



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** May 4, 2016  
**TO:** Mayor and Councilmembers  
**FROM:** Administration Division, Finance Department  
**SUBJECT:** Fiscal Year 2017 Recommended Operating and Capital Budget

### **RECOMMENDATION:**

That Council hear presentations from administrative departments regarding their Fiscal Year 2017 Recommended Budgets.

### **DISCUSSION:**

In connection with City Council's review of the Fiscal Year 2017 Recommended Budget, eight public hearing dates have been scheduled during which City departments will present their respective budgets and City Council will have the opportunity to deliberate and make final decisions prior to adoption. All eight meetings have been publicly noticed and are special budget work sessions scheduled separately from the regularly scheduled City Council meetings held on Tuesdays. Members of the public are encouraged to attend and will have the opportunity to make comment and provide feedback on any aspect of the Fiscal Year 2017 Recommended Budget at the work sessions.

At this first special budget work session, scheduled from 3:00 p.m. to 6:00 p.m., the following General Fund administrative departments will present their budgets: Finance (including General Government), Administrative Services, City Administrator and Mayor and Council.

At the next meeting, scheduled on Monday, May 9, 2016 from 3:00 p.m. to 6:00 p.m., City Council will receive departmental presentations from the City Attorney's Office, the Community Development Department and the Library Department.

**ATTACHMENT:** Schedule of Council Budget Review Meetings and Public Hearings  
**PREPARED BY:** Robert Samario, Finance Director  
**SUBMITTED BY:** Robert Samario, Finance Director  
**APPROVED BY:** City Administrator's Office

**CITY OF SANTA BARBARA**  
**Mid-Cycle Budget for Fiscal Year 2017**

**Schedule of Proposed Council Budget Review Meetings  
and Public Hearings**

<b>MEETING</b>	<b>DATE</b>	<b>BUDGET AGENDA ITEM(S)</b>
REGULAR CITY COUNCIL MEETING	Tues., April 19, 2016 Afternoon session Council Chambers	<ul style="list-style-type: none"> <li>➤ Filing of the Recommended Mid-Cycle Budget for Fiscal Year 2017</li> <li>➤ Schedule of Special Budget Work Sessions and Public Hearings Approved</li> <li>➤ Overview of Recommended Budget</li> <li>➤ General Fund Balancing Strategy</li> </ul>
SPECIAL BUDGET WORK SESSION AND PUBLIC HEARING #1	Wed., May 4, 2016 3:00 – 6:00 pm Council Chambers	<ul style="list-style-type: none"> <li>➤ Open Budget Public Hearing</li> <li>➤ <u>Department Budget Presentations for:</u> <ul style="list-style-type: none"> <li>- Finance</li> <li>- General Government</li> <li>- Administrative Services</li> <li>- City Administrator's Office</li> <li>- Mayor &amp; Council</li> </ul> </li> </ul>
SPECIAL BUDGET WORK SESSION AND PUBLIC HEARING #2	Mon., May 9, 2016 3:00 – 6:00 pm Council Chambers	<ul style="list-style-type: none"> <li>➤ <u>Department Budget Presentations for:</u> <ul style="list-style-type: none"> <li>- City Attorney's Office</li> <li>- Community Development/ Successor Agency</li> <li>- Library</li> </ul> </li> </ul>
SPECIAL BUDGET WORK SESSION AND PUBLIC HEARING #3	Wed., May 11, 2016 3:00 – 6:00 pm Council Chambers	<ul style="list-style-type: none"> <li>➤ <u>Department Budget Presentations for:</u> <ul style="list-style-type: none"> <li>- Airport</li> <li>- Waterfront</li> <li>- Solid Waste Fund (Finance)</li> </ul> </li> </ul>
SPECIAL BUDGET WORK SESSION AND PUBLIC HEARING #4	Mon., May 16, 2016 3:00 – 6:00 pm Council Chambers	<ul style="list-style-type: none"> <li>➤ <u>Department Budget Presentation for:</u> <ul style="list-style-type: none"> <li>- Parks &amp; Recreation (including Creeks and Golf Funds)</li> </ul> </li> </ul>
SPECIAL BUDGET WORK SESSION AND PUBLIC HEARING #5	Mon., May 23, 2016 3:00 – 6:00 pm Council Chambers	<ul style="list-style-type: none"> <li>➤ <u>Department Budget Presentation for:</u> <ul style="list-style-type: none"> <li>- Public Works</li> </ul> </li> </ul>
SPECIAL BUDGET WORK SESSION AND PUBLIC HEARING #6	Thurs., May 26, 2016 9:00 am – 12:00 pm Council Chambers	<ul style="list-style-type: none"> <li>➤ <u>Department Budget Presentation for:</u> <ul style="list-style-type: none"> <li>- Fire</li> <li>- Police</li> </ul> </li> </ul>

SPECIAL BUDGET WORK SESSION AND PUBLIC HEARING #7	Wed., June 1, 2016 4:00 – 7:00 pm Council Chambers	<ul style="list-style-type: none"> <li>➤ Finance Committee Budget Recommendations to Council</li> <li>➤ Council Budget Deliberations</li> <li>➤ Final Council Budget Direction to Staff</li> <li>➤ Planned Close of Budget Public Hearings (unless additional Work Sessions needed)</li> </ul>
SPECIAL BUDGET WORK SESSION AND PUBLIC HEARING #8	Mon., June 13, 2016 3:00 – 6:00 pm Council Chambers	<ul style="list-style-type: none"> <li>➤ Continue Council Budget Deliberations <b>(if needed)</b></li> </ul>
REGULAR CITY COUNCIL MEETING	Tues., June 14, 2016 Afternoon session Council Chambers	<ul style="list-style-type: none"> <li>➤ Prop. 218 Hearing on Proposed Increases to Water, Wastewater and Solid Waste Rates</li> </ul>
REGULAR CITY COUNCIL MEETING	Tues., June 21, 2016 Afternoon session Council Chambers	<ul style="list-style-type: none"> <li>➤ Budget Adoption</li> </ul>

Note: No Council meeting on May 31, 2016.



## FINANCE DEPARTMENT

# *Recommended Budget for Fiscal Year 2017*

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WEDNESDAY, MAY 4<sup>TH</sup> 2016

