



# SALINAS PUBLIC SAFETY CENTER



## REQUEST FOR PROPOSALS

REPLIES DUE:

4:00 P.M. FRIDAY

February 10, 2017





**DRAFT 12.06.2016**



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### Schedule of Attachments:

- Exhibit A: Police Department Organizational and Staffing Data (under separate cover)
- Exhibit B: Space Needs Assessment prepared by McClaren Wilson and Lawrie Inc. "City of Salinas, California Police Facility Space Needs Assessment (VE)" September 15, 2014 as amended November 2017
- Exhibit C: Sample Pre-Development Agreement
- Exhibit D: Samples Development Agreement
- Exhibit E: RFP Estimated Budget Worksheet
- Exhibit F: Proposal Certification, Local Business Policy and Form, Proposal Questionnaire and Conflict of Interest Certification, Non-Collusion Affidavit.



**DRAFT 12.06.2016****SECTION 1. NOTICE OF REQUEST FOR PROPOSALS**

This "Request For Proposals" (or "RFP") is issued by the City of Salinas seeking a qualified Development Team to provide design and development services for the design and construction of the new Salinas Public Safety Center consistent with the design specifications outlined in the "City of Salinas Police Facility Space Needs Assessment/Master Plan" published September 15, 2014. Responses to this RFP are sought from qualified firms or teams and/or individuals to perform professional services related to public engagement, development, design, engineering and civil engineering for the construction of this facility. Proven experience soliciting and incorporating public input and feedback and then incorporating it into design is critical.

The full content of the RFP is available through the City's Website <http://www.cityofsalinas.org/our-city-services/public-works> and it will take you to Planet Bids' Website. Prospective proposers must register on Planet Bids' Website to view and print request for proposals package. Once you are linked into the website, click on "Bid Opportunities". Only registered bidders will receive updates and addenda. **If the Bidder is not registered on Planet Bids website when submitting a Proposal, they shall be disqualified.** If addendums are necessary, they will be posted onto this website. General questions about access to or registering with Planet Bids can be directed to the Department of Public Works at 831.758.7241.

Within this RFP are specific inquiries into the qualifications of the collective team and each of its members, recent examples of projects completed, methods by which value is added to the project, and a request for examples of how public input is sought and applied to develop a facility that serves the needs of the Police Department and the community together in one welcoming place. This facility will become an important tool to promote community oriented policing, facilitate a culturally sensitive open communication between community and public safety officials, welcome classrooms and youth oriented learning opportunities to promote the values of public safety in Salinas. Replies are encouraged that include an example of a project the Development Team has worked on together (if applicable) that required the public's input, recorded the public's expectations, and applied this input to the design of a new development that clearly met these expectations. RFP replies shall include the identification of any additional tasks, such as activities or research that might be required in conjunction with this project beyond those identified herein.

A Pre-Submittal Information meeting will occur at 9 AM, December 16, 2016, at 312 East Alisal Street. Attendance is not mandatory. A sign-in sheet will be provided, and questions received during the meeting will be responded to and posted at Planet Bids website.

Requests for clarification regarding this RFP must be submitted in writing via email to Assistant Public Works Director Don Reynolds at [donaldr@ci.salinas.ca.us](mailto:donaldr@ci.salinas.ca.us) or through Planet Bids' website Q/A tab and received no later than 5 pm on January 27, 2017. Written responses to timely inquiries will be posted on the City of Salinas Planet Bids website as they are received until February 3, 2017.

A completed reply to this RFP will include Five (5) paper copies and a CD or thumb-drive containing both a PDF and Microsoft Word format, as further detailed in Section D of the RFP. Please limit replies to 30-pages not including attached documents used as examples of past project work. Responses will be received until



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4:00 P.M. February 10, 2017, at the City Clerk's Office of the City of Salinas, located at 200 Lincoln Avenue, Salinas CA 93901. E-mail or faxed replies are not acceptable. The submittal deadline is absolute. Late proposals will not be considered. Proposals received after the due date and time will not be accepted or considered and will be returned to the prospective firm. Prospective firms must select a method of delivery that ensures the proposal will be delivered to the correct location by the due date and time. There will be no "bid opening." (refer to Section 8 of the RFP)

The City of Salinas conducts a local business preference program and strongly encourages all local business to participate by responding to this RFP. Generally speaking, this includes businesses located within the Tri-County area of San Benito, Santa Cruz and Monterey Counties.

The City of Salinas is an Equal Opportunity Employer.

The City of Salinas does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Salinas makes reasonable accommodation for individuals with a disability. Individuals requiring any accommodation in order to participate in this process must inform the Public Works Department at [eda@ci.salinass.ca.us](mailto:eda@ci.salinass.ca.us) or 831-758-7438 no later than 7 calendar days prior to the submittal date stated in this request for proposals. Hearing impaired or TTY/TDD Text Telephone users may contact the City by dialing 711 for the California Relay Services (CRS) or by telephoning any other service providers' CRS telephone number.

Interested parties are required to certify non-discrimination in employment practices, and identify any potential or perceived conflict of interest (personal and/or property interest in the subject scope of work). The pre-qualification of respondents is not required. All interested firms responding to the RFP are required to comply with all applicable provisions of federal, state or local law.

The City reserves the right to 1) reject any or all responses; 2) postpone award of the contract for a period not exceed sixty (60) days from the date that replies are due, 3) waive insubstantial or immaterial informalities in the submissions; 4) request modifications during negotiations; and 5) to select and continue working with the highest ranking Development Team ("Selected Development Team"/"Selected Developer") that in its judgment best serves the interests of and is most advantageous to the City.

**THIS NOTICE WAS PUBLISHED DECEMBER 9, 2016**





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### **SECTION 2. BACKGROUND DATA: SALINAS AND PUBLIC SAFETY**

#### **A. "THE ALISAL"**

The eastern portion of the City is commonly referred to as "the Alisal." The Alisal became part of the City's incorporated boundary in the mid-1960's. The main east/west connecting boulevard is "Alisal Street." Alisal Street connects Salinas. This is where the City plans to build its new Public Safety Center.

Between 2008 and 2010, a public private partnership was formed to plan for development of the "Alisal Market Place." The area encompassed 75-acres between Highway 101 and the train tracks, from John Street to East Market Street placing the proposed Public Safety Center in the center on East Alisal Street. The original conceptual drawings include more than a million square feet of retail space in between plazas and fountains. In 2009, the vision emerged for a new Public Safety Center at 308-312 East Alisal and it was determined that this would become the initial focus and transformation project for the Alisal. The 2009 renderings imagined a 110,000 square foot building that was vetted through the City's Traffic Commission and Planning Commission. The project did not move forward to the City Council. But the City persevered, and continues to believe that the now fully funded Public Safety Center project will rise to meet these earlier expectations and revitalize "The Alisal."

Several different planning projects have engaged the community in discussions about the economic development of the Alisal. These include the federally funded Alisal Homeownership and Neighborhood Revitalization Strategy Area, 2015-2019 Five Year Consolidated Plan, recent Housing Element update and most importantly the City's Economic Development Element ("EDE") of the General Plan.

The link to the draft EDE and related documents is <http://www.ci.salinas.ca.us/news.cfm#EDE>.

The focus continues to target Alisal Street and many of these plans are moving forward into implementation. The most significant of these efforts is the Alisal Vibrancy Plan.

#### **B. ALISAL VIBRANCY PLAN**

Several of the draft EDE's goals, policies and action items specifically identify Alisal, Alisal Marketplace and East Salinas areas for the creation of a vibrant, mixed-use, cultural district. This area represents one of the City's primary nodes of activity and an area of great opportunity. The EDE calls for the preparation of a community-driven plan to guide the revitalization and enhancement of the economic, social, and cultural fabric of the Alisal/East Salinas neighborhoods. This includes a unified design theme for signage, lighting, gateways, landscaping, streetscape, and other features to distinguish and brand the area; design and construction of infrastructure and circulation improvements; the identification and creation of economic opportunity sites; and improved neighborhood resources and services including public safety, open space/recreation, and education and job training. The Plan is to focus on addressing incompatible uses, aging infrastructure, underutilized shopping areas, and the need for improved pedestrian enhancements to create a more connected and walkable community. The re-design of East Alisal Street between



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Front Street and Bardin Road is already underway with a focus on multi-modal use and “complete streets” that are safe for all types of travel.

Within this context, the development of the Public Safety Center continues to be the key strategy to lead the path forward towards the implementation of these powerful bold concepts. This project is much more than a building. It is a symbol of cultural transformation.

### C. SALINAS CALIFORNIA: Rich in Land, Rich in Values

Salinas is located in central Monterey County 12 miles east of the Monterey Peninsula and 50-miles south of the San Francisco Bay Area and Silicon Valley. Its 23.2 acres are bisected first by the Union Pacific/Amtrak rail services, and then second by the 101 Interstate Highway. State Highways 68 and 183 also connect westerly through Salinas to the Monterey Peninsula and to Castroville respectively. The County of Monterey and County seat and court systems are located across from City Hall, and Downtown serves as a transportation hub and gateway to California’s Central Coast.

Salinas was incorporated in 1874, and held the highest per capita income in the State in 1924. It is the home of Nobel Laureate John Steinbeck. The Salinas Police Department was established in 1903 with a Police Chief and two Police Officers. Fifty-five years later, the City built the current Police Department Building, and in 1958, this 25,000 square foot single story concrete and brick building included a fitness room, line-up room, photo-dark lab, dispatch and in-door fire-arms proficiency range. It was built for Police and Fire services to house 60 sworn officers. The Fire Department has long moved out, and the building has served as many as 187 sworn Police personnel. Today there are many different temporary accommodations cobbled together that amount to roughly 40,000 square feet to house staff, equipment and evidence as further described below.

### D. SALINAS POLICE DEPARTMENT

The Salinas Police Department established in 1903, has a long heritage and honored sense of pride in the community. The Department is highly visible not only while investigating a crime scene, but at community meetings, taking part in community service organizations, through the Police Activities League, on school campuses and at long-standing special events that include the California Rodeo, the California International Air Show, and the annual El Grito De Dolores festival celebrating the Mexican Independence Day. The Police Department’s mission statement is:

**“Working in partnership with the people of Salinas to enhance the quality of life through the delivery of professional, superior and compassionate police services to the Community”**

### E. DEMOGRAPHICS AND SOCIAL SUMMARY

Salinas is home to 37% of the County of Monterey’s population and is the largest city in Monterey County. Its population rose to a high of 161,042 in 2015, and parts of East Salinas are known to house the densest populations west of the Mississippi River. More than 30% of the population is less than 18 years-old.



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Average annual family income (4-person household) in Salinas is \$50,587, with a range from \$84,000 in some neighborhoods to \$21,000 per year in others. In 2014, the poverty level was 20.8%, higher than the State's average of 15.3%, with some census blocks in East Salinas as high as 46.6%. In these same neighborhoods, home ownership falls from nearly 50% in South Salinas to only 7.3% in parts of Eastern Salinas. Educational achievement also drops off significantly.

Gang activity and violent crime are focused in the poorer parts of Central and East Salinas. Salinas has a long recognized significant problem with organized street gangs and the associated violent crime. According to the U.S. Bureau of Justice Statistics, the City's overall violent crime and homicide rates are significantly above those for California and the nation although violent crime has decreased significantly in recent years.

Over the past the past five-years and with very few resources, the City and its Police Department have worked hard and received national recognition for its recent violence prevention actions. On more than one occasion, the Police Department has recruited resources from other public safety agencies at various levels of County, State and Federal jurisdictions and has produced productive city-wide and localized "Sting" operations. The City's Community Safety Division has championed the Community Alliance for Safety and Peace ("CASP") program that has set a national standard for teaching neighborhoods to work together to reduce violence and restore peace in their communities. CASP is a data driven and community-oriented violence reduction strategy that has helped extend a multi-year decline in youth participation in violence, promising a more peaceful productive next generation. The Chief established a new community outreach program called "Here to Hear" inviting members of the public to meet directly with members of the Department to share their stories. Various not-for-profit organizations have also risen to the occasion with intervention, arts and recreational alternatives. In 2010, the California Endowment agreed to invest \$1 million per year for ten-years in the 93905 Zip Code in East Salinas to establish the "Building Healthy Communities" model. By enlisting community leaders and residents within each neighborhood and focusing on a community-oriented approach to health, The Endowment is "aiming at nothing less than a revolution in the way all of us think about and support health for all Californians."

The City's Community Safety Division is working toward a comprehensive community based approach to reduce violence through- **"PREVENTION, INTERVENTION, ENFORCEMENT, AND, RE-ENTRY."**

The "Comprehensive Strategy for Community-Wide Violence Reduction 2013-2018" is a good resource for persons interested in the many ways Salinas is reducing violence. Follow this link to learn more about the Strategy and Community Alliance for Safety and Peace ("CASP"):

[http://future-futuro.org/sites/default/files/resources/SalinasSWP\\_2013-2018.pdf](http://future-futuro.org/sites/default/files/resources/SalinasSWP_2013-2018.pdf)

Salinas is the hub of the agricultural industry on the Central Coast. The Agricultural Commissioner reported in 2014 that more than twenty multi-national corporations exported \$4.49 billion in fresh row crops, vegetables, berries and wine grapes. One of the region's largest employers Taylor Fresh Foods Inc., completed their five-story world headquarters in the Salinas City Center in 2015.

Agricultural resources first developed at the turn of the twentieth century by immigrants from a European and Asian origin, then shifted to a primarily Latino labor force following World War II. Along with its great



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influx of legal immigrants to Salinas, there has been a large influx of undocumented immigrants as well. By 2011, Salinas had one of the highest concentrations of unauthorized immigrants in the State and nation-wide. Of the City's three main zip codes, one has more than 15% undocumented workers, and two have between 10-15%. The fear many undocumented immigrants have of government authorities has been a great obstacle faced by local law enforcement in crime investigations, community relations, and gathering information for effective policing. In response to these realities, the Police Department is a leader in the City-wide Governing for Racial Equity program sponsored by the California Endowment. It is implementing the multitude of recommendations contained within the Department of Justice's Collaborative Reform Process. It is aggressively recruiting new officers from within the City's population to heighten the Department's cultural sensitivity.

The "Jan-Dec 2014 Salinas Police Department Annual Report" presented in May, 2015 to the City Council includes a thorough statistical analysis of the Department over the past several years. It is co-written by the Salinas Police Community Advisory Committee. Follow this link for a copy:

[https://www.salinaspd.com/sites/default/files/spd\\_ar\\_2014\\_print.pdf](https://www.salinaspd.com/sites/default/files/spd_ar_2014_print.pdf)

While it is recognized that building a new Public Safety Center is not the cure for all that troubles Salinas, it will become the place where these cures are identified, pursued and collectively overcome cohesively by the whole community. The Public Safety Center will become the place in Salinas where "Peace Is Built."

### **F. CITY STRATEGIC PLAN AND BUDGET FOR FISCAL YEAR 2016-2017**

Salinas is a full-service city, employing 603 fulltime employees. The City provides its own police, fire, library services and recreation (that include swimming pools, golf courses, tennis courts, parks, concert hall, rodeo grounds, and three libraries), community development, public works and engineering services.

Building the new Public Safety Center will reflect each and every Salinas City Council Goal. These Goals were updated through strategic planning efforts completed in February 2016:

Economic Diversity and Prosperity;

Safe, Livable Community;

Effective Sustainable Government; and

Excellent Infrastructure.

The City adopted a \$165.5 million Operational and Capital Improvement Budget for Fiscal Year 2016/17 on June 14, 2016. Through the use of a priority based budgeting tool, these funds are directly connected to specific outcomes aimed at achieving the City Council's Goals for the Fiscal Year.

The City is currently restoring services and staffing after having to reduce staff by during the great recession of 2008-2009. In 2009, the Police Department had 187 sworn positions, which had declined to 145 sworn positions in 2014.





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Fueled by the approval of the 2015 1.5% Sales Tax “Measure G,” the City’s services are rebounding over the next 15-years with a focus on public safety improvements. In its first year (FY 15/16), Measure G brought in \$22 million new dollars to the General Fund and by FY 17/18 is expected to use a portion of these funds to add 33 new police positions back to the Department. It is also anticipated that the cost of financing the new Public Safety Facility will be paid from Measure G funds.

### G. POLICE DEPARTMENT BUDGET FOR FISCAL YEAR 2016-2017

The Police Department is budgeted to spend \$45.7 million in Fiscal Year 2016/17 which is 43% of the General Fund Budget. Another \$2 million is expected to come from other sources. Almost 90% of the Police Department’s operational budget pays for salaries. This includes a budget for FY 2016/2017 staff level of 230 employees of which 163 are sworn positions. **Exhibit A** to this RFP is the Department’s current Organizational Chart and functional summary by staffing levels for Fiscal Year 2016/17.

The City recently recruited a new Police Chief upon the retirement of the previous Chief. The recruitment focused on retaining a seasoned veteran that knows and practices the principles of Community Oriented Policing; “a philosophy that combines traditional aspects of law enforcement with prevention measures, problem solving, community engagement, and community partnerships.” As the City re-builds its Police Department, the community’s goal is to re-build trust and confidence with a sense of team-work between community partners and the Department.

## SECTION 3: SCOPE OF WORK

### A. INTRODUCTION

The City of Salinas seeks a qualified Development Team to conduct a thorough community engagement process, then use this feedback and other technical data to provide design and development services for the development of a new Public Safety Center, with associated parking and site development (the “Project”).

#### 1. The Project

It is envisioned that this project will be built on vacant property consisting of 8.5 acres. It will consist of two buildings the larger is which will be the “Headquarters.” It will most likely be a two-story building of between 40,000 and 60,000 square feet. Headquarters will be connected by a secure sally-port to a second 34,000 square foot building that will house the non-essential services. Some of these non-essential services may be more efficiently developed as separate out-buildings and be located elsewhere on the same property. It is estimated at between 350-375 at-grade parking spaces will need to be accommodated. The building will be completely finished and furnished as a “turn-key” project.

The Headquarters Building will include all of the patrol, administrative, support and investigative functions normally associated with law enforcement activities. After receiving public and community input, an assessment will be made to determine how to best include the community into this space, through meeting rooms, offices, board rooms and other spaces that promote the inclusionary vision of shared facility. This building will house all first-responder functions and is to be built to include all of the areas that life safety building codes require to the highest wind and seismic standards in strict accordance with the California



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Health and Safety Code Sections 16000-16022, known as the Essential Services Buildings Seismic Safety Act ("ESBSSA") implemented in Title 24, part 1 of the California Building Standards Administrative Code, Chapter 4, Articles 1 through 3. The buildings themselves will include universal access to persons of various abilities. The rooms will be clearly labeled for easy identification. Private and public spaces will be clearly identified and secured to help resolve confusion before it occurs. Prior to the acceptance of the City the new building must be fully-equipped, furnished and operational.

The Secondary Building will house functions that are odiferous, noisy and purely storage in nature. Examples might include evidence drying, evidence storage, forensic vehicle investigation, forensic laboratory, K-9, a fire-arms proficiency range and warehouse uses. No first-responder functions are presently contemplated to be housed in this building and it is anticipated that it will be constructed to commercial office standards. Warehousing evidence may be better suited for a third separate building. Hazardous and bio-hazardous waste must be anticipated in design. Prior to acceptance, it will be fully equipped, furnished and operational.

