Attorney, Keith DeMartini, Finance Director, Chris Mailes, Fire Chief regarding negotiations with, Santa Barbara City Employees' Association (General Bargaining Unit) Local 620 Service Employees' International Union, Service Employees' International Union, Local 620, Treatment and Patrol and Hourly Bargaining Units, Fire Management Association, Santa Barbara City Firefighters Association, Police Officers Association, Police Management Association, Santa Barbara City Supervisory Employees, and Unrepresented Management and Confidential Employees.

SCHEDULING: Duration, 40 Minutes; anytime

REPORT: None anticipated

Document:

- November 8, 2022, report from the City Administrator

Time:

- 3:13 p.m.– 3:50 p.m.

No report made.

Councilmember Harmon returned to the meeting at 3:50 p.m.

MAYOR AND COUNCIL REPORTS

11. Subject: Interviews for City Advisory Groups (140.05)

Recommendation: That Council:

- A. Hold interviews of applicants to various City Advisory Groups (Est. time 4:00 p.m.); and
- B. Continue interviews of applicants to November 15, 2022. (Est. time 6:00 p.m.)

Documents:

- November 8, 2022 Council Agenda Report and any attachments

Speakers:

- Members of the Public: None.

Applicant Speakers:

Dennis Houghton
Nick Koonce
Laura Dorfman
Serena Lee
Lynda Dees
Sarah McLelland
Penny Owens
Suzanne Cohen
Robert Ooley
Thomas Sekula
Thomas Sekula

Committee:

Airport Commission
Access Advisory Committee
Arts Advisory Committee
Arts Advisory Committee
Community Events and Festivals
Community Events and Festivals
Creeks Advisory Committee
Harbor Commission
Historic Landmarks Commission
Historic Landmarks Commission
Sign Committee

Nancy Henderson
Jeffrey Chang
Ann Pena
Rigoberto Gutierrez

Library Board
Library Board
Neighborhood Advisory Council
Rental Housing Mediation Board

Councilmember Harmon was excused from the meeting at 4:44 p.m.

ADJOURNMENT

Mayor Rowse adjourned the meeting at 4:58 p.m.

Approved and adopted by the City Council of the City of Santa Barbara on December 6, 2022.

SANTA BARBARA CITY COUNCIL

SANTA BARBARA
CITY CLERK'S OFFICE

RANDY ROWSE
MAYOR

ATTEST: _____
SARAH GORMAN
CITY CLERK SERVICES MANAGER



CITY OF SANTA BARBARA CITY COUNCIL MINUTES

REGULAR MEETING NOVEMBER 15, 2022 COUNCIL CHAMBERS, 735 ANACAPA STREET

CALL TO ORDER

Mayor Randy Rowse called the meeting to order at 2:00 p.m. (The Finance Committee met at 12:30 p.m. The Ordinance Committee, which ordinarily meets at 12:30 p.m., did not meet this day.)

PLEDGE OF ALLEGIANCE

Mayor Rowse.

ROLL CALL

Councilmembers present: Eric Friedman, Alejandra Gutierrez, Oscar Gutierrez, Meagan Harmon, Kristen W. Sneddon, Mayor Rowse.

Councilmembers absent: Mike Jordan.

Staff present: City Administrator Rebecca Bjork, Acting City Attorney Sarah Knecht, City Clerk Services Manager Sarah Gorman.

CEREMONIAL ITEMS

- 1. Subject: Family Stories Month Honoring the 50th Anniversary of the SBC Genealogical Society - November 2022 (120.04)**

Action: Proclamation received by Art Sylvester.

CHANGES TO THE AGENDA

PUBLIC COMMENT

Members of the Public: Cass Enberg; Eplanet Thunderstriker; E. Howard Green; Aron Ashland.

CONSENT CALENDAR (Item Nos. 2 – 9)

The titles of the Resolutions and Ordinances were read.

Motion:

Councilmembers A. Gutierrez/ Harmon to approve the Consent Calendar as recommended.

Vote:

Unanimous roll call vote (Absent: Councilmember Jordan).

2. Subject: Minutes

Recommendation: That Council waive reading and approve the minutes of the regular meeting of October 25, 2022.

Action: Approved the recommendation.

3. Subject: Restructure of South Coast Housing Inc. Loan (Holiday Mobile Home Park) 1212 Punta Gorda Street [Ordinance Adoption] (660.04)

Recommendation: That City Council adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Approving a Restated Loan Agreement with South Coast Housing, Inc. a California Nonprofit Public Benefit Corporation, Secured by a Restated Deed of Trust, and New Ninety-Year Affordability Control Covenant Imposed on Real Property Located at 1212 Punta Gorda; and Authorizing the Community Development Director to Execute Such Agreements, Subject to Approval as to Form by the City Attorney, as Necessary.

Action: Approved the recommendation; Ordinance No. 6092.

4. Subject: 2022 California Building and Fire Codes Adoption [Ordinance Adoption] (640.04)

Recommendation: That Council:

- A. Adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Amending Chapter 22.04 of the Municipal Code and Adopting by Reference the 2022 Edition of the California Building Code, Volumes 1 and 2; the 2022 Edition of the California Residential Code; the 2022 Edition of the California Electrical Code; the 2022 Edition of the California Mechanical Code; the 2022 Edition of the California Plumbing Code; the 2022 Edition of the California Energy Code; the 2022 Edition of the California Historical Building Code; the 2022 Edition of the California Existing Buildings Code; the 2022 Edition of the California Green Building Standards Code; the 2022 Edition of the California Referenced Standards Code; and the 2021 International Property Maintenance Code; Adopting

Local Revisions to Those Codes; and Repealing Ordinance Number 5919; and

- B. Adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Amending Chapter 8.04 of the Municipal Code and Adopting by Reference the 2021 Edition of the International Fire Code, Including Appendix Chapter 4 and Appendices B, BB, C, CC, and H of That Code, and the 2022 California Fire Code with Local Amendments to Both Codes.

Action: Approved the recommendations; Ordinance No. 6093; Ordinance No. 6094 (November 15, 2022 Council Agenda Report and any attachment).

5. Subject: Designation of the Sustainability and Resilience Department as the Entity Responsible for Enforcement of Municipal Code Chapters 9.150 and 9.165 [Ordinance Introduction] (630.02)

Recommendation: That Council introduce and subsequently adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Amending Sections 9.150.070 and 9.165.050 of the Santa Barbara Municipal Code (SBMC) to Designate the Sustainability and Resilience Department as the Entity Responsible for Enforcement and Make Corresponding Changes Consistent with State Law.

Action: Approved the recommendation (November 15, 2022 Council Agenda Report and any attachments; Proposed Ordinance).

6. Subject: Fiscal Year 2023 First-Quarter Review (250.02)

Recommendation: That Council:

- A. Receive a report from staff on the status of revenues and expenditures in relation to the budget for the three months ended September 30, 2022;
- B. Accept the Fiscal Year 2023 Interim Financial Statements for the three months ended September 30, 2022; and
- C. Approve the proposed first quarter adjustments to Fiscal Year 2023 appropriations and estimated revenues as detailed in the attached schedule of Proposed First Quarter Adjustments.

Action: Approved the recommendations.

7. Subject: Construction Management Services for Fiscal Year 2021B Water Main Replacement Project [Agreement] (540.06)

Recommendation: That Council authorize the Public Works Director to execute a professional services contract with Flowers & Associates, Inc. in the amount of \$344,577 for construction management and inspection services for the Fiscal Year 2021B Water Main Replacement Project, and approve expenditures of up to \$34,458 for potential extra services that may result from necessary changes in the scope of work.

Action: Approved the recommendation; Agreement No. 28,217 (November 15, 2022 Council Agenda Report and any attachments).

8. Subject: On-Call Water Main Design Services for Water Main Replacement Program [Agreements] (540.06)

Recommendation: That Council:

- A. Authorize the Public Works Director to execute a City Professional Services Agreement with Stantec Consulting Services Inc. in an amount not to exceed \$3,000,000 for on-call water main design services for a term of up to five years; and
- B. Authorize the Public Works Director to execute a City Professional Services Agreement with Cannon Corporation in an amount not to exceed \$3,000,000 for on-call water main design services for a term of up to five years.

Action: Approved the recommendations; Agreement No. 28,218; Agreement No. 28,219 (November 15, 2022 Council Agenda Report and any attachments).

9. Subject: Cancellation of Certain Council Meetings in 2023 (120.09)

Recommendation: That Council cancel the regular Council Meetings on the following dates: January 3, January 17, February 21, March 28, April 4, May 30, June 20, July 4, July 11, August 8, August 15, September 5, November 14, November 21, November 28, December 19, and December 26, 2023.

Action: Approved the recommendation.

This concluded the Consent Calendar.

REPORT FROM THE FINANCE COMMITTEE

Finance Committee Chair Friedman reported that the Finance Committee performed the Fiscal Year 2023 First-Quarter Review.

CITY COUNCIL ADMINISTRATIVE AND ATTORNEY REPORTS

PUBLIC WORKS DEPARTMENT

10. Subject: Update on Santa Barbara County Association of Governments Broadband Strategic Plan (150.03)

Recommendation: That Council receive and comment on a presentation by the Santa Barbara County Association of Governments and the Broadband Consortium of the Pacific Coast on the published Strategic Plan.

Documents:

- November 15, 2022 Council Agenda Report and any attachments
- PowerPoint Presentation prepared and made by Santa Barbara County

Speakers:

- Staff: Principal Engineer Adam Hendel.
- Santa Barbara County Association of Governments: Michael Becker.
- Consultant: Maria Kelly.
- Members of the Public: Eleanor Gartner; Howard Green.

Discussion:

- Councilmembers' questions were answered.

SUSTAINABILITY AND RESILIENCE

11. Subject: Consideration of Changes to Solid Waste Programs and Services for Inclusion in a New Solid Waste Franchise Agreement with MarBorg Industries (630.02)

Recommendation: That Council direct staff to include proposed changes to solid waste programs and services in negotiations for a new Solid Waste Franchise Agreement with MarBorg Industries, including implementation of industry standard residential curbside cart collection.

Documents:

- November 15, 2022 Council Agenda Report and any attachments.
- PowerPoint Presentation prepared and made by staff.

Speakers:

- Staff: Environmental Services Supervisor Lorraine Cruz-Carpenter; Environmental Services Specialist Dustin Merback.
- R3 consultants: Garth Shultz.
- Members of the Public: E. Howard Green.

Discussion:

- Councilmembers' questions were answered.

Motion:

Councilmembers Friedman/Harmon to approve the staff recommendation

Vote:

Unanimous roll call vote (Absent: Jordan.)

Councilmember Harmon was excused at 3:40 p.m.

RECESS

3:40 p.m. – 6:01 p.m.

CEREMONIAL ITEM (ESTIMATED TIME 6 P.M.)

12. Subject: United Boys and Girls Club Gold Card Recipients - 6 p.m. Estimated Time (120.04)

Action: Proclamation received by Michael Baker, United Boys and Girls Club.

MAYOR AND COUNCIL REPORTS

13. Subject: Interviews for City Advisory Groups (140.05)

Recommendation: That Council hold interviews of applicants to various City Advisory Groups (Est. time 6:00 p.m.).

Documents:

- November 15, 2022 Council Agenda Report and any attachments

Speakers:

- Members of the Public: None.

Applicant Speakers:

Donald DeLuccio

Carl Hopkins

Bruce Miller

Lori Gaskin

Elizabeth Cramer

Jaimie Diamond

Cecilia Harris

Daniel Ramirez

Committee:

Planning Commission

Airport Commission

Airport Commission

Creeks Advisory Committee

Harbor Commission

Harbor Commission

Library Board

Living Wage Advisory Committee

Anita Vranjes	Sister Cities Board
Mark Philibosian	Sister Cities Board
Richard Smith	Transportation and Circulation Committee
Larry Bickford	Transportation and Circulation Committee
Lindsey Charles	Civil Service Commission

COUNCIL AND STAFF COMMUNICATIONS

COUNCILMEMBER COMMITTEE ASSIGNMENT REPORTS

Councilmember Friedman reported on their attendance or made the following comment(s): 1. High School Showcase at Earl Warren Showground; 2. Park Foundation Board meeting; 3. Friendship center Veteran’s Center; 4. Veteran’s Day Ceremony at Santa Barbara Cemetery; 5. Ortega Park Community Meeting; 6. League of Cities legislative briefing; 7. Seinfeld show.

Councilmember O. Gutierrez reported on their attendance or made the following comment(s): 1. Farmer’s Bank meet the new Police Chief event; 2. High School Showcase at Earl Warren Showgrounds; 3. CAUSE meeting; 4. Veteran’s Day ceremony at Santa Barbara Cemetery; 5. Ortega Park meeting; 6. NAC meeting; 7. SBCAN fundraiser; 8. Wildlife Animal Care Network event.

Councilmember Sneddon reported on their attendance or made the following comment(s): 1. Nuclear Age Peace Foundation; 2. Interactive art show at Moxi; 3. Veteran’s Day celebration; 4. Upper East Annual Meeting; 5. Wildlife Animal Care Network event; 6. SBCAN event; 7. Direct Relief event; 8. COMB meeting.

Mayor Rowse reported on their attendance or made the following comment(s): 1. Lunch with Mayor for Lunch donation; 2. Apple Academy.

PUBLIC COMMENT (IF NECESSARY)

ADJOURNMENT

Mayor Rowse adjourned the meeting at 703 p.m.

Approved and adopted by the City Council of the City of Santa Barbara on December 6, 2022.

SANTA BARBARA CITY COUNCIL

SANTA BARBARA
CITY CLERK'S OFFICE

RANDY ROWSE
MAYOR

ATTEST:

SARAH GORMAN
CITY CLERK SERVICES MANAGER



CITY OF SANTA BARBARA CITY COUNCIL MINUTES

SPECIAL MEETING NOVEMBER 1, 2022 COUNCIL CHAMBERS, 735 ANACAPA STREET

CALL TO ORDER

Mayor Randy Rowse called the meeting to order at 11:00 a.m.

PLEDGE OF ALLEGIANCE

Mayor Rowse.

ROLL CALL

Councilmembers present: Eric Friedman, Oscar Gutierrez (11:02 a.m.) Meagan Harmon, Mike Jordan, Kristen W. Sneddon, Mayor Rowse.

Councilmembers absent: Alejandra Gutierrez.

Staff present: City Administrator Rebecca Bjork, Deputy City Clerk Niko Lopez.

CLOSED SESSION

1. Subject: Public Employee Performance Evaluation – Government Code Section 54957 (160.01)

Recommendation: That Council hold a closed session for a Public Employee Performance Evaluation per Government Code Section 54957.

Title: City Attorney

Scheduling: Duration, 60 minutes; anytime

Report: None anticipated

Document:

- November 1, 2022, report from the Human Resources Director.

Time:

- 11:05 a.m. – 11:41 a.m.

No report made.

ADJOURNMENT

Mayor Rowse adjourned the meeting at 11:41 a.m.

Approved and adopted by the City Council of the City of Santa Barbara on December 6, 2022.

SANTA BARBARA CITY COUNCIL

SANTA BARBARA
CITY CLERK'S OFFICE

RANDY ROWSE
MAYOR

ATTEST: _____
SARAH GORMAN
CITY CLERK SERVICES MANAGER



CITY OF SANTA BARBARA CITY COUNCIL MINUTES

**SPECIAL MEETING
NOVEMBER 8, 2022, 11:00 A.M.
COUNCIL CHAMBERS, 735 ANACAPA STREET
320-A WEST ORTEGA STREET, SANTA BARBARA, CA 93101;
1030 CACIQUE STREET, SANTA BARBARA CA 93103**

CALL TO ORDER

Mayor Randy Rowse called the meeting to order at 11:01 a.m.

PLEDGE OF ALLEGIANCE

Mayor Rowse.

ROLL CALL

Councilmembers present: Eric Friedman, Alejandra Gutierrez (11:03 a.m.), Oscar Gutierrez, Meagan Harmon, Kristen W. Sneddon, Mayor Rowse.

Councilmembers absent: Mike Jordan.

Staff present: City Administrator Rebecca Bjork, City Clerk Services Manager Sarah Gorman.

CLOSED SESSIONS

Subject: Public Employee Performance Discipline/Dismissal/Release per Government Code 54957(b)(1) (440.05)

Recommendation: That Council hold a closed session for a Public Employee Discipline/Dismissal/Release per Government Code 54957(b)(1).

Scheduling: Duration, 60 minutes; anytime

Document:

- November 8, 2022, report from the Human Resources Director

Report: Anticipated

Time:

- 11:06 a.m. – 11:24 a.m.

Mayor Rowse reported that the City Council properly placed a public employee discipline/dismissal/release matter on its closed session agenda per Government Code 54957(b)(1) and in closed session voted to terminate the employment contract of the City Attorney, Ariel Calonne, and dismiss him from his employment effective December 8, 2022. The following Councilmembers and Mayor voted in favor of this decision: Councilmembers Harmon, Friedman, Alejandra Gutierrez, Oscar Gutierrez, Sneddon, and Mayor Rowse. Councilmember Jordan was absent. The vote was unanimous by those members present.

ADJOURNMENT

Mayor Rowse adjourned the meeting at 11:25 a.m.

Approved and adopted by the City Council of the City of Santa Barbara on December 6, 2022.

SANTA BARBARA CITY COUNCIL

SANTA BARBARA
CITY CLERK'S OFFICE

RANDY ROWSE
MAYOR

ATTEST:

SARAH GORMAN
CITY CLERK SERVICES MANAGER

ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA BARBARA AMENDING SECTIONS 9.150.070 AND 9.165.050 OF THE SANTA BARBARA MUNICIPAL CODE (SBMC) TO DESIGNATE THE SUSTAINABILITY AND RESILIENCE DEPARTMENT AS THE ENTITY RESPONSIBLE FOR ENFORCEMENT AND MAKE CORRESPONDING CHANGES CONSISTENT WITH STATE LAW

THE CITY COUNCIL OF THE CITY OF SANTA BARBARA DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 9.150.070 of the Santa Barbara Municipal Code is amended to read as follows:

9.150.070 Enforcement and Violations - Penalties.

A. Administrative Enforcement. The Sustainability and Resilience Department has primary responsibility for enforcement of this chapter. The Sustainability and Resilience Director is authorized to promulgate Departmental regulations to assist stores in understanding and in complying with this chapter and to take any and all other actions reasonable and necessary to enforce and interpret this chapter.

B. Regulations on Free Reusable Bags. If determined to be appropriate and necessary, the Sustainability and Resilience Director may adopt regulations restricting or limiting the ability of those stores defined in paragraphs J.1 and J.2 of Section 9.150.010 to offer customers free reusable bags as a promotional item.

SECTION 2. Section 9.165.050 of the Santa Barbara Municipal Code is amended to read as follows:

9.165.050 Exemptions and Enforcement.

A. Food providers and beverage providers are exempt from the provisions of this chapter under the following circumstances:

1. During a locally declared emergency, the City, emergency response agencies operating within the City, users of City facilities, and food providers and beverage providers shall be exempt from the provisions of this chapter.
2. The provision of plastic beverage straws, stirrers or cutlery when the plastic beverage straws, stirrers or cutlery are provided as a part of product that was packaged outside the City and sold within the City.
3. The food provider or beverage provider provides or distributes a plastic beverage straw to a person in order to assure full compliance with the Americans with Disabilities Act (42 USC § 12102).

B. The Sustainability and Resilience Department has primary responsibility for enforcement of this chapter.

C. Pursuant to California Public Resources Code Section 42272, the Sustainability and Resilience Department is designated as the agency for enforcement of Chapter 5.2 (commencing with Section 42270) of Part 3 of Division 30 of the California Public Resources Code.



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Sustainability and Resilience Department

SUBJECT: Lease Agreement for Office Space for the Sustainability and Resilience Department at 801 Garden Street [Ordinance Introduction; Resolution; Agreement]

RECOMMENDATION: That Council:

- A. Introduce and subsequently adopt, by reading of title only, an Ordinance of the Council of the City of Santa Barbara Authorizing the Sustainability and Resilience Director to Execute an Office Lease Agreement with Hayes Property Management, for the Property Located at 801 Garden Street, Suite 200, Commencing Upon the Effective Date of the Lease Agreement, January 16, 2023.
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Amending Resolution No. 22-059, Adopting the budget for Fiscal Year 2023, for costs related to the lease agreement and related one-time infrastructure and moving costs.

DISCUSSION:

In July of 2020 Council formally established the Sustainability and Resilience Department. Environmental Services Division and the Energy and Climate Division were the first two divisions to transition to the new department, with the intention of undergoing a larger organizational assessment to transition other workgroups or positions that would align with the department's mission. After much consideration, it has been determined that the Creeks Division and the position of Mobility Coordinator were to be moved into the department as of January 1, 2023.

With this change the department now has offices in four separate locations, with most locations too small to fit the number of employees in each division. Staff did a search of potential sites that could house the entire department and identified 801 Garden Street as the best option. Staff was able to negotiate a fair base rent of \$2.45 per square foot for the facility, which is below market value for this property. There is a standard escalator of four percent per year as well as NNN/CAM with an annual consumer price index escalator capped at four percent.

Council Agenda Report

Lease Agreement for Office Space for the Sustainability and Resilience Department at 801 Garden Street [Ordinance Introduction; Resolution; Agreement]

December 6, 2022

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Additionally, staff reached agreement with the existing tenant to purchase the existing furniture in the space, including desks, conference tables, and chairs, providing financial benefit and further facilitating an easy transition into the new space.

The proposed start date of the lease is January 16, 2023, and will terminate on January 15, 2033 with two five-year options to renew at 95 percent of mutually agreed upon market rate.

BUDGET/FINANCIAL INFORMATION:

Costs related to the lease and move include the costs of the lease itself, information technology infrastructure and telephone costs, additional laptop replacements, and moving costs. The Table below summarizes the costs for the rest of Fiscal Year 2023.

Lease Costs	\$82,500
IT Infrastructure, Laptops, and other Telephone Costs	\$47,400
Furniture, Moving, and Other One-Time Costs	\$10,000
Total	\$139,900

Lease Costs:

The proposed Office Lease Agreement has an initial term of ten years with two additional five-year options for a total potential lease term of twenty years.

A summary of the lease can be found below:

Address:	801 Garden Street (4,316 sf)
Base rent:	\$2.45/sf (\$10,574.20/month)
Annual rent adjustment:	Four percent increase annually
NNN/CAM	Initial Year \$0.95/sf, CPI Adjusted at 4% cap
Term:	Initial term expires January 15, 2033

In addition, the City will pay a percentage of the common area operating expenses, estimated to be about \$4,400 per month, which may vary based on the cost and usage of utilities. The costs in Fiscal Year 2023 is estimated to be \$82,500. The annual ongoing cost will be about \$180,000 (which is subject to annual inflation adjustments).

Other One-time Costs:

In order to conform and integrate to the City's Information Technology and telephone environment, there needs to be some City infrastructure installed as well as ongoing internet connection costs. IT staff estimate these costs to be about \$34,000 for the

Council Agenda Report

Lease Agreement for Office Space for the Sustainability and Resilience Department at 801 Garden Street [Ordinance Introduction; Resolution; Agreement]

December 6, 2022

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remainder of FY 23, which includes internet, telephone, firewall, switches, and access points. In addition, the move will require replacing of staff desktops with laptops. Many of the replacements were already budgeted and planned for, but some replacements that were planned in FY 2024, will be moved forward as part of the move. Staff requests an additional \$13,400 for the replacements.

Staff reached agreement with Fastspring Inc. to purchase some existing furniture in the space for \$10,000. This furniture will accommodate most of the department's furniture needs.

Fund Allocations and Appropriations Request

Costs will be allocated to the Solid Waste Fund, the Energy and Climate Management Operating Fund, and the Creeks Operating Fund. There are inadequate expenditure appropriations in these fund expenditure budgets in Fiscal Year 2023 to fund the costs of the lease and related moving and setup expenses. Adequate reserves exist in the Solid Waste Fund, the Creeks Operating Fund, and the Energy and Climate Management Operating Fund to approve the recommendation in this report, which covers the estimated costs in FY 2023. The appropriation request for each fund is as follows:

Solid Waste Fund	\$51,442
Creeks Operating Fund	\$54,862
Energy and Climate Management Fund	\$33,596
Total:	\$139,900

Costs for Fiscal Year 2024 and beyond will be included in staff's Recommended Budget proposal each year.

A copy of the agreement may be requested from the Sustainability and Resilience Department for public review by contacting Stephanie Lopez Lozano at SLopezLozano@SantaBarbaraCA.gov.

PREPARED BY: Alelia Parenteau, Acting Sustainability and Resilience Director

SUBMITTED BY: Alelia Parenteau, Acting Sustainability and Resilience Director

APPROVED BY: City Administrator's Office

ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA BARBARA AUTHORIZING THE SUSTAINABILITY AND RESILIENCE DIRECTOR TO EXECUTE AN OFFICE LEASE AGREEMENT WITH HAYES PROPERTY MANAGEMENT, FOR THE PROPERTY LOCATED AT 801 GARDEN STREET, SUITE 200, COMMENCING UPON THE EFFECTIVE DATE OF THE LEASE AGREEMENT, JANUARY 16, 2023

The City Council of the City of Santa Barbara does ordain as follows:

Section 1. In accordance with the provisions of Section 521 of the Charter of the City of Santa Barbara the Sustainability and Resilience Director is authorized to execute an Office Lease Agreement with Hayes Property Management, in a form approved by the City Attorney, for the Property Located at 801 Garden Street, Suite 200, commencing upon the effective date of the Lease Agreement, January 16, 2023.

RESOLUTION NO. ____

A RESOLUTION OF THE COUNCIL OF THE CITY OF
SANTA BARBARA AMENDING RESOLUTION NO. 22-059,
ADOPTING THE BUDGET FOR FISCAL YEAR 2023 FOR
LEASE AND OTHER ONE-TIME INFRASTRUCTURE AND
MOVING COSTS

WHEREAS, in accordance with the City Charter, the City Administrator filed with the Council a proposed budget for the fiscal year beginning July 1, 2022;

WHEREAS, the City Council is required to adopt a budget before the beginning of the fiscal year on July 1, 2022;

WHEREAS, the City Charter provides that at any public meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least a majority of the total members of the City Council; and

WHEREAS, this Resolution adopted by City Council shall memorialize that action to amend the budget as provided herein.

NOW, THEREFORE, be it resolved by the Council of the City of Santa Barbara that in accordance with the provisions of Section 1205 of the City Charter, the budget for the fiscal year 2023, as adopted by Resolution No. 22-059, is hereby amended as follows:

1. The Council approves an increase in expenditure appropriations by \$51,442 in the Fiscal Year 2023 Solid Waste Fund budget to fund lease costs, IT infrastructure, and other one-time moving and furnishing costs.
2. The Council approves an increase in expenditure appropriations by \$33,596 in the Fiscal Year 2023 Energy and Climate Management Fund budget to fund lease costs, IT infrastructure, and other one-time moving and furnishing costs.
3. The Council approves an increase in expenditure appropriations by \$54,862 in the Fiscal Year 2023 Creeks Operating Fund budget to fund lease costs, IT infrastructure, and other one-time moving and furnishing costs.



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Planning Division, Community Development Department

SUBJECT: Updated Planning Commission Guidelines [Resolution]

RECOMMENDATION:

That Council adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Adopting Planning Commission Guidelines Governing the Code of Conduct for Meetings and Rescinding the Planning Commission Guidelines Adopted by City Council on July 15, 1997.

DISCUSSION:

The existing Planning Commission Guidelines were adopted by City Council on July 15, 1997. Updated Guidelines are needed to better reflect the format and guidance of the City Council Guidelines (adopted in November 2018) and current administrative practices.

The Planning Commission established a subcommittee in January 2022 to work on these updates with staff.

Some of the more substantive edits include:

- Public comment has been increased from two minutes to three minutes per person.
- “Pooling” of time is not allowed for General Public Comment; for a specific agenda item, pooling of time is allowed, but it caps at five minutes total time.
- Guidelines now include direction for choosing a Chair and Vice Chair.
- Hearings are subject to Rosenberg’s Rules of Order instead of Robert’s Rules of Order.
- Regular lunch meetings have been eliminated to increase transparency and accessibility; the updated Guidelines state that a special meeting could be called if needed for trainings or other routine administrative items. Previously, Substantial Conformance Determination (SCD) requests that warranted Planning Commission feedback on focused/minor items (referred to as Level 3 SCDs) were discussed

during lunch meetings, so those discussions have been shifted to the regular Commission meeting.

On October 20, 2022, the Planning Commission unanimously recommended approval of the updated Guidelines with two minor changes (to clarify that meeting materials will be provided one week before the meeting and to reference the professional conduct language as an appendix in the table of contents). Those changes have been incorporated into the version currently proposed for adoption.

BUDGET/FINANCIAL IMPACT:

This action does not have a budget/financial impact on the City.

PREPARED BY: Allison De Busk, Senior Planner II

SUBMITTED BY: Elias Isaacson, Community Development Director

APPROVED BY: City Administrator's Office

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA ADOPTING PLANNING COMMISSION GUIDELINES GOVERNING THE CODE OF CONDUCT FOR MEETINGS AND RESCINDING THE PLANNING COMMISSION GUIDELINES ADOPTED BY CITY COUNCIL ON JULY 15, 1997

WHEREAS, Planning Commission Guidelines were adopted on July 15, 1997 to govern the conduct of Planning Commission meetings; and

WHEREAS, the Planning Commission Guidelines have not been substantively revised since July 15, 1997; and

WHEREAS, new guidelines are necessary to reflect changes to the City's zoning ordinance that have occurred over the last 25 years; and

WHEREAS, on October 20, 2022, the Planning Commission voted unanimously to approve the new Planning Commission Guidelines attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA THAT:

1. The Planning Commission Guidelines attached hereto as Exhibit A are hereby adopted.
2. The Planning Commission Guidelines adopted on July 15, 1997 are hereby rescinded.

CITY OF SANTA BARBARA

Planning Commission Guidelines



Adopted by Resolution No. _____
on
December 6, 2022

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PLANNING COMMISSION GUIDELINES

1. GENERAL POLICIES AND PROCEDURES

1.1. **Usage.** These Planning Commission Guidelines (“Guidelines”) are intended to guide the preparation for and conduct of Planning Commission meetings.

1.2. **Guidelines are Directory.** These Guidelines are directory, not mandatory. The Guidelines are not intended to alter or amend any existing City or state law. In the event of an inconsistency between these Guidelines and City or state law, the City or state law shall prevail. Except as provided otherwise by statute or local ordinance, no action of the Planning Commission shall be held invalid due to any failure to observe the provisions of these Guidelines, nor shall any person have a claim or cause of action against the City or any of its officers or employees as a result of any such failure.

1.3. **Regular Meetings – Date and Time.** The Planning Commission shall have regular meetings at 1:00 p.m. on the first, second and third Thursdays of each month.

1.4. **Special Meetings.** A special meeting may be called at any time by delivering written notice to each member of the Planning Commission and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the City’s website. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Planning Commission. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes, files with the City Clerk a written waiver of notice. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

1.5. **Special Meeting for Training and Routine Administrative Items.** To the extent possible, training and routine administrative items will be held as a special meeting at 12:00p.m. on the first Thursday of every month in City Hall, Room 15, pursuant to the noticing and public meeting requirements set forth in Section 1.4, above.

1.6. **Site Visits.** The Planning Commission will meet with staff to perform site visits of scheduled or pending projects. Site visits will be held on Tuesdays at 8:00 a.m. the week the project is scheduled to be heard on the regular Planning Commission Agenda. The purpose of a site visit is to permit the Planning

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Commission to view and inspect the physical aspects of real property and development projects that may be the subject of an agenda item. Failure to hold a site visit shall not invalidate a Planning Commission decision to subsequently approve, deny, or approve or deny with modifications a project. The Chair or City staff will state at the beginning of the site visit that the site visit is not an opportunity for anyone to make a statement regarding the agenda item. The only presentation will be an explanation of the agenda item by City staff. The Planning Commission may ask questions of staff. Staff may refer specific questions about the physical aspects of the project to project applicants or appellants. All other public comment, argument or references to policy must be reserved for the noticed hearing on the agenda item. No written material may be submitted during the site visit.

1.7. **Ex Parte Communications.** As explained further in Section 5.7, below, ex parte contacts are substantive oral or individual written communications concerning quasi-judicial matters that occur outside of noticed public hearings. Commissioners should avoid and discourage ex parte contacts if at all possible to prevent the potential for actual or perceived bias.

1.8. **Absences.** Commissioners will notify staff at the earliest possible opportunity if they will be unable to attend a Planning Commission meeting, special meeting, or site visit. Commissioners should seek to educate themselves on information presented at the hearing through review of staff reports and video recordings if participation by the Commissioner is anticipated at a future meeting.

1.9. **Resolutions.** A resolution of the Planning Commission is intended to (i) establish a permanent record of actions taken by the Planning Commission, and (ii) give an applicant formal notice of the action being taken by the Planning Commission. Planning Commission staff shall prepare the resolution following an action by the Planning Commission and any such resolution shall be effective on the date Planning Commission took the action referred to in the resolution. If a draft resolution is corrected by the Planning Commission prior to its adoption at a subsequent hearing, the applicant has the right to appeal those specific changes, provided the applicant files a timely appeal to the City Council within 10 days from the Planning Commission motion adopting the draft resolution, with corrections.

2. ELECTION OF CHAIR/VICE CHAIR & BOARD/LIAISON APPOINTMENTS

2.1. **Chair.** At the first Planning Commission meeting of the New Year, the Commission shall elect one of its members to serve as Chairperson. For continuity, the Vice-Chair in the preceding year shall be the first to be considered for Chair. If the Vice-Chair does not wish to be elected as Chair, or is no longer a member of the Planning Commission, then nominations will be opened to the full Planning Commission. The Commissioner with the longest tenure in the preceding

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year who has not yet served as Chair shall initially be given priority consideration for the Chair role. During the absence or disability of the Chair and the Vice-Chair, there will be a nomination and vote by the Planning Commission to assign a temporary Chair to conduct the hearing.

2.2. **Vice-Chair.** Following the election of the Chair, the Planning Commission shall elect a Vice-Chairperson who will conduct the meetings in the absence of the Chair. For the purpose of continuity and efficiency, the Commissioner with the longest tenure in the preceding year who has not yet served as Chair or Vice-Chair shall be considered initially for the Vice-Chair role. If the aforementioned Commissioner does not wish to be elected as Vice-Chair, or is no longer a member of the Planning Commission, then nominations will be opened to the full Planning Commission and the Commissioner with the longest tenure in the preceding year who has not yet served as Chair or Vice-Chair shall initially be given priority consideration for the Vice-Chair role.

2.3 **Subcommittees & Liaisons.** The Commission may establish one or more subcommittees comprised of three or fewer members appointed by the Chair and confirmed by the Planning Commission by majority vote. The appointment of a commissioner as Liaison to a board or as a subcommittee or work group member, other than by appointment by the City Council, shall be subject to confirmation by the Planning Commission by majority vote. Subcommittees and Liaisons shall be organized to and around the business of land use matters within the City. Matters outside of the City's boundaries (e.g. regional boards, commissions or other agencies) shall be at the direction of the City Council. Liaison reports may be made at the meeting during Committee, Board and Liaison Reports, and must be a concise and objective summary of the action taken or discussion held at the meeting for which the Commissioner is reporting on. Liaison reports shall be factual in nature and shall not contain Commissioners' individual opinions or judgments.