# FINANCE DEPARTMENT

## Presentation Outline

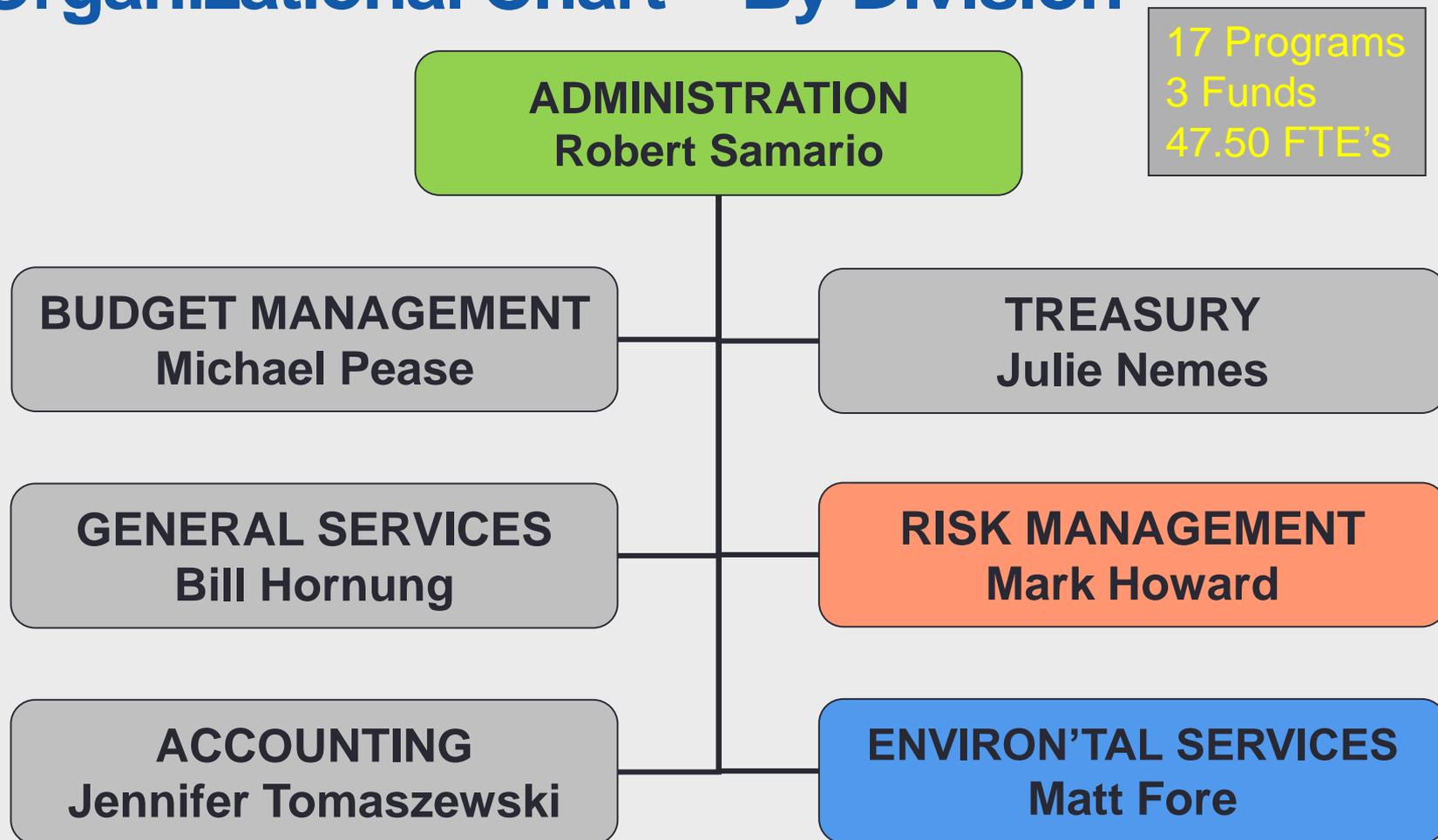
- I. **Finance Department Overview – All Funds**
- II. **Proposed Changes to Originally Proposed Fiscal Year 2017 Plan**
- III. **Proposed Fee Changes**
- IV. **Key Initiatives and Performance Objectives (Including Capital)**



