

# CITY OF SANTA BARBARA WATERFRONT DEPARTMENT

## MEMORANDUM

**Date:** February 17, 2022  
**To:** Harbor Commission  
**From:** Mike Wiltshire, Waterfront Director  
**Subject:** **Director's Report**

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### **WATERFRONT DEPARTMENT ORGANIZATIONAL STRUCTURE AND STAFFING UPDATE**

The Waterfront Department is a department within the City of Santa Barbara that oversees all operations in the waterfront area, which includes but is not limited to:

- 1,110+ slip marina
- Harbor Business District and associated facilities
- Stearns Wharf and associated facilities
- Breakwater, boat launch, and other related infrastructure
- 10 Waterfront parking lots
- Harbor Patrol law enforcement unit
- 61 commercial tenants

The Waterfront Department is made up of 48 full-time employees and an additional 30 to 60 hourly employees. The department is broken into three operational divisions; Facilities Division, Business Services Division, and Harbor Operations Division.

The Facilities Division is responsible for the maintenance and capital renewal of all of the infrastructure within the waterfront. This includes marina docks, Stearns Wharf, parking lots, dredging, sediment management, Harbor Patrol vessels, utility systems, restrooms, and waterfront buildings. The Facilities Division is made up of 19 full time staff and several hourly employees.

The Business Services Division is responsible for managing the Waterfront Department's financial, budgeting, and accounting obligations in addition to overseeing the parking and property management operations. The Business Services Division oversees 61 commercial tenants and 10 parking lots, which are made up of 2,550 parking spaces. The Business Services Division is made up of 9 full time staff and 30 to 50 hourly employees.

The Harbor Operations Division is responsible for managing ocean related operations, which includes oversight of the public counter, visiting vessels, monthly slips, slip transfers, and other slip based transactions. Additionally, the Harbor Operations Division oversees Harbor Patrol, which is a 24/7 law enforcement operation serving the needs of the waterfront community. The Harbor Operations Division is made up of 17 full time staff and several hourly employees.

The Waterfront Department is an Enterprise Fund department that relies solely on the revenues generated within the waterfront to fund its operations, maintenance, and improvements. The Waterfront Department receives no taxpayer dollars or General Fund support. The main sources of revenue that support the Waterfront budget are: tenant rents, slip fees, and parking fees.

**TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

- FY 2023 Budget Recommendation
- Review of Lease and RFP Processes
- CFSB Update on Maritime Collective Efforts
- Insurance Requirements for Vessels in Harbor
- Waterfront Municipal Code Update

Prepared by: Mike Wiltshire, Waterfront Director