3. AGENDAS

3.1. **Agenda Posting.** The Planning Commission meeting agenda will be posted for public review at the City Hall Public Notice Board, the Community Development Department outdoor public bulletin board located at 630 Garden Street, and on the City's website at least 72 hours prior to the Planning Commission meeting. In the event the City website goes down or otherwise is inaccessible for all or part of the 72 hours preceding the meeting due to technical difficulties or other factors not within the City's control, the meeting may proceed. Documents relating to agenda items are available for review in the Community Development Department during normal business hours. To the extent possible, all documents relating to agenda items will be made available to the Planning

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Commissioners and the public online and at the Community Development Department the Thursday prior to the agenda meeting.

3.2. Written Materials and Public Records.

3.2.1. Agendas of public meetings and any other writings, when distributed to all, or a majority of all, of the members of the Planning Commission by any person in connection with a matter subject to discussion or consideration at an open meeting of the Planning Commission, are disclosable public records under the California Public Records Act.

3.2.2. If a writing that is a public record as provided above, relates to an agenda item for a regular meeting, and is distributed less than 72 hours prior to that meeting, the writing shall be made available for public inspection at the time the writing is distributed to all, or a majority of all, of the members of the Planning Commission at the Community Development Department located at 630 Garden Street. The Planning Commission Secretary may also post the writing on the City's website in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting.

3.2.3. Planning Commissioners shall use their best efforts to forward to the Planning Commission Secretary and Planning staff any email received in connection with a matter subject to discussion or consideration at an open meeting when it is apparent from the address or cc lines that the email has not been distributed to the Planning Commission Secretary and Planning staff.

3.3. Submission of Materials by the Public for Planning Commission Consideration.

3.3.1. In order to assure adequate time for consideration of voluminous and complex material, members of the public who wish to submit written or other materials for consideration by the Planning Commission in connection with an agenda item should provide those comments via email or hard copy to the Planning Commission Secretary at the Community Development Department at 630 Garden Street no later than Tuesday at 4:30 p.m. the week the agenda item is to be heard by the Planning Commission.

3.3.2. The Planning Commission shall be under no legal obligation to review any written or other materials that are submitted after the deadline set forth in section 3.3.1. Planning Commissioners may, but

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need not, review and consider late-submitted materials if they choose to do so.

4. CONDUCT OF MEETINGS

4.1. **Order of Business.** Planning Commission business at a regular meeting shall be conducted in the following order except as otherwise directed by the Chair who is authorized to exercise flexibility in establishing the order of agenda items to be considered at each Planning Commission meeting:

- I. Roll Call
- II. Administrative Matters
 - A. Continuance, Withdrawals, Postponements
 - B. Announcements
 - C. Review and Action on Minutes & Resolutions
 - D. Public Comment
- III. Consent Agenda Items (as needed)
- IV. Agenda Items
- V. Committee, Board, and Liaison Reports
- VI. Adjournment

4.2. **Consent Calendar.** The Consent Calendar shall be comprised of items which, in the Planning Commission Staff Liaison's judgment, will not require discussion. A Consent Calendar item shall be open for discussion by the Planning Commission upon request of a Commissioner, City planning staff, or by a member of the public for purposes of giving public comment on the item. If more than one item appears on the Consent Calendar, all items on the Consent Calendar may be approved by a single motion of the Planning Commission. Items on the Consent Calendar will not be read unless the Planning Commission Secretary is so directed by the Chair. The approval of a motion of the Planning Commission to accept the Consent Calendar shall be deemed to have been preceded by a reading of each individual item by the Planning Commission Secretary or Chairperson.

4.3. Public Hearings & Appeals.

4.3.1. Procedure. Presentations, comments and deliberations by the parties and Planning Commission shall be limited as follows:

- I. Commencement of the Public Hearing or Appeal. The Chair will call for the first item on the agenda by reading the agenda title. In the event that no continuance is sought, the Chair opens the public hearing.

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II. Presentation by City. Presentation by staff shall not exceed 15 minutes in length, including any time reserved for rebuttal or summation, unless determined prior to the hearing by the Chair after consultation with the Applicant and staff.

III. Presentation by Applicant. Presentation by applicant shall not exceed 15 minutes in length, including any time reserved for rebuttal or summation, unless determined prior to the hearing by the Chair after consultation with the Applicant and staff. Note: If the hearing is on appeal and the applicant is not the appellant, the appellant's presentation shall precede the applicant's presentation and each party shall be limited to 15 minutes.

IV. Public Comment. Comments by members of the public shall not exceed three minutes per person. See sections 5.10 and 5.11 below for further explanation on public comment.

V. Planning Commissioner Questions. Planning Commissioners are expected to prepare, prior to the public hearing, by engaging City staff with any questions for clarification of an item. To the extent feasible, Planning Commissioners may ask questions of staff prior to the Public Hearing. In consideration of time constraints, questions during the agenda item should be specific, concise, and applicable to the decision at hand.

VI. Rebuttal if Hearing on an Appeal. Rebuttal or summation by appellant and applicant may be presented if any time has been reserved.

VII. Planning Commission Deliberations.

VIII. Motion. After a motion is carried, the Chairperson announces the action to the audience. The Chairperson will announce, if applicable, that there is an appeal procedure available. No further discussion is permitted unless procedural questions are asked. Failure to announce the appeal period shall not invalidate the decision.

4.3.2. Order and Time Limits. The order and time limits may be modified by action of the Chair or majority vote of the Planning Commission.

4.3.2.1. The total amount of time allocated for a presentation shall include time used to respond to or to comment upon issues or facts raised by a subsequent speaker during "rebuttal". An applicant or appellant may request leave of the Chair

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to reserve all or a portion of their time for rebuttal. The total amount of time allocated for a presentation shall not include responses to questions posed by Commissioners.

4.3.2.2. Whenever feasible, presentations, comments and deliberations shall be shorter than the allocated time.

4.3.3. **Spokesperson for Appeals to City Council.** A member of the Commission who voted with the majority supporting the motion may be selected to represent the Commission's motion and opinion to City Council on appeal. Preference for selection will be given to the maker of the motion or seconder of the motion. Selection shall be informal and need not be made by motion, unless a consensus cannot be reached on selection of the spokesperson. Commissioners who voted in the minority should refrain from making comments at Council. Commissioners are appointed to represent the Planning Commission as a whole, and personal opinions that do not reflect the majority of the body opinion should be avoided.

4.4. **Items Other than Public Hearings and Appeals.** Items that do not require a noticed public hearing (e.g. lot line adjustments and miscellaneous matters) are conducted in substantially the same manner as public hearings.

4.5. **Signature of Plans by Chair.** In the event the Commission votes for approval of a particular plan (plot plan, tentative map, development plan, etc.) the Chair will sign and date the approved plan.

4.6. **Loss of Quorum.** A majority of the Planning Commission, including the Chair, shall constitute a quorum for the purposes of transacting Planning Commission business. If the Commission ceases to have a quorum during a meeting and it appears that a quorum cannot be re-assembled, the Chairperson shall announce that the remainder of the agenda will be carried over to the next meeting.

4.7. **Postponements.** A postponement is a deferral of the consideration of an agenda item to a future unidentified meeting. No discussion or presentation of the agenda item may take place on the date a postponement occurs. To be considered for a postponement, the applicant should contact City staff prior to the meeting date and state the reason(s) justifying the postponement so that this information can be shared with the Planning Commission during consideration of administrative matters. It is at the discretion of the applicant to postpone an item, however, a postponement may not be set for a date certain on a future agenda and may result in delay of the project based on availability of future agendas. Planning staff may also postpone an item with or without applicant concurrence when there has been a noticing or other procedural error.

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4.8. **Withdrawals.** If a project applicant withdraws an application for a discretionary approval that is on the agenda, City staff will notify the Planning Commission during consideration of administrative matters.

4.9. **Continuances.** A public hearing on any matter shall be commenced on the date for which it has been noticed, unless the Commission opens the item and continues the public hearing to a later date. A continuance may be requested as follows:

I. **Written Request.** A request to continue a public hearing should be filed in writing in the office of the Community Development Department prior to the time set for the hearing. The request must be signed by the person requesting the continuance or by an authorized representative. It must state that reasons beyond the control of the person requesting the continuance prevent the person from being present and that a proper and full hearing of the matter requires attendance, or other reasons why a continuance is needed. The written request shall be delivered to the Chair who shall announce that a request has been received and by whom it was made.

II. **Requests Prior to Close of Hearing.** An applicant may request to continue a public hearing which has commenced prior to the close of the public hearing. The applicant should state the reasons why a continuance is needed.

III. **Criteria For Approval/Denial of Request for Continuance.** The Commission shall vote whether to approve or deny the request based on whether good cause has been shown. If granted, the matter shall be continued to a specific date or it shall be re-noticed for a new hearing as required.

IV. **Absence of Applicant.** In the absence of the applicant, his representative, or a written request for continuance, the Commission may either: (i) conduct the hearing and vote on the application; (ii) open the hearing and continue the hearing to a new date; (iii) open the hearing and continue the matter to a later place on the agenda; or (iv) open the hearing, receive information and continue the hearing to a new date.

5. PARLIAMENTARY MEETING PROCEDURES

5.1. Presiding Officer.

5.1.1. **Chair.** The Chair shall be the presiding officer at all meetings of the Planning Commission and shall be included as a member of the Planning Commission for all purposes unless otherwise expressly

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provided. He or she shall be counted in determining a quorum and shall be entitled to vote on all matters, but shall possess no veto power. The Chair may make and second motions and shall have a voice and vote in all its proceedings. The Chair shall preserve strict order and decorum at all meetings of the Planning Commission, announce the Planning Commission's decisions on all subjects, decide all questions of order in accordance with these procedural rules, and announce the Planning Commission's vote on all actions. If there is an appeal to a decision of the presiding officer, the Planning Commission as a whole shall decide the question by majority vote. Any Planning Commissioner, with the exception of the presiding officer, may move to appeal a decision of the presiding officer. If the appeal motion is seconded by another Commissioner, the Planning Commission shall vote on the appeal. If the appeal motion is not seconded, the presiding officer's decision shall stand. The presiding officer's name shall be called last on any question in voting.

5.2. Recording Votes. The vote of each Planning Commissioner shall be recorded for each item of business on the agenda. The Planning Commission shall publicly report any action taken and the vote or abstention on that action of each Commissioner present for the action.

5.3. Disqualification for Conflict of Interest. Pursuant to the regulations of the Fair Political Practices Commission, the Chair, each Planning Commissioner, and any staff with a disqualifying conflict of interest shall, following the announcement of the agenda item to be discussed or voted upon, but before either the discussion or vote commences, do all of the following: (1) The public official shall publicly identify: (A) Each type of economic interest held by the public official which is involved in the decision that gives rise to the conflict of interest (i.e. investment, business position, interest in real property, personal financial effect, or the receipt or promise of income or gifts), and (B) The following details identifying the economic interest(s): (i) if an investment, the name of the business entity in which each investment is held; (ii) if a business position, a general description of the business activity in which the business entity is engaged as well as the name of the business entity; (iii) if real property, the address or another indication of the location of the property, unless the property is the public official's principal or personal residence, in which case, identification that the property is a residence; (iv) if income or gifts, then identification of the source; and (v) if personal financial effect, then identification of the expense, liability, asset or income affected. (2) Form of Identification: If the governmental decision is to be made during an open session of a public meeting, the public identification shall be made orally and shall be made part of the official public record.

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5.4. **Changing Votes.** The Chair or any Planning Commissioner may change their vote only by announcing their request immediately after the vote in question and before the next agenda matter is announced for discussion.

5.5. **Rosenberg's Rules of Order.** The procedures of the Planning Commission shall be governed by Rosenberg's Rules of Order, *Simple Rules of Parliamentary Procedure for the 21st Century* Rosenberg's Rules, as revised. The City Attorney shall serve as Parliamentarian.

5.5.1. The Chair shall establish any procedural rule not specified in these procedures, subject to appeal by vote of a majority of those Planning Commissions present and voting.

5.6. **Adjournment.** The Planning Commission may adjourn any regular or adjourned regular meeting, or special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all Commissioners are absent from any regular or adjourned regular meeting, the Planning Commission Secretary may declare the meeting adjourned to a stated time and place and he or she shall cause a written notice of the adjournment to be given in the same manner as provided for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular or adjourned regular meeting, or special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.

5.7. **Quasi-Judicial Hearings.**

5.7.1. **Overview.** It is the policy of the Planning Commission to avoid and discourage substantive oral communications or individualized written communications about quasi-judicial matters, except during a noticed public hearing. Written communications distributed to a majority of the Planning Commission shall be disclosed to the Planning Commission Secretary and made public as required by the Ralph M. Brown Act. The following procedural guidelines are intended to implement this policy, but shall not be construed to create any remedy or right of action.

5.7.2. **Generally.** These procedures are intended to assure that the due process rights of all persons are protected during quasi-judicial hearings. Quasi-judicial hearings require a higher level of procedural due

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process because of the potential impact on life, liberty or property. In a land use context, quasi-judicial hearings typically involve a single parcel of land that affects the rights and use of the parcel by the landowner, and apply facts and evidence in the context of existing law in order to reach a final discretionary decision.

5.7.3. Identification of Quasi-Judicial Matters on the Agenda. Planning Commission staff, in conjunction with the City Attorney, will identify agenda items involving quasi-judicial decisions on the Planning Commission agenda. This identification is intended to inform the commissioners, interested parties, and the public that this policy will apply to the item, but failure to identify an item shall not be cause for a continuance.

5.7.4. Policy to Avoid Ex Parte Contacts. Ex parte contacts are substantive oral or individual written communications concerning quasi-judicial matters that occur outside of noticed public hearings. Planning Commission members should avoid and discourage ex parte contacts to the extent all possible.

5.7.5. Disclosure of Ex Parte Contacts. If an ex parte contact does occur (which may happen because the public has a hard time understanding that on quasi-judicial matters the Planning Commission's decision making is confined to the hearing), the Planning Commissioner must disclose the contact and the substance of the information communicated on the record at the start of the public hearing. This disclosure allows people who may have a different point of view or contrary evidence to make their points during the hearing in response to the information the Planning Commissioner may have obtained through the ex parte contact. The disclosure might go something like this: "I was approached by the appellant last week and they told me that neighborhood traffic is much greater than the City's baseline assumptions."

5.7.6. Ex Parte Contacts After the Hearing. Ex parte contacts after a public hearing is closed and before a final decision is rendered are prohibited because there is no opportunity for rebuttal.

5.7.7. Hearings De Novo. Appeals to the Planning Commission shall be conducted *de novo*, unless otherwise specified in the municipal code, meaning that new evidence and arguments may be presented and considered. All matters in the record before the original deciding body shall be part of the record before the Planning Commission.

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5.7.8. Burden of Proof. The applicant and appellant shall bear the burden of proof on all aspects of the action or relief they seek. The person with the burden of proof must offer evidence to the Planning Commission to support his or her position.

5.7.9. Rules of Evidence. Planning Commission hearings need not be conducted according to formal rules of evidence. Any relevant evidence may be considered if it is the sort of evidence upon which responsible persons rely in the conduct of serious affairs. The presiding officer may exclude irrelevant or redundant testimony and may make such other rulings as may be necessary for the orderly conduct of the proceedings while ensuring basic fairness and full consideration of the issues involved. Evidentiary objections shall be deemed waived unless made in a timely fashion before the Planning Commission.

5.7.10. Written Findings. On any matter for which state law or City ordinance requires the preparation of written findings, the staff report and other materials submitted on the matter will contain findings proposed for adoption by the Planning Commission. Any motion directly or impliedly rejecting the proposed findings must include a statement of alternative or modified findings or a direction that the matter under consideration be continued for a reasonable period of time in order for staff to prepare a new set of proposed findings consistent with the evidence which has been presented and the decision which is anticipated.

5.7.11. Planning Commissioners Who Are Absent During Part of a Hearing. A Planning Commissioner who is absent from any portion of a hearing conducted by the Planning Commission may vote on the matter provided that he or she has watched or listened to a video or radio broadcast, or video or audio recording, of the entire portion of the hearing from which he or she was absent and if she or he has examined all of the exhibits presented during the portion of the hearing from which he or she was absent and states for the record before voting that the Planning Commissioner deems himself or herself to be as familiar with the record and with the evidence presented at the hearing as he or she would have been had he or she personally attended the entire hearing.

5.7.12. Planning Commission's Use of Electronic Communication Devices During Meetings. The Planning Commission's use of electronic communication devices, such as cell phones and laptops, during a quasi-judicial Planning Commission hearing may lead to the public's perception that a Planning Commissioner is not paying attention to the subject matter at hand or that a Planning Commissioner is receiving information relative to the subject matter at hand that other Commissioners and members of the

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public are not receiving. Therefore, the Planning Commission's use of electronic communication devices (including cell phones), other than for the purpose of accessing agenda materials or conducting individual research, is prohibited during quasi-judicial Planning Commission hearings.

5.8. **Voting.**

5.8.1. **Passage of a Motion.** A majority vote of the Planning Commissioners present is required to pass a motion.

5.8.2. **Tie Votes.** A tie vote results in rejection of the motion or action in question.

5.9. **Minutes.** Upon the adoption of any resolution, or upon the demand of any member, the Planning Commission Secretary shall call the roll and shall cause the ayes and nays taken on such questions to be entered in the minutes of the meeting.

5.10. **Public Participation.** Any person wishing to address the Planning Commission should first complete and deliver to the Planning Commission staff a "Request to Speak" form. While the person's name and address is requested on the form, it need not be provided in order for a person to speak. A speaker shall not be heard during the "General Public Comment" portion of the meeting on a matter scheduled before the Planning Commission that same day.

5.10.1. **Time and Pooling Time.** No individual speaker may speak for more than 3 minutes. Persons who speak during public participation on an individual agenda item may pool their time with others when to do so will allow a group of speakers to consolidate and shorten their remarks. Persons who wish to pool their time shall so indicate on their Request to Speak. Each person who is donating time shall be present in the chambers to deliver the Request to Speak form and when the pooled-time speaker is heard. Time may be pooled up to a maximum of 5 minutes for any single speaker, regardless how many persons donate their time. A person may not donate only a portion of their time.

5.11. **General Public Comment.**

5.11.1. At the beginning of the 1:00 p.m. session of each regular Planning Commission meeting, the Planning Commission shall allow any member of the public to address them on any matter of interest that is within the subject matter jurisdiction of the City. The Planning Commission, upon

PLANNING COMMISSION GUIDELINES

majority vote, may decline to hear a speaker on the ground that the subject matter is not within the jurisdiction of the City.

5.11.2. Time Limits. The total amount of time for public comment for items not on the agenda (“general public comment”) shall be 30 minutes, and no individual speaker may speak for more than 3 minutes. Speakers who have submitted a “Request to Speak” form prior to the time that the item on the agenda is initially read by the Planning Commission Secretary, but who cannot be heard during the initial public comment session due to the total amount of time exceeding 30 minutes, will be heard at the end of the meeting.

5.11.3. Pooling Time. Persons who speak during the general public comment portion of the agenda may not pool their time with others.

5.11.4. Planning Commission and Staff Responses. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Planning Commission or its staff may briefly respond to statements made or questions posed by persons exercising their public comment testimony rights. In addition, on their own initiative or in response to questions posed by the public, a member of the Planning Commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of Planning Commission or the Planning Commission as a body, subject to rules or procedures, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

5.12. Public Decorum and Rules of Conduct.

5.12.1. Duty to Preserve Decorum. While the Planning Commission is in session, all persons, including Planning Commissioners, shall preserve order and decorum. Any person disrupting the Planning Commission meeting shall be barred by the Chair from further attendance at said meeting. Any member of the public who fails to comply with the rules of decorum and conduct after being warned by the Chair, thereby requiring the Chair to interrupt the meeting once again to restore order, shall be considered to be disrupting the meeting.

5.12.2. Disruption Prohibited. No person shall disrupt the orderly conduct of the Planning Commission meeting. Prohibited disruptive behavior includes but is not limited to shouting, making distracting or disrespectful comments, making disruptive noises such as boos or hisses,

PLANNING COMMISSION GUIDELINES

creating or participating in a physical disturbance, speaking out of turn or in violation of applicable rules, preventing or attempting to prevent others who have the floor from speaking, preventing others from observing the meeting, entering into or remaining in an area of the meeting room that is not open to the public, or approaching the Planning Commission dais without consent. Individuals shall not be allowed to bring furniture into Council Chambers, or other items that might obstruct free passage within or ingress to or egress from Council Chambers, or to place any such obstructions in Council Chambers aisles or passage ways.

5.12.3. **Electronic Devices.** All electronic devices, such as phones, tablets or computers, shall be used in a silent mode so as not to disrupt the meeting with beeping, rings or other noises.

5.12.4. **Signs.** No sign shall be brought into the Council Chambers or displayed unless it can be held by one person without blocking the view of the dais by other persons seated in the Council Chambers. Signs shall not be affixed to poles or sticks. No sign or other material shall be affixed to the walls of the Council Chambers.

5.12.5. **Sergeant-at-Arms.** The Chief of Police (or representative) shall act as ex-officio sergeant-at-arms of the Planning Commission. The Police Chief shall carry out all orders and instructions of the Chair for the purpose of maintaining order and decorum inside and outside of the Council Chambers. Persons who disrupt a Planning Commission meeting while in session are subject to arrest and prosecution. Upon instructions of the Chair, it shall be the duty of the sergeant-at-arms or any police officer present to eject from the Council Chambers any person in the audience who disrupts the proceedings of the meeting.

5.13. **Council Chambers Capacity.** Council Chamber attendance is limited to the posted seating capacity. Planning Commission staff shall appropriately regulate entrance to the Council Chamber when the Council Chamber capacity is likely to be exceeded. Members of the public shall not remain standing in the seating area or aisles of the Council Chamber. Sitting on the floor is not permitted. The sergeant-at-arms or the Chair shall enforce these procedures.

6. SUBSTANTIAL CONFORMANCE DETERMINATIONS

6.1. **Substantial Conformance Determination.** After an application has been approved by the Planning Commission, the applicant may request that the project be revised in a minor fashion. These requests are usually the result of completing the design review or plan check process where some new requirement has come to light due to compliance with design review requirements or with flood,

PLANNING COMMISSION GUIDELINES

building, fire, or other development code requirements that is part of the construction documentation phase of a project. Sometimes the changes are purely at the owner's or applicant's request. Some of the revisions are very minor and some may be more difficult to assess, but, pursuant to the Santa Barbara Municipal Code, approval of the request is left to the discretion of the Community Development Director.

6.1.1. Criteria for Consideration. The following guidelines may be considered by the Community Development Director to determine if a revision to an approved project can be allowed without requiring a new or revised discretionary approval:

1. The proposed revision would otherwise be exempt from Design Review.
2. The project has not been the subject of substantial public controversy or interest, and there is no reason to believe that the proposed change has the potential to create substantial controversy.
3. The change does not increase the height of the roof ridgeline of a proposed building.
4. The change would not be counter to direction provided by the applicable decision-maker.
5. The change does not affect easements for trails, public access, or open space.
6. The change does not reduce the number of parking spaces provided or cause an increase in parking demand.

6.1.2. Planning Commission's Role. The Community Development Director may request that the Planning Commission offer input prior to making a substantial conformance determination. The question in this type of determination is whether the revised project is substantially consistent with the original Planning Commission approval. If the Community Development Director cannot make the finding of substantial conformance and the applicant still wishes to pursue the revised project, an application for an amendment to the approval must be filed.

The following details four (4) levels of substantial conformance review and the process to be followed:

Level 1. Sign Off on Minor Revision. Planning staff is involved in the plan check process prior to the issuance of building permits. There may be very minor changes to the project, for example an architectural element may change to meet the requirements of Single Family Design Board,

PLANNING COMMISSION GUIDELINES

Architectural Board of Review or Historic Landmarks Committee, and a staff member documents the change in the record accompanying the building permit and planning application. No notification of the Planning Commission is necessary in this instance.

Level 2. Letter Approving Site Plan/Project Changes. Applicants will sometimes write a letter to the staff requesting minor changes to a project, e.g., moving a building a few feet to accommodate an existing tree, relocation of a trash enclosure to meet Fire Code requirements, relocation of some square footage from one area to another which has minimal effect on the site plan or elevation, or minor changes to approved land uses that are consistent with the original approval and findings. A staff member writes a letter to the applicant which indicates that the changes are in substantial conformance with the approval and a copy is sent to the Planning Commission.

Level 3. Discussion of Focused/Minor Substantial Conformance Requests at a Planning Commission Meeting. There are also requests for substantial conformance which staff feels cannot be granted without input from the Commission. Staff will schedule the item on an agenda as a Discussion Item. A Level 3 determination is anticipated to take less time on the agenda than review by the Commission of a Level 4 determination. The purpose of this discussion is to help staff determine if the request is consistent with the approval. The applicant is invited to be present during these discussions. Generally, a cover memo with background information will be provided to the Commission prior to the meeting. Sometimes in these cases it is appropriate to provide notice to interested parties and surrounding property owners to inform them that a discussion will be held to address a change in the project. Examples include removal of a specimen tree(s) that was to be preserved, minor changes in the location of a building, and project phasing changes. Once staff has received the Commission's input a determination will be made by the Community Development Director. Staff will follow with a letter with a copy sent to the Planning Commission.

Level 4. Discussion of More Significant Substantial Conformance Requests at a Commission Meeting. There are rare instances when an applicant requests a finding of substantial conformance which staff feels it cannot grant without

PLANNING COMMISSION GUIDELINES

more formal input from the Planning Commission. In this situation, the item is scheduled on an agenda as a Discussion Item. A staff report or memo with background information is sent to the Planning Commission prior to the meeting. Usually in these cases it is appropriate to provide notice to interested parties and surrounding property owners to inform them that a formal discussion will be held to address a change in the project. Once staff has received the Commission's input, a determination will be made by the Community Development Director. Staff will follow with a letter with a copy sent to the Commission. An example is where additional square footage is proposed, or some changes in use or parking numbers are proposed.

7. PROCEDURE FOR PLANNING COMMISSION REVIEW OF DECISIONS MADE BY THE STAFF HEARING OFFICER

7.1. **Appeals.** The decisions of the Staff Hearing Officer may be appealed to the Planning Commission by the applicant. Please refer to Santa Barbara Municipal Code Title 28 and Title 30, as applicable, for appeal procedures.

7.2. **Suspension of Decision.** The Chair, Vice-Chair or designated Staff Hearing Officer Liaison may take action to suspend any decision of the Staff Hearing Officer pursuant to Santa Barbara Municipal Code sections 28.44.160 and 30.205.150, as applicable.

8. POWER OF CENSURE

The Planning Commission establishes and reserves the power to censure members of the Planning Commission who violate these procedures. The Planning Commission may adopt supplemental procedures to govern censure proceedings upon the advice and counsel of the City Attorney.

PLANNING COMMISSION GUIDELINES

APPENDIX A

EXEMPLARY CUSTOMER SERVICE AND PROFESSIONAL CONDUCT

This discussion of professional conduct serves those that serve on the City's Planning Commission and are otherwise aspirational for members of the public, applicants and City staff throughout the planning and permit process.

Our primary obligation as Planning Commissioners and active participants in the planning process is to **serve the public interest** and these principles should be used to help further that purpose. All who engage in the planning process should seek to achieve high standards of integrity, proficiency, and knowledge.

A responsible and unbiased judgment often requires a conscientious balancing, based on the facts and context of a particular situation as well as a conscientiously attained concept of the public interest that is formulated through continuous and open debate. All those who participate in planning should be committed to upholding both the spirit and the letter of these principles.

1. **People who participate in the planning process shall continuously pursue and faithfully serve the public interest by:**
 - a) Examining our own cultures and professional positions in an effort to reveal and understand our biases and privileges as an essential first step so we can better serve a truly inclusive public interest.
 - b) Being conscious of the rights of others. Develop skills that enable better communication and more effective, respectful, and compassionate planning efforts with the community.
 - c) Having special concern for the long-range consequences of present actions, or inactions.
 - d) Paying special attention to the interrelatedness of decisions and their unintended consequences.
 - e) Incorporating equity principles and strategies as the foundation for preparing plans and implementation programs to achieve more socially just decision-making. Implement, for existing plans, regulations, policies and procedures, changes which can help overcome historical impediments to participation in the planning process by underserved communities.

PLANNING COMMISSION GUIDELINES

- 2. People who participate in the planning process shall do so with integrity by:**
- a) Providing timely, adequate, clear, and accurate information on planning issues to all affected persons, to governmental bodies, and to the public, to clients and decision makers.
 - b) Facilitating the exchange of ideas and ensure that people have the opportunity for meaningful, timely, and informed participation in the development of plans and programs that may affect them.
 - c) Promoting excellence of design and endeavor to conserve and preserve the integrity and heritage of the natural and built environment. Use principles of sustainability and resilience as guiding influences in our work.
 - d) Identifying the human consequences as well as the environmental consequences of alternative actions including the short and long-term costs and benefits.
 - e) Enhancing our professional education and training in our career as well as in our ability to work as a participant in the planning process.
 - f) Educating the public about planning issues and their relevance to everyone's lives.
 - g) Describing and comment on the work and views of other professionals in a fair and professional manner.
 - h) Respecting the rights of all persons and not discriminate against or harass others.

Credit: American Planning Association



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Administration, Library

SUBJECT: Acceptance of California State Library Grant, English as a Second Language [Resolution]

RECOMMENDATION: That Council:

- A. Accept the California State Library grant for \$86,351 to support English as a Second Language (ESL) Literacy Services; and
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara amending Resolution No. 22-059, adopting the Budget for Fiscal Year 2023, to approve an increase of Revenue and Expenditure Appropriations in Fiscal Year 2023 in the Library Department Miscellaneous Grants Fund Budget in the Amount of \$86,351.

DISCUSSION:

The California State Library Literacy Services approved the grant application for English as a Second Language (ESL) programs for a total of \$86,351. This funding will assist the Library in contracting with ESL instructors to develop specialized ESL tutor training modules and the delivery of staff training to implement tutor instruction, to fund hourly staff salaries to offer Adult Literacy services, and to support the operational costs of Adult Education. These funds will allow the Library to better serve learners who do not speak English as their primary language but wish to better learn to read, write, and speak in English.

BUDGET/FINANCIAL INFORMATION:

By accepting this grant, the Library Department will increase revenue and expenditure appropriation of \$86,351 in the Fiscal Year 2023 Library Miscellaneous Grants budget.

PREPARED BY: Arturo Rodriguez, Senior Librarian

SUBMITTED BY: Jessica Cadiante, Library Director

APPROVED BY: City Administrator's Office

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA AMENDING RESOLUTION NO. 22-059, ADOPTING THE BUDGET FOR FISCAL YEAR 2023, TO APPROVE AN INCREASE OF REVENUE AND EXPENDITURE APPROPRIATIONS IN FISCAL YEAR 2023 IN THE LIBRARY DEPARTMENT MISCELLANEOUS GRANTS FUND BUDGET IN THE AMOUNT OF 86,351 FROM THE CALIFORNIA STATE LIBRARY

WHEREAS, in accordance with the City Charter, the City Administrator filed with the Council a proposed budget for the fiscal year beginning July 1, 2022;

WHEREAS, the City Council is required to adopt a budget before the beginning of the fiscal year on July 1, 2022;

WHEREAS, the City Charter provides that at any public meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least a majority of the total members of the City Council; and

WHEREAS, as authorized by Resolution No. 22-059, this Resolution approves the amendment to the budget as provided herein.

NOW, THEREFORE, be it resolved by the Council of the City of Santa Barbara that in accordance with the provisions of Section 1205 of the City Charter, the budget for the fiscal year 2023, as amended by Resolution No. 22-059, is hereby amended as follows:

1. The Council accepts the English as a Second Language 2022 grant.
2. The Council approves of the increase in revenue appropriation and expenditure appropriation of \$86,351 in the Fiscal Year 2023 Miscellaneous Grants Fund.



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Administration, Library

SUBJECT: Acceptance of California State Library Grant, Book to Action [Resolution]

RECOMMENDATION: That Council:

- A. Accept a grant in the amount of \$20,000 from the California State Library for the support of Adult Education programing; and
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara amending Resolution No. 22-059, adopting the Budget for Fiscal Year 2023, to approve an increase of Revenue and Expenditure Appropriations in Fiscal Year 2023 in the Library Department Miscellaneous Grants Fund Budget in the Amount of \$20,000 from the California State Library, Federal Library Services and Technology Act fund.

DISCUSSION:

The California State Library approved the grant application for the Book to Action 2022: Golden Gates project for a total of \$20,000 in federal Library Services and Technology Act (LSTA) funds. The Santa Barbara Public Library 2023 Book to Action program will expand understanding of local housing policies and serve as a catalyst for the community to work in solidarity with unhoused individuals to support their basic needs and advocate for solutions to the housing crisis through facilitated close readings of *Golden Gates* and *Mutual Aid*, panel discussions, and workshops.

BUDGET/FINANCIAL INFORMATION:

By accepting this grant, the Library Department will increase revenue and expenditure appropriation of \$20,000 in the Fiscal Year 2023 Library Miscellaneous Grants budget.

PREPARED BY: Arturo Rodriguez, Senior Librarian

SUBMITTED BY: Jessica Cadiente, Library Director

APPROVED BY: City Administrator's Office

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA AMENDING RESOLUTION NO. 22-059, ADOPTING THE BUDGET FOR FISCAL YEAR 2023, TO APPROVE AN INCREASE OF REVENUE AND EXPENDITURE APPROPRIATIONS IN FISCAL YEAR 2023 IN THE LIBRARY DEPARTMENT MISCELLANEOUS GRANTS FUND BUDGET IN THE AMOUNT OF \$20,000 FROM THE CALIFORNIA STATE LIBRARY, FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FUND.

WHEREAS, in accordance with the City Charter, the City Administrator filed with the Council a proposed budget for the fiscal year beginning July 1, 2022;

WHEREAS, the City Council is required to adopt a budget before the beginning of the fiscal year on July 1, 2022;

WHEREAS, the City Charter provides that at any public meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least a majority of the total members of the City Council; and

WHEREAS, as authorized by Resolution No. 22-059, this Resolution approves the amendment to the budget as provided herein.

NOW, THEREFORE, be it resolved by the Council of the City of Santa Barbara that in accordance with the provisions of Section 1205 of the City Charter, the budget for the fiscal year 2023, as amended by Resolution No. 22-059, is hereby amended as follows:

1. The Council accepts the Book to Action 2022 grant.
2. The Council approves of the increase in revenue appropriation and expenditure appropriation of \$20,000 in the Fiscal Year 2023 Library Miscellaneous Grants Fund.



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Administration, Library

SUBJECT: Acceptance of California State Library Grant, Adult and Family Literacy [Resolution]

RECOMMENDATION: That Council:

- A. Accept a grant in the amount of \$56,215 from the California State Library for the support of Family and Adult Literacy programing; and
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara amending Resolution No. 22-059, adopting the Budget for Fiscal Year 2023, to approve an increase of Revenue and Expenditure Appropriations in Fiscal Year 2023 in the Library Department Miscellaneous Grants Fund Budget in the Amount of \$56,215 from the California State Library.

DISCUSSION:

The California State Library approved the grant application for Adult Literacy in the amount of \$46,215 and Family Literacy in the amount of \$10,000, for a total of \$56,215 in California Library Literacy Services. The Santa Barbara Public Library will use these funds to train local tutor volunteers and design a continuum of programs that address the intergenerational nature of literacy. Programs will include interactive literacy activities between caregiver/parent and child, training in such activities, literacy training that leads to economic self-sufficiency, and age-appropriate education to prepare children for success in school and life experiences.

BUDGET/FINANCIAL INFORMATION:

By accepting this grant, the Library Department will increase revenue and expenditure appropriation of \$56,215 in the Fiscal Year 2023 Library Miscellaneous Grants budget.