# Department Overview

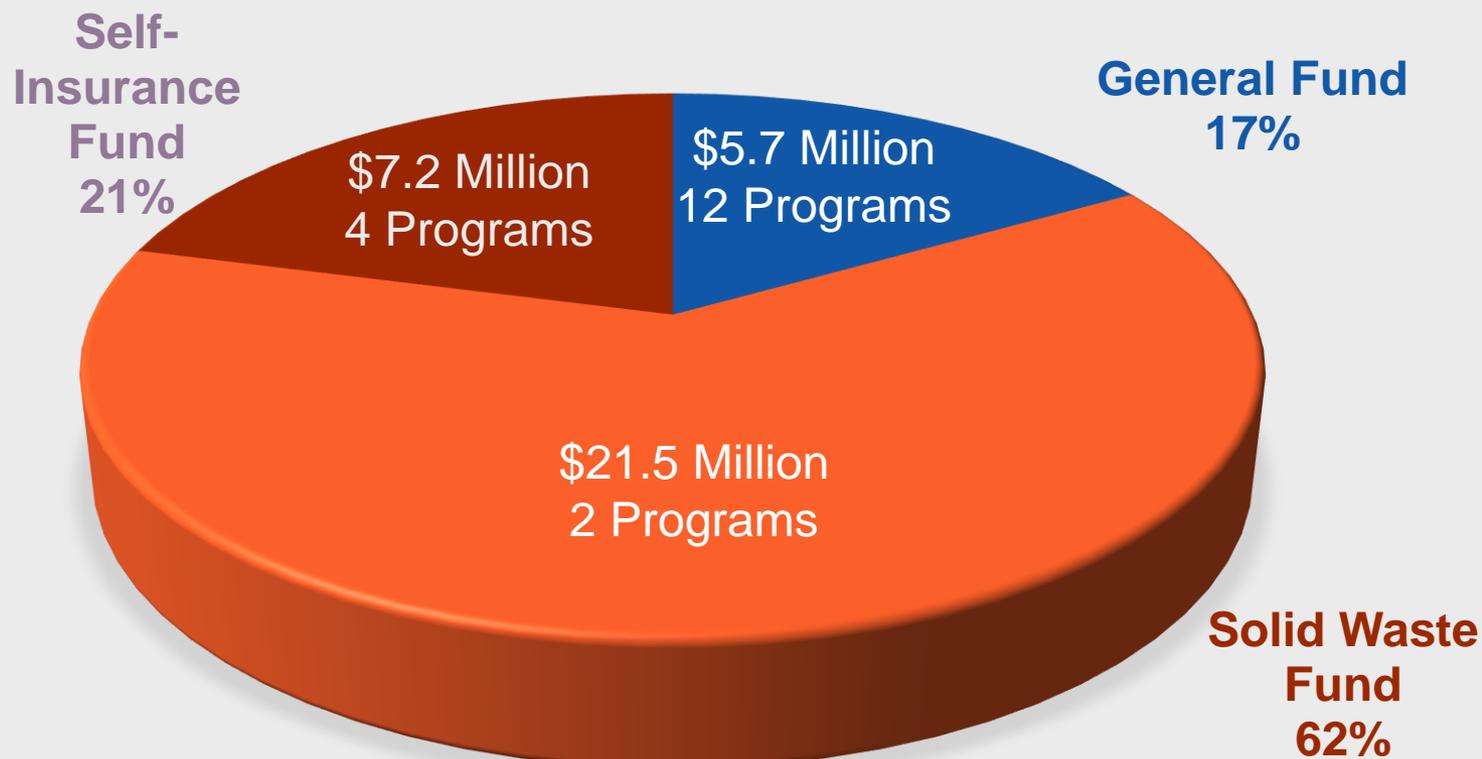
# FINANCE DEPARTMENT

## Organizational Chart – By Division



# FINANCE DEPARTMENT

## Summary of Total Budget by Fund



**Finance Department Total - \$34.5 Million**



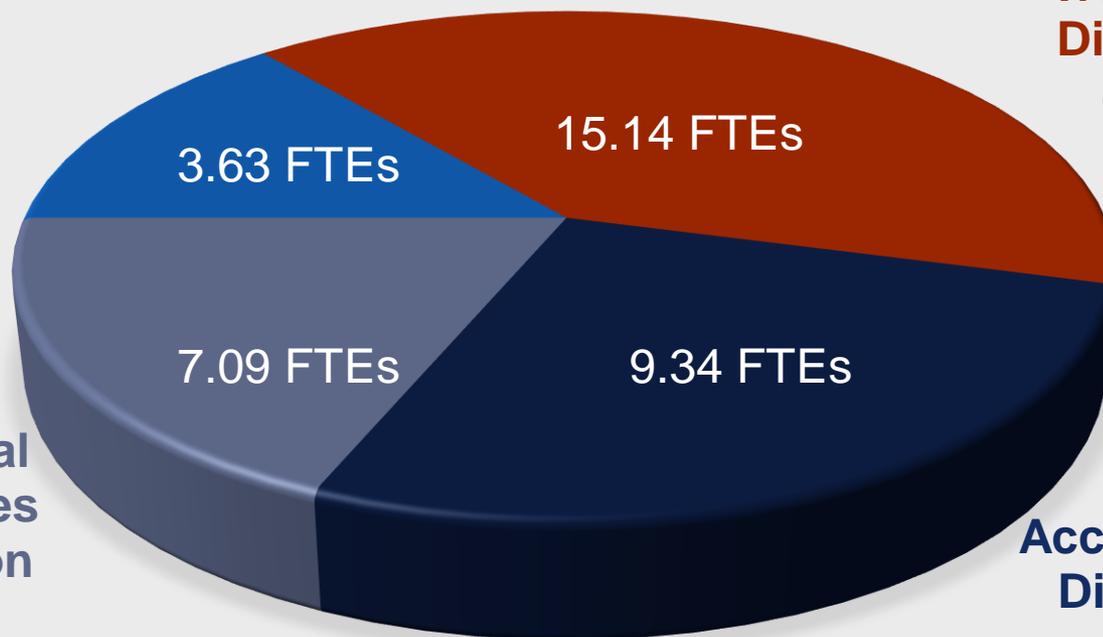
# GENERAL FUND

# FINANCE DEPARTMENT

## Appropriations by Division – General Fund

Administration  
Division  
14%

Treasury  
Division  
40%



**FY 2017 General Fund Budget – \$ 5,741,154**

# FINANCE DEPARTMENT

## Proposed Changes to Original Plan

### GENERAL FUND EXPENDITURES

	<u>FY 2016 Projected</u>	<u>FY 2017 Original Plan</u>	<u>Recomm'd Adjustments</u>	<u>FY 2017 Recomm'd</u>
Salaries and benefits	\$ 4,099,475	\$ 4,225,784	\$ (78,254)	\$ 4,147,530
Supplies and services	550,648	523,309	25,873	549,182
Allocated costs	900,301	935,007	30,108	965,115
Special projects	15,000	69,667	(5,000)	64,667
Equipment	5,000	960	5,000	5,960
Other	8,500	8,000	700	8,700
<b>Total</b>	<u>\$ 5,578,924</u>	<u>\$ 5,762,727</u>	<u>\$ (21,573)</u>	<u>\$ 5,741,154</u>

# FINANCE DEPARTMENT

## Proposed Changes to Original Plan

### GENERAL FUND REVENUES

	<b>FY 2016 Projected</b>	<b>FY 2017 Original Plan</b>	<b>Recomm'd Adjustments</b>	<b>FY 2017 Recomm'd</b>
Misc. Lic. & Permits	\$ 13,800	\$ 14,000	\$ 600	\$ 14,600
Late Fees - Utility	320,000	310,000	-	310,000
Bus. Impr. District Fee	8,300	7,729	671	8,400
TBID Admin Fee	60,000	85,000	(27,000)	58,000
Other	32,238	7,900	5,952	13,852
Overhead	-	3,641,276	-	3,641,276
<b>Total Revenues</b>	<b>\$ 434,338</b>	<b>\$ 4,065,905</b>	<b>\$ (19,777)</b>	<b>\$ 4,046,128</b>

# FINANCE DEPARTMENT

## Staffing and/or Program Changes

- None

# Proposed Fees

# FINANCE DEPARTMENT

## Proposed Fee Changes

- Minor Change to NSF Charges
  - Shift from one fee to graduated fees for multiple offenders
  - Will discuss in more detail at FC Meeting on May 17<sup>th</sup>

# Performance and Work Objectives

# FINANCE DEPARTMENT

## Highlights of Performance Objectives

- Complete an internal customer survey
- Publish CAFR by December 10<sup>th</sup>, 2016
- Analyze new on-line payment system and implement applicable features
- Prepare written policies and procedures in Accounting Division

# General Government

# GENERAL GOVERNMENT

- Two Programs (Two Funds)
  - General Government (GENERAL FUND)
    - Includes Appropriated Reserves, Capital Transfers and other items not attributable to an operating department
  - Other Post-Employment Benefits (OPEB FUND)
    - Accounts for all post-employment benefits excluding pensions
      - Sick and vacation cash-outs, and retiree medical payments

# GENERAL GOVERNMENT

## Proposed Changes to Original Plan

	<u>FY 2017 Original Plan</u>	<u>Recomm'd Adjustments</u>	<u>FY 2017 Recomm'd</u>
New Beginnings	\$ 43,500	\$ -	\$ 43,500
Loan to Golf Fund	180,000	-	180,000
Debt Service	346,559	-	346,559
Capital Transfers	1,450,000	(355,975)	1,094,025
Appropriated Reserves	400,000	(260,534)	139,466
Other	-	1,749	1,749
Budgeted Surplus	1,159,701	(1,159,701)	-
<b>Total Budget</b>	<b>\$ 3,579,760</b>	<b>\$ (1,774,461)</b>	<b>\$ 1,805,299</b>

# OPEB FUND

## Proposed Changes to Original Plan

	<b>FY 2017 Original Plan</b>	<b>Recomm'd Adjustments</b>	<b>FY 2017 Recomm'd</b>
Sick Leave Cashouts	\$ 509,000	\$ 335	\$ 509,335
Vacation Cashouts	400,000	231	400,231
Retiree Medical Pmts	926,000	362	926,362
<b>Totals</b>	<b>\$ 1,835,000</b>	<b>\$ 928</b>	<b>\$ 1,835,928</b>



# QUESTIONS



FINANCE DEPARTMENT

# SELF-INSURANCE FUND

*Recommended Budget for Fiscal Year 2017*

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CITY COUNCIL PRESENTATION (MAY 4, 2016)

# **SELF-INSURANCE FUND**

## **Presentation Outline**

- I. Overview of the Three Main Programs**
- II. Appropriations and Revenues contained in the Proposed Fiscal Year 2017 Plan**
- III. Review of the Self-Insurance Fund Reserve Balance**