It is estimated that 295-315 secure at grade parking spaces will be needed and located to the south behind the two buildings between the rail tracks and the building. This will accommodate both sworn and nonsworn staff, and fleet resources. Efforts are underway to secure an easement through the private property east to Work Street that can be used by Department staff to enter and exit the secure parking behind the building (southern side of the property- refer to Subsection 4 and photo of the site). The southern border along the Union Pacific rail tracks must be secure, under video surveillance and gated from public access. There are to be 50 public parking spaces in front of the building. These spaces are to be attractive, safe and accessible from East Alisal Street. The parking lots will be designed to manage storm water run-off and storm water pollution prevention plans in compliance with the provisions of the City's National Pollution Discharge Elimination System Permit.

### 2. Building Variables

There are a few practical considerations in regards to space use that have not been addressed yet. Emergency communications services are currently provided off-site by a third party and are not part of the current configuration. The same is true for the Animal Control function. Another consideration is the development of an Emergency Operations Center ("EOC"). If this is added, it will require determination of its Tier Level per the NEC. An Emergency Generator is required regardless of the need for an EOC.

Other needs may arise through the community engagement planning process. Providing office space for the City's non-sworn five-member Community Safety Division that focusses on violence reduction in the City through programs like Community Alliance for Safety and Peace (CASP). Providing space for the Police Activities League, Partners for Peace and other organized violence prevention and reduction programs.

A centralized fleet services program is being implemented by the City which may reduce the need for on-site fleet repair services. Vehicle fuel storage is not currently being considered.

### 3. Space Needs Assessment/Master Plan

On September 15, 2014, the City accepted a "Space Needs Assessment/Master Plan" prepared by LPA Inc. and McClaren Wilson and Lawrie Inc., ("MWL"). It can be found on the City's website at the bottom of this page: <http://www.cityofsalinas.org/our-city-services/public-works>. The concept Site and Building Design in the Master Plan was prepared by McClaren, Wilson and Lawrie, Inc. The Master Plan sets forth a

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base-line of services and describes the inadequacies of the current Police facility. In summary, the current 40,000 square foot of facilities are scattered through-out the City, are overcrowded and are crumbling.

MWL relied in part upon then Chief Fetherholf's 2009 "90-Day report to the Community" as the base point to which services would be restored. This baseline for services was then projected out to the years 2025 and 2035.

Four Project development scenarios are outlined in the Plan, and in 2015, favored scenario "D." As described in the next section of this RFP, the City is currently securing the properties needed to accomplish this or a similar project and the site (described below) will be ready for development by the time the design is 60% complete.

<b>SCENARIO "D" GROSS SQUARE FOOTAGE REQUIREMENTS</b>			
	<b>Baseline (2009)</b>	<b>2025</b>	<b>2035</b>
Headquarters	36,702	57,838	60,136
Secondary Building	31,222	33,757	34,072
Secure Parking (at grade)			170,094
Public Parking (at grade)			25,200
<b>SITE AREA REQUIRED</b>			<b>289,502</b>

Scenario "D" at 94,000 square feet of building space, will meet the needs of the 2035 build-out and up to 307 employees. There are many reasons to believe that if the Department grows to 307 employees, they may not all rely on this facility for support and may even be disbursed through-out the City. There is also concern that a building of this size is more than is needed within the next ten-years and may cost more to build than is necessary. In summary, Scenario D is attractive but not practical and the purpose of the RFP process is to identify a Development Team that will combine both a fully functional and attractive facility within the City's practical means. Exhibit B to this RFP is a breakdown of likely space needs per Department function, that reduces the Scenario D from 94,000 square feet to closer to 82,000 square feet.

The City will retain the services of McClaren Wilson & Lawrie Inc. to work with the selected Development Team in the further development of floor and site plans. As a result, the Team is not required to have a technical expert as a Team member. MWL will also be responsible for the design of key specialized areas of the building (Including but not limited to, the forensic lab, firearms proficiency range, vehicle examination, SWAT, interview rooms, sally port and custody area). MWL will also be responsible for the establishment of the systems and physical security design parameters of the facility (including the location of all door access devices, CCTV cameras, duress alarms, intrusion alarms, door status switches and related devices. McClaren Wilson & Lawrie Inc. will not join as a member of any Team in responding to this RFP. LPA Inc. is not so limited and is free to join any team. A copy of this Plan is provided as **Exhibit B** to the RFP.

#### 4. The Site, Zoning Analysis and Environmental Impact

In March 2016, the City secured 4.95 acres at 312 East Alisal Street from the County of Monterey and will be demolishing the existing man-made improvements to provide a certified clean and vacant development site here by the end of the summer. The City is currently in negotiations with two adjacent property owners to acquire another five parcels. The first is 7 Murphy Street, which will be an additional 1.072 acres of adjacent property that will provide adequate space for the Buildings. By acquiring the other three parcels along Murphy Street another 2.4 acres to the west will be added for parking and community amenities. The





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City may abandon Murphy Street thus simplifying site development and adding an additional small portion of acreage.



There is a potential to develop 8.5 acres for this project. East Alisal passes below the railroad tracks and the grade separation at the western most border of the site is above grade with street. The development will be oriented toward East Alisal Street and the public will exit onto East Alisal Street. It is proposed that a secure Department access easement be negotiated with the private property owner to allow staff to enter and leave the site through their property eastward to Work Street.

A site the size of 8.5 acres may be suitable for development of more than a public safety center, especially if uses are combined, shared parking is considered and structured parking can be financed. As the community engagement process unfolds, a better understanding of the ultimate and best site uses and community expectations will be defined.

This is an infill site that has been developed for light industrial uses for more than 75-years. It is not known to be culturally sensitive or include wildlife habitat or waterways. It is not in a 100-year flood plain or an area known for flooding.



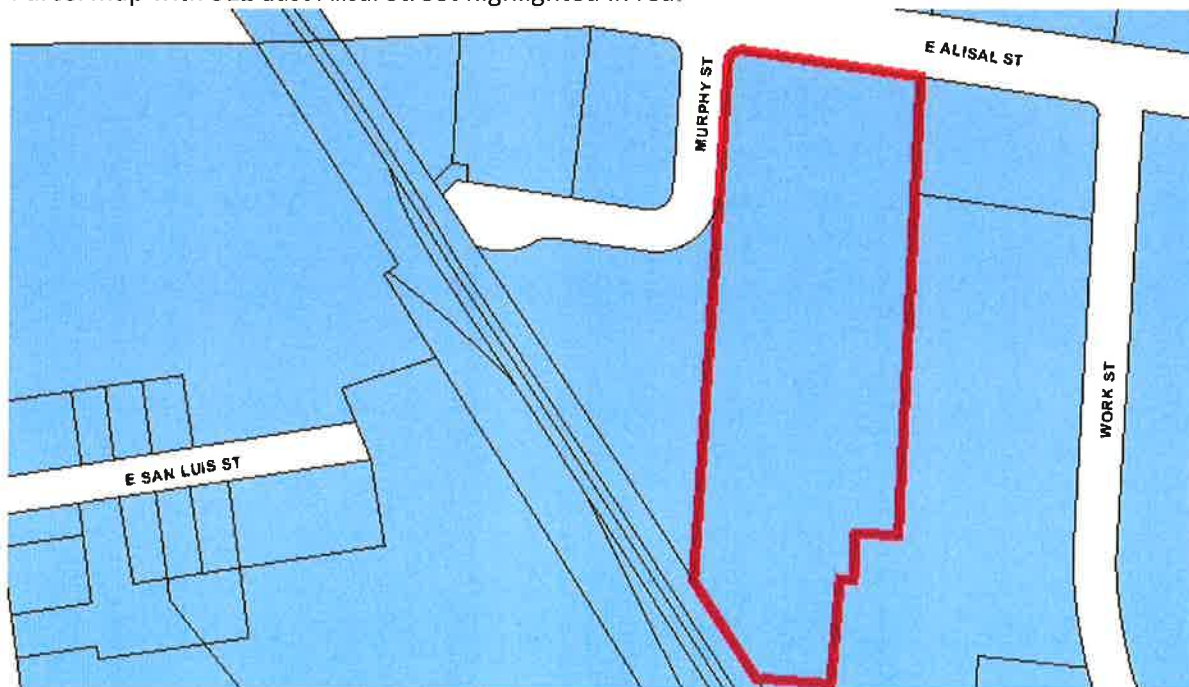


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Google Earth map:



Parcel map with 312 East Alisal Street highlighted in red:





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Zoning. The property is located in the IGC (Industrial-General Commercial) District. The following provides an overview of the land uses and zoning districts adjacent to the project site:

North:	Commercial uses/IGC (Industrial-General Commercial) District
South:	Industrial uses/IGC (Industrial-General Commercial) District
East:	Commercial and Industrial uses/IGC (Industrial-General Commercial) District
West:	Railroad right-of-way, Industrial uses and Mixed Commercial and Residential uses/IGC–CC–DN (Industrial-General Commercial–Downtown Neighborhood Area) and MX–CC–DN (Mixed Use–Downtown Neighborhood Area) Districts

General Plan. The Project would assist in the City's implementation of General Plan Goals and Policies, especially relative to safety. Consistent with Land Use Goal LU-11, the Project will provide a new Public Safety Center to meet community needs. Consistent with Community Design Goal CD-2 and Policy CD-2.1, the Project will assist in revitalizing an existing neighborhood and in facilitating a safe street life. Consistent with Safety Goal S-1 and Policies S-1.1 and S-1.2, the Project will play a central role in the creation and maintenance of a community which promotes peaceful, non-violent conflict resolution and in which residents feel safe and proud to live.

Development Review/Entitlement Process. The proposed Public Safety Facility use, as defined per Section 37-10.400, is an allowable use in the Zoning District subject to the Site Plan Review process per Section 37-30.310. In accordance with Zoning Code Section 37-10.070, however, land owned or leased by the City may be developed and used for such public purposes and in such a manner as may be determined by the Salinas City Council to be proper and in the public interest. The development review process for City projects is equivalent to the Site Plan Review process and includes review by City staff including, but not limited to: Community Development Department, Engineering and Transportation, Permit and Inspection Services, and Police and Fire Departments.

The Project must be in conformance with the design guidelines of the Zoning Code. The building(s) will be architecturally treated and articulated to break up wall and roof surfaces and create visual interest. The project design will be a LEED (Leadership in Energy and Environmental Design) certified project and include technology designed to reduce fresh water consumption.

The buildings will face Alisal Street and successfully convey an image that is safe, approachable and readily identifiable by someone in distress who seeks sanctuary. The design will invoke a sense of trust and reflect the core principle of Community Oriented Policing. The exterior will be designed for universal accessibility standards and feel approachable from the curb to various cultures represented by the Salinas population. The City's design standards, as provided within the General Plan and Zoning Code will be followed to include the principals of Crime Prevention Through Environmental Design ("CPTED"). Building and landscape design feature elements are to be carefully composed to promote safety for visitors and staff. The site is to be well lit with clear way-finding signs to guide persons of every ability safely. The Project may include a landscaped plaza and an inviting building entrance oriented toward the street, and the parking will be located at the rear of the subject site. The proposed Public Safety Center use and its structures would be compatible with and enhance the surrounding neighborhood.



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A Traffic Impact Analysis (TIA) is required, but this study may consist of an update to a 2009 TIA completed TIA for the same use. The 2009 TIA was approved by the Transportation Commission and identified levels of service ("LOS") D occurring only during peak traffic periods. The 2009 study did not consider the use of the service road exiting onto Work Street, and did include a new traffic signal at the intersection of East Alisal Street and Murphy Street to assist in allowing emergency traffic to exit the project site in a timely manner. This project considers the abandonment of Murphy Street and restricting the Alisal Street ingress and egress to public use only. There will be subsequent lot consolidations required before building permits can be issued. An update to the 2009 traffic counts taking these changes and the proposed service road into consideration will confirm the need for a new signal and identify other means by which to mitigate traffic impacts.

Environmental Review. On September 16, 2009, the Planning Commission adopted findings and approved a study and analysis of the California Environmental Quality Act (CEQA) for a 110,000 square foot police station at the same location. The Commission determined that it was a Class 32 Categorical Exemption pursuant to Section 15332 of CEQA. There is no assurance that this project will also have the same CEQA determination, but the prior analysis is informative moving forward.

### 5. Other Considerations

Although the City has worked hard to develop the needs assessment and has vetted this assessment with the City Council, these parameters are provided here as minimum standards. The entire project will take on a fresh new community based policing theme. Part of the design of this project will directly engage the community and stakeholders. It is anticipated that the whole 8.5 acres will be considered, and community enhancements will then be incorporated into the existing needs study.

At this time, the project is funded by State and local resources. Local preference laws and State prevailing wages will be applicable, but there is no current need for following federal procurement or development requirements.

As mentioned within the section #3 (a) 2 "Building Variables", of the project description, when completed this Public Safety Center will invite strangers and citizens alike to participate in the safety of their community and take ownership of the outcomes. It will be a warm inviting environment with a welcoming façade, to include community oriented enhancements. This facility will be everyone's public safety facility. To that end it may become the home of the other violence reduction, peace and community oriented policing activities that continue to emerge and bridge the equity and access to services gap, perceived or real, between the City and its citizens.

## **SECTION 4: PURPOSE**

### **A. DEAL STRUCTURE AND DEVELOPMENT TEAM**

#### 1. Anticipated Deal Structure

The City has selected a Non-Profit entity to facilitate and expedite the development of the Project. The City will execute a long-term ground lease of the site to the Non-Profit. The City will enter into a Pre-Development





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Agreement ("**Exhibit C**") with the Selected Development Team to design the Project and provide a guaranteed maximum price ("GMP") for its completion. The Non-Profit will enter into a guaranteed maximum price Development Agreement with the Developer ("**Exhibit D**") for final design and development of the Project. Under the provisions of Revenue Ruling 63-20 of the U.S. Treasury, as compiled and supplemented by Revenue Procedure 82-26 of the U.S. Treasury (the "Ruling"), the Non-Profit will issue tax-exempt bonds (the "63-20 Bonds") in an amount sufficient to pay for all design and construction costs to be paid by the Owner related to the Project. The Non-Profit will process draws from the proceeds of the 63-20 Bonds held by a trustee to fund progress payments during construction. Upon completion of construction, the Non-Profit will "lease-back" all Project improvements to the City. Under that lease, the City's lease payment obligations will be general fund obligations of the City. Upon payment or defeasance of all of the 63-20 Bonds, the Non-Profit is required by the Ruling to convey title to the Project to the City of Salinas without further consideration, and the lease will terminate.

### 2. The Development Team

The Development Team ("Applicant") shall consist of a community engagement specialist, a developer, architect, engineers and general contractor as separate team members or as components in a unified firm, that have the demonstrated ability to effectively engage the community and apply both the community and City's vision to efficiently design and deliver the project under a guaranteed maximum price, utilizing the City's existing data as a basis from which to start. As stated previously in Section 3, the City will retain the technical expertise of McClaren Wilson and Lawrie Inc., and the Development Team does not have to replicate these services as members of their team. The Development Team shall demonstrate and provide sufficient organization, personnel, and management to design and develop the Project in an expeditious and economical manner consistent with City interests. The City seeks a Development Team that has worked together on previous projects of this size and scope with demonstrated success.

The Development Team will enter into a Pre-Development Agreement with the City provided in **Exhibit C**. The goal of the Pre-Development Agreement is to advance the project design to the point that the Development Team can produce a design and specifications that are acceptable to and affordable for the City. Under the Pre-Development Agreement, the Developer will be required to produce a Guaranteed Maximum Price ("GMP"). The City is interested in knowing at what stage of the design process the development team can issue a GMP. Should the Project proceed into final design and construction, the Development Team will enter into the Development Agreement as provided in **Exhibit D** with the Non-Profit entity. Should the Project not proceed into final design and construction, all design-development plans and specifications and other deliverables produced pursuant to the Pre-Development Agreement shall be provided to and owned by the City.

### B. PROJECT EXPECTATIONS

This Project will be highly visible. The City is utilizing this competitive RFP process to encourage each Development Team to advance its own unique vision and approach to implementation of this Project. The City strongly encourages submittals with innovative approaches. Based on preliminary information, the Project should include but not be limited to the following objectives and expectations:

- The Process will engage the community initially and through-out its conceptual design;
- The Project will be highly functional, efficient, safe and secure;
- It will incorporate quality systems and materials;
- It will be energy efficient with low operating and maintenance costs; and





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- It will offer excellent economic value.

The criteria by which the City will evaluate each submission are set forth below in Section “D” – Proposal Submission and Evaluation. The City reserves the rights to; 1) reject any or all responses; 2) postpone award of the contract for a period not exceed sixty (60) days from the date that replies are due, 3) waive insubstantial or immaterial informalities in the submissions; 4) request modifications during negotiations; and 5) to select and continue working with the highest ranking Development Team (“Selected Development Team”/“Selected Developer”) that in its judgment best serves the interests of and is most advantageous to the City.

The project will consist of two phases: a predevelopment phase and a development phase. In the first phase the Selected Development Team will be invited to enter into a collaborative pre-development process (memorialized by a Pre-Development Agreement as provided in **Exhibit C**) which will plan, design, specify, and cost the proposed development. In the second phase, the Selected Development Team will enter into a Development Agreement as provided in **Exhibit D** with the Non-Profit to build the facility.

### C. PROPOSAL SUBMISSION AND EVALUATION

Selection will be made pursuant to a call for bids upon terms most advantageous to the City. The City has determined that a Submittal resulting in “best value” will be most advantageous to the City.

The Evaluation Committee will consider carefully how each Development Team describes and articulates value to the City as part of its submission. Each Development Team is strongly encouraged to make recommendations that will result in best value for the City. This proactive approach to delivering best value is expected to continue throughout the design, development and construction of the Project by the Selected Development Team identified through this competitive process.

The City anticipates that the collaborative pre-development period shall take approximately six (6) months with design documentation having sufficiently advanced so that the Selected Development Team will commit to its GMP and scheduling obligations under the Development Agreement.

## **SECTION 5: SELECTION CRITERIA**

There is a potential of 200 points as follows (up to 220 points with credit for the Local Purchasing Preference):

### A. TEAM QUALIFICATIONS AND INDIVIDUAL COMMITMENTS – 25 POINTS

The following questions are intended to assess Development Team qualifications and provide binding commitments to use particular individuals. Please provide detailed responses to the below questions:

1. Who is the Development Team? For each firm proposed, please provide the following:
  - Name, local address, phone number of the firm(s) proposed for this contract.
  - The names and number of years the firm has been in business under current or previous names or additional assumed business names.
  - The name, project role, and resume of each individual assigned to this project; the individual assigned to back up the primary person in his/her absence. Provide similar information concerning each individual to be provided by subcontract.
  - The commitment of each individual team member (% of their time for each month) that will be devoted to the Project during pre-development and construction periods based on the



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- team's proposed development schedule.
- Any accommodations and/or challenges associated with any individual team members located outside of the Salinas area.
  - A project team organizational chart.
  - Name and title of the person authorized to execute a contract on behalf of the firm.
2. What resources, experience or special skills does the Development Team have available in expediting the proposed transaction? Provide examples demonstrating how these have been used in projects of similar complexity.
  3. Has the Development Team worked with the City of Salinas or other City governments or public entities in the past similar type of projects? Identify.
  4. Has the Development Team conducted a recent community engagement strategy and if so, describe its strengths and weaknesses. Provide references directly related to this process.
  5. What expertise does the Development Team have in pre-development services, including program refinement, schematic design, design development, and cost estimating for projects of a similar size and scope? Identify and provide references directly related to these services.
  6. What team members and/or other professional resources do you have available to assist with evaluating the site?
  7. Any additional services or procedures of benefit to the City not specifically required herein, which the Development Team may provide.
  8. The caption, case number, Court, Counsel, and general summary of any litigation pending or judgement rendered within the past 3-years against the Applicant or any of its proposed team members, subcontractors or partners.
  9. Note the extent, if any, to which the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal, State or local funds, is currently under suspension, disbarment, voluntary exclusion, or determination of eligibility by any agency; has been suspended, disbarred, voluntarily excluded or determined ineligible by any agency within the past 3 years; does have a proposed disbarment pending; has been indicted, convicted or has a civil judgement rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct within the past 3 years.