PREPARED BY: Arturo Rodriguez, Senior Librarian

SUBMITTED BY: Jessica Cadiente, Library Director

APPROVED BY: City Administrator's Office

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA AMENDING RESOLUTION NO. 22-059, ADOPTING THE BUDGET FOR FISCAL YEAR 2023, TO APPROVE AN INCREASE OF REVENUE AND EXPENDITURE APPROPRIATIONS IN FISCAL YEAR 2023 IN THE LIBRARY DEPARTMENT MISCELLANEOUS GRANTS FUND BUDGET IN THE AMOUNT OF \$56,215 FROM THE CALIFORNIA STATE LIBRARY.

WHEREAS, in accordance with the City Charter, the City Administrator filed with the Council a proposed budget for the fiscal year beginning July 1, 2022;

WHEREAS, the City Council is required to adopt a budget before the beginning of the fiscal year on July 1, 2022;

WHEREAS, the City Charter provides that at any public meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least a majority of the total members of the City Council; and

WHEREAS, as authorized by Resolution No. 22-059, this Resolution approves the amendment to the budget as provided herein.

NOW, THEREFORE, be it resolved by the Council of the City of Santa Barbara that in accordance with the provisions of Section 1205 of the City Charter, the budget for the fiscal year 2023, as amended by Resolution No. 22-059, is hereby amended as follows:

1. The Council accepts the California Library Literacy Services 2022 grant.
2. The Council approves of the increase in revenue appropriation and expenditure appropriation of \$56,215 in the Fiscal Year 2023 Library Miscellaneous Grants Fund.



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Administration, Library

SUBJECT: Acceptance of California State Library Zip Books Project Grant
[Resolution]

RECOMMENDATION: That Council:

- A. Accept a grant in the amount of \$24,628 from the California State Library to provide access to additional books.
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara amending Resolution No. 22-059, adopting the Budget for Fiscal Year 2023, to approve an increase of Revenue and Expenditure Appropriations in Fiscal Year 2023 in the Library Department Miscellaneous Grants Fund Budget in the Amount of \$24,628 from the California State Library.

DISCUSSION:

The Santa Barbara Public Library applied for and received funding from the California State Library for the Zip Books Project. The goal of this program is to provide library patrons with access to books that are otherwise not available through the library collection, primarily due to vendor availability or publication date.

BUDGET/FINANCIAL INFORMATION:

By accepting this grant, the Library will increase revenue and expenditure appropriation of \$24,628 in the Fiscal Year 2023 Library Miscellaneous Grants budget.

PREPARED BY: Beate Bjoerklund, Senior Librarian

SUBMITTED BY: Jessica Cadiente, Library Director

APPROVED BY: City Administrator's Office

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA AMENDING RESOLUTION NO. 22-059, ADOPTING THE BUDGET FOR FISCAL YEAR 2023, TO APPROVE AN INCREASE OF REVENUE AND EXPENDITURE APPROPRIATIONS IN FISCAL YEAR 2023 IN THE LIBRARY DEPARTMENT MISCELLANEOUS GRANTS FUND BUDGET IN THE AMOUNT OF \$24,628 FROM THE CALIFORNIA STATE LIBRARY.

WHEREAS, in accordance with the City Charter, the City Administrator filed with the Council a proposed budget for the fiscal year beginning July 1, 2022;

WHEREAS, the City Council is required to adopt a budget before the beginning of the fiscal year on July 1, 2022;

WHEREAS, the City Charter provides that at any public meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least a majority of the total members of the City Council; and

WHEREAS, as authorized by Resolution No. 22-059, this Resolution approves the amendment to the budget as provided herein.

NOW, THEREFORE, be it resolved by the Council of the City of Santa Barbara that in accordance with the provisions of Section 1205 of the City Charter, the budget for the fiscal year 2023, as adopted by Resolution No. 22-059, is hereby amended as follows:

1. The Council accepts the Zip Books Project 2022 grant.
2. The Council approves of the increase in revenue appropriation and expenditure appropriation of \$24,628 in the Fiscal Year 2023 Library Miscellaneous Grant Fund budget.



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: City Administrator's Office

SUBJECT: Agreement for Independent Police Monitor Professional Advisory Services in Support of New Civilian Oversight System [Resolution; Agreement]

RECOMMENDATION: That Council:

- A. Authorize the City Administrator to execute an agreement with The Aden Group, LLC in an amount not to exceed \$67,200 covering the period from December 6, 2022 to June 30, 2023.
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Amending Resolution 22-059, Adopting the Budget for Fiscal Year 2023, to increase appropriations in the City Administrator's Office, in the General Fund, for \$67,200.

DISCUSSION:

On June 6, 2022, the Mayor and City Council directed staff to retain an experienced Independent Police Monitor (IPM) professional to advise the City Administrator's Office in creation and implementation of the new civilian oversight system of the Santa Barbara Police Department. After a comprehensive vetting process, the City Administrator's Office is recommending Hassan Aden of The Aden Group, LLC (Aden) to be retained for this purpose.

Aden serves as Deputy Monitor in the federal consent decree imposed on the City of Baltimore Police Department overseeing all of the Accountability requirements and managing various aspects of the team. Aden also serves as an Associate Monitor in the Chicago Police Department consent decree and oversees the Supervision requirements. Additionally, he has served as the lead monitor for the Cleveland federal consent decree and as deputy monitor for the Seattle federal consent decree.

Until late 2015, Aden was the Director of the Research and Programs Directorate of the International Association of Chiefs of Police (IACP), where he directly oversaw the day-

Council Agenda Report

Agreement for Independent Police Monitor Professional Advisory Services in Support of
New Civilian Oversight System [Resolution; Agreement]

December 6, 2022

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to-day management of operational programs and research projects aimed at advancing professional police services. Mr. Aden is a 26 veteran of the Alexandria Police Department in Alexandria, Virginia, rising to the rank of Deputy Chief until he retired in 2012 and then served as Chief of Police of the Greenville Police Department in Greenville, North Carolina until 2015.

Aden is a former Commissioner of the governing board of the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). He currently serves on the National Academies of Sciences, Engineering and Medicine's Committee on Law and Justice, working with the world's top criminologists, economists, and other academics on law and justice issues. Among other academic credentials, he holds a Masters of Public Administration from American University in Washington, D.C.

Hassan Aden of The Aden Group, LLC will be advising the City Administrator's Office and the City's multi-departmental team that is dedicated to implementation of the new civilian oversight system. This will include, but not be limited to, advising on the development of new policies and procedures as well as the orientation and training program for the Fire and Police Commission. It will also include direct support to the Senior Assistant to the City Administrator who is charged with police monitor responsibilities. The Aden Group, LLC will be ensuring the City's adherence to principles and best practices of effective oversight.

BUDGET/FINANCIAL INFORMATION:

It is recommended that Council appropriate \$67,200 in the City Administrator's expenditure budget in Fiscal Year 2023, funded from General Fund Reserves, in order to fund Independent Police Monitor Professional Advisory Services.

The agreement is available for review by contacting Barbara Andersen, Senior Assistant to the City Administrator at BAndersen@SantaBarbaraCA.gov.

PREPARED BY: Barbara Andersen, Senior Assistant to the City Administrator

SUBMITTED BY: Rebecca Bjork, City Administrator

APPROVED BY: City Administrator's Office

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF
SANTA BARBARA AMENDING RESOLUTION NO. 22-059,
ADOPTING THE BUDGET FOR FISCAL YEAR 2023, FOR
\$67,200

WHEREAS, in accordance with the City Charter, the City Administrator filed with the Council a proposed budget for the fiscal year beginning July 1, 2022;

WHEREAS, the City Council is required to adopt a budget before the beginning of the fiscal year on July 1, 2022;

WHEREAS, the City Charter provides that at any public meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least a majority of the total members of the City Council; and

WHEREAS, as authorized by Resolution No. 22-059, this Resolution approves the amendment to the budget as provided herein.

NOW, THEREFORE, be it resolved by the Council of the City of Santa Barbara that in accordance with the provisions of Section 1205 of the City Charter, the budget for the fiscal year 2023, as adopted [or amended] by Resolution No. 22-059, is hereby amended as follows:

1. That Council appropriate \$67,200 in the City Administrator's budget in the General Fund in Fiscal Year 2023, funded from General Fund Reserves, in order to fund Independent Police Monitor Professional Advisory Services.



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Administration Division, Finance Department

SUBJECT: Municipal Financial Advisory Services for the Police Facility Debt Issuance [Agreement]

RECOMMENDATION:

That Council authorize the Finance Director to execute an agreement with KNN Public Finance, LLC, for municipal financial advisory services in an amount not to exceed \$130,000 in connection with the debt issuance for the City's Police Facility.

DISCUSSION:

The City historically has used municipal financial advisors with the issuance of long-term debt. For several years, the City has retained the services of KNN Public Finance for municipal financial advisory services. KNN is a highly qualified firm with extensive knowledge of the City's operations and past bond sales. Staff believes this expertise and knowledge of the City is important to ensure any bond sale is based on a thorough understanding of the City's needs and the bond market.

In general, the role of a financial advisor is to serve as an independent advocate for the seller of bonds or other indebtedness, and provide the seller with the information necessary to make intelligent, informed decisions. The sale of bonds is a highly specialized, complicated, and nuanced transaction, requiring a level of expertise not generally held by municipal finance professionals within the City. Specifically, the financial advisor helps structure the financing to get the best rate for the City, reviews and gives advice on the bond underwriter's proposals in a negotiated bond sale, reviews documents from bond counsel and disclosure counsel, and coordinates the bond issuance closing process. For a competitive sale of the bonds, the financial advisor structures the bond issue, conducts a public sale, identifies the winning bidder, and coordinates the bond issuance closing process.

The City is seeking to retain municipal advisory services from KNN Public Finance to provide services related to anticipated debt issuances for the new Police Station Facility.

BUDGET/FINANCIAL INFORMATION:

Municipal financial advising services are planned to be paid from the proceeds of the bond issuances.

A copy of the professional services agreement is available for public review in the City Clerk's Office or by email to clerk@santabarbaraca.gov.

PREPARED BY: Keith DeMartini, Finance Director

SUBMITTED BY: Keith DeMartini, Finance Director

APPROVED BY: City Administrator's Office



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Water Resources Division, Public Works Department

SUBJECT: Water and Wastewater Service Agreement for 4 Sunrise Hill Lane [Agreement]

RECOMMENDATION: That Council:

- A. Authorize the Public Works Director to execute an agreement for provision of water and sewer service to real property located outside City of Santa Barbara limits, between the City and 109 Investors LLC, to provide City water and wastewater services to 4 Sunrise Hill Lane (APN 013-210-049); and
- B. Authorize the Public Works Director to submit an application to the Local Agency Formation Commission to approve the water and wastewater service agreement.

DISCUSSION:

The project site is a vacant parcel located in the County of Santa Barbara (County), outside City of Santa Barbara (City) limits. The City already provides water and wastewater service to other properties in the vicinity of 4 Sunrise Hill Lane, and the property is fronted by an existing City water main. No other water or sanitary districts operate in the vicinity of the project site.

The property owner is in the process of obtaining approvals and permits from the County to perform an SB 9 lot split to split the property into two lots and construct a single-family residence and an Accessory Dwelling Unit on each lot. The owner is seeking water and wastewater service from the City for the proposed residences.

Providing new water or wastewater service by agreement to properties outside City limits requires approval by the Local Agency Formation Commission (LAFCO). The property owner is requesting that Council authorize the execution of the service agreement and the submittal of the required applications to LAFCO. The property owner will pay all LAFCO fees.

In 2019, the previous property owners were pursuing the construction of a single-family residence on the property. Council consented to a Sphere of Influence amendment to bring the property within the City's sphere, authorized a water and sewer service

agreement to serve the residence, and authorized the submittal of all required applications to LAFCO in December 2019. LAFCO approved both the Sphere of Influence amendment and the water and sewer service agreement in September 2020. However, because the new owner's project scope is significantly different from the original project scope, a new agreement and LAFCO approval is required.

The recommended agreement has been prepared in conformance with applicable resolutions and requirements of the Municipal Code, including the required waiver of right to protest annexation. Per the proposed agreement, water and wastewater service to the lots resulting from the lot split of 4 Sunrise Hill Lane would be subject to all the same terms, conditions, and requirements that apply to similar service to other properties located within the City boundaries.

A copy of the agreement is available for public review by request to pwinfo@santabararaca.gov.

BUDGET/FINANCIAL INFORMATION:

The proposed action has no financial impact on the City. The owner will be responsible for all applicable costs associated with connection to the City's water and wastewater systems.

ENVIRONMENTAL REVIEW:

The Out-of-Agency Service Agreement is exempt from further environmental review pursuant to California Environmental Quality Act Guidelines Section 15303 (New Construction, utility extensions).

ATTACHMENT: 4 Sunrise Hill Lane Map

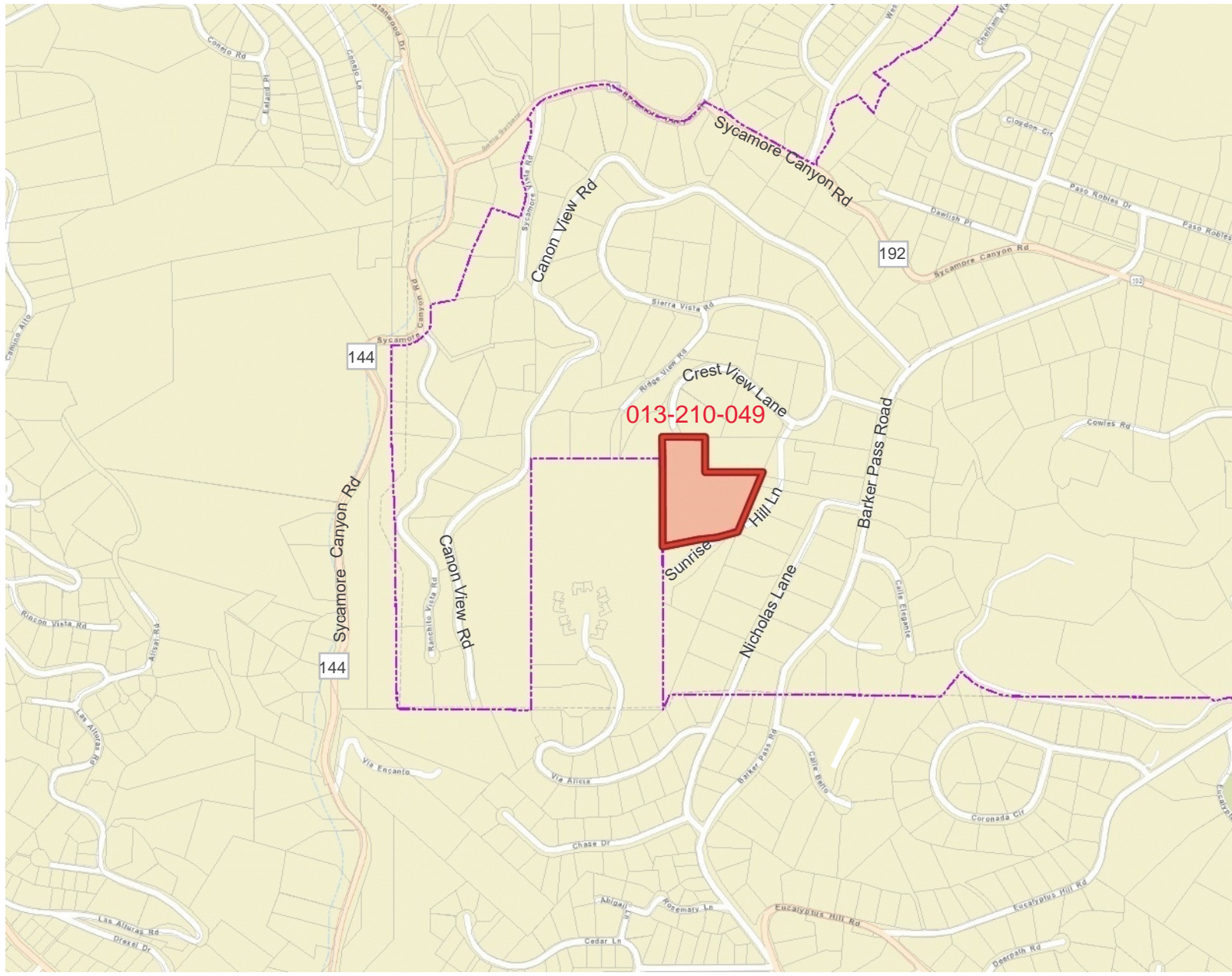
PREPARED BY: Joshua Haggmark, P.E., Water Resources Manager/DH/Im

SUBMITTED BY: Clifford M. Maurer, P.E., Public Works Director

APPROVED BY: City Administrator's Office



4 Sunrise Hill Lane



Legend

- City Limits
- Assessor's Parcels - City
- World Street Map

1: 10,445



1,740.815 0 870.407 1,740.815 Feet

MAP DISCLAIMER

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Reported on 11/14/2019 02:13 PM

This service has been provided to allow a visual display of City information. Every effort has been made to ensure the accuracy of the map and data. The City of Santa Barbara assumes no responsibility arising from the use of this information. THE MAPS AND ASSOCIATED DATA ARE PROVIDED WITHOUT A WARRANTY OF ANY KIND. This map was created using the City of Santa Barbara Mapping Analysis and Printing System application.

Notes



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Streets Operations & Infrastructure Management Division, Public Works Department

SUBJECT: Advanced Traffic Signal Management System Replacement [Agreement]

RECOMMENDATION:

That Council authorize the Public Works Director to execute a City Professional Services Contract with McCain, Inc. in the amount of \$472,176 for an advanced traffic signal management system and traffic signal controllers.

DISCUSSION:

Background

The City of Santa Barbara (City) owns and operates 123 intersections with traffic signals. At each intersection, a traffic signal controller operates traffic signals. The traffic signal controller communicates with the City's current advanced traffic management system, a software program, on a central server located at 630 Garden Street to manage traffic signal timing, maintain synchronization, and alert City staff of faults.

The current advanced traffic signal management system (software program), QuicNet, has been in operation since the early 1990s and is no longer supported. If the system fails, traffic signals would fall out of synchronization, and City staff would lose the ability to manage traffic signal timing and remotely monitor traffic signals. In addition, most of the City's traffic signal controllers at each intersection are no longer supported.

Request for Proposals

The City issued a Request for Proposals to replace the QuicNet system and provide compatible traffic signal controllers. The City received four proposals and scored them based on experience, cost, and on their ability to meet the City's functionality requirements. City staff tested the system and controllers proposed by the top-ranked vendor to ensure they could operate the signals at the City's various intersections.

The City selected McCain, Inc. (McCain) to provide a new advanced traffic management system and 110 compatible traffic signal controllers to replace the ones that are no longer supported. McCain met the City's functionality needs and offered the most cost-effective proposal.

The system and controllers proposed by McCain have the capability to provide adaptive traffic signal timing and transit priority in the future.

Project Description

McCain will install and configure the new software on a new server, train City staff, supply 110 new traffic signal controllers, and provide system maintenance for three years. City staff will install and program the traffic signal controllers.

BUDGET/FINANCIAL INFORMATION:

The Project was identified in the Fiscal Year 2023 Capital Improvement Plan. The total cost of the advanced traffic management system and 110 traffic signal controllers is \$472,176. Adequate expenditure appropriations exist in the Traffic Management System Replacement Project in the Measure C Capital Fund budget in Fiscal Year 2023 to cover the cost of the proposed contract with McCain.

The public may request a copy of the contract for review from the Public Works Department by contacting PWInfo@SantaBarbaraCA.gov.

PREPARED BY: Derrick Bailey, P.E., T.E, Principal Transportation Engineer/nv

SUBMITTED BY: Clifford M. Maurer, P.E., Public Works Director

APPROVED BY: City Administrator's Office



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Engineering Division, Public Works Department

SUBJECT: Third Contract Amendment with Carollo Engineers, Inc. for Owner's Representative Services and Contract Administration Support for Operating the Charles E. Meyer Desalination Plant [Agreement]

RECOMMENDATION:

That Council authorize the Public Works Director to execute the Third Contract Amendment to the City Professional Services Agreement No. 25,222 with Carollo Engineers, Inc. in the amount of \$247,278 to provide continued owner's representative services and contract administration support for operating the Charles E. Meyer Desalination Plant.

DISCUSSION:

Background

In 2015, the City of Santa Barbara (City) Council voted unanimously to reactivate the Charles E. Meyer Desalination Plant (Plant). Construction began in September 2015, and the Plant began operation in May 2017. All major construction work was completed in 2019, and the project entered the operations phase on March 5, 2019. The Plant was reactivated under a Design, Build, Operate (DBO) contract with IDE Americas. The Plant plays a critical role in the City's diverse water supply portfolio, providing 30 percent of the City's drinking water from a reliable local supply.

The City selected Carollo Engineers, Inc. (Carollo) through a Request for Proposals process to support the City's effort to reactivate the Plant, including assistance through planning and design. Carollo's expertise in seawater desalination and familiarity with the DBO contract made them an ideal candidate for support during operations.

Current Status

Administration of the DBO contract in the operations phase requires significant technical support. Carollo has provided this technical support to the City since the beginning of the operations phase, including tracking performance guarantees, reviewing and supporting responses for relief claims, and reviewing claims of extraordinary items. In addition,

Council Agenda Report

Third Contract Amendment with Carollo Engineers, Inc. for Owner's Representative Services and Contract Administration Support for Operating the Charles E. Meyer Desalination Plant [Agreement]

December 6, 2022

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Carollo has reviewed adjustments to the base operating charge and prepared contract administration memoranda including calculating index-linked annual adjustments, guaranteed maximum annual energy and chemical costs adjustments, and other adjustments to the contract's terms and conditions. Finally, Carollo has prepared annual statements in accordance with the contract terms and conditions, and attended virtual meetings upon request.

The purpose of this recommended Contract Amendment is to extend Carollo's support past the end of the initial term of the DBO contract's five-year operational services phase, which is scheduled to end in March 2024. The amendment will allow for Carollo's services to extend through December 2024 to include annual settlement statements and other contract administration services expected to require support beyond the end of the current operational period.

The public may request a copy of the Contract Amendment for review from the Public Works Department by contacting PWInfo@SantaBarbaraCA.gov.

BUDGET/FINANCIAL INFORMATION:

Funding

The following summarizes the expenditures recommended in this report:

PROFESSIONAL SERVICES CONTRACT FUNDING SUMMARY

	Base Contract	Extra Services	Total
Current Contract Amount	\$2,032,622	\$1,535,153	\$3,567,775
Proposed Increase	\$0	\$247,278	\$247,278
Total	\$2,032,622	\$1,782,431	\$3,815,053

With the approval of the recommended Contract Amendment, the total professional services contract expenditure authority will increase to \$3,815,053.

There are sufficient expenditure appropriations in the Desalination Facility Project in the Water Capital Fund budget for Fiscal Year 2023 to cover the cost of the proposed contract amendment with Carollo Engineers, Inc.

ENVIRONMENTAL REVIEW:

Amending current contracts does not require California Environmental Quality Act review.

Council Agenda Report

Third Contract Amendment with Carollo Engineers, Inc. for Owner's Representative Services and Contract Administration Support for Operating the Charles E. Meyer Desalination Plant [Agreement]

December 6, 2022

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WATER COMMISSION:

This item was presented to the Water Commission at its meeting on November 17, 2022, and the Commission voted 5:0:0 in support of staff's recommendations.

PREPARED BY: Brian D'Amour, P.E., City Engineer/PM/rl

SUBMITTED BY: Clifford M. Maurer, P.E., Public Works Director

APPROVED BY: City Administrator's Office



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Administration Division, Finance Department

SUBJECT: Measure C Annual Accountability Report Fiscal Year (FY) 2022

RECOMMENDATION:

That Council accept the Measure C Annual Accountability Report for the Fiscal Year Ended June 30, 2022.

DISCUSSION:

In November 2017, Santa Barbara voters approved Measure C which established a 1% district sales tax. The proceeds of the tax, estimated at approximately \$30 Million per fiscal year, have been and will continue to be used to fund critical infrastructure capital projects, including streets, sidewalks, storm drains, a new police station, and other City facilities. The Measure C sales tax became effective on April 1, 2018, and has no ending date.

The Measure C ballot measure articulated the following priorities:

- Police, fire, and 911 emergency medical response;
- Local streets, potholes, bridges, and storm drains;
- Neighborhood fire stations/public safety infrastructure;
- Parks, youth/senior services;
- Address homelessness;
- Help retain local businesses; and
- Support other general services.

On February 6, 2018, the City Council adopted a resolution establishing priorities for Measure C expenditures. The Council determined that for the first five fiscal years the top priorities would include:

- Planning, permitting, and bonding for a new police station facility;
- Repairing local streets throughout the City, including related street infrastructure;
- Replacing Fire Station No. 7;

- Community projects to support the City's parks and library;
- Business district infrastructure projects; and
- Maintenance of City buildings.

Measure C required the formation of a seven-member Citizens' Oversight Committee (Committee). The role of the Committee is to ensure Measure C revenues are spent as intended and in accordance with the tax ordinance. Measure C also required the preparation of an Annual Accountability Report (Report). The Report is intended to show what revenues were received and how those revenues were used. Because Measure C sales tax revenues are not legally restricted special taxes, it is important to demonstrate to the community that the City is using the revenues in the manner intended by the voters.

Summary of Annual Accountability Report for Fiscal Year 2022

The preparation of the Report is specifically required by the Measure C ballot language and adopted ordinance. Its purpose is to provide a complete accounting of all Measure C sales tax revenues and a detailed discussion of how those funds were programmed. In conjunction with the creation of the Committee, it is intended to ensure full transparency to the community and to demonstrate compliance with the intentions and priorities of the community supporting Measure C.

In addition to presenting the Report to the Committee, the Report will be provided annually to the City Council and posted to the Committee page on the City's website so that anyone in the community can access the Report electronically.

The table below summarizes the Measure C-related expenditures through June 30, 2022, by major program area. In total, approximately \$17.6 Million of expenditures were incurred on priority capital projects, the most significant in street repaving and other related projects. The adopted Measure C budget for FY2023 is slightly higher from prior estimates due to the anticipated economic recovery and sales tax activities following the COVID pandemic. Sales tax revenues, in particular, continue to be more volatile than other tax sources and are more challenging to predict.

Program (\$ Millions)	Revised Budget	Actual Expenditure	Encumbrance	Remaining
Police	\$3.8	\$0.5	\$0.4	\$2.8
Encampment Bridge Housing	2.6	1.6	0.0	1.0
Streets	23.2	13.6	2.9	6.6
Facilities	1.7	0.2	0.4	1.0
Library	7.9	0.0	6.4	1.4
Parks & Recreation	2.0	0.8	0.4	0.7
Public Works	1.8	0.7	0.2	0.9
Total	\$42.8	\$17.6	\$10.7	\$14.5

Totals reflect rounding

The Report goes into detail regarding each project funded using Measure C funds and is attached for further review.

Staff presented the Report for Fiscal Year ended June 30, 2022, to the Committee on October 26, 2022. Staff implemented a number of enhancements to the Report, including a checklist of City Council identified priorities, additional pictures and graphics, advanced screen reading capabilities for visually impaired individuals, and additional project details. The Committee members expressed support in receiving the Report.

The next Committee meeting is tentatively scheduled for February 22, 2023, where staff will provide an update of FY2023 projects in coordination with the upcoming budget process.

BUDGET/FINANCIAL INFORMATION:

There is no budget or financial impact from the review and acceptance of the Report for Fiscal Year ended June 30, 2022.

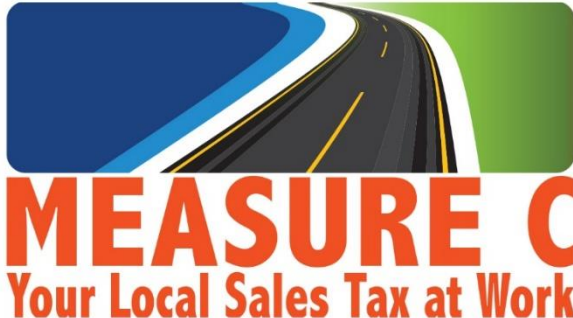
The Report for FY2022 and for prior years can be accessed at the following site:
<https://santabarbaraca.gov/citizens-oversight-committee>.

ATTACHMENT: Annual Accountability Report for the Fiscal Year Ended June 30, 2022

PREPARED BY: Keith DeMartini, Finance Director

SUBMITTED BY: Keith DeMartini, Finance Director

APPROVED BY: City Administrator's Office



ANNUAL ACCOUNTABILITY REPORT

Prepared for: Citizens' Oversight Committee
October 26, 2022



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INTRODUCTION TO MEASURE C

In November 2017, Santa Barbara voters approved Measure C, which established a one-cent sales tax increase. The City of Santa Barbara (City) uses the proceeds of the tax, currently estimated at \$23.8 Million per year, to fund critical infrastructure. Measure C requires an Annual Accountability Report showing how revenues from the prior year were used. Because Measure C revenues are not legally restricted, it is important that the community sees that the City is meeting its commitment to use Measure C to address critical infrastructure needs.

FISCAL YEAR 2022 HIGHLIGHTS

Retaining local businesses is a priority for the City. With businesses still recuperating from the pandemic's effect on the economy, Measure C funding plays an important role in ensuring a vibrant and sustainable business environment. Improvements to business corridors like State Street, Garden Street, Milpas Street, and Coast Village Road are examples of ongoing efforts in this area. State Street's interim closure to vehicular traffic allowed for business corridor improvements such as landscaped planters, bollards, signage, and improved lighting. These efforts provided opportunities for businesses to continue to thrive during the pandemic. Other benefits, including tree planting, landscape enhancement, replacement of electric pedestals, sidewalk repairs, and curb painting, have resulted in a safer, cleaner, and more vibrant business district.

Street maintenance remains a high priority as well, with a significant amount of Measure C funding allocated to repaving streets, repairing potholes, replacing bridges, and maintaining storm drains. The City continues the Fiscal Year (FY) 2021-B Pavement Maintenance Project, which involves grinding off deteriorated asphalt pavement and overlaying the roadways with new asphalt on high priority streets. This project is upgrading 77 pedestrian access ramps to meet Americans with Disabilities Act (ADA) requirements and upgrading traffic signals to improve pedestrian and roadway safety. The Annual Pavement Program enhanced pedestrian mobility throughout the City near important locations such as medical offices, hospitals, and grocery stores. The City also refurbished traffic signals in the Haley Street corridor in spring 2022 for long-term reliability, which was one of many planned signal upgrades performed to reduce traffic congestion.

With over 27,000 street trees within street rights-of-ways, most of the City's streets require tree maintenance, which includes canopy reduction, removal, and replanting. In FY 2022, the City performed tree maintenance for the Urban Forest Management Plan Implementation Project on 1,206 City trees, including Brazilian peppers, olives, blue gum eucalyptus, and other trees. The Project also included the removal of 22 dead trees and root pruning for sidewalk improvements.

Measure C funding benefits multiple City renovation projects. The Cabrillo Pavilion Renovation Project, which is now completed, involved mechanical, electrical, fire protection, and communication systems upgrades. Exterior building improvements to the Cabrillo Pavilion included, but were not limited to, landscaping, outdoor showers, and promenade restoration. This project enabled the City to increase recreational programs, gain a modern social event center, and support beach activities. As a result of the project, the Cabrillo Pavilion is now a more usable and safe community hub year-round. The De la Guerra Plaza Revitalization Project will upgrade the historic plaza's aesthetic look and structure, and will better serve the community's arts and culture events throughout the year. With the police station being over 70 years old, Measure C funding will support the Santa Barbara Police Station Project by modernizing and enhancing the station. Debt issuance is planned for FY 2023.

During the last three years, the Dwight Murphy Field Renovation Project was in the design stage which entailed a full-scale rehabilitation of existing park amenities, including but not limited to the multi-sport field, youth baseball field, restrooms, parking, and access into and through the park. Measure C funding will also support the installation of an inclusive playground, convert natural turf into a synthetic field, and install site lighting to improve park safety. In spring 2022, the Las Positas and Modoc Multiuse Pathway Project improved safety for all modes of transportation along Las Positas and Modoc Roads. The project implemented traffic calming measures, habitat restoration, and improved accessibility to such public amenities as Hendry's Beach and Elings Park, and was primarily grant funded. Measure C funds were leveraged to complete pavement maintenance along Las Positas and Modoc Roads concurrent with the pathway construction to provide fully maintained corridors.

Measure C also provides funding for park protection and for youth and senior services. With over 22 children's playgrounds located in City parks, the Playground Replacement Project ensures every playground meets safety standards and replaces aging and dysfunctional equipment. Measure C supported the completion of the Westside Neighborhood Center's playground in spring 2022, as well as the Eastside Neighborhood Park playground to be installed in 2023.

Accessibility and inclusion is another City priority for internal- and external-facing facilities. In FY 2022, funding in this area was predominantly used for the design of the Central Library's fully accessible elevator, which is the Library Elevator Replacement Project that will provide access to all three floors for the public and employees. This project is currently under construction and is slated to be completed in spring 2023.

In addition to the Central Library's new glass elevator, there have been multiple Library upgrades and safety precaution projects that are or will be funded by Measure C. The Central Library Plaza Improvement Project, which started in summer 2022, will create a more attractive and safe gathering space in the Library Plaza for residents and visitors, and will reduce maintenance and water resources costs. The Central Library Upper-Level Needs Assessment Project, currently in design, entails multiple interior upgrades for mobile shelving, a dedicated teen space, and a potential kitchen rental space. The Eastside Library Security Cameras Project, completed in fall 2021, protects the Library against theft and vandalism, and provides increased safety measures such as providing staff a better sense of security while walking from the building in the dark during closing hours. The Central Library Lower-Level Workspace Renovation Project, started in summer 2022, includes improving lighting, increasing storage, redesigning workspaces to be more ergonomical, and making the Library more ADA accessible. Measure C funds also assist with the current needs of Library operations.

The Citizens' Oversight Committee Annual Accountability Report, as well as information about these projects and more, is available at SantaBarbaraCA.gov/Citizens-Oversight-Committee.