# RISK MANAGEMENT DIVISION

## Organizational Chart

3 Programs  
4.15 FTE's

**ADMINISTRATIVE OPERATIONS**  
Mark Howard

**GENERAL LIABILITY**  
Marisa Kahn

**WORKERS' COMPENSATION**  
Robert Collet

**OCCUPATIONAL SAFETY & HEALTH**  
Julie Ruggieri

# SELF-INSURANCE FUND

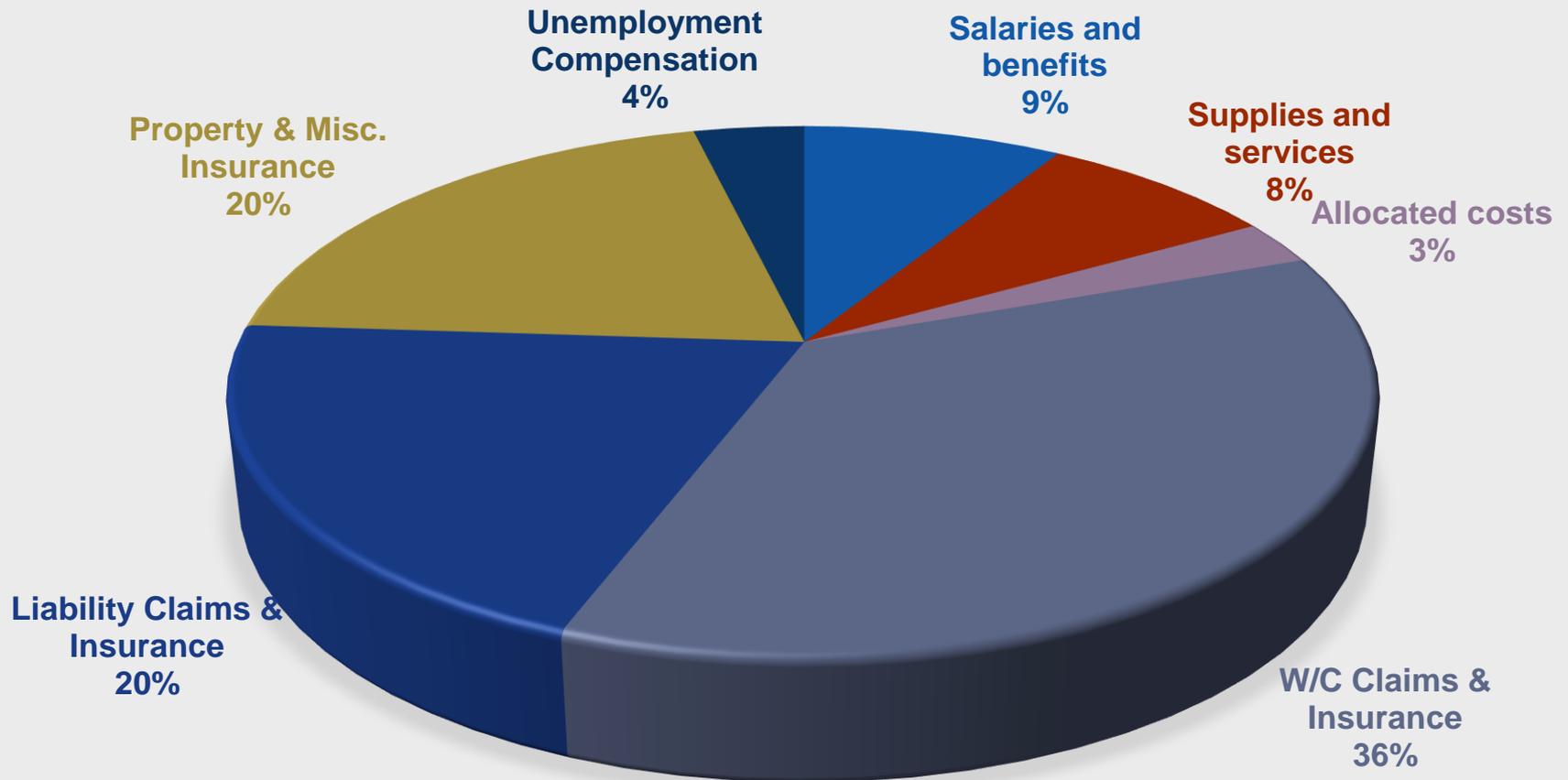
## Program Descriptions

- Workers' Compensation Program
  - Provide workers' compensation benefits to injured employees in accordance with Federal & State law
  - Help bring injured employees back to work through modified duty program
- Liability Program
  - Investigating incidents on city property and adjusting damage claims
  - Correct potential hazards
- Occupational Safety & Health
  - Ensure a safe work environment through training, screening and safety analysis
  - Monthly Injury and Illness Prevention Program