### **B. REFERENCES (25-POINTS)**

1. References requested above listing clients for whom you have conducted community engagement processes, worked on projects of similar type, size and scope that directly reflect the services stipulated herein. Include the last project worked on by the Development Team.
2. References will be contacted by the City and interviewed as part of the review of the Proposal.



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Site and project visits may occur. Development Team will not be present during these interviews.

### C. A NARRATIVE AND GRAPHICAL DESCRIPTION OF A PROPOSED DEVELOPMENT PLAN – 25 POINTS

Describe your plan, including but not limited to: the community engagement strategy, the project's scope, design, scheduling, construction, etc. Discuss your vision and program, density, and building layout.

Discuss parking and traffic issues, the parking plan, ease of use, sharing, mitigation approaches, etc.

Discuss how flexibility could be incorporated in regards to timing, phasing, risk, uses, cost implications, etc.

Describe your approach to identification of issues, including collaboration with the public, City staff and the City's law enforcement consulting architect, as well as negotiation and reconciling conflicts that may arise during the development.

Describe and discuss layout and site development as it relates to citizens' interaction with the building and controlling access to the facility.

Include the following items in addition to the narrative:

- An overall design concept of how the Project fits on the proposed site;
- An overall design concept of how the Project integrates with the neighborhood;
- A demonstration of how ingress, egress and parking will work during and after construction;
- A development schedule, beginning with pre-development services and continuing through completion of construction;

Do not provide concept floor-plan drawings or formal architectural renderings. Any drawing shall be limited to blocking and stacking images, bubble diagrams showing adjacencies, etc. and shall be limited to three or four character perspectives of a given approach, no larger than 11" x 17" format. Such blocking diagrams should emphasize ways to create value for the City through ideas relating to scale, site layout, and other approaches to value.

*Each Submission should focus on and thoroughly articulate how elements of the development plan will create value for the City, now and in the future.*

Examples of how value may be created include, but are not limited to:

- Efficient and effective community engagement;
- Value created/demonstrated as a result of the design or a design approach;
- Value created in getting to a Guaranteed Maximum Price;
- Value created/demonstrated as a result of contracting arrangements, special construction



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techniques and efficiencies;

- Value created/demonstrated as a result of risk mitigation to the City;
- Value created/demonstrated as a result of providing or integrating other elements that would be worthwhile, innovative, visionary or otherwise desirable.
- Value created through scheduling.

Where appropriate, identify how value enhancement(s) may have a direct impact on the Project budget.

**D. THE PRE-DEVELOPMENT AGREEMENT – 25 POINTS**

Attached as **Exhibit C** is the “Form Pre-Development Agreement.” This form agreement contains terms and conditions that will be incorporated into a final executable contract between the Selected Developer and the City. Take particular note of the Selected Developer’s scope of work, responsibilities, and assumption of risk.

Pre-development deliverables will occur under the terms of the Form Pre-Development Agreement. Please answer the following questions, including a short commentary outlining your position and the logic behind your position:

- What percentage of design development work will be accomplished under the executed Form Pre-Development Agreement such that your firm will enter into a final Development Agreement, including a GMP and schedule commitment?
- How many months will it require to complete your obligations under the executed Form Pre-Development Agreement such that your firm will enter into a final Development Agreement, including a GMP and schedule commitment? E.g., can the GMP be offered at 50% design development; at 100% of design development; or at some % of construction drawings?
- What is your proposed Pre-Development Fee? What portion of the Pre-Development Fee will you require to be advance by the City during Pre-Development, and what portion will you defer to the Development phase of the Project? The portion that is deferred is at-risk. It will only be earned if the Project proceeds to development. Identify the Fee by services provided by each firm included in your Team. Use the Exhibit B Form from the Pre-Development Agreement.

Please note that the Pre-Development Fee will be considered a part of the total project cost, and therefore must be included in the detailed soft costs identified by each Development Team on the RFP Worksheet discussed in Section 5.

A Developer may affirmatively state its willingness to enter into the Form Pre-Development Agreement under such terms. Such an affirmative statement will achieve 25-points. As an alternative, if a Developer takes exception to a certain term or terms, then the Developer must specifically identify the language objected to, must propose alternative language, and must affirmatively state its willingness to enter into the proposed agreement as modified. Points may be deducted for alternative terms that materially affect scope, responsibilities, and/or risk.



**DRAFT 12.06.2016****E. THE DEVELOPMENT AGREEMENT – 30 POINTS**

Attached as **Exhibit D** is the “Form Development Agreement.” This document contains terms and conditions that will be incorporated in a final, executable development agreement between the Selected Developer and the facilitating Non-Profit as part of the 63-20 Bond closing. Please review thoroughly. Take particular note of the Developer’s scope of work, responsibilities, and assumptions of risk.

A Developer may affirmatively state its willingness to enter into the Form Development Agreement under such terms. Such an affirmative statement will achieve 30 points. As an alternative, if a Developer takes exception to a certain term or terms, then the Developer must specifically identify the language objected to, must propose alternative language, and must affirmatively state its willingness to enter into the proposed agreement as modified. Points will be deducted for alternative terms that materially affect scope, responsibilities, and/or risk.

Submit your affirmative statement. A failure to affirmatively state a willingness to enter into such an agreement may cause the Developer to be rejected as non-responsive.

**F. RFP WORKSHEET ESTIMATED BUDGET/GUARANTEED MAXIMUM SOFT COSTS – 45 POINTS**

Attached in the proposal package is a copy of a Microsoft Excel spreadsheet identified as **Exhibit E**. This RFP Worksheet Estimated Budget is to be completed by each Development Team. Use the Line Item Categories identified in the worksheets. The City has provided an estimate for the hard cost of the base project Shell and Core construction work only, as well as a Tenant Improvement Allowance. Developers should provide an opinion as part of their response as to the adequacy of these amounts.

Use the unaltered Form Development Agreement as background against which to prepare the RFP Worksheet Estimated Budget. Please understand that the City expects the Developers to “price the risk” inherent in the Form Development Agreement in addition to the services that will be assumed upon entering into the Development Agreement.

Please note that this project will be subject to prevailing wages as determined by the Director of Industrial Relations of the State of California, as provided by Article 2, Chapter 1, Division 2, and Part 7 of the Labor Code of the State of California, commencing with Section 1771. In accordance with Section 1773.2 of the said Labor Code, copies of the aforesaid determinations of the Director of the Department of Industrial Relations are available on the following website address:  
<http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>

Ultimate construction costs to be incorporated in the development of the GMP will result from the collaborative pre-development process between the Selected Developer and the City. The scope and categorical assumptions made in the RFP Worksheet Estimated Budget are approximations only. In completing the RFP Worksheet, the Development Team should consider their entries for Development Team fees and Project contingencies as bids that will be adjusted appropriately only if the final GMP varies from the hard cost estimate by +/- 15%. It is the responsibility of the Developer to assure itself that each team member can and will deliver its services for the prices identified in the submitted Budget.



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Please submit your completed RFP Estimated Worksheet Budget in both hard copy (printed) and Microsoft Excel digital format (disc/drive). Identify the Development Team on the spreadsheet header and on the disc/drive.

### **G. INTERVIEW – 25 POINTS**

The Evaluation Committee will conduct a preliminary review of all submittals and recommend which Development Teams to interview. The City shall not be obligated to interview each Development Team.

Those Developers and their teams selected to participate in the interview process will be interviewed by the Evaluation Committee. Each Development Team's interview responses will be evaluated for completeness and assigned points based upon the criteria outlined throughout this section. In general, the Development Team that appears to be capable of bringing the greatest value to the Project will earn the highest number of points. The interviews are to be limited to approximately seven (7) individuals representing each Development Team.

Subsequent on-site visits to members of Development Teams may be conducted by one or more members of the Evaluation Committee as a component of the Interview Process.

### **H. FINANCIAL GUARANTEES – PASS/FAIL**

As indicated in the Form Development Agreement, except as specifically provided for, the development and all construction risk will be assumed by the Selected Developer, selected pursuant to this RFP. For example, in the event the GMP of the Project is exceeded (see Section 2(a) Form Development Agreement), or the project budget becomes "out of balance" (see Section 9(g) Form Development Agreement), the Selected Developer will be required to pay money into the Project in order to achieve substantial completion and meet its contractual responsibilities under the Development Agreement.

Please make available for review at your office financial information that will identify the liquid financial resources readily available to meet those contractual responsibilities. Identify a specific methodology or strategy that the Developer will put into place that will assure the Non-Profit facilitating entity and the City that requisite financial resources will be and remain in place during development and construction of the Project.

A Proposal that does not "Pass" the Financial Guarantee criteria will not be eligible for further consideration, regardless of points earned on the previous seven Criteria.

### **I. LOCAL BUSINESS PREFERENCE- 10% BONUS POINTS**

The City of Salinas conducts a local business preference program and strongly encourages all local business to participate by responding to this RFP. Generally speaking, this includes businesses residing within the Tri-County area of San Benito, Santa Cruz and Monterey Counties.

Businesses are required to submit a Local Business Enterprise Form to the City's Finance Department on an annual basis and shall notify the Finance Director if circumstances change the business' eligibility for local preference consideration. In the event the business had not submitted the Form, there is one provided in Exhibit F. It must be completed and submitted with the response to be considered for this RFP.



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If as described in Exhibit F.4 and in Municipal Code Section 12-28.020 the six criteria are met, the Proposal will receive local preference points equal to 10% of the total possible points pursuant to those provisions of the Municipal Code Section 12-28.040: "Where competitive bidding is used for the services, the local preference for a best qualified and responsive bidder, who qualifies as a local business, will receive ten percent (10%) of the total points."

It is feasible that the proposal with the most points is not selected because "Criteria 7" above does not include a point scale, and must under all circumstances, be "Pass" and not "Fail."

### **SECTION 6: GENERAL PROVISIONS**

- A. Prospective Development Teams are responsible for making all necessary investigations and examinations of documents. Failure to do so will not act to relieve any condition of the proposed Agreements or the above requirements. It is mutually agreed that the submission of a Proposal shall be considered conclusive evidence that the prospective company or contractor has made such investigations and examinations. No request for modification of a Proposal shall be considered after its submission on the grounds that the company or contractor was not fully informed as to any fact or condition.
- B. The City will assume no responsibility for any understandings or representations concerning conditions made by any of its officers or employees prior to execution of a final agreement unless they are included in this Request for Proposals.
- C. Any reasonable inquiry to determine the responsibility of a prospective company or contractor may be conducted. The submission of a Proposal shall constitute permission by the prospective company or contractor for the City to verify all information contained therein. If the City deems it necessary, additional information may be requested from the prospective company or contractor for further consideration.
- D. A prospective Development Team may withdraw their Proposal at any time prior to the date and time which is set forth herein as the deadline for acceptance of Proposals.
- E. Each prospective Development Team submitting a Proposal in response to this RFP agrees the preparation of all materials for submittal to the City and all presentations are at the prospective company or contractor's sole cost and expense, and the City will not, under any circumstances, be responsible for any costs or expenses incurred by a prospective company or contractor. In addition, each candidate agrees that all documentation and materials submitted with a proposal will remain the property of the City.
- F. The City reserves the right to request additional information from any and all prospective companies or contractors as deemed necessary by the City in order to evaluate the proposals. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original Proposal.
- G. The City reserves the right to reject any and all Proposals and, in the event a Proposal is selected, it may attempt to negotiate an agreement with the Development Team who, in the sole judgment of the City, are the best qualified to provide the services requested.



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- H. The City shall not enter into an Agreement with any prospective Development Team that has previously had an agreement with the City terminated, or that has previously been found to have violated any provision of the Salinas City Code or related resolutions or ordinances.
- I. The City reserves the right to enter into an agreement with a Development Team at any time, deviate from this Request, reject any or all proposals, continue to advertise for new proposals, negotiate with multiple Development Team simultaneously, waive any defects in a proposal, or to proceed otherwise. The Request and the selection process will in no way be deemed to create a binding contract or agreement of any kind between the City and any prospective Development Team. The submission of a proposal does not in any way commit the City to enter into an agreement with any prospective Development Team.
- J. Development Team shall agree to abide by all laws, rules, and regulations of the United States, State of California, County of Monterey, and the City of Salinas, securing all necessary licenses, permits, and other forms of identification as may be required, in connection with the resulting Agreement, all at no additional cost to the City.
- K. By submitting its proposal, the prospective Development Team is warranting that if the City determines a Pre-Development Agreement is in the best interests of the City, it will enter into an Agreement within the time period specified in this Request after City staff forwards notice to the Development Team of the City's acceptance of their Proposal. The Award of Contract with an executed Pre-Development Agreement is anticipated February 21, 2017. If an Agreement is not fully executed between a chosen Development Team and the City within the aforementioned period and the City selects another Development Team, the originally chosen Development Team shall have no rights under this document or documents related to the offering discussed herein.

## **SECTION 7: GROUNDS FOR DISQUALIFICATION**

All prospective Development Team are expected to comport themselves with the utmost integrity and responsibility throughout the Proposal process. Any prospective Development Team who violates these expectations, as determined in the sole discretion of the City, will be subject to disqualification. Generally, the grounds for disqualification include:

- A. Contact regarding this procurement with any City official or employee, other than the contact person designated in this Request, from the time of issuance of this Request until the City Council's consideration and approval of an Agreement.
- B. Evidence of collusion, directly or indirectly, among prospective Development Team in regard to the amount, or the terms and conditions of this Request and the prospective Agreement.
- C. Influencing, or attempting to influence, any City staff member or evaluation team member throughout the solicitation process, including the development of specifications beyond those included here, if any.
- D. Evidence of submitting incorrect or inaccurate information in response to this Request or misrepresentation or failing to disclose facts during the evaluation or negotiation process.
- E. Existence of any lawsuit, claim, or dispute between the prospective Development Team and the City.





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- F. Evidence of the prospective Development Team 's inability to successfully complete the responsibilities and obligations of the proposal.
- G. The Development Team 's default under any City agreement or termination of a previous agreement.

## **SECTION 8: PROPOSAL PREPARATION AND SUBMITTAL FORMAT**

A completed reply to this RFP will include Five (5) paper copies and a CD or thumb-drive containing both a PDF and Microsoft Word format, as further detailed in Section D of the RFP. Please limit replies to 30-pages not including attached documents used as examples of past project work. Responses will be received until 4:00 P.M. February 10, 2017, at the City Clerk's Office of the City of Salinas. E-mail or faxed replies are not acceptable. The submittal deadline is absolute. Late responses will not be considered. Proposals received after the due date and time will not be accepted or considered and will be returned to the prospective Applicant. Prospective Applicant teams must select a method of delivery that ensures the proposal will be delivered to the correct location by the due date and time. There will be no "bid opening."

Please limit replies to 30-pages not including attached documents used as examples of past project work. At the City's sole discretion, the Evaluation Committee reserves the right to request additional information.

Submissions should be sent to:

City Clerk  
City of Salinas  
200 Lincoln Avenue  
Salinas CA 93901

Each Proposal will be evaluated by an Evaluation Committee ("RFP Evaluation Committee"), with interviews to follow and selection made based on cumulative scores. The City reserves the right to reject any and/or all Proposals.

The procurement of these services will be in accordance with City of Salinas policies and other applicable federal, state and local laws, regulations and procedures. All facts and opinions stated within this RFP and all supporting documents and data are based on information available from a variety of sources. No representation or warranty is made with respect thereto. Additional information may be made available via written addenda throughout the process.

All correspondence with the City, including responses to this Request for Proposals will become the exclusive property of the City and will become public records under the California Public Records Act. All documents submitted in response to this Request for Proposals will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement. During the selection process, until a firm is selected the City will not disclose proposals, except as otherwise required under applicable law. This means that, depending on the nature of timing of the request, or future court decisions, that information may not remain private and may be publicly disclosed. Rates for services are not considered confidential or proprietary and are subject to disclosure.

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***A Pre-Submittal Information meeting will occur at 9 AM, December 16, 2016, at 312 East Alisal Street. Attendance is not mandatory. A sign-in sheet will be provided, and questions received during the meeting will be posted at the City's Website <http://www.cityofsalinas.org/our-city-services/public-works>***

Proposals shall be submitted as set forth in this RFP. Proposals that fail to be submitted in accordance with the procedures and specified requirements herein may be considered "non-responsive" and will or may be subject to rejection by the City. All costs incurred in the preparation of the submittal and in the submittal process shall be borne by the proposing Applicants. The City shall not reimburse applicants for such costs.

The information in this RFP has been prepared with care, but mistakes are always a possibility. Therefore, each potential respondent is responsible to perform its own review and due diligence of the facts and assumptions that are identified in this RFP.

**SECTION 9: TENTATIVE SCHEDULE**

City Council approves RFP	December 6, 2016
RFP Release Date	December 9, 2016
Pre-Submittal Informational Meeting	December 16, 2016 (9 AM)
RFP Due Date:	February 10, 2017
Review by Evaluation Committee Complete	February 17, 2017
Interviews	week of February 27 <sup>th</sup> , 2017
Anticipated award of Contract	April 4, 2017
Predevelopment Phase	6-months

All Development Teams will be notified of the Selected Developer as soon as possible after the interview(s) have taken place.

**SECTION 10: CONTACT INFORMATION; ADDITIONAL INFORMATION**

Unless otherwise directed, all communications regarding this Request for Proposals including all questions can be submitted through the Planet Bid website (the City's Website) <http://www.cityofsalinas.org/our-city-services/public-works> to Assistant Public Works Director Donald Reynolds, at donaldr@ci.salinas.ca.us or by calling 831.758.7241 until January 27, 2017. Written responses to timely inquires will be provided through Planet Bid Q/ A Tab until February 3, 2017.



