

CITY OF SANTA BARBARA WATERFRONT DEPARTMENT

MEMORANDUM

Date: July 18, 2019
To: Harbor Commission
From: Scott Riedman, Waterfront Director
Subject: **Facilities Management Report**

Underground Fuel Storage Tank Replacement

At the May 2019 Harbor Commission meeting staff presented the proposed Underground Storage Tank (UST) Replacement Project. Santa Barbara Fuel Dock, Inc. hired a consultant to prepare a Work Plan describing construction phasing and other details that will impact harbor operations and public access during construction. Considering the potential disruption to the harbor commercial area, staff held a Public Meeting on July 10 addressing construction phasing, continuity of harbor operations, and public access.

Tenants, commercial fishermen, and slipholders were notified of the meeting but attendance was light. Nevertheless, staff reviewed the proposed project in detail and discussed how to maintain harbor operations and public access during construction. There were many good suggestions on how to best manage deliveries, vehicles, and pedestrians. Staff will contact those tenants that did not attend the meeting to make sure they understand the project's impacts on harbor operations and solicit additional suggestions on how to minimize those impacts.

SeamlessDocs Slip Permit Renewal

The Waterfront Slip Permits were recently revised with new rules and regulations related to the Marina Submetering Program. Every slip permittee must renew their permit prior to charging for their use of electricity beginning in August 2019. Slip permits are usually signed in person at the front counter of the Waterfront administrative offices. With thousands of slip permittees, having everyone renew their permit can be a time consuming process that is an imposition to slip permittees and can easily overwhelm Waterfront staff. Fortunately, the City of Santa Barbara recently contracted with the software company, SeamlessDocs, that provides online document signing services.

The City's I.T. and Purchasing Divisions vetted several firms offering online document signing services and chose SeamlessDocs as the most qualified. They meet security requirements for e-signature as well as for cloud security and data leak. The data centers where SeamlessDocs are hosted are compliant with all of the City's security practices as well as industry standards.

The slip permit has been converted to a SeamlessDocs compatible form and uploaded to their website. Slip permittees are notified of the necessity to renew their permit and directed to the Waterfront's website with a hyperlink to the slip permit form.

<https://www.santabarbaraca.gov/slippermit>

Slip permittees only have to fill out six required fields: slip number, first name, last name, cell phone, email address, and vessel registration/documentation. All other information related to slip permittees and their vessels is already on file. The slip permittee must also attach a scanned copy of a photo ID such as driver's license, passport, or other official identification. The signing process takes a matter of moments and once submitted, the signed permit goes directly to Waterfront staff for verification. Staff also signs the permit online and a fully executed permit is emailed back to the slip permittee. Using SeamlessDocs is simple, convenient and will greatly reduce the time necessary to renew slip permits.

Prepared by: Karl Treiberg, Waterfront Facilities Manager