SCHEDULE OF SOURCES AND USES
MEASURE C
Fiscal Year Ended June 30, 2022

Sources	Adopted Budget	Carryovers	Amendments	Revised Budget	Actual Revenue	N/A	Remaining
Measure C Revenue	\$24,988,418	\$ -	\$ 5,836,012	\$30,824,430	\$30,824,430	\$ -	\$ -
TOTAL SOURCES	\$24,988,418	\$ -	\$ 5,836,012	\$30,824,430	\$30,824,430	\$ -	\$ -
Uses	Adopted Budget	Carryovers	Amendments	Revised Budget	Actual Expenditure	Encumb.	Remaining
POLICE							
Police Station–Preliminary Work	\$ 2,500,000	\$ 1,263,395	\$ -	\$ 3,763,395	\$ 537,065	\$ 432,869	\$ 2,793,461
COMMUNITY DEVELOPMENT							
City Net Encamp. Bridge Housing	-	-	2,638,065	2,638,065	1,645,483	-	992,581
STREETS							
Pavement Improvements	11,905,418	4,207,297	(914,521)	15,198,194	9,728,803	1,586,999	3,882,392
Drainage Improvements	850,000	1,399,029	(234,840)	2,014,190	375,794	302,286	1,336,110
Pedestrian Enhance–Sidewalk Infills	100,000	500,000	(144,386)	455,614	400,524	-	55,090
Sidewalk Replacement, Repair, & Access Ramps	1,500,000	69,071	(7,071)	1,562,000	920,962	399,000	242,038
Traffic Management System	500,000	-	(500,000)	-	-	-	-
Traffic Signal Upgrade & Maintenance	550,000	100,000	-	650,000	145,283	48,221	456,496
Street Lighting Improvements	300,000	2,077,984	-	2,377,984	1,777,292	177,733	422,959
Multiuse Pathways	-	266,562	634,165	900,727	281,228	406,521	212,978
<i>Subtotal – Streets</i>	<i>15,705,418</i>	<i>8,619,943</i>	<i>(1,166,653)</i>	<i>23,158,709</i>	<i>13,629,886</i>	<i>2,920,760</i>	<i>6,608,063</i>
FACILITIES							
Facilities Master Plan	-	198,574	-	198,574	48,640	149,934	-
Minor Renewal–Fire Stations	-	270,612	-	270,612	63,213	200,854	6,545
630 Garden St Bldg Renovations	740,000	-	-	740,000	4,782	15,809	719,409
City Hall–Plumb/Restroom Upgrade	-	388,667	(350,000)	38,667	7,626	30,630	410
Parks Restrooms Minor Renewal	145,000	81,386	(151,471)	74,916	21,355	-	53,560
Parks Bldgs Renovations	455,000	479,163	(660,540)	273,263	39,367	22,094	212,163
Parking Lots – Public Works Corporate & Annex Yards Repavet	350,000	-	(345,000)	5,000	182	-	4,818
Eastside Library Security Cameras	55,000	-	-	55,000	55,002	-	(2)
<i>Subtotal – Facilities</i>	<i>1,745,000</i>	<i>1,418,401</i>	<i>(1,507,011)</i>	<i>1,656,391</i>	<i>240,168</i>	<i>419,321</i>	<i>996,903</i>
CENTRAL LIBRARY							
ADA Elevator	500,000	1,500,000	590,297	2,590,297	23,666	2,327,328	239,304
Central Library Renovations	1,063,000	-	2,301,611	3,364,611	751	2,687,826	676,033
Library Plaza Renovation	-	1,343,251	563,701	1,906,952	21,525	1,377,455	507,972
<i>Subtotal – Central Library</i>	<i>1,563,000</i>	<i>2,843,251</i>	<i>3,455,609</i>	<i>7,861,860</i>	<i>45,942</i>	<i>6,392,609</i>	<i>1,423,309</i>
PARKS & RECREATION							
Cabrillo Pavilion Renovation	40,800	-	816	41,616	41,616	-	-
Plaza del Mar Band Shell Renovation	175,000	-	-	175,000	-	-	175,000
Louise Lowry Davis Renovation	-	1,116,919	(295,450)	821,469	332,047	41,627	447,794
Playground Replacement	-	115,000	-	115,000	-	-	115,000
Ortega Park Renovation	-	250,000	-	250,000	54,715	195,918	(634)
Dwight Murphy Field Renovation	200,000	115,761	-	315,761	159,154	156,607	-
Tree Planting–Urban Forest Plan	250,000	-	-	250,000	249,955	-	45
<i>Subtotal – Park & Recreation</i>	<i>665,800</i>	<i>1,597,679</i>	<i>(294,634)</i>	<i>1,968,845</i>	<i>837,488</i>	<i>394,152</i>	<i>737,205</i>
PUBLIC WORKS							
Business Corridor Improvements	500,000	41,107	-	541,107	96,283	23,200	421,624
Coast Village Assesment District	-	8,347	-	8,347	4,060	1,787	2,500
ADA Transition Plan & Facility Walkways	350,000	-	-	350,000	-	17,922	332,078
State Street Promenade Redesign	500,000	-	-	500,000	322,251	-	177,749
Plaza de La Guerra Revitalization	350,000	410,891	(400,700)	360,191	237,088	127,068	(3,965)
<i>Subtotal – Public Works</i>	<i>1,700,000</i>	<i>460,345</i>	<i>(400,700)</i>	<i>1,759,645</i>	<i>659,682</i>	<i>169,976</i>	<i>929,986</i>
TOTAL USES	\$23,879,218	\$16,203,015	\$ 2,724,676	\$42,806,909	\$17,595,715	\$10,729,688	\$14,481,509



PROJECT TITLE: Pavement Maintenance (Overlay) Project

WHY THIS PROJECT?

The Fiscal Year 2021-B Pavement Maintenance (Overlay) Project consists of grinding off deteriorated asphalt pavement and overlaying with new asphalt on various high-priority streets throughout the City. Additionally, the Project will construct concrete improvements including pedestrian access ramps for compliance with the Americans with Disabilities Act (ADA), repair of damaged sidewalks, repair of curbs and gutters, and traffic signal upgrades.



PROJECT BENEFITS

This Project will eliminate minor road defects and structural failures, and create a much smoother road surface, thereby improving road safety. In addition, the Project will upgrade pedestrian access ramps to meet ADA requirements, make minor repairs to adjacent sidewalks, curbs and gutters, and upgrade traffic signals for improvements to pedestrian and roadway safety.

QUICK FACTS

Locations: See table below for planned locations.

Construction Schedule: winter – summer 2022

Total Project Costs: Fiscal Year 2021-B – \$6.5 Million

Funding Source: Measure C, State Gas Tax (SB1), Measure A, HR 133 COVID Relief Provisions, Local Surface Transportation Program (LSTP) Grant funds

Streets to be treated with Asphalt Grind and Overlay for Fiscal Year 2021-B Pavement Maintenance Project

Street*	From	To
Arrellaga Street	Bath Street	Anacapa Street
Castillo Street	Carrillo Street	Haley Street
Chapala Street	Mission Street	Sola Street
Micheltorena Street	Freeway	Garden Street
Mission Street	Modoc Road	Freeway

CONTACT INFORMATION

City Project Manager: Adam Ziets,
Project Engineer (Construction)

Phone: (805) 897-1981

E-mail: AZiets@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Drainage Improvements

WHY THIS PROJECT?

The City owns and operates almost 160 miles of storm drain channels and pipes, many of which are of unknown size and materials. The City has obtained inventory and condition data for two priority areas and is in its third year of the Storm Drain Asset Management Plan and Capital Improvement Program. The program will prioritize and plan storm drain maintenance, repairs, rehabilitation, and improvements.

PROJECT BENEFITS

Development of a comprehensive Storm Drain Asset Management Plan and Capital Improvement Program allows the City to prioritize and plan storm drain maintenance, repairs, rehabilitation, and improvements to reduce the number of emergency repairs and improving the City's storm drain system. Prior to the 2021-2022 rainy season, the City lined four storm drains to provide structural and drainage support to those most in need of repair. The storm drains were located in the Bel Air neighborhood, the San Roque neighborhood, and Downtown. An additional large storm drain that drains stormwater from the De la Vina Street and Mission Street intersection to Mission Creek was assessed with remote video technologies. Last year's efforts informed City engineers for future repairs. This preventive maintenance will continue this fall with the lining of additional storm drains. The City is in the preliminary stages of design the repair and lining of storm drains in Hidden Valley and on the Mesa.



QUICK FACTS

Location: Citywide

Design Schedule: ongoing

Construction Schedule: ongoing

Total Project Costs: Fiscal Year 2022 – \$290,000

Funding Source: Measure C

CONTACT INFORMATION

City Project Manager: Taylor Berryman,
Supervising Engineer

Phone: (805) 897-2668

E-mail: TBerryman@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Drainage: Citywide Drainage Assessment

WHY THIS PROJECT?

The City's storm drain system is a complex of over 100 miles of channels, pipes, culverts and drains. Some of these systems are over 100 years old. The project assesses the condition and location of our existing storm water facilities so that Public Works can develop a system-wide renewal program.



PROJECT BENEFITS

The project will result in decreased flooding during the wet season and reduced contaminants running into local creeks and the ocean. The project will provide a priority for system upgrades and maintenance.

QUICK FACTS

Location: Citywide

Design Schedule: spring 2023

Construction Schedule: spring 2023

Total Project Costs: Fiscal Year 2022 – \$100,000

Funding Source: Measure C

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses

CONTACT INFORMATION

City Project Manager: Taylor Berryman,
Supervising Engineer

Phone: (805) 897-2668

E-mail: TBerryman@SantaBarbaraCA.gov



PROJECT TITLE: Drainage: Gutierrez Storm Drain Improvements

WHY THIS PROJECT?

Storm water capacity for this low-lying area for the lower downtown needs to be increased to convey storm water to the Laguna Channel. Measure C funds supplement the FEMA grant match which funds most of the project.

PROJECT BENEFITS

This project will Improve drainage to the low-lying lower downtown area to reduce flooding during the storm season.



QUICK FACTS

- Location:** East Gutierrez Street
- Design Schedule:** complete
- Construction Schedule:** fall 2023
- Total Project Costs:** \$150,000
- Funding Source:** Measure C

CONTACT INFORMATION

City Project Manager: Taylor Berryman,
Supervising Engineer

Phone: (805) 897-2668
E-mail: TBerryman@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Drainage: Laguna Pump Station Repairs

WHY THIS PROJECT?

The renewal of this critical facility will provide more storm water capacity to the pumping system and will address many deferred maintenance issues at the facility. Measure C funds provide the needed grant match to the approved FEMA funding for the bulk of the project.

PROJECT BENEFITS

Improved storm water drainage to the lower downtown area and emergency backup of this critical system.

QUICK FACTS

Location: Citywide

Design Schedule: complete

Construction Schedule: fall 2023

Total Project Costs: \$300,000

Funding Source: Measure C



CONTACT INFORMATION

City Project Manager: Taylor Berryman,
Supervising Engineer

Phone: (805) 897-2668

E-mail: TBerryman@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE:

Pedestrian Enhancement: Annual Sidewalk Infill

WHY THIS PROJECT?

This annual program is used for smaller sidewalk infill projects that fit within available funding and are likely to be funded through this Sidewalk Infill Program. The purpose of this project is to improve pedestrian walkability and accessibility in neighborhoods and commercial districts.

PROJECT BENEFITS

This project creates a safer, predictable walking environment by installing sidewalks in gaps between existing walkways, improving pedestrian walkability and accessibility in neighborhoods and commercial corridors.

QUICK FACTS

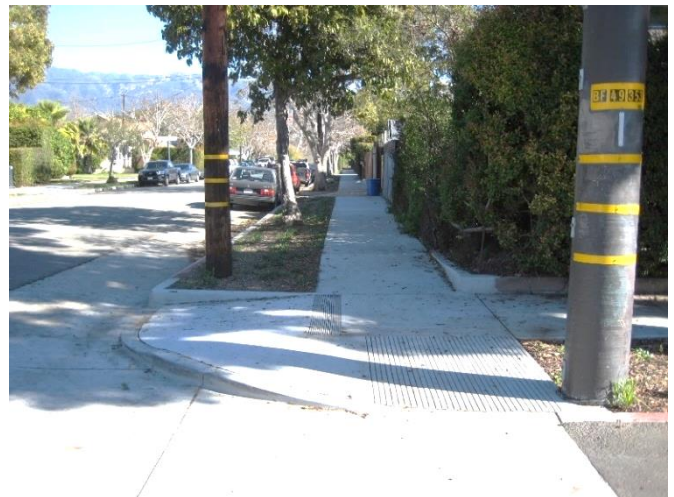
Location: Citywide

Design Schedule: summer 2023

Construction Schedule: fall 2023

Total Project Costs: Fiscal Year 2022 – \$100,000

Funding Source: Measure C



CONTACT INFORMATION

City Project Manager: Alexis Flores,
Project Engineer (Design)

Phone: (805) 564-5526

E-mail: AFlores@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Sidewalk Replacement, Repairs, and Access Ramps

WHY THIS PROJECT?

Our annual pavement program is used as an opportunity to address sidewalk replacement, repairs, and access ramp construction in accordance with the Americans With Disabilities Act (ADA).

PROJECT BENEFITS

Improves pedestrian accessibility and mobility throughout the City with prioritization to areas near medical offices, hospitals, schools, grocery stores, etc.

QUICK FACTS

Location: Various locations constructed with FY 2021-B Pavement Maintenance Project
Design Schedule: summer 2021 – winter 2021
Construction Schedule: winter 2021 – fall 2022
Total Project Costs: Fiscal Year 2021 – \$800,000
Funding Source: Measure C, Measure A



CONTACT INFORMATION

City Project Manager: Alexis Flores,
Project Engineer (Design)

Phone: (805) 564-5526

E-mail: AFlores@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Traffic Signal Upgrades and Maintenance

WHY THIS PROJECT?

This annual project is necessary to replace aging traffic signal infrastructure to ensure long-term reliability. Most work will involve the replacement of underground conduit and wiring. Many Downtown traffic signals are over 60 years old, with underground conduit and wiring that is at risk of failure. Traffic signal work will be coordinated with pavement and sidewalk maintenance projects.

PROJECT BENEFITS

This project maintains public safety and reduces traffic congestion by keeping traffic signals operating reliably. Modern wiring will allow the installation of missing pedestrian countdown timers and accessible push buttons for the blind.

Work in 2019 and 2020 included the refurbishment of traffic signals along the Mission Street and Santa Barbara Street corridors. Work in 2022 includes refurbishment of traffic signals along the Haley Street corridor.

QUICK FACTS

Location: Haley Street (2022)

Design Schedule: fall 2021 – spring 2022

Construction Schedule: summer 2022

Total Project Costs: \$620,000

Funding Source: Measure C



CONTACT INFORMATION

City Project Manager: Derrick Bailey,
Principal Transportation Engineer

Phone: (805) 564-5544

E-mail: DBailey@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Street Lighting Improvements

WHY THIS PROJECT?

The project provides for the retrofit of existing streetlighting systems with high efficiency LED systems, which saves electricity and provides better light quality. It also funds major repairs to streetlighting infrastructure damage due to vehicle collisions.

PROJECT BENEFITS

These improvements provide better lighting quality in the Public Right of Way and energy savings and related cost savings.

QUICK FACTS

Location: Citywide

Design Schedule: summer 2023

Construction Schedule: fall 2023

Total Project Costs: \$300,000

Funding Source: Measure C



CONTACT INFORMATION

City Project Manager: Alelia Parenteau

Energy and Climate Program Manager

Phone: (805) 564-5474

E-mail: AParenteau@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Las Positas and Modoc Multiuse Path

WHY THIS PROJECT?

This project constructed a 2.6-mile long separated pathway for bicyclists, runners, and pedestrians of all ages and abilities along two high speed arterials – Las Positas Road and Modoc Road. The Project removed a significant safety barrier along the Pacific Coastal Bike Route and the Crosstown Bike Route and is an important part of a larger planned network of safe bike routes for all ages and abilities that will extend from UCSB and Goleta to the west, into Ventura County to the east.



PROJECT BENEFITS

The Project improved safety for all modes of transportation along these corridors, implemented strategic traffic calming measures, habitat restoration, storm water treatment, and improved accessibility to public amenities adjacent to the corridor, including Elings Park, Hendry's Beach, and City-owned open space.

QUICK FACTS

Location: Modoc Road from Calle de los Amigos to Las Positas Road, and Las Positas Road from Modoc to Cliff Drive

Design Schedule: spring 2020

Construction Schedule: spring 2022

Total Project Costs: \$18,000

Funding Source: Measure C

CONTACT INFORMATION

City Project Manager: Eric Bittle
Supervising Engineer

Phone: (805) 897-2502

E-mail: EBittle@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



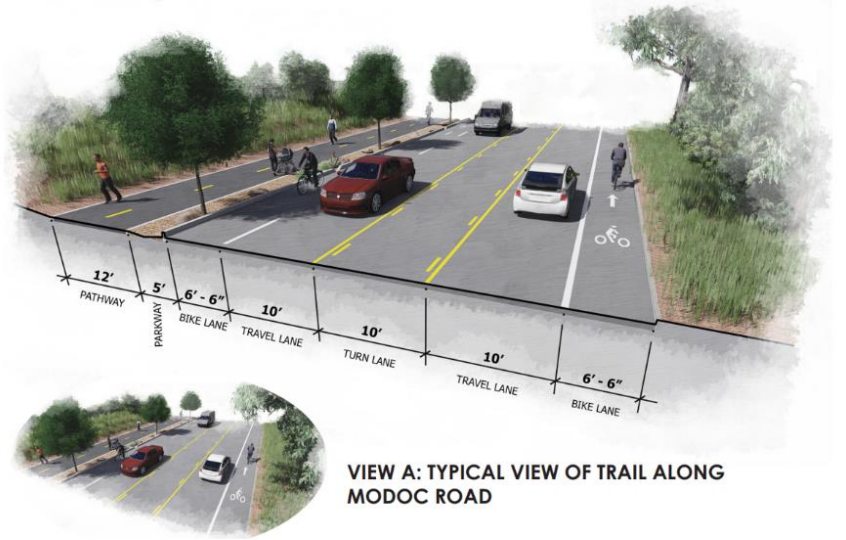
PROJECT TITLE:
Modoc Multiuse Path Extension

WHY THIS PROJECT?

The County of Santa Barbara is currently constructing a Class I multiuse path from Via Senda to the City/County line. The City terminated their multiuse path at Via De Los Amigos and Modoc Road to promote safe crossing at the intersection.

PROJECT BENEFITS

This Project will build approximately 600 linear feet of multiuse path south of Modoc Road connecting the City of Santa Barbara's existing Las Positas and Modoc Multiuse Path to Santa Barbara County's Multiuse Path that is currently under construction.



QUICK FACTS

- Location:** Modoc Road from the City/County line to Calle De Los Amigos
- Design Schedule:** fall 2022
- Construction Schedule:** winter 2023
- Total Project Costs:** \$1,142,693
- Funding Source:** Measure C – with City match, Measure A

CONTACT INFORMATION

City Project Manager: Taylor Berryman,
Supervising Engineer
Phone: (805) 897-2668
E-mail: TBerryman@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Facilities Master Plan

WHY THIS PROJECT?

The majority of these buildings were constructed in the 1970s and have been renovated multiple times to meet changing needs. As City operations expand and space becomes more critical, the City needs to consider consolidating operations and other measures to maximize space efficiency. With the exception of the 630 Garden Street building, all other buildings are single level.

PROJECT BENEFITS

The first phase of this project assesses current and future needs of the City. The second phase consists of an analysis of alternative solutions, final recommendations, and a roadmap on how to meet the goals of the Capital Improvement Program.

QUICK FACTS

Location: Corporate Yard at 630 Garden Street, Laguna Yard at 616-635 Laguna Street, and Corporate Yard Annex at 401 East Yanonali Street.

Design Schedule: fall 2021

Construction Schedule: TBD

Total Project Costs: \$200,000

Funding Source: Measure C



CONTACT INFORMATION

City Project Manager: Angela Oslund
Public Works Manager

Phone: (805) 564-5568

E-mail: AOSlund@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Minor Renewal – 630 Garden Building

WHY THIS PROJECT?

The purpose of this project is to evaluate and address deferred maintenance and critical deferred maintenance towards improving the facility condition index.

Work includes, but is not limited to, roof repairs, interior repairs, and HVAC work.

PROJECT BENEFITS

The renewal of the 630 Garden Street building will significantly reduce maintenance costs while extending the expected useful life of the building.



QUICK FACTS

- Location:** 630 Garden Street
- Design Schedule:** winter 2023
- Construction Schedule:** fall 2024
- Total Project Costs:** \$300,000
- Funding Source:** Measure C

CONTACT INFORMATION

City Project Manager: Jesse Wheeler
Supervising Engineer

Phone: (805) 564-5348

E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: 630 Garden Building Security Upgrades

WHY THIS PROJECT?

The purpose of this project is to evaluate the existing facilities at 630 Garden Street, and identify and correct any unsafe conditions to maintain protection of premises.

The goal is to maintain public interface at the counter and conference room, and to enhance separation of public space versus employee.

PROJECT BENEFITS

Security upgrades will enable the City to provide a safe and secure workplace for staff.



QUICK FACTS

- Location:** 630 Garden Street
- Design Schedule:** winter 2023
- Construction Schedule:** fall 2024
- Total Project Costs:** \$240,000
- Funding Source:** Measure C

CONTACT INFORMATION

City Project Manager: Jesse Wheeler
Supervising Engineer

Phone: (805) 564-5348

E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: 630 Garden Building Fire Protection

WHY THIS PROJECT?

The purpose of this project is to upgrade the existing fire protection system to meet current code requirements.

The scope of this project is being coordinated with the minor renewal of the 630 Garden Building.

PROJECT BENEFITS

This project will provide life safety improvements for the public and employees.

QUICK FACTS

- Location:** 630 Garden Street
- Design Schedule:** winter 2023
- Construction Schedule:** fall 2024
- Total Project Costs:** \$200,000
- Funding Source:** Measure C



CONTACT INFORMATION

City Project Manager: Jesse Wheeler
Supervising Engineer

Phone: (805) 564-5348

E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: City Hall Elevator Replacement

WHY THIS PROJECT?

The purpose of this project is to develop a feasibility study and a design for a new Americans with Disabilities Act (ADA)-compliant, three-story passenger elevator to serve City Hall. This elevator currently serves only two of the three floors at City Hall, and it does not comply with maneuvering clearances and signage.

PROJECT BENEFITS

A new, fully accessible elevator will be used by the public and employees, providing elevator access to all three floors at City Hall and eliminating deferred maintenance associated with the outdated cab and machinery.

QUICK FACTS

Location: City Hall, 735 Anacapa Street

Design Schedule: fall 2021

Construction Schedule: TBD

Total Project Costs: \$140,000

Funding Source: Measure C – Fiscal Year 2020/2021,
General Fund – Americans with Disability Act Transition



CONTACT INFORMATION

City Project Manager: Angela Oslund
Public Works Manager

Phone: (805) 564-5568

E-mail: AOSlund@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: City Hall Plumbing and Restroom Upgrades

WHY THIS PROJECT?

Upgrades are needed for the second-floor restrooms at City Hall, as well as the general plumbing in the building. Both the water distribution system and the drainage system have exceeded their serviceable life and require either repairs or replacements. The restrooms require reconfiguration for compliance with the Americans with Disabilities Act (ADA).

PROJECT BENEFITS

New plumbing fixtures and water supply lines will be installed, and the renovated restrooms will provide accessible facilities to the public and employees.

QUICK FACTS

Location: City Hall, 735 Anacapa Street

Design Schedule: summer 2020

Construction Schedule: TBD

Total Project Costs: \$75,000

Funding Source: Measure C – Fiscal Year 2020



CONTACT INFORMATION

City Project Manager: Jason Dane
Project Engineer

Phone: (805) 564-5499

E-mail: JDane@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Mackenzie Adult Building Roof Replacement

WHY THIS PROJECT?

The existing Mackenzie Adult Building Roofs had degraded over time and required replacement to ensure the building would remain protected. This building is adjacent to the Mackenzie Park parking lot and is used for various gatherings, including camps for children.

PROJECT BENEFITS

The building's two roofs were replaced to create a leak-proof system that will serve its purpose for many years into the future. The new roofs now also bring more natural light into the main areas of the building via the installation of sun tunnels and skylights.

QUICK FACTS

Location: 3111 State Street

Design Schedule: winter 2020

Construction Schedule: completed spring 2021

Total Project Costs: \$65,000

Funding Source: Measure C



CONTACT INFORMATION

City Project Manager: Jason Dane

Project Engineer

Phone: (805) 564-5499

E-mail: JDane@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Minor Renewal – Carrillo Gymnasium

WHY THIS PROJECT?

Designed by renowned architect Julia Morgan, the Carrillo Gymnasium is designated a City Landmark. This stucco-finished building is in need of exterior structural repairs, waterproofing, and window replacement in order to continue to serve the recreational needs of Santa Barbara.

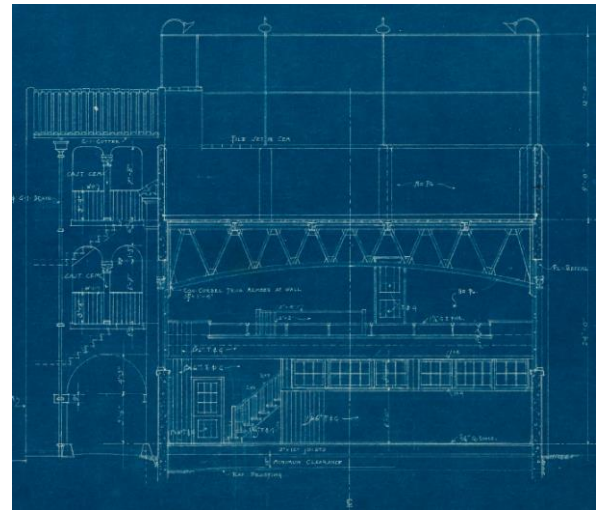
PROJECT BENEFITS

The overall project goal is to halt the broad degradation of the building by addressing and repairing the root causes. Work will include exterior concrete and stucco repairs, window repair and replacement, and exterior waterproofing. Additionally, the building will receive a seismic assessment to identify any major structural issues.



QUICK FACTS

- Location:** Carrillo Gymnasium, 114 East Carrillo Street
- Design Schedule:** completed winter 2022
- Construction Schedule:** TBD
- Total Project Costs:** \$835,000
- Funding Source:** Measure C – Fiscal Year 2021 – 2023



CONTACT INFORMATION

City Project Manager: Jesse Wheeler,
Supervising Engineer

Phone: (805) 564-5348

E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Minor Renewal – Municipal Tennis Building

WHY THIS PROJECT?

The purpose of this project is for the minor renewal of the Municipal Tennis court building. Work includes upgraded restrooms, lighting upgrades, windows and door replacements, and roof repairs.

PROJECT BENEFITS

This project will eliminate deferred maintenance, protect the building envelope, and provide upgraded restrooms.

QUICK FACTS

Location: Municipal Tennis and Pickleball Courts, 1414 Park Place

Design Schedule: fall 2022

Construction Schedule: TBD

Total Project Costs: \$160,000

Funding Source: Measure C



CONTACT INFORMATION

City Project Manager: Jesse Wheeler,
Supervising Engineer

Phone: (805) 564-5348

E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Parking Lot – Public Works Corporate Yard Repavement

WHY THIS PROJECT?

The existing Public Works Corporate Yard parking lot pavement has degraded past its usable lifespan and requires a complete replacement.

PROJECT BENEFITS

Repaving the Public Works Corporate Yard parking lot will provide a smooth and safe driving and parking surface for City vehicles.



QUICK FACTS

Location: Public Works Corporate Yard, 625 Laguna Street

Design Schedule: fall 2019

Construction Schedule: TBD

Total Project Costs: \$100,000

Funding Source: Measure C – Fiscal Year 2020

CONTACT INFORMATION

City Project Manager: Jesse Wheeler,
Supervising Engineer

Phone: (805) 564-5348

E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Eastside Library Security Cameras

WHY THIS PROJECT?

The Eastside Library had an outdated camera system that no longer functioned properly, leaving both City employees as well as members of the public vulnerable to security risks.

By having a nonfunctioning system this in turn left the building vulnerable to both vandalism and theft of City property with no evidence of damage being committed.

PROJECT BENEFITS

By increasing the overall footprint of the camera system at the Eastside Library, we are now able to view every angle of the building, both indoors and out, allowing for greater security as well as increased public and staff safety. By carefully selecting the type of cameras that were installed, we are able to allow staff a greater sense of security while walking to and from the building in the dark, specifically during opening and closing hours, since incidents had previously occurred in the past during these times of the day.

QUICK FACTS

- Location:** Eastside Library, 1102 East Montecito Street
- Design Schedule:** Completed Summer 2021
- Construction Schedule:** Completed Fall 2021
- Total Project Costs:** \$55,000
- Funding Source:** Measure C



CONTACT INFORMATION

City Project Manager: Michael McNeil
 Electronic Communications Supervisor

Phone: (805) 564-5417
E-mail: MMcNeil@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Central Library Americans with Disabilities Act Elevator

WHY THIS PROJECT?

The existing elevator is not compliant with the Americans with Disabilities Act (ADA) requirements. The new elevator will comply with all regulations and allow for full access to all three floors. The elevator will feature a glass enclosure and will display locally sourced artwork.

PROJECT BENEFITS

The elevator will be located within the central part of the library. This will allow for improved circulation throughout the building and convenient access to all designated spaces. Half of the existing staircase will be removed to make room for the new elevator. A highlight of the new elevator is a glass enclosure to compliment the existing atrium. The current handrails will also be replaced with glass elements to match the new elevator and existing staircase to the Children's Library.



QUICK FACTS

Location: Central Library, 40 East Anapamu Street

Design Schedule: fall 2021

Construction Schedule: summer 2022 – spring 2023

Total Project Costs: \$2,500,000

Funding Source: Measure C

CONTACT INFORMATION

City Project Manager: Jesse Wheeler
Supervising Engineer

Phone: (805) 564-5348

E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Central Library Upper-Level Needs Assessment

WHY THIS PROJECT?

There has been a shift in the way teens and adults are using Library spaces with the role of the Library expanding beyond traditional book lending. An assessment of the Upper Level space is needed to address new and innovative pathways of learning and reinvent spaces and services to foster community engagement.



PROJECT BENEFITS

A needs assessment would lead to a community-centered space that is designed to address the needs of library users such as mobile shelving that allow for a flexible programming space, conference and group study spaces that support both collaborative and traditional individual research, creation spaces, and a dedicated teen space. Potential rental spaces such as a kitchen and various sized meeting rooms would also be identified.

QUICK FACTS

- Location:** Central Library, 40 East Anapamu Street
- Design Schedule:** Fall 2022-Summer 2023
- Construction Schedule:** TBD
- Total Project Costs:** \$150,000
- Funding Source:** Measure C

CONTACT INFORMATION

City Project Manager: Jesse Wheeler
Supervising Engineer

Phone: (805) 564-5348
E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE:
Central Library Lower-Level Workspace Renovation

WHY THIS PROJECT?

The Central Library lower level workspace serves as a non-public staff area accommodating multiple workgroups and functions including: Technology Services, Patron Services, Librarians, Technical Services, Youth Services, and Outreach. It is the area where all materials and supplies are received and processed and the planning space for Library services and programs. There have been no significant updates since 1980 and upgrades are needed to improve workflow efficiencies.



PROJECT BENEFITS

Library operations have changed drastically over the last 35 years and the new design to the workspace includes ergonomical workstations, increased storage, improved lighting, and ADA accessibility. The space allows for increased collaboration when needed and incorporates workflow efficiencies that lead to improved productivity and customer service.



QUICK FACTS

Location: Central Library, 40 East Anapamu Street
Design Schedule: Completed 2019
Construction Schedule: Summer 2022 – Summer 2023
Total Project Costs: \$3,400,000
Funding Source: Measure C, General Fund Capital

CONTACT INFORMATION

City Project Manager: Jesse Wheeler
 Supervising Engineer
Phone: (805) 564-5348
E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Central Library Plaza Improvement Project

WHY THIS PROJECT?

The current design of the Central Library Plaza is a challenge to maintain and the various walls, hedges, and ground levels have given rise to numerous security issues. Deferred maintenance of crumbling walls and lifting concrete pathways pose significant risks and the lack of Americans with Disabilities Act (ADA) access is a safety concern.

PROJECT BENEFITS

The construction of a newly redesigned Central Library Plaza will allow the City to make the Library Plaza a prominent public space that is a safe and attractive gathering space for residents of Santa Barbara. Beyond improved aesthetics, there will be opportunities for public events, reduced maintenance costs, and reduced use of water resources. Sustainability elements will be incorporated as well as improved ADA access on the entire grounds.

QUICK FACTS

Location: Central Library, 40 East Anapamu Street

Design Schedule: 2021

Construction Schedule: summer 2022

Total Project Costs: \$5,000,000

Funding Source: Measure C – Fiscal Year 2021-22, Donations



CONTACT INFORMATION

City Project Manager: Jesse Wheeler
Supervising Engineer

Phone: (805) 564-5348

E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Plaza del Mar Band Shell Renovation

WHY THIS PROJECT?

Plaza del Mar is one of the City’s oldest parks, located near the corner of Cabrillo Boulevard and Castillo Street across the street from Los Baños Pool. A designated City Landmark, the Plaza del Mar Band Shell (Band Shell) is a wood frame stucco structure constructed in 1919.

Popular for decades for concerts, dramatic performances, recitals, and celebrations, it fell into disrepair, and requires both structural and façade repairs in order to preserve it as a community resource. The project includes building frame repairs, and a new roof and wood stage, electrical service and lighting upgrades, and accessibility and safety improvements. The Historic Landmarks Commission provided final design approval on November 11, 2021.



PROJECT BENEFITS

Renovation of the Band Shell will revitalize and enhance public access to Plaza del Mar for music, theatre, dance, cultural, and community celebrations for Santa Barbara residents of all ages.

QUICK FACTS

Locations: Castillo Street and Shoreline Drive

Design Schedule: fall 2021 – spring 2022

Construction Schedule: spring 2023

Total Project Cost: \$800,000

Funding Sources: Measure C – Fiscal Year 2021 (\$175,000), ARPA funds Fiscal Year 2022 (\$400,000), State grants and private nonprofit foundations (\$233,452), Community Development Block Grants Fiscal Year 2021 (\$150,000)

CONTACT INFORMATION

City Project Manager: Justin Van Mullem,
Capital Projects Supervisor

Phone: (805) 897-1972

E-mail: JVanMullem@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Urban Forest Management Plan Implementation

WHY THIS PROJECT?

The City has more than 27,000 street trees within street right-of-ways. Most of the City’s streets in need of infrastructure maintenance also requires tree maintenance. This includes root pruning, canopy reduction, removal, and replanting. A lack of funding has resulted in deferred maintenance, safety concerns, and increased risk throughout the City, including commercial corridors. Over time, through dedicated annual funding, the City will be able to better manage and enhance the urban forest along with the installation and maintenance of street right-of-way infrastructure.



PROJECT BENEFITS

In Fiscal Year 2022, significant tree maintenance was performed on 1,206 City trees, including specific populations of southern magnolias, Brazilian peppers, weeping bottlebrush, olives, and blue gum eucalyptus trees throughout the City. These populations of street trees had deferred maintenance needs and posed safety concerns due to limb failure and accumulation of deadwood in the canopy. The project also included the removal of 22 dead trees and root pruning associated with sidewalk improvements.



QUICK FACTS

Location: Citywide

Design Schedule: fall 2020

Construction Schedule: fall 2021 – spring 2022

Total Project Costs: \$250,000

Funding Source: Measure C

CONTACT INFORMATION

City Project Manager: Nathan Slack,
Urban Forest Superintendent

Phone: (805) 564-5592

E-mail: NSlack@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Dwight Murphy Field Renovation

WHY THIS PROJECT?

Acquired in 1925, Dwight Murphy Field has served as Santa Barbara’s only regulation-size soccer facility for 95 years. Despite its importance as a sports facility, the park has not received any significant upgrades in over 50 years. The Project will address outdated and poorly performing facilities in need of significant reinvestment. This will increase play opportunities for youth and families, and address accessibility and park safety.



PROJECT BENEFITS

Developed through a community master planning process, the project will complete a full-scale rehabilitation of existing park amenities, including the multi-sport field, youth baseball field, fitness area, playground, restrooms, parking, field, and site lighting, landscaping, and access into and through the park. The Project will also provide street, right-of-way improvements on Niños Drive and Por La Mar Drive and will include improved circulation and parking. Conversion of the natural turf to a synthetic field will allow for year-round use and installation of an inclusive playground that will address an unmet need by providing access to play for youth of all abilities, the enlarged outdoor fitness area, youth baseball field, improved parking, and new restroom. These amenities will ensure the park serves a broad cross-section of the community. Improved access, circulation, and lighting will improve park safety.

QUICK FACTS

Location: Dwight Murphy Field (acquired in 1925), 501 Niños Drive

Design Schedule: 2019-2022

Construction Schedule: TBD

Total Project Costs: \$14,000,000 (preliminary estimate)

Funding Source: Measure C, Multiple sources, including the Gwendolyn Strong Foundation, State grants

Project Website: SantaBarbaraCA.gov/DwightMurphyField

CONTACT INFORMATION

City Project Manager: Jill Zachary,
Parks and Recreation Director

Phone: (805) 564-5431

E-mail: JZachary@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Ortega Park Renovation

WHY THIS PROJECT?