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### **Schedule of Attachments:**

- Exhibit A: Police Department Organizational and Staffing Data (under separate cover)**
- Exhibit B: Space Needs Assessment prepared by McClaren Wilson and Lawrie Inc. "City of Salinas, California Police Facility Space Needs Assessment (VE)" September 15, 2014 as amended November 2017**
- Exhibit C: Sample Pre-Development Agreement**
- Exhibit D: Samples Development Agreement**
- Exhibit E: RFP Estimated Budget Worksheet**
- Exhibit F: Proposal Certification, Local Business Policy and Form, Proposal Questionnaire and Conflict of Interest Certification, Non-Collusion Affidavit.**



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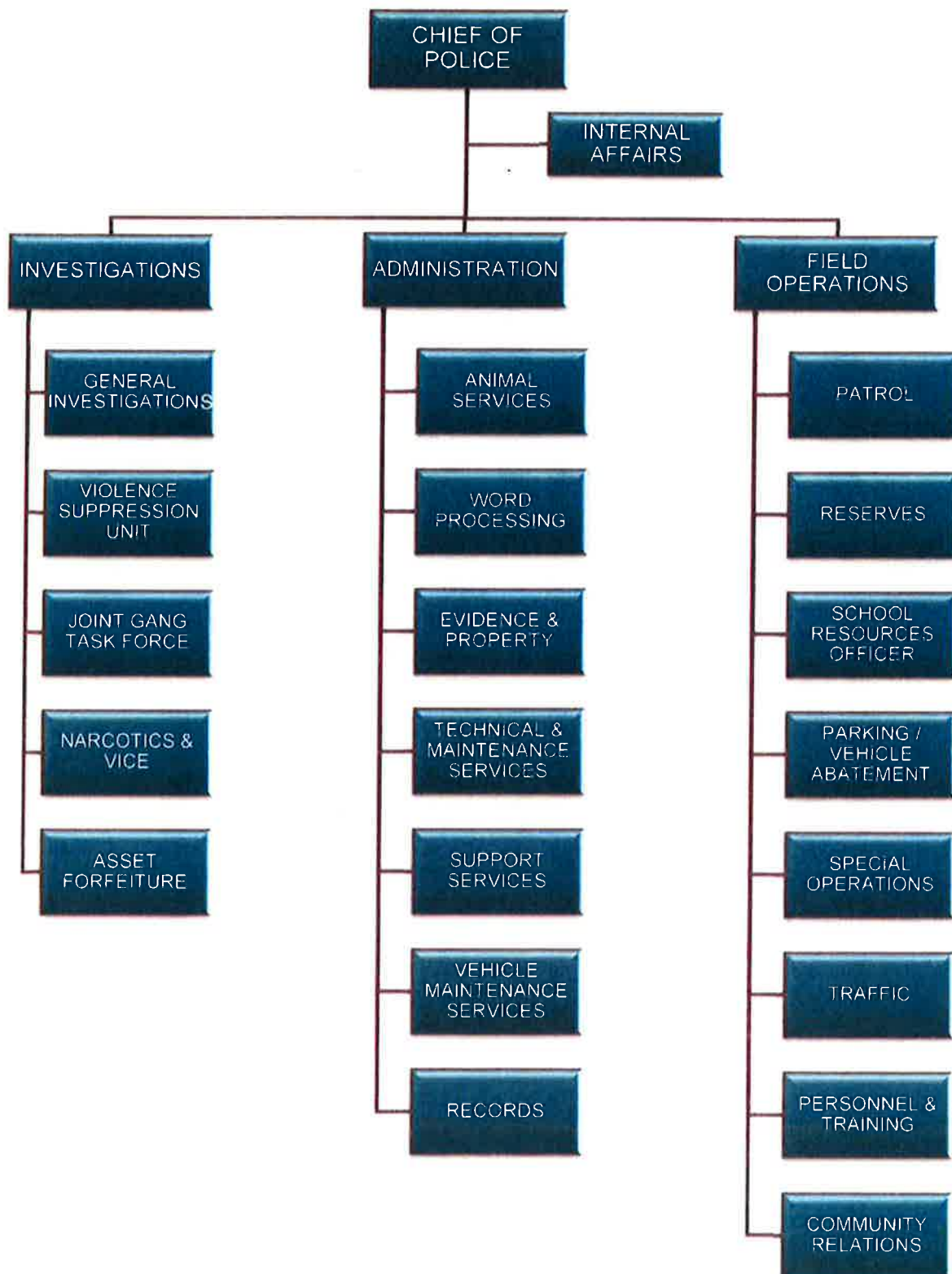
**EXHIBIT A**

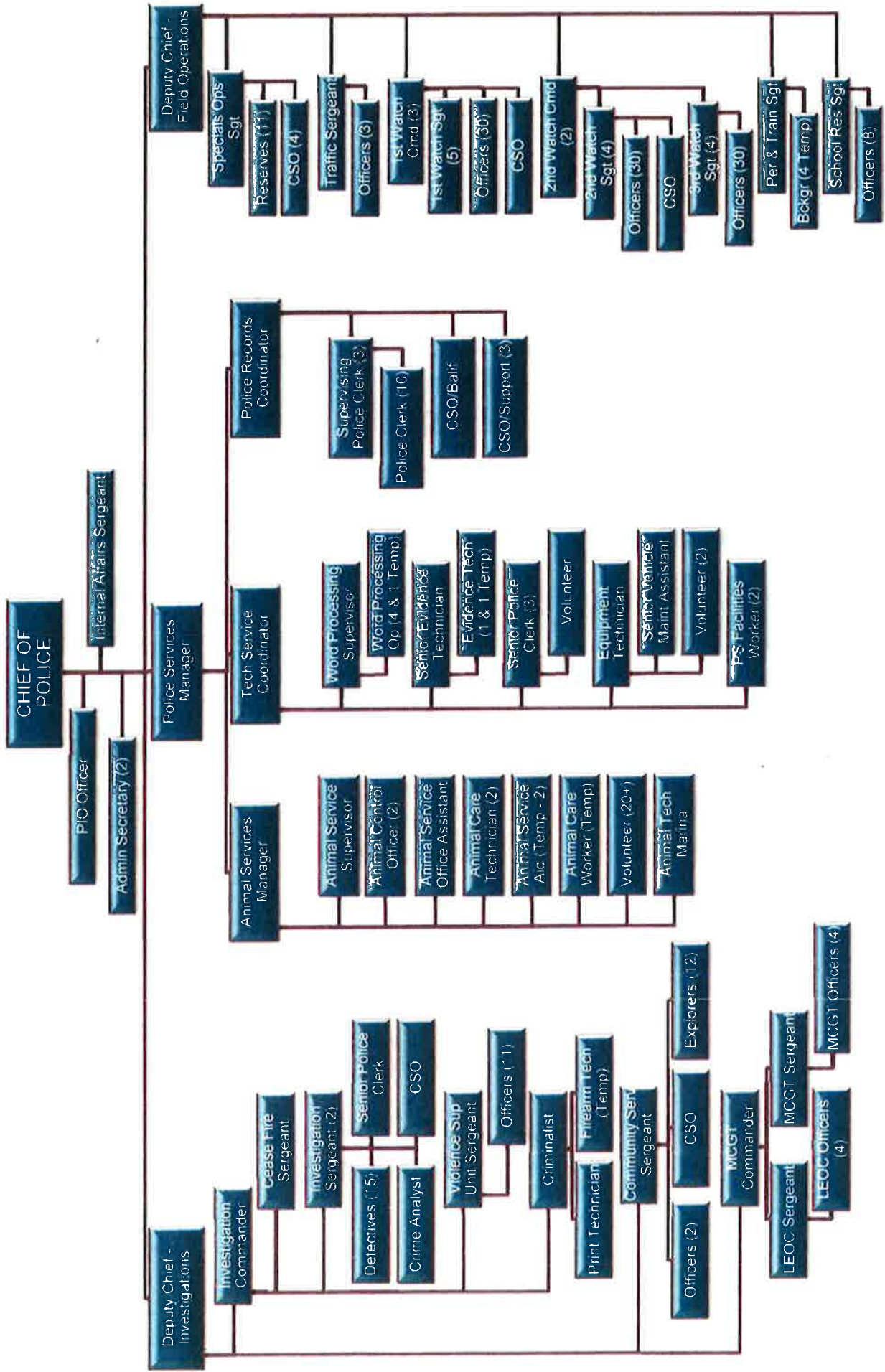
**PUBLIC SAFETY ORGANIZATIONAL CHART FROM THE 2016/17 BUDGET**



# POLICE DEPARTMENT

## Organizational Chart





# **POLICE DEPARTMENT**

## **Summary**

### **Purpose**

The Police Department provides public safety and law enforcement services 24-hours a day to everyone within the city limits of Salinas. Our goal is to help build and maintain a safe, peaceful, and prosperous community. Our strategies include participating in various collaborative programs including, the administration of Federal and State grants, the PAL program, Operation Ceasefire, community outreach programs, violence suppression, crime prevention, traffic enforcement, and appropriate response to community crime and violence issues.

### **Top Accomplishments for FY 2015-2016**

#### **Economic Diversity and Prosperity**

1. Used creative staffing allocations to attempt to reduce overtime costs.
2. Provided overtime patrols to the Old Town and China Town area to enforce quality of life issues, provide for an inviting entertainment district and to manage homeless related issues.

#### **Safe, Livable Community**

1. Established effective communications strategy with the homeless in Chinatown.
2. Continued to refine shooting review process to more effectively use limited resources and involve other allied agencies.
3. Supported City yard personnel in ongoing cleanups of homeless encampments
4. Collaborated with Federal Law Enforcement partners targeting violent criminals and fugitives in Salinas and surrounding areas.

#### **Effective, Sustainable Government**

1. Re-organized the department to include:
  - a. Organization of all civilian staff under a civilian administrator (Police Services Administrator)
  - b. Eliminated specialized units to increase patrol and investigations staffing in order to better provide basic police services.
2. Institutionalized Body Worn Cameras in patrol personnel to enhance the Department's transparency and trust within the community.
3. Completed the first phase of the Collaborative Reform Program with the Department of Justice.

#### **Quality of Life**

1. Re-established the Community Services Unit and utilized volunteers to increase Neighborhood Watch presentations.
2. Worked with community stakeholders to balance the property owner's rights with the needs of the homeless community.

### **City Council Goals, Strategies, and Objectives for FY 2016-17**

#### **Economic Diversity and Prosperity**

1. Increase staffing to reduce overtime.
2. Enhance police presence to create a safe, business friendly environment to promote economic growth in City of Salinas.

#### **Safe, Livable Community**

1. Re-establish special units (i.e., SRO, Place Based Police Officers, Gang Enforcement Officers, etc.).

#### **Effective, Sustainable Government**

1. Evaluate and implement Department of Justice's Collaborative Reform Initiative recommendations as appropriate.

## **POLICE DEPARTMENT Summary (Continued)**

2. Continue the process to design and build a new Police Department facility at 312 E. Alisal Street and surrounding properties, emphasizing a community-based design and incorporating positive, community-based features such as community meeting space, open space or recreational space.

### **Quality of Life**

1. Hire additional CSO's to address quality of life issues such as abandoned vehicles and community engagement.
2. Work collaboratively with Code Enforcement and the City Attorney's Office to address quality of life issues.
3. Increase community engagement throughout all levels of the department.

### **Major Budget Changes**

Multiple positions remain vacant for FY16-17. In addition, the Department is requesting significant increases to training and outside services accounts for the ongoing training as recommended in the Collaborative Reform report as well as increased funds for ongoing vehicle replacements within the Department. The Department is also seeking significant funding for technological investments supporting the prevention and detection of violent crime, and the apprehension of violent criminals.



# POLICE DEPARTMENT

## Summary

<b>Expenditures by Program</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
4110 Police Administration	812,421	743,298	1,193,363	1,209,619
4111 Community Relations	659,634	602,926	1,239,733	685,146
4112 Personnel & Training	475,006	617,927	816,573	614,708
4116 Special Operations	506,064	585,296	713,859	739,581
4130 Support Services	3,748,981	3,423,700	4,429,717	4,354,687
4131 Technical Services	358,365	323,814	498,172	603,803
4132 Word Processing	482,711	491,626	623,407	629,107
4133 Evidence & Property	188,835	185,345	222,066	232,060
4134 Records	947,028	974,269	1,338,499	1,291,118
4137 Maintenance Services	848,230	855,383	855,040	
4170 Animal Control Services	796,830	799,163	999,347	1,034,999
4171 Animal Control Svc -Agencies	64,595	53,686	89,944	75,570
4220 Field Operations	18,610,182	19,354,086	22,477,327	26,640,907
4221 Traffic	744,366	604,362	720,209	354,445
4250 Reserves	59,259	55,672	52,000	57,000
4340 Investigations	3,689,669	3,550,658	4,601,369	5,479,668
4341 Narcotics	992,084	960,032	1,138,700	169,700
4342 School Resource Officers			3,669,329	1,366,230
4343 Violence Suppression	2,007,443	2,281,959	2,475,072	1,704,988
4380 Asset Seizure	21,055	17,483	20,000	20,000
4390 Joint Gang Task Force	1,184,187	919,262	1,291,300	513,970
<b>Total</b>	<b>37,196,945</b>	<b>37,399,947</b>	<b>49,465,026</b>	<b>47,777,306</b>

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	32,330,097	32,744,884	43,408,805	42,546,080
62 - Supplies & Materials	975,405	913,355	984,261	908,800
63 - Outside Services	3,436,833	3,187,225	3,951,943	3,714,573
64 - Other Charges	390,589	496,906	638,106	525,000
66 - Capital Outlays	64,021	57,577	481,911	82,853
<b>Total</b>	<b>37,196,945</b>	<b>37,399,947</b>	<b>49,465,026</b>	<b>47,777,306</b>

# POLICE DEPARTMENT

## Summary

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	32,727,680	32,674,175	38,604,355	37,274,438
1100 Measure V	2,726,097	2,796,598	3,500,100	3,509,651
1200 Measure G			3,754,600	4,910,656
2201 Sales Tax-SB172	390,000	600,000	400,000	400,000
2202 Supplemental Law Enf - AB3229	300,000	200,000	200,000	200,000
2502 Asset Seizure	21,055	17,483	20,000	20,000
2504 Vehicle Abatement	98,482	139,923	203,700	204,131
3103 Bureau of Justice Assist - JAG11			-	
3104 COPS Hiring 2011	848,808	883,496	(736,755)	
3107 Bureau of Justice Assist - JAG12			20,366	
3163 2014 COPS Hiring SRO			3,400,529	1,152,640
3302 Cal ID / RAN Grant	84,823	88,272	98,131	105,790
<b>Total</b>	<b>37,196,945</b>	<b>37,399,947</b>	<b>49,485,026</b>	<b>47,777,306</b>

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
4110 Police Administration	3.000	3.000	5.000	5.000
4111 Community Relations	7.000	5.000	6.000	3.000
4112 Personnel & Training	1.000	1.000	1.000	1.000
4116 Special Operations	5.500	5.500	5.500	5.500
4130 Support Services	6.000	6.000	7.000	7.000
4131 Technical Services	3.000	3.000	3.000	4.000
4132 Word Processing	5.000	5.000	6.000	6.000
4133 Evidence & Property	2.000	2.000	2.000	2.000
4134 Records	11.000	11.000	14.000	13.000
4137 Maintenance Services	4.000	4.000	4.000	
4170 Animal Control Services	7.000	7.000	7.000	7.000
4171 Animal Control Svc -Agencies	1.000	1.000	1.000	1.000
4220 Field Operations	94.000	94.000	114.000	129.000
4221 Traffic	4.000	3.000	3.000	1.000
4340 Investigations	21.000	21.000	21.000	24.000
4341 Narcotics	5.000	5.000	5.000	
4342 School Resource Officers			9.000	9.000
4343 Violence Suppression	12.000	11.000	11.000	8.000
4390 Joint Gang Task Force	6.000	5.000	5.000	2.000
<b>Total</b>	<b>197.500</b>	<b>192.500</b>	<b>229.500</b>	<b>227.500</b>

# POLICE DEPARTMENT

## Police Administration Unit

4110

### Purpose

Police Administration provides direction, coordination, and support for all Police Department Divisions to reach identified objectives. This effort includes matching community needs with available Department resources.

### Division Operations

1. Provide information and referrals as requested by internal and external customers to ensure adequate communication and furtherance of the community-oriented policing philosophy. These efforts support building a safe and peaceful community.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Customer Referrals	280	n/a	350	n/a	n/a
Billings/Purchase Order Completions	1,000	n/a	500	n/a	n/a
Travel Authorizations	n/a	n/a	n/a	n/a	n/a

### Major Budget Changes

None

# POLICE DEPARTMENT

## 4110 Police Administration Unit

	13-14	14-15	15-16	16-17
Expenditures by Character	Actual	Actual	Amended	Proposed
61 - Salaries & Benefits	789,492	711,913	1,115,793	1,163,752
62 - Supplies & Materials	5,380	7,592	44,570	5,800
63 - Outside Services		341	250	
64 - Other Charges	14,635	23,452	21,325	20,800
66 - Capital Outlays	2,914		11,425	19,267
<b>Total</b>	<b>812,421</b>	<b>743,298</b>	<b>1,193,363</b>	<b>1,209,619</b>

	13-14	14-15	15-16	16-17
Expenditures by Fund	Actual	Actual	Amended	Proposed
1000 General Fund	812,421	743,298	934,563	935,839
1200 Measure G			258,800	273,780
<b>Total</b>	<b>812,421</b>	<b>743,298</b>	<b>1,193,363</b>	<b>1,209,619</b>

	13-14	14-15	15-16	16-17
Workforce by Program	Authorized	Authorized	Authorized	Proposed
4110 Police Administration	3.000	3.000	5.000	5.000
<b>Total</b>	<b>3.000</b>	<b>3.000</b>	<b>5.000</b>	<b>5.000</b>



# POLICE DEPARTMENT

## Community Relations Unit

4111

### Purpose

To work with Salinas residents to address neighborhood crime issues, promote community safety programs to reduce crime, and to increase community engagement.

### Division Operations

2. Present crime prevention programs through Neighborhood Watch and public presentations/community events.
3. Through the PAL and Explorer program, support, coordinate, and facilitate youth activities and programs.
4. Strengthen communication with Salinas residents through a variety of traditional and non-traditional public outreach initiatives, including conducting community academies.
5. Continue the COPS philosophy within the organization and community through programs such as: the Police Activities League, Police Explorers, and other programs providing linkages between the Department and community.
6. Continue to support the Police/Community Advisory Committee in their efforts to build a safe and peaceful community.
7. Continue to reach out to the community through a variety of recruitment activities.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Neighborhood Watch Presentations	0	5		20	50
Community Presentations	0	20	35	80	100

### Major Budget Changes

Several vacant positions to be filled.

# POLICE DEPARTMENT

## 4111 Community Relations Unit

	13-14	14-15	15-16	16-17
Expenditures by Character	Actual	Actual	Amended	Proposed
61 - Salaries & Benefits	625,224	586,209	1,222,419	667,246
62 - Supplies & Materials	2,266	2,885	3,514	4,100
64 - Other Charges	32,144	13,832	13,800	13,800
<b>Total</b>	<b>659,634</b>	<b>602,926</b>	<b>1,239,733</b>	<b>685,146</b>

	13-14	14-15	15-16	16-17
Expenditures by Fund	Actual	Actual	Amended	Proposed
1000 General Fund	659,634	602,926	1,026,933	685,146
1200 Measure G			212,800	
<b>Total</b>	<b>659,634</b>	<b>602,926</b>	<b>1,239,733</b>	<b>685,146</b>

	13-14	14-15	15-16	16-17
Workforce by Program	Authorized	Authorized	Authorized	Proposed
4111 Community Relations	7.000	5.000	6.000	3.000
<b>Total</b>	<b>7.000</b>	<b>5.000</b>	<b>6.000</b>	<b>3.000</b>

# **POLICE DEPARTMENT**

## **Personnel & Training Unit**

**4112**

### **Purpose**

Ensure the best qualified individuals are recruited and selected for all positions, both sworn and civilian, in the Department. Provide continuing training to employees consistent with service to the community, individual professional growth and POST guidelines/requirements.