# Summary of Fiscal Year 2017 Recommended Budget

# SELF-INSURANCE FUND

## Appropriations



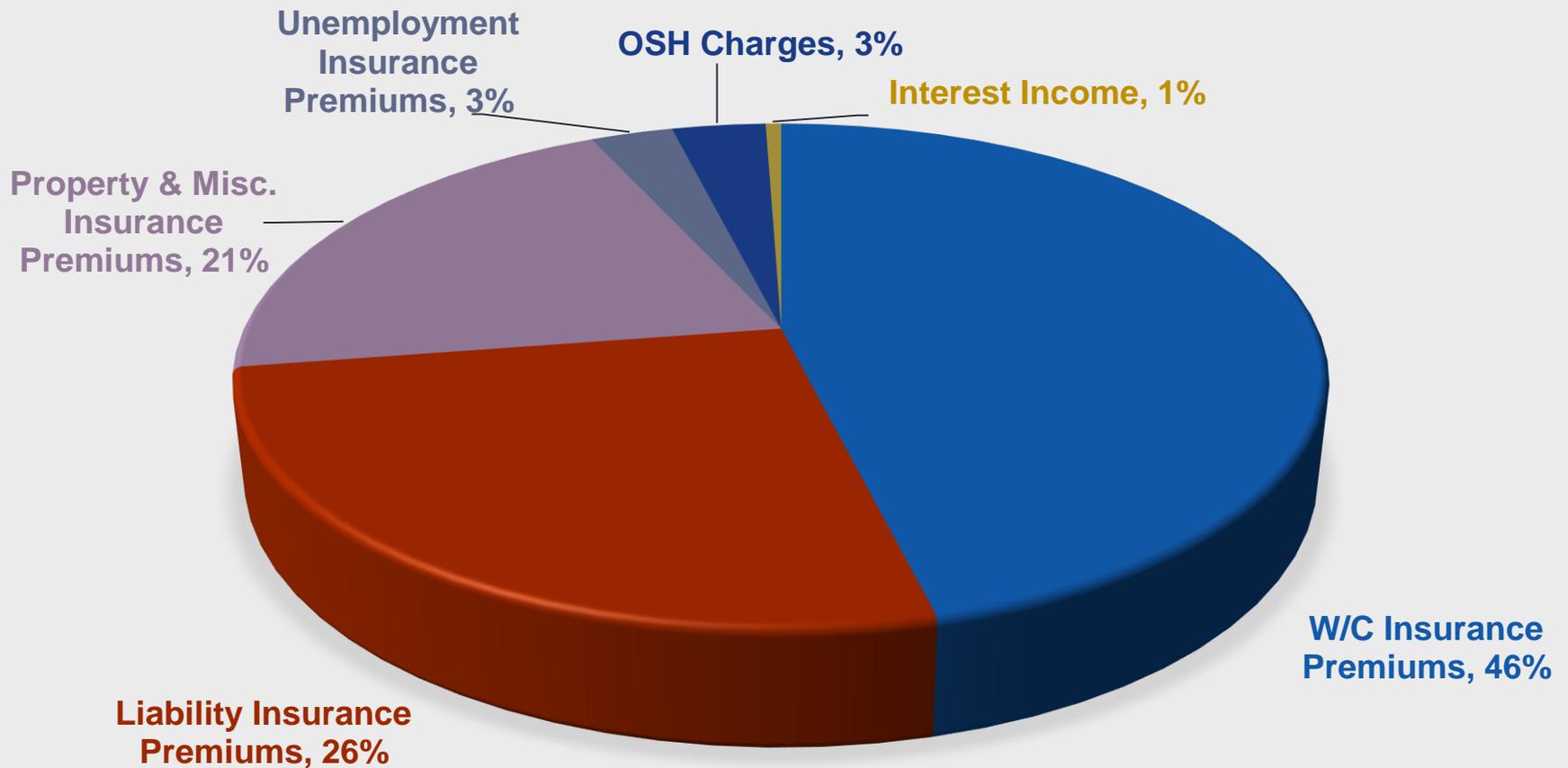
# SELF-INSURANCE FUND

## Appropriations

	FY 2016 Projected	FY 2017 Original Plan	Recomm'd Adjustments	FY 2017 Recomm'd
<b>Salaries and benefits</b>	\$ 597,122	\$ 636,178	\$ (8,499)	\$ 627,679
<b>Supplies and services</b>	496,602	578,372	69	578,441
<b>Allocated costs</b>	191,809	198,319	(3,248)	195,071
<b>W/C Claims &amp; Insurance</b>	2,681,852	2,575,000	40,000	2,615,000
<b>Liability Claims &amp; Insurance</b>	1,181,045	1,460,000	-	1,460,000
<b>Property &amp; Misc. Insurance</b>	1,308,931	1,644,532	(188,870)	1,455,662
<b>Unemployment Compensation</b>	221,000	268,000	-	268,000
<b>Total Expenses</b>	<b>\$6,678,361</b>	<b>\$ 7,360,401</b>	<b>\$ (160,548)</b>	<b>\$7,199,853</b>

# SELF-INSURANCE FUND

## Revenues



# SELF-INSURANCE FUND

## Revenues

	FY 2016 Projected	FY 2017 Original Plan	Recomm'd Adjustments	FY 2017 Recomm'd
<b>W/C Insurance Premiums</b>	\$3,342,571	\$ 3,517,238	\$ (10,029)	\$3,507,209
<b>Unemployment Insurance Premiums</b>	221,805	221,324	-	221,324
<b>Liability Insurance Premiums</b>	1,805,596	2,004,187	-	2,004,187
<b>Property &amp; Misc. Insurance Premiums</b>	1,426,854	1,569,539	-	1,569,539
<b>OSH Charges</b>	231,057	240,294	11,570	251,864
<b>Interest Income</b>	41,900	39,400	2,400	41,800
<b>Total Revenues</b>	<b>\$7,069,783</b>	<b>\$ 7,591,982</b>	<b>\$ 3,941</b>	<b>\$7,595,923</b>

# SELF-INSURANCE FUND

## Funded Status of Reserves

	June 30, 2015	June 30, 2016
<b>Actuary Recommendation</b>	\$ 7,919,646	\$ 8,292,546
<b>Cash held by SIF</b>	4,821,346	4,466,573
<b>Cash on deposit with ACCEL</b>	<u>861,617</u>	<u>1,487,098</u>
<b>Difference</b>	<u><u>\$ 2,236,683</u></u>	<u><u>\$ 2,338,875</u></u>



# QUESTIONS



## ADMINISTRATIVE SERVICES

# ADMINISTRATIVE SERVICES

## *RECOMMENDED BUDGET FOR FISCAL YEAR 2017*

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City Council Presentation, May 4, 2016