A City park since 1930, Ortega Park suffers from numerous deficiencies including an outdated pool facility, limited sports turf, lack of field and park lighting, outdated playground, undersized restroom, lack of picnic and family gathering areas, and poor pedestrian circulation. Existing park amenities date from the early 1950s. Park misuse and safety concerns limit the community’s access to and use of the park.

PROJECT BENEFITS

Developed through a community-driven planning process, the project will complete a full-scale rehabilitation of the 5.46-acre park. The project will provide a multi-sport synthetic turf field, a new year-round pool with children’s slide and splash play features, new restroom facilities, a new playground and family picnic area, and a multi-generational activity zone with a skate park, basketball court, and other amenities. The project includes site lighting, landscaping, and the relocation and re-creation of the murals painted on structures in the park. The project provides site access and circulation improvements with pedestrian pathways, accessible entries, and expanded street parking. The project will improve access and use of the park and include safety improvements.



QUICK FACTS

Location: Ortega Park, 604 East Ortega Street

Design Schedule: 2019-2022

Construction Schedule: TBD

Total Project Costs: \$14,000,000 (preliminary construction estimate)

Funding Source: Measure C, Multiple sources, including State and Federal Grants

Project Website: SantaBarbaraCA.gov/OrtegaPark

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses

CONTACT INFORMATION

City Project Manager: Jill Zachary,
Parks and Recreation Director

Phone: (805) 564-5431

E-mail: JZachary@SantaBarbaraCA.gov



PROJECT TITLE: Cabrillo Pavilion Renovation Project

WHY THIS PROJECT?

Complete renovation of the mechanical, electrical, plumbing, fire protection, and communication systems, and structural, seismic, and accessibility upgrades. Exterior building improvements include restoration of the promenade and façade, and renovations to the site landscaping, outdoor showers, and covered walkway, also known as a “stoa,” which is adjacent to the playground.

PROJECT BENEFITS

These improvements will enable the City to increase and enhance recreational programming for adults and youth, achieve a modern social event center, and support beach activities. The facility will be more usable, accessible, comfortable and safe, and serve as a year-round community hub.



QUICK FACTS

Location: 1118 East Cabrillo between Ninos Drive and Corona Del Mar Drive

Design Schedule: completed

Construction Schedule: completed winter 2021

Total Project Costs: \$16,700,000

Funding Source: Measure C, Multiple sources with a majority of funding from Redevelopment Agency Bond proceeds

CONTACT INFORMATION

Parks & Recreation Director: Jill Zachary

Phone: (805) 564-5431

E-mail: JZachary@SantaBarbaraCA.gov

City Project Manager: Jesse Wheeler,
Supervising Engineer

Phone: (805) 564-5384

E-mail: JWheeler@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
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PROJECT TITLE: Louise Lowry Davis Renovation

WHY THIS PROJECT?

The Louise Lowry Davis Center is a designated historic building and is long overdue for a renovation. This is a planned, two-phase renovation. Phase I contains exterior improvements, which includes creating a new front entrance. Phase II is an interior renovation and is awaiting future funding. Each phase updates its respective area to meet current accessibility standards.

PROJECT BENEFITS

This project includes new site plumbing and LED lighting. Low water use landscape and new shade structures combine with a reimagined and regraded south terrace to more closely join the interior with the exterior. Impermeable areas have been replaced with permeable pavers to allow onsite storm water filtration.

QUICK FACTS

Locations: Louise Lowry Davis Center,
1232 De la Vina Street

Design Schedule: completed winter 2021

Construction Schedule: fall 2021

Total Project Cost: \$730,000

Funding Sources: Measure C,
Community Development Block Grant



CONTACT INFORMATION

City Project Manager: Jason Dane,
Project Engineer

Phone: (805) 564-5499

E-mail: JDane@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Playground Replacement Program

WHY THIS PROJECT?

There are 22 children’s playgrounds located in City parks. To meet safety standards and to replace aging and dysfunctional equipment, the City strives to replace playgrounds every 10 to 12 years. This project will support replacement of the playground equipment at the Westside Community Center and the Eastside Neighborhood Park. Both locations are within high density and lower income neighborhoods.



PROJECT BENEFITS

The project will replace aging and deficient playground equipment for children, and ensure equipment is in conformance with the latest safety and accessibility standards and child development practices.



QUICK FACTS

Locations: Westside Community Center, 423 West Victoria Street; Eastside Neighborhood Park at Soledad and Yanonali Streets

Design Schedule: summer – fall 2021

Construction Schedule: Westside playground installation was completed in spring 2022; Eastside playground will be installed in spring 2023

Total Project Cost: \$265,000

Funding Sources: Measure C – Fiscal Year 2021 (\$115,000), Community Development Block Grants Fiscal Year 2021 (\$150,000)

CONTACT INFORMATION

City Project Manager: Justin Van Mullem,
Capital Projects Supervisor

Phone: (805) 897-1972

E-mail: JVanMullem@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
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- Helping retain local businesses



PROJECT TITLE: City Net Encampment Bridge Housing

WHY THIS PROJECT?

In response to the Loma Fire, City Council approved an emergency resolution to reduce encampments in fire-prone areas and allocated Measure C funding to provide temporary safe shelter to the unhoused camping in fire-prone areas. The City contracted with City Net to manage the master lease of the Rose Garden Inn for the City, provide 24-hour on-site staff, procure and oversee a 24-hour on-site security firm, supply case managers, ensure wrap around services, and coordinate with non-profit service providers and volunteers.



PROJECT BENEFITS

The City’s investment facilitated a strategic and coordinated response following the May 2021 Loma Fire. The Rose Garden Inn project operated from July 5, 2021, to January 31, 2022. In the nearly seven months of the project, the following was achieved:

- 63 persons were sheltered – 43 men, 20 women
- 12 persons were placed into permanent housing or other safe locations – 7 more were housed after project completion
- 33 clients became document ready (obtained documentation necessary for housing placement)
- 13 people were connected to mental health and substance abuse treatment 15 people continue to receive case-management services nearly 9 months after project completion

QUICK FACTS

Locations: Rose Garden Inn, 3643 State Street

Design Schedule: N/A

Construction Schedule: N/A

Total Project Cost: \$2,320,506

Funding Source: Measure C (\$1,645,483), County of SB – Emergency Solutions Grant (\$542,517), Permanent Local Housing Allocation (PLHA) Fund (\$132,506)

CONTACT INFORMATION

City Project Manager: Elizabeth Stotts
Homelessness Programs Analyst

Phone: (805) 564-5511

E-mail: ESTotts@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
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- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Santa Barbara Police Station Project

WHY THIS PROJECT?

The existing Santa Barbara City Police Station, located at 215 East Figueroa Street, was constructed in 1959. Since that time, there have been substantial increases in both City population and Police Department staff. In addition, the building does not meet modern seismic safety and accessibility standards. Together, growth and insufficient building standards have created the need for a new, accessible, and modernized facility.



PROJECT BENEFITS

The Department currently operates out of four different locations and the new building will bring the entire Department under one roof. This will improve efficiency, collaboration, and morale. The new building will provide better access to services for the community, improve public relations, and will bring the police force the needed technical improvements expected in today's society. The building will be flexible for future changes to policing and can adapt to whatever the future holds.

QUICK FACTS

Location: 601 Santa Barbara Street (Cota Commuter Parking Lot)

Design Schedule: Estimated Building Permit Date – summer 2024

Construction Schedule: Approximately 28 months, completion in late 2026

Total Project Costs: Approximately \$90 Million

Funding Source: Measure C, Bond Measure, Potential Grants for Solar

Project Website: SantaBarbaraCA.gov/projects/santa-barbara-police-station-project

CONTACT INFORMATION

City Project Manager: Brad Hess,
Principal Project Manager

Phone: (805) 564-5373

E-mail: SBPDStation@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: Business Corridor Improvements

WHY THIS PROJECT?

This project will provide ongoing maintenance and improvements to the downtown business corridor and other commercial district infrastructure in order to support safe, clean, and vibrant business districts.

PROJECT BENEFITS

Supporting business corridor improvements provides a safer, cleaner, and more vibrant business district. Recently, this funding provided opportunities for businesses to remain open during the pandemic.

Enhancements associated with the closure of State Street to vehicles included: landscaped planters, bollards, green bike lanes, signage, and improved lighting. Other benefits include tree plantings, landscape enhancement, replacement of electric pedestals, sidewalk repairs, repairs to drinking fountains, curb painting, and accessibility improvements.



QUICK FACTS

Location: Business Corridors (e.g., State Street, Milpas Street, Coast Village Road)

Design Schedule: ongoing

Construction Schedule: ongoing

Total Project Costs: \$500,000

Funding Source: Measure C

CONTACT INFORMATION

Project Manager: Sarah Clark,
Downtown Plaza & Parking Manager

Phone: (805) 564-5656

E-mail: SClark@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
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- Helping retain local businesses



PROJECT TITLE:
Americans with Disabilities Act (ADA) Transition Plan

WHY THIS PROJECT?

Public Works Facilities has an ongoing mission to support the City’s ADA Transition Plan. This is an ongoing effort to remove barriers to accessibility and to conform with the latest accessibility requirements and the Federal 2010 ADA Standards for Accessible Design. Barrier removal is prioritized based on the City’s approved ADA Transition Plan.

PROJECT BENEFITS

For Fiscal Year 2032, the Facilities Division is planning to remove barriers and remedy obstacles to accessibility at City Hall. This includes exterior improvements and pathways to public areas from the first and second story. City Hall is considered the highest priority in the City’s ADA Transition Plan.

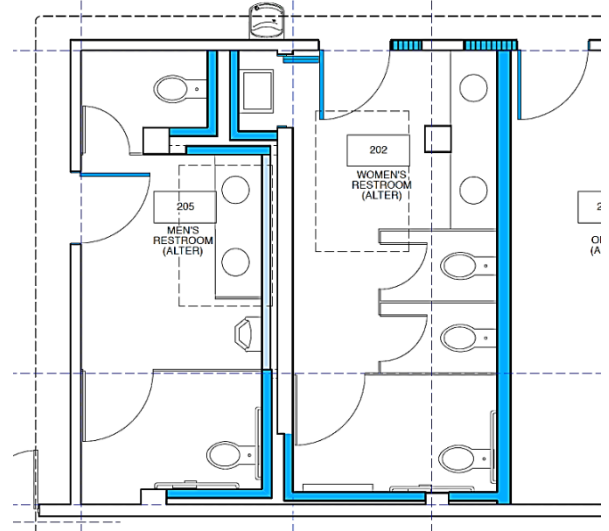
Last Fiscal Year, funds were predominantly used for the design of City Hall restrooms on the second story and to remodel the Mackenzie Park restrooms for accessibility.

QUICK FACTS

- Location:** City Hall, 735 Anacapa Street; and various other City locations
- Design Schedule:** fall 2022
- Construction Schedule:** winter 2022
- Total Project Costs:** \$250,000
- Funding Source:** Measure C – FY23

CONTACT INFORMATION

City Project Manager: Jesse Wheeler,
Supervising Engineer
Phone: (805) 564-5348
E-mail: JWheeler@SantaBarbaraCA.gov



COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses



PROJECT TITLE: State Street Promenade Redesign

WHY THIS PROJECT?

To revitalize the center of town and to provide a stunning environment for pedestrians, shoppers, and customers to the Downtown Business District.

PROJECT BENEFITS

This project will provide a more vital and sustainable State Street Business District, facilitating sustainable economic growth.

QUICK FACTS

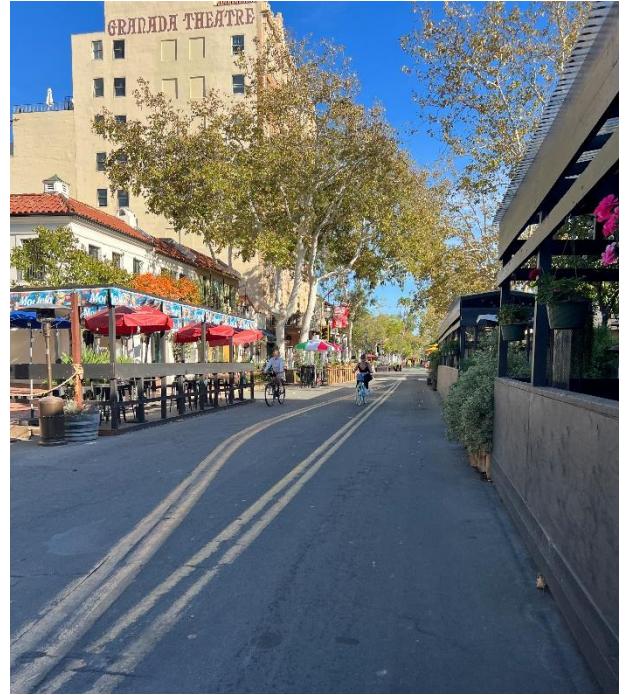
Location: State Street Promenade,
500-1200 State Street

Design Schedule: ongoing over next 5 years

Construction Schedule: N/A (design only)

Total Project Costs: \$500,000

Funding Source: Measure C



CONTACT INFORMATION

City Project Manager: Brian Bosse,
Public Works Manager

Phone: (805) 564-5390

E-mail: BBosse@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
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PROJECT TITLE: De la Guerra Plaza Revitalization Project

WHY THIS PROJECT?

De la Guerra Plaza was designated a Public Square in 1853 and has since served as Santa Barbara’s center of town. In addition to serving as a civic center, it has provided the location for the original Police and Fire Stations. It is the venue for political activism and events including Old Spanish Days. De la Guerra Plaza presents an opportunity for the City to revitalize and reactivate its center of town.



PROJECT BENEFITS

A revitalized Plaza will involve expanding the available space by making structural and aesthetic improvements to better serve the community’s arts and cultural events throughout the year.

QUICK FACTS

Location: De la Guerra Plaza

Design Schedule: Studies and plans continue to be developed – Approximately 2024

Construction Schedule: 6-9 months beginning in 2024 or 2025

Total Project Costs: TBD – Could be as high as \$9 Million

Funding Source: Measure C, Bond Measure, Donations through SB Foundation, Possible Grants

CONTACT INFORMATION

City Project Manager: Brad Hess,
Principal Project Manager

Phone: 805-564-5373

E-mail: DLGPlaza@SantaBarbaraCA.gov

COUNCIL ESTABLISHED PRIORITIES:

- Police, fire, and 911 emergency medical response
- Repairing local streets, potholes, bridges, and storm drains
- Maintaining neighborhood fire stations
- Upgrading public safety infrastructure
- Protecting parks, youth, and senior services
- Addressing homelessness
- Helping retain local businesses

SCHEDULE OF SOURCES AND USES	
MEASURE C	
Fiscal Year Ending June 30, 2023	
Sources	Adopted Budget
Measure C Revenue	\$28,399,413
USES	
POLICE	
Police Station Capital Project	\$ 4,593,880
STREETS	
Pavement Improvements	12,000,000
Drainage Improvements	720,000
Pedestrian Enhancements: Sidewalk Infills	100,000
Sidewalk Replacement, Repairs, & Access Ramps	1,900,000
Traffic Signal Upgrades & Maintenance	620,000
Street Lighting Improvements	300,000
Lower State Street Connectivity Project	1,091,000
<i>Subtotal – Streets and Related Infrastructure</i>	\$16,731,000
FACILITIES	
Minor Facilities Renewal Projects	260,000
Minor Renewal – Fire Stations	195,000
City Hall – Fire Protection System	300,000
City Hall – Plumbing & Restroom Upgrades	350,000
Minor Renewal – City Hall	380,000
Parks Restrooms Minor Renewal	145,000
Minor Renewal – Carrillo Gym	2,460,000
Minor Renewal – Los Baños Building	360,000
Parking Lot – Annex Yard Repave	345,000
Public Works Corporate Yard Master Plan	250,000
Carrillo-Castillo Commuter Lot	250,000
<i>Subtotal – Facilities</i>	\$ 5,295,000
LIBRARY	
Eastside Library Garage Construction	\$ 200,000
PARKS & RECREATION	
Cabrillo Pavilion Renovation	564,859
Louise Lowry Davis Renovation	1,000,000
Playground Replacement	150,000
Ortega Park Renovation	500,000
Dwight Murphy Field Renovation	250,000
Tree Planting – Urban Forest Plan	250,000
Plaza Vera Cruz Renovation	200,000
<i>Subtotal - Parks & Recreation</i>	\$ 2,914,859
PUBLIC WORKS	
Business Corridor Improvements	500,000
ADA Transition Plan & Facility Walkways	350,000
State Street Promenade Redesign	1,500,000
Plaza De la Guerra Revitalization Project	700,000
<i>Subtotal – Public Works</i>	\$ 3,050,000
GRAND TOTAL	\$32,784,739

MEASURE C FISCAL YEAR 2023 PROJECTS

POLICE

Santa Barbara Police Department Station – The replacement of the Police Department Station. The current structure does not meet essential building standards and significant seismic issues must be addressed. Starting in FY 2023 is for planned debt issuance.

STREETS

Pavement Maintenance Program – Annual pavement maintenance includes the sealing of cracks, slurry seal, asphalt overlay, reconstruction, or other methods as appropriate to maintain an acceptable driving surface.

Drainage Improvements – Annual program to maintain, improve, and construct citywide public drainage facilities.

Pedestrian Enhancement: Sidewalk Infills – By installing sidewalk in gaps between existing walkways, this annual program improves pedestrian walkability and accessibility in neighborhoods and commercial corridors.

Sidewalk Replacement, Repairs & Access Ramps – This annual program is used for sidewalk access ramp construction projects in accordance with the Americans with Disabilities Act (ADA) and per City standard details.

Traffic Signal Upgrades & Maintenance – This project maintains public safety and reduced traffic congestion by performing maintenance to keep traffic signals operating reliably.

Street Lighting Improvements – This is an annual program to fund new mid-block streetlights and the replacement of existing streetlights (as needed due to knockdowns) with City standard street light poles and fixtures.

Lower State Street Connectivity Project – This project addresses the barriers to mobility and safety issues by removing unnecessary vehicle travel lanes to widen sidewalks, upgrade the narrow Class 2 bike lanes to Class 4 lanes with separation from vehicle traffic, and shorten the pedestrian crossing distances at State Street and Gutierrez Street, and state Street and Yanonali Street.

FACILITIES

Minor Renewal – Fire Stations – This project includes, but is not limited to: roofing repair/replacement, window and door replacement, exterior painting, interior painting, plumbing, mechanical, electrical upgrades, fixtures, and finishes.

City Hall – Fire Protection System – The installation of an electronic fire alarm system, including: smoke and heat detectors, annunciators and strobes, pull stations, and all other electronic detection equipment. Includes addition of sprinkler system in some areas.

City Hall Renewals and Improvements – Minor renewal of City Hall and City Hall Annex including, but not limited to: roof repair/replacement, window and door replacement, exterior painting, interior painting, plumbing, mechanical, electrical upgrades, fixtures, and finishes.

Parks Minor Renewals – Minor renewal of Parks Restroom and Carrillo Gym buildings, including but not limited to: roof repair/replacement, window and door replacement, exterior painting, interior painting, plumbing, mechanical, electrical upgrades, fixtures, and finishes.

Parking Lot – Annex Yard Lot Repave – Complete repave and re-stripe of the City Annex Yard lot.

Public Works Corporate Yard Master Plan – This project evaluates the existing City infrastructure, business operations, and future needs at the Public Works Corporate Yard and Public Works Annex yard, and developing a 20-year concept plan.

Carrillo Castillo Commuter Lot – Develop the commuter parking lot at the corner of Carrillo and Castillo Streets into an affordable moderate income housing complex with approximately 60 rental housing units. (Community Development Department and Santa Barbara Housing Authority. 400 W. Carrillo St. – Carrillo/Castillo Lot Project Agreement).

LIBRARY

Eastside Garage Construction – This project will design and build a garage to house the Library's two custom built vans for their Library on the Go program. These vans provide public Wi-Fi, access to library materials and resources and host events for various ages at select stops. The garage design and construction will provide a secure place to store these vehicles as well as needed equipment.

PARKS AND RECREATION

Cabrillo Pavilion Renovation – The purpose of the project is to restore the Cabrillo Pavilion as a viable community recreation center that serves Santa Barbara residents and visitors, and returns the building to its original status as the “crown jewel of East Cabrillo Boulevard”. This is the payback to the Fleet Replacement Fund for a loan to the Measure C Fund to complete the project.

Louise Lowry Davis Renovation – Phase II of this project will update and enhance circulation, storage and programming flexibility through interior redesign, and improves energy efficiency and scale, adding air conditioning and insulation to the building and replacing windows and doors. These building improvements will help the City better serve its growing senior population with a safe accessible, inviting facility while maximizing the functionality of the community resource.

Playground Replacement – This project replaces aging and deficient playground equipment for children, ensuring compliance with the latest safety and accessibility standards and child development practices.

Ortega Park Renovation – This project facilitates the rehabilitations of the 5.46-acre park, providing site access and circulation improvements with pedestrian pathways, accessible entries, and expanded street parking. The project will improve access and use of the park and include safety improvements.

Dwight Murphy Field Renovation – This project will develop a universally accessible playground, artificial turf multi-sport field, new youth baseball field, lighting, restrooms, walking paths, landscape, and outdoor fitness equipment, and provide expansion of onsite parking and public right-of-way pedestrian improvements.

Urban Forest Management Plan Implementation – This project will provide tree planting and maintenance within the City's street parkways.

Plaza Vera Cruz Renovation – The purpose of this project is to renovate Plaza Vera Cruz to enhance use of the park through additional recreational opportunities.

PUBLIC WORKS

Business Corridor Improvements – To fund the ongoing maintenance of the business corridors in order to support a clean and vibrant downtown business district. Project includes sidewalk paver maintenance, curb painting, sign maintenance, graffiti abatement, street lighting maintenance, and maintenance of improvements located in the public right-of-way.

ADA – Transition Plan and Facility Walkways – Annual recurring project to upgrade General Fund Buildings and associated walkways, pathways, parking lots, and driveways to comply with the Americans with Disabilities Act (ADA) code requirement.

State Street Promenade Redesign – To revitalize the center of town and to provide a stunning environment for pedestrians, shoppers, and customers to the Downtown Business District.

Plaza De la Guerra Revitalization Project – To revitalize the historic heart of our City and provide the flexibility to serve our community's diverse social, cultural, historic, economic, and environmental vitality, with structural and aesthetic improvements to better serve the community's current arts and cultural events, such as Old Spanish Days, and future activities.



MEASURE C

Your Local Sales Tax at Work



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Treasury Division, Finance Department

SUBJECT: October 2022 Investment Report

RECOMMENDATION:

That Council accept the October 2022 Investment Report.

DISCUSSION:

The attached investment report includes Investment Activity, Interest Revenue, a Summary of Cash and Investments, and Investment Portfolio detail as of October 31, 2022.

ATTACHMENT: October 2022 Investment Report

PREPARED BY: Salvatore Parrilla, Finance Analyst

SUBMITTED BY: Keith DeMartini, Finance Director

APPROVED BY: City Administrator's Office

ATTACHMENT

CITY OF SANTA BARBARA
Activity and Interest Report
October 31, 2022

INVESTMENT ACTIVITY

PURCHASES OR DEPOSITS

10/13 USTB	\$ 3,000,000
10/19 FFCB	3,000,000
Total	<u>\$ 6,000,000</u>

SALES, MATURITIES, CALLS OR WITHDRAWALS

10/31 USTN	\$ (3,000,000)
Total	<u>\$ (3,000,000)</u>

ACTIVITY TOTAL

\$ 3,000,000

INVESTMENT INCOME

POOLED INVESTMENTS

Interest Earned on Investments	\$ 380,589
Amortization	24,113
Total	<u>\$ 404,702</u>

INCOME TOTAL

\$ 404,702

CITY OF SANTA BARBARA
Summary of Cash and Investments
October 31, 2022

ENDING BALANCE AS OF September 30, 2022

Description	Book Value	Yield to Maturity (365 days)	Percent of Portfolio	Average Days to Maturity	
MUFG Union Bank NA Checking Account	\$ 27,254,451	0.580%	8.71%	1	(1)
State of California LAIF	55,000,000	1.513%	17.58%	1	(2)
Treasury Securities	53,674,184	1.122%	17.16%	857	
Federal Agency Issues - Coupon	145,948,740	1.649%	46.65%	962	
Corporate/Medium Term Notes	14,983,059	2.185%	4.79%	587	
Supranationals Obligations	15,970,793	1.321%	5.11%	997	
	<u>312,831,227</u>	<u>1.450%</u>	<u>100.00%</u>	<u>675</u>	
Totals and Averages	<u>\$ 312,831,227</u>	<u>1.450%</u>	<u>100.00%</u>	<u>675</u>	
Total Cash and Investments	<u>\$ 312,831,227</u>				

NET CASH AND INVESTMENT ACTIVITY FOR October 2022

\$ 2,893,025

ENDING BALANCE AS OF October 31, 2022

Description	Book Value	Yield to Maturity (365 days)	Percent of Portfolio	Average Days to Maturity	
MUFG Union Bank NA Checking Account	\$ 27,245,254	0.750%	8.63%	1	(1)
State of California LAIF	55,000,000	1.772%	17.42%	1	(2)
Treasury Securities - Coupon	50,684,120	1.182%	16.05%	875	
Treasury Discount	2,886,017	4.289%	0.91%	338	
Federal Agency Issues - Coupon	148,950,603	1.701%	47.18%	941	
Corporate/Medium Term Notes	14,984,896	2.185%	4.75%	556	
Supranationals Obligations	15,973,362	1.321%	5.06%	966	
	<u>315,724,252</u>	<u>1.575%</u>	<u>100.00%</u>	<u>663</u>	
Totals and Averages	<u>\$ 315,724,252</u>	<u>1.575%</u>	<u>100.00%</u>	<u>663</u>	
Total Cash and Investments	<u>\$ 315,724,252</u>				

Note: (1) Earnings Credit Rate (ECR) is provided at the rate of 0.750% by MUFG Union Bank, N.A. to help offset banking fees.

(2) The average life of the LAIF portfolio as of October 31, 2022 is 303 days.

CITY OF SANTA BARBARA

Investment Portfolio

October 31, 2022

DESCRIPTION	PURCHASE DATE	MATURITY DATE	QUALITY RATING MOODY'S	QUALITY RATING S & P	STATED RATE	YIELD AT 365	FACE VALUE	BOOK VALUE	MARKET VALUE	BOOK GAIN/(LOSS)	COMMENTS
LOCAL AGENCY INVESTMENT FUNDS											
LOCAL AGENCY INVESTMENT FUND	-	-	-	-	1.772	1.772	55,000,000.00	55,000,000.00	55,000,000.00	0.00	
Subtotal, LAIF							55,000,000.00	55,000,000.00	55,000,000.00	0.00	
TREASURY SECURITIES - DISCOUNT											
U S TREASURY BILL	10/13/22	10/05/23	Aaa	AA+	4.047	4.289	3,000,000.00	2,886,017.31	2,874,810.00	(11,207.31)	
Subtotal, Treasury Securities							3,000,000.00	2,886,017.31	2,874,810.00	(11,207.31)	
TREASURY SECURITIES - COUPON											
U S TREASURY NOTE	05/03/19	04/30/24	Aaa	AA+	2.250	2.342	2,000,000.00	1,997,418.77	1,930,700.00	(66,718.77)	
U S TREASURY NOTE	01/22/20	02/28/23	Aaa	AA+	1.500	1.527	2,000,000.00	1,999,827.68	1,982,200.00	(17,627.68)	
U S TREASURY NOTE	01/22/20	06/30/23	Aaa	AA+	1.375	1.534	2,000,000.00	1,997,959.66	1,958,440.00	(39,519.66)	
U S TREASURY NOTE	01/12/21	09/15/23	Aaa	AA+	0.125	0.185	3,000,000.00	2,998,434.54	2,884,680.00	(113,754.54)	
U S TREASURY NOTE	02/12/21	07/31/25	Aaa	AA+	0.250	0.380	3,000,000.00	2,989,399.85	2,678,910.00	(310,489.85)	
U S TREASURY NOTE	06/02/21	05/31/25	Aaa	AA+	0.250	0.553	2,000,000.00	1,984,563.31	1,796,260.00	(188,303.31)	
U S TREASURY NOTE	06/02/21	12/31/25	Aaa	AA+	0.375	0.700	2,000,000.00	1,979,801.65	1,764,220.00	(215,581.65)	
U S TREASURY NOTE	09/03/21	06/30/25	Aaa	AA+	0.250	0.575	2,000,000.00	1,982,919.50	1,794,060.00	(188,859.50)	
U S TREASURY NOTE	09/24/21	04/30/25	Aaa	AA+	0.375	0.663	2,000,000.00	1,985,808.96	1,810,940.00	(174,868.96)	
U S TREASURY NOTE	09/24/21	05/31/26	Aaa	AA+	0.750	0.878	2,000,000.00	1,991,043.04	1,760,080.00	(230,963.04)	
U S TREASURY NOTE	09/24/21	07/31/26	Aaa	AA+	0.625	0.900	2,000,000.00	1,979,878.04	1,742,420.00	(237,458.04)	
U S TREASURY NOTE	10/08/21	08/31/26	Aaa	AA+	0.750	1.004	2,000,000.00	1,981,050.32	1,746,260.00	(234,790.32)	
U S TREASURY NOTE	10/08/21	09/30/26	Aaa	AA+	0.875	1.015	2,000,000.00	1,989,314.92	1,751,100.00	(238,214.92)	
U S TREASURY NOTE	01/18/22	04/15/24	Aaa	AA+	0.375	1.040	3,000,000.00	2,971,408.96	2,820,360.00	(151,048.96)	
U S TREASURY NOTE	01/12/22	04/30/26	Aaa	AA+	0.750	1.450	3,000,000.00	2,929,094.17	2,646,930.00	(282,164.17)	
U S TREASURY NOTE	01/18/22	01/15/25	Aaa	AA+	1.125	1.210	3,000,000.00	2,994,490.01	2,788,950.00	(205,540.01)	
U S TREASURY NOTE	01/31/22	01/31/24	Aaa	AA+	0.875	1.145	3,000,000.00	2,990,023.83	2,862,300.00	(127,723.83)	
U S TREASURY NOTE	02/28/22	02/29/24	Aaa	AA+	1.500	1.548	2,000,000.00	1,998,755.98	1,919,920.00	(78,835.98)	
U S TREASURY NOTE	02/28/22	11/30/26	Aaa	AA+	1.625	1.863	2,000,000.00	1,981,493.02	1,799,220.00	(182,273.02)	
U S TREASURY NOTE	03/15/22	03/15/25	Aaa	AA+	1.750	1.827	3,000,000.00	2,994,701.30	2,818,230.00	(176,471.30)	
U S TREASURY NOTE	03/17/22	05/31/24	Aaa	AA+	2.000	2.006	2,000,000.00	1,999,798.12	1,920,000.00	(79,798.12)	
U S TREASURY NOTE	03/17/22	12/31/26	Aaa	AA+	1.750	2.170	2,000,000.00	1,966,934.33	1,806,020.00	(160,914.33)	
Subtotal, Treasury Securities							51,000,000.00	50,684,119.96	46,982,200.00	(3,701,919.96)	
FEDERAL AGENCY ISSUES - COUPON											
FED AGRICULTURAL MTG CORP	05/09/19	04/03/23	-	-	2.360	2.371	2,000,000.00	1,999,913.39	1,982,440.00	(17,473.39)	
FED AGRICULTURAL MTG CORP	02/12/20	02/12/24	-	-	1.390	1.480	2,000,000.00	1,997,765.43	1,920,060.00	(77,705.43)	
FED AGRICULTURAL MTG CORP	03/02/21	09/22/25	-	-	0.480	0.480	3,000,000.00	3,000,000.00	2,657,460.00	(342,540.00)	Callable 09/22/23, Q
FED AGRICULTURAL MTG CORP	06/09/22	08/20/24	-	-	2.910	2.911	3,000,000.00	3,000,000.00	2,897,760.00	(102,240.00)	Callable 06/09/23, Q
FEDERAL FARM CREDIT BANK	01/31/19	10/23/23	Aaa	AA+	2.650	2.670	2,000,000.00	1,999,644.28	1,961,640.00	(38,004.28)	
FEDERAL FARM CREDIT BANK	06/27/19	12/12/22	Aaa	AA+	1.875	1.830	2,000,000.00	2,000,098.14	1,995,100.00	(4,998.14)	
FEDERAL FARM CREDIT BANK	06/15/21	06/15/26	Aaa	AA+	0.900	0.900	2,000,000.00	2,000,000.00	1,750,700.00	(249,300.00)	Callable, P
FEDERAL FARM CREDIT BANK	05/06/21	05/06/25	Aaa	AA+	0.710	0.710	2,000,000.00	2,000,000.00	1,809,180.00	(190,820.00)	Callable, P
FEDERAL FARM CREDIT BANK	09/08/21	09/08/26	Aaa	AA+	0.870	0.870	2,000,000.00	2,000,000.00	1,735,300.00	(264,700.00)	Callable, P
FEDERAL FARM CREDIT BANK	12/16/21	07/02/24	Aaa	AA+	0.570	0.873	3,000,000.00	2,985,040.61	2,794,770.00	(190,270.61)	Callable, P
FEDERAL FARM CREDIT BANK	12/23/21	06/23/25	Aaa	AA+	1.170	1.170	3,000,000.00	3,000,000.00	2,734,230.00	(265,770.00)	Callable, P
FEDERAL FARM CREDIT BANK	12/22/21	06/22/26	Aaa	AA+	1.390	1.390	3,000,000.00	3,000,000.00	2,672,280.00	(327,720.00)	Callable, P
FEDERAL FARM CREDIT BANK	01/27/22	01/26/27	Aaa	AA+	1.780	1.780	3,000,000.00	3,000,000.00	2,678,040.00	(321,960.00)	Callable 01/26/23, P
FEDERAL FARM CREDIT BANK	02/16/22	02/16/27	Aaa	AA+	2.180	2.180	3,000,000.00	3,000,000.00	2,708,910.00	(291,090.00)	Callable 02/16/24, P