### **Division Operations**

1. Work in partnership with the Commission on Peace Officer Standards and Training (POST) and the South Bay Regional Public Safety Training Consortium to enhance the quality of the Advanced Officer Training program while minimizing costs.
2. Continue to develop innovative, relevant quarterly firearms qualification courses for Department personnel.
3. Continue and enhance recruitment efforts to achieve and maintain full staffing with an emphasis on recruiting from the local population.
4. Emphasize Community Oriented Policing concepts in all aspects of recruitment, hiring and training.

### **Performance Measures**

<b>Performance Measure / Goal</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Goal</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Goal</b>
POST Mandated CPT (hours per officer)	24	24	24	24	24
POST Mandated Perishable Skills Training (hours per officer)	24	24	24	24	24

### **Major Budget Changes**

Increased training budget to cover increasing police academy costs. Increased outside services budget for increased hiring related services.

# **POLICE DEPARTMENT** **4112 Personnel & Training Unit**

	13-14	14-15	15-16	16-17
<b>Expenditures by Character</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
61 - Salaries & Benefits	311,499	413,679	341,235	305,308
62 - Supplies & Materials	60,744	62,015	72,487	76,500
63 - Outside Services	5,926	15,529	95,500	30,000
64 - Other Charges	96,837	126,704	302,900	202,900
66 - Capital Outlays			4,451	
<b>Total</b>	<b>475,006</b>	<b>617,927</b>	<b>816,573</b>	<b>614,708</b>

	13-14	14-15	15-16	16-17
<b>Expenditures by Fund</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
1000 General Fund	475,006	617,927	521,573	489,708
1200 Measure G			295,000	125,000
<b>Total</b>	<b>475,006</b>	<b>617,927</b>	<b>816,573</b>	<b>614,708</b>

	13-14	14-15	15-16	16-17
<b>Workforce by Program</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Proposed</b>
4112 Personnel & Training	1.000	1.000	1.000	1.000
<b>Total</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>



# POLICE DEPARTMENT

## Special Operations Unit

4116

### Purpose

Coordinate all special events in the City, working closely with other City Departments and outside agencies to ensure public safety needs are met. Coordinate deployment of supplemental police personnel for private entities and events as requested. Enforce City and State codes regarding parking laws for the orderly control of public parking areas. Identify and remove abandoned vehicles to enhance neighborhood livability. Enforce City code and other laws relative to long term parking violations and other nuisance complaints.

### Division Operations

1. Make recommendations and appropriately staff public events to ensure public order and safety needs, as well as traffic issues are mitigated.
2. Work closely with City Departments on the Special Event Committee to provide excellent communication and customer service to those planning special events.
3. Review and approve, with appropriate recommendations, one-day alcohol licenses and staff supplemental police deployments as requested and approved.
4. Remove abandoned vehicles in public areas when appropriate.
5. Respond to complaints of abandoned vehicles, commercial or recreational vehicle parking and long term parking complaints.
6. Provide education to the public regarding abandoned vehicle regulations and other parking issues.
7. Patrol downtown and surrounding areas to enforce time and permit regulated parking area.
8. Respond to parking complaints and immobilize vehicles with excessive parking violations on file.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Special Events Planned and Managed	75	27	60	51	50
Special Events Staffed and Supervised with Police Officers	15	12	17	23	20
Alcohol Permit Review	157	248	145	306	300

### Major Budget Changes

None

# **POLICE DEPARTMENT** **4116 Special Operations Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	499,998	575,696	680,759	706,481
62 - Supplies & Materials	6,066	6,699	20,200	20,200
63 - Outside Services			10,000	10,000
64 - Other Charges		2,901	2,900	2,900
<b>Total</b>	<b>506,064</b>	<b>585,296</b>	<b>713,859</b>	<b>739,581</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	220,366	253,174	283,659	301,194
1100 Measure V	187,216	192,199	226,500	234,256
2504 Vehicle Abatement	98,482	139,923	203,700	204,131
<b>Total</b>	<b>506,064</b>	<b>585,296</b>	<b>713,859</b>	<b>739,581</b>

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
4116 Special Operations	5.500	5.500	5.500	5.500
<b>Total</b>	<b>5.500</b>	<b>5.500</b>	<b>5.500</b>	<b>5.500</b>

# POLICE DEPARTMENT

## Support Services Unit

4130

### Purpose

Provide the assistance and tools needed by the Field Operations and Investigations Divisions to accomplish their law enforcement mission. Provide a wide range of evidence collection and processing services; Manage the Crime Scene Investigator program; Assist other city departments and outside agencies with information such as court packets and suspect profiles; Provide direct services to the community, such as filling requests for information in the form of police reports, research, and handouts.

### Division Operations

1. Maintain an accurate and efficient information storage and retrieval system.
2. Investigate and reconstruct crime scenes; process photographic, fingerprint, video, vehicle, and firearms evidence.
3. Manage and maintain police facilities.
4. Conduct all functions with the best possible customer service.
5. Enhancement of the Department's report writing system and integration with the records management system to increase the level of information captured.
6. Manage State and Federal Grants/Operation Ceasefire.
7. Conduct internal affairs investigations.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Investigate/reconstruct major crime scenes	15	14	18	38	36
Latent Print Investigations	230	199	225	190	200
Firearms Processed	270	208	225	200	200
Internal Investigations Completed	23	33	25	20	20

### Major Budget Changes

None

# **POLICE DEPARTMENT**

## **4130 Support Services Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	770,711	712,095	1,013,457	1,077,187
62 - Supplies & Materials	95,290	98,127	82,400	62,500
63 - Outside Services	2,868,679	2,596,649	3,153,965	3,199,400
64 - Other Charges	2,391	7,550	10,995	5,600
66 - Capital Outlays	11,910	9,279	168,900	10,000
<b>Total</b>	<b>3,748,981</b>	<b>3,423,700</b>	<b>4,429,717</b>	<b>4,354,687</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	3,528,697	3,249,098	3,958,586	3,938,342
1100 Measure V	135,461	86,330	158,900	174,735
1200 Measure G			214,100	135,820
3302 Cal ID / RAN Grant	84,823	88,272	98,131	105,790
<b>Total</b>	<b>3,748,981</b>	<b>3,423,700</b>	<b>4,429,717</b>	<b>4,354,687</b>

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
4130 Support Services	6.000	6.000	7.000	7.000
<b>Total</b>	<b>6.000</b>	<b>6.000</b>	<b>7.000</b>	<b>7.000</b>



# **POLICE DEPARTMENT**

## **Technical Services Division**

**4131**

### **Purpose**

Process data and provide accurate and timely information. Prepare the monthly State Uniform Crime Report (UCR). Process all Department citations. Support the various computer systems which are not integrated into the City network, i.e., Mobile Computer Terminals (MCTs), video mug photo system, document imaging system (AllBase), Computer Aided Dispatch (CAD), California Law Enforcement Telecommunications System (CLETS), and fingerprint identification systems.

### **Division Operations**

1. Conduct research and provide statistical information.
2. Prepare Uniform Crime Reports (UCR) in a timely and accurate manner.
3. Manage the alarm permit and false alarm program.
4. Process citations for Monterey County courts and City Attorney in a timely manner.
5. Provide technical support, user training, and manage and maintain computer applications not integrated with the Wintegrate system.
6. Conduct all functions with the best possible customer service.

### **Performance Measures**

<b>Performance Measure / Goal</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Goal</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Goal</b>
Complete Uniform Crime Reports	12	12	12	12	12
Process Citations for Court	7,019	7,000	8,000	6,708	7,000

### **Major Budget Changes**

Increased Outside Services budget to for Coplink Partner Agency Contract expenses.

# **POLICE DEPARTMENT**

## **4131 Technical Services Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	341,098	298,724	444,099	550,430
62 - Supplies & Materials	12,693	17,225	23,900	23,200
63 - Outside Services	4,261	6,450	29,273	29,273
64 - Other Charges		888	900	900
66 - Capital Outlays	313	527		
<b>Total</b>	<b>358,365</b>	<b>323,814</b>	<b>498,172</b>	<b>603,803</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	358,365	323,814	487,172	592,803
1200 Measure G			11,000	11,000
<b>Total</b>	<b>358,365</b>	<b>323,814</b>	<b>498,172</b>	<b>603,803</b>

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
4131 Technical Services	3.000	3.000	3.000	4.000
<b>Total</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>4.000</b>

# **POLICE DEPARTMENT**

## **Word Processing Division**

**4132**

### **Purpose**

Provide accurate and timely data entry and word processing services for the Field Operations, Investigations, and Support Services Divisions. This includes the Universe databases such as the Crime Reporting System (CRS), the Master Person File (PRS), the Arrest File (ARS), and the Traffic Accident Reporting System (TARS).

### **Division Operations**

1. Process juvenile reports within 24 hours and adult arrest reports within 48 hours, in support of building a safe and peaceful community.
2. Enter TARS data in a timely manner.
3. Respond immediately to emergency typing requests.
4. Provide feedback regarding errors and corrections in the most mission-supportive and positive manner possible.
5. Conduct all functions with the best possible customer service.
6. Complete the transition to department wide use of digital recorders for report transcription.

### **Performance Measures**

<b>Performance Measure / Goal</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Goal</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Goal</b>
Police Reports completed	24,576	17,120	22,000	16,257	18,000

### **Major Budget Changes**

Increased Supplies and Materials budget to allow for increase in report transcription services.

# **POLICE DEPARTMENT**

## **4132 Word Processing Unit**

	13-14	14-15	15-16	16-17
<b>Expenditures by Character</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
61 - Salaries & Benefits	390,727	394,818	490,707	500,507
62 - Supplies & Materials	4,284	3,405	6,600	2,500
63 - Outside Services	87,700	92,313	125,000	125,000
64 - Other Charges		1,090	1,100	1,100
<b>Total</b>	<b>482,711</b>	<b>491,626</b>	<b>623,407</b>	<b>629,107</b>

	13-14	14-15	15-16	16-17
<b>Expenditures by Fund</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
1000 General Fund	482,711	491,626	554,407	551,137
1200 Measure G			69,000	77,970
<b>Total</b>	<b>482,711</b>	<b>491,626</b>	<b>623,407</b>	<b>629,107</b>

	13-14	14-15	15-16	16-17
<b>Workforce by Program</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Proposed</b>
4132 Word Processing	5.000	5.000	6.000	6.000
<b>Total</b>	<b>5.000</b>	<b>5.000</b>	<b>6.000</b>	<b>6.000</b>



# POLICE DEPARTMENT

## Evidence & Property Division

4133

### Purpose

Support the process of successful prosecution by providing security, integrity and control of property. Facilitate the timely return of property to rightful owners. Ensure internal policies and procedures regarding the safekeeping of evidence are in compliance with all legal requirements.

### Division Operations

1. Continue to support the process of successful prosecution by providing security, control and maintenance of evidence.
2. Return property to legal owners in a timely manner to ensure trust and good public relations.
3. Obtain additional storage space and containers, adhere to preservation techniques, prepare and transport evidence and seek alternative disposal sites.
4. Document, transport, and supervise the destruction of narcotics and weapons.
5. Continue training for evidence personnel and sworn personnel; Purge evidence and property; update manuals; update and improve the computer system.
6. Complete the move of all evidence and office systems to an off-site facility.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Process evidence into storage	11,013	10,982	10,000	12,782	12,782
Purge evidence	8,123	7,645	8,000	13,399	15,000

### Major Budget Changes

None

# **POLICE DEPARTMENT** **4133 Evidence & Property Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	162,572	178,348	213,466	224,260
62 - Supplies & Materials	10,972	5,235	6,800	6,000
64 - Other Charges	90	1,762	1,800	1,800
66 - Capital Outlays	15,201			
<b>Total</b>	<b>188,835</b>	<b>185,345</b>	<b>222,066</b>	<b>232,060</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	188,835	185,345	222,066	232,060
<b>Total</b>	<b>188,835</b>	<b>185,345</b>	<b>222,066</b>	<b>232,060</b>

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
4133 Evidence & Property	2.000	2.000	2.000	2.000
<b>Total</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>

# POLICE DEPARTMENT

## Records Division

4134

### Purpose

Maintain a current and efficient information storage/retrieval system of arrest and incident reports to provide accurate Public Records Act services to the public and other governmental agencies. Provide information to the Investigation Division and Field Operations to accomplish their law enforcement missions.

### Division Operations

1. Provide twenty-four hour immediate response to field officer requests.
2. Prepare court prosecution packets daily.
3. Enter critical information related to missing persons, warrants, stolen vehicles, property, firearms, stolen license plates and criminal protective orders into related databases.
4. Provide excellent customer service to the public, Department personnel, and other agencies.
5. Maintain an efficient information storage/retrieval system by processing police reports and scanning them, and other information, daily onto an optical storage system.
6. Receive and process records subpoenas as received
7. Provide public fingerprint services two days per week.
8. Purge selected police records on an on-going basis.
9. Continually improve and streamline the efficiency and effectiveness of the Records Unit.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Arrest Packets Completed for Court	4,128	5,264	4,000	5,100	5,300
Reports Processed	17,179	18,944	18,000	19,941	20,000

### Major Budget Changes

None

# **POLICE DEPARTMENT**

## **4134 Records Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	936,949	960,532	1,319,149	1,275,218
62 - Supplies & Materials	9,789	10,976	13,650	13,000
64 - Other Charges	290	2,761	2,900	2,900
66 - Capital Outlays			2,800	
<b>Total</b>	<b>947,028</b>	<b>974,269</b>	<b>1,338,499</b>	<b>1,291,118</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	944,846	971,807	1,129,699	1,075,368
1100 Measure V	2,182	2,462	2,500	2,500
1200 Measure G			206,300	213,250
<b>Total</b>	<b>947,028</b>	<b>974,269</b>	<b>1,338,499</b>	<b>1,291,118</b>

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
4134 Records	11.000	11.000	14.000	13.000
<b>Total</b>	<b>11.000</b>	<b>11.000</b>	<b>14.000</b>	<b>13.000</b>



**Purpose**

Provide effective animal control, licensing, lost/found and adoption programs for all stray and unwanted animals within the city.

**Division Operations**

1. Protect Salinas residents from the negative community impacts of unwanted pets, strays, and dangerous animals
2. Provide humane care of animals housed at the shelter.
3. Promote adoption of animals and their placement in caring and responsible homes.
4. Maintain licensing program to provide effective identification of pets in the community through the use of technology.
5. Develop active volunteer programs to assist the shelter in providing effective lost/found, adoption, public education and spay/neuter programs.
6. Research and prioritize programs that will reduce the number of stray and unwanted pets in the City.
7. Ensure clean and healthy conditions in the kennels and other areas of the shelter.

**Performance Measures**

<b>Performance Measure / Goal</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Goal</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Goal</b>
Animals Licensed	6,490	6,700	6,500	6,900	7,000
Animals Returned to Owner	405	446	430	480	500

**Major Budget Changes**

Requested the increase of 2 part-time clerical positions to 2 full time positions and funds for Capital Improvement projects to the facility.

# **POLICE DEPARTMENT**

## **4170 Animal Control Services Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	623,556	635,018	798,847	802,999
62 - Supplies & Materials	36,998	42,426	47,700	52,800
63 - Outside Services	136,276	117,891	149,000	150,400
64 - Other Charges		3,828	3,800	3,800
66 - Capital Outlays				25,000
<b>Total</b>	<b>796,830</b>	<b>799,163</b>	<b>999,347</b>	<b>1,034,999</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	700,930	705,064	881,247	912,749
1100 Measure V	95,900	94,099	106,600	110,750
1200 Measure G			11,500	11,500
<b>Total</b>	<b>796,830</b>	<b>799,163</b>	<b>999,347</b>	<b>1,034,999</b>

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
4170 Animal Control Services	7.000	7.000	7.000	7.000
<b>Total</b>	<b>7.000</b>	<b>7.000</b>	<b>7.000</b>	<b>7.000</b>

# **POLICE DEPARTMENT**

## **Animal Control Svcs – Other Agencies**

**4171**

### **Purpose**

Provide animal sheltering services under a contract with outside agencies.

### **Division Operations**

1. Provide humane care and sheltering of animals brought into the shelter by outside agencies based on contractual agreements.
2. Workload and Performance Indicators
3. Number of animals brought in by outside agencies.
4. Amount of other related services required to handle increase of animals as a result of contract.

### **Performance Measures**

<b>Performance Measure / Goal</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Goal</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Goal</b>
Animals Received (City of Marina only)	86	90	200	100	100

### **Major Budget Changes**

None

# POLICE DEPARTMENT

## 4171 Animal Control Svc -Agencies Unit

	13-14	14-15	15-16	16-17
Expenditures by Character	Actual	Actual	Amended	Proposed
61 - Salaries & Benefits	64,595	52,979	89,244	74,870
64 - Other Charges		707	700	700
<b>Total</b>	<b>64,595</b>	<b>53,686</b>	<b>89,944</b>	<b>75,570</b>

	13-14	14-15	15-16	16-17
Expenditures by Fund	Actual	Actual	Amended	Proposed
1000 General Fund	64,595	53,686	89,944	75,570
<b>Total</b>	<b>64,595</b>	<b>53,686</b>	<b>89,944</b>	<b>75,570</b>

	13-14	14-15	15-16	16-17
Workforce by Program	Authorized	Authorized	Authorized	Proposed
4171 Animal Control Svc -Agencies	1.000	1.000	1.000	1.000
<b>Total</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>



# POLICE DEPARTMENT

## Field Operations Unit

4220

### Purpose

Provide uniformed patrol throughout the community to prevent crime and disorder; apprehend criminal violators; conduct objective and professional investigations; provide information on crime prevention and community safety; respond promptly to crimes in progress; and provide high visibility patrol as needed.

### Division Operations

1. Continued emphasis on community-oriented approach to service delivery.
2. Provide immediate response to any crime in progress involving violence or threats of violence.
3. Continue to seek alternative methods to provide prompt service to calls for service.
4. Continue to provide up to date training for recruits through the Field Officer Program.
5. Continue to provide state of the art support for criminal investigations through the Crime Scene Investigation Program.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Community Oriented Policing Activities (per patrol officer per year)**	100	n/a	100	n/a	100

### Major Budget Changes

Multiple positions remain vacant for FY16-17. Increased budget for Taser replacement program.