# **ADMINISTRATIVE SERVICES**

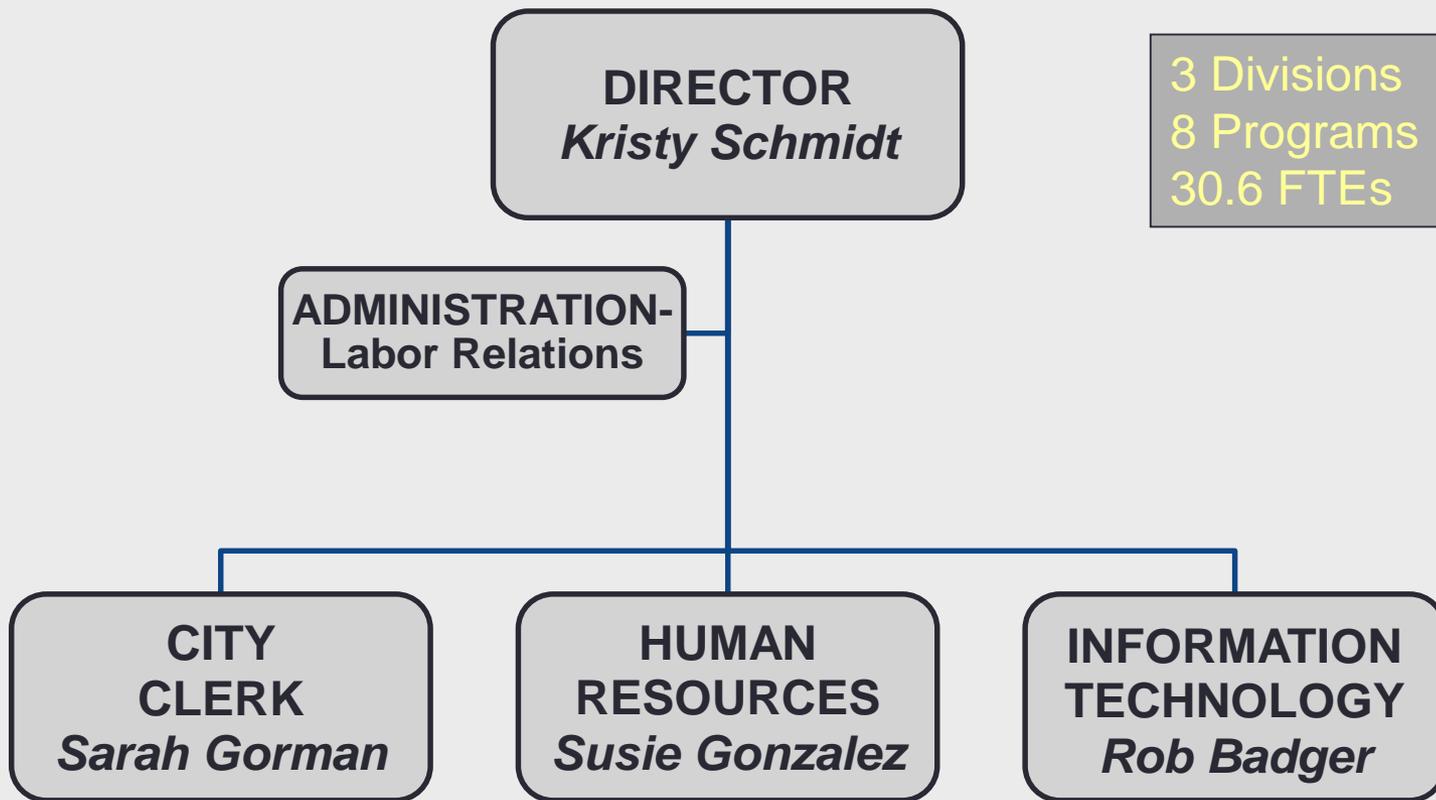
## **Presentation Outline**

- I. Department Overview – All Funds**
- II. General Fund**
  - A. Proposed Changes to Originally Proposed Fiscal Year 2017 Plan**
  - B. Key Initiatives and Performance Objectives**
- III. ICS Funds (Information Technology)**
  - A. Proposed Changes to Originally Proposed Fiscal Year 2017 Plan**
  - B. Key Initiatives and Performance Objectives**



# ADMINISTRATIVE SERVICES

## Department Organizational Chart





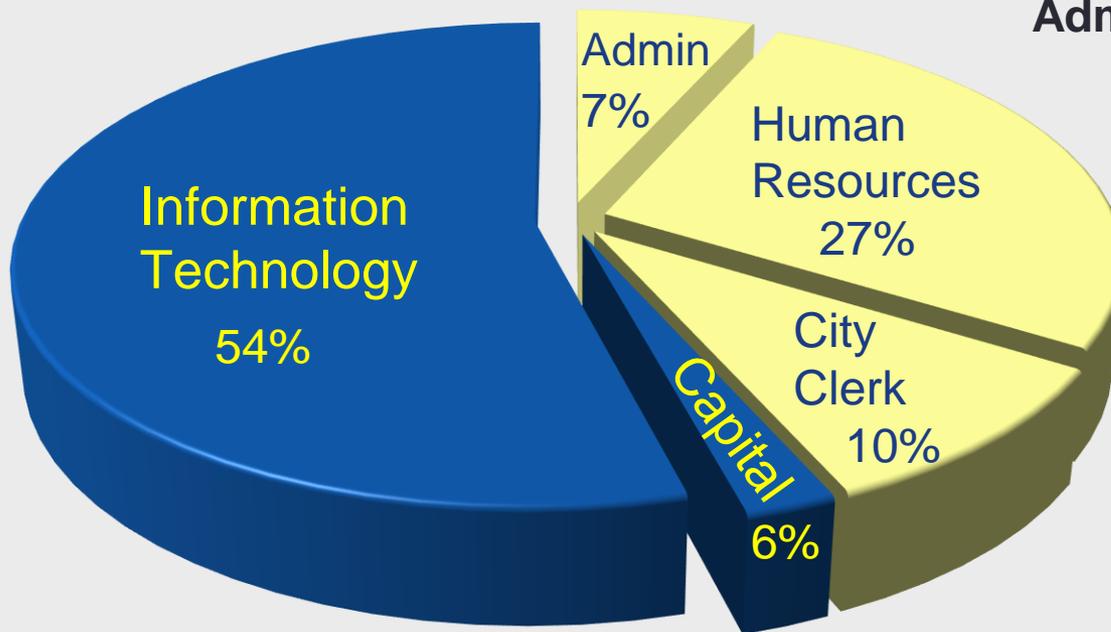
# ADMINISTRATIVE SERVICES

## Summary of Total Budget by Fund

### ICS Funds

Information  
Technology  
\$3,139,911  
3 Programs  
15 FTEs

I.T. Capital  
\$140,500



### General Fund

Administration (Labor)  
\$384,745  
2.1 FTEs

Human Resources  
\$1,577,301  
10 FTEs

City Clerk  
\$554,426  
3.5 FTEs

**Administrative Services Total - \$5.8 Million**



# General Fund Operations FY 2017 Plan



# Administrative Services

## Proposed Changes to Original Plan

### GENERAL FUND EXPENDITURES

	<u>FY 2016 Projected</u>	<u>FY 2017 Original Plan</u>	<u>Recomm'd Adjustments</u>	<u>FY 2017 Recomm'd</u>
Salaries and benefits	\$ 1,744,004	\$2,082,718	\$ (75,288)	\$ 2,007,430
Supplies and services	420,242	251,027	5,575	256,602
Allocated costs	200,637	208,256	(816)	207,440
Special projects	24,500	35,000	-	35,000
Equipment	14,970	10,000	-	10,000
Other	-	-	-	-
<b>Total</b>	<u><u>\$ 2,404,354</u></u>	<u><u>\$2,587,001</u></u>	<u><u>\$ (70,529)</u></u>	<u><u>\$ 2,516,472</u></u>

General Fund includes Administration/Labor, Human Resources, City Clerk



# Administrative Services Staffing and/or Program Changes

- None in Administration
- None in City Clerk
- Human Resources
  - More comprehensive criminal background checks for new employees- \$6,960



# Administrative Services

## Key Initiatives and Objectives

- Administration:
  - Complete labor negotiations with Police and Supervisors union
  - Complete ongoing market surveys for all non-sworn positions
  - Begin labor negotiations with General, Hourly, and Police Management unions
  - New Leadership Academy cohort
  - Update career ladder charts



# Administrative Services

## Key Initiatives and Objectives

- City Clerk
  - Implementation of the new Hyland OnBase electronic agenda management system
  - Electronic records management research & recommendations on best practices
- Human Resources
  - Implement recommendations from FY16 Human Resources management audit.



# ICS Fund Operations & Capital (Information Technology) FY 2017 Plan



# Administrative Services

## Proposed Changes to Original Plan

### I.T. FUND EXPENDITURES

	<u>FY 2016 Projected</u>	<u>FY 2017 Original Plan</u>	<u>Recomm'd Adjustments</u>	<u>FY 2017 Recomm'd</u>
Salaries and benefits	\$ 1,910,871	\$2,065,462	\$ 37,506	\$ 2,102,968
Supplies and services	772,949	817,413	(63,523)	753,890
Allocated costs	228,180	239,809	662	240,471
Special projects	18,070	19,279	(1,995)	17,284
Equipment	407,606	143,250	5,500	148,750
Other	16,223	17,048	-	17,048
<b>Total</b>	<u>\$ 3,353,899</u>	<u>\$3,302,261</u>	<u>\$ (21,850)</u>	<u>\$ 3,280,411</u>

(Net of transfers between operations and capital)

ICS Funds include Information Technology and I.T. Capital Funds



## **Administrative Services (I.T. Fund) Staffing and/or Program Changes**

- Division name change to “Information Technology” or “I.T.”
- \$24,900 additional hourly staffing support for software implementation
- New regular cyber security assessment (funded with existing revenues)