CITY OF SANTA BARBARA
Investment Portfolio
October 31, 2022

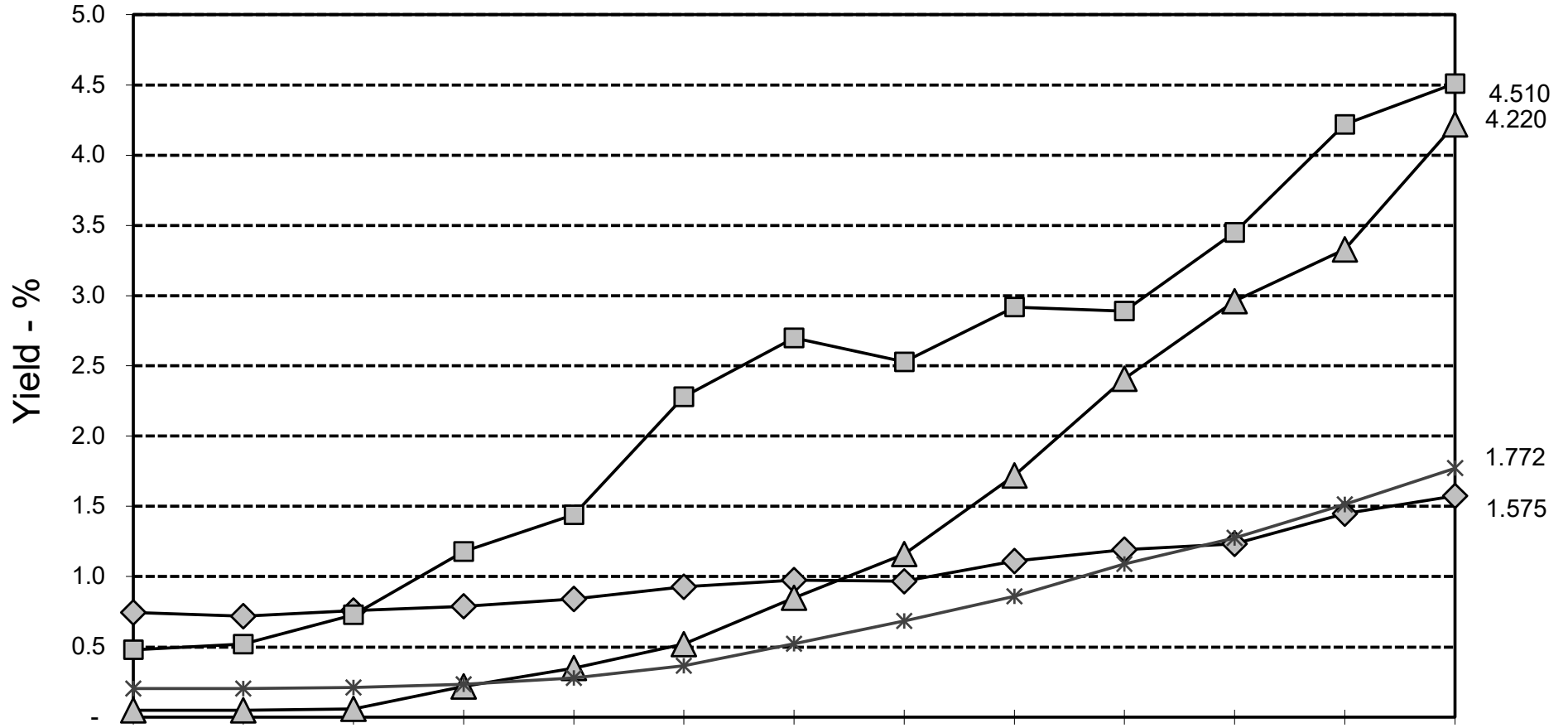
DESCRIPTION	PURCHASE DATE	MATURITY DATE	QUALITY RATING MOODY'S	S & P	STATED RATE	YIELD AT 365	FACE VALUE	BOOK VALUE	MARKET VALUE	BOOK GAIN/(LOSS)	COMMENTS
FEDERAL FARM CREDIT BANK	08/30/22	02/25/26	Aaa	AA+	3.320	3.470	3,000,000.00	2,986,044.90	2,892,090.00	(93,954.90)	
FEDERAL FARM CREDIT BANK	05/26/22	05/26/26	Aaa	AA+	3.375	3.375	3,000,000.00	3,000,000.00	2,871,060.00	(128,940.00)	Callable 05/26/23, P
FEDERAL FARM CREDIT BANK	09/20/22	10/17/23	Aaa	AA+	4.125	4.089	3,000,000.00	3,000,000.00	2,980,890.00	(19,110.00)	
FEDERAL FARM CREDIT BANK	10/19/22	10/19/26	Aaa	AA+	4.250	4.264	3,000,000.00	2,998,512.50	2,975,010.00	(23,502.50)	
FEDERAL HOME LOAN BANK	01/28/21	01/28/26	Aaa	AA+	0.580	0.580	3,000,000.00	3,000,000.00	2,626,620.00	(373,380.00)	Callable 01/28/23, Q
FEDERAL HOME LOAN BANK	01/28/21	01/28/26	Aaa	AA+	0.700	0.610	3,000,000.00	3,000,000.00	2,662,530.00	(337,470.00)	
FEDERAL HOME LOAN BANK	01/28/21	01/28/26	Aaa	AA+	0.750	0.650	3,000,000.00	3,000,000.00	2,667,030.00	(332,970.00)	
FEDERAL HOME LOAN BANK	02/25/21	11/25/25	Aaa	AA+	0.500	0.500	3,000,000.00	3,000,000.00	2,637,570.00	(362,430.00)	Callable 02/25/23, A
FEDERAL HOME LOAN BANK	03/16/21	03/16/26	Aaa	AA+	0.500	0.798	2,000,000.00	2,000,000.00	1,758,520.00	(241,480.00)	Callable 12/16/22, Q - S/U
FEDERAL HOME LOAN BANK	05/20/21	05/20/26	Aaa	AA+	1.000	1.000	2,000,000.00	2,000,000.00	1,758,120.00	(241,880.00)	Callable 11/20/22, Q
FEDERAL HOME LOAN BANK	05/26/21	12/26/25	Aaa	AA+	0.900	0.900	3,000,000.00	3,000,000.00	2,663,040.00	(336,960.00)	Callable 11/26/22, Q
FEDERAL HOME LOAN BANK	05/26/21	11/26/24	Aaa	AA+	0.550	0.550	2,000,000.00	2,000,000.00	1,831,400.00	(168,600.00)	Callable 11/26/22, Q
FEDERAL HOME LOAN BANK	06/10/21	06/10/25	Aaa	AA+	0.690	0.690	2,000,000.00	2,000,000.00	1,799,400.00	(200,600.00)	Callable 12/10/22, Q
FEDERAL HOME LOAN BANK	06/10/21	06/10/26	Aaa	AA+	1.000	1.000	2,000,000.00	2,000,000.00	1,754,860.00	(245,140.00)	Callable 12/10/22, Q
FEDERAL HOME LOAN BANK	06/28/21	03/28/25	Aaa	AA+	0.600	0.600	2,000,000.00	2,000,000.00	1,809,340.00	(190,660.00)	Callable 12/28/22, Q
FEDERAL HOME LOAN BANK	09/23/21	10/23/24	Aaa	AA+	0.470	0.470	2,000,000.00	2,000,000.00	1,835,320.00	(164,680.00)	Callable 12/23/22, Q
FEDERAL HOME LOAN BANK	09/28/21	03/28/25	Aaa	AA+	0.600	0.600	2,000,000.00	2,000,000.00	1,809,340.00	(190,660.00)	Callable 12/28/22, Q
FEDERAL HOME LOAN BANK	09/28/21	09/28/26	Aaa	AA+	0.900	0.900	2,000,000.00	2,000,000.00	1,731,080.00	(268,920.00)	Callable 12/28/22, Q
FEDERAL HOME LOAN BANK	10/28/21	10/28/26	Aaa	AA+	1.250	1.125	2,000,000.00	2,000,000.00	1,752,580.00	(247,420.00)	
FEDERAL HOME LOAN BANK	12/28/21	06/28/24	Aaa	AA+	0.920	0.920	3,000,000.00	3,000,000.00	2,810,220.00	(189,780.00)	Callable 12/28/22, Q
FEDERAL HOME LOAN BANK	12/28/21	02/28/25	Aaa	AA+	1.125	1.125	3,000,000.00	3,000,000.00	2,756,250.00	(243,750.00)	Callable 12/28/22, Q
FEDERAL HOME LOAN BANK	12/29/21	12/29/23	Aaa	AA+	0.700	0.700	3,000,000.00	3,000,000.00	2,860,410.00	(139,590.00)	Callable, P
FEDERAL HOME LOAN BANK	12/30/21	12/30/24	Aaa	AA+	1.000	1.000	3,000,000.00	3,000,000.00	2,771,040.00	(228,960.00)	Callable, P
FEDERAL HOME LOAN BANK	01/26/22	01/26/27	Aaa	AA+	1.125	1.788	3,000,000.00	3,000,000.00	2,680,500.00	(319,500.00)	Callable 01/26/24, 1x - S/U
FEDERAL HOME LOAN BANK	02/28/22	05/28/24	Aaa	AA+	1.450	1.450	3,000,000.00	3,000,000.00	2,843,070.00	(156,930.00)	Callable 02/28/23, 1x
FEDERAL HOME LOAN BANK	03/29/22	03/29/27	Aaa	AA+	2.375	2.375	3,000,000.00	3,000,000.00	2,718,240.00	(281,760.00)	Callable 03/29/23, Q
FEDERAL HOME LOAN BANK	04/21/22	04/21/26	Aaa	AAA	3.000	3.000	2,000,000.00	2,000,000.00	1,925,500.00	(74,500.00)	Callable 04/21/23, A
FEDERAL HOME LOAN BANK	04/25/22	04/25/25	Aaa	AA+	2.750	2.750	2,000,000.00	2,000,000.00	1,914,820.00	(85,180.00)	Callable 04/25/23, 1x
FEDERAL HOME LOAN BANK	09/20/22	07/20/23	Aaa	AA+	3.500	3.590	3,000,000.00	2,998,187.00	2,990,520.00	(7,667.00)	Callable 12/20/22, 1x
FEDERAL HOME LOAN MTG CORP	11/25/20	11/25/25	Aaa	AA+	0.625	0.625	3,000,000.00	3,000,000.00	2,647,620.00	(352,380.00)	Callable on 11/25/22, A
FEDERAL HOME LOAN MTG CORP	11/24/20	11/24/23	Aaa	AA+	0.320	0.320	3,000,000.00	3,000,000.00	2,858,820.00	(141,180.00)	Callable 11/24/22, Q
FEDERAL HOME LOAN MTG CORP	09/09/20	12/09/24	Aaa	AA+	0.500	0.500	3,000,000.00	3,000,000.00	2,750,730.00	(249,270.00)	Callable 12/09/22, Q
FEDERAL HOME LOAN MTG CORP	06/22/22	03/22/24	Aaa	AA+	2.750	2.738	4,000,000.00	4,000,000.00	3,899,480.00	(100,520.00)	Callable 06/22/23, 1x
FEDERAL HOME LOAN MTG CORP	06/23/22	06/23/27	Aaa	AA+	3.500	3.500	3,000,000.00	3,000,000.00	2,877,480.00	(122,520.00)	Callable 12/23/22, Q
FEDERAL HOME LOAN MTG CORP	06/28/22	06/28/24	Aaa	AA+	3.050	3.050	4,000,000.00	4,000,000.00	3,902,080.00	(97,920.00)	Callable 12/28/22, Q
FEDERAL HOME LOAN MTG CORP	09/29/22	09/29/27	Aaa	AA+	4.750	4.750	3,000,000.00	3,000,000.00	2,994,660.00	(5,340.00)	Callable 09/29/23, Q
FEDERAL HOME LOAN MTG CORP	09/19/22	09/19/24	Aaa	AA+	3.700	3.700	3,000,000.00	3,000,000.00	2,973,030.00	(26,970.00)	Callable 09/19/23, 1x
FEDERAL HOME LOAN MTG CORP	09/08/22	06/19/23	Aaa	AA+	2.750	3.532	3,000,000.00	2,985,396.48	2,964,450.00	(20,946.48)	
FEDERAL NATL MORTGAGE ASSN	08/17/20	08/17/23	Aaa	AA+	0.310	0.310	3,000,000.00	3,000,000.00	2,895,180.00	(104,820.00)	Callable 11/17/2022, Q
FEDERAL NATL MORTGAGE ASSN	08/26/20	08/26/25	Aaa	AA+	0.600	0.600	4,000,000.00	4,000,000.00	3,566,280.00	(433,720.00)	Callable 11/26/22, Q
FEDERAL NATL MORTGAGE ASSN	11/17/20	05/17/24	Aaa	AA+	0.375	0.375	3,000,000.00	3,000,000.00	2,800,260.00	(199,740.00)	Callable on 11/17/2022, Q
Subtotal, Federal Agencies							149,000,000.00	148,950,602.73	138,514,310.00	(10,436,292.73)	

CITY OF SANTA BARBARA
Investment Portfolio
October 31, 2022

DESCRIPTION	PURCHASE DATE	MATURITY DATE	QUALITY RATING MOODY'S	S & P	STATED RATE	YIELD AT 365	FACE VALUE	BOOK VALUE	MARKET VALUE	BOOK GAIN/(LOSS)	COMMENTS
SUPRANATIONAL OBLIGATIONS											
INTERNATIONAL BANK FOR RECONST	01/22/21	10/28/25	Aaa	AAA	0.500	0.500	3,000,000.00	3,000,000.00	2,661,090.00	(338,910.00)	
INTERNATIONAL BANK FOR RECONST	09/09/22	09/09/27	Aaa	AAA	4.000	4.000	3,000,000.00	3,000,000.00	2,867,520.00	(132,480.00)	Callable 09/09/2024, A
INTERNATIONAL FINANCE CORP	02/22/21	08/22/24	Aaa	AAA	0.250	0.255	3,000,000.00	2,999,736.50	2,766,630.00	(233,106.50)	
INTERNATIONAL FINANCE CORP	03/23/21	03/23/26	Aaa	AAA	0.750	0.805	2,000,000.00	1,996,334.00	1,758,920.00	(237,414.00)	
INTERNATIONAL FINANCE CORP	06/03/21	07/16/25	Aaa	AAA	0.375	0.621	2,000,000.00	1,986,850.98	1,789,660.00	(197,190.98)	
INTERNATIONAL FINANCE CORP	03/14/22	03/20/23	Aaa	AAA	0.500	1.334	3,000,000.00	2,990,440.90	2,955,750.00	(34,690.90)	
Subtotal, Supranationals							<u>16,000,000.00</u>	<u>15,973,362.38</u>	<u>14,799,570.00</u>	<u>(1,173,792.38)</u>	
CORPORATE/MEDIUM TERM NOTES											
APPLE INC	04/23/19	05/03/23	Aaa	AA+	2.400	2.718	2,000,000.00	1,996,972.52	1,977,640.00	(19,332.52)	
APPLE INC	09/11/19	09/11/24	Aaa	AA+	1.800	1.903	2,000,000.00	1,996,359.67	1,898,760.00	(97,599.67)	
APPLE INC	02/17/21	02/08/26	Aaa	AA+	0.700	0.705	3,000,000.00	2,999,507.12	2,626,890.00	(372,617.12)	
BERKSHIRE HATHAWAY INC	04/05/18	03/15/23	Aa2	AA	2.750	3.016	2,000,000.00	1,998,172.18	1,985,260.00	(12,912.18)	
MICROSOFT CORP	05/23/19	08/08/23	Aaa	AAA	2.000	2.535	2,000,000.00	1,992,229.37	1,963,160.00	(29,069.37)	
TOYOTA MOTOR CREDIT	07/27/18	07/20/23	A1	A	3.419	3.392	2,000,000.00	2,000,352.46	1,979,020.00	(21,332.46)	
TOYOTA MOTOR CREDIT	03/16/20	02/13/25	A1	A	1.800	1.770	2,000,000.00	2,001,302.55	1,863,820.00	(137,482.55)	
Subtotal, Corporate Securities							<u>15,000,000.00</u>	<u>14,984,895.87</u>	<u>14,294,550.00</u>	<u>(690,345.87)</u>	
CHECKING ACCOUNT											
MUFG UNION BANK NA CHKNG ACCNT	-	-	-	-	0.750	0.750	27,245,253.51	27,245,253.51	27,245,253.51	0.00	
Subtotal, Checking Account							<u>27,245,253.51</u>	<u>27,245,253.51</u>	<u>27,245,253.51</u>	<u>0.00</u>	
TOTALS							316,245,253.51	315,724,251.76	299,710,693.51	(16,013,558.25)	

Market values have been obtained from the City's safekeeping agent, MUFG Union Bank, N.A. - The Private Bank (UBTPB).

INVESTMENT YIELDS



Monthly Change in Market Gain/Loss (in Millions)

Month	Monthly Change
Oct'21	(\$0.720)
Nov'21	(\$0.281)
Dec'21	(\$0.351)
Jan'22	(\$1.550)
Feb'22	(\$1.074)
Mar'22	(\$3.641)
Apr'22	(\$1.858)
May'22	\$0.955
Jun'22	(\$1.429)
Jul'22	\$1.042
Aug'22	(\$3.198)
Sep'22	(\$3.194)
Oct'22	(\$0.634)





CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Arts & Community Promotion

SUBJECT: Funding Recommendations for Community Arts, Organizational Development, and Events and Festivals Cultural Arts Grants

RECOMMENDATION:

That Council review and approve the City of Santa Barbara Arts Advisory Committee and Community Events and Festivals Committee grant funding recommendations for Fiscal Year 2022-2023.

DISCUSSION:

In the Fiscal Year 2022-2023 budget, Council authorized \$295,947 for the City of Santa Barbara Cultural Arts grant programs. The grant will comprise of funding for three programs – Community Arts, Organizational Development, and Community Events & Festivals – which support diverse nonprofit organizations that allow for the following: provide free arts access for underserved communities, offer arts programs and services for residents and visitors, and create events and festivals that enhance economic and community vitality.

The City contracts with the Office of Arts and Culture to administer the Cultural Arts grant programs and provide staff support for the Arts Advisory Committee and Community Events & Festivals Committee. The Arts Advisory Committee reviews applications and makes award recommendations to Council for the Community Arts and Organizational Development grant program. The Community Events & Festivals Committee reviews applications and makes award recommendations to Council for the Community Events & Festivals grant program.

With Council approval, grant contracts will be executed for a January 1, 2023- December 31, 2023 program cycle. The Attachment to this report includes the full list of 2022-23 grant applicants, project descriptions and award recommendations.

City of Santa Barbara 2022-23 Cultural Arts Grant Program Summary

Community Events & Festivals

The Community Events & Festivals Committee met on October 5 and 6, 2022 to review applications and interview applicants for the Events & Festivals Grant program. On November 3, 2022, the Community Events & Festivals Committee voted on recommendations to send to City Council. The base amount allocated by the City for this program was \$102,917 in Fiscal Year 2022-2023.

For Fiscal Year 2022-23, a total of \$145,000 was requested by 12 nonprofit organizations to host and produce events and festivals. Groups applying for Community Events & Festivals grants are not eligible to apply for Community Arts or Organizational Development grants.

Community Arts

The Community Arts grant panel met on September 13, 2022 to review applications and determine preliminary disbursement recommendations to present to the City Arts Advisory Committee. At the October 20, 2022 City Arts Advisory Committee meeting, the Committee voted on award recommendations for City Council review and approval. The base amount allocated by the City for this program in the 2022-2023 Fiscal Year was \$47,045.

For Fiscal Year 2022-23, a total of \$87,138.37 of funding support was requested by 16 non-profit organizations. Groups applying for Community Arts grants are not eligible to apply for Organizational Development or Community Events & Festivals grants.

Organizational Development

The Organizational Development Subcommittee met on September 21, 2022 and reviewed all of the applications submitted to the Organizational Development Grant Program. The subcommittee's recommendations were reviewed and approved on October 20, 2022 by the City Arts Advisory Committee. The base amount allocated by the City for this program in the 2022-2023 Fiscal Year was \$145,985.

For Fiscal Year 2022-23, a total of \$397,756 of funding support was requested by 23 nonprofit organizations. Groups applying for Organizational Development grants are not eligible to apply for Community Arts or Community Events & Festivals grants.

BUDGET/FINANCIAL INFORMATION:

The City's Fiscal Year 2022-2023 budget appropriated \$295,947 for these grants.

<u>Grant Categories</u>	<u>Fiscal Year 2022-23</u>
Community Events and Festivals Grants	\$102,917
Organizational Development Grants	\$145,985
Community Arts Grants	<u>\$ 47,045</u>
Total	<u>\$295,947</u>

The attachment contains a detailed report that itemizes all grant funding award recommendations to be administered through the City-County Arts Services contract.

ATTACHMENT: Community Cultural Arts Grant Funding Recommendations

PREPARED BY: Sarah York Rubin, Exec. Director of County Office of Arts & Culture
Hannah Rubalcava, Grants & Contracts Manager, Office of Arts & Culture

SUBMITTED BY: Jessica Cadiente, Library Director

APPROVED BY: City Administrator's Office

CITY OF SANTA BARBARA COMMUNITY EVENTS AND FESTIVALS COMMITTEE 2022-2023 Community Events and Festivals Grant Award Recommendations

The City of Santa Barbara Community Events & Festivals Re-Granting Program (EF) grants funds to local organizations for promotional development. The applicants to this program demonstrate the ability to provide events and festivals which contribute to the cultural vitality and promotion of the City of Santa Barbara. The maximum amount of a Community Events and Festivals Grant is \$15,000 for new applicants and \$10,000 for applicants who have received funding for more than three years.

COMMUNITY EVENTS AND FESTIVALS GRANT GENERAL INFORMATION

Total EF Grant Funding Requested:	\$145,000
Total EF Grant Funding Available:	\$102,917
Total Number of Applicants:	12
Number of Applicants Recommended for Funding:	12

GRANT APPLICANTS, DESCRIPTIONS, AND AWARD AMOUNT RECOMMENDATIONS

(Please note: the grant descriptions and mission statements provided below are submitted by the applicants as part of their grant application.)

California Center for Public Policy

APP-002755

“The CA Center for Public Policy is partnering with the Greater SB Hispanic Chamber of Commerce, and collaborating with the SB Visitor Center and the Downtown Business Association to bring back this lost historical tradition in order to revitalize business during this transition in economy out of the pandemic. With vendor/merchant/ restaurant booths our smallest of businesses will gain a boost in their sales, as well as, local restaurants and hotels.”

Amount Requested: \$15,000

Grant Award: \$7,500

Elings Park Foundation

APP-002768

“Elings Park brings restless spirits back to life with new event “Ghosts Along the Coast.” The Audience walks between different locations in Elings Park Godric Grove to hear five-to-ten-minute-long monologues performed by actors portraying real-life figures inspired by local history. Actors will perform their monologues several times each night. These wild and eerie stories are inspired by the lives (and deaths!) of genuine Santa Barbara-ans.”

Amount Requested: \$5,000

Grant Award: \$3,000

Foundation for Santa Barbara City College**APP-002762**

“Collective Collaborative is a dance festival organized by the SBCC Dance Company that brings together dance companies and choreographers from across the state of California for two days of dance programming at the beautiful New Vic Theater in Santa Barbara. Our mission is to foster relationships among the SBCC Dance Company and others in and around the Santa Barbara area, Northern and Southern California, and eventually from out of state.”

Amount Requested: \$10,000

Grant Award: \$9,000**Healing Justice Santa Barbara****APP-002712**

“As a team of women and femme folks of color, we are hosting the third annual Black History Month event series: a month-long art and event series to highlight local Black artists/talent, celebrate Black culture, uplift the Black community, and invite the broader community to engage in learning about/honoring Black History. The series will be marketed strategically to Santa Barbara County and a statewide audience, particularly from the Black, Indigenous, and people of color (BIPOC) community.”

Amount Requested: \$15,000

Grant Award: \$3,917**Lobero Theatre Foundation****APP-002714**

“Lobero LIVE is a series of 30-35 exciting live music performances at the Lobero Theatre with some of the best in blues, folk, and jazz. In 2022-23, we will present our 150th anniversary season, bringing shows that would normally be presented in larger cities like Los Angeles or San Francisco. Especially this year, Lobero LIVE will be known for big names in a small room.”

Amount Requested: \$10,000

Grant Award: \$9,250**Martin Luther King Jr Committee of Santa Barbara, aka. MLKSB****APP-002710**

“The Martin Luther King Jr. Committee of Santa Barbara presents programs that inspire and uplift the community. On the MLK Jr. holiday weekend, this will include Essay and Poetry Awardees engaged in a public reading; all in the greater Santa Barbara community are encouraged to volunteer on Saturday, which is the National Day of Service. On the MLK Jr. Holiday, Monday, a Morning program at De La Guerra Plaza, Unity March, Arlington Theater program, with selected speaker.”

Amount Requested: \$15,000

Grant Award: \$13,500

NewGrit

“The Kinetic Cake Express (KCE) is an art race of non-motorized kinetic sculptures. The KCE is open to artists and creatives working in concert with engineers and mechanical designers. This event is a proven tourism draw and would further create an outlet of artist to business collaboration in Santa Barbara’s thriving art community.”

Amount Requested: \$15,000

Grant Award: \$14,250

Pacific Pride Foundation

APP-002742

“Since the 1990s, PPF has produced the Pacific Pride Festival each summer in Santa Barbara; while COVID-19 caused us to pause this event, we relaunched the festival in 2022. In August 2023, this free, all-day festival will feature an empowering rally, live entertainment, exhibitors and nonprofits, local food, family-friendly activities, and affirming resources. The event will be held in the City of Santa Barbara, and we anticipate reaching 3,000+ people from along the Central and Southern Coast.”

Amount Requested: \$15,000

Grant Award: \$7,500

Santa Barbara Culinary Experience

APP-002741

“The purpose of the Santa Barbara Culinary Experience (SBCE) is to shine a light on the culinary riches of Santa Barbara County. Its annual Taste of Santa Barbara is a week-long celebration of events that are both culinary and educational hosted by local gastronomic small businesses in the hospitality, farming, & wine industry. This annual gathering has great economic and promotional benefits to the city by encouraging tourists + locals to come learn & taste what SB County is all about.”

Amount Requested: \$15,000

Grant Award: \$7,500

Santa Barbara Museum of Art

APP-002722

“This exhibition is a historical exploration of flower-and-bird painting, a much appreciated but understudied genre, through 70 works from the 15th to early 20th centuries. Paintings are loaned from the prestigious Tianjin Museum in northeastern China and the Changzhou City Museum in southern China. These works will be on view in North America for the first time, including the premier showing of the forty-foot-long handscroll Flowers on a River by the eminent monk artist Bada Shanren (1626-1705).”

Amount Requested: \$10,000

Grant Award: \$9,000

Santa Barbara Revels

APP-002746

“To survive the pandemic, Santa Barbara Revels began offering virtual events, which we will continue to create. Now, to encourage audience members to leave their homes for entertainment, we offer a full, year-round range of live events and performances that provides an opportunity for folks to be active and participatory. We bring tradition to life - by

energizing and updating old customs - and to lives - by encouraging audiences to create their own family traditions centered on seasonal changes.”

Amount Requested: 10,000

Grant Award: \$9,250

UCSB Arts & Lectures

APP-002667

“Arts & Lectures (A&L) is the premiere multidisciplinary presenting program between Los Angeles and San Francisco. Our 2022-23 season includes performances, lectures, and special events to engage thousands of local and traveling patrons with world-class events that help define Santa Barbara as a culturally vibrant community. A&L helps make Santa Barbara a destination. Many of A&L patrons (25%-30%) have home addresses from outside the area and visit our City to participate.”

Amount Requested: \$10,000

Grant Award: \$9,250

CITY OF SANTA BARBARA ARTS ADVISORY COMMITTEE
2022-2023 Community Arts Grant Award Recommendations

Community Arts grants are designed to support specific projects by arts organizations or individual artists who have a partnership with an arts or educational non-profit organization. The program supports projects that increase accessibility to the arts for under-served communities. The grant committee encourages proposals that focus on youth and families. The maximum amount of a Community Arts Grant is \$6,000.

COMMUNITY ARTS GRANT GENERAL INFORMATION

Total CA Grant Funding Requested:	\$85,138.37
Total CA Grant Funding Available:	\$47,045
Total Number of Applicants:	16
Number of Applicants Recommended for Funding:	10

GRANT APPLICANTS, DESCRIPTIONS, AND AWARD AMOUNT RECOMMENDATIONS

(Please note: the grant descriptions provided below are submitted by the applicants as part of their grant application.)

ORGANIZATIONS RECOMMENDED FOR FUNDING

Darrell & Sally McNeill (dba Santa Barbara Black Culture House)

APP-002769

“The Santa Barbara Black Culture House is a seasonal pop-up arts space showcasing a dynamic range of events in celebration of the art, culture, and history of the Black Diaspora. It was co-founded in 2020 by producers Darrell M. McNeill and Sally A. Foxen-McNeill to present the full spectrum of creative disciplines and ideas, expressed through the provocative and foundational lens of the Black experience.”

Amount Requested: \$6,000

Recommended Grant Award: \$6,000

Debra Herrick Artist (fiscal sponsor: SB Arts Collaborative)

APP-002758

“Arts writing and publishing is an essential component of a vibrant arts & culture ecology. Focused on the here and now and based in Santa Barbara, Lum Art Magazine is the only publication fully dedicated to the work created by local artists and/or curated for area galleries and museums. Since 2018, Lum's magazines, website and community events have served as a critical catalyst for connections, advocacy and discovery around art in Santa Barbara.”

Amount Requested: \$6,000

Recommended Grant Award: \$6,000

Hillside

APP-002745

“The Rhythmic Arts Project (TRAP) educates individuals with intellectual and developmental disabilities by embracing a unique methodology that encompasses the rhythm of percussion as a modality to address basic life and learning skills.

The program successfully addresses cognitive, emotional, and physical disabilities through customized exercises with a multi-sensory approach and a whole lot of fun!"

Amount Requested: \$2,400

Recommended Grant Award: \$2,400

Jana Brody Artist (fiscal sponsor: New Grit)

APP-002719

"I would like to offer art classes at non profit senior living facilities; 6 classes and a exhibition date. I have been teaching at for profit senior living and would like to offer the class to low income seniors as it has boosts creativity and confidence and art access should be available to all."

Amount Requested: \$2,275

Recommended Grant Award: \$2,275

Momentum WORK, Inc./Santa Barbara Art Works

APP-002683

"Santa Barbara Art Works is an arts gallery and arts education program for adults with intellectual and developmental disabilities located in downtown Santa Barbara. Our mission is to empower creativity and personal growth while improving access in the arts for aspiring artists with disabilities. We provide art workshops five days a week in painting, drawing, mixed media, and caricature design, and would like to include a photography and digital arts workshop beginning in 2023."

Amount Requested: \$5,963.37

Recommended Grant Award: \$2,870

Nancy Martz (A to Z Cooking School)

APP-002751

"The grant funds will pay our Culinary Educators to teach classes with our Community Partners. We pay \$20-\$30 per hour to teach a 90-minute class. Each shift is about 3 hours (this includes prep and clean-up). Our Educators teach children and teens how to cook delicious, nutritious and affordable meals made from seasonal and local ingredients. After preparing their meal, the students and Educator sit down together to enjoy their meal and practice their table manners."

Amount Requested: \$6,000

Recommended Grant Award: \$3,500

Performing and Visual Arts Camp (fiscal sponsor: Children's Creative Project)

APP-002656

"The Performing and Visual Arts Camp (PVAC) is a 4-week summer arts camp for underprivileged youth (aged 7 to 18) from Santa Barbara to experience the creative process of musical production. Campers meet daily with artists and educators in dance, theater, music, and visual arts. Students rehearse and give several performances of a musical theater production. They also perform in the Fiesta Children's Parade"

Amount Requested: \$6,000

Recommended Grant Award: \$6,000

Mission Poetry Series (fiscal sponsor: Santa Barbara Foundation)**APP-002763**

“This funding will be used to provide the greater Santa Barbara community with access to award-winning multicultural poets and authors from Santa Barbara, throughout California, and across the country through a free biannual reading series in partnership with the Santa Barbara Public Library.”

Amount Requested: \$6,000

Recommended Grant Award: \$6,000

Santa Barbara Trust for Historic Preservation**APP-002723**

“The Santa Barbara Trust for Historic Preservation (SBTHP) will create a digital oral history collection documenting the local Filipino-American community, building on existing collections and partnerships. After project completion, we will celebrate with a public presentation as part of SBTHP’s annual Asian American Neighborhood Festival. The presentation will include cultural performances and will honor the contributions of the culture bearers who shared their stories.”

Amount Requested: \$6,000

Recommended Grant Award: \$6,000

Student Art Fund of the Santa Barbara Art Association**APP-002770**

“All junior and senior high public school art teachers are invited to submit student portraits of grandparents or beloved elders. From the approximately 500 submissions, 150 will be juried into the show at the library's Faulkner Gallery, April 2023. 2-D art work will be matted by the committee. The show will be open to the public during April with a special reception for artists and their families and teachers on April 7. Media submissions will feature award winning students.”

Amount Requested: \$6,000

Recommended Grant Award: \$6,000

ORGANIZATIONS NOT RECOMMENDED FOR FUNDING**Alpha Resource Center of Santa Barbara****APP-002732**

“Grant funds will be utilized to produce reproduction of original work and new collaborative products and merchandise from Slingshot artist’s original artwork. Production will employ local producers, manufactures, and collaborative partners to generate new financial opportunities and avenues for visibility and social inclusion of the population.”

Amount Requested: \$6,000

Recommended Grant Award: \$0

DramaDogs**APP-002720**

“DramaDogs is requesting funds to support the continuing production of our TVSB program: "Breaking the 4th Wall." The show is designed to educate the community about the creativity and skills involved the theatrical process, as well as

entertain audience members. Each episode provides the performance of a monologue and a discussion as to how that performance was created. TVSB is an excellent resource for the community, and we love using it to teach and entertain.”

Amount Requested: \$6,000

Recommended Grant Award: \$0

NewGrit- (Fiscal Sponsor for SB Arts & Event Workshop)

APP-002748

“First annual workshop to gather professionals in both the arts and events industries to share knowledge and experiences to help our non-profit celebrations and cultural showcases grow and prosper, with an emphasis on artistic inclusion, safety, and sustainability.”

Amount Requested: \$2,500

Recommended Grant Award: \$0

Positional Projects

APP-002739

“Augmented Constance Austin - An AR(t) Historical Treasure Hunt, is a community-wide self-guided augmented reality smartphone art experience inspired by the life and times of little-known feminist architect and Santa Barbara resident, Alice Constance Austin, 1864-1955.”

Amount Requested: \$6,000

Recommended Grant Award: \$0

UCSB Dance Company

APP-002731

“UCSB Dance Company presents We Dance for You! The UCSB Dance Company features 16 students majoring in dance at the University of California, Santa Barbara. Under the direction of Delila Moseley, with MC Nathan Burdine-Ortega leading the show, these budding artists perform high-energy, entertaining dances from modern dance to hip-hop to swing and folkloric. Their repertoire includes pieces staged specifically for young audiences by professional choreographers commissioned to create new works.”

Amount Requested: \$6,000

Recommended Grant Award: \$0

Unite to Light

APP-002743

“Light has the power to change lives: help underserved populations access a free art festival with the theme of LIGHT!”

Amount Requested: \$6,000

Recommended Grant Award: \$0

CITY OF SANTA BARBARA ARTS ADVISORY COMMITTEE

2022-2023 Organizational Development Grant Award Recommendations

The City of Santa Barbara’s Organizational Development Re-Granting Program (OD) grants public funding to local arts organizations for arts programs. The applicants to this program are representative of a diverse cross-section of arts organizations, including multicultural and neighborhood arts programs. Organizational Development grants will support operational, marketing and promotional expenses, or emergency contingency planning for organizations. Organizations must indicate the impact these funds will have upon their audience development and earned income. Organizational Development Re-Granting Program grants will support programs that address increases in audience through direct programmatic partnerships and new marketing strategies or in the development of emergency contingency planning to keep their audiences safe and informed.

ORGANIZATIONAL DEVELOPMENT GRANT GENERAL INFORMATION

Total OD Grant Funding Requested:	\$397,756
Total OD Grant Funding Available:	\$145,985
Total Number of Applicants:	23
Number of Applicants Recommended for Funding:	10

GRANT APPLICANTS, DESCRIPTIONS, AND AWARD AMOUNT RECOMMENDATIONS

(Please note: the grant descriptions provided below are submitted by the applicants as part of their grant application.)

ORGANIZATIONS RECOMMENDED FOR FUNDING

American Dance and Music

APP-002761

“American Dance and Music, Inc. has developed a marketing plan for its dance studio, The Dance Hub, to restore class attendance to pre-COVID levels and beyond. The plan has a three-pronged attack: automated Marketing through TDH’s Wellness Living software; advertising, including print, online, social media, and promotional materials; and publicity. With this grant proposal, AD&M seeks funding to partially offset the costs of the advertising and promotional materials.”

Amount Requested: \$16,350

Recommended Grant Award: \$10,730

ARTSPACE INC DBA Center Stage Theater

APP-002765

“Produce 2 events during 2023 that support underrepresented artists: a Queer theater and dance festival in mid-March and a Latinx event in the fall, fund a portion of our Marketing position and develop a marketing plan for 2024-2026.”