# **POLICE DEPARTMENT**

## **4220 Field Operations Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	18,031,580	18,708,459	21,616,391	25,838,921
62 - Supplies & Materials	460,328	405,506	450,570	538,100
63 - Outside Services	70,211	54,671	56,500	56,500
64 - Other Charges	48,063	178,362	178,800	178,800
66 - Capital Outlays		7,088	175,066	28,586
<b>Total</b>	<b>18,610,182</b>	<b>19,354,086</b>	<b>22,477,327</b>	<b>26,640,907</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	16,019,126	16,521,667	19,080,382	20,353,459
1100 Measure V	1,052,248	1,148,923	1,329,400	1,841,702
1200 Measure G			2,204,300	3,845,746
2201 Sales Tax-SB172	390,000	600,000	400,000	400,000
2202 Supplemental Law Enf - AB3229	300,000	200,000	200,000	200,000
3104 COPS Hiring 2011	848,808	883,496	(736,755)	
<b>Total</b>	<b>18,610,182</b>	<b>19,354,086</b>	<b>22,477,327</b>	<b>26,640,907</b>

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
4220 Field Operations	94.000	94.000	114.000	129.000
<b>Total</b>	<b>94.000</b>	<b>94.000</b>	<b>114.000</b>	<b>129.000</b>

# POLICE DEPARTMENT

## Traffic Unit

4221

### Purpose

Enforce state and city traffic laws and codes to improve highway/roadway safety and to promote compliance through the use of specialized training and enforcement. Investigate traffic accidents for causative factors; relieve patrol personnel for other public safety duties; provide accident analyses to determine means for reducing accident rates.

### Division Operations

1. Maintain specialized traffic enforcement in areas of school zones, increasing safety potential for children
2. Reduce the number of injury accidents through an aggressive enforcement program.
3. Provide expertise in the investigation of injury and fatal traffic collisions.
4. Increase public awareness related to traffic safety through demonstrations, public education and community involvement
5. Increase school children pedestrian safety through education and parent involvement.
6. Regulate and monitor tow services utilized by the Department.
7. Assist Public Works in identifying traffic and pedestrian safety issues.

### Performance Measures

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Percent reduction in collisions at five most accident-prone locations	0	n/a	5%	n/a	n/a
Percent Reduction in Fatal Accidents	up 11.76	n/a	20%	n/a	n/a

### Major Budget Changes

\*\* With the exception of a recently reinstated Sergeant, this specialized unit was eliminated temporarily as of July 2015 due to the department re-organization to increase patrol and investigations staffing in order to better provide basic police services to the community.

# **POLICE DEPARTMENT** **4221 Traffic Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	607,038	594,076	700,691	338,545
62 - Supplies & Materials	1,425	1,453	10,718	7,100
64 - Other Charges	135,903	8,833	8,800	8,800
<b>Total</b>	<b>744,366</b>	<b>604,362</b>	<b>720,209</b>	<b>354,445</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	744,366	604,362	720,209	354,445
<b>Total</b>	<b>744,366</b>	<b>604,362</b>	<b>720,209</b>	<b>354,445</b>

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
4221 Traffic	4.000	3.000	3.000	1.000
<b>Total</b>	<b>4.000</b>	<b>3.000</b>	<b>3.000</b>	<b>1.000</b>



# POLICE DEPARTMENT

## Reserves Unit

4250

### Purpose

Provide additional trained assistance to the Department when specific needs exceed normal resources. This assistance consists of Reserve Officers who work primarily within the Field Operations Division in a variety of roles. Reserve officers provide a variety of services, such as prisoner transport, backup to other units, DUI checkpoint, crowd control, traffic direction, and security at city council meetings.

### Division Operations

1. Provide police reserve services for special events, such as Big Week activities Kiddiekapers Parade, natural disasters, and other events as needed. Provide police reserve services on a regular basis, primarily on weekends as follows: prisoner transport, DUI Checkpoints, truancy abatement and Oldtown patrols and pre-planned events
2. Maintain required Advanced Officer Training for Level 1 officers.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Patrol hours per Reserve Officer per Year	172	0	20	0	0
Special Event hours per Reserve Officer per Year	281	281	250	281	250
Truancy Abatement hours worked	384	899	380	900	900
City Council Security Hours per Year	123	240	200	240	240

### Major Budget Changes

None

# **POLICE DEPARTMENT** **4250 Reserves Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	58,178	54,445	50,000	55,000
62 - Supplies & Materials	1,081	1,227	2,000	2,000
<b>Total</b>	<b>59,259</b>	<b>55,672</b>	<b>52,000</b>	<b>57,000</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	59,259	55,672	52,000	57,000
<b>Total</b>	<b>59,259</b>	<b>55,672</b>	<b>52,000</b>	<b>57,000</b>

# **POLICE DEPARTMENT**

## **Investigations Unit**

**4340**

### **Purpose**

Conduct investigations in order to identify and apprehend suspects for prosecution purposes. This includes the identification of crime trends through crime analysis for proactive and focused investigation attention. In addition to providing investigative personnel for criminal investigations, the Investigation Division will work closely with the Field Operations and Administration Division to promote strategies which build a safe and peaceful community.

### **Division Operations**

1. Aggressively investigate criminal activity.
2. Increase the Investigation Division efforts to proactively target criminals that commit gang related, violent and property crimes; such as murder, assault with a deadly weapon, robbery, burglary, and other thefts.
3. Continue to provide a timely on-call response on a 24 hour basis for major criminal investigations or other crimes that require in-depth investigative support.
4. Increase efforts to provide informal and formal training to investigators.
5. Continue to assign personnel to monitor and arrest sex registrants who have been found to violate any provisions of Section 290 of the Penal Code in the City of Salinas.
6. Continue to work closely with other agencies to develop and promote collaborative, positive relationships.

### **Performance Measures**

<b>Performance Measure / Goal</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Goal</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Goal</b>
Investigations Completed	426	391	475	479	442
Average Clearance Rate/All Cases	83 percent	86 percent	80percent	83 percent	85 percent

### **Major Budget Changes**

None

# **POLICE DEPARTMENT**

## **4340 Investigations Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
61 - Salaries & Benefits	3,680,957	3,499,087	4,541,134	5,428,068
62 - Supplies & Materials	8,712	7,459	12,590	7,500
64 - Other Charges		44,112	45,025	44,100
66 - Capital Outlays			2,620	
<b>Total</b>	<b>3,689,669</b>	<b>3,550,658</b>	<b>4,601,369</b>	<b>5,479,668</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
1000 General Fund	3,620,766	3,469,023	4,512,869	5,172,421
1100 Measure V	68,903	81,635	85,500	304,247
1200 Measure G			3,000	3,000
<b>Total</b>	<b>3,689,669</b>	<b>3,550,658</b>	<b>4,601,369</b>	<b>5,479,668</b>

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
4340 Investigations	21.000	21.000	21.000	24.000
<b>Total</b>	<b>21.000</b>	<b>21.000</b>	<b>21.000</b>	<b>24.000</b>



# POLICE DEPARTMENT

## Narcotics Unit

4341

### Purpose

Serve as a proactive unit for the purpose of identifying and arresting criminals involved in the illegal manufacture, sales, or use of narcotics. Strive to develop sources of information that will be useful in solving other crimes in the community. Provide undercover operational support to detect and interrupt criminal operations

### Division Operations

1. Continue to conduct investigations into illegal narcotic activity as well as develop strategies to reduce the manufacture, sale and use of illegal narcotics.
2. Improve efforts to work closely with other narcotics/vice units, task forces or agencies which share similar responsibilities.
3. Continue to work closely with neighborhood groups to identify narcotic problems and then take the necessary enforcement action to improve the quality of life in that particular neighborhood.
4. Work with local partner agencies and State and Federal agencies to develop strategies to target drug and violent crime enterprises.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Investigations Completed	n/a		0		

Made into STING Task Force

### Major Budget Changes

\*\*This specialized unit was eliminated temporarily as of July 2015 due to the department re-organization to increase patrol and investigations staffing in order to better provide basic police services to the community.

# **POLICE DEPARTMENT**

## **4341 Narcotics Unit**

	13-14	14-15	15-16	16-17
<b>Expenditures by Character</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
61 - Salaries & Benefits	943,187	915,709	1,096,000	108,000
62 - Supplies & Materials	24,753	8,668	1,500	20,500
63 - Outside Services	24,144	24,469	30,000	30,000
64 - Other Charges		11,186	11,200	11,200
<b>Total</b>	<b>992,084</b>	<b>960,032</b>	<b>1,138,700</b>	<b>169,700</b>
	13-14	14-15	15-16	16-17
<b>Expenditures by Fund</b>	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
1000 General Fund	992,084	960,032	1,138,700	169,700
<b>Total</b>	<b>992,084</b>	<b>960,032</b>	<b>1,138,700</b>	<b>169,700</b>
	13-14	14-15	15-16	16-17
<b>Workforce by Program</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Proposed</b>
4341 Narcotics	5.000	5.000	5.000	0.000
<b>Total</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>0.000</b>

# **POLICE DEPARTMENT**

## **School Resource Officers**

**4342**

### **Purpose**

Work with students, parents, teachers, administrators to ensure a peaceful and safe learning environment in our schools. Work with "problem behavior" students through counseling, referral and personal contact including classroom presentations. Solve school related crimes and successfully prosecute juveniles who have not shown a propensity for guidance through counseling. Relieve patrol personnel of time-consuming investigations occurring at local schools.

### **Division Operations**

1. Coordinate efforts in gang awareness and prevention within Salinas.
2. Analyze alternatives and implement procedures to reduce-juvenile gang activity, truancy, and juvenile crime.
3. Act as a liaison for gang intelligence information, prevention and suppression for involving students.
4. Work with Patrol Division to provide safe areas around campuses.
5. Continue Gang Resistance Education and Training programs in both Salinas City elementary school districts. (24 elementary schools and 2,500 students).
6. Continue to evaluate effectiveness of program, in partnership with local school officials.

### **Performance Measures**

### **Major Budget Changes**

No major changes. 8 Police Officer Positions funded by a three-year 2014 COPS Hiring Grant.

# POLICE DEPARTMENT

## 4342 School Resource Officers Unit

	13-14	14-15	15-16	16-17
Expenditures by Character	Actual	Actual	Amended	Proposed
61 - Salaries & Benefits	-	-	3,669,329	1,366,230
<b>Total</b>	-	-	<b>3,669,329</b>	<b>1,366,230</b>

	13-14	14-15	15-16	16-17
Expenditures by Fund	Actual	Actual	Amended	Proposed
1200 Measure G	-	-	268,800	213,590
3163 2014 COPS Hiring SRO			3,400,529	1,152,640
<b>Total</b>	-	-	<b>3,669,329</b>	<b>1,366,230</b>

	13-14	14-15	15-16	16-17
Workforce by Program	Authorized	Authorized	Authorized	Proposed
4342 School Resource Officers	0.000	0.000	9.000	9.000
<b>Total</b>	<b>0.000</b>	<b>0.000</b>	<b>9.000</b>	<b>9.000</b>



# POLICE DEPARTMENT

## Violence Suppression Unit

4343

### Purpose

Collect information on gangs and gang members and investigate gang-related crimes. Provide gang-related training and other criminal intelligence to law enforcement and members of the community. Identify and suppress gang/criminal activity. Conduct short and long term gang focused investigations.

### Division Operations

1. Continue to expand and improve a comprehensive criminal gang and gang member certification process under the California Penal Code.
2. Continue to aggressively identify violent gang members and other violent criminals for the arrest and prosecution of a variety of crimes.
3. Continue to work with the Monterey County District Attorney's Office and other allied agencies to ensure vertical prosecution of gang members for their crimes.
4. Improve our efforts to work closely with parents or other community members for the purpose of providing them information or training that will help at-risk youth.
5. Conduct short term and long term, complex investigations of criminal gang groups utilizing all available resources.
6. Coordinate with community partners to provide intervention services for gang members and potential gang members.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Gang Certifications/Registrations	82		70		
Court Presentations/Expert Testimony	55		75		
Weapons Seized	20		25		

### Major Budget Changes

\*\*This specialized unit was eliminated temporarily as of July 2015 due to the department re-organization to increase patrol and investigations staffing in order to better provide basic police services to the community.

# POLICE DEPARTMENT

## 4343 Violence Suppression Unit

	13-14	14-15	15-16	16-17
Expenditures by Character	Actual	Actual	Amended	Proposed
61 - Salaries & Benefits	1,972,010	2,231,353	2,416,372	1,639,088
62 - Supplies & Materials	8,518	1,543	2,800	10,000
63 - Outside Services	26,915	24,192	31,000	31,000
64 - Other Charges		24,871	24,900	24,900
<b>Total</b>	<b>2,007,443</b>	<b>2,281,959</b>	<b>2,475,072</b>	<b>1,704,988</b>

	13-14	14-15	15-16	16-17
Expenditures by Fund	Actual	Actual	Amended	Proposed
1000 General Fund	2,007,443	2,010,271	2,175,672	1,377,497
1100 Measure V		271,688	299,400	327,491
<b>Total</b>	<b>2,007,443</b>	<b>2,281,959</b>	<b>2,475,072</b>	<b>1,704,988</b>

	13-14	14-15	15-16	16-17
Workforce by Program	Authorized	Authorized	Authorized	Proposed
4343 Violence Suppression	12.000	11.000	11.000	8.000
<b>Total</b>	<b>12.000</b>	<b>11.000</b>	<b>11.000</b>	<b>8.000</b>

# POLICE DEPARTMENT

## Asset Seizure Unit

4380

### Purpose

Provides for the identification of assets (visible and hidden) held by local criminal enterprises. Asset seizure provides for lawful forfeiture, utilizing State and Federal Asset Seizure programs to enhance local enforcement efforts.

### Division Operations

1. Continue to identify and seize assets used to facilitate narcotic transactions.
2. Identify and seize assets deemed "proceeds" from narcotic transactions.
3. Enhance our efforts to detect and attack criminal enterprises utilizing civil law in conjunction with criminal law.
4. Aggressive use of assets to supplement local law enforcement's efforts toward narcotics related enforcement.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Cases adjudicated	18		12		

### Major Budget Changes

\*\*This function was fulfilled by the narcotics unit that was eliminated temporarily as of July 2015 due to the department re-organization to increase patrol and investigations staffing in order to better provide basic police services to the community. This function is now performed as a collateral duty.

# **POLICE DEPARTMENT** **4380 Asset Seizure Unit**

<b>Expenditures by Character</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
63 - Outside Services	21,055	17,483	20,000	20,000
<b>Total</b>	<b>21,055</b>	<b>17,483</b>	<b>20,000</b>	<b>20,000</b>

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Amended</b>	<b>16-17 Proposed</b>
2502 Asset Seizure	21,055	17,483	20,000	20,000
<b>Total</b>	<b>21,055</b>	<b>17,483</b>	<b>20,000</b>	<b>20,000</b>



# POLICE DEPARTMENT

## Joint Gang Task Force Unit

4390

### Purpose

Participate in the county-wide Gang Task Force to investigate gang criminal activity and collect information on gangs and gang members. Increase the flow of gang-related information among various law enforcement agencies within the county.

### Division Operations

1. Reduce gang-related crimes throughout the county.
2. Identify and apprehend gang members responsible for criminal conduct.
3. Gather and disseminate gang information to affected agencies.
4. Provide gang training to Monterey County agency personnel.
5. Meet with community members and collectively work toward solutions to reduce gang violence.

### Performance Measures

Performance Measure / Goal	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Goal	FY 2015-16 Projected	FY 2016-17 Goal
Gang related investigations	200	n/a	80	80	80
Gang related arrests	181	108	125	125	125
Weapons seized	31	51	50	50	50

### Major Budget Changes

\*\*This specialized unit was eliminated temporarily as of July 2015 due to the department re-organization to increase patrol and investigations staffing in order to better provide basic police services to the community.

# POLICE DEPARTMENT

## 4390 Joint Gang Task Force Unit

	13-14	14-15	15-16	16-17
Expenditures by Character	Actual	Actual	Amended	Proposed
61 - Salaries & Benefits	1,122,572	842,160	1,201,300	423,970
62 - Supplies & Materials	3,539	28,587	(39,099)	57,000
63 - Outside Services	24,393	21,552	30,455	33,000
66 - Capital Outlays	33,683	26,963	98,644	
<b>Total</b>	<b>1,184,187</b>	<b>919,262</b>	<b>1,291,300</b>	<b>513,970</b>

	13-14	14-15	15-16	16-17
Expenditures by Fund	Actual	Actual	Amended	Proposed
1100 Measure V	1,184,187	919,262	1,291,300	513,970
<b>Total</b>	<b>1,184,187</b>	<b>919,262</b>	<b>1,291,300</b>	<b>513,970</b>

	13-14	14-15	15-16	16-17
Workforce by Program	Authorized	Authorized	Authorized	Proposed
4390 Joint Gang Task Force	6.000	5.000	5.000	2.000
<b>Total</b>	<b>6.000</b>	<b>5.000</b>	<b>5.000</b>	<b>2.000</b>

# POLICE DEPARTMENT

## Work Force

Workforce by Program	13-14 Authorized	14-15 Authorized	15-16 Authorized	16-17 Proposed
<b>4110 Police Administration</b>				
Administrative Secretary	1.000	1.000	2.000	2.000
Chief of Police	1.000	1.000	1.000	1.000
Police Commander	1.000	1.000	1.000	1.000
Police Services Admin			1.000	1.000
<b>4110 Police Administration Total</b>	<b>3.000</b>	<b>3.000</b>	<b>5.000</b>	<b>5.000</b>
<b>4111 Community Relations</b>				
Police Officer	6.000	4.000	4.000	1.000
Police Officer - New Hire				1.000
Police Sergeant	1.000	1.000	2.000	1.000
<b>4111 Community Relations Total</b>	<b>7.000</b>	<b>5.000</b>	<b>6.000</b>	<b>3.000</b>
<b>4112 Personnel &amp; Training</b>				
Police Sergeant	1.000	1.000	1.000	1.000
<b>4112 Personnel &amp; Training Total</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>4116 Special Operations</b>				
Community Service Officer	4.500	4.500	4.500	4.500
Police Sergeant	1.000	1.000	1.000	1.000
<b>4116 Special Operations Total</b>	<b>5.500</b>	<b>5.500</b>	<b>5.500</b>	<b>5.500</b>
<b>4130 Support Services</b>				
Community Service Officer	2.000	2.000	2.000	2.000
Crime Analyst			1.000	1.000
Criminalist	1.000	1.000	1.000	1.000
Latent Fingerprint Tech	1.000	1.000	1.000	1.000
Police Sergeant	1.000	1.000	1.000	1.000
Senior Police Svc Tech	1.000	1.000	1.000	1.000
<b>4130 Support Services Total</b>	<b>6.000</b>	<b>6.000</b>	<b>7.000</b>	<b>7.000</b>
<b>4131 Technical Services</b>				
Police Services Tech				1.000
Senior Police Svc Tech	2.000	2.000	2.000	2.000
Technical Services Coordinator	1.000	1.000	1.000	1.000
<b>4131 Technical Services Total</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>4.000</b>