# Administrative Services

## Proposed Changes to Original Plan

### I.T. FUND REVENUES

	<u>FY 2017 Projected</u>	<u>FY 2017 Original Plan</u>	<u>Recomm'd Adjustments</u>	<u>FY 2017 Recomm'd</u>
Internal Charges	<u>(3,304,557)</u>	<u>(3,398,945)</u>	<u>(102,590)</u>	<u>(3,501,535)</u>
Total Revenues	<u><u>\$ (3,304,557)</u></u>	<u><u>\$ (3,398,945)</u></u>	<u><u>\$ (102,590)</u></u>	<u><u>\$(3,501,535)</u></u>

(Net of transfers between operations and capital)

- One-time charges for Document & Agenda Management System
- One-time charges for Hi-Res 3D Elevation and Terrain Data Collection Project
- Eliminate charges for Media Management System (use reserves)
- Salary and Benefit Adjustments



# Administrative Services (I.T. Fund)

## Key Initiatives and Objectives

- Continue the Network & Infrastructure Replacement Plan
- Implement Media Management and Storage (MMS) System
- Major Software Implementations:
  - Hyland OnBase (document and agenda management systems)
  - Accela Tidemark upgrade (permitting system)
  - Cartegraph upgrade (work orders and asset management)
  - Class replacement (recreation registration system)
- Install fire suppression in Fire Station 1 Computer Room
- Provide GIS Maps on mobile devices
- Evaluate online employee time entry



# QUESTIONS



# **CITY ADMINISTRATOR'S OFFICE MAYOR AND COUNCIL'S OFFICE**

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Recommended Budget for Fiscal Year 2017



# Presentation Overview

- Revenues and Expenditures
- Proposed Changes to Expenditures
- Work Plan for the Upcoming Year

# CITY ADMINISTRATOR'S OFFICE

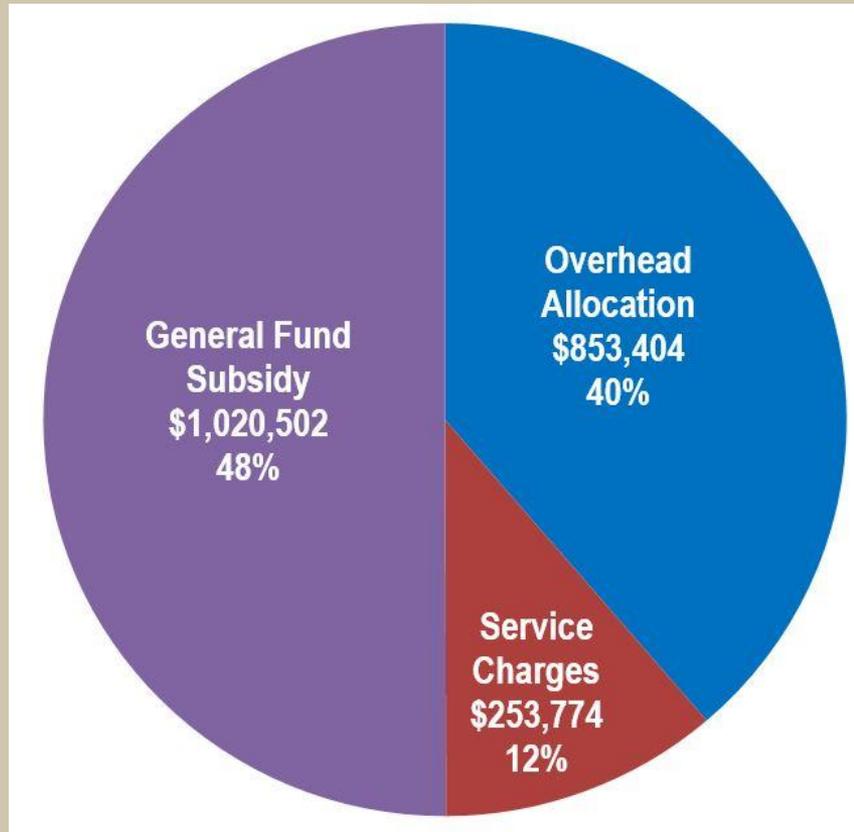
## Summary of Employee Positions

- Current Employees
  - 7.05 FTEs in City Administrator's Office
  - 2.25 FTEs in City TV
    - 9.30 *Regular Employees (FTEs)*
  - + 3 Hourly Employees



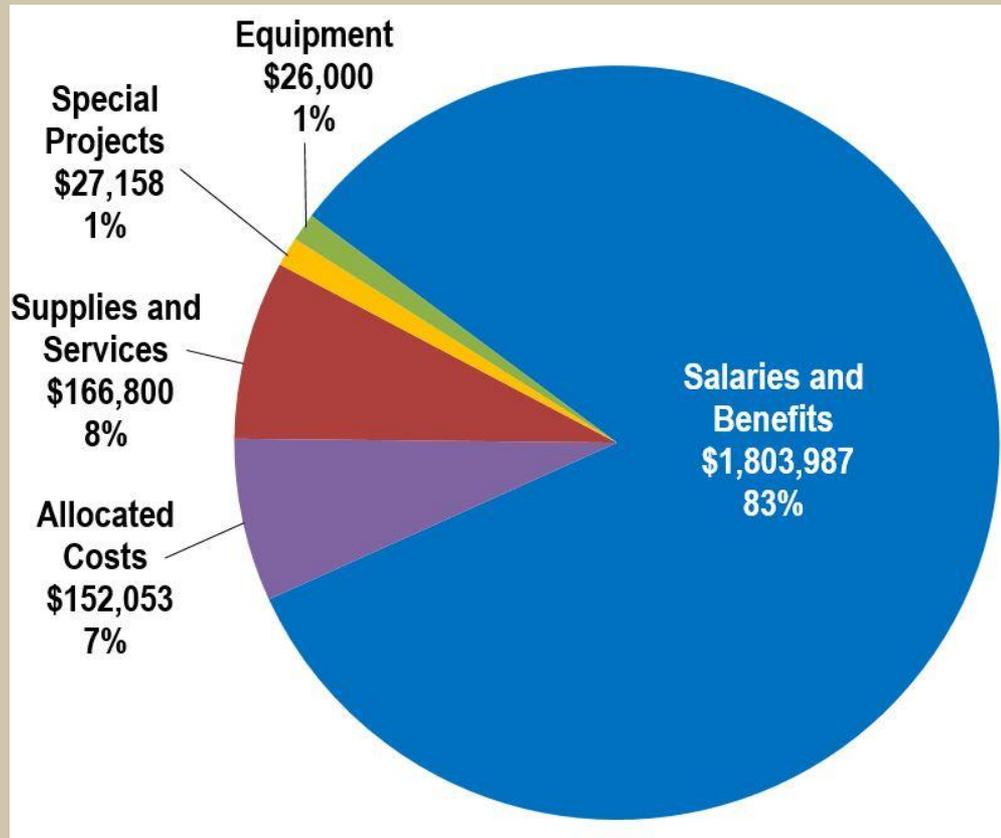
# CITY ADMINISTRATOR'S OFFICE

## Summary of Revenues



**Proposed FY 2017 Budget – \$2,290,998**

# CITY ADMINISTRATOR'S OFFICE Summary of Expenditures



**Proposed FY 2017 Budget – \$2,290,998**

# Proposed Changes to Budget

- City TV Equipment Replacement Project
  - Replace and convert equipment from analog to digital formats, consistent with FCC mandate for cable providers
  - Estimated cost around \$440,000
  - Project paid for with PEG fee funds