Amount Requested: \$18,000

Recommended Grant Award: \$18,000

Ensemble Theatre Company

“Ensemble Theatre Company (ETC) is in a pivotal year of recovery from the long-term effects of the covid-19 pandemic. The real work of recovery and rebuilding is just beginning with the need to re-engage previous audiences, expand audience reach, and rejuvenate earned income potential more essential than ever to ensure ETC is sustainable for the future.”

Amount Requested: \$18,000

Recommended Grant Award: \$12,150

Everybody Dance Now!

APP-002767

“Recovering from the pandemic, Everybody Dance Now!'s strategic priority is to invest in artistic and admin staffing and provide its roster of teaching artists the training needed to secure sustainable programmatic partnerships with Santa Barbara public schools, affordable housing communities, and fellow nonprofits frequented by underserved, low-income youth of color, ages 5-18, who stand to benefit from EDN!'s curriculum-based hip hop dance education, mentoring, and cultural arts events.”

Amount Requested: \$18,000

Recommended Grant Award: \$12,150

Explore Ecology

APP-002737

“With funding from the Santa Barbara Office of Arts and Culture Explore Ecology seeks to create artist driven communication about the importance of creative reuse through its Art From Scrap offerings. This program is a continuation of the discoveries made in our marketing planning with support from the Office of Arts and Culture.”

Amount Requested: \$17,530

Recommended Grant Award: \$17,530

Flamenco Arts Festival

APP-002725

“The request is for \$18,000 in Organizational Development funds to support the Flamenco Arts Festival's (FAF) efforts to increase earned income by implementing year-round programming beginning in 2023.”

Amount Requested: \$18,000

Recommended Grant Award: \$18,000

NewGrit

APP-002697

“Founded in 2017, NewGrit is a small 501c3 arts and culture organization based in the city of Santa Barbara. Our mission is to provide resources to individual artists and organizations, elevating communities through arts and culture. NewGrit is proud of the quality of services we are able to provide even though the art community needs out-weigh our current capacity. This grant will allow us to grow sustainably.”

Amount Requested: \$17,876

Recommended Grant Award: \$17,876

Santa Barbara Arts Collaborative

“Once again the CAW is ready to grow by bringing on additional part-time labor. In addition to a full-time Managing Director and 25% CAW Outreach Coordinator, we will add one 25% staff and other part-time employees to cover up to a 50% event staff position. The CAW gets busier each year, and we want to be sure our users have the support staff they need to produce successful events.”

Amount Requested: \$18,000

Recommended Grant Award: \$18,000

Santa Barbara Gay Men's Chorus

APP-002750

“If funded, this grant will be used to help sustain the Santa Barbara Gay Men's Chorus by providing funding for a full time artistic director, accompanist as well as help cover administrative overhead costs like office space for music storage and meetings, as well as rehearsal and concert venue rental fees.”

Amount Requested: \$14,000

Recommended Grant Award: \$9,549

Santa Barbara Museum of Natural History

APP-002665

“The Museum has been working to address issues of justice, equity, and inclusion in our work. Thanks to the City of SB, we were able to engage the help of Equity Praxis Group to facilitate and guide our staff and Board through a series of trainings and workshops that helped us develop a common, shared JEDI language and build confidence and capacity for addressing JEDI issues. Now we are looking for funding to create an Organizational Assessment to identify themes, priorities and next steps”

Amount Requested: \$12,000

Recommended Grant Award: \$12,000

ORGANIZATIONS NOT RECOMMENDED FOR FUNDING**Arts Mentorship Program**

APP-002756

“The Arts Mentorship Program (AMP) is at a critical point of evolving as it continues to serve dancers and emerging artists in Santa Barbara County. We have a major need for our work to continue and we want to establish a strategic plan that will support our efforts in improving our organization's capacity through the alignment of strategy, structure, and fiscal sustainability.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

Boxtales Theatre Company**APP-002744**

“Boxtales Theatre Company is seeking funding to support artistic salaries to strengthen our organizational sustainability as part of our strategic plan to focus on enhancing advertising/marketing, increasing earned revenue, diversifying funding sources, and expanding reach of our arts education performances and programs.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

Camerata Pacifica**APP-002754**

“Camerata Pacifica respectfully requests a grant of \$18,000 from the City of Santa Barbara to support organizational capacity-building through the funding of executive and staff salaries. This type of funding support is crucial to Camerata Pacifica as we continue to develop administrative infrastructure and fundraising capacity at a pivotal moment in the organization’s return to full operations.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

Community Arts Music Association**APP-002717**

“This grant will fund 300 additional free community tickets offered in CAMA's 2022-2023 Season. For decades CAMA has provided free community tickets on a limited basis. Last season, CAMA was awarded a private gift with the express purpose of inviting an even wider representation to a welcoming environment, with the goal of continuing these community relationships into the next season. The program was a success with 140 tickets provided and strong interest in continuing.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

Girls Rock SB + Amplify**APP-002687**

“Girls Rock SB + Amplify (GRSB) is seeking to operationalize our new Online Marketplace. This project has been identified as part of our current strategic plan, in order to increase and diversify GRSB’s revenue through new earned income streams that align with our mission, programming, partnerships, and communities served. In 2023, we will focus on creating fee-based online music production courses and an online merchandise store.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

JAMS**APP-002724**

“We are a nearly all-volunteer organization, and we are seeking funding to pay our staff. We recognize that an all-volunteer model is unsustainable in the long term, and we would like to be able to pay our staff so that they can dedicate themselves to working for the organization without having to divide their time between JAMS and their paid work (other positions). We also want the organization to grow, and it cannot grow without having dedicated staff who have the time to develop JAMS.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

Notes for Notes

APP-002766

“Notes for Notes® is seeking \$18,000 for general operating expenses to sustain current programming costs, including N4N producer’s salaries in order to increase our reach to youth through in-studio and remote digital music programming. The talented Santa Barbara N4N Producers help youth to develop stronger bonds within the local community and encourage youth to explore their own voices through creating and recording music.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

Out of the Box Theatre

APP-002733

“Out of the Box Theatre Company's artistic season for 2022-2023, consisting of two mainstage musical productions and a summer concert.”

Amount Requested: \$14,000

Recommended Grant Award: \$0

Santa Barbara Choral Society

APP-002718

“The Santa Barbara Choral Society has begun implementing its strategic plan for sustaining and updating our organizational policies, procedures, and fundraising plans. This year, we are seeking continued funding to implement action items identified as a result of consultant reports and board planning.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

Santa Barbara Dance Institute

APP-002682

“To match the increased demand for Santa Barbara Dance Institute’s programs post-pandemic, SBDI requests \$18,000 to hire and train teaching artists on its methodology for delivering after school dance education for youth in partnership with public schools in the city of Santa Barbara. The funds would also provide increased administrative support. As the program reach/impact grows, attracting school sites, these positions will become self-sustaining.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

Santa Barbara Festival Ballet

APP-002729

“Requested funds will be used to support a three critical areas for our organization's development: marketing costs including advertising space and consultant fees for school enrollment, marketing costs including advertising costs and consultant fees for performances in Santa Barbara including but not limited to Nutcracker at the Arlington and Board Development. In the future we plan to secure our organization's future through major gifts and an endowment funds.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

Santa Barbara Symphony Orchestra Association

APP-002752

“In the Symphony’s 70th Anniversary Season we are initiating efforts to build back audience capacity to pre-pandemic levels and beyond through increased strategies to attract new patrons. An \$18,000 grant will enable The Symphony to incorporate new technology and extend our ad budget to improve our targeting capabilities and expand our reach in the most effective manner.”

Amount Requested: \$18,000

Recommended Grant Award: \$0

SB Community Youth Performing Arts Center

APP-002646

“A \$18,000 grant from the SBAC will support hiring a Development Director who will help The Luke secure funding sources for continued expansion and sustainability of our organization. This grant is critical for The Luke and the Santa Barbara community as we heal and recover from the pandemic.”

Amount Requested: \$18,000

Recommended Grant Award: \$0



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Downtown Team Division, Public Works Department

SUBJECT: Sole Source Purchasing Request for Downtown Parking Revenue Control Equipment, Maintenance Services, Replacement Parts, and Payment Processing

RECOMMENDATION: That Council:

- A. Waive compliance with the formal bidding procedure pursuant to Santa Barbara Municipal Code section 4.52.070(K) and authorize the sole source purchase of SKIDATA Group parking revenue control equipment and replacement parts from SKIDATA Group for a period of five years; and
- B. Authorize five consecutive yearly purchase orders with SKIDATA Group to provide equipment maintenance services and payment processing for the five-year period at an annual cost of \$139,000.

DISCUSSION:

The Downtown Parking Program (Parking Program) operates and maintains five parking structures and seven surface lots with approximately 3,300 spaces in the City of Santa Barbara (City). Each year, the revenue control equipment in the parking lots and structures processes approximately 3,000,000 transactions and generates approximately \$7,000,000 in hourly and monthly permit parking revenues.

Proper maintenance of the revenue control equipment is essential to the successful operation of the parking facilities. Since 2006, SKIDATA Group (SKIDATA) has installed and successfully maintained the revenue control equipment in the City's parking lots. City staff recommends entering into another five-year agreement for yearly purchase orders with SKIDATA to provide equipment maintenance services, parts, and payment processing. This requires that Council waive compliance with the formal bidding procedure.

Background

Prior to the design phase of the Granada Garage construction project, City staff extensively analyzed available revenue control systems in the parking industry. The goal

was to select a state-of-the-art system for the Granada Garage that could then be expanded to the rest of the Downtown Parking system. At that time, staff determined that the SKIDATA equipment offered the features and sophistication that would best meet current and future Parking Program needs.

Council authorized five-year sole source agreements with SKIDATA (formerly known as Sentry) to perform preventative maintenance, and supply labor and materials, on June 26, 2007; on July 3, 2012; and most recently on June 27, 2017. The SKIDATA equipment has been well maintained and continues to function, but some components of the system are reaching end-of-life.

In 2020 and 2021, Downtown Parking performed significant revenue control system updates and added SKIDATA Automated License Plate Recognition equipment to the system. These revenue control system updates include changes to credit card processing, requiring payment of additional processing fees, included in this request, to SKIDATA.

SKIDATA is a Swiss company with a local distributor in Van Nuys, California, and is the only source through which the City may purchase and install SKIDATA parts and equipment. Because of SKIDATA's proximity to the City, they are able to provide online technical support and regular equipment maintenance and repair, and can be onsite to respond to critical calls within 24 hours.

Direct negotiation has been the most effective method for generating improved cost schedules for the Parking Program. As the relationship between the City and SKIDATA has developed, SKIDATA has willingly re-examined pricing terms and offered suggestions for increasing efficiency, cost savings, and revenue generation.

Renewing the City's agreement for yearly purchase orders with SKIDATA will ensure a continued high level of operation, technical software support, and hardware maintenance of this complex and sophisticated digital computerized equipment. Sole source selection of SKIDATA and the continued use of SKIDATA equipment and parts ensures uninterrupted operation of parking services.

BUDGET/FINANCIAL INFORMATION:

The total cost of the proposed agreement with SKIDATA is \$139,000 per year. This includes \$57,000 to perform quarterly preventative maintenance and replace thermal print heads as needed; \$25,000 for labor and materials not included in the yearly preventative maintenance purchase order (such as ticket column knockdowns, gate arm destruction, and other unexpected electronic malfunctions); and an additional \$57,000 for the variable monthly payment processing fees due to SKIDATA for credit card transactions at our exit columns. There are sufficient expenditure appropriations in the adopted Downtown Parking Operating Fund budget in Fiscal Year 2023 for the proposed costs this year. For the remainder of the proposed agreement with SKIDATA,

Council Agenda Report

Sole Source Purchasing Request for Parking Revenue Control Equipment, Maintenance Services, Replacement Parts, and Payment Processing

December 6, 2022

Page 3

staff will include funding for subsequent years in the proposed Downtown Parking Operating Fund budget during the City's annual budget process.

The public may request a copy of the agreement for review from the Public Works Department by contacting PWInfo@SantaBarbaraCA.gov.

ATTACHMENT(S): 1. SKIDATA Maintenance Agreement Proposal
2. SKIDATA Fee Estimate

PREPARED BY: Brian Bosse, Downtown Team Manager/SC/EP/nv

SUBMITTED BY: Clifford M. Maurer, P.E., Public Works Director

APPROVED BY: City Administrator's Office



SKIDATA
Expert Services

SKIDATA Expert Services

SKIDATA.Care Pack

Business segment: CA | Country: USA | Sales Manager: Mary Beth McNair

CUSTOMER details:

Company: City of Santa Barbara
Contact person: Sarah Clarke
Street, no.:
Zip/place: Santa Barbara, CA

Department:
E-mail: sclarke@santabarbaraca.gov
Phone: 805-564-5656 xtn 4610

SITE A details (place of operation):

Site name: City of Santa Barbara – Downtown Parking

Site number:

Street, no.:

Zip/place:

Installed products: Appendix B: site A details

Contact person: Sarah Clarke
E-mail: sclarke@santabarbaraca.gov
Phone: 805-564-5656 xtn 4610

SKIDATA.CARE PACK MODULES

SERVICE NAME		WARRANTY (First Year)	BASIC	EXTENDED	PREMIUM	PREMIUM PLUS
REACTIVE	Coverage period	MON to FRI 08AM to 5PM	MON to FRI 08AM to 5PM	MON to SUN 08AM to 5PM	MON to SUN, 24 Hr	MON to SUN, 24 Hr
	Time to support remote [Hr] [Critical, Major, Moderate, Minor]	8/24/48/48	8/24/48/48	4/8/24/24	2/4/8/8	1/4/8/8
	Time to support onsite [Hr] [Critical, Major, Moderate, Minor]	24/72/72/72	24/72/72/72	24/48/72/72	8/24/48/48	4/8/24/24
	Service labor	Not included	Not included	Incidents	Incidents + Requests	Incidents + Requests + Third Party
PREVENTIVE	Hardware Maintenance	Not included	Quarterly	Quarterly	Quarterly	Quarterly
	Software Maintenance	Included	Included	Included	Included	Included
	Training	Not included	Not included	Annual 4 Hr	Annual Full day	Unlimited
	Performance Review	Call history export	Call history export	Quarterly	Monthly	Monthly + TCO Plan
PARTS	Spare Parts, excl. wear and tear	Included	Not Included	Not Included	Not Included	Not Included
ANNUAL MODULE PRICE		Incl. in project	\$	\$ 43,264	\$	\$

ADDITIONAL OPTIONS

SERVICE NAME	ANNUAL OPTION PRICE
Spare Parts.Care	\$
Protect.Care (Anti Virus)*	\$
Upgrade.Care	\$
PCI Support.Care	\$

*required



YOUR SKIDATA.CARE PACK

SELECTED SKIDATA.CARE MODULE: EXTENDED

SELECTED SKIDATA.CARE ADDITIONAL OPTIONS:

- Spare Parts.Care
- Protect.Care (Anti Virus as a Service)
- Upgrade.Care
- PCI Support.Care

ANNUAL PRICE (MODULE PRICE + OPTIONS): \$56,848*

The annual price will be adjusted according to the consumer price index.

GENERAL AGREEMENTS

Contract commencing: 10/1/2022

Contract payment: QUARTERLY IN ADVANCE

*Also includes Ten (10) Thermal Print Heads (\$1,698 x 10 – 20% = \$13,584)

The accompanying appendices are an integral part of this contract.

Location:

Date: November 15, 2022

Customer

SKIDATA, Inc.

Signature

DocuSigned by:

21ECFB9D38C84B7...

Signature

Print

Robert Weiskopf

Print

SKIDATA Legal Entity

SKIDATA, Inc.
120 Albany Street, Tower II, Suite 750
New Jersey 08901

Appendix

- Appendix A: Service description
- Appendix B: Site details
- Appendix C: Service price list
- Appendix D: Service Conditions



SKIDATA Expert Services

SKIDATA.Care Pack: Appendix A

Service description

SERVICE COVERAGE PERIOD

SKIDATA technicians are available if you need them. Within the agreed coverage period, the customer is able to contact SKIDATA via telephone, e-mail or customer portal to get functional support.

- Each support case will be registered and handled according to standardized processes.
- Per support case via Help Desk, a support time of 15 minutes is included.
- Additional support will be charged according to the 'SKIDATA Expert Services Price List' or is covered by the service agreement.
- Within the defined coverage period of the selected option no supplements (weekend- or nightwork) will be charged.
- Within the defined coverage period of the selected module the agreed 'time to support remote' and the 'time to support on-site' values are valid.
- The Help Desk may only be called by customer employees who have been trained to use SKIDATA systems.

TIME TO SUPPORT ONSITE & TIME TO SUPPORT REMOTE

Within the agreed coverage period, each incident will be prioritized and handled according to the agreed classification. Incidents are classified into four categories. These categories are explained below. The values within the overview grid represent hours.

Example: 8/24/48/48.

The first figure is valid for the classification level 'Critical', the second for 'Major', the third for 'Moderate' and the fourth for 'Minor'.

Explanation of incident classification

Critical: the contractually agreed use is impossible or unreasonably restricted and the error materially affects the Principal's business processes.

Major: the contractually agreed use is very restricted and the error materially affects the Principal's business processes, however, the Principal is still able to continue to work in a restricted manner.

Moderate: the contractually agreed use is slightly restricted and the error slightly affects the Principal's business processes, however, the Principal is still able to continue to work in a slightly restricted manner.

Minor: Incidents which do not fall into any other category.

The classification of incidents is done by SKIDATA in agreement with the customer.

Prioritization times

Time to support remote: Time between the notification of an incident by the customer or the detection of an incident by SKIDATA and the time until SKIDATA starts troubleshooting remote.

Time to support on-site: Time between the notification of an incident by the customer or the detection of an incident by SKIDATA and the arrival at the site where the incident is detected, if it cannot be fixed by means of remote access or telephone support.

The figure below shows the prioritization times:

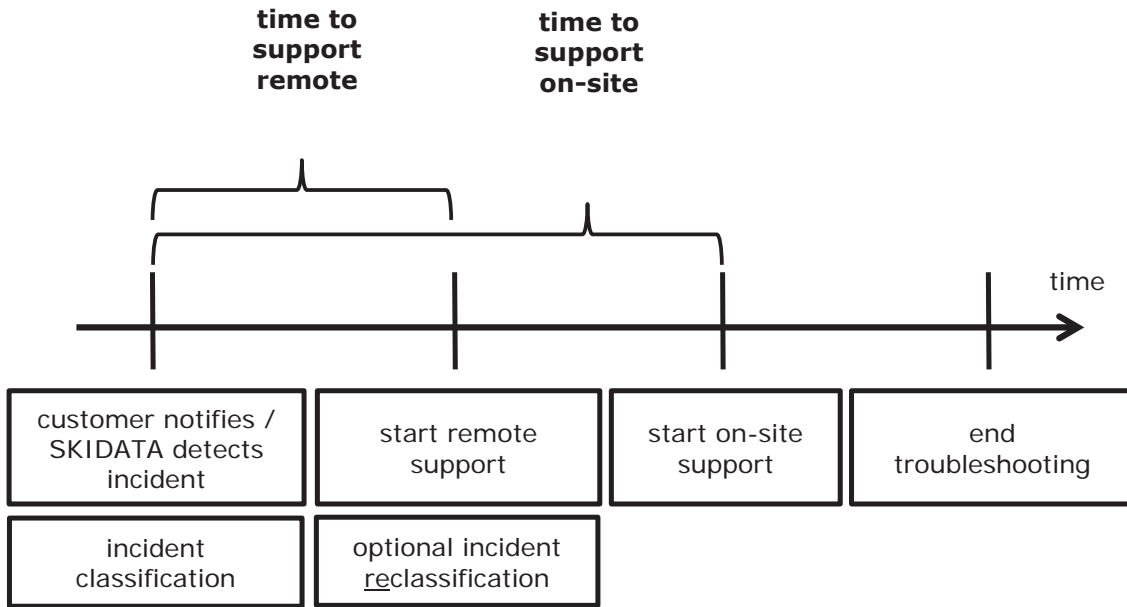


Figure: visualization of prioritization times

SERVICE LABOR

Within the agreed coverage period, different types of service labor activities can be included. Service labor activities are divided into three types which are described below.

SKIDATA is committed to the high-quality training and know-how of its service personnel. Each service technician is obliged to complete a three-level training program with a final examination.

Incidents

Incident management is performed by a logical, systematic search for the cause of a problem so that the device or process is ready for operation again after the solution.

Service requests

Service requests are plannable activities to change the behavior and functionality of the access system.

Service on third party equipment

Third party equipment is hardware and software not provided by SKIDATA but related to the functionality of the access system. Third party equipment covered by the agreement must be listed within appendix B.

To provide effective troubleshooting, SKIDATA's service is organized in local and central service teams. All service engineers are connected with central technical (CTS) support at SKIDATA headquarters and with the world wide acting R&D teams. CTS is based in Europe and in Texas.

Troubleshooting is generally done remotely. If remote troubleshooting is not possible, SKIDATA reserves the right to carry out a service visit on-site to handle the incident.

Excluded labor activities:

- Troubleshooting of issues caused by misconduct of customer employee or operators
- Troubleshooting of issues caused by force majeure

Required spare parts will be invoiced if the option 'Spare Parts.Care' is not part of this agreement.

HARDWARE MAINTENANCE

Hardware maintenance is a preventative maintenance and includes the inspection, cleaning, and adjustment of hardware components as well as the execution of test runs necessary for proper operation. The costs of labor and travel are included.

Hardware maintenance is classified into Level 1 and Level 2 activities.

Level 1 activities: Cleaning and visual inspection

Level 2 activities: Maintenance according to inspection plan, replacement of wear parts if necessary. A detailed list of activities is available on request.

Required spare parts will be invoiced if the option 'Spare Parts.Care' is not part of this agreement.

SOFTWARE MAINTENANCE

Software maintenance is a preventive maintenance and includes selected checks of the SKIDATA software and operating system. The costs of labor and travel are included.

Software maintenance is classified into Level 1 and Level 2 activities.

Level 1 activities: Patching (operating system, SKIDATA software)

Level 2 activities: Database maintenance (archiving, indexing, log-file check, maintenance plan), updates within the same SKIDATA software release

A detailed list of activities is available on request.

TRAINING

Use your SKIDATA system efficiently! The better you know your SKIDATA system, the more efficiently you can use it! For this reason, we pass on our knowledge to you in structured training sessions at our training locations.

Training is available in three different types which are described below.

Annual 4 Hr

The service agreement includes four hours of training per year.

Annual full day

The service agreement includes one full day of training per year.
A full day means from 08 am to 05 pm.

Bi-annual full day

The service agreement includes two full days of training per year.
A full day means from 08 am to 05 pm.

All trainings will be performed at an SKIDATA training location.
The training program will be defined upfront according to the needs of the customer.
If training is part of the service agreement attendance is required by the primary customer team. Otherwise the agreed reaction times cannot be guaranteed.

PERFORMANCE REVIEW

SKIDATA offers different levels of performance reviews to analyze the performance of SKIDATA's service delivery. Within the Premium Plus module also a total cost of ownership plan is included.

The following performance review types are available.

Call history export

On request a summary of logged service calls will be provided.
The summary is an export of SKIDATA's service management application.

Quarterly report

SKIDATA provides proactive a summary of logged service calls per quarter.
The summary is an export of SKIDATA's service management application.
It includes the fulfillment level of the agreed SLAs and shows basic performance statistics.

Monthly report

SKIDATA provides proactive a summary of logged service calls per month.
The summary is an export of SKIDATA's service management application.
It includes the fulfillment level of the agreed SLAs and shows basic performance statistics.

Monthly report including a TCO plan

In addition to the monthly performance report as described above a TCO (total cost of ownership) plan will be provided by SKIDATA. This plan shows recommended investments in the future to keep the system on the latest technology standard. A TCO plan considers the risk of downtimes and indicates the required budget to maintain the access solution.

SPARE PARTS.CARE (if selected)

The option 'SPARE PARTS.CARE' extends the service agreement with the supply and installation of spare parts.

Spares repaired by SKIDATA are refurbished and fully functional. Excluded from the scope of delivery are spare parts which have been damaged by improper use, vandalism or weather conditions.

Wear and tear parts are excluded from the scope of delivery:

- Thermo printer head
- Sheer bolts
- Barrier arms
- Short term tickets
- Backup batteries for UPS

PROTECT.CARE (ANTI VIRUS SERVICE)

The option 'PROTECT.CARE' extends the service agreement with the installation and operation of an SKIDATA qualified anti virus solution.

All SKIDATA products with Microsoft Windows® based operating systems should be equipped with an anti-virus service agent. The agent communicates via the Internet with the central anti-virus service to get the latest security updates (patterns). The agent protects against malicious software infection, detects potential threats, and removes them to prevent system downtime.

UPGRADE.CARE (if selected)

The option 'UPGRADE.CARE' extends the service agreement with regular upgrades of the management software of the SKIDATA access solution.

Upgrade means the transition from one major release to the subsequent one. It usually contains some major new features as well as basic enhancements that extend the functionality of software or hardware.

The upgrade includes the required SKIDATA software licenses, the preparation of the upgrade and the installation of upgrade. SKIDATA has a special focus to minimize the downtime of the access solution during the upgrade.

A prerequisite for the 'Upgrade.Care' option is an access solution with a supported management software (Parking.Logic, Freemotion.Logic, Handshake.Logic) installed.

PCI SUPPORT.CARE (if selected)

With the option PCI assistance, SKIDATA offers the support to help achieve and maintain PCI compliance with user accounts, password, encryption and other payment data related information.

As a software vendor, SKIDATA's responsibility is to be "PA-DSS Validated." PA-DSS is the standard against which Payment Application has been tested, assessed, and validated. PCI Compliance is to be obtained by the merchant. The PA-DSS Validation is intended to ensure that the Payment Application will help achieve and maintain PCI Compliance with respect to how Payment Application handles user accounts, passwords, encryption, and other payment data related information. The Payment Card Industry (PCI) has developed security standards for handling cardholder information in a published standard called the PCI Data Security Standard (DSS). The security requirements defined in the DSS apply to all members, merchants, and service providers that store, process or transmit cardholder data. The PCI DSS requirements apply to all system components within the payment application environment which is defined as any network device, host, or application included in, or connected to, a network segment where cardholder data is stored, processed or transmitted.



SKIDATA Expert Services

SKIDATA Care Pack: Appendix B

Site details

Product:	installation date:
SKIDATA hardware: Column.Gate Barrier98	
SKIDATA software: Parking.Logic All installed modules	
Third party products: Server Hardware LPR Cameras EMV/NFC Readers	

SKIDATA Expert ServicesSKIDATA Care Pack: Appendix C
Service price list

Pricebook	Customer	Hour rate HW (08:00 – 17:00)	Hour rate SW (08:00 – 17:00)	Overtime	Weekend and Holiday
US – List Price 1	With contract	195 \$	225 \$	+100%	125%
US – List Price 2	Without contract	215 \$	245 \$	+100%	125%
US – TX, MO, MN 1	With contract	175 \$	200 \$	+100%	125%
US – TX, MO, MN 2	Without contract	195 \$	225 \$	+100%	125%
US – SF 1	With contract	215 \$	245 \$	+100%	125%
US – SF 2	Without contract	235 \$	280 \$	+100%	125%

Dispatch charge: N/A



Parking
Solutions

SKIDATA
KUDELSKI GROUP

SKIDATA PROPOSAL

ISSUE DATE: 11/08/2022

VALID UNTIL: 12/08/2022

PROJECT INFORMATION			
PROJECT NAME:	COSB - ESTIMATED WINDCAVE TRANSACTION FEES; YEAR 2	SKIDATA CONTACT:	MARY BETH MCNAIR
ACCOUNT NAME:	CITY OF SANTA BARBARA - PW DOWNTOWN PARKING	PHONE NUMBER:	(818) 429-7362
PROPOSAL #:	276152	E-MAIL ADDRESS:	MARYBETH.MCNAIR@SKIDATA.COM



PROJECT LOCATION	BILL TO INFORMATION
ROY FORNEY CITY OF SANTA BARBARA , PHONE: (805) 564-5355 EMAIL: RFORNEY@SANTABARBARACA.GOV	ROY FORNEY CITY OF SANTA BARBARA 1221 ANACAPA ST SANTA BARBARA, CA PHONE: (805) 564-5656 EMAIL: RFORNEY@SANTABARBARACA.GOV

SOLUTION SUMMARY
ESTIMATED WINDCAVE FEES FOR CITY OF SANTA BARBARA DOWNTOWN PARKING YEAR TWO (2) - JUNE 2022 TO MAY 2023

INVESTMENT SUMMARY			
EQUIPMENT:	\$ 56,736	EQUIPMENT WARRANTY TERM:	
SOFTWARE:	\$ 0	PROJECT DATES	
LABOR:	\$ 0		
FREIGHT:	\$ 0		
FREIGHT SURCHARGE:	\$ 0		
ESTIMATED SALES TAX:	\$ 0		
ESTIMATED LABOR TAX:	\$ 0		
ESTIMATED FREIGHT TAX:	\$ 0		
ANNUAL LICENSING FEES INCLUDED:	\$ 0		
SUB-CONTRACTED TOTAL:	\$ 0		
WAGE OR INSURANCE PREMIUMS:	\$ 0		
PROJECT SERVICES:	\$ 0		
TOTAL SYSTEM INVESTMENT:	\$ 56,736		

PROPOSAL STATEMENT OF WORK**WINDCAVE FEES**

MINIMUM MONTHLY FEE: $\$2,700 \times 12 \text{ MO} = \$32,400$

- INCLUDES 50,000 TRANSACTIONS PER MO

TRANSACTION OVERAGE FEE: $\$0.06 \times 30,000 \text{ TRANSACTIONS} \times 12 \text{ MO} = \$21,600$

- 30,000 TRANSACTIONS ESTIMATE BASED ON PAST USAGE

MONTHLY TERMINAL FEE: $\$6 \times 18 \text{ TERMINALS} \times 12 \text{ MO} = \$1,296$

MONTHLY MERCHANT HOSTING FEE: $\$120 \times 12 \text{ MO} = \$1,440$

TOTAL ESTIMATED ANNUAL WINDCAVE FEES: \$56,736

TERMS & CONDITIONS

- INITIAL TERM IS 48 MONTHS, EFFECTIVE MARCH 2021, UNLESS EARLIER TERMINATED IN WRITING
- SUBJECT TO AUTOMATIC RENEWAL IF NEITHER PARTY GIVES THREE MONTH'S ADVANCE NOTICE OF NON-RENEWAL
- ALL FEES SUBJECT TO CHANGE WITH 30 DAYS WRITTEN NOTICE BY WINDCAVE
- SKIDATA WILL INVOICE CLIENT FOR ALL FEES ON A MONTHLY BASIS



CITY OF SANTA BARBARA

CITY COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: Accounting Division, Finance Department

SUBJECT: Appropriate Fiscal Year 2022 Preliminary General Fund Operating Surplus and Adopt Reserve Policy [Resolutions]

RECOMMENDATION: That Council:

- A. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Amending Resolution No. 22-059, Adopting the Budget for Fiscal Year 2023, for Appropriating the Preliminary Fiscal Year 2022 General Fund Operating Surplus; and
- B. Adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Establishing Policies for Reserves for the City's General Fund, Enterprise Funds, and Internal Service Funds, and Amending Resolution No. 12-066 and Rescinding Resolution No. 18-056.

EXECUTIVE SUMMARY:

The preliminary General Fund operating surplus in Fiscal Year (FY) 2022 is approximately \$14.6 Million. This surplus resulted from additional sales and transient occupancy taxes collected toward the end of the year, as well as additional expenditures savings due to the continued high attrition levels and vacancies of staff positions. City Council Resolution 12-066 requires that 50% of the surplus remain in the General Fund reserves and the other 50% be allocated to future capital projects. The Finance Committee has recommended that the City Council take action to appropriate the surplus.

The Finance Committee also has recommended that the City Council adopted revisions to the City's reserve policy, most notably to eliminate the requirement that 50% of an annual operating surplus be used for capital, and instead require that a proportional share of annual operating surpluses in the City's General Fund, Enterprise funds, and Internal Service funds be allocated to address pension-related expenses and future liabilities.

DISCUSSION:

On September 27, 2022, staff presented an overview of the fourth quarter financial review of the General Fund, internal service funds, and enterprise funds for FY2022 to the

Finance Committee. The table below summarizes the General Fund revenue and expenditure budget including actuals through the fourth quarter. The total adopted revenue budget is \$168.5 Million, and the total adopted expenditure budget is \$169.5 Million resulting an operating deficit of \$1 Million.

General Fund (in \$ Millions)	FY2022 Adopted Budget	FY2022 Revised Budget	Q4 Actuals	Q4 Actuals Percent of Revised Budget
Revenues	\$168.5	\$180.8	\$196.0	108.4%
Expenditures	169.5	186.7	181.4	97.1%
Surplus/(Deficit)	(\$1.0)	(\$5.9)	\$14.6	
50% Surplus to Capital			(7.3)	
Revised Surplus/(Deficit)			\$7.3	

Continued economic recovery occurred through the end of FY2022 that resulted in additional sales tax and transient occupancy tax revenues compared to last fiscal year. General fund departments implemented the \$6.8 Million of expenditure reduction targets included in the adopted budget, and many departments realized additional expenditure savings primarily from additional salary and fringe savings due to additional vacant positions.

Overall, staff is projecting an operating surplus in the General Fund of \$14.6 Million. City Council Resolution 12-066 requires that 50% of the year-end surplus be transferred to the capital fund to implement priority capital projects; therefore, the revised projected surplus for the General Fund is \$7.3 Million. Although this surplus replenishes General Fund reserves, the FY2023 adopted budget called for the use of \$1 Million in order to balance the budget, which results in projected reserves being below policy targets by the end of FY2023.

FY2023 ADOPTED BUDGET UPDATE:

On November 15, 2022, staff presented an update on the FY2023 budget to the Finance Committee. The report indicated that staff is projecting the City will receive an additional \$1.2 Million of property tax revenues in FY2023, and it is likely that additional sales and transient occupancy (TOT) tax revenues will be received compared to budget due to the continued robust economic activity following in the summer months. General fund departments are projected to implement the \$1 Million of expenditure reduction targets included in the adopted budget. Additional expenditure savings are likely to be realized due to staff vacancy rates continuing to be high.

Recent economic projections show a higher likelihood of a recession occurring within FY2023. In prior recessions, sales tax and TOT revenues softened as well as department revenues. Inflation continues to be very high making it more expensive to deliver services and projects to the community. The FY2023 and future City budgets will also be impacted

by recently approved memorandum of understandings (MOUs) with the City's bargaining groups. The FY2023 adopted budget assumed cost of living adjustments (COLAs) of 2% of base salaries compared to the prior years. Seven bargaining units have recently adopted MOUs within the past year. All seven units have COLAs that exceed the 2% assumption in the adopted budget.

The overall impact of the COLAs recently approved will be realized in FY2023 and in future budgets. In FY2023, it is estimated the additional impact will be between \$1,000,000 and \$1,200,000 across all funds – approximately 50% of which will impact the General Fund. This impact only represents a portion of the fiscal year as many MOUs were approved and implemented after the fiscal year began.

PROPOSED CHANGES TO THE CITY'S RESERVE POLICY:

The establishment, adherence and continuous monitoring of a reserve policy is a local government best practice. The City strategically leveraged reserves in recent years to be able to respond to local fires and other disasters, impacts from COVID and other annual budget fluctuations in order to sustain operations and continue to provide services to the public. On October 3, 2012, the City Council adopted Resolution 12-066 establishing policies for reserves for the City's General Fund, Enterprise Funds, and Internal Service Funds. The City's reserve policy sets reserve amounts for disaster and contingency reserves as well as laying out a process for requiring a balancing strategy and plan for replenishment.