# POLICE DEPARTMENT

## Work Force

Workforce by Program	13-14 Authorized	14-15 Authorized	15-16 Authorized	16-17 Proposed
<b>4132 Word Processing</b>				
Supvsg Wrđ Proc Operator	1.000	1.000	1.000	1.000
Word Processing Operator	4.000	4.000	5.000	5.000
<b>4132 Word Processing Total</b>	<b>5.000</b>	<b>5.000</b>	<b>6.000</b>	<b>6.000</b>
<b>4133 Evidence &amp; Property</b>				
Evidence Technician	1.000	1.000	1.000	1.000
Sr Evidence Technician	1.000	1.000	1.000	1.000
<b>4133 Evidence &amp; Property Total</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b>4134 Records</b>				
Police Record Coord	1.000	1.000	1.000	1.000
Police Services Tech	7.000	7.000	10.000	9.000
Supvsg Police Serv Tech	3.000	3.000	3.000	3.000
<b>4134 Records Total</b>	<b>11.000</b>	<b>11.000</b>	<b>14.000</b>	<b>13.000</b>
<b>4137 Maintenance Services</b>				
Equipment Inventory Tech	1.000	1.000	1.000	
Pub Safety Facilities Wkr	2.000	2.000	2.000	
Sr Vehicle Maint Asst	1.000	1.000	1.000	
<b>4137 Maintenance Services Total</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	
<b>4170 Animal Control Services</b>				
Animal Care Tech	2.000	2.000	2.000	2.000
Animal Control Officer	2.000	2.000	2.000	2.000
Animal Services Mgr	1.000	1.000	1.000	1.000
Animal Services Supv	1.000	1.000	1.000	1.000
Animal Servs Office Asst	1.000	1.000	1.000	1.000
<b>4170 Animal Control Services Total</b>	<b>7.000</b>	<b>7.000</b>	<b>7.000</b>	<b>7.000</b>
<b>4171 Animal Control Svc -Agencies</b>				
Animal Care Tech	1.000	1.000	1.000	1.000
<b>4171 Animal Control Svc -Agencies Total</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>



# POLICE DEPARTMENT

## Work Force

<b>Workforce by Program</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Authorized</b>	<b>16-17 Proposed</b>
<b>4220 Field Operations</b>				
Community Service Officer	3.000	3.000	8.000	8.000
Deputy Chief of Police	1.000	1.000	1.000	
Police Commander	4.000	4.000	4.000	4.000
Police Officer	72.000	61.000	58.000	62.000
Police Officer - New Hire	2.000	13.000	31.000	34.000
Police Recruit				7.000
Police Sergeant	12.000	12.000	12.000	14.000
<b>4220 Field Operations Total</b>	<b>94.000</b>	<b>94.000</b>	<b>114.000</b>	<b>129.000</b>
<b>4221 Traffic</b>				
Police Officer	3.000	2.000	2.000	
Police Sergeant	1.000	1.000	1.000	1.000
<b>4221 Traffic Total</b>	<b>4.000</b>	<b>3.000</b>	<b>3.000</b>	<b>1.000</b>
<b>4340 Investigations</b>				
Community Service Officer	1.000	1.000	1.000	1.000
Deputy Chief of Police	1.000	1.000	1.000	2.000
Police Commander	1.000	1.000	1.000	1.000
Police Officer	15.000	14.000	12.000	15.000
Police Officer - New Hire		1.000	3.000	2.000
Police Sergeant	2.000	2.000	2.000	2.000
Senior Police Svc Tech	1.000	1.000	1.000	1.000
<b>4340 Investigations Total</b>	<b>21.000</b>	<b>21.000</b>	<b>21.000</b>	<b>24.000</b>
<b>4341 Narcotics</b>				
Police Officer	4.000	4.000	4.000	
Police Sergeant	1.000	1.000	1.000	
<b>4341 Narcotics Total</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	
<b>4342 School Resource Officers</b>				
Police Officer - New Hire			8.000	8.000
Police Sergeant			1.000	1.000
<b>4342 School Resource Officers Total</b>			<b>9.000</b>	<b>9.000</b>

# POLICE DEPARTMENT

## Work Force

Workforce by Program	13-14 Authorized	14-15 Authorized	15-16 Authorized	16-17 Proposed
<b>4343 Violence Suppression</b>				
Police Commander		1.000	1.000	1.000
Police Officer	11.000	9.000	9.000	5.000
Police Officer - New Hire				1.000
Police Sergeant	1.000	1.000	1.000	1.000
<b>4343 Violence Suppression Total</b>	<b>12.000</b>	<b>11.000</b>	<b>11.000</b>	<b>8.000</b>
<b>4390 Joint Gang Task Force</b>				
Police Commander	1.000			
Police Officer	4.000	4.000	4.000	
Police Officer - New Hire				1.000
Police Sergeant	1.000	1.000	1.000	1.000
<b>4390 Joint Gang Task Force Total</b>	<b>6.000</b>	<b>5.000</b>	<b>5.000</b>	<b>2.000</b>
<b>Total</b>	<b>197.500</b>	<b>192.500</b>	<b>229.500</b>	<b>227.500</b>



**DRAFT 12.06.2016**

**EXHIBIT B**

This table is an analysis comparing the Full-Time Equivalent staffing levels of both Sworn and Civilian staff to the estimated square footage necessary for the Public Safety Center. It is provided as a guide and in no way is to be considered a final determination, or inclusive of every consideration. It has been derived from current staff levels, projected staffing levels through 2035, and through the use of the document titled "City of Salinas, California Space Needs Assessment/Master Plan dated September 15, 2014." A copy of the 2014 Needs Assessment can be found on the City's web-site at the bottom of this page: <http://www.cityofsalinas.org/our-city-services/public-works>

City of Salinas, California  
Police Department Headquarters  
Space Needs Assessment  
• Summary •  
Issue Date: November 9, 2016

City of Salinas, CA, Police Department Headquarters - 2 Building Scenario												
Milestones	Actual		2009 Study*		2025		2035		Actual	2025	2035	Remarks
	Current Staff				Staffing Projection							
	SW	NS	SW	NS	SW	NS	SW	NS				
Sworn or Nonsworn									Area Totals	Area Totals	Area Totals	*2009 Study = For reference only: Staffing from 2009 <u>90 Day Report to the Community</u>
Administration												Includes Crime Analyst
Admin Offices / PIO	3	2	4	3	4	4	4	4	1939	2495	2495	
Administrative Services / Records												
Technical Services / Records	1	15	1	23	1	24	1	25	2705	2905	2905	
Community Services	2	0	3	0	5	0	5	0	365	880	880	
Training & Personnel	4	0	5	0	7	0	9	0	488	798	878	
Special Operations	1	7	1	8	3	5	3	5	638	885	945	
Traffic	2	0	16	1	18	2	19	2	611	1314	1341	
Schools Unit	0	0	11	0	13	0	17	0	0	138	275	
Field Operations Division												
Patrol	89	2	143	11	161	12	167	13	6299	7349	7427	
Police IT / R & D	0	0	0	4	0	0	0	0	1113	1413	1513	
Criminal Investigations Division												
Criminal Investigations	33	5	56	6	51	6	53	6	5273	5910	6010	
Common Areas												
Lobby Public Areas	0	0	0	0	0	0	0	0	1450	1450	1450	
Community / Mutli-purp. Mtg. Rms.	0	0	0	0	0	0	0	0	438	1900	1900	
Staff Break	0	0	0	0	0	0	0	0	625	625	625	
Fitness	0	0	0	0	0	0	0	0	1242	1242	1242	
Open Lockering	0	0	0	0	0	0	0	0	3195	5193	5193	
Sub-Total Main Building	135	31	240	56	263	53	278	55	26378	34495	35078	
Staff Total-Main Building	166		296		316		333					
Police Headquarters Building												
Multi-floor Factor (stairs, etc.) - 2 Levels		2							1200	2400	2400	2400
Sub-Total Net Square Footage Main Building									28778	36895	37478	
Grossing Factor		20%								5756	7379	7496
Total Gross Square Footage - Main Building									34534	44274	44973	

Continued On Next Page



City of Salinas, California  
Police Department Headquarters  
Space Needs Assessment  
• Summary •  
Issue Date: November 9, 2016

Secondary Building											
Administrative Services Division											
Quartermaster	0	4	0	6	0	9	0	10	2656	2856	2856
Firearms Training	0	0	1	0	0	0	0	0	8913	9350	9350
Evidence Property	0	3	0	5	0	2	0	3	8579	8735	8766
Criminal Investigations Division											
Forensic Laboratory	1	1	2	2	2	3	2	3	5108	5524	5524
Field Operations Division											
SWAT, K-9 & Bicycle Patrol	0	0	0	0	0	0	0	0	1520	1601	1601
Sub-Total - Secondary Building	1	8	3	13	2	14	2	16	26775	28066	28097
Staff Total-Secondary Building	9		16		16		18				
Whole Project Staffing											
Staff Sub-Totals Whole Project	136	39	243	69	265	67	280	71			
Staff Total - Whole Project	175		312		332		351				
Grossing Factor	12%								3213	3368	3372
Total Gross Square Footage - Secondary Building									29988	31434	31469
Total Project Gross Square Footage - Main & Secondary Buildings									64522	75708	76442

**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
**• Chief of Police / Administration •**  
**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															
<b><u>Chief of Police / Administration</u></b>															
Chief of Police	1		1		1		1		1	1	1	PO7	250	250	250
Admin Secretary		2		2		3		3	2	3	3	OP3	160	240	240
DC - Investigations	1		1		1		1		1	1	1	PO6	225	225	225
DC - Field Operations	1		1		1		1		1	1	1	PO6	225	225	225
Mgr - Admin Services		0		1		1		1	0	1	1	PO6	0	225	225
PIO Sergeant	0		1		1		1		0	1	1	PO3	0	140	140
<b><u>Administration Support Spaces</u></b>															
Waiting/ Recept.									1	1	1	WTG4	108	108	108
Admin. Conf. Rm. (seats 18)									1	1	1	CNF18	324	324	324
Coffee Alcove									1	1	1	COF1	25	25	25
Toilet									1	1	1	T1	64	64	64
Copy/Work Rm./Supplies/Mail									1	1	1	CPY1	30	30	30
Secure Personnel Files									1	1	1	100	100	100	100
Secure Storage/ Badging Key Cab. Rm.									1	1	1	STOR1	40	40	40
												NA	0	0	0
Subtotals	3	2	4	3	4	4	4	4					1551	1996	1996
Circulation	25%												388	499	499
Net Area													1939	2495	2495

**Internal Affairs**

Sergeant	1		1		0		0		0	0	0	PO1	0	0	0
Police Officer	0		1		0		0		0	0	0	OP3	0	0	0
<b><u>Internal Affairs Support Spaces</u></b>															
Waiting/ Recept.									0	0	0	WTG4	0	0	0
Interview/Conf. Rm.									0	0	0	CNF4	0	0	0
Secure Files <u>(to be stored in office)</u>									0	0	0	LFL3	0	0	0
Secure Storage									0	0	0	STOR2	0	0	0
												NA	0	0	0
Subtotals	1	0	2	0	0	0	0	0					0	0	0
Circulation	25%												0	0	0
Net Area													0	0	0

**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
**• Administrative Support Division •**  
**Issue Date: November 9, 2016**

[illegible]

### Administrative Services / Records

Admin. Commander	1	1	1	1	1	1	1	PO4	168	168	168
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**Technical Svcs. / Word Processing**

Records Coordinator	1	1	1	1	1	1	1	PO2	120	120	120
Tech Services Mgr. / Coord.	1	1	1	1	1	1	1	PO2	120	120	120
Sr Clerk / Sr. Police Tech Svc.	2	4	4	4	4	4	4	OP3	320	320	320
Tech. Services (3 clerks at Cust. Svc. Cntr.)	5	10	10	10	5	5	5	OP3	400	400	400
WP Supv.	1	1	1	1	1	1	1	OP3	80	80	80
WP Operator	4	5	6	7	4	6	6	OP3	320	480	480
CSO / Bailiff	1	1	1	1	1	1	1	PO1	110	110	110

### Records Support Spaces

[illegible]

Subtotals	1	15	1	23	1	24	1	25			2164	2324	2324
Circulation	25%										541	581	581
<b>Net Area</b>											2705	2905	2905

**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
**• Administrative Support Division •**  
**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															

**Community Services**

Comm Serv. Sergeant	0	1	1	1	0	1	1	PO1	0	110	110
CASP Officer	2	2	4	4	2	4	4	OP3	160	320	320
Explorers					0	1	1	PO1	0	110	110
Explorer's Lockers					10	10	10	LKR2	100	100	100

**Community Services Support Spaces**

Files					2	4	4	LFL4	32	64	64
-------	--	--	--	--	---	---	---	------	----	----	----

Subtotals	2	0	3	0	5	0	5	0			292	704	704
Circulation 25%											73	176	176
<b>Net Area</b>											<b>365</b>	<b>880</b>	<b>880</b>

**Training / Personnel**

FT Sergeant	1	1	1	1	1	1	1	PO1	110	110	110
Police Officer		1	2	3	0	2	3	OP1	0	96	144
Investigators	3	3	4	5	1	1	1	PO2	120	120	120

**Training / Personnel Support Spaces**

Files (4 Drawer Lateral Files)					5	7	8	LFL4	80	112	128
Storage					1	1	1	STOR2	80	80	80
Interview Rooms					0	1	1	CNF4	0	120	120
								NA	0	0	0

Subtotals	4	0	5	0	7	0	9	0			390	638	702
Circulation 25%											98	160	176
<b>Net Area</b>											<b>488</b>	<b>798</b>	<b>878</b>

**Special Operations**

Sergeant	1	1	1	1	1	1	1	PO1	110	110	110
CSO Parking Officers	5	8	5	5	5	5	5	OP1	240	240	240
Abandon Vehicle CSO	2		2	2	2	2	2	OP1	96	96	96

**Special Operations Support Spaces**

Sto. / Charging Sta. for Ticket Devices					0	1	1	STOR3	0	150	150
Files					4	7	10	LFL4	64	112	160
								NA	0	0	0

Subtotals	1	7	1	8	3	5	3	5			510	708	756
Circulation 25%											128	177	189
<b>Net Area</b>											<b>638</b>	<b>885</b>	<b>945</b>



**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
**• Administrative Support Division •**  
**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of Spaces				Area Totals	Area Totals	Area Totals
	SW	NS	SW	NS	SW	NS	SW	NS							
Sworn or Nonsworn															

**Traffic**

Sergeant	0	2	3	3	0	3	3	PO1	0	330	330	
Police Officer / Accident Invest.	2	14	15	16	2	8	8	DSK	70	280	280	
CSO			1	2	2	0	2	2	NA	0	0	0

**Traffic Support Spaces**

Storage	1	1	1	STOR1	40	40	40
Layout Table	1	1	1	WTBL3	126	126	126
• Total CADD Station	1	1	1	OP3	80	80	80
• Plotter	1	1	1	PLOT	25	25	25
• Map Drawers	1	1	1	FMAP	36	36	36
• File Cabinets	2	3	5	LFL4	32	54	76
Radar Unit Secure Storage	1	1	1	STOR2	80	80	80

Subtotals	2	0	16	1	18	2	19	2			489	1051	1073
Circulation	25%										122	263	268
Net Area											611	1314	1341

**Schools Unit**

Sergeant	0	1	1	2	0	1	2	PO1	0	110	220
SRO	0	10	12	15	0	0	0	OP3	0	0	0
								NA	0	0	0
								NA	0	0	0

Subtotals	0	0	11	0	13	0	17	0			0	110	220
Circulation	25%										0	28	55
Net Area											0	138	275

**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
**• Field Operations Division •**  
**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															

**Field Operations Division**

**Patrol**

**1st Watch**

Commander	2		2		2		2		2	2	2	PO4	336	336	336
Sergeants	4		4		5		5		0	0	0	NA	0	0	0
Patrol Officer	22		28		31		32		0	0	0	NA	0	0	0
CSO		2		11		12		13	0	0	0	NA	0	0	0

**2nd Watch**

Commander	2		1		2		2		2	2	2	PO4	336	336	336
Sergeants	4		4		5		5		0	0	0	NA	0	0	0
Patrol Officer	25		28		31		32		0	0	0	NA	0	0	0

**3rd Watch**

Commander	0		1		2		2		0	2	2	PO4	0	336	336
Sergeants	5		5		6		6		0	0	0	NA	0	0	0
Patrol Officer	25		28		30		32		0	0	0	NA	0	0	0

**4th Watch (Future)**

Sergeants			3		4		4		0	0	0	NA	0	0	0
Patrol Officer			25		27		28		0	0	0	NA	0	0	0

**Future Prob Team (POP)**

Sergeants			2		3		3		0	0	0	NA	0	0	0
Patrol Officer			12		13		14		0	0	0	NA	0	0	0

**Watch Command Office**

Command Office									1	1	1	PO5	180	180	180
Secure Files									4	6	6	FL1	32	48	48

**Sergeants' Office**

Sgt's Watch Primary									3	3	3	OP3	240	240	240
Sgt's Watch Overlap									3	3	3	OP3	240	240	240
Sgt's Files									13	23	23	FL1	104	184	184
Counseling Room									1	1	1	CNF4	120	120	120

**See Next Page**

**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
**• Field Operations Division •**  
**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A 25 35			Space Code	Actual		2025		2035	
	Current Staff				Staffing Projection				Number of				Area		Area		Area	
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals		Totals		Totals	
Sworn or Nonsworn	SW	NS	SW	NS	SW	NS	SW	NS										

**Report Writing**

Report Writing Station (See Bag/Tag @ Evidence/Property)	6	12	12						OP1	288	576	576
• Non-secure Juvenile Lounge	2	2	2						INT3	126	126	126
• Juvenile Toilet	1	1	1						T1	64	64	64
Copy/Work Room	1	1	1						CPY1	30	30	30
Briefing Room W/Mailboxes	1	1	1						1200	1200	1200	1200
Equipment Issue (Rifels / Ammo / Body Cams)	1	1	1.5						ARM	125	125	188

**Suspect Holding**

**Intake / Processing**

Secure Sallycourt	1	1	1						NA	0	0	0
Holding Open Space	1	1	1						500	500	500	500
• Cuffing Bench									NA	0	0	0
• Livescan									NA	0	0	0
• Mug Shot									NA	0	0	0
• Suspect Property Storage Lockers									NA	0	0	0
Unisex Suspect Toilet (remote flush)	1	1	1						T1	64	64	64
Unisex Staff Toilet	1	1	1						T1	64	64	64
DRE Room	1	1	1						INT2	130	130	130
Interview rooms	3	3	3						INT1	300	300	300

**Holding Cells (Capacity 16 - View from Watch Commander / Sgts)**

Holding Cells (4 Bed)	3	3	3						HC4	360	480	480
Holding Cells (2 Bed)	2	2	2						HC2	160	160	160
Storage	1	1	1						STOR1	40	40	40

Subtotals	89	2	143	11	161	12	167	13			5039	5879	5942
Circulation	25%										1260	1470	1485
<b>Net Area</b>											<b>6299</b>	<b>7349</b>	<b>7427</b>

**Police IT / R & D**

IT Manager	0	1	0	0	1	1	1		PO2	120	120	120
IT Tech Super.	0	1	0	0	1	1	2		OP3	80	80	160
IT Tech	0	2	0	0	0	3	3		OP3	0	240	240

**Support Spaces**

Server Room	1	1	1						250	250	250	250
• Switches									NA	0	0	0
• Telephone Equipment									NA	0	0	0
• Radio Equipment									NA	0	0	0
Tech Workshop	1	1	1						200	200	200	200
UPS Room	1	1	1						50	50	50	50
Files	5	5	5						FL1	40	40	40
Stor. Rm.	1	1	1						STOR3	150	150	150

Subtotals	0	0	0	4	0	0	0	0			890	1130	1210
Circulation	25%										223	283	303
<b>Net Area</b>											<b>1113</b>	<b>1413</b>	<b>1513</b>

*McClaren, Wilson + Lawrie, Inc.*

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RFP-8

Exhibit B

**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
**• Criminal Investigations Division •**  
**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															

**Criminal Investigations Division**

**General Investigative Section**

Commander	1		1		1		1		1	1	1	PO4	168	168	168
Sergeant	2		2		3		3		2	3	3	PO1	220	330	330
Detective	14		14		16		17		14	16	17	OP3	1120	1280	1360
Sr. Clerk / Police Svc. Tech.		1		1		1		1	1	1	1	OP3	80	80	80
Clerk				1		1		1	0	1	1	OP3	0	80	80
Analyst		1		1		1		1	1	1	1	OP3	80	80	80
CSO		1		1		1		1	1	1	1	OP3	80	80	80
Crime Data Analyst		2		2		2		2	2	2	2	OP3	160	160	160
• W/ Plotter									1	1	1	PLOT	25	25	25

**Violence Suppression Unit**

Commander	1		1		1		1		1	1	1	PO4	168	168	168
Sergeant	1		2		1		1		1	1	1	PO1	110	110	110
Police Officers	6		14		8		8		6	8	8	OP3	480	640	640
Intel Officers	2		4		2		2		2	2	2	OP3	160	160	160

**Narcotics / Vice Unit (Possible Future Staffing)**

Sergeant			2		2		2		0	0	0	PO1	0	0	0
Detective			10		11		12		0	0	0	OP3	0	0	0

**DOJ Task Force (Housed off-site)**

DOJ Commander	1								0	0	0	PO4	0	0	0
Sergeant	1		1		1		1		0	0	0	PO1	0	0	0
Detective	5		5		5		5		0	0	0	OP3	0	0	0

**Investigations Support Spaces**

Coffee Station									1	1	1	COF1	25	25	25
Copy/Mail/Supply/Work									1	1	1	CPY3	130	130	130
Secure Files									18	18	18	LFL4	288	288	288
Project Rm. / Conf. Rm.									1	1	1	CNF12	240	240	240
In-Process Evidence Storage									1	1	1	STOR1	40	40	40

**Interview Suite**

Standard Interview Rooms									3	3	3	INT1	300	300	300
Victim Interview Rm / Mom (Video link to Kids Rm.)									1	1	1	INT1	100	100	100
Kids' Monitored Waiting									1	1	1	INT2	130	130	130
Interview Toilet									1	1	1	T1	64	64	64
Monitoring Room									1	1	1	MON1	50	50	50

Subtotals	33	5	56	6	51	6	53	6					4218	4728	4808
Circulation	25%												1055	1182	1202
Net Area													5273	5910	6010

**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
**• Common Areas •**  
**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn	SW	NS	SW	NS	SW	NS	SW	NS							

**Lobby Public Areas**

Entry Vestibule (W/ Phone to Watch Commander)									1	1	1	80	80	80	80
Lobby									1	1	1	600	600	600	600
Int. / Report Taking Rms. (w/ Priv Transaction window to Records)									2	2	2	INT1	200	200	200
Public Toilets									2	2	2	T2U1	280	280	280

Subtotals	0	0	0	0	0	0	0	0					1160	1160	1160
Circulation	25%												290	290	290
Net Area													1450	1450	1450

**Community Meeting/Multipurpose Rooms (W/ Skyfold Divider)**

Multi-Purpose Room 1 30 @ tables (60 @ chairs)									0	30	30	15	0	450	450
Multi-Purpose Room 2 30 @ tables (60 @ chairs)									0	30	30	15	0	450	450

**Support Spaces**

EOC Equipment (Closet Spaces w/ modular EOC workstations)									0	1	1	270	0	270	270
Chair/Table Stor.									1	1	1	STOR3	150	150	150
AV Stor									1	1	1	STOR2	80	80	80
Kitchen									1	1	1	120	120	120	120
												NA	0	0	0

Subtotals	0	0	0	0	0	0	0	0					350	1520	1520
Circulation	25%												88	380	380
Net Area													438	1900	1900

**Staff Break**

Lunch/Break Room (W/Access to Exterior)									1	1	1	500	500	500	500
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0

Subtotals	0	0	0	0	0	0	0	0					500	500	500
Circulation	25%												125	125	125
Net Area													625	625	625



**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
• Common Areas •  
**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															

**Locker Area Conventional**

**Male Locker Area**

• Male Sworn Lockers	135	250	250						LKR2	1350	2500	2500
• Male Reserves Lockers	10	10	10						LKR2	100	100	100
• Male CSO Lockers	9	27	27						LKR1	54	162	162
• Male toilet/sink		12	12						T1	0	765	765
• Male shower area		12	12						24	0	287	287
• First Aid Rm.		2	2						INT1	0	200	200

**Female Locker Area**

• Female Sworn Lockers	34	63	63						LKR2	338	625	625
• Female Reserves Lockers	3	3	3						LKR2	30	30	30
• Female CSO Lockers	3	6	6						LKR1	18	36	36
• Female toilet/sink		3	3						T1	0	191	191
• Female shower area		3	3						24	0	72	72
• F. toilet/sink/shower area		3	3						T1SH1	0	234	234
• Day Use Lockers (for non-sworn staff)		2	2						T1SH1	0	180	180

**Court Sleep Over / Lactation**

• First Aid Rm.	2	2							80	0	160	160
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0
									NA	0	0	0

Subtotals	0	0	0	0	0	0	0	0			1890	5542	5542
Circulation	25%										472	1385	1385
Net Area											2362	6927	6927

City of Salinas, California  
Police Department Headquarters  
Space Needs Assessment  
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Issue Date: November 9, 2016

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn	SW	NS	SW	NS	SW	NS	SW	NS							

**Locker Area (Open Lockering)**

Locker Area

• Sworn Lockers	135	250	250		LKR2	1350	2500	2500
• Reserves Lockers	10	10	10		LKR2	100	100	100
• CSO Lockers	9	27	27		LKR1	54	162	162
• Toilet / Lav Changing (Priv. Single Occupant)	8	8	8		T1	512	512	512
• Toilet / Lav. / Shower (Priv. Single Occupant)	6	6	6		T1SH1	540	540	540
• First Aid / Court Sleepover Rm. (1 w/ Sink for Lactation)		2	2		80	0	160	160
• Day Use Lockers (for non-sworn staff)		2	2		T1SH1	0	180	180
					NA	0	0	0
					NA	0	0	0
					NA	0	0	0

Subtotals	0	0	0	0	0	0	0	0				2556	4154	4154
Circulation	25%											639	1039	1039
<b>Net Area</b>												<b>3195</b>	<b>5193</b>	<b>5193</b>

**Fitness**

• Free Weight / Cardio *UU	1	1	1		1000	1000	1000	1000
Weights / 200SF Open Floor	1	1	1		STOR2	80	80	80
• Storage					NA	0	0	0
					NA	0	0	0

Subtotals	0	0	0	0	0	0	0	0				1080	1080	1080
Circulation	15%											162	162	162
<b>Net Area</b>												<b>1242</b>	<b>1242</b>	<b>1242</b>

**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
**• Support Building •**  
**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															

**Administrative Services Division**

**Quartermaster (Adj. to Loading Dock / Range)**

Supervisor (Temp Workstation)	0				1		1		0	1	1	OP3	0	80	80
Equipment Inventory Tech	1		2		2		2		0	0	0	OP3	0	0	0
Vehicle Maint. Asst.	1		2		2		2		0	0	0	OP3	0	0	0
Shared Workstation Space									1	2	2	OP3	80	160	160
Facility Worker	2		2		4		5		1	1	1	OP3	80	80	80

**Quartermaster Support Spaces**

Service Counter									1	1	1	120	120	120	120
Armory (w/ gun an badge safes)									1	1	1	ARM	125	125	125
Uniform/ Equipment Storage									1	1	1	STOR1	40	40	40
Loading Dock / Work Room (Open Floor for Assembly & Shipping / Recv'g - Vehicle Equi. Work)									1	1	1	FLEET	400	400	400

**Caged Storage**

**Spaces**

Janitorial Bulk Stc									1	1	1	STOR3	150	150	150
Misc. Disposal Rm									1	1	1	STOR3	150	150	150
Honor Guard									1	1	1	STOR2	80	80	80
Community Services (Canopies / handouts)									1	1	1	STOR3	150	150	150
Special Events Stc									1	1	1	STOR3	150	150	150
Radio & Vehicular Equip. Sto. (Equip. Changeout & rear Seats)									1	1	1	300	300	300	300
IT Storage (Equip. Changeout)									1	1	1	300	300	300	300
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0
												NA	0	0	0

Subtotals	0	4	0	6	0	9	0	10					2125	2285	2285
Circulation	25%												531	571	571
Net Area													2656	2856	2856

**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															

### Firearms Training

Range Office

Rangemaster/ Armorer	0	1	0	0	0	1	1	PO1	0	110	110
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### Firearms Training Support Spaces

### Weapons Maintenance

Armorer's Room (Rangemaster's Weap. Maint.)	1	1	1	ARM	125	125	125
Armory	1	1	1	ARM	125	125	125
Officer's Weapons Cleaning Counter	4	10	10	WC	180	450	450

### Lead-Free Firearms Proficiency Range

[illegible]

Subtotals	0	0	1	0	0	0	0	0				7750	8130	8130
Circulation	15%											1163	1220	1220
<b>Net Area</b>												8913	9350	9350

**City of Salinas, California**  
**Police Department Headquarters**  
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Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															

**Administrative Services Division**

**Evidence/Property**

**Evidence / Property Office**

Evidence Manager			1		0		1		0	0	0	PO2	0	0	0
Sr. Evid Tech	1		1		1		1		0	0	0	OP3	0	0	0
Evid. Tech	2		3		1		1		0	0	0	OP3	0	0	0
Shared workstations									3	3	3	OP3	240	240	240

**Officer Bag Tag** (W/Emerg. Eyewash / Shower)

Open Area (W/Emerg. Eyewash / Shower)									1	1	1	100	100	100	100
• Work Table w/Exhauster									1	1	1	WTBL3	126	126	126
• Counter w/Lavatory & Barcoding sta.									1	1	1	CNTR7	33	33	33
• Evidence Drop Lockers									1	1	1	LKR5	15	15	15
• Oversize Lockers									1	1	1	30	30	30	30
• Drying Cabinets / Closets									0	5	5	DRY1	0	100	100

**Evidence Area Support Spaces:**

Intake Area / Office									1	1	1	OP4	110	110	110
• Movable Worktables									1	1	1	WTBL3	126	126	126
• Sink Area									1	1	1	SNK1	33	33	33
Officer B/T Supplies									1	1	1	STOR1	40	40	40
Evid. Return Vest. / Registrants Access (w/ livescan)									1	1	1	PO2	120	120	120
• Public Service Counter												NA	0	0	0
Evidence Viewing / Discovery (access from Evidence)									1	1	1	PO2	120	120	120
Registrants Room (access from lab)									1	1	1	PO2	120	120	120

Gen. Evidence / Firearms Sto. (High Bay space with evidence housed in rolling HD Shelving units). Sep. Secure gondolas for firearms.									1	1	1	5000	5000	5000	5000
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**City of Salinas, California**  
**Police Department Headquarters**  
**Space Needs Assessment**  
**• Support Building •**  
**Issue Date: November 9, 2016**

Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															

Open Floor	1	1	1									300	300	300	300
Money Vault	1	1	1									20	20	20	20
Narcotics Storage	1	1	1									STOR2	80	80	80
Refrigerator	1	1	1									200	200	200	200
Evidence Bikes	10	15	20									5	50	75	100
												NA	0	0	0
												NA	0	0	0

Subtotals	0	3	0	5	0	2	0	3					6863	6988	7013
Circulation 25%													1716	1747	1753
Net Area													8579	8735	8766

**Criminal Investigations Division**

**Forensic Laboratory**

**Lab Office**

Criminalist	1		2		2		2		1	2	2	OP3	80	160	160
Print Tech		1		2		2		2	0	2	2	OP3	0	160	160
Firearm Tech					1		1		0	1	1	OP3	0	80	80

**Forensic Lab Support Spaces**

In Process Evidence (Includes space for lockers)	1	1	1						1	1	1	STOR2	80	80	80
Computer Lab/Digital Evidence	1	1	1						1	1	1	200	200	200	200

**Firearms / PRT Lab (W/ Emerg. Eyewash / Shower)**

												SUM	683	683	683
• Work Table	1	1	1						1	1	1	WTBL3	126	126	126
• Stereo Scope	1	1	1						1	1	1	MIC	25	25	25
• Evidence Cabinet	1	1	1						1	1	1	LKR5	15	15	15
• NIBIN	1	1	1						1	1	1	OP2	64	64	64
• Comparison Scope	1	1	1						1	1	1	MIC	25	25	25

**Projectile Recovery Range**

Test Fire Room (No Projectile Recovery or Pattern Work)	1	1	1						1	1	1	340	340	340	340
• Butcher Block Work Bench	1	1	1						1	1	1	CNTR6	60	60	60
• Ammo Storage Room	2	2	2						2	2	2	SHLF3	28	28	28

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Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															

**Reference Firearms Storage**

												SUM	962	962	962
• HD Firearms Standards Sto.									1	1	1	HDFL5	945	945	945
• Map Drawers For Bullet Standards									2	2	2	MAP	17	17	17

**Chemical Lab**

												SUM	725	725	725
• Fume Hood									2	2	2	FH5	60	60	60
• Cyanoacrylate Unit									1	1	1	SGC	30	30	30
• Island Worktable									1	1	1	WTBL3	126	126	126
• Storage Cabinets									1	1	1	SHLF3	14	14	14
• Bench									12	12	12	LC	66	66	66
• Deep Sink									1	1	1	SINK3	22	22	22
• ADA Sink									1	1	1	SINK2	17	17	17
• Emergency Eyewash/Shower												NA	0	0	0
ALS Room									1	1	1	240	240	240	240
Powder Dusting / Fuming Room									1	1	1	120	120	120	120
• Fume Hood									1	1	1	FH5	30	30	30
Veh Exam Bay									4	4	4	AUTO	1200	1200	1200

Subtotals	1	1	2	2	2	3	2	3					3929	4249	4249
Circulation	30%												1179	1275	1275
Net Area													5108	5524	5524

**Field Operations Division**

**SWAT**

Drive Bay												NA	0	0	0
• Emergency Eyewash/ Shower												NA	0	0	0
• Large Equip. Storage									1	1	1	STOR3	150	150	150
Raid Planning Room												NA	0	0	0
• Lockers									25	25	25	LKR2	250	250	250
• Max White Board												NA	0	0	0
• Work Table									1	1	1	WTBL2	84	84	84
Restroom									1	1	1	T1SH1	90	90	90
Washer / Dryer									1	1	1	20	20	20	20
Armory (W/Magazine - explosives cabinet)									1	1	1	STOR3	150	150	150
Storage									1	1	1	STOR3	150	150	150

**K-9 (3 Kennels Outdoor Covered)**

K-9 Storage (W/ Storage racks and safes for drug toys)									1	1	1	STOR2	80	80	80
• Wash Tub									1	1	1	30	30	30	30

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City of Salinas, California  
Police Department Headquarters  
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Milestones	Actual		2009 Study		2025		2035		A	25	35	Space Code	Actual	2025	2035
	Current Staff				Staffing Projection				Number of				Area	Area	Area
	SW	NS	SW	NS	SW	NS	SW	NS	Spaces				Totals	Totals	Totals
Sworn or Nonsworn															

**Bicycle Patrol Support Spaces**

Bike Racks	5	10	10	BKE	65	130	130
Repair Bench	1	1	1	CNTR7	33	33	33
Floor Space Work Area	1	1	1	100	100	100	100
Storage Cabinets	1	1	1	SHLF3	14	14	14
				NA	0	0	0

Subtotals	0	0	0	0	0	0	0	0				1216	1281	1281
Circulation	25%											304	320	320
Net Area												1520	1601	1601

City of Salinas, California  
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**Police Department Site Requirements**

All Parking At Grade	2017	2025	2035		2035	Remarks
<b>Administration</b>						
Chief of Police / PIO	5	8	8	AUTO	2400	Day Shift
<b>Administrative Services / Records</b>						
Technical Services	16	25	26	AUTO	7800	Day Shift
Community Services	2	5	5	AUTO	1500	Day Shift
Training & Personnel	4	7	9	AUTO	2700	Day Shift
Special Operations	8	8	8	AUTO	2400	Day Shift
Traffic	2	12	11	AUTO	3300	Day Shift
Motorcycles	4	8	10	MOTOR	1680	4 Current, 10 Required
Schools Unit	0	13	17	AUTO	5100	Day Shift
Quartermaster	4	9	10	AUTO	3000	Day Shift
Firearms Training	0	0	0	AUTO	0	No Parking Demand
Evidence Property	3	2	3	AUTO	900	
<b>Field Operations Division</b>						
Command Vehicle	1	1	1	1400	1400	35 foot - Carport
Patrol - On-Coming Personal Vehicle	30	50	52	AUTO	15600	
Patrol - Out Going Personal Vehicle	30	47	49	AUTO	14700	
Patrol - Fleet Vehicles	80	85	90	FLEET	36000	80 Current Count
Bicycle Patrol	0	0	0	AUTO	0	No Added Pkg. Demand
Carport - SWAT Equipment Van	1	1	1	FLEET	400	
Carport - Negotiator's Van	1	1	1	FLEET	400	
Carport - SWAT Rescue Vehicle	1	1	1	480	480	Veh. Dim. 23.5 Ft. x 8.25 Ft. x 10 Ft.
IT / R & D	2	2	2	AUTO	600	Day Shift
<b>Criminal Investigations Division</b>						
Criminal Investigations	33	57	59	AUTO	17700	Day Shift
Forensic Lab	2	5	5	AUTO	1500	Day Shift

<b>Secure Motorcourt</b>						
Fleet & Staff Vehicle Subtotal	229	347	368			119560
Vacation / Sick Factor (Deduction) 15%	-34	-52	-55	AUTO		-16560
Total Secure Parking Needs:	<b>195</b>	<b>295</b>	<b>313</b>			
Circulation Factor (40%)						1.4
<b>Total Secure Parking</b>						<b>144200</b>

<b>On-Site Public Parking</b>						
Community Mtg - Multipurpose Rms	<b>60</b>	<b>60</b>	<b>60</b>	AUTO		18000
Circulation Factor (40%)						1.4
<b>Total Non-Secure Parking</b>						<b>25200</b>
<b>Total Parking (Visitor + Secure):</b>	<b>255</b>	<b>355</b>	<b>373</b>			
<b>Subtotal: All Parking and Vehicular Circulation Area in SF</b>						<b>169400</b>

City of Salinas, California  
Police Department Headquarters  
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Building Footprint and Other Site Needs		
Two Level Police Headquarters Building	23299	1st Floor of 2-Story Stack
One-Story Support Building	31469	
Secure Sally Court (Screened Carport)	4 FLEET 1600	
Apron at Secondary	2000	
Covered Found Property Bikes Cage	750	
Controlled Motorcourt Entry and Exit	2000	
Emergency Generator & Fuel Tanks	1000	
Trash Dumpster Enclosure / Loading Area	1500	
<b>Subtotal: Site Area Need in SF</b>	<b>233017</b>	

*Plus Allowances for Landscape and setbacks*