## PEG Fee on Cable Bills

- PEG (Public, Education, and Governmental Access) fee on cable bills generates approximately \$112,000 for City TV equipment

	<u>Total</u>
City TV	.50%
Community Access/TV-SB	<u>.50%</u>

<b>Total PEG Fee</b>	<b>1.00%</b>
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# CITY ADMINISTRATOR'S OFFICE

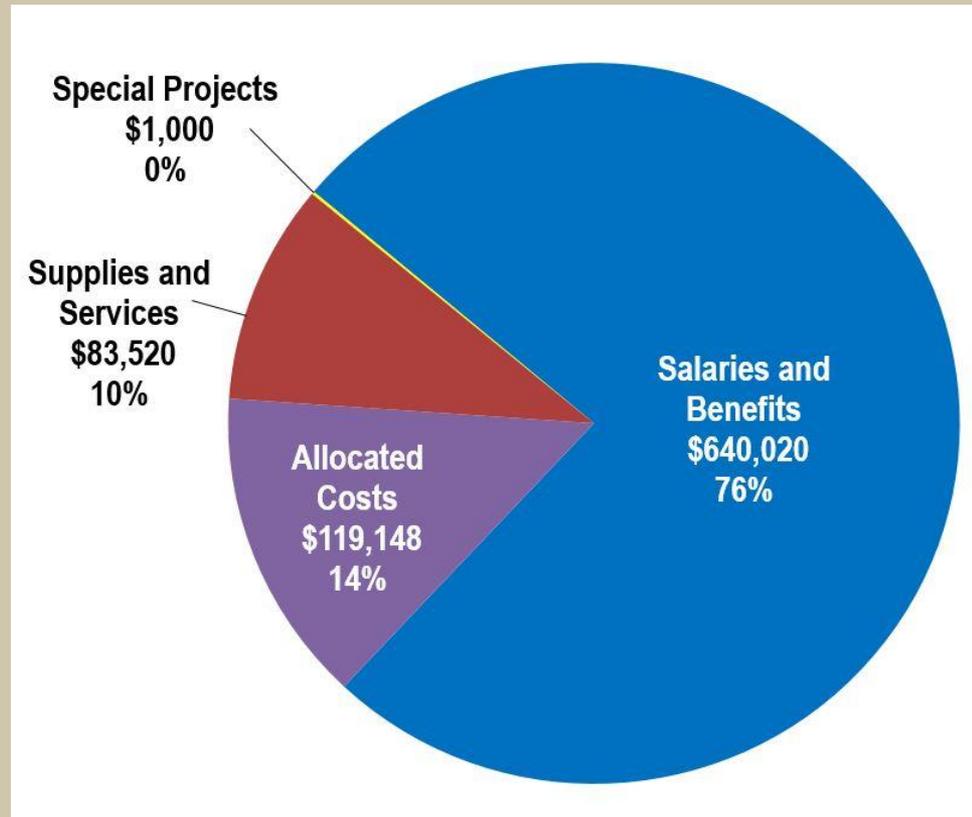
## Performance Objectives

- Prepare a balanced budget for Fiscal Year 2018 for Council adoption
- Review performance status reports and submit an annual report to Council
- Update legislative platform and send advocacy letters
- Issue the weekly City News in Brief
- Prepare the State of the City presentation

# MAYOR AND COUNCIL'S OFFICE Positions

- Total Employees
  - 1 Mayor
  - 6 Councilmembers
  - 1 Executive Assistant
    - *8 Full-Time Equivalent (FTE) Positions*

# MAYOR AND COUNCIL'S OFFICE Summary of Expenditures



**Proposed FY 2017 Budget – \$797,951**

# MAYOR & COUNCIL'S OFFICE

## Discretionary Budget

- Meeting and Travel/Intern Budget
  - No changes proposed
  - Proposed Budgets
    - *Mayor: \$6,939*
    - *Each Councilmember: \$2,460*

## MAYOR & COUNCIL'S OFFICE

### Arts and Community Promotions

- Consolidates all of the City's contributions to arts, events, festivals and community promotion in one program
- Total budget of \$2,672,367 in FY 17
- Increased funding by 3% for most organizations
- Maintaining \$1,380,000 contribution to Visit Santa Barbara for marketing and promotion services

## MAYOR & COUNCIL'S OFFICE

### Arts and Community Promotions

- Provides funding for County Arts Commission Staff (\$151,900)
- Funding managed by contract with the County Arts Commission (\$323,200)
  - *Events and Festivals funding*
  - *Organizational Development funding*
  - *Community Arts funding*
  - *Cultural Arts District and other funding*



# City Agreement w/ Arts Commission

	FY16	FY17
County Arts Staff	\$147,400	\$151,900
Community Events and Festivals Grants	\$103,000	\$106,100
Organizational Development Grants	\$146,100	\$150,500
Community Arts Grants	\$47,000	\$48,500
Arts Special Projects	\$17,500	\$18,100
<b>TOTAL</b>	<b>\$461,000</b>	<b>\$475,100</b>

## MAYOR & COUNCIL'S OFFICE

### Arts and Community Promotions

- Operational funding for TV-SB Community Access (\$313,100)
- Community festivals (\$324,200)
  - Old Spanish Days
  - Summer Solstice
  - Santa Barbara Film Festival
  - Spirit of '76
  - Visitor Information Center, Chamber of Santa Barbara Region

## MAYOR & COUNCIL'S OFFICE Performance Objectives

- Prepare new lease and ensure compliance for Community Arts Workshop and MOXI
- Administer arts contracts and funding
- Organize an annual arts symposium
- Initiate discussions with arts organizations to develop a Cultural Arts Master Plan
- Conduct economic development outreach meetings



VISITING

SERVICES

GOVERNMENT

BUSINESS

HOW DO I

CONTACT US

### EXPLORE

Business Resources Home

Community Resources for Entrepreneurs

Tips Before You Sign a Lease

Business License, Permits and Fees

Instructional Videos

MAPS - Interactive Mapping Tool

Certify as a Green Business

Home » City Testing Site » Business Resources

Share

### Tips Before You Sign a Lease



### GUIDES

Guide to City Business Regulations and Services



Navigating the Planning Process



## Business Resources

Santa Barbara is known for its high standards, aesthetics, and environmental leadership. Local businesses play a significant role in ensuring Santa Barbara's uniqueness and quality of life. Each business takes steps to protect the safety of its customers and employees. This site provides essential information to help you understand City regulations and services available for your business needs. Together with instructional videos, you can find answers to frequently asked questions and learn activities that require approval. [Click here to watch our instructional videos](#)



# Questions?