The policy also sets a policy for the use of 50% of any annual operating General Fund surplus will be allocated for capital improvement projects. Leveraging surplus funds for one-time capital improvement projects is a common policy that many cities include in their reserve policies. Surplus funds are considered one-time funds, and one-time funds should only be used for one time uses, such as capital. Since this resolution was adopted, Santa Barbara voters approved Measure C establishing a 1% district sales tax increase to be used to address capital and other priority projects and initiatives in 2017. This revenue source has been used to fund dozens of important projects and initiatives over the past five years and generates more than \$25 Million a year. Thus, the need for the current reserve policy to allocate 50% of any annual operating General Fund surplus for capital should be re-evaluated.

On December 7, 2021, the Finance Committee received a presentation from staff regarding the significant pension costs and liabilities and considerations for implementing various pension management strategies to control and reduce pension costs in the future. The Committee directed staff to research and propose a pension management policy for consideration. Direction was also provided to staff during FY2023 budget hearings to consider revisions to the reserve policy to address pensions and possibly other priorities.

At the Finance Committee meeting on September 27, 2022, staff presented an overview of the following, proposed staff recommended changes to the City's existing reserve policy to the Finance Committee:

- Eliminate the requirement that 50% of any annual operating General Fund surplus go to capital, and require that a proportional share of annual operating surpluses in the City's General Fund, Enterprise funds, and Internal Service funds be allocated to address pension-related expenses and future liabilities;
- Rescind Resolution 18-056 revising the reserve policy for the Facilities Management Fund and incorporating the policy requirements into this policy to achieve one, citywide reserve policy;
- For Enterprise Funds, clarify the use of capital reserves, establish a Working Capital Reserve for the replacement of critical infrastructure to be funded within a ten-year period, and rate stabilizations reserves as required for specific bond funding;
- Consider establishing a line of credit for financing capital projects and in the event of a disaster, which may also lessen the need to require disaster reserves in the future; and
- Increase the General Fund annual appropriated reserve in the adopted budget from \$150,000 to \$250,000 to provide the necessary flexibility for the City Administrator to allocate funds for immediate, operational issues that arise during the year.

The Finance Committee voted unanimously to approve of staff's recommended changes to the reserve policy. At the City Council meeting on September 27, 2022, the Council voted to refer the FY2022 Interim Financial Statements for the Twelve Months Ended June 30, 2022 back to the Finance Committee to discuss and make a recommendation for appropriating the FY2022 preliminary General Fund operating surplus.

At the Finance Committee meeting on November 1, 2022, staff recommended that the Finance Committee recommend to the City Council to appropriate the FY2022 preliminary General Fund operating surplus in line with the proposed reserve policy. This recommendation would require retaining the projected \$14.6 Million of operating surplus in the General Fund. Staff anticipates bringing a pension management policy to the Finance Committee and the City Council for consideration and approval. Once the policy is adopted, staff will ask Council to take an action to transfer 50%, or \$7.3 Million, of the FY2022 operating surplus from General Fund reserves to a Section 115 Trust that will be used to reduce the City's unfunded actuarial pension liability.

After deliberation, the Finance Committee took action to recommend the following to the City Council:

- 50%, or \$7.3 Million, of the FY2022 preliminary General Fund operating surplus be retained in the General Fund to replenish reserves, in line with the proposed reserve policy;
- 25%, or \$3.65 Million, of the FY2022 preliminary General Fund operating surplus be transferred to the City's Affordable Housing Trust Fund, currently being established, to fund affordable housing initiatives; and

- The remaining 25%, or \$3.65 Million, of the FY2022 preliminary General Fund operating surplus be used to reduce the City's unfunded actuarial pension liability and address employee compensation.

Staff is seeking the City Council's action to adopt a resolution appropriating the FY2022 preliminary General Fund operating surplus and adopt a separate resolution of staff's recommended changes to the City's reserve policy.

BUDGET/FINANCIAL INFORMATION:

The City Council can take an action to appropriate the FY2022 operating surplus as they see fit. General Fund revenues are largely unrestricted and can be appropriated for a variety of uses. It is important to note that even though an operating surplus was realized in FY2022, the FY2023 adopted budget has a structural operating deficit of \$4.2 Million that was addressed by implementing \$1 Million of departmental expenditure reduction targets and using General Fund reserves. Staff is projecting growing operating deficits to occur in FY2024 and beyond as ongoing revenue growth is not adequate to address the ongoing expenditure growth, primarily due to pension, healthcare, and inflationary costs.

The FY2022 preliminary General Fund operating surplus is considered a one-time revenue source. It is a best practice to allocate one-time sources of funds, such as this, for one-time uses, such as a pension contribution, capital project, or similar type of use.

PREPARED BY: Keith DeMartini, Finance Director

SUBMITTED BY: Keith DeMartini, Finance Director

APPROVED BY: City Administrator's Office

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA AMENDING RESOLUTION NO. 22-059, ADOPTING THE BUDGET FOR FISCAL YEAR 2023, FOR APPROPRIATING THE PRELIMINARY FISCAL YEAR 2022 GENERAL FUND OPERATING SURPLUS

WHEREAS, in accordance with the City Charter, the City Administrator filed with the Council a proposed budget for the fiscal year beginning July 1, 2022;

WHEREAS, the City Council is required to adopt a budget before the beginning of the fiscal year on July 1, 2022;

WHEREAS, the City Charter provides that at any public meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least a majority of the total members of the City Council;

WHEREAS, the preliminary General Fund operating surplus in Fiscal Year (FY) 2022 is projected to be \$14,600,000 Million.

WHEREAS, the Finance Committee recommended that the City Council retain \$7,300,000 Million in the General Fund to replenish reserves, transfer \$3,650,000 Million into the City's Affordable Housing Trust Fund currently being established and appropriate \$3,650,000 Million to reduce the City's unfunded actuarial pension liability and address employee compensation; and

WHEREAS, as authorized by Resolution No. 22-059, this Resolution approves the amendment to the budget as provided herein.

NOW, THEREFORE, be it resolved by the Council of the City of Santa Barbara that in accordance with the provisions of Section 1205 of the City Charter, the budget for the fiscal year 2023, as adopted by Resolution No. 22-059, is hereby amended as follows:

1. The Council approves of retaining \$7,300,000 in the City's General Fund to replenish reserves, in line with the City's reserve policy.
2. The Council approves of appropriating available reserve funds that exist in the General Fund and transferring those funds into the Affordable Housing Trust Fund budget in Fiscal Year 2023 in the amount of \$3,650,000 in order to fund future affordable housing initiatives.

3. The Council approves of appropriating available reserve funds that exist in the General Fund and transferring those funds into an Internal Revenue Service (IRS) Section 115 Trust in Fiscal Year 2023 to be used to reduce the City's unfunded actuarial pension liability and appropriating available reserve funds that exist in the General Fund to address employee compensation in Fiscal Year 2023 in the amount of \$3,650,000.

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA ESTABLISHING POLICIES FOR RESERVES FOR THE CITY'S GENERAL FUND, ENTERPRISE FUNDS, AND INTERNAL SERVICE FUNDS, AND AMENDING RESOLUTION NO. 12-066 AND RESCINDING RESOLUTION NO. 18-056.

WHEREAS, the City desires to establish policies regarding reserves for the various City funds for the purpose of providing consistent designations for different categories of reserves, ensuring fiscal security for the funds, and defining standards for minimum amounts to be maintained in reserves;

WHEREAS, such reserves policies will be most readily communicated and understood if they are consolidated and formally adopted in a single document;

WHEREAS, the Council has considered the proposed reserve policies applicable to the General Fund, Enterprise Funds, and Internal Service Funds at a regular Council meeting on December 6, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA THAT the following reserves policies are adopted:

SECTION 1: CALCULATION OF RESERVE AMOUNTS

Final reserve balances will be calculated at end of each fiscal year after the closing of the City's accounting records. An amount will be established for each fund, as applicable, as a commitment of fund balance for each type of reserve established by this policy.

As soon as practical after the close of a fiscal year, staff will provide City Council a report showing the status of reserves as of June 30. At any time it is proposed to utilize reserves pursuant to this policy, staff will provide a similar report on reserves and projected fiscal impact from the proposed use of reserves.

SECTION 2: DISASTER RESERVES

The amount of the required Disaster Reserve is calculated based on 15% of the most recently adopted fiscal year operating expenditure budget.

The Disaster Reserve is restricted to use in addressing the financial impacts of natural disasters, such as storm, floods, wildfires, droughts, tsunamis, earthquakes and any other event that results in significant damage to City facilities and infrastructure or a significant reduction of normal operating revenues.

The use of Disaster Reserves should generally be limited to federal or state declared disasters. The use of Disaster Reserves is also allowable in cases where the natural disaster is less severe, such as a major fire to a City building that requires temporary facilities to be leased. Disaster reserves may be used only after other available funds are exhausted, including the Contingency Reserve.

Examples of financial impacts that would justify the use of Disaster Reserves include:

- Extraordinary costs incurred in connection with the immediate emergency response to address public safety matters.
- Revenue losses resulting from a significant decline or temporary halt in services due to major damage to facilities, infrastructure and local businesses.
- Additional costs necessary to maintain City operations.
- Long-term costs incurred to rebuild City facilities and infrastructure.

SECTION 3: CONTINGENCY RESERVES

The Contingency Reserve is calculated based on 10% of the most recently adopted fiscal year operating expenditure budget.

The purpose of the Contingency Reserve is to allow for the orderly implementation of a balancing strategy to address the fiscal impacts of unexpected events in order to minimize the impacts to the organization and community. The most common of these events would be an economic recession that results in a significant impact on key revenues such as sales, transient occupancy or property taxes.

Other unexpected events for which these reserves could be used include the following:

- Natural disasters, as described above for Disaster Reserves;
- Revenue impacts resulting from State of California actions or unfunded State mandates;
- Unexpected loss of external funding from sources such as grants or entitlements;
- An unplanned loss of, or damage to, a City facility such as the loss of a building due to fire;
- Mitigation of an emergency that poses a threat to public health and safety; and
- An adverse judicial action that requires large cash payments to third parties and is not covered by insurance.

The general intent of the Contingency Reserve is for unexpected events or situations. In general, its purpose is not to fund known or anticipated financial impacts, such as negotiated salary and benefit increases or scheduled increases to health insurance premiums or retirement costs.

SECTION 4: COUNCIL APPROVAL OF DISASTER AND CONTINGENCY RESERVES

Any use of the Disaster or Contingency reserves described in Sections 2 and 3 requires a majority vote of approval by the City Council.

When the use of reserves is recommended to the City Council by staff, the justification should include the following elements:

An Assessment of the Fiscal Condition and Outlook:

This assessment should include an objective evaluation of the operating fund's fiscal condition and an evaluation of the impacts of the event that triggered the need to use reserves. The purpose of this evaluation is to measure and define the scope and duration of the problem to assist in developing an appropriate balancing strategy.

This assessment of fiscal condition should include the use of available and relevant financial and non-financial data, including economic and demographic indexes and trends; historical revenue and expenditures results; and local economic forecasts developed by recognized academic and financial institutions and paid consultants.

Balancing Strategy

The balancing strategy should include measures that minimize the use of Contingency Reserves, such as:

- Expenditure reductions achieved through efficiency measures, cuts to programs, services and associated staffing;
- Revenue enhancement measures that generate new or increased revenues;
- Use of existing one-time funds; and
- Use of available reserves in other funds, as allowable and appropriate.

The balancing strategy should also be consistent with the nature of the fiscal impact. For example, a one-time impact may be resolved fully with the use of reserves, depending on its severity. However, an event that has an ongoing financial impact, such as decline in revenues due to a major recession, will require a balancing strategy that includes ongoing budget and programmatic adjustments to minimize the use of reserves.

Plan of Replenishment

The replenishment plan should include the following elements, as appropriate:

- A one-time (one-year) use of reserves should be accompanied by a specific plan for how and when the reserves will be restored.
- An extended use of reserves for more than one year should be accompanied by a long-term strategy that includes a more general plan for how the reserves

will be restored.

SECTION 5: ENTERPRISE FUNDS

Enterprise Funds will be subject to the same Disaster and Contingency Reserve and approval requirements as described in Sections 2, 3 and 4 of this Resolution.

Each Enterprise Operating Fund will establish a Capital Reserve, funded to at least 5% of the value of its capital assets. Alternatively, the Capital Reserve may also be established at an amount equal to the average of the planned capital program budgets for the upcoming three fiscal years, excluding major capital projects that will be debt funded. Appropriations from Capital reserves are intended to address an unexpected capital project or unanticipated increase in capital projects. Capital reserves might also be funded in excess of the minimum in preparation for major (pay-go or cash funded) capital projects.

Another option for funding major future capital projects is a Working Capital reserve. These specific capital reserves would be designated for the replacement of critical infrastructure projected to be funded within a ten-year period. There is no minimum for these reserves as they will function as a working capital reserve for funding of large and costly infrastructure on a routine basis. These include the Council approved Desalination Reserve (Resolution No. 21-082), as well as Main Replacement Reserves (restricted to maintaining, rehabilitating, and installing new main or transmission pipelines) in the Water and Wastewater Enterprise Funds.

Bond funding for the Water and Wastewater Enterprise Funds requires a rate stabilization reserve (as outlined in the 2013 and 2016 bond documents, Resolution No. 13-029 and 16-168 respectively). The minimum reserve requirement for the rate stabilization fund is \$2.9 million and \$1.0 million for the Water and Wastewater Funds respectively. These funds are differentiated from Disaster, Contingency and Capital reserves as they can be considered revenue for the purpose of debt service coverage in a given fiscal year, if they are transferred within 150 days of the end of the prior fiscal year. These reserve funds are restricted and must be maintained and used only for this purpose. Staff may make additional deposits to this reserve if there are anticipated threats to revenues that might exceed the minimum reserve. This might include increasing probability of drought and the need for mandatory water conservation, or other negative impacts on revenues that might reasonably be expected. Deposits into the rate stabilization fund must be reflected as reductions in revenues for the year the deposits are made.

The Solid Waste and Clean Energy Enterprise Operating Funds shall utilize the contingency reserve to buffer a significant loss in revenue or the impacts of significant rate increases. The use of these reserves should be considered one-time revenue as future rates will need to be adjusted to address any ongoing expense increases to operating the enterprise.

For the Waterfront Enterprise Fund, the Capital Reserve requirement will be met through reserves accumulated in the Harbor Preservation Fund (HFP). Pursuant to Chapter 17.40 of the Santa Barbara Municipal Code, the HFP is required to maintain reserves of no less

than \$2 million for preservation, enhancement and management of Waterfront and State Tidelands Trust properties.

Where applicable, each Enterprise shall maintain any required debt service reserve to support the long-term borrowing and shall be restricted to the level of indebtedness of the utility.

The City shall also consider establishing a line of credit with a banking institution that may be leveraged for financing capital projects and in the event of a disaster. Leveraging a line of credit is a viable risk management approach and may address short-term cash flow needs and lessen the need to require disaster reserves in the future. A line of credit shall not be used to pay for operating expenses. The cost of establishing a line of credit shall be considered in relation to the investment earnings that may be achieved through investing funds in line with the City's investment policy and other operating considerations.

SECTION 6: RESERVE REQUIREMENTS FOR INTERNAL SERVICE FUNDS

Internal Service Funds are not subject to the reserve requirements for Disaster Reserves or Contingency Reserves. Instead, Internal Service Funds will maintain an operating reserve equal to 10% of the operating budget of the most recently adopted budget. This reserve will be available to address unexpected events and natural disasters that affect the operations and revenue streams of the Internal Service Funds.

All Internal Service Funds will be subject to the 10% reserve requirement, with the exception of the Self-Insurance Fund, which by design builds up assets for the payment of claims several years into the future, and the Facilities Management Fund, which is based on 10% of the adopted Building Maintenance Program Budget. As a result, there should be adequate cash reserves to cover unanticipated costs. In addition, the reserve requirements do not apply to Internal Service Funds that are specifically designed to accumulate reserves for capital, such as the Vehicle Replacement Fund.

SECTION 7: APPROPRIATED RESERVES

An Appropriated Reserve will be included in each operating fund's adopted budget to provide for unanticipated expenditures or to meet unexpected small increases in service delivery costs within the fiscal year. For the General Fund, the appropriated reserve should be at least \$250,000. For Enterprise and Internal Service operating funds, this reserve will be at least one-half of one percent of the operating budget. Any unused portion of the appropriated reserve in each fund will be returned to fund balance at the end of the fiscal year.

SECTION 8: ALLOCATION OF GENERAL FUND, ENTERPRISE FUNDS AND INTERNAL SERVICE FUNDS YEAR-END SURPLUS TO PENSION EXPENSES AND LIABILITIES

At the end of each fiscal year, any General Fund, Enterprise Funds and Internal Service Funds surplus realized from actual revenues exceeding actual expenditures including the annual capital program will be used to maintain reserve balances at levels required by this policy as well as address pension-related expenses and future liabilities. The amount of reserves to be transferred to a Section 115 trust to address pension-related expenses and future liabilities will be determined based on the proportional burden of expenses and liabilities in each fund. Maintaining reserve balances will be the highest priority, followed by addressing pension-related expenses and future liabilities.

SECTION 9. RESOLUTION NO. 18-056

Resolution No. 18-056 is hereby rescinded in its entirety.



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: City Administrator's Office

SUBJECT: Interviews for Fire and Police Commission

RECOMMENDATION:

That Council hold interviews of applicants to the Fire and Police Commission.

DISCUSSION:

Interviews of applicants for the Fire and Police Commission are to be held on December 6, 2022, at an estimated time of 4:00 p.m. Applicants will also have the option to be interviewed remotely via Zoom if they have unanticipated scheduling conflicts.

For the current 5 vacancies, 28 individuals submitted applications. Three applicants requested to be removed from consideration. A list of eligible applicants and pertinent information about the Fire and Police Commission is attached. Applicants have been notified that to be considered for appointment they must be interviewed. Applicants have been requested to prepare a two to three minute verbal presentation in response to a set of questions. Those questions are specific to the Commission for which they are applying.

Appointments are scheduled to take place on December 13, 2022.

ATTACHMENT: List of Applicants

PREPARED BY: Barbara Andersen, Senior Assistant to the City Administrator

SUBMITTED BY: Rebecca Bjork, City Administrator

APPROVED BY: City Administrator's Office

FIRE AND POLICE COMMISSION

- Five vacancies
- Term Expiration: December 31, 2026
- Qualifications/Category: Members must be qualified electors of the City.
 - Cannot be an individual or attorney who represents a person or entity with a pending claim or lawsuit against the Fire or Police Department, or any of their officers or employees. If an individual ends up representing a person or entity against either of the Departments during their term, the individual is required to resign from the Commission.
 - Cannot be any current or former law enforcement officer or firefighter, or where relevant or comparable any member of the public, who has a sustained finding of serious misconduct made by any law enforcement agency, independent investigator contracted by a public agency, or court.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
Qualified elector (5)	Anne Bauman	n/a	Qualified elector of City
	Blanca Flor Benedict	n/a	Qualified elector of City
	Vito Rolf Bialla	n/a	Qualified elector of City
	Rachel Bishar	n/a	Qualified elector of City
	Walter Scott Burns	n/a	Qualified elector of City
	John D. Cross	n/a	Qualified elector of City
	Linda Esparza Dozer	n/a	Qualified elector of City
	Dieter John Dupont	n/a	Qualified elector of City
	Suzan Garner	n/a	Qualified elector of City

	Eric J. Grossman	n/a	Qualified elector of City
	Paul E. Hannah III	n/a	Qualified elector of City
	Richard G. Heller	n/a	Qualified elector of City
	Daniel Robert Herlinger	n/a	Qualified elector of City
	Gary Jon Hill	n/a	Qualified elector of City
	Glen H. Hodges	n/a	Qualified elector of City
	Robert C. Meltzer	n/a	Qualified elector of City
	Joseph Navarro	n/a	Qualified elector of City
	Lizzie Rodriguez	12/11/2018 4 years	Qualified elector of City
	Augustina T. Russell	n/a	Qualified elector of City
	Raymond L. Szabo	n/a	Qualified elector of City
	John Joseph Thyne	n/a	Qualified elector of City
	Tracy C. Trotter	n/a	Qualified elector of City
	Rodney D. Utt	n/a	Qualified elector of City
	Ana Alicia Zepeda	n/a	Qualified elector of City



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 6, 2022

TO: Mayor and Councilmembers

FROM: City Clerk's Office, City Administrator's Office

SUBJECT: Appointments to City Advisory Groups

RECOMMENDATION:

That Council make appointments to the City's Advisory Groups, not including Fire and Police Commission.

DISCUSSION:

Currently, there are 65 positions available for appointment to various City Advisory Groups. On November 1, November 8, and November 15, 2022, the Council interviewed applicants for these positions.

The Guidelines for the City of Santa Barbara Advisory Groups, Resolution No. 13-006, states that applicants are required to appear for an interview before the City Council. The names of applicants failing to appear for an interview are removed from the list of persons eligible for appointment. Attached is a list of applicants eligible for appointment.

The appointments to the advisory groups will be effective January 1, 2023.

ATTACHMENT: 1. List of Eligible Applicants
2. Applicant Requests

PREPARED BY: Niko Lopez, Deputy City Clerk

SUBMITTED BY: Sarah Gorman, MMC, City Clerk Services Manager

APPROVED BY: City Administrator's Office

ACCESS ADVISORY COMMITTEE

- One vacancy
- Term Expiration: December 31, 2026
- Qualifications/Category: Members must be qualified electors of the City.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Qualified elector (1)</i>	Nick Koonce	12/6/2016 & 11/12/2019 6 years	

AIRPORT COMMISSION

- Three vacancies
- Term Expiration: December 31, 2026
- Qualifications/Category: Members may be qualified electors of the City or County. Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
Qualified elector (3)	Paul Bowen	6/26/2018 & 12/11/2018 4 years, 6 months	County resident
	Topaz Grabman	n/a	Qualified elector of City
	Carl Hopkins	n/a	County resident
	Dennis Houghton	12/11/2018 4 years	Qualified elector of City
	Peter Ivory	n/a	County resident
	Karen Kahn	n/a	County resident
	Bruce Miller	n/a	Qualified elector of City

ARCHITECTURAL BOARD OF REVIEW

- One vacancy
- Term Expiration: December 31, 2026
- Qualifications/Category: Can be licensed architect or possess professional qualifications (professional experience in related fields, including but not limited to, landscape architecture, building design, structural engineering or industrial design.)
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Licensed Architect (1)</i>			

ARTS ADVISORY COMMITTEE

- One vacancy
- Term Expiration: December 31, 2025
- Qualifications/Category: Appointee may be qualified elector of the City or be a resident inside the South Coast area of Santa Barbara County, and shall have acknowledged accomplishments in the arts, and demonstrate an interest in and commitment to cultural arts and activities.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Qualified elector (1)</i>	Laura Dorfman	n/a	Qualified elector of the City
	Serena Lee	n/a	Qualified elector of the City

BUILDING AND FIRE CODE BOARD OF APPEALS

- Three vacancies.
- Term Expiration: December 31, 2026
- Qualifications/Category: Member shall be a resident of the City or adjoining unincorporated area of Santa Barbara County, and shall demonstrate knowledge and expertise in specialty areas governed by the construction and fire codes of the City. Per Santa Barbara Municipal Code Sections 22.04.020 (H) (113.1.2) & 8.04.020 (E) (114.1.2), the composite of the board must have at least 3 members that are physically handicapped in order to hear items that involve Chapter 11 of the California Building Code and Chapters 11A and 11B of the California Fire Code.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>City resident (3)</i>			

CITIZENS OVERSIGHT COMMITTEE

- Three vacancies.
- Term Expiration: December 31, 2026
- Qualifications/Category: Qualified electors of the City of Santa Barbara. One member must be a representative of the Hospitality community.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Qualified elector of the City (2)</i>			
	Julian Sarafian	n/a	Does not qualify as member of Hospitality community; only qualifies as elector
<i>Member of the Hospitality Community (1)</i>			

CIVIL SERVICE COMMISSION

- Three vacancies.
- Term Expiration: December 31, 2026
- Qualifications/Category: Qualified electors of the City of Santa Barbara.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Qualified elector of the City (3)</i>	Lindsey Charles	11/12/2019 3 years	
	Henry Freund	n/a	

COMMUNITY DEVELOPMENT AND HUMAN SERVICES COMMITTEE

- Six vacancies.
- Term Expirations:
 - December 31, 2026 (Westside/Lower Westside Neighborhood, Oak Park Neighborhood, Latino Community, Human Services Organization, Homeless-related services organization)
 - December 31, 2024 (Disabled Community);
- Qualifications/Category: Must be residents or employees of the designated organizations, and must represent one of the specified categories or organizations:
 - Westside/Lower Westside;
 - Human services organization;
 - Oak Park Neighborhood;
 - Homeless-related services organization; and
 - Latino community;
 - Disabled community.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Westside/Lower Westside Neighborhood (1)</i>			
<i>Oak Park Neighborhood (1)</i>			
<i>Latino Community (1)</i>			
<i>Human services organization (1)</i>			
<i>Homeless-related services organization (1)</i>			
<i>Disabled community (1)</i>			

COMMUNITY EVENTS AND FESTIVALS COMMITTEE

- Three vacancies.
- Term Expirations: December 31, 2026
- Qualifications/Category: Two members of the public at-large, one representative of the cultural arts.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Public at-large (2)</i>	Lynda Dees	n/a	
	Sarah McLelland	n/a	
<i>Cultural arts (1)</i>		n/a	

COUNTY OF SANTA BARBARA LIBRARY ADVISORY COMMITTEE

- One vacancy.
- Term Expiration: June 30, 2023
- Qualifications/Category: Must be a resident of the City of Santa Barbara
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>City resident (1)</i>			

CREEKS ADVISORY COMMITTEE

- Three vacancies.
- Term Expiration: December 31, 2026
- Qualifications/Category: City or non-City resident (up to two non-city residents may be appointed) who represents any of the following categories:
 - Representative of the hotel/lodging industry;
 - Representative with experience in environmental/land use issues (e.g., land use planning, environmental/natural resource protection/preservation, habitat restoration, water specialist, biologist, or hydrologist, etc.);
 - Representative with experience in ocean use (e.g., recreational user or commercial fisherman, etc.), business, environmental issues; or
 - Public at-large.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
3 vacancies	Lori Gaskin	12/11/2018 4 years	1. Experience in environmental/land use issues (e.g., land use planning, environmental/natural resource protection/preservation, habitat restoration, water specialist, biologist, or hydrologist, etc.); 2. City resident
	Penny Owens	12/9/2014 & 12/11/2018 8 years	1. Experience in environmental/land use issues (e.g., land use planning, environmental/natural resource protection/preservation, habitat restoration, water specialist, biologist, or hydrologist, etc.) 2. Experience in ocean use (e.g., recreational user or commercial fisherman, etc.), business or environmental issues; 3. Non-city resident

HARBOR COMMISSION

- One vacancy.
- Term Expiration: December 31, 2026
- Qualifications/Category: Qualified elector of the City or qualified elector of the County
 - Can appoint a qualified elector of the City OR a qualified elector of the County for this vacancy so long as the qualified elector of the County (if chosen) remains a qualified elector of the County throughout their term.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Qualified elector (1)</i>	Suzanne Cohen	n/a	Qualified elector of the City
	Elizabeth Cramer	3/6/2007 & 12/1/2010 & 12/9/2014 & 12/11/2018 15 years, 9 months	Qualified elector of the City
	Jaimie Diamond	n/a	Qualified elector of the County
	Conrad Metzenberg	n/a	Qualified elector of the City Originally applied for Transportation and Circulation Committee. Requested to be considered for Harbor Commission.

HISTORIC LANDMARKS COMMISSION

- Three vacancies.
- Term Expiration: December 31, 2026
- Qualifications/Category: City or non-City resident who represents one of the following categories:
 - One appointee must be a licensed landscape architect;
 - The remaining appointees may be a:
 - licensed architect;
 - professional architectural historian; or
 - member of the public at-large
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Licensed landscape architect (1)</i>			
<i>Licensed architect*</i>			
	Robert Ooley	12/11/2018 4 years	
<i>Professional architectural historian*</i>	Dennis Doordan	12/8/2020 2 years	
<i>Public at-large*</i>			
	Thomas Sekula	n/a	

****Can appoint up to two new members from these categories, but must leave space open to appoint a landscape architect. Because no qualified landscape architects applied this cycle, no one can be appointed to that spot in this recruitment.***

LIBRARY BOARD

- One vacancy.
- Term Expiration: December 31, 2026
- Qualifications/Category: Qualified elector of the City
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Qualified elector of the City (1)</i>	Amber Caldwell	n/a	
	Jeffrey Chang	n/a	Also requested to be considered for Parks and Recreation Commission
	Cecilia Harris	n/a	
	Nancy Henderson	n/a	

LIVING WAGE ADVISORY COMMITTEE

- Two vacancies.
- Term Expirations: All terms expire December 31, 2026.
- Qualifications/Categories: Members must represent one of the specified categories:
 - One member shall be a nominee of the Santa Barbara Chamber of Commerce or Santa Barbara Downtown Organization; and
 - One employee of a local non-profit entity
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Nominee of the Santa Barbara Downtown Organization (1)</i>	Daniel Ramirez	n/a	Is also employed by a local non-profit entity.
<i>Employee of Local Non-Profit Entity (1)</i>			

NEIGHBORHOOD ADVISORY COUNCIL

- Six vacancies.
- Term Expirations: All terms expire December 31, 2026
 - Qualifications/Categories: Members must be residents of the following neighborhoods (as those neighborhoods are described in the General Plan Land Use Element). No more than three members can represent one specific neighborhood. Members who do not reside in the specified neighborhoods, but are City residents, may represent the public at large:

<ul style="list-style-type: none"> • Laguna • West Downtown • Lower Eastside 		<ul style="list-style-type: none"> • Westside; and • Public at Large (1 openings)
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- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Public at-large (1)</i>	Ann Pena		
<i>Neighborhood representative (5)</i>			

PARKS AND RECREATION COMMISSION

- One vacancy.
- Term Expiration: December 31, 2026
- Qualifications/Categories: Appointees must be qualified electors* of the City.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Qualified elector (1)</i>	Jeffrey Chang	n/a	Originally applied for Library Board, requested to be considered for Parks and Recreation Commission

PLANNING COMMISSION

- One vacancy.
- Term Expiration: December 31, 2026
- Qualifications/Categories: Appointees must be qualified electors* of the City.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Qualified elector of the City (1)</i>	Lucille Boss	n/a	
	Donald Deluccio	n/a	

RENTAL HOUSING MEDIATION BOARD

- Four vacancies.
- Term Expiration: December 31, 2026
- Qualifications/Categories: The majority of members (8) must be residents of the City of Santa Barbara. Non-City resident members must reside in a jurisdiction which contracts with the Rental Housing Mediation Program for services (currently Goleta and Carpinteria). Members must represent one of the following categories:
 - Three Tenant Mediators (a Tenant Mediator must rent or lease his or her residence and may not own residential property)
 - One Homeowner Mediator (a Homeowner Mediator must own his or her residence and may not own any other residential property)
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Homeowner (1)</i>			
<i>Tenant (3)</i>	Rigoberto Gutierrez	12/11/2018 4 years	

SIGN COMMITTEE

- Three vacancies.
- Term Expiration: December 31, 2026
- Qualifications/Categories: Appointees must be qualified electors* of the City. One appointee may be a qualified elector of the County.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
Qualified elector (3)	Jaime Limon	6/26/2018 & 12/7/2021 4 years, 6 months	Qualified elector of the County
	Thomas Sekula	n/a	Qualified elector of City
	Ken Sorgman	6/26/2018 & 12/11/2018 4 years, 6 months	Qualified elector of City
	Jonathan Ziegler	n/a	Qualified elector of City Originally applied for Harbor Commission, Sign Committee, and Transportation and Circulation Committee. Requested to be removed from consideration for Harbor Commission and added for consideration to Single Family Design Board.

SINGLE FAMILY DESIGN BOARD*

- One vacancy.
- Term Expirations: December 31, 2026
- Qualifications/Categories: Members must be residents of the County of Santa Barbara. Appointee can be:
 - Licensed architect
 - Member possessing Professional Qualifications in fields related to architecture, including, but not limited to, building design, structural engineering, industrial design, urban planning, or landscape contracting
 - Member of the public at-large
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Licensed architect (n/a)</i>	Joseph Moticha	n/a	Also qualifies for public at-large Qualified elector of the City
<i>Public at-large (n/a)</i>	Kathryn Gerpheide	n/a	Qualified elector of the City
	Jonathan Ziegler	n/a	Qualified elector of the City Originally applied for Harbor Commission, Sign Committee, and Transportation and Circulation Committee. Requested to be removed from consideration for Harbor Commission and added for consideration to Single Family Design Board.

*Please be aware, an Ordinance affecting the membership requirements for the Single Family Design Board (SFDB) was approved at the City Council meeting of November 1, 2022. The **Ordinance took effect on December 1, 2022**, the SFDB membership changes are as follows:

- **Five total members (instead of the current seven); this changed the total number of vacancies from three to one.**
- **At least one licensed architect (instead of the previously required two)**
- **Up to three members of the public at-large who are City residents (instead of the previously required one)**
- **The remaining members shall possess professional qualifications related to architecture or landscape architecture, including, but not limited to, building design, structural engineering, industrial design, urban planning, or landscape contracting**

SISTER CITIES BOARD

- One vacancy.
- Term Expiration: December 31, 2026
- Qualifications/Categories: Appointees may be qualified electors* of the City or County.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
<i>Qualified elector of the City (1)</i>	Mark Philibosian	n/a	
	Anita Vranjes	n/a	

TRANSPORTATION AND CIRCULATION COMMITTEE

- Five vacancies.
- Term Expirations:
 - Four terms expiring December 31, 2026
 - One term expiring December 31, 2023
- Qualifications/Category: At least three new appointees must be qualified electors of the City. The remaining two may be residents of the County of Santa Barbara.
- Appointees may not hold any full-time paid office or employment in City government.

CATEGORY (Number of Vacancies)	APPLICANT	Incumbent Appt. Dates (Years Served)	Notes
Qualified elector (5)	Larry Bickford	n/a	Qualified elector of the City
	Hillary Blackerby	6/30/2009; 12/7/2010; 12/9/2014; & 12/11/2018 13 years, 6 months	Qualified elector of the City
	Conrad Metzenberg	n/a	Qualified elector of the City
	Kathleen Rodriguez	6/26/2012; 12/9/2014; 12/11/2018 10 years, 6 months	Qualified elector of the City
	Richard Smith	n/a	Qualified elector of the City
	Jonathan Ziegler	n/a	Qualified elector of the City Originally applied for Harbor Commission, Sign Committee, and Transportation and Circulation Committee. Requested to be removed from consideration for Harbor Commission and added for consideration to Single Family Design Board.

*Qualified elector means a United States citizen 18 years of age or older

2022 ANNUAL Recruitment – Applicant Requests

Jeffrey Chang – originally applied for the Library Board, but requested via email on November 15, 2022 to be considered for the Parks and Recreation Commission. Their name is listed under the Library Board and Parks and Recreation Commission for consideration.

Conrad Metzenberg – originally applied for the Transportation and Circulation Committee. At the City Council Meeting on November 1, 2022, they requested to be considered for the Harbor Commission vacancy. Their name is listed under both Harbor Commission and Transportation and Circulation Committee for consideration.

Jonathan Ziegler – originally applied for Harbor Commission, Sign Committee, and Transportation and Circulation Committee. At the City Council Meeting on November 1, 2022, they requested to be removed from consideration for the Harbor Commission and added to consideration for the Single Family Design Board. Their name is listed under the Sign Committee, Single Family Design Board, and Transportation and Circulation Committee for